



Safeguarding children and young people.

Policy statement

At Goostrey Pre-School, we recognise our paramount responsibility is to safeguard and promote the welfare of all children. Safeguarding encompasses protecting children from maltreatment, preventing impairment of children's health or development, ensuring they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable them to have the best outcomes.

Child protection is an essential part of safeguarding and refers specifically to the activity undertaken to protect individual children who are suffering, or likely to suffer, significant harm. We aim to create a "culture of vigilance" and an environment where children feel secure, are encouraged to talk, and are listened to. All staff are aware that safeguarding is everyone's responsibility.

Our Safeguarding Policy is outlined in 3 Key Commitments.

Key Commitment 1-Culture of Safety

Key Commitment 2-Responding and Recording

Key Commitment 3- Training and Learning

Procedures

Our prime responsibility is the welfare and well-being of the children in our care. As much we believe we have a duty to the children, parents/carers, and staff to act quickly and responsibly in any instance which may come to our attention.

It is also the aim of the Pre-School to provide a secure and safe environment for all children.

It aims to:

- *Ensure the children are never placed at risk while in the charge of the Pre-School staff.*
- *Ensure confidentiality is maintained at times.*
- *Ensure staff are familiar with safeguarding issues including the identification of sign and symptoms of abuse and the procedures to be followed.*
- *Ensure staff are up to date with child protection training including 'In-House' training on topical and current issues.*
- *Regularly review and update this policy.*
- *Ensure all children are treated equally regardless of race, ethnicity, gender, age, ability, language or religion.*
- *Ensure staff are kind, empathetic, gentle carers who listen to the child and provide a positive role model.*
- *Involve children in relevant decision making.*
- *Promote positive behaviour.*
- *Ensure staff can recognise children who may be vulnerable to abuse and how to support them accordingly.*
- *Promote British values (Under the Prevent Duty 2015) to prevent children/adults from being drawn into terrorist or extremist groups. This is done by learning:*
 - Democracy: Making decisions together*
 - The rule of law: Understanding that rules matter.*
 - Individual liberty: Freedom for all, developing a positive sense of ourselves and learning it is ok to have a different opinion.*
 - Mutual respect and tolerance: Treat others as you wish to be treated.*
- *If at any point, there is a risk of immediate serious harm to a child a referral will be made to CHECS immediately. Anybody can make a referral. If the child's situation does not appear to be improving, any staff member with concerns should press for reconsideration. Concerns should always lead to help for the child at some point.*

- *All staff members will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.*

Key commitment 1

We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

Roles and Responsibilities

- Our Designated Safeguarding Lead (DSL) who co-ordinates child, protection issues is: Becca Gledhill (Manager)
- When the setting is open but the DSL is not on site, a suitably trained assistant manager is available at all times for staff to discuss safeguarding concerns. This is Sarah Croft
- Our designated officer (a member of the management team) who oversees this work is: Jessica Moores (Committee Chairperson)
- The DSL, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.

The Designated Safeguarding Leads has:

- Completed the full Designated Safeguarding Lead training course and will renew this every two years and refreshes knowledge at least annually.
- A working knowledge of Cheshire East Safeguarding Children's Partnership (CESCP) procedures
- A working knowledge of relevant national guidance in respect of all specific safeguarding issues highlighted in Part one of *Keeping Children Safe in Education 2024*
- Ensured that all staff receive necessary training, information and guidance
- The status and authority to carry out the duties of the post, including committing resources and supporting and directing other staff.
- An understanding of the Early Help Assessment (EHC) process to ensure effective assessment and understanding of children's additional needs in order to inform appropriate provision of early help and intervention. Where early help and or other support is appropriate, we ensure that the situation for the child is kept under constant review. If the child's situation doesn't appear to be improving, we take appropriate action.
- **The Designated Safeguarding Leads will:**
- Keep detailed written records of all concerns, ensuring that such records are stored securely and flagged, but kept separate from, the child's general file
- Refer cases of suspected abuse to CHECS or Police as appropriate
- Notify CHECS if a child with a child protection plan is absent for more than two days without explanation.
- Ensure that when a child with a Child Protection Plan leaves the nursery, their information is passed to their new setting and the child's social worker is informed.

