

Safeguarding and Child Protection Policy

Policy Statement

Madley Pre-School will work with children, parents, and the community to ensure the rights and safety of children, young people* and vulnerable adults. We believe that all children have a fundamental right to feel safe and protected from harm.

Aims

We aim to provide a secure, caring environment with highly skilled and aware staff, and a curriculum that nurtures wellbeing and promotes self-esteem.

We aim to ensure that vulnerable children, or those at risk, or have suffered harm, are identified and supported in an appropriate way to keep them safe.

Children's wellbeing is an integral part of our values and ethos. Practitioners have a small key group of children who they take time to get to know very well. We encourage children to feel good about themselves and realise they are special.

Procedures

We carry out the following procedures to ensure we meet three key commitments below, which incorporates responding to child protection concerns.

Key Commitment 1

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm.

- Our Designated Safeguarding Leaders (DSLs) who co-ordinates child, young person and vulnerable adult protection issues are **Fiona Batstone and Emma Gray**.
- Our designated officer who oversees this work is **Sally Johnson**.
- Our designated officers for PREVENT (if needed to make referrals to the Channel process) are **Fiona Batstone and Emma Gray**.
- We ensure every member of staff knows who the DSL and DSO are.
- The Designated Safeguarding Lead (DSL) ensures they have relevant links with statutory and voluntary organisations regarding safeguarding.
- The DSL/ DDSL understands HSCB safeguarding procedures, attends relevant HSCB training at least every two years and refreshes their knowledge of safeguarding annually, if appropriate.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- The DSL/ DDSL provides support, advice and guidance to staff about safeguarding issues, as appropriate.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported. They receive training on safeguarding at least every two years.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.

- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and can identify those children and families who may need early help and enable them to access it.
- All staff understand HSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand how to escalate their concerns if they were to feel either the local authority and/or Madley Pre-School has not acted adequately to safeguard.
- All staff understand what Madley Pre-School expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns, or complaints that they may have in an age-appropriate way.
- Staff always call home if a child does not turn up to a session, without prior arrangement. All reasonable attempts are made to contact the parents and if necessary, their emergency contacts to enquire about the child's whereabouts. Absences are recorded to establish a pattern or trend that may indicate a safeguarding concern. Concerns over child absences will be referred to children's services (see Attendance policy).
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children (see Behaviour Management policy).
- Adequate and appropriate staffing resources are provided to meet the needs of children. Ratios of 1:5 for two-year-olds and 1:8 for three-year-olds are maintained.
- Children's privacy is balanced with safeguarding considerations during nappy changes and support with toileting. Nappy changes are done in the main room, behind a low wall that gives privacy for the child but where staff can be clearly seen. Toilets do not have lockable doors and are openly accessible to the main room. Wherever possible, staff alert other members of staff whenever they are carrying out any intimate care procedures.
- All staff working directly within the ratios hold a full paediatric first aid certificate.
- Staff/ committee members involved in the recruitment process complete Safer Recruitment training at least every 3 years. (see also Safer Recruitment policy)
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- New staff members and volunteers are not recruited until suitable references have been gained. (see Safer Recruitment policy)
- Enhanced criminal records and barred lists checks are carried out on anyone working/ volunteering on the premises.
- New members of staff/ Volunteers are given Induction training that includes safeguarding, child protection, health and safety and emergency procedures.
- The manager of the setting ensures effective supervision of staff, allowing for time to share and discuss issues relating to children's development, wellbeing or child protection.



- Volunteers must:
 - be aged 17 or over.
 - be considered competent and responsible.
 - receive a robust induction and regular supervisory meetings.
 - be familiar with all the settings policies and procedures.
 - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about relevant qualifications, and the identity checks and vetting processes that have been completed including:
 - Disclosure Barring System reference number.
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of any visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us.
- Staff are not allowed to use personal mobile phones, electronic devices with imaging technology or cameras in the setting, whilst the children are in their care.
- Staff may use their mobile phones and electronic devices during their lunch break and only when in a room without children present.
- Pre-School i-pads will be used for documenting children's learning, through videos and/or photographs. These will be used to share learning with parents and the wider community (with permission from parents)
- Parents and/ or visitors/ volunteers will not be allowed to use mobile phones on the premises.
- Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the Information Commissioners Office.
- The designated manager in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- Staff members will not be permitted to work with children if under the influence of alcohol or drugs. Medical advice will be sought and followed if a staff member is taking medication that may hinder their ability to care for children.
- All medication is stored on top of the fridge in locked kitchen, out of reach to children.
- Staff ensure safe eating procedures are in place and adhere to the setting's Food and Drink policy.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.



- The designated officer will support the designated manager to undertake their role adequately and offer advice, guidance, supervision, and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to children's social care, the LADO, Ofsted or Riddor.

Key commitment 2

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff understand the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation, or culture, and that these receive full consideration in relation to child, young person, or vulnerable adult protection.
- When children are suffering from physical, sexual, or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour.
 - deterioration in their general well-being.
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure).
 - changes in their appearance, their behaviour, or their play.
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware of signs of signs of bullying and take annual training on child-on-child abuse.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and HSCB procedures on responding to radicalisation.
- The designated manager completes online Channel training, online Prevent training, and will attend local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers and health workers to report cases of Female Genital Mutilation to the police.





- We also make ourselves aware that some children and young people are affected by domestic abuse, gang activity by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking or county lines activity. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may encounter (siblings or those at Breakfast Club).
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection concerns and follow the HSCB procedures.
- If a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral, they must follow escalation procedures.
- We refer concerns to the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police, or another agency identified by the Hereford Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We consider the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees, or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be considered, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who need community care services.
- We have a whistleblowing policy in place.

Procedures for Recording Suspicions of Abuse and Disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - should carefully alert another member of staff to act as a witness to what is being said (during a child disclosure), by using the words 'Pink Letter' as a code.
 - listens to the child, offers reassurance, and gives assurance that she or he will take action.
 - does not question the child, although it is OK to ask questions for the purposes of clarification.
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the **exact words** spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and within one working day.



- Where there are reasons (other than a disclosure) to suspect safeguarding concerns about a child, staff should first report their concerns to the DSL or DDSL. They should make a written report about their concerns, signed and dated, to be kept in the locked cupboard in the office.
- The DSL and/or DDSL will discuss the concerns and decide on appropriate action.
- This action may be to monitor the child for further signs, to seek advice from MASH or to make a referral.

Making a Referral to the Local Authority Children's Social Care Team

Escalation Process

- The DSL should consider whether, if appropriate, to report the concern to MASH or LADO, giving as much detail as possible.
- If the situation seems to be an emergency one, or if urgent action is required to ensure a child's safety, immediate contact should be made with the MASH Team and/or police.
 - MASH 01432 260800
 - Out of Hours 01905 768020
- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the HSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.

Informing Parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed that the referral will be made, except where the guidance of the Hereford Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social care, about whether to advise parents beforehand, and should record and follow the advice given.

Liaison with Other Agencies

- We work within the Hereford Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to



Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations Against Staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure staff are familiar with our Whistle blowing policy and know how to raise concerns about unsafe practice within the setting.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments.
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Hereford Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and offer advice:
 - LADO can be contacted by email to lado@herefordshire.gcsx.gov.uk or by telephone to the LADO on 01432 260680.

We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

Disciplinary Action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.



Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient, and listened to.

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they can recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals.
- Staff receive safeguarding training every two years, with yearly refreshers if necessary.
- Designated Manager, Deputy Manager and Officer receive appropriate training, as recommended by Hereford Safeguarding Children Board, every two years and refresh their knowledge and skills annually if appropriate.
- Training is a combination of online courses delivered by The Early Learning alliance, and face to face courses run by Herefordshire Safeguarding Board. We ensure training aligns with Annex C of the EYFS reforms. We also hold weekly safeguarding meetings to share safeguarding updates and concerns.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.
- All staff complete PREVENT training and child on child abuse training annually
- Short, weekly safeguarding update meetings are held, these focus on the criteria for effective safeguarding (EYFS Annex C) and in particular issues or concerns relating to Madley Pre-School.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

Curriculum

- We introduce key elements of keeping children safe into our curriculum to promote the personal, social, and emotional development of all children, so that they may grow to be strong, resilient, and listened to and so that they develop an understanding of why and how to keep safe.
- We promote the British Values within our 'Values' based setting.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Hereford Safeguarding Children Board.



Support to families

- We believe in building trusting and supportive relationships with families, staff, and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and always liaising with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Local Safeguarding Children Board.

Madley Pre-School is a No-Smoking setting, we do not allow smoking or vaping on the premises.

Legal Framework

Primary Legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary Legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- Data Protection Act (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counterterrorism and Security Act (2015)
- Statutory guidance for EYFS (2021)

Further Guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2018)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)





- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2019)

This policy was adopted by: Madley Pre-School

December 2021

On: (updated June 2022)

December 2024,

Date reviewed: updated Sep 2025

Signed on behalf of the provider:

Name of signatory: Fiona Batstone

Role of signatory: Manager

To be read alongside the following Madley Pre-School Policies:

- Behaviour Management policy
- Equality policy
- Drug and substance policy
- E-Safety policy
- Whistle blowing policy
- Intimate care policy
- Safer recruitment policy
- Emergency Procedures
- Visitors policy
- Food and Drink policy

Other useful Pre-school Learning Alliance Publications

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)
- Employee Handbook (2016)
- People Management in the Early Years (2016)
- The Early Years Foundation Stage, Safeguarding and Welfare Requirements 2017

*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer, or parent.

