



Safeguarding Children Policy

Statement of Intent

Barnett Wood Pre-School works with children, parents and the community to ensure the safety of children and to give them the very best start in life. All staff, directors, students, visitors and volunteers will follow our Safeguarding Children Policy and procedures. This policy outlines safeguarding practices for the children attending the setting but also applies to other children connected to the setting, for example siblings or younger staff/students (under the age of 18, or 25 if the individual has additional needs and/or disabilities).

Aims

Barnett Wood Pre-School will support all children:

- by creating a safe Pre-School environment which encourages children to develop a positive self-image, regardless of race, language, religion, culture, gender identity or home background;
- to establish and sustain healthy relationships within their families, with peers and with other adults;
- by encouraging them to develop a sense of autonomy and independence.
- to have the self-confidence and the means of communication to resist inappropriate approaches
- by working with parents to build their understanding of, and commitment to, the welfare of all our children.
- by raising awareness and provide knowledge to all staff regarding safeguarding issues, and to define their roles and responsibilities in reporting cases of abuse, neglect radicalisation and/or exploitation.
- by trying to identify children who are suffering, or likely to suffer, significant harm.
- by ensuring effective communication between all staff on child protection issues;
- to feel that there is an adult within Barnett Wood Pre-School whom they can approach and communicate with if they are worried.

In the Department of Education document Working Together to Safeguard Children (April 2018), safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

We recognise that Barnett Wood Pre-School may provide a safe place and stability in the lives of children who have been abused, neglected or are at risk of harm.

We recognise that a child who is abused, neglected, exploited or witnesses abuse and/or violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We accept that research shows that the behaviour of children in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Barnett Wood Pre-School plays a significant part in the prevention of harm to the children in our care by providing them with good lines of communication with trusted adults and an ethos of protection. We try to educate children about how to keep themselves safe, promote positive behaviour and give the children an understanding of right and wrong at an age appropriate level.

All staff have a key role to play in identifying concerns and providing help and support for children. To achieve this, they will:

- Attend mandatory training in order to be aware of and alert to the signs and symptoms of abuse and neglect.
- Provide a safe environment for children to learn
- Take appropriate action, report and work with other services when needed.
- Be prepared to identify children or families that may benefit from Early Help.

- Be aware that mental health issues can, in some cases be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Take appropriate action and report to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).
- Follow the allegations against staff procedures/whistleblowing policy should they have concerns over a colleague's practice.
- Understand the lasting impact that adversity and trauma has on children, including mental health, behaviour and wellbeing.

Designated Safeguarding Lead (DSL)

Barnett Wood Pre-School works to provide an environment in which children are safe from abuse and in which there is a prompt and appropriate response to any suspicion of abuse or neglect. The Designated Safeguarding Lead has responsibility for coordinating action within the Pre-School and liaising with other agencies when needed. **The Designated Safeguarding Lead for the Pre-School is Kate Morgan-Watts. The Deputy DSL is Louise Pruthi.**

The DSL's role is to:

- Ensure Surrey's Safeguarding Children's Partnership (SSCP) safeguarding procedures are followed within the Pre-School.
- Make sure all staff know where to seek advice and guidance, and act as a source of advice, and support for staff.
- Ensure that appropriate training is up to date and support is provided to all staff.
- Develop effective working relationships with other agencies and services, working effectively with additional agencies.
- Decide whether to take further action about specific concerns following SSCP procedures.
- Seek advice and make referrals through the C-SPA (The Surrey Children's Single Point Access) and liaise with Social Work teams and the Police over suspected cases of child abuse or neglect.
- Raise concerns and refer to The Channel program (where radicalization is suspected).
- Raise concerns and contact the FGM helpline where FRM is suspected and refer to the police.
- Ensure confidential records relating to individual children are accurate and stored securely, including a detailed front sheet with the child's details, family situation, details of disclosures, details of reviews and what the current level of concern is, rational for decision making along with a detailed chronology of events. Each child having their own file kept securely in the office. These files are securely transferred to new setting/school when child leaves Barnett Wood preschool.
- Submit reports to appropriate agencies and attend safeguarding conferences.
- Ensure the Pre-School effectively monitors children who have been identified as 'at risk'.
- Provide guidance to parents, children and staff about obtaining suitable support.
- Keep up to date with all relevant procedures and legal requirements.
- Attend TAC (Team Around the Child) and CP (Child Protection) meetings.
- To act as the lead in completing the Surrey Neglect Screening Tool alongside the family where neglect is suspected
- To contribute to the GCP2 document when activated by other agencies where neglect or possible neglect has been identified.
- Promote supportive engagement with parents and/or carers. Promoting the welfare of children throughout the Child Protection process.
- Recognise the additional risks that children with additional needs and/or disabilities face.

