06 Safeguarding and Child Protection Policy Statement

Statement

KLW Preschool Limited is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. All staff are expected to share this commitment and follow the policy and procedures to continuously promote a culture of safety.

Aim

Every person looking after children must be alert to any issues of concern in the child's life at home or elsewhere.

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As a member of the Early Years Alliance, we take account of the Early Years Alliance's 'four commitments' to provide a consistent and coherent strategy for safeguarding children, young people and vulnerable adults. The four key commitments are:

1. Empower children, young people and vulnerable adults, promoting their right to be strong, resilient, actively listened to, and heard.
2. Upholds a culture of safety in which children, young people, and vulnerable adults are protected from abuse and harm in all areas of its curriculum and service delivery.
3. Prevent harm and respond promptly and appropriately to all incidents or concerns of abuse that may occur, working with statutory agencies to achieve the best possible outcomes for every child.
4. Increase safeguarding confidence, knowledge and good practice throughout its training and learning programmes for adults, advocating support and representation for those in greatest need.

What is safeguarding and child protection?

Safeguarding is the steps we take to keep children, young people, and adults safe on a day-to-day basis and the actions we take when we are worried about a person or the conduct of a colleague.

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Child protection is the protection put in place for a child who is, or is likely to, suffer significant harm. Significant harm is defined in Section 47 of the Children Act

How we keep children, young people and vulnerable adults safe

Safeguarding is of paramount importance in Billy & Boo Preschools and is embedded in our culture.

- We actively listen to and observe babies and children and through our curriculum promote their right to be strong, resilient, listened to and heard.
- We increase children's understanding of how to stay safe and support parents / carers to increase their knowledge by sharing information and resources.
- There are clear policies and procedures in place for reporting, recording, and managing any concerns about children, young people, or vulnerable adults. All of which adhere to the Early Years Foundation Stage Safeguarding and Welfare Requirements and relevant legislation.
- Every service has a Designated Safeguarding Lead (DSL) responsible for safeguarding and child protection. This includes ensuring that staff, volunteers, agency workers, and students know the signs and signals of abuse, are trained, understand, and follow our policy and procedures.
- All staff are trained in line with the criteria set out Early Years Foundation Stage. Safeguarding training is refreshed annually and renewed every two years. Safeguarding updates are shared regularly. The DSL ensures support, advice and guidance for all staff to meet their safeguarding responsibilities.
- All staff understand their safeguarding responsibilities.
- There are procedures in place for working in partnership with agencies involving a child, young person, or vulnerable adult. These procedures take account of working with families with a 'child in need' and with families in need of early help.
- There is a robust Health and Safety Policy supported by clear procedures.
- Staff and volunteers are recruited following the Safer Recruitment Policy. This includes robust recruitment checks including obtaining at least one written references, carrying out enhanced DBS checks and receiving certification before commencing employment / volunteering, and a probationary period.

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- All staff and prospective employees know that they must disclose any information which may affect their suitability to work with children as set out in the EYFS
- There are procedures for dealing with allegations of abuse against a member of staff, or any other person undertaking work whether paid or unpaid for the organisation.
- Families are encouraged to raise concerns through a clear complaints policy and procedure.
- There are robust whistleblowing procedures in place for all staff, volunteers, and students and the organisation ensures that all staff know how to use it.
- Safeguarding incidents are reviewed and reflected upon so that learning can be shared across the organisation.

Designated Safeguarding Lead: Rebecca Phelvin (Cheapside), Nicola Moss (Windsor) Michelle Payne (Virginia Water)

Designated Safeguarding Officer: Nicole Batterham (Cheapside) Charlotte Colbert (Windsor) Christina Peters (Virginia Water)

Safeguarding and Child Protection Policy

Scope of the policy

This policy and associated procedures apply to all staff, agency staff, apprentices, students and volunteers working at (insert name of setting). Throughout the policy we use the term staff to refer to all these groups unless stated otherwise.

This policy and associated procedures apply to our work with children, young people, and vulnerable adults as defined here:

- A child is anyone aged 0-18.
- A young person is defined as aged 16 to 19 and may work in the settings as a student or volunteer or be a parent / carer of a child..
- A vulnerable adult is defined as a person aged 18 years or over, who is in receipt of or may need community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation (Care Act 2014). In early years this may be a parent / carer of a child, or a volunteer.

We share information about health and safety and risk assessments through information displayed on noticeboards, and through regular discussions between staff and parents / carers.

Categories and other types of abuse

The four main categories of child abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse (incorporates child sexual exploitation)
- Neglect

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Other kinds of abuse include, but are not limited to:

- Domestic abuse and coercive control
- Fabricated or induced illness
- Child abuse linked to a belief in spirit possession
- Child criminal exploitation and gangs
- Female genital mutilation
- Extremism / radicalisation
- Complex, multiple or organised abuse
- Forced marriage or honour-based violence
- Child victims of trafficking
- Bullying and cyberbullying
- Online harm and exploitation
- Children experiencing multiple harms at the same time

Signs and signals of abuse

Staff are always alert to indicators of abuse. All staff have received training which is renewed every two years, on signs and signals of abuse in line with the EYFS and all concerns are reported to the Designated Safeguarding Lead.

Children and young people with additional vulnerabilities

Children and young people may be at increased risk due to additional vulnerabilities that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture. Staff fully consider these vulnerabilities when there is safeguarding, or child protection matters.
Staff must be aware of the needs of babies and very young children and exercise appropriate professional curiosity where concerns are raised.

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Safeguarding and child protection roles and responsibilities

Safeguarding is everybody's responsibility. All staff must understand the safeguarding policy and procedures. Staff must understand the different types of abuse and recognise the indicators of abuse and know what to do if they are worried about a child or the behaviour of a member of staff.

Designated Safeguarding Lead

(Insert name setting) has a Designated Safeguarding Lead (DSL),., who is responsible for all safeguarding and child protection concerns in the setting. Their information and contact details are clearly displayed. . The DSL must attend specific DSL training, retaken every two years.

The DSL is responsible for ensuring all staff are supported, trained, understand, and can follow the safeguarding policies and procedures. The DSL is responsible for liaison with local statutory children's services agencies, and with the local Safeguarding Children Partnership (SCP).

The DSL understands local Safeguarding Children Partnership (SCP) procedures and acts as the lead contact for local Multi Agency Safeguarding Hub (MASH) and Early Support Services and the Local Authority Designated Officer (LADO).

Safeguarding training

All staff are trained in line with the criteria set out in Annex C of the EYFS. Safeguarding training is refreshed annually (delete if not appropriate) and renewed every two years. The designated safeguarding lead ensures support, advice and guidance for all staff to meet their safeguarding responsibilities by:

- regular supervision
- 1:1 support
- team briefings,
- bulletins,

- group supervision,
- reviewing safeguarding cases (delete as appropriate)

Parental responsibility
When a child or young person is registered staff will ask who has parental responsibility for the child or young person. This is defined in the Children Act 1989 and defines who is responsible for the child or young person. If a person with parental responsibility is not to have contact with a child or young person, this will be discussed and a risk assessment put in place.

Mobile phones, cameras and other electronic devices with imaging and sharing capabilities

Personal mobile phones, smart watches, and AI glasses are not to be used or worn in the setting when children and young people are present. Parents / carers and visitors are asked to put all digital devices away on entering the setting. Staff are required to store all internet-enabled devices, including phones, smart watches and AI in a secure place designated by the manager and only access them in their personal time when they are not caring for children and there are no children or young people present. Any electronic devices which are used to manage medical needs must be agreed with the manager. A risk assessment for the storage and management of devices is completed by the manager.

Photographs and videos are only taken on setting devices and stored safely in line with our Data Protection policy. Parents, carers, and visitors are not allowed to take photographs or videos in the setting.

Online safety

The following online systems and devices are used within the settings:

- Tablets for promoting and recording children's learning and development

- Computers and tablets for children's use
- Electronic / online management software (if appropriate)

Children and young people never have unsupervised access to devices with online capability, and all devices are restricted to prevent access to inappropriate content. Educators give consistent messages about the safe use of technology and support children and young people to understand the risks posed in the real and virtual world. Only reputable sites with a focus on learning are used.

Online risks include:
Content – being exposed to illegal, inappropriate, or harmful material
Contact – being subjected to harmful online interaction with other users.
Conduct – personal online behaviour that increases the likelihood of or causes harm.

Educators seek to understand a child's or young person's context regarding technology within the home learning environment, including how much technology is used and for what purpose. Concerns that a child or young person is at risk or has been exposed to inappropriate online content must be reported to the Designated Safeguarding Lead as a safeguarding concern. If a child or young person has experienced cyber bullying, the DSL must be informed. All concerns must be recorded on the day the concern was raised.

Billy & Boo Preschools will work with families to share messages about the risk of inappropriate digital content, and other associated risks.

Dangerous Dogs
Banned dog breeds (meaning dogs to which section 1 of the Dangerous Dogs Act 1991
applies including the XL Bully type), must not be kept or present on the premises. This includes dogs with an exemption certificate.
https://www.gov.uk/control-dog-public/banned-dogs
If the setting has reason to believe children under 12 years are left in close contact with a banned dog in a private place without adult supervision, this will be treated as a safeguarding concern and acted in line with our policy and procedures. All parents/carers are notified that banned dog breeds are not to be

brought on to the premises.

Further advice may be sought and reports about dangerous dogs can be made to the local council dog warden or the police

Unexplained absence

Families are asked to always contact the setting if their child is going to be absent. If a child or young person does not attend at the expected time and there is no explanation for the absence, the key person will contact the parent/carer on the first day of absence. Where no contact can be made with the parent / carer or there is a safeguarding concern, the Designated Safeguarding Lead will follow the Absence Policy and local authority safeguarding procedures.

Accidents and injuries

When a child or young person arrives with a mark or injury, whether explained or unexplained, this is recorded. The child's parents/carers , the staff member who was informed of or noticed the injury, and the DSL must sign their confirmation.

If a child or young person is brought to the setting by someone who is not their parent / carer, the DSL will contact the parent / carer to confirm how the injury occurred.

The process of filling in a form does not override the need to follow the settings and Local Authority reporting procedures should there be concerns about an injury or mark.

The Prevent Duty

All early years settings have a duty to identify vulnerable children and young people and prevent them from being drawn into radicalisation and extremism as part of our overall safeguarding responsibilities. This is known as the Prevent duty. All staff are trained in the Prevent duty. This training is renewed every two years as a minimum. A Prevent duty Risk Assessment is in place and reviewed annually.

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For very young children, the risk may be through their families and may be observed through conversation about extremist beliefs or behaviours. Children and young people may be at risk of radicalisation through online content. Online safety is a part of our curriculum, and all devices that children and young people use have restricted access.

All staff actively promote values such as democracy, rule of law, individual liberty and mutual respect and tolerance. These values are embedded in the curriculum.

If a member of staff is concerned about a child, or young person of their family must speak to the DSL immediately. Actions may include the prevent advice line being contacted and a report submitted through report extremism in education. Where there is a concern about a member of staff, the LADO (Local Authority Designated Officer) must be notified.

Information Sharing

When a parent / carer registers their child or young person, they are made aware of our Privacy Notice which explains the circumstances under which information about their child or young person will be shared with other agencies.
The consent of a parent / carer to share information with other professionals is always sought, unless doing so would put the child or young person at risk of significant harm. For concerns that do not meet this threshold, then consent must be obtained, e.g. Early Help.
If a parent / carer refuses to consent for information to be shared, then the DSL must seek the advice of local children's safeguarding team without giving any personal details. If not accessing support, this puts the child or young person at risk of significant harm, then information must be shared with the children's safeguarding team without parental consent.

If a child protection referral has been made without the consent of the parents / carers, the DSL will seek the agreement of the children's safeguarding team to inform the parents / carers that the referral has been made and agree the information that will be shared.

Parents / Carers are not informed prior to making a referral if:

- There is a possibility that a child or young person may be put at risk of harm by discussion with a parent / carer.

- If a serious offence may have been committed, it is important that any potential police investigation is not jeopardised.
- There are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
- Contacting the parent / carer puts another person at risk, for example, where there is domestic abuse.

The decision not to inform a parent / carer before sharing information and the reason for not doing so must be recorded. .

What to do if you are worried about a child

If a child or young person is believed to be at risk of immediate harm, staff must contact the police by dialing 999.

If a member of staff has a concern about a child, young person, or parent / carer they must:

- Immediately speak to the DSL
- Record their concern within one working day

Incapacitated parent or carer

If on arrival or collection of a child or young person, a member of staff has a concern about the adult that is bringing or collecting the child, they must conduct a dynamic risk assessment and take steps to keep all children safe, for example, if an adult appears to be drunk or under the influence of drugs or demonstrating angry or threatening behaviour.

The staff member may refuse the adult entry if it is safe to do so. If the adult has entered the building, they are asked to stay in an area away from children and the DSL is immediately notified. The DSL will speak with the parent / carer and if necessary, arrange for one of the child's or young person's emergency contacts to collect the child. If there is no one suitable to collect the child before the end of the session, children's social care will be informed.

If there is a risk of immediate harm to a child or staff, then staff must contact the police by dialing 999. The DSL is informed of the situation, and the concern is

recorded on the day of the incident.

Responding to a disclosure by a child or young person

When responding to a disclosure from a child or young person, the aim is to get just enough information to take appropriate action.

- Listen calmly and carefully, allowing the child or young person time to express what they want to say.
- If you are not sure what the child or young person said or meant, you may prompt them further by saying 'tell me more or show me again.'
- If there are visible signs such as bruising, or injury, ask the child or young person how it happened if appropriate to do so.
- As soon as the child or young person is settled, report the information to the DSL.
- Record the disclosure using the child's or young person's exact words and your exact words.
- Record any visible signs such as bruising or injury on a body map.

Responding to information from a parent / carer or another adult

When responding to information from an adult the aim is to get just enough information to take appropriate action. It is important to explain to the person disclosing that you may have to share the information.

- Listen calmly and carefully, allowing the person time to express what they want to say.
- Check that you have understood the information correctly.
- If there is a sequence of events, check you have understood the order of events.
- Reassure the person that they have done the right thing to share the information.
- Inform the DSL as soon as possible.
- Record the information for the child or young person that the information refers to, keeping the information factual and clear.

Professional curiosity

- Staff should be ‘professionally curious’ if something doesn’t feel right. Staff should avoid making assumptions and ask respectful questions to gain a deeper understanding of the situation. Concerns should be escalated as necessary.

Decision making

Once information has been shared with the DSL, they will decide what to do next. The DSL must seek the advice and guidance of the local Safeguarding Children Partnership if they are unclear of the next steps or it is a significant concern, likely to meet the threshold for referral. The decision and agreed actions must be recorded.

The DSL will use the local Safeguarding Children Partnership threshold/levels of need document to support their decision making.

Levels of need

Working Together to Safeguard Children requires local Safeguarding Children Partnerships to publish a threshold document which sets out the local criteria for action when a response is needed to a concern about a child. This document is widely known as the Levels of Need document. It is essential for DSLs to access their LSCP Levels of Need or Threshold document and understand the thresholds in their area.

1. Universal: represents children with no identified additional needs and support can be offered through routine services such as GP or Health Visitor.
2. Early Help: low level concern requiring input from a minimum of one professional
3. Child in need wider professional involvement
4. Child in need of protection

.Making a referral to Children’s Social Care

The DSL takes responsibility for making a referral to Children's Social Care. This must be completed as soon as possible, and always on the day the disclosure or concern was raised. If the DSL is not on site, then the most senior person on site takes responsibility.

If the DSL is concerned about the immediate safety of a child or young person, for example if they are due to go home and it is not thought to be safe, then the police must be contacted immediately and then Children's Social Care.

Escalating a concern

Where a DSL's assessment of the risk to the child or young person differs from that of Children's Social Care and they remain concerned about the safety of a child, they must escalate the concern following local Safeguarding Children Partnership procedures.

A concern may be escalated where it is believed that:

- The local authority has not responded appropriately to a safeguarding referral to safeguard a child or young person.
- There are recurrent concerns about a child or young person, and there is an on-going inappropriate/insufficient response from the local authority.
- A child protection plan, child in need plan or social work assessment is not of sufficient quality to enable a child or young person to be safeguarded.
- Agreed actions to protect a child or young person have not happened, or have not happened within a reasonable timeframe, such as a parenting assessment or a risk assessment of a new partner with an offending history of violence.
- There is a concern about the quality, frequency, or process of safeguarding meetings, such as core groups or child in need meetings.

Professional disagreement

- If a member of staff disagrees with a decision by the DSL not to make a referral to Children's Social Care, they must initially discuss and try to resolve it with them.
- If the member of staff is still in disagreement, then they should contact the local children's safeguarding team to seek further advice.
- All discussions and agreed actions must be recorded.

Children or young people on Child Protection or Child in Need Plans

When the parent/carer completes the registration for their child, we will ask if they have a social worker and if they are on a Child Protection or Child in Need Plan, which is recorded.

The DSL and the key person will work with the family to ensure appropriate support is put in place.

The DSL will contact the named social worker and provide updates and attend meetings as required, including submitting reports. Reports will be shared with parents / carers prior to the meeting.

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Allegations against a member of staff

All allegations of harm, abuse and concerns raised about a member of staff will be acted immediately, ensuring that the child or young person is safe whilst also giving support to the person who is the subject of the allegation. An allegation or concern about a member of staff may be reported by a child, young person, parent, carer, member of staff, volunteer or member of the public. All allegations and concerns must be reported immediately to the DSL.

Identifying

An allegation against a member of staff, constitutes serious harm or abuse if they;

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

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Actions

Concerns are reported to the DSL who will then decide, whether the concerns meet the criteria for a referral to the Local Authority Designated Officer (LADO).

The concern must be reported to the LADO by the DSL on the day the concern was raised, and the DSL will agree with the next steps with the LADO. A copy of the referral and all actions must be recorded within one working day.

If the concern is about the DSL, then this must be reported to (insert name of senior person).

Allegations against agency staff

Allegations or concerns about agency staff are responded to as detailed in this procedure. In addition, the DSL must contact the Agency following advice from the LADO.

Notifying Ofsted

Where there is an allegation of harm or abuse as defined in Working Together to Safeguard Children, Ofsted must be notified as soon as possible but always within 14 days. The DSL will discuss the concern with the Service Manager before the notification is made by the Service Manager.

Behaviours that may cause concerns

Staff are required to raise all concerns about a colleague's behaviour or actions with the DSL. A concern is one that can cause a sense of unease or leave staff with a sense of doubt surrounding the practice of another member of staff. These behaviours may breach the code of conduct but not meet the threshold for making a LADO referral.

Examples of l concerns could include:

- Being overfriendly with children, including the use of nicknames
- Showing favouritism towards children or family
- Making disparaging comments or laughing at a child
- Having contact with families outside of the setting which breaches the Code of Conduct.
- Carrying out actions which have the potential to cause others to become at risk of harm.
- Using inappropriate language in the workplace with potential to offend or intimidate others.
- Behaving in a way that has the potential to bring the setting into disrepute.

This list is not exhaustive. Any concern must be reported to the DSL and recorded.

Recording

All safeguarding concerns must be recorded. Concerns should be recorded by the person receiving the information. If the concern relates to more than one child or young person, then a record is completed for each child.

If a child protection or early help referral is completed, this is uploaded onto the individual's record. All records must be factual. Where someone's direct words are recorded, this must be indicated clearly using speech marks.

Full guidance on recording information is available in the record keeping procedures.

Whistleblowing

What is whistleblowing?

Whistleblowing refers to the action someone takes to report wrongdoing in the workplace that impacts others such as the public or the staff team. Employees are protected by law for reporting concerns of a criminal, fraudulent or health & safety nature. This process differs from personal grievances which will be dealt

in line with the Grievance Disputes Procedure.

The whistleblowing procedure must be followed if, poor or unsafe practice is observed such as:

- A criminal offence has been committed, is being committed, or is likely to be committed.
- A person who has failed is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements.
- A miscarriage of justice has occurred, is occurring or is likely to occur.
- The health and safety of any individual have been, is being or is likely to be endangered.
- The working environment has been, is being or is likely to be damaged; or,
- That information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed.

If staff wish to raise or discuss any issues which might fall into the above categories, they should raise this issue with the DSL. Staff who are unable to raise the issue with their DSL should raise the issue with (insert name of senior person)

If an issue cannot be resolved and the member of staff believes a child remains at risk, the NSPCC have introduced a whistle- blowing helpline 0800 0280285 for professionals who believe that:

- their own or another employer will cover up the concern,
- they will be treated unfairly by their own employer for complaining,
- if they have already told their own employer and they haven't responded

NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk.

Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.

Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - Ofsted - GOV.UK (www.gov.uk).

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General guidance on whistleblowing can be found via: Whistleblowing for employees.

The Department for Education offers an online service for staff or service users who wish to make a disclosure in the interest of the public – this includes whistleblowing concerns.

Disclosure and Barring Service

All staff must obtain enhanced criminal record and barred list checks for every person living and/or working on the premises including volunteers (unless there is no access to the part of the premises when and where children are cared for) and/or they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child**,** or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, the DSL will inform DBS as required.

Working with children or young people on a one-to-one basis

Working on a one-to-one basis out of sight and hearing with a child or young person is kept to a minimum due to the increased risk to children and members of staff. To work on a one-to-one basis, a risk assessment must be completed.

- A risk assessment is completed prior to any one-to-one working. Thie risk assessment must include how the individual needs of the child will be met, location and reason for working alone with the child. The completed risk assessment must be signed off by the setting manager
- There must be a reason for the one-to-one work.
- No member of staff should undertake lone working with a child without being aware of this procedure and a completed risk assessment.
- All one-to-one work is reviewed in supervision meetings, to ensure its relevance and effectiveness.
- Parental consent is sought for the one-to-one work to take place, and professional boundaries of the work made clear to the parent / carer and to the

child.

- A record of the work and the risk assessment is kept and stored securely.

Close circuit television

We have chosen not to use CCTV within the setting. We believe that effective safeguarding is best achieved through robust recruitment practices, appropriate staff-to-child ratios, active supervision, regular training, strong leadership oversight, open communication with families, and an embedded safeguarding culture.

Safeguarding reviews

An annual safeguarding audit will be completed by the DSL. This is to ensure that the setting is compliant with the Safeguarding Policy and Procedures.

Where there has been significant safeguarding concern, a formal review will be undertaken and reported to and reviewed by the DSL.

Supporting Documents

Early Years Foundation Stage statutory framework (EYFS)

Information Sharing Advice for practitioners providing safeguarding services for children, young people, parents and carers

Keeping Children Safe in Education

What to do if you're worried a child is being abused: Advice for practitioners'

Working Together to Safeguard Children

Linked Policies and Procedures

The Child Protection and Safeguarding Policy and procedure and must be used in conjunction with all other policies and procedures including but not limited to:

Absence Policy

Accidents and Incidents Policy

Code of Conduct

Collection of Children Policy

Data Protection Policy

Employee Supervision Policy

Health and Safety Policy

Information Sharing Procedure

Missing Child Policy

Record Keeping Policy

Recruitment Policy

Sleep Policy

Staff code of conduct

Trips and Outings Policy

Visitors Policy

Whistle Blowing Policy

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06.1 Responding to safeguarding or child protection concerns

The designated safeguarding leads at Billy & Boo Preschools are Rebecca Phelvin (Cheapside), Nicola Moss (Windsor) & Michelle Payne (Virginia Water), the back-up designated safeguarding leads are Nicole Batterham (Cheapside), Charlotte Colbert (Windsor) & Christina Peters (Virginia Water).

Categories and other types of abuse

The four main categories of child abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse (incorporates child sexual exploitation)
- Neglect

Other kinds of abuse include, but are not limited to:

- Domestic abuse
- Fabricated or induced illness
- Child abuse linked to a belief in spirit possession.
- Child criminal exploitation
- Female genital mutilation
- Extremism/radicalisation

Online abuse

- Complex, multiple, or organised abuse

Children and young people with additional vulnerabilities

Children and young people may be at increased risk due to additional vulnerabilities that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture. Staff fully consider these vulnerabilities when there is safeguarding, or child protection matters.

Safeguarding roles

- All staff recognise and know how to respond to signs and signals that may indicate a child is suffering from or likely to be suffering from harm. They understand that they have a responsibility to act immediately by discussing their concerns with the designated safeguarding lead or a named back-up designated safeguarding lead.
- The manager and deputy are the designated safeguarding lead and back-up designated safeguarding lead, responsible for co-ordinating action taken by the setting to safeguard vulnerable children and adults. The designated safeguarding lead is also responsible for liaising with local statutory children's services and with the Local Safeguarding Partnership.
- All concerns about the welfare of children in [*setting name*] at home, or elsewhere should be reported to the designated safeguarding lead or the back-up designated safeguarding lead in their absence
- The designated safeguarding lead ensures that all educators at [name of setting] are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
- The setting should not operate without an identified designated safeguarding lead at any time.
- The line manager of the designated safeguarding lead is the designated officer.
- The designated safeguarding lead informs the designated officer about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts that the issue is safeguarding.
- If it is not possible to contact the designated officer, action to safeguard the child is taken first and the designated officer is informed later. If the designated officer is unavailable advice is sought from their line manager or equivalent.

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- Issues which may require notifying to Ofsted are notified to the designated officer to decide regarding notification. The designated safeguarding lead and designated officer must remain up to date with Ofsted reporting and notification requirements.
- If there is an incident, which may require reporting to RIDDOR the designated officer immediately seeks guidance from the owners/directors/trustees as appropriate. There continues to be a requirement that the designated officer follows legislative requirements in relation to reporting to RIDDOR. This is fully addressed in section 01 Health and Safety procedures.
- Billy & Boo Preschools follow procedures of RBWM or Surrey Local Safeguarding Partners (LSP) for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns. Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, through whistleblowing and escalation.

Responding to marks or injuries observed

- If a member of staff at Billy & Boo Preschools observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer in the child's personal file, which is signed by the parent/carer.
- The member of staff advises the designated safeguarding lead as soon as possible if there are safeguarding concerns about the circumstance of the injury.
- If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated safeguarding lead decides the course of action to be taken after reviewing 06.1a Child welfare and protection summary and completing 06.1b Safeguarding incident reporting form.
- If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated safeguarding lead.
- If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated safeguarding lead decides the course of action required and 06.1b Safeguarding incident reporting form is completed as above, taking into consideration any explanation given by the child.
- If a child or young person is believed to be at risk of immediate harm staff must contact the police by dialling 999.
- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated safeguarding lead.

- If there is no cause for further concern, a record is made in the individual child's chronology and Accident Record, with a note that the circumstances of the injury are not known.
- If the injury is unlikely to have occurred at the setting, this is raised with the designated safeguarding lead who informs the designated officer.
- The parent/carer is advised at the earliest opportunity.
- If the parent/carer believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child's personal file.

Responding to the signs and signals of abuse

- If a child or young person is believed to be at risk of immediate harm, staff must contact the police by dialling 999.
- If a member of staff has a concern about a child, young person, parent or carer, they must speak to the DSL immediately
- A written record is made of the concern on 06.1b Safeguarding incident reporting form as soon as possible.
- Concerns that a child is in immediate danger or at risk of significant harm are responded to immediately and if a referral is necessary this is made on the same working day.

Responding to a disclosure by a child

- When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.
- The member of staff at Billy & Boo Preschools listens carefully and calmly, allowing the child time to express what they want to say.
- Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying *'tell me more about that'* or *'show me again'.*

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- *Reassure the child e.g. by saying 'thank you for telling me'*
- After the initial disclosure, staff speak immediately to the designated safeguarding lead. They do not further question or attempt to interview a child.
- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
- When recording a child's disclosure on 06.1b Safeguarding incident reporting form, their exact words are used as well as the exact words with which the member of staff responded.
- If marks or injuries are observed, these are recorded on a body diagram.

Decision making (all categories of abuse)

- The designated safeguarding lead makes a professional judgement about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document for guidance:
    - Level 1: Child's needs are being met. Universal support.
    - Level 2: Universal Plus. Additional professional support is needed to meet child's needs.
    - Level 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.
    - Level 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.
- Staff at Billy & Boo Preschools are alert to indicators that a family may benefit from early help services and should discuss this with the designated safeguarding lead, also completing 06.1b Safeguarding incident reporting form if they have not already done so.

Seeking consent from parents/carers to share information before making a referral for early help

Parents/carers are made aware of Billy & Boo Preschools Privacy Notice which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the designated safeguarding lead must always seek consent from the child's parents/carers to share information with the relevant agency.

- If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to over-ride a parental decision to withhold consent.
- If a parent/carer withholds consent, this information is included on any referral that is made to the local authority. In these circumstances a parent should still be told that the referral is being made beforehand (unless to do so may place a child at risk of harm).

Informing parents/carers when making a child protection referral

In most circumstances, consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the designated safeguarding lead contacts the parents/carers (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent/carer should not be contacted until such time as their investigation, or the police investigation, is concluded. Parents/carers are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
- contacting the parent/carer puts another person at risk; situations where one parent may be at risk of harm, e.g. abuse; situations where it has not been possible to contact parents/carers to seek their consent may cause delay to the referral being made

The designated safeguarding lead makes a professional judgment regarding whether consent (from a parent/carer) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children's social work team if there is any doubt.

Making a referral to Children's social care

- The designated safeguarding lead at Billy & Boo Preschools or back-up follows the LSP procedures for making a referral.
- If the designated safeguarding lead or their back-up is not on site, the most senior member of staff present takes responsibility for making the referral to social care.
- If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately.
- If the child is 'safe' because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting's designated officer for support.
- Arrangements for cover (as above) when the designated safeguarding lead and back-up designated safeguarding lead are not on-site are agreed in advance by the setting manager and clearly communicated to all staff.

Further recording

- Information is recorded using the setting's nursery management software (if used) or alternatively 06.1b Safeguarding incident reporting form, and a brief summary entered on 06.1a Child welfare and protection summary. Discussion with parents/carers and any further discussion with social care is recorded. If recording a conversation with parents/carers that is significant, regarding the incident or a related issue, parents/carers are asked to sign and date it a record of the conversation. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, copies of all documents are kept and stored securely and confidentially (including copies) in the child's safeguarding file, or on the setting's management software

- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on 06.1b Safeguarding incident reporting form, as above.
- The referral is recorded on 06.1a Child welfare and protection summary.
- Follow up phone calls to or from social care are recorded in the child's file; with date, time, the name of the social care worker and what was said.
- Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.

Reporting a serious child protection incident using 06.1c Confidential safeguarding incident report form

- The designated safeguarding lead is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.
- For child protection concerns, it will be necessary for the designated safeguarding lead to complete 06.1c Confidential safeguarding incident report form and send it to the designated officer.
- Further briefings are sent to the designated officer when updates are received until the issue is concluded.

Professional disagreement/escalation process

- If a member of staff at Billy & Boo Preschools disagrees with a decision made by the designated safeguarding lead not to make a referral to social care they must initially discuss and try to resolve, it with them.
- If the disagreement cannot be resolved with the designated safeguarding lead and the member of staff continues to feel a safeguarding referral is required, then they discuss this with the designated officer.
- If issues cannot be resolved the whistle-blowing policy should be used, as set out below.
- Supervision sessions are also used to discuss concerns, but this must not delay making safeguarding referrals.

