



Safeguarding and Child Protection Policy

Designated Safeguarding Leads (DSLs):

- Alex Boyce ((Pre-school Manager)
- Krystina Baramuszczak (Pre-school Deputy Manager)

Introduction

Houghton and Wyton Pre-school fully recognises its statutory responsibility to safeguard and promote the welfare of all children in its care. This policy applies to all staff (paid and unpaid), volunteers, students, and trustees. Safeguarding is everyone's responsibility. This policy should be read alongside Appendix A, which outlines specific safeguarding concerns that may affect children locally or nationally.

Aim

To ensure that safeguarding and child protection are embedded throughout all aspects of the setting's practice, and that children are kept safe from harm, abuse, neglect, and exploitation.

Objectives

We aim to:

- Establish a culture where children feel safe, secure, valued, and listened to.
- Provide staff with appropriate training and support to enable them to fulfil their safeguarding responsibilities confidently and competently.
- Maintain clear policies and procedures for identifying, recording, and reporting concerns.
- Work in partnership with families and external agencies to safeguard children effectively.

Roles and Responsibilities

- **Designated Safeguarding Leads(DSL):** On site at all times when the setting is open (or contactable via telephone), ensuring concerns are addressed promptly, training is kept up to date (every 2 years), and safeguarding procedures are disseminated across the setting.
- **All Staff, Students, and Volunteers:** Must know how to respond to safeguarding concerns, complete mandatory training, and understand their individual responsibility to report concerns. Must understand emergency evacuation procedures and health and safety issues.
- **Trustees:** Designate a safeguarding lead on the board; undertake safeguarding briefings and Safer Recruitment training; review policy annually; ensure Ofsted checks and DBS clearance are completed.

Implementation Procedures

Induction and Training

- All new staff, volunteers, and students receive safeguarding training during induction.
- All staff are trained in line with the criteria set out in Annex C of Early Years Foundation Stage statutory framework 2025 and are supported and confident to implement the settings safeguarding policies and procedures on an ongoing basis.
- Safeguarding training is refreshed every 3 years and includes local guidance.
- All staff receive safeguarding updates from a DSL as required, but annually as a minimum.

Reporting Concerns

- Staff report safeguarding concerns immediately to a DLS.
- If a DLS is unavailable or if the child remains at risk, staff refer directly to Children's Social Care.
- Concerns are logged on a Log of Concern form and placed inside the Safeguarding Filing Box located in the office.



Record Keeping

- Records include summary of concerns, actions taken, outcomes.
- Stored securely and confidentially in child welfare files.
- Files transferred to new settings in line with statutory guidance and documented appropriately.
- Files archived for 25 years if transfer is not possible.

Information Sharing

- The setting follows *Information Sharing: Advice for practitioners* (DfE, 2018).
- Information will be shared without consent if required to safeguard a child.
- Decisions to share (or not share) are documented with rationale.

Liaison with Other Agencies

- Cooperate fully with Social Care, MASH, police, and other partners.
- Provide reports and attend child protection conferences and core groups, such as the Local Safeguarding Partners (LSPs). If the DSL is unable to attend or send an appropriate representative then notification will be sent to the chair and a report will be submitted
- Engage in Operation Encompass and Early Help processes where appropriate.

When a Child Leaves the Setting

- Child welfare files transferred securely to the receiving school/setting.
- Parents informed of the transfer unless doing so would place the child at risk.
- No duplicate records are kept unless siblings are involved.

Confidentiality and Parental Engagement

- Safeguarding concerns are shared with parents unless this puts the child at greater risk.
- Information shared is proportionate and on a need-to-know basis.
- Parental discussion is recorded on the Log of Concern form.

Allegations Against Staff or Volunteers

- Concerns about staff behaviour are reported to the LADO (01223 727967) without delay.
- Setting ensures children's immediate safety.
- No internal investigation is started until guidance is received from the LADO.
- Suspension may be necessary but is considered a neutral act.
- Ofsted is notified of any significant events.
- If the allegation is substantiated, referrals are made to the DBS and concerns are recorded.

Whistleblowing

- A separate Whistleblowing Policy supports staff to raise concerns.
- Staff are encouraged to report unsafe practice early.
- All staff, volunteers and students are aware of the settings whistleblowing procedures, and the setting ensures that all staff, volunteers and students feel able to raise concerns and know that their concerns will be taken seriously by the senior leadership team.
- Where a member of staff feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, they should use the other channels open to them: LADO 01223 727967. The 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)



Preventing Unsuitable People Working with Children

- Robust Safer Recruitment procedures followed.
- The setting follows the statutory requirements found within the Early Years Foundation Stage with regards to obtaining suitable references prior to recruitment.
- Staff expected to declare any convictions or circumstances affecting their suitability.
- Ongoing suitability is checked through supervision and DBS monitoring.