- Ensure the child protection file is passed securely to any new setting as soon as possible but transferred separately from the child's general file.
- Attend and/or contribute to child protection conferences.
- Coordinate all contributions to child protection plans as part of core groups, attending and actively participating in core group meetings.
- Develop effective links with relevant statutory and voluntary agencies including the CЕСSР
- Ensure that all staff sign to indicate that they have read and understood the safeguarding/child protection policy.
- Ensure that the safeguarding/child protection policy is regularly reviewed and updated annually.
- *Ensure that all parents/carers are aware of our role and responsibility in safeguarding.
- *Ensure parents/carers are aware that referrals about suspected abuse and neglect from themselves may be made as well as any allegations about a member of staff, student or volunteer will be referred to the Local Authority Designated Officer (LADO) within one working day prior to any internal investigation; and to the Disclosure and Barring Service (DBS) as appropriate.
- Act as case officer in the management of allegations concerning members of staff and volunteers, as directed by the child protection director.
- The designated officer (Committee Chair) will support the DSL to undertake their role adequately and offer advice, guidance, supervision and support.
- 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, or where appropriate, the LADO(Local Authority Designated Officer), Ofsted or RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).
- Act as a source of support and expertise to the children and their parents/carers and all staff, students and volunteers.
- Ensure staff have regard to the guidance set out in the publication 'What to do if you're worried a child is being abused' available from the DFE website.
- Encourage a culture of listening to children and taking account of their wishes and feelings

All Staff

- It is the responsibility of all staff, trainees, committee members and volunteers to safeguard children in our care and know the steps to follow to do so.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- 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 to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- 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*, 2023) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the CЕССР.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.

Information Sharing

- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.

Promoting Positive Behaviour

- All staff understand what the organisation 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 cameras and 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.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of all children.

Safer Recruitment

- Applicants for posts within the Pre School are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Application forms will be completed prior to the candidate being considered for the post to check their suitability.
- 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 Pre School 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.
- Enhanced criminal records and barred lists checks are carried out on anyone working on the premises.
- 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 staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - 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).
- Face to face interviews and where possible 'stay and play' sessions will be carried out before the applicant being offered a role.
- At least two references are obtained prior to the applicant starting the position and are gain from reputable sources- and will not include family members. If the applicant hasn't recently worked with children a reference will be gained from the last time they worked with children.
- In addition to a thorough induction and regular supervisions, staff are provided with clear expectations in relation to their behaviour.
- 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 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.

E-Safety

- 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. Parents sign a consent form and have access to records holding visual images of their child. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are stored securely not used where children are present.
- The DSL in the setting has responsibility for ensuring that there is an adequate online safety policy in place.

- 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.

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 have an understanding of 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 understand how to identify children who may be in need of early help, how to access services for them
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- 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 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 prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The DSL will take action to contact the child's parent/carer or emergency contacts

(at least two on record) to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the DSL has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and CЕСCP procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.

- We have a attendance policy that is shared with all staff and parents.
- 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 LSP procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends 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 are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We will also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. 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 come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- 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 and child in need concerns and follow the CЕСCP procedures, or when they come into force replacing the CЕСP, we will follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the DSL. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of by the DSL in relation to whether to make a safeguarding referral they must follow escalation procedures.

- We refer concerns about children's welfare 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 Local Safeguarding Children Partnership.
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of 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 or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, 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 are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

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:
 - 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 DSL/Deputy DSL or Designated Officer is informed of the issue at the earliest opportunity, and always within one working day.

Making a referral to the local authority children's social care team

- We have children who live in Cheshire East and Cheshire West. There are different phone numbers to call depending on a child's home address. These are detailed on the Stay safe poster displayed on the noticeboard in the foyer.
- The DSL will make a referral to the correct service if there is reason to believe a child is suffering or a child is at risk of serious harm.
- Cheshire East Consultation Service (CHECS) number is **0300 123 5012** -Out of Hours Service is **0300 123 5022**
- Cheshire West Integrated Access and Referral Team (I-ART) is **0300 123 7047**
- We keep a copy of the referral conversation in the Safeguarding file, with actions as required.
- We follow the actions set out by CHECS and I-ART
- We will ensure that all staff are aware that they can contact either service if they have concerns around a child and this has not be dealt with by the Pre-School or DSL.

Escalation process

- 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 CЕСSCP 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 normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where 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 CHECS, parents are informed at the same time that the referral will be made, except where the procedures of the CЕСSCP 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 or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the DSL should consider seeking advice from CHECS, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies and multi-agency working

- Our setting is an Operation Encompass setting which means that we are able to give proactive support to those children and their families where domestic abuse is identified. Support is bespoke to each case but our pupils and families know they will be listened to and directed to agencies in the local area and beyond, to help them.
- We work within the Cheshire East Safeguarding Children's Partnership (CESCP) 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 and concerns about children's welfare, 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.