The Deputy DSL is trained to the same standard as the DSL

Recruiting Suitable Staff

All staff working at Barnett Wood Pre-School in a paid or voluntary capacity are recruited using the following procedure:

- Applicants for posts within the Pre-School are clearly informed that positions are exempt from the Rehabilitation of Offenders Act 1974.
- All job applicants will be interviewed before an appointment is made and will be asked to provide two references. All such references will be followed up, ensuring clarification where content is vague or if there is insufficient information. Electronic references will be checked to ensure they originate from a

legitimate source. Information given on the reference will be compared to the information given by the applicant and any discrepancies will be checked with the candidate.

- Reasons for the applicant leaving their current employment will be established.
- In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought. Verification of the applicants most recent relevant period of employment will be sought where the applicant is not currently employed.
- Barnett Wood Preschools manager will contact the named person for the required reference, not the applicant.
- References will be sourced from the employer where the applicant worked with children (if not currently doing so), if the applicant has never worked with children the reference will be from their current employer, training provider or an educational setting.
- References must be completed by a senior person with the appropriate authority.
- References will not be accepted if they are:
 - 'open references' e.g. to whom it may concern
 - from a family member of the applicant
- Ofsted requirements in respect of references and Disclosure and Barring Service (DBS) checks for staff and volunteers are followed to ensure that no disqualified person or unsuitable person works at the Pre-School or has access to the children.
- Any concerns with the application will be satisfactorily resolved before employment commences.
- The manager will perform digital screening to look at the applicants online presence.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the Pre-School is confident that the applicant can be safely entrusted with children. It is a requirement in the EYFS that members of staff are required 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).
- We ensure that, as part of their induction training, all members of staff are aware of the procedures for reporting and recording concerns about safeguarding.
- Volunteers and students do not work unsupervised with the children, or carry out intimate care routines unsupervised.
- Staffing levels are appropriate to ensure the safety of the children and are in line with EYFS requirements.
- A copy of 'What to do if you are worried a child is being abused' 2015 is kept on the premises to be referred to in the event of suspected abuse.
- Barnett Wood Pre-school has access to the Surrey Safeguarding Children Partnership's procedure online at www.surreyscp.org.uk. The site is checked by the DSL/DDSL for updates and amendments at the beginning of each term.

Staff Training and Induction.

All staff receive information about the safeguarding arrangements upon induction, the safeguarding policy, staff handbook, the name of the DSL and DDSL.

The names of the DSL and DDSL, along with additional safeguarding information, are clearly displayed on the notice board outside the office.

Barnett Wood preschool will ensure all practitioners receive relevant training in line with the EYFS statutory framework. A record of staff training is kept in the office.

- All staff are given a copy of Part one of the Keeping Children Safe in Education document at induction.
- Safeguarding training is provided for all staff and volunteers during the induction process to ensure they are able to recognise the signs and symptoms of physical, emotional, sexual abuse and neglect and what to do if they are concerned about a child. Staff refresh this training every 2 years which covers the criteria stated in Annex C. The setting also provides inhouse refresher training facilitated by the DSL annually
- Staff must also complete the following safeguarding training in the first 3 months of employment if they have not already completed this:
 - Female Genital Mutilation (FGM) (e-learning)
 - Prevent Training (e-learning)
- The DSL's will complete SSCB Foundation Modules 1 and 2 and refresh their training every two years. They will also complete the following online training:
 - Channel Awareness (e-learning)
 - Child Sexual Exploitation (e-learning)

- Domestic abuse (e-learning)
- Forced marriage (e-learning)
- Safer recruitment (e-learning)

Barnett Wood Pre-School has 3 directors, all of whom complete full safeguarding training every 3 years.

Barnett Wood Pre-School will advise all staff and volunteers that they must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is suspected of being under the influence of alcohol or any other substance they will be asked to leave the premises.

If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. We will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff members ability to look after children properly.

Staff are required to disclose to the manager any reason that may affect their suitability to work with children, including convictions, cautions, court orders and police warnings.

Staff Support and Supervision:

Barnett Wood Pre-School will follow its legal responsibilities under the Equality Act 2010, including the fair and equal treatment of practitioners regardless of age, disability, gender identity, marital status, civil partnership, pregnancy and maternity, race, religion, cultural belief or sexual orientation.

The Early Years Foundation Stage states that 'effective supervision provides support, coaching and training for the practitioner and promotes the interests of the children.' Supervisions should foster a culture of support, teamwork and continuous improvement, which encourages the confidential discussion of sensitive issues.

Barnett Wood Pre-School has in place supervision procedures for all staff members in line with the Early Years Foundation Stage. Supervisions provide opportunities for staff to:

- Discuss any issues- particularly concerning children's development or well-being, including child protection concerns.
- Disclose any new information, which may affect their suitability to work with children.
- Identify solutions to address issues as they arise.
- Receive coaching to improve their personal effectiveness.'

Safeguarding Practice Guidelines

- 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. Barnett Wood Pre-School acknowledges that abuse could happen anywhere.
- Security measures are in place to ensure control over who comes into the Pre-School so that no unauthorised person has unsupervised access to the children.
- Details of visitors to the Pre-School are recorded.
- Any personal information is held securely and in line with data protection requirements and guidance from the Information Commissioners Office (ICO).
- Children are encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings, and acceptable ways to express them. This will enable children to develop understanding of why and how to keep safe and to have the self-confidence and vocabulary to resist inappropriate approaches and behaviours.
- Barnett Wood Pre-School staff work to create a culture of value and respect for the individual, having positive regard for children's heritage arising from their ethnicity, languages spoken at home, cultural and social background. This is carried out in a way that is developmentally appropriate for the children.
- Information taken from families before admission (name, date of birth, address, contact details) is updated on entry, and then updated annually, or more frequently as required.
- All staff understand their responsibilities under the General Data Protection Regulation 2018 and the circumstances under which they may share information about parents and their children with other agencies.
- We keep a written record of all complaints and concerns including details of how they were responded to and the outcome.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and regularly reviewed and updated in line with our health and safety policy.

- Barnett Wood preschool is part of Operation Encompass in line with Surrey's Safeguarding partnership and the Police. Operation Encompass aims to reduce the long-term impacts of domestic abuse by providing early intervention and support. When the police attend incidents of domestic violence or abuse where children are directly or indirectly involved, they notify the Designated Safeguarding Lead at Barnett Wood Preschool before the start of the next school day. The safeguarding lead then makes sure the child gets the immediate support that they need.

Respond appropriately to suspicions of abuse

Barnett Wood Pre-School will respond promptly and appropriately to all incidents or concerns of abuse that may occur and will work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are Worried a Child is Being Abused' 2018.

At Barnett Wood Pre-School staff encourage a culture of listening to children and taking into account their wishes and feelings. We understand the difficulties that children may have in approaching staff about their circumstances. The setting is committed to developing and building trusting and safe relationships between children and staff, to aid communication.

The abuse of children can take different forms - physical, emotional, and sexual abuse and exploitation as well as neglect. When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may become apparent through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Possible signs of abuse may include:

- significant changes in children's behaviour;
- deterioration in general well-being.
- unexplained bruising, marks or signs of possible abuse or neglect; or a pattern being detected on accident at home logs.
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Where such evidence is observed, a specific and confidential record will be set up, separate from the usual on-going records of children's progress and development.

The record may include:

- the date and time of the observation or disclosure
- an objective record of the observation, evidence or disclosure;
- where possible, the exact words spoken by the child;
- the names of any other person present at the time; the name and signature of the recorder
- should any marks be found on the child, a body map will be used in the presence of a witness
- when and to whom the information was reported
- any action taken.

These records will be kept in a separate file for each child, which is stored in a secure place, and will not be accessible to anyone other than the DSL/DDSL. The DSL may choose to share some information confidentially with the child's key person if deemed appropriate.

Disclosures

When a member of staff suspects abuse, or neglect or a child makes a disclosure, that staff member must:

- Listen and try to reassure the child
- Only use open ended questions to clarify information, eg, Tell me, Explain to me, Describe for me (TED)
- Never promise confidentiality.
- Explain that they need to pass on the information to the DSL (explain who this is)
- Consideration must be given to children with communication difficulties or those with English as an additional language. It is important to communicate with children in an age-appropriate way.

- Staff should record the child's demeanor and any non-verbal communication/body language.

Following the initial disclosure staff should;

- Make an initial record of the incident and all information given by the child. This should be done in the child's own words, not staffs interpretation.
- Report to the DSL/DDSL immediately
- The DSL will consider if there is need for immediate medical intervention, however medical attention should not be delayed if the DSL is not immediately available.
- Make an accurate record, which may be used in court proceedings, within 24 hours of the occurrence. This must include:
 1. Dates and times of the observations or the disclosure
 2. Details of conversations they were involved in, using the child's own words
 3. Any injuries
 4. Explanations given by the child/adult
 5. Action taken and the rational for this.
 6. Signature and date of record, by the author

In all cases, if staff are unsure, they must speak to the DSL or DDSL. At no point should a staff member discuss the disclosