

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

Introduction

Litlington Pre-school fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of children, young people and vulnerable adults.

Through their day to day contact with children, young children and vulnerable adults and direct work with families, all staff, students and volunteers at the setting have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to the Designated Person for Child Protection. This policy sets out how the setting discharges statutory responsibilities relating to safeguarding and promoting the welfare of children, young people and vulnerable adults who attend the setting.

There are four main elements to our policy:

Prevention through the support offered to protect vulnerable children, young people and vulnerable adults and the creation and maintenance a culture of safety to protect them from abuse and harm.

Procedures for identifying and reporting cases, or suspected cases, of abuse.

Supporting children who may have been abused or witnessed violence towards others.

Promoting a protective ethos. Our policy applies to all staff, paid and unpaid, working in the setting, including volunteers. Concerned parents may also contact the setting's Designated Person/s for Child Protection.

Our safeguarding training takes place every three years. All staff have Safeguarding Training together. So that we are all refreshed on updates. We also have training through Cambridgeshire County Council for Designated Training which takes place every two years.

Our training is delivered by Kidscope and Cambridgeshire County Council.

Learning is embedded in a continuous learning cycle.

We will quite often have scenarios and discussions and to ensure staff are compliance to protecting vulnerable children.

Preschool Leaders monitor safeguarding through a continuous cycle of staff supervisions which take place every half term. And we do rigorous tracking of children i.e. Logging absences and monitoring them. To cover ourselves as well as the child.

1. PREVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The setting will therefore:

- Establish and maintain an ethos where children, young people and vulnerable adults feel secure and are encouraged to talk, and are actively listened to.
- Ensure children, young people and vulnerable adults know that there are adults in the setting whom they can approach if they are worried or in difficulty.

2. PROCEDURES

- The designated person, the suitably trained deputy ensure that they have relevant links with statutory and voluntary organisations with regards to safeguarding.

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

- The designated person (and the person who deputises for them) understands the LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We will ensure that all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.

We will follow Cambridgeshire Local Safeguarding Children Board (LSCB)* procedures, which can be accessed online : [http://www.cambridgeshire.gov.uk/lscb/\(www.cambslscb.org.uk\)](http://www.cambridgeshire.gov.uk/lscb/(www.cambslscb.org.uk)) .Litlington Pre-school has regard for Working Together to Safeguard Children 2015 and What to Do if You are Worried a Child is Being Abused 2015 (Dept of Education).

*LSCB's bring together representatives of each of the main agencies and professionals responsible for helping to protect children from abuse and neglect in a given area. The LSCB is a multi-agency forum set up to agree how the different services and professional groups should cooperate to safeguard children in that area, and for making sure that arrangements work effectively to bring about good outcomes for children.

The Designated Persons for Child Protection in the setting are:

Yvonne Rolfe & Debbie Windsor

The following members of staff have also received Basic Child Protection training:

Hailey Crilly & Joanne Sharp

SAFEGUARDING CHILDREN - POLICIES AND PROCEDURES

The setting will:

- Ensure it has a designated person for child protection on site at every session, who has undertaken,

as a minimum, the two-day child protection training course.

- Ensure this training is updated every two years.
- Recognise the importance of the role of the designated person and ensure she/he has the time and training to undertake her/his duties.
- Ensure there are contingency arrangements should the Designated Person not be available (another Designated Person will be on site).
- Ensure that the Designated Person has access to Social Care at the Local Authority for 'what if' conversations. The Emergency Duty Team (out of hours) is always available.
- Ensure the Designated Person has access to the Early Years Safeguarding Advice Line.

The roles of staff and management

Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs reviewed regularly. Staff are provided with clear expectations in relation to their behaviour .

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

The setting will ensure every member of staff knows:

- The name of the designated person and her/his role.
- How to pass on and record concerns about a child.
- That they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in LSCB procedures.
- All staff understand that safeguarding is their responsibility.

The setting will follow 'safer recruitment' procedures. Training will be provided for all staff from the point of their induction, and the setting will ensure that it is updated every two years at a minimum. Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way. These may include:

- Significant changes in children's behaviour, appearance or play.
- Deterioration in children's general well-being.
- Unexplained bruising, marks or signs of abuse or neglect.
- Children's comments which give cause for concern.
- Pattern of absences or frequent absences
- Any reasons to suspect neglect or abuse outside the setting for example the child's home.
- Inappropriate behaviour displayed by other members of staff or any other person working with the children.

- 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 in need definition to local authority children's social work services.

The setting will ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Liaison with other agencies

All staff understand the thresholds of significant harms 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 LSCB or safeguarding partners in areas where the safeguarding partners have replaced the LSCB.

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.

Record keeping

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

The setting will keep clear, detailed written records of concern about children using the Log of Concern Form (noting the date, event and action taken). The setting will ensure all records are kept secure and in locked locations. Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed that a Log of concern Form has been completed, where it will be stored what will happen to it when the child leaves the setting.

When the child about whom there have been child welfare concerns (whether subject to a child protection plan or not) leaves the setting or transfers to school, the child's child welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be marked 'confidential, addressee only' and sent to the Designated Person, if known, of the receiving setting or school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- The setting will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth.

Confidentiality and information sharing

Staff will ensure confidentiality and that the relevant and proportionate information is shared appropriately. The setting works within the guidelines set out in Information Sharing Advice for Safeguarding Practitioners 2015 (Department of Education). Local safeguarding partners and in line with the GDPR, Data Protection Act 2018 and Working Together 2018.

The Designated Person will disclose any information about a child to other members of staff on a 'need to know' basis only.

All staff must be aware that they have a professional responsibility to share relevant and Proportionate information with other agencies in order to safeguard children.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest to the child and explain that it will be necessary to tell someone else in order to help them keep them safe.

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

Communication with the Parents

The setting will:

- Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, staff will seek advice from Social Care as required.
- Ensure that parents/carers have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the setting.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not.

3. SUPPORTING CHILDREN

Key Commitment

Children have a key person to build a relationship with. The key worker also builds a strong relationship with the parent.

We recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them.

We recognise that some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support intervention.

The setting will endeavour to support the child through:

- Activities to encourage self-esteem and self-motivation.
- An ethos that actively promotes a positive, supportive and secure environment and values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self worth. The setting will ensure that the child knows that some behaviour is unacceptable but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child such as Social Care, and the Locality Teams.
- A commitment to develop partnerships with parents.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

Children with Disabilities

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. Setting staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to signs of abuse.

Prevention of Radicalisation

The Government Prevent Strategy had raised awareness of the specific need to safeguard children, young people and families from violent extremism. The Counter-terrorism and Security Act, 2015 places a duty on professionals to have due regard to the need to prevent people from being drawn into terrorism.

If a member of staff has concerns that a child, parent or staff member may be at risk of radicalization or involvement in terrorism, they will speak with the Child Protection Designated Person.

Please also refer to Prevent and British Values Policy adopted July 2016 which will be annually reviewed.

Modern Slavery

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.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

We will be alert to the threats children may face from outside their families, such as posed by organized crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.

If CSE is suspected, the setting will complete a Log of Concern form and make a referral to Social Care.

Female Genital Mutilation (FGM)

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non- medical reasons. It is carried out on children between the ages of 0-15, depending on the community in which they live. FGM is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

The setting takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

Other safeguarding issues

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 contact the police if a crime of FGM has been or may be about to be committed.

We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organized 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.

4. PROMOTING A PROTECTIVE ETHOS

The setting will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk and they are listened to. This will be achieved in the following ways:

- All staff, including the Designated Persons, are trained regularly to ensure skills and knowledge are up-to-date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.
- Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign and the Early Years Service 'Children's Safety Matters' training and resources.
- Working with parents to build an understanding of the setting's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place i.e. the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure and relevant contacts.
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers.

Preventing unsuitable people from working with children

The setting has a duty to ensure that people looking after children are suitable to fulfill the requirements for their role. The setting will follow safer recruitment practices including verifying qualifications and

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

ensuring appropriate DBS and reference checks are undertaken. The setting will not allow people whose suitability has not been checked, to have unsupervised contact with children.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting)

Disqualification By Association (DBA) - The setting has a responsibility to ensure staff are suitable to work with children and not disqualified.

From 31st August 2018, staff and volunteers in childcare settings that are not based on domestic premises are not required to notify the pre-school leader, if anyone in their household (including family members, lodgers, partners etc) has any relevant convictions, cautions, court orders, reprimands or warning or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.

Staff that may be disqualified may apply to Ofsted for a waiver of disqualification but cannot work in the setting until the waiver is confirmed. Declarations are retained by the Leader of the setting.

The setting will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable.

For further information, refer to the setting's Staffing, Employment and Safer Recruitment Policy.

5.WHISTLE BLOWING POLICY

Our whistle blowing policy is set out in a separate document and is reviewed annually.

The whistle blowing procedure aims to help and protect both staff and children by staff and volunteers acting to prevent a problem getting worse, safeguard children and young people and reduce the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

All staff are aware of the policy, and reminded when read annually.

6. ALLEGATIONS OF ABUSE AGAINST ADULTS WHO WORK OR VOLUNTEER IN THE SETTING

We will recognize and respond to allegations that a person who works with children has:

- Behave in a way that has harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved toward a child or children in a way that indicates they may pose a risk of harm to children.

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will **not** start to investigate and will immediately contact the Early Years Safeguarding Manager (if the Early Years Safeguarding Manager is not contactable, the Local Authority Designated Officer (LADO) should be contacted direct).
- The setting will notify Ofsted of a significant incident.
- The Early Years Safeguarding Manager will discuss the case with the LADO, who will decide if it could be a child protection case.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- The setting will notify Ofsted of an allegation of abuse.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter and feed back the outcome of the investigation to the Early Years Safeguarding Manager and Ofsted.

6. OTHER RELATED POLICIES

Confidentiality

A 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 Children Board.

Anti-Bullying

Our policy on anti-bullying is set out in our behavior policy and is reviewed annually. We expect staff to acknowledge that to allow or condone bullying constitutes a lack of duty of care. This may be subject to investigation under child protection procedures.

Racist Incidents

Our policy on racist incidents is set out in our equalities policy and is reviewed annually. The setting records racist incidents. We acknowledge that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Policies

Our Safety Policy reflects the consideration we give to the protection of our children both within the setting environment and when away from the setting when undertaking trips and visits.

Use of Mobile Phones, Cameras and Technological Devices and E-Safety Policy

Our policy on use of mobile phones, cameras and sharing of images is set out in a separate document and is reviewed annually. It is recognised that personal mobile phones and cameras have the potential to be used inappropriately and

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

therefore the setting management has developed a policy to outline the required protocol for all staff, students volunteers and parents/carers.

Intimate Care Policy

Our intimate care policy is set out in a separate document and is reviewed annually. Our setting is committed to ensuring that all staff and students responsible for the intimate care of children and young people undertake their duties in a professional manner at all times.

7. MANAGEMENT CHILD PROTECTION RESPONSIBILITIES

The committee fully recognizes its responsibilities with regard to child protection and safeguarding and promoting the welfare of children. It will:

- Samantha Harris is the nominated Committee member responsible for child protection who will monitor the setting's child protection policy and practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the setting's Designated Person/s.
- All staff and regular volunteers in a Preschool will undergo an Enhanced DBS Check with Childrens Barred List Information on starting at the Preschool.

Useful Contact information

Social Care(Via Cambridgeshire Direct)	Tel: 0345 045 5203 8am-6pm Mon – Fri Tel: 01733 234 724 Outside Office times at Weekend referralcentre.children@cambridgeshire.gov.uk
L.A.D.O Designated Officer	L.A.D.O@cambridgeshire.gov.uk Tel 01223 727967 Mon-Fri office opening hours Tel 01733 234724 (Emergency Duty Team, out of hours queries)
Early Years Safeguarding Manager	Safeguardingmanager@cambridgeshire.gov.uk Tel: 01223 727967
Preschool information contact	07984935193 admin@litlingtonpreschool.net

The Policy was reviewed at AGM 15th September 2026

Signed on behalf of Litlington Preschool

LITLINGTON PRE-SCHOOL
SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS
POLICY

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Yvonne Rolfe

Signed on behalf of the Committee

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Samantha Harris