Promoting a Protective Ethos The setting fosters a safeguarding culture through:

- Staff acting as positive role models.
- Children being taught to recognise risk and protect themselves (e.g., PANTS campaign).
- Vigilance to inappropriate adult behaviour.
- Regular updates on local safeguarding trends.
- Support for children affected by domestic abuse, mental health issues, or parental substance misuse.

Monitoring and Review

This policy is reviewed annually by the Board of Trustees or sooner if required by changes in legislation or best practice.

Legislation and Guidance

- Children Acts 1989 & 2004
- Working Together to Safeguard Children (2018, updated 2023)
- What to Do If You Are Worried a Child Is Being Abused (2015)
- EYFS Statutory Framework (2023)
- The Prevent Duty (Counterterrorism and Security Act 2015)
- Safeguarding Vulnerable Groups Act 2006
- Domestic Abuse Act 2021
- Data Protection Act 2018
- UK GDPR

Useful Contacts

- Cambridgeshire Children's Social Care: 0345 045 5203
- Emergency Duty Team: 01733 234724
- Early Help Hub: 01480 376666
- Local Authority Designated Officer (LADO): 01223 727967
- Ofsted: 0300 123 1231

Acknowledgment

All staff, trustees, volunteers, parents, and carers are required to acknowledge they have read and understood this policy. By doing so, they commit to upholding its principles and ensuring a safe, supportive environment for all children.



Appendix A: Specific Safeguarding Concerns

- Physical Abuse: A form of abuse where a child is hurt or injured by a person.
- Emotional Abuse: Persistent emotional ill-treatment of a child causing severe and adverse effects on their emotional development.
- Sexual Abuse: Involves forcing or enticing a child to take part in sexual activities.
- Neglect: The persistent failure to meet a child's basic physical and/or psychological needs.
- Domestic Violence: Exposure to domestic violence is a form of abuse.
- Child Sexual Exploitation (CSE): A form of sexual abuse where children receive something in return for engaging in sexual activities.
- Child Criminal Exploitation (CCE): A form of abuse where children are coerced to commit crimes.
- Mental Health: Recognising that mental health problems can impact a child's behaviour and wellbeing.
- Children Missing Education: Vulnerability of children who go missing from education and may be at risk of harm.
- Bullying: Including online bullying or 'cyberbullying' can have a serious impact on children's mental health.
- Female Genital Mutilation (FGM): Recognising the risk of FGM and obligations to report.

Appendix B: Useful Contacts

Children's Social Care:

Contact Centre (for telephone referrals)	0345 045 5203
Emergency Duty Team (out of office hours)	01733 234724

Early Help Hub	01480 376666
Local Authority Designated Officer (LADO)	01223 727967
Ofsted	0300 123 1231
Senior Adviser Intervention and Safeguarding (Gemma Hope)	01223 714760
Early Years' Service	earlyyears.service@cambridgeshire.gov.uk



Registered Charity # 1203754

Safeguarding Flowchart

September 2023

Safeguarding concern or concern about a child's welfare



Concern logged and passed immediately to the DLS for Child Protection



DLS will decide what action to take, which may include a referral to Children's Social Care
0345 045 5203



If the DLS is unavailable or not contactable, for any reason, and you have immediate concerns about a child's welfare, contact Children's Social Care:
0345 045 5203

Allegation made against member of staff



Follow the Allegation against a person who works or volunteers with children Flow Chart and Guidance (Jan 2021)



No safeguarding concern, but emerging needs of the child indicate that additional services or support may be required



Discuss with the setting manager or DLS



Manager/SENCO/DLS will **consider** completing an Early Help Assessment (EHA) **after gaining parental consent** and contacting the Early Help Hub for further advice:
01480 376666



Allegation against a person who works or volunteers with children **...what to do**

An allegation may relate to a person who works or volunteers with children who has:

- 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

Allegation is made against an adult who works or volunteers in a childcare setting.

Is the child safe? Record everything. **Do not investigate.**

Registered Person contacts the Local Authority Designated Officer (LADO)
01223 727 967 and notifies Ofsted of significant event.

LADO gathers information and consults with relevant professionals,
LADO may require a referral form to be completed.

The LADO decides if threshold is met.

If threshold is met, LADO convenes an Allegations Management Meeting (AMM).

Senior Adviser Intervention and Safeguarding (Early Years Service)
will provide support throughout the process to the setting.