Whistleblowing- Allegations against staff and persons in position of trust

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.
- Staff are aware that if they are uncomfortable reporting concerns internally or feel that their concerns have not been addressed appropriately, they can report directly to Ofsted or the LADO at any time.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- Any staff member who raises a concern in good faith, including allegations about a colleague, will not face retaliation, victimization, or discrimination. We are committed to providing a safe environment for all staff, children, and families.
- 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 will recognise and respond to allegations that a person who works with children 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
- 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 living or 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 a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:

LADO Cheshire East 01270 685904

- We also report any such alleged incident to Ofsted, 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. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

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

All staff—including the DSL, deputy DSL, staff, and volunteers—must receive safeguarding training aligned with the Annex C criteria. This ensures they understand safeguarding, types of abuse, contributing factors, safe practices, and early indicators of distress. Training will be refreshed every two years, with regular updates given through CPD opportunities, staff meetings, supervision and support.

- All staff receive safeguarding training carried out by the local authority to ensure that they are able to 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. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures as outlined in Annex C.
- The DSL must complete enhanced training per Annex C, which covers: building a safeguarding culture; safe recruitment; implementing policy; referral and escalation; allegations management; internet safety;

and liaison with Cheshire East Local Safeguarding Partners. This must be renewed every two years and supported with annual refreshers.

- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision and they have access to information to do this.
- We evidence the impact of safeguarding training through:
 - Action Plans
 - Supervision discussions
 - Observations of practice and safeguarding audits.
 - Staff confidence in responding to safeguarding scenarios.
- The DSL keeps a record of how training has influenced practice and uses this to plan further support.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings regularly.

Planning/Supervision

- 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.
- At all times, at least one person who holds a current full paediatric first aid (PFA) certificate is present on the premises and available when children are present.
- A PFA trained member of staff will always accompany children on outings.
- PFA is renewed every three years and training is delivered by a regulated training provider.
- Records of training dates and renewal dates are kept in training file and checked as part of staff supervision.
- Children are supervised at all times during meal and snack times, at least one member of staff will sit at the table whilst children are eating and give support where needed.
- We do not serve foods that present a high risk of choking, such as whole grapes, whole nuts, or popcorn. Foods are cut appropriately for children's ages and stages.
- Staff are trained to recognise signs of choking and respond immediately using first aid techniques.
- Any allergies or dietary requirements are clearly recorded, communicated to staff, and followed without exception.

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 Fundamental British Values and ensure that these are delivered in our curriculum;
Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance
- We create within the Pre-School 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.
- We have a behaviour policy in place which promotes positive behaviour and this is shared with parents/carers and all staff follow the procedures outlined.

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 Local Safeguarding Partnership and in line with the GDPR, Data Protection Act 2018, and Working Together 2023.
- Confidential information will be stored in either a locked cabinet or on a password protected computer (Manager's computer).
- All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that information being released into the public domain does not compromise evidence.
- Staff will ensure confidentiality protocols are adhered to and information is shared appropriately.
- If in any doubt about confidentiality, staff will seek advice from the DSL.
- It is reasonable for staff to discuss day-to-day concerns about children with colleagues in order to ensure that children's general needs are met. However, staff should only refer child protection concerns to the DSL, manager or the nursery owner. The person receiving the referral will then decide who else needs to have the information and they will disseminate it on a 'need-to know' basis. In the case of concerns being about the DSL/ Manager or committee chair, the concern should be made to LADO/Ofsted.
- Confidential discussions with parents/carers will take place in a private space such as the Office or when there is no other persons present.
- Where a child leaves the Pre-School or transitions to school the safeguarding records relating to children will be shared with other settings/school and a Transfer of Records form will be completed and signed by the parent before being handed over to the appropriate person in the new setting.

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 liaising at all times 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.
- We will engage with any child in need plan or early help plan as agreed.
- 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 Partnership.

▪ **Legal references**

▪ **Primary legislation**

- Children Act 1989 – s 47
- Protection of Children Act 1999
- Care Act 2014
- Children Act 2004 s11
- Children and Social Work Act 2017

- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015
- General Data Protection Regulation 2018
- Data Protection Act 2018
- Modern Slavery Act 2015
- Sexual Offences Act 2003
- Serious Crime Act 2015
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1998)
- Equalities Act (2006)
- Equalities Act (2010)
- Disability Discrimination Act (1995)
- Data Protection Act (2018)
- Freedom of Information Act (2000)
- **Legal references**
- Working Together to Safeguard Children (HMG 2023)
- Statutory Framework for the Early Years Foundation Stage 2023
- What to Do if You're Worried a Child is Being Abused (HMG 2015)
- Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)
- Keeping Children Safe in Education 2022
- Education Inspection Framework (Ofsted 2023)
- The framework for the assessment of children in need and their families (DoH 2000)
- The Common Assessment Framework (2006)
- Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)
- **Further guidance**
- Information sharing advice for safeguarding practitioners (DfE 2018)
- The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)
- The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)
- Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)
- Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)
- Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 2010)
- Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)

- Safeguarding Disabled Children: Practice Guidance (DfE 2009)
- Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)
- Child sexual exploitation: definition and guide for practitioners (DfE 2017)
- Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)

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|---|---------------------|
| This policy was adopted at a meeting of | Goostrey Pre-School |
| Held on | July 2025 |
| Date to be reviewed | July 2026 |
| Signed on behalf of the provider | |
| Name of signatory | Becca Gledhill |
| Role of signatory | Nursery Manager |
| Name of signatory | Jessica Moores |
| Role of signatory | Chair of Trustees |

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

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

It may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include unresponsiveness to, or neglect of a child's basic emotional needs.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on their emotional development. It may involve:

- conveying to them that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person.
- not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- developmentally inappropriate expectations being imposed; interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing the child participating in normal social interaction.
- seeing / hearing the ill-treatment of another.
- serious bullying causing them frequently to feel frightened or in danger
- exploitation or corruption of them.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

Sexual Abuse

- forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- physical contact: including assault by penetration e.g. rape or oral sex; or non-penetrative acts e.g. masturbation, kissing, rubbing & touching outside of clothing
- Non-contact activities: e.g. involving children in looking at/ in the production of sexual images/ activities, encouraging children to behave in sexually inappropriate ways, grooming a child in preparation for abuse

Physical Abuse

- A form of abuse which may involve; hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately induces illness in a child.
- Injuries in babies and non mobile children

Staying Safe



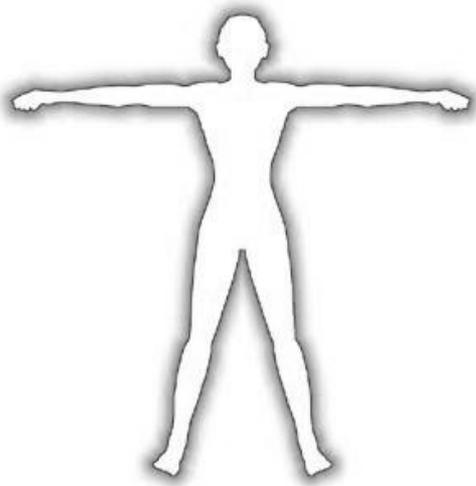
| | |
|--|---|
| Designated Safeguarding Lead (DSL) | Becca Gledhill |
| Deputy DSL | Sarah Croft |
| Senior person within organisation <i>(e.g Owner/Chair of Governors/Director/Trustee/Committee Chair)</i> | Jessica Moores |
| Our local contact numbers are: | |
| Cheshire East Consultation Service (CHECS) Safeguarding of children concerns <i>(Making a referral for children living in Cheshire East)</i> | Office Hours: 0300 123 5012 Emergency Duty Team - Out of Hours: 0300 123 5022 |
| Safeguarding of children concerns <i>(Making a referral for children living in other authorities)</i> Integrated Access and Referral Team (i-ART) <i>(making a referral for children living in Cheshire West)</i> | Stockport Office Hours: 0161 2176028 Emergency Duty Team - Out of Hours: 0161 7182118 Cheshire West Office Hours: 0300 123 7047 Emergency Duty Team - Out of hours: 01244 977277 |
| SCiES Team (Safeguarding Children in Education Settings Tea,) <i>Offers support, guidance and challenge to settings to ensure that children are kept safe</i> | Contact: 01606 275039 |
| Allegations against an adult working with children | 01270 685904 01606 288931 Local Authority Designated Officer (LADO) |
| Cheshire Police Police (Emergency) Police (Non Emergency) | 08454580000 999 101 |

Record of Concern *(to be completed in black ink)*

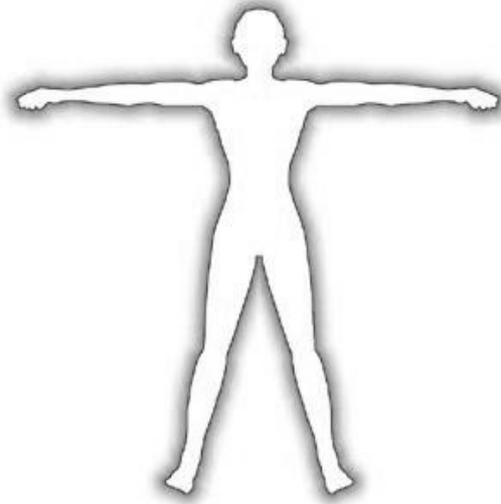
Remember when completing the body map to give an approx. sizes/dimensions of mark/injury

Sites of Injury

FRONT



BACK



Outcome of Concerns for Completion by Designated Lead:

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Signature of Designated Lead:

Date of when actions are to be reviewed: