

Safeguarding Children and Child Protection Policy

Designated Safeguarding Lead: Lyn Donnelly

Deputy Designated Safeguarding Lead: Marie Underwood

Statement of intent

Our setting will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. We operate with the best interests of the child at the heart of our setting and we have ZERO tolerance of child on child abuse.

Aim:

Staff will endeavour to create an environment in our pre-school where children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to in line with the guidance and procedures of Hampshire Safeguarding Children Partnership (HSCP)

We (The Management) aim to:

1. Create an environment in our pre-school which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
2. Help children to establish and sustain satisfying relationships within their families, with peers and with other adults;
3. Encourage children to develop a sense of autonomy and independence;
4. Work with parents to build their understanding of, and commitment to, the welfare of all our children.

The legal framework for this policy is:

Primary legislation

The Children Act 1989 – s 47

The Protection of Children Act 1999

General Data Protection Regulations 2018

The Children Act 2004 (Every Child Matters)

The Children and Families Act 2014

Guidance

The EYFS Statutory Framework (2026)
Working Together to Safeguard Children (2023)
What To Do If You Are Worried a Child is Being Abused (2015)
Keeping Children Safe In Education (2026)
The Framework for the Assessment of Children in Need and their Families (2000)
Early Help Assessment (EHA) formerly known as Common assessment Framework (CAF) (2004)
Prevent Duty Guidance 2015 (amended 2024)
Education and Training (Welfare of Children) Act 2021
Online Safety Act (2023)

Secondary legislation

Sexual Offences Act 2003
Criminal Justice and Court Services Act 2015
Human Rights Act 1998
Race Relations (Amendment) Act 2000
Rehabilitation of Offenders Act 1974 (amended 2013)
The Counter Terrorism and Security Act 2015
Domestic Abuse Act 2021
Voyeurism (Offences) Act 2019

Methods

Liaison with other bodies:

1. We work within the local Safeguarding Hampshire Safeguarding Children Partnership guidelines and follow their procedures.
2. We have a copy of 'What to do if you are worried a child is being abused' kept in the setting for parents and staff and links to safeguarding children documents can be found in our online dropbox. All staff are familiar with what to do if they have concerns and are all issued with our Induction to Safeguarding and Promoting Welfare document as part of their induction and are instructed to read Part 1 of Keeping Children Safe in Education
3. We provide contact details of childrens services for parents should they have any concerns and also educate parents about internet safety via our half termly newsletters.

4. We have procedures for contacting the local authority on child protection issues to ensure that it is easy, in an emergency, for the setting and social services to work well together.
5. We notify the registration authority (Ofsted) of any incident or accident, and any changes in our arrangements which may affect the wellbeing of children.
6. Details of the local National Society for the Prevention of Cruelty to Children (NSPCC) contacts are also kept.
7. If a referral is to be made to the local authority social care department, we act within the local area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.
8. It is the responsibility of all settings to ensure children are protected under the new Prevent legislation 2015 and it is the responsibility of all providers to ensure children in their care are not subject to undue or extremist views and influences.

The premises:

1. We operate a 'Keypad' security system on the door leading into our pre-school from the interior of the church, and a door bell on our locked exterior gate alerts us to persons/children wishing to enter our setting.
2. All visitors are required to sign in and out when entering/leaving our setting and IDs will be checked if the visitor is unfamiliar to us.

Safeguarding Lead:

- 1 Our Designated Lead for Safeguarding and Child Protection who co-ordinates safeguarding children issues is Lyn Donnelly.
- 2 In accordance with the Statutory Framework for the Early Years Foundation Stage 2026 section 3.4 our DSL is responsible for liaison with local statutory children's services agencies, and with the HSCP. She provides support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issues as required.
- 3 She attends regular Safeguarding support sessions delivered by SfYC
- 4 She ensures all new members of staff are issued with, and fully understand, our Induction to Safeguarding and Promoting Welfare document and read Part 1 of KCSIE and a summary of the What To Do If You Are Worried documents as part of their induction process
- 5 In the absence of our Designated Lead, our Deputy Designated Lead, Marie Underwood, will take on this role.
- 6 Our named Safeguarding Lead on our committee is Jill Everdell. Jill has completed safeguarding training and works accompanies management to carry out staff supervision sessions.