- If there is a concern over the response or action (including recurrent concerns, timescales of responses or quality or process concerns) taken by the local authority, the LSPs escalation procedure should be followed.

Whistleblowing

Billy & Boo Preschools will ensure that all staff are familiar with the whistleblowing procedure. We have clear whistleblowing procedures and will ensure everyone working with children knows how to raise concerns and that all concerns will be taken seriously and prompt action taken.

The whistle blowing procedure must be followed in the first instance if:

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements
- an injustice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being or is likely to be endangered
- the working environment has been, is being or is likely to be damaged
- that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/designated safeguarding lead.
2. Staff who are unable to raise the issue with their manager/designated safeguarding lead should raise the issue with their line manager's manager/designated officer.

3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a line manager, they should raise the matter with Laura Woodcock & Samantha Holt.

After a concern has been raised, the manager/line manager will decide how to respond in a reasonable and appropriate manner. Normally this will involve making internal enquires first, but it may be necessary to carry out an investigation.

Whilst it is hoped that such disclosures will never be necessary, the setting management recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own merits.

Managers' responsibilities

Managers/line managers notified of concerns under this policy are expected to:

- ensure that all staff and volunteers are familiar with the policy
- ensure that concerns raised are taken seriously;

• treat the matter in confidence, within the parameters of the case;

• where appropriate, investigate properly and make an objective assessment of the concern;

• keep the person raising the concern updated with progress, without breaching confidentiality;

• ensure that the action necessary to resolve a concern is taken;

• take appropriate steps to ensure that the employee's working environment and/or working relationship is/are not prejudiced by the fact of disclosure.

If an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately, the NSPCC have introduced a whistle-blowing helpline 0800 028 0285 for professionals who believe that:

- their own or another employer will cover up the concern
- they will be treated unfairly by their own employer for complaining
- if they have already told their own employer and they have not responded

[name of setting] will ensure that all staff are aware of the NSPCC whistleblowing helpline

Female genital mutilation (FGM)

Staff should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. Designated safeguarding leads should contact the police immediately as well as refer to children's services local authority social work if they believe that FGM may be about to occur.

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0-15 and statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. LSP guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff.

Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spends longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday

Further guidance

NSPCC 24-hour FGM helpline: 0800 028 3550 or email fgmhelp@nspcc.org.uk

Government help and advice: www.gov.uk/female-genital-mutilation

Children and young people vulnerable to extremism or radicalisation

Billy & Boo Preschools has a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. LSP's have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism.

There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

- The designated safeguarding lead at Billy & Boo Preschools are required to familiarise themselves with LSP procedures, as well as online guidance including:
  - Channel Duty guidance: Protecting people vulnerable to being drawn into terrorism www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance
  - Prevent Strategy (HMG 2011) www.gov.uk/government/publications/prevent-strategy-2011
- The Prevent duty: for schools and childcare providers www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty
- The designated safeguarding lead at Billy & Boo Preschools should follow LSP guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.
- The designated safeguarding lead at Billy & Boo Preschools must know how to refer concerns about risks of extremism/radicalisation to their LSP safeguarding team or the Channel panel, as appropriate.
- The designated safeguarding lead should also ensure that they and all other staff at Billy & Boo Preschools working with children and young people understand how to recognise that someone may be at risk of violent extremism.
- The designated safeguarding lead also ensures that all staff at [name of setting] are aware of their responsibilities with regard to equality and inclusion and children's rights. If available in the area, the designated safeguarding lead should complete WRAP (or equivalent) training and support staff to access the training as offered by local authorities. WRAP training covers local arrangements for dealing with concerns that a child may be at risk of extremism and/or radicalisation.
- The designated safeguarding lead should understand the perceived terrorism risks in relation to the area that they deliver services in.

Parental consent for radicalisation referrals

LSP procedures are followed at Billy & Boo Preschools in relation to whether parental consent is necessary prior to making a referral about a concern that a child or adult may be at risk of being drawn into terrorism. It is good practice to seek the consent of the person, or for very young children, the consent of their parent/carer prior to making a referral, but it is not a requirement to seek consent before referring a concern regarding possible involvement in extremism or terrorism if it may put a child at risk, or if an offence may have been or may be committed. Advice should be sought from line managers and local agencies responsible for safeguarding, as to whether consent should be sought on a case-by-case basis. Designated safeguarding lead at Billy & Boo Preschools are mindful that discussion regarding potential referral due to concerns may be upsetting for the subject of the referral and their family. Initial advice regarding whether an incident meets a threshold for referral can be sought from the relevant local agency without specific details such as names of the family being given in certain circumstances.

Consent is required prior to any individual engaging with a Channel intervention. Consent is usually sought by Channel partners, but LSP procedures should be followed regarding this.

If there is a concern that a person is already involved in terrorist activity this must be reported to the Anti-Terrorist Hot Line 0800 789 321-Text/phone 0800 0324 539. Police can be contacted on 101.

Concerns about children affected by gang activity/serious youth violence

Educators at Billy & Boo Preschools are aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst young children will be very unlikely to become involved in gang activity they may potentially be put at risk by the involvement of others in their household in gangs, such as an adult sibling or a parent/carer. The designated safeguarding lead at Billy & Boo Preschools is familiar with the LSP guidance and procedures in relation to safeguarding children affected by gang activity and ensures this is followed where relevant.

Forced marriage/Honour based violence

Educators at Billy & Boo Preschools are aware that forced marriage is a marriage in which one or both spouses do not consent to the marriage but are forced into it and will act accordingly as detailed below. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some

vulnerable adults who lack the capacity to consent coercion is not required for a marriage to be forced. A forced marriage is distinct from an arranged marriage. An arranged marriage may have family involvement in arranging the marriages, but crucially the choice of whether to accept the arrangement remains with the prospective spouses.

Forced marriage became criminalised in 2014. There are also civil powers for example a Forced Marriage Protection Order to protect both children and adults at risk of forced marriage and offers protection for those who have already been forced into marriage.

Risks in relation to forced marriage are high and it is important that educators ensure that anyone at risk of forced marriage is not put in further danger.

