



Bransgore Village Hall, Burley Road, Christchurch, Dorset, BH23 8AY
Tel: 01425 673903 Registered Charity No. 1028854

Safeguarding and Child Protection Policy

Scope of the policy

This policy and associated procedures apply to all staff, agency staff, apprentices, students and volunteers working at (insert name of setting). Throughout the policy we use the term staff to refer to all these groups unless stated otherwise.

This policy and associated procedures apply to our work with children, young people, and vulnerable adults as defined here:

- A child is anyone aged 0-18.
- A young person is defined as aged 16 to 19 and may work in the settings as a student or volunteer or be a parent / carer of a child..
- A vulnerable adult is defined as a person aged 18 years or over, who is in receipt of or may need community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation (Care Act 2014). In early years this may be a parent / carer of a child, or a volunteer.

We share information about health and safety and risk assessments through information displayed on noticeboards, and through regular discussions between staff and parents / carers.

The four main categories of child abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse (incorporates child sexual exploitation)
- Neglect

Other kinds of abuse include, but are not limited to:

- Domestic abuse and coercive control

The DSL is responsible for ensuring all staff are supported, trained, understand, and can follow the safeguarding policies and procedures. The DSL is responsible for liaison with local statutory children's services agencies, and with the local Safeguarding Children Partnership (SCP).

The DSL understands local Safeguarding Children Partnership (SCP) procedures and acts as the lead contact for local Multi Agency Safeguarding Hub (MASH) and Early Support Services and the Local Authority Designated Officer (LADO).

Safeguarding training

All staff are trained in line with the criteria set out in Annex C of the EYFS. Safeguarding training is refreshed annually (delete if not appropriate) and renewed every two years. The designated safeguarding lead ensures support, advice and guidance for all staff to meet their safeguarding responsibilities by:

- regular supervision
- 1:1 support
- team briefings,
- bulletins,
- group supervision,
- reviewing safeguarding cases (delete as appropriate)

Parental responsibility

When a child or young person is registered staff will ask who has parental responsibility for the child or young person. This is defined in the Children Act 1989 and defines who is responsible for the child or young person. If a person with parental responsibility is not to have contact with a child or young person, this will be discussed and a risk assessment put in place.

Mobile phones, cameras and other electronic devices with imaging and sharing capabilities

Personal mobile phones, smart watches, and AI glasses are not to be used or worn in the setting when children and young people are present. Parents / carers and visitors are asked to put all digital devices away on entering the setting. Staff are required to store all internet-enabled devices, including phones, smart watches and AI in a secure place designated by the manager and only access them in their personal time when they are not caring for children and there are no children or

Dangerous Dogs

Banned dog breeds (meaning dogs to which section 1 of the Dangerous Dogs Act 1991 applies including the XL Bully type), must not be kept or present on the premises. This includes dogs with an exemption certificate. <https://www.gov.uk/control-dog-public/banned-dogs>

If the setting has reason to believe children under 12 years are left in close contact with a banned dog in a private place without adult supervision, this will be treated as a safeguarding concern and acted in line with our policy and procedures. All parents/carers are notified that banned dog breeds are not to be brought on to the premises.

Further advice may be sought and reports about dangerous dogs can be made to the local council dog warden or the police

Unexplained absence

Families are asked to always contact the setting if their child is going to be absent. If a child or young person does not attend at the expected time and there is no explanation for the absence, the key person will contact the parent/carer on the first day of absence. Where no contact can be made with the parent / carer or there is a safeguarding concern, the Designated Safeguarding Lead will follow the Absence Policy and local authority safeguarding procedures.

Accidents and injuries

When a child or young person arrives with a mark or injury, whether explained or unexplained, this is recorded. The child's parents/carers, the staff member who was informed of or noticed the injury, and the DSL must sign their confirmation.

If a child or young person is brought to the setting by someone who is not their parent / carer, the DSL will contact the parent / carer to confirm how the injury occurred.

The process of filling in a form does not override the need to follow the settings and Local Authority reporting procedures should there be concerns about an injury or mark.

The Prevent Duty

All early years settings have a duty to identify vulnerable children and young people and prevent them from being drawn into radicalisation and extremism as part of our overall safeguarding responsibilities. This is known as the Prevent duty. All staff are trained in the Prevent duty. This training is renewed every two years as a minimum. A Prevent duty Risk Assessment is in place and reviewed annually.

- Contacting the parent / carer puts another person at risk, for example, where there is domestic abuse.

The decision not to inform a parent / carer before sharing information and the reason for not doing so must be recorded. .

What to do if you are worried about a child

If a child or young person is believed to be at risk of immediate harm, staff must contact the police by dialing 999.

If a member of staff has a concern about a child, young person, or parent / carer they must:

- Immediately speak to the DSL
- Record their concern within one working day

Incapacitated parent or carer

If on arrival or collection of a child or young person, a member of staff has a concern about the adult that is bringing or collecting the child, they must conduct a dynamic risk assessment and take steps to keep all children safe, for example, if an adult appears to be drunk or under the influence of drugs or demonstrating angry or threatening behaviour.

The staff member may refuse the adult entry if it is safe to do so. If the adult has entered the building, they are asked to stay in an area away from children and the DSL is immediately notified. The DSL will speak with the parent / carer and if necessary, arrange for one of the child's or young person's emergency contacts to collect the child. If there is no one suitable to collect the child before the end of the session, children's social care will be informed.

If there is a risk of immediate harm to a child or staff, then staff must contact the police by dialing 999. The DSL is informed of the situation, and the concern is recorded on the day of the incident.

Responding to a disclosure by a child or young person

When responding to a disclosure from a child or young person, the aim is to get just enough information to take appropriate action.

- Listen calmly and carefully, allowing the child or young person time to express what they want to say.

The DSL will use the local Safeguarding Children Partnership threshold/levels of need document to support their decision making.

Levels of need

Working Together to Safeguard Children requires local Safeguarding Children Partnerships to publish a threshold document which sets out the local criteria for action when a response is needed to a concern about a child. This document is widely known as the Levels of Need document. It is essential for DSLs to access their LSCP Levels of Need using the Threshold document on hants safeguarding children partnership ----HSCP

1. Universal: represents children with no identified additional needs and support can be offered through routine services such as GP or Health Visitor.
2. Early Help: low level concern requiring input from a minimum of one professional
3. Child in need wider professional involvement
4. Child in need of protection

.Making a referral to Children's Social Care

The DSL takes responsibility for making a referral to Children's Social Care. This must be completed as soon as possible, and always on the day the disclosure or concern was raised. If the DSL is not on site, then the most senior person on site takes responsibility.

If the DSL is concerned about the immediate safety of a child or young person, for example if they are due to go home and it is not thought to be safe, then the police must be contacted immediately and then Children's Social Care.

Escalating a concern

Where a DSL's assessment of the risk to the child or young person differs from that of Children's Social Care and they remain concerned about the safety of a child, they must escalate the concern following local Safeguarding Children Partnership procedures.

A concern may be escalated where it is believed that:

- The local authority has not responded appropriately to a safeguarding referral to safeguard a child or young person.
- There are recurrent concerns about a child or young person, and there is an on-going inappropriate/insufficient response from the local authority.

- 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.

(Working Together to Safeguard Children)

Actions

Concerns are reported to the DSL who will then decide, whether the concerns meet the criteria for a referral to the Local Authority Designated Officer (LADO).

The concern must be reported to the LADO by the DSL on the day the concern was raised, and the DSL will agree with the next steps with the LADO. A copy of the referral and all actions must be recorded within one working day.

If the concern is about the DSL, then this must be reported to (insert name of senior person).

Allegations against agency staff

Allegations or concerns about agency staff are responded to as detailed in this procedure. In addition, the DSL must contact the Agency following advice from the LADO. at child.protection@hants.gov.uk

Notifying Ofsted

Where there is an allegation of harm or abuse as defined in Working Together to Safeguard Children, Ofsted must be notified as soon as possible but always within 14 days. The DSL will discuss the concern with the Service Manager before the notification is made by the Service Manager.

Behaviours that may cause concerns

Staff are required to raise all concerns about a colleague's behaviour or actions with the DSL. A concern is one that can cause a sense of unease or leave staff with a sense of doubt surrounding the practice of another member of staff. These behaviours may breach the code of conduct but not meet the threshold for making a LADO referral. at child.protection@hants.gov.uk

Examples of concerns could include:

- Being overfriendly with children, including the use of nicknames

If staff wish to raise or discuss any issues which might fall into the above categories, they should raise this issue with the DSL. Staff who are unable to raise the issue with their DSL should raise the issue with the Chairperson.

If an issue cannot be resolved and the member of staff believes a child remains at risk, the NSPCC have introduced a whistle-blowing helpline 0800 0280285 for professionals who believe that:

- their own or another employer will cover up the concern,
- they will be treated unfairly by their own employer for complaining,
- if they have already told their own employer and they haven't responded

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).

General guidance on whistleblowing can be found via: Whistleblowing for employees.

The Department for Education offers an online service for staff or service users who wish to make a disclosure in the interest of the public – this includes whistleblowing concerns.

Disclosure and Barring Service

All staff must obtain enhanced criminal record and barred list checks for every person living and/or working on the premises including volunteers (unless there is no access to the part of the premises when and where children are cared for) and/or they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child, or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, the DSL will inform DBS as required.

What to do if you're worried a child is being abused: Advice for practitioners'
Working Together to Safeguard Children

Linked Policies and Procedures

The Child Protection and Safeguarding Policy and procedure and must be used in conjunction with all other policies and procedures including but not limited to:

Absence Policy

Accidents and Incidents Policy

Code of Conduct

Collection of Children Policy

Data Protection Policy

Employee Supervision Policy

Health and Safety Policy

Information Sharing Procedure

Missing Child Policy

Record Keeping Policy

Recruitment Policy

Sleep Policy

Staff code of conduct

Trips and Outings Policy

Visitors Policy

Whistle Blowing Policy

This policy was adopted at a meeting of
Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Jack and Jill Preschool

20th Oct 2026

Oct 2027

Kimberly Thomas

