Safeguarding Children

This policy includes the use of Images, cameras and mobile phones within the setting.

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Introduction

Delaware Pre-School believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

We adhere to the content of the Working Together to Safeguard Children (March 2026). In all aspects of our safeguarding practice, we adhere to the EYFS requirements and follow the procedures on the ciossafeguarding.org.uk website. We have a copy of, and adhere to the summary, 'What do you do if you are Worried a Child is being abused' (March 2015 publication).

Aim

Our Pre-school's aim is to ensure as far as is possible that anyone, paid or voluntary, who seeks to work with children and young people through the Pre-schools activities and who gains substantial access to them thereby is as safe to do so in safeguarding terms as can be guaranteed.

Our Designated safeguarding lead is Holly Anderson, Manager.

In her absence, Deputy Managers Zoe Pluckrose and Demelza Edwards are the designated people.

These Leads have suitable experience, training and expertise, and will be responsible for liaising with the Mukti agency support and safeguarding hub (MASSH), Our safeguarding children's partnership and Ofsted in any safeguarding matter.

Our principles -

One - our policy affects all children (inc. vulnerable groups) and aims to identify and prevent maltreatment, or impairment of health or development, and ensure children are growing up in circumstances consistent with safe and effective care.

Two - our activity is proactive work that aims to target groups.

Three - our responsive work to protect children who are suffering, or at risk of suffering, harm including:

- Children abused and neglected within families, including those harmed:
    - In the context of domestic violence
    - Because of the impact of substance misuse
- Children abused outside families by adults known to them
- Children abused and neglected by professional carers, within institutional settings, or anywhere else where children are cared for away from home
- Children abused by strangers
- Children abused by other young people
- Young perpetrators of abuse
- Children abused through prostitution.

Staffing and operational commitments

- We ensure all practitioners, committee, students, volunteers and parents are made aware of our safeguarding policies and procedures. Our practitioners annually undertake in-house safeguarding training (see attachments) along with the Early years alliance safeguarding training. We discuss safeguarding termly at practitioner meetings and include quizzes and knowledge-based discussions. A copy of the OSCP Leaflet is displayed on the notice board with other supporting information. Copies are available to parents.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out Enhanced Criminality Checks (now DBS). See recruitment policy.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Enhanced Criminality Checks (now DBS) for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children (see recruitment policy).
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups 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 a safeguarding concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Staff are regularly required to sign a declaration stating that there are no changes to their original Enhanced Criminality Checks (DBS).
- We abide to information sharing advice for practitioners. Providing safeguarding services to children, young people, parent and carers.

Recognising Child Abuse

There are four different types of abuse **physical, neglect, emotional (including Domestic Abuse), and sexual.** Child abuse manifests itself in a variety of different ways, some overt and others much less so. All staff will have annual safeguarding training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect. Including separate training for signs and indicators of radicalisations and extremism under the prevent duty 2015 and female genital mutilation.

To ensure that the preschool staff, students and volunteers have a consistent approach to identifying the FOUR DIFFERENT types of abuse, we use the **OSCP handout** in the safeguarding documents folder in the office as a guide. We also use the ciossafeguarding.org.uk website for more detailed information. Where signs and indicators raise cause for concern, we adhere to the following:

- Member of staff makes a dated record of the details of the concern on the 'first port of call form' and discusses what to do with the Designated Safeguarding lead. This is documented on the same form.
- We refer concerns to the MASSH and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the OSCP.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the Inter-agency referral form when making a referral.
- We follow advice given by the MASSH and document all conversations.

Conduct and Recording suspicions of abuse and disclosures

We use the OSCP handout and the ciossafeguarding.org.uk website to ensure a consistent approach to identifying the four different types of abuse.

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives 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:

1. listens to the child, offers reassurance and gives assurance that she or he will act.
2. does not question the child.
3. makes a written record (starting with the 'first port of call' form) that forms an objective record of the observation or disclosure that includes:
    1. the child's name
    2. the age of the child
    - 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 date and time; and
    - the names of any other person present at the time.
    - An objective, factual and accurate record of the disclosure

The name of any other persons present at the time who should also write a report on the incident in question. ALL records are signed, dated and stored securely.

It is not our responsibility to attempt to investigate the situation within the setting.

Making a referral

We follow the guidance written on the Cornwall interagency referral form
We keep a copy of this document and follow the detailed guidelines given.
All members of staff know the procedures for recording and reporting.

Informing parents/working with parents

Parents are normally the first point of contact.
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 OSCP does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.
As **domestic abuse** is now defined as Emotional Abuse for children, in the event of knowledge of domestic abuse, we will advise the parent to contact the National Domestic Abuse Helpline number on www.nationaldomesticviolancehelpline.org.uk or call 0808 2000 247 (female) or www.mensadviceline.org.uk or call 0808 801 0327 (male) immediately for support. Failure of the victim to seek this support and advice will result in us making a safeguarding referral to the MASSH.

Liaison with other agencies

We work within the OSCP guidelines.
We have a copy of 'What to do if you're worried a child is being abused' for parents and staff and all staff are familiar with what to do if they have concerns.
We have procedures for contacting the local authority on safeguarding issues, including the MASSH.
We notify **Ofsted** of any incident or accident and any changes in our arrangements which may affect the wellbeing of children **within 14 days**.
If a referral is to be made to the MASSH (contact number 0300 1231 116), we act within the area's Safeguarding Children guidance in deciding whether we must inform the child's parents at the same time.

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 living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the OSCP website when responding to any complaint that a member of staff or volunteer within the setting working on the premises occupied by the setting, has abused a child.

- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting 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 the **Local Authority Designated Officer (LADO) on 01872 326536** to investigate. We also report any such alleged incident to **Ofsted within 14 days** and what measures we have taken, and we document all stages.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where children's social care/LADO/DBS advise it is appropriate in the circumstances, the Management Committee will suspend the member of staff, or the volunteer, 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 a volunteer is dismissed from the setting because of misconduct relating to a child or there is an allegation against a member of staff or volunteer, we make a referral to **the LADO IMMEDIATELY AND the DBS referral helpline.**

We follow the guidance called: Making Safeguarding referrals to the Disclosure and Barring Service (DBS) and Referral guide for: Employers and volunteer managers that is available on the www.gov.uk/ website.

Training

- We regularly seek out training opportunities 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 and neglect and that they are aware of the local authority guidelines for making referrals. We annually update our safeguarding policy and annually train practitioners in house; we termly undertake safeguarding discussions during staff meetings along with quizzes and knowledge-based discussions (see attachments). Practitioners undertake the Early years Alliance safeguarding training annually.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

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 visible to others although staff ensure dignity and appropriate privacy for the child during toileting/nappy changing.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, 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 OSCP.

Support to families - Early Intervention/Integrated Working

- We use the Inter-Agency Continuum of Need/Threshold Document as a guide to identify the four levels of need and appropriate service intervention to ensure families are referred to services in a timely way to reduce the need for a safeguarding referral. We contact the Multi Agency Advice Team, to discuss any concerns on Integrated Working.
- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to safeguarding, such as for the reporting of concerns, providing information, 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 Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, after 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.

Creating Safe Environments to reduce risk

All staff understand our safeguarding procedures and have had appropriate training and guidance in the principles of maintaining safe environments.

(on-line; www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations)

·No member of staff, professional, student or volunteer is left alone with a child.

· If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully on an Incident Report form.

· Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.

· Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be always avoided.

· In the event of allegations made by a child against a member of staff they will be fully recorded, including any actions taken, on a first port of call document with the actions. In the event of there being a witness to an incident, they should sign the records to confirm this.

Use of Images, Cameras and Mobile Phones

The safety and welfare of the children within our care is of upmost importance.
We use digital images in the day to day running of our group in some capacity as this can play a very important part in communicating with the children, aiding their development, as well as allowing parents/guardians to see what their children access.
We use images of children.

1. For All about me files
2. Our photo albums
3. Our displays
4. For our website/Facebook page
5. In the Local media.

We support children, under supervision, to take photographs of each other for their All About Me files, displays and photo albums.
As an ESSENTIAL safeguarding requirement, on Registration prior to a child starting, we ask parents/guardians to sign a 'Permission Form for the use of Images'.
We take photographs with our tablet. Photographs are printed within the setting for their required purpose and then deleted.
Unused photographs are also deleted.
All photographs that are no longer required are destroyed.

Local Media/Website

Photographs of special occasions maybe used in the Local media and/or on our website and Facebook page. Permission for the use of these photos is sought on our Images Permission Form which also details the conditions of consent. A record is kept of children whose parents/guardians have not given permission, and we ensure that these children are not included.

The Use of Cameras/Videos by Parents/guardians.

Events maybe recorded by video and photographed by staff and parents/guardians if consent has been obtained from ALL parents/guardians prior to each event and always in full view of authorised staff and all attending. Parents/guardians MUST NOT post photographs of any pre-school children except their on social network sites (unless they have permission by the other parent).

The Use of Mobile Phones.

Staff, students, volunteers and visitors are not allowed to take their mobile phones beyond our main desk into areas where there are children.
All mobile phones are signed and placed in a box at the main desk.
Staff can access their phones during their lunch break and only within the staff room.
A mobile phone is used when groups leave the setting on arranged outings. This enables staff to contact the setting or emergency services should the need arise.

	2025	2026	2027	2028	2029	2030	2031
Chairs sig;	AA						
Managers sig;	HA	HA					
Date of review	Spring 25	Spring 26					
Dtae of next review	Spring 26	Spring 27					

Changes 25	Changes as reflected in the EYFS stat. framework 2025
Changes 26	OSL changes. MASSH changes - remove 'Serious' to threats
Changes 27	
Changes 28	
Changes 29	
Changes 30	
Changes 31	