If someone is believed to be at risk it is helpful to get as much practical information as possible, bearing in mind the need for absolute discretion. Information that can be helpful will include things likes, names, addresses, passport numbers, national insurance numbers, details of travel arrangements, dates and location of any proposed wedding, names and dates of birth of prospective spouses, details of where and with whom they may be staying, etc. Forced marriage can be linked to honour-based violence, which includes assault, imprisonment and murder. Honour based violence can be used to punish an individual for undermining what the family or community believes to be the correct code of behaviour.

In an emergency police should be contacted on 999.

Forced Marriage Unit can be contacted either by professionals or by potential victims seeking advice in relation to their concerns. The contact details are below.

- Telephone: +44 (0) 20 7008 0151
- Email: fmu@fco.gov.uk
- Email for outreach work: fmuoutreach@fco.gov.uk

Supporting documentation

Early Years Foundation Stage statutory framework (EYFS)

Information Sharing Advice for practitioners providing safeguarding services for children, young people, parents and carers

Policies & Procedures for the EYFS 2026 (Early Years Alliance 2026)

Keeping Children Safe in Education

What to do if you're worried a child is being abused: Advice for practitioners'

Working Together to Safeguard Children

Further guidance

Accident Record (Alliance Publication)

Multi-agency practice guidelines: Handling cases of Forced Marriage (HMG 2014)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf

Developing an effective safeguarding culture in early years education (Alliance Publication)

06.1a Child welfare and protection summary

This form is placed at the front of a child's personal file and is completed by the designated safeguarding lead after a concern has been raised about the child's welfare or if significant harm (actual or likely) is suspected. It is a summary only of the concerns already fully recorded.

Child's name:	**Date of Birth:**	**Address:**	**Name of setting:**
Date of record:	**Summary of Concern and Impact on Child:**		**Agreed Actions:**
Adult reporting:			
Designated safeguarding lead:			
Date of record:	**Summary of Concern and Impact on Child:**		**Agreed Actions:**
Adult reporting:			
Designated safeguarding lead:			
Date of record:	**Summary of Concern and Impact on Child:**		**Agreed Actions:**
Adult reporting:			

Designated Safeguarding lead:		

06.1b Safeguarding incident reporting form (for concerns, child welfare, physical intervention, witness statement, fact-finding)

Name of setting:

Child's name:	**Name of person reporting:**	**Name of designated safeguarding lead:**
Date of birth:	**Job title:**	**Job title:**

Date of concern – when observation, event, disclosure was made

Nature of Concern. In the space below describe what was observed, using a body diagram, if necessary.

Impact: what are your main concerns about how this might impact on the child physically or emotionally, please include the child's voice (as appropriate)?

Response to allegation/complaint: Please advise in your words, what happened, when and where, what did you see or hear and where you were in relation to the alleged incident.

Signature of person completing the form _____

Hand this form to your setting's designated safeguarding lead; discuss your concerns and agree what action is to be taken and when it will be reviewed.

Outcome decisions/actions to be taken (Tick all that apply)

No further action	
Offer support (provide details)	

Continue to monitor (detail what, who by and until when)	
Referral/signposting/advice/guidance to be offered by setting (provide details)	
Refer to social care for child protection.	
Liaise with social care to refer to EHA (Early Help Assessment	

Signature of designated safeguarding lead: _____ Date completed: _____

Physical intervention

If this form is used to record an incident of physical intervention being used on a child to prevent them from harming themselves or others, please ask the parent/carer to sign here to confirm that they have been informed of the circumstances of the event as recorded here.

Signature of parent/carer: _____ Date: _____

06.1c Confidential safeguarding incident report form

New case or Update (cross out to show correct option)

Section A Completed on the day of the incident by the designated safeguarding lead and emailed immediately with 'New Case' email heading, as an encrypted document to a designated officer/line manager. As additional information becomes available this form is updated and re-sent. Updates with 'Update' in email heading, continue until the case/incident is resolved. It is important that additional fact-finding reports are included with this form. It is the designated person's responsibility to carry out a thorough fact finding of the incident in line with procedure 06.1 Responding to safeguarding or child protection concerns. It is the designated officer/line manager responsibility to complete additional detail as indicated.

Date & time of report:

Name of provider and Ofsted EY Number:

Manager's name:

Date and time of incident:

Child's full name, age, gender and date of birth:

Safeguarding Incident, does this relate to: (put a cross against most relevant)

a) referral to social care (early help, child protection, or other concern such as radicalisation)	
b) it has become known that a family is involved with social care currently (i.e. child is subject to Child Protection plan, child in need plan or other form of early help assessment)	
c) a safeguarding incident in the setting, e.g. child left unsupervised, or allegations against a member of staff.	
d) other	

Give a full and detailed description of the incident and background information

Is there a CPP or any other involvement with children's social care? Yes/No

Date and time LADO informed, and advice/instructions given by LADO with date provided:

Date and time owners/directors/trustees consulted, prior to informing Ofsted:

Date and time Social Care team informed: _____

Date and time Ofsted informed: _____

Date and time parents/carers informed: _____

Provide details on other persons/agencies informed of the incident (including the designated safeguarding lead on the day of the incident, and note method of communication i.e. telephone, e-mail)

Planned next steps/actions

Any implications for communications i.e. press enquiries or parents/carers enquiries, complaints etc (if known)

Issues for registration, insurance, and any other potential legal issues (if known)

Owners/directors/trustees consider HR implications (e.g. disciplinary or grievance actions (if known))

Update (brief details and date)

Update (brief details and date)

Update (brief details and date)

Report completed by: _____

Section B – to be completed by the designated officer/line manager/childminder agency when the necessary information is available.

Follow up action (if required), *e.g. risk assessments, staff training*

Report of Investigation (*Full and detailed report of the circumstances and outcome of the investigation. If a disciplinary hearing is held record date and outcome)*

Outcome of Risk Assessment:

List areas at risk and how the risk has been mitigated. Has the risk assessment changed the practise of the staff or setting?

What has been learnt from the incident? (*What should have been done/could have done, are procedural changes needed?)*

Section C to be completed by the designated officer and owners/directors/trustees.

Follow up actions:

Learning to be cascaded across the organisation. How will this be done, by who and when?

Date to be reviewed:

Date case closed:

To be completed by manager where necessary

Please record any follow-up action taken, where relevant:

Manager signature: _____ Date: _____

06.2 Concerns and allegations of harm or abuse, poor or unsafe practice against staff, volunteers or agency staff

Concerns may come from a parent/carer, child, colleague, or the public. Allegations or concerns must be referred to the designated safeguarding lead without delay - even if the person making the allegation later withdraws it.