Staff and Volunteering:

1. We provide adequate and appropriate staffing resources to meet the needs of the children.

2. Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
3. We abide by Ofsted requirements in respect of references and Disclosure and Barring Services (DBS) checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children. Anyone who has not completed these checks will not be left alone with a child/children whilst at the pre-school. Any member of staff, student or volunteer who will be working within our setting for more than 3 days in a 30 day period must obtain an enhanced DBS check before their employment/placement can commence. As an organisation we previously renewed all DBS checks every three years, however all staff are now instructed to join the annual subscription service when their current DBS check expires and those joining the scheme sign to give consent to checks being made under this scheme. Our current practice is to check each individual's DBS record on an annual basis. We currently use the DfE Early Years employment reference template (2025) when obtaining references.
4. Volunteers do not work unsupervised regardless of whether they hold a DBS or not.
5. We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding children concern.
6. We have procedures for recording the details of visitors to the pre-school.
7. We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.

Recruitment:

1. We have a strict recruitment process in accordance with the EYFS Statutory Framework 2026 section 3.20. Prior to a new member of staff joining us and all staff must supply at least two written references.
 - One must be from their most recent employer training provider or education setting and must be completed by a senior person with appropriate authority.
 - If the applicant's most recent employment was not working with children, but they have previous childcare experience, then an additional reference from a previous childcare related employer will be sought.
 - No open references, or references from a family member will be accepted.
 - We currently use the DfE Early Years employment reference template 2025 when obtaining references.
 - We do not rely on applicants to obtain their own references.
 - In the case of an electronic reference we will ensure they originate from a legitimate source

- If information received is vague or insufficient then we will contact the referee to clarify content
 - Information obtained from the application form will be compared to the reference and any discrepancies will be taken up with the applicant
 - The reason for the applicant leaving their most recent post must be established
 - Any concerns occurring from a reference must be satisfactorily resolved before an offer of employment is made.
2. All new staff are given a full induction, are DBS checked and are asked to join the DBS annual update service. As an employer we carry out, and record, annual DBS update service checks.
 3. All new staff are issued with a copy of our Safeguarding Induction pack and are asked to read Part 1 of Keeping children Safe in Education. They are also given a summary version of What To do If You Are Worried A Child Is Being Abused to read and must sign to say they have done so.
 4. All new staff must complete online Prevent Duty training within 6 weeks of starting employment and all existing staff must update this training every two years.
 5. As a company we have ongoing vigilance of all staff suitability via our supervision process.

Training:

1. We seek out training opportunities for all adults involved in the pre-school and provide literature for all staff to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect, so that they are aware of the local authority guidelines for making referrals.
2. We ensure that all staff know the procedures for reporting and recording any concerns they may have regarding a child or a colleague.
3. All staff complete the relevant safeguarding training to their role and this training is renewed every two years. We also have access to online refresher training that staff can access between authorised training should the DSL deem it necessary.
4. DSL regularly attends safeguarding support groups.
5. To ensure all staff are supported and confident to implement our safeguarding policy and procedures on an ongoing basis, safeguarding is on the agenda for all staff and committee meetings and forms part of our termly supervision sessions.

Planning:

1. The layout of our setting allows for constant supervision.
2. Children are always within sight or hearing of a staff member.

Curriculum:

6. We introduce key elements of safeguarding children into EYFS curriculum, so that children can develop understanding of why and how to keep safe, including online safety.
7. We create within the pre-school a culture of value and respect for the individual and we promote British Values as part of the ethos of our setting.
8. We ensure that this is carried out in a way that is appropriate for the ages and stages of development of our children.

Responding to suspicions of abuse:

1. We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
2. When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the pre-school will investigate.
3. We allow investigation to be carried out with sensitivity. Staff in the pre-school take care not to influence the outcome either through the way they speak to children or ask questions of children.
4. Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals, however in the event of a safeguarding issue, parental permission to contact outside agencies may or may not be sought depending on the circumstances, as we have a duty of care to all children within our setting.
5. An added form of abuse that must be considered is the risk of young girls being subjected to, or at risk of, female genital mutilation or breast ironing. This usually occurs in children of a slightly higher age than the girls within our setting, but we must be aware of any indications of this happening, not only to the children in our care but to other female members in their family.
6. A pre-school manager may wish to make non-urgent contact with the safeguarding children team for advice. The name of the child or family will be withheld at this stage, unless the safeguarding children team insist on it.

Allegations against staff:

1. We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse. (See our complaints procedure for details)
2. We follow the guidance of the HSCP when responding to any complaint that a member of staff or volunteer has abused a child.
3. We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.

4. We refer any such complaint immediately to the Local Authority designated officer (LADO). We co-operate entirely with any investigation carried out by social services in conjunction with the police.
5. We will inform Ofsted within 14 days of any allegations of harm or abuse by anyone working or looking after children in our setting, and any actions we have taken, regardless of whether the allegation of harm or abuse has taken place within the setting or elsewhere. (EYFS 2026 3:10)

Disciplinary action:

1. Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

When there are safeguarding concerns about a child, the following actions must be taken, in accordance with EYFS Statutory Framework 2026 (3.9):

Recording existing injuries:

- 1 If a child arrives at pre-school with a significant visible injury or if one is discovered during the session, we will ask parents and carers for information about the injury and record the injury on Tapestry online care diary.
- 2 Parents or carers will be asked to sign the care diary entry.

Individual concerns records are kept for each child and reviewed monthly. These records track attendance, accidents, incoming injuries, outgoing incidents and any safeguarding or welfare concerns there may be.

Disclosures:

Where a child makes a disclosure to a member of staff, that member of staff will:

- 1 Offer reassurance to the child and believe the child
- 2 Listen to the child without pressing for information or asking leading questions
- 3 Stay calm
- 4 Give reassurance that they will take action.

Recording suspicions:

When recording suspicions of abuse or disclosures, staff must make a record of:

- 1 The child's full name
- 2 The child's date of birth

- 3 The age of the child
- 4 The date and time of the observation or the disclosure
- 5 A non-biased record of the observation or disclosure
- 6 The exact words spoken by the child as far as possible
- 7 The name of the person to whom the concern was reported, with date and time
- 8 The names of any other person/s present at the time.

These records are signed and dated, and kept in a separate confidential file.

All members of staff are familiar with this policy and follow the correct procedures for recording and reporting.

Low Level Welfare Concerns are recorded in the same way as suspected abuse and filed in the same way. When a child transitions to a new setting, these low level concerns are shared with the new setting at the discretion of the DSL and only with parental consent.

Making a referral to the local authority social care department:

- 1 The contact details for children's social services are displayed in our setting, along with the contact details of our Local Authority Designated Officer (LADO)

Informing parents:

- 1 Parents are normally the first point of contact.
- 2 If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the HSCP does not allow this.
- 3 This will usually be the case where the parent is the likely abuser. In these cases the investigating officers will inform parents.

Confidentiality:

- 1 All suspicions and investigations are kept confidential and shared only with those who need to know.
- 2 Any information is shared under the guidance of the HSCP.

Support to families:

- 1 With the proviso that the care and safety of the child is paramount, the pre-school takes every step in our power to support and work with the child's family building up a trusting relationship.
- 2 The setting makes clear to parents its role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child and liaising at all times with the local social services department.
- 3 The pre-school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.

- 4 We follow the Child Protection Plan as set by the social care department in relation to the setting's designated role and tasks in supporting the child and the family, subsequent to any investigation.
- 5 Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate, under the guidance of the HSCP.

Prevent Duty:

It is the responsibility of all settings to ensure children are protected under the new Prevent Duty and it is the responsibility of all providers to ensure children in their care are not subject to undue or extremist views and influences.

(The Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism *DfE June 2015*)

Sexual Communication:

As from April 2017 Sexual communication with a child is now classed as a criminal offence.

Internet Safety:

We promote internet safety to the children by educating them and using resources applicable to their age. To raise awareness to parents/carers of the importance of internet safety and the significant risks to young children associated with Generative AI, we share a link, related to keeping children 0-5 safe online via our termly newsletters.

Additional forms of abuse:

Within the four main categories of abuse there are many other types of abuse that we as practitioners need to be aware of. Some have been previously mentioned above but the list is endless and can include the following:

- Breast Ironing
- Bullying
- Cyberbullying
- Child Trafficking
- County Lines
- Cuckooing
- Domestic
- Perplexing Presentations (formerly known as Fabricated or Induced Illness)
- Female Genital Mutilation
- Financial
- Grooming
- Mental Health
- Historical / Non recent

- Online
- Upskirting
- Radicalisation and Extremism (Prevent Duty)
- Sexual Exploitation
- Linked Faith or Belief (formerly known as Witchcraft)
- Disguised Compliance
- Hazing and Initiation Rituals

Operation Encompass:

If a domestic incident takes place and police are called to a household where children are present then a Public Protection Notice (PPN) may be raised, this allows the Police to liaise with outside agencies that are involved with the family. This currently includes schools, therefore the school of any child involved in, or having witnessed, a domestic incident will be made aware by 9am the next working day, of the child's involvement to enable them to support the child and their family.

The aim is to now involve Early Years in this process and pilots for this are planned to be rolled out in the Early Years sector during Summer 2021.

We, as a setting, are very keen to join Operation Encompass when we are invited to do so.

(Update: Sept 2026 there are no current plans for Early Years to be involved in this process)

With further regard to keeping children safe, please see our Tapestry policy and our Mobile Phone/Camera policy.

Please also see our Code of Conduct for Physical Contact Policy, our Complaints Procedure and our Behaviour Management Policy.

For information relating to safeguarding children, who are registered with us, when they are away from the setting, please see our Collection and Non-collection of Children Policy and our Attendance policy.

For information regarding the safeguarding of personal information, please also see our Confidentiality policy, our Protection of Information policy and our Transporting Electronic Information procedure.

Concerns regarding a child:

An Inter agency referral form (IARF) must now be used to report any concerns relating to a child and any advice required when completing this form can be obtained from F&G Family Support Service on 0370 779 0300

In the case of an emergency call Social Services Professional Helpline on 01329 225379 or call 999

Concerns regarding a staff member:

Any concerns or allegations relating to a member of staff must be reported to the LADO, NO form of internal investigation should take place and any instructions or guidance received from LADO must be strictly followed.

Useful Contact Numbers:

**Children's Services (Office hours) 0300 555 1384
(Out of hours) 0300 555 1373**

Social Services Professional Helpline 01329 225379 (urgent CP)

Social Services General Enquiries: complete an IARF

For an IARF follow up, email: csprofessional@hants.gov.uk

Advice line: FarehamandGosportFamilySupportService@hants.onmicrosoft.com

Tel: 0370 779 0300

Ofsted: 0300 123 1231

Police (non-emergency): 101

NSPCC Helpline: 0800 028 3550

LADO: child.protection@hants.gov.uk

Services For Young Children: (02392 259906) First contact – complete an online general enquiry form, follow up by emailing csprofessional@hants.gov.uk

**Anti-terrorism hotline: 0800 789 321 or email
prevent.engagement@hampshire.pnn.police.uk**

FGM: email: fgmhelp@nspcc.org.uk

Home Office FGM Unit: fgmenquiries@homeoffice.gsi.gov.uk

For further guidance re: FGM or Breast ironing:

www.hampshiresafeguardingchildrenboard.org.uk/professionals/fgm-breast-ironing-honour-based-violence

Hampshire Domestic Abuse Partnership Advice Line 03300 165112

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 st Dec 2015
1.1	Added references to Prevent Duty and British Values Made reference to our newly implemented Induction to Safeguarding and Promoting Welfare document Updated useful contact numbers and added details of Anti-terrorism helpline	Lyn D	9 th Aug 2016
1.2	Updated legislation and Guidance Amended contact details for SfYC Added email address for Prevent Safeguarding Lead 5) Reference to a designated staff member taking role in the absence of Lead Officer Responding to suspicions of abuse 5) Reference to FGM and breast ironing Inclusion of website details with regard to above subject Reference to sexual communication with a child now being classed as a criminal offence.	Lyn D	7 th Aug 2017
2.0	Staff and volunteering 3) additional wording relating to annual DBS checks	Lyn D	8 th Oct 2017

2.1	Changes to include reference to Marie Underwood as named Deputy Lead Reference to Collection and Non-collection of Children policy and our newly implemented Absence Procedure	Lyn D	8 th May 2018
2.2	Amended to reflect introduction of GDPR	Lyn D	12 th June 2018
2.3	Changes to reflect updates to documents	Lyn D	6 th Aug 2018
2.4	Updated contact details for SfYC and NSPCC, plus added email contacts re:FGM	Lyn	20 th June 2019
2.4	Reviewed due to Coronavirus pandemic but no changes needed due to implementation of Covid policy which overrides all other policies	Lyn	28 th Aug 2020
2.4	Reviewed due to second Lockdown but no changes needed (see Covid policy change 5/11/20 re visitors to setting)	Lyn	19 th Nov 2020
2.5	Paragraph added regarding the introduction of Operation Encompass	Lyn	7 th May 2021
2.6	Changes made to reflect the updated Statutory Framework (pub March 2021) Added paragraph relating to additional forms of abuse	Lyn	27 th July 2021
2.7	Change of wording: Designated SG Lead KCSIE updated 2021 Domestic Abuse Act 2021 added to secondary legislation Paragraph added re: Recruitment Added paragraphs in red re: concerns Updated contacts	Lyn	8 th Dec 2021

2.8	Amendments made to additional forms of abuse and to reflect legislative updates, plus reference made to having zero tolerance of child on child abuse.	Lyn	26 th May 2022
2.9	LADO name removed due to new triage system	Lyn	28 th May 2024
3.0	Methods 3) reference added relating to e-safety Domestic abuse advice line added	Lyn	13 th Feb 2025
3.1	Amendments to reflect updated EYFS SF 2025	Lyn	14 th Sept 2025
3.2	Amendments following S/G self evaluation review	Lyn	4 th Oct 2025
3.3	Amendments to reflect changes to EYFS statutory Framework Sept 2026 and KCSIE April 2026	Lyn	1 st Sept 2026