What may be a cause for concern

Examples could include:

- *being over friendly with children*
- *having favourites*
- *adults taking photographs of children on their mobile phone.*
- *engaging with a child on a one-to-one basis in a secluded area or behind a closed door*
- *using inappropriate sexualised, intimidating or offensive language*

Responding to concerns

Any concerns about the conduct of staff, students or volunteers must be shared with the designated safeguarding lead and recorded. The designated safeguarding lead should be informed of all concerns, including those that may initially be considered ‘low level’ and make the final decision on how to respond. Where appropriate this can be done in consultation with their line manager.

Reporting concerns about the conduct of a colleague, student or volunteer contributes towards a safeguarding culture of openness and trust. It ensures that adults consistently model the setting’s values and helps keep children safe. It protects adults from potential false allegations or misunderstandings.

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In some instances, low-level concerns about staff conduct can be addressed through supervision, training, or disciplinary processes where an internal investigation may take place.

Identifying concerns about serious harm, or abuse

An allegation against a member of staff, volunteer or agency staff constitutes serious harm or abuse if they:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

Informing the LADO

- All staff report allegations to the designated safeguarding lead.
- The LADO is contacted as soon as possible and within one working day. If the LADO is on leave or cannot be contacted the LADO team manager is contacted and/or advice sought from the point of entry safeguarding team/mash/point of contact, according to local arrangements.
- It is essential that no investigation occurs until and unless the LADO has expressly given consent for this to occur, however, the person responding to the allegation does need to understand what explicitly is being alleged.
- The designated safeguarding lead must take steps to ensure the immediate safety of children, parents, and staff on that day within the setting.
- A child protection referral is made if required. The LADO, line managers and local safeguarding children's services can advise on whether a child protection referral is required.
- The designated safeguarding lead asks for clarification from the LADO on the following areas:
  - what actions the designated safeguarding lead must take next and when and how the parents/carers of the child are informed of the allegation
  - whether or not the LADO thinks a criminal offence may have occurred and whether the police should be informed and if so, who will inform them

- whether the LADO is happy for the provider to pursue an internal investigation without input from the LADO, or how the LADO wants to proceed
- whether the LADO thinks the person concerned should be suspended, and whether they have any other suggestions about the actions the designated person has taken to ensure the safety of the children and staff attending the setting

- The designated safeguarding lead records details of discussions and liaison with the LADO including dates, type of contact, advice given, actions agreed and updates on the child's case file.
- Parents/carers are not normally informed until discussion with the LADO has taken place, however in some circumstances the designated safeguarding lead may need to advise parents/carers of an incident involving their child straight away, for example if the child has been injured and requires medical treatment.
- Staff do not investigate the matter unless the LADO has specifically advised them to investigate internally. Guidance should also be sought from the LADO regarding whether suspension should be considered. The person dealing with the allegation must take steps to ensure that the immediate safety of children, parents/carers and staff is assured. It may be that in the short-term measures other than suspension, such as requiring a staff member to be office based for a day, or ensuring they do not work unsupervised, can be employed until contact is made with the LADO and advice given.
- The designated safeguarding lead ensures staff fill in 06.1b Safeguarding incident reporting form.
- If, after discussion, with the designated safeguarding lead, the LADO decides that the allegation is not obviously false, and there is cause to suspect that the child/ren is suffering or likely to suffer significant harm, then the LADO will normally refer the allegation to children's social care.
- Notification to Ofsted is required for **any** allegations made against a member of staff, therefore the designated safeguarding lead will inform Ofsted as soon as possible, but no later than 14 days after the event has occurred. The designated safeguarding lead will liaise with the designated officer/line manager about notifying Ofsted.
- Ofsted must be updated of the actions taken by the setting, even if the LADO decides the allegation does not meet their threshold for investigation. The designated safeguarding lead ensures that the 06.1c Confidential safeguarding incident report form is completed and sent to the designated officer/line manager. If the designated officer is unavailable their equivalent must be contacted, for providers registered with a childminding agency, this may be the named person within the agency.

- Avenues such as performance management or coaching and supervision of staff will also be used instead of disciplinary procedures where these are appropriate and proportionate. If an allegation is ultimately upheld the LADO may also offer a view about what would be a proportionate response in relation to the accused person.
- The designated safeguarding lead must consider revising or writing a new risk assessment where appropriate, for example if the incident related to an instance where a member of staff has physically intervened to ensure a child's safety, or if an incident relates to a difficulty with the environment such as where parents/carers and staff are coming and going, and doors are left open.
- All allegations are investigated even if the person involved resigns or ceases to be a volunteer and DBS should be informed.

Allegations against agency staff

Any allegations against agency staff must be responded to as detailed in this procedure. In addition, the designated safeguarding lead must contact the agency following advice from the LADO

Allegations against the designated safeguarding lead.

- If a member of staff has concerns that the designated safeguarding lead has behaved in a way that indicates they are not suitable to work with children as listed above, this is reported to the designated officer following the setting's whistleblowing process, who will investigate further.
- During the investigation, the designated officer/line manager will identify another suitably experienced person to take on the role of designated safeguarding lead.
- If an allegation is made against the designated officer/line manager, then the owners/directors/trustees are informed.

Recording

- A record is made of an allegation/concern, along with supporting information using the setting's safeguarding management software or it is entered on the file of the child, (if the allegation involves a specific child or children and the 06.1a Child welfare and protection summary is completed and placed in the front of the child's file).
- If the allegation refers to more than one child, this is recorded in each child's file

- If relevant, a child protection referral is made, with details held on the child's file.

Disclosure and Barring Service

- If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child**,** or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, a referral to the Disclosure and Barring Service is made.

Supervised volunteers working in early years settings require an enhanced Disclosure and Barring Service (DBS) check with children's barred list information before they start volunteering.

Staff and any students over 16 require full suitability checks including a DBS to be completed prior to commencing employment.

Escalating and whistleblowing concerns

- If a member of staff at [name of setting] believes at any time that children may be in danger due to the actions or otherwise of a member of staff or volunteer, they must discuss their concerns immediately with the designated safeguarding lead.
- If, after discussions, with the designated safeguarding lead**,** they still believe that appropriate action to protect children has not been taken they must speak to the designated officer/line manager.
- If there are still concerns then the whistle blowing procedure must be followed, as set out in 06.1 Responding to safeguarding or child protection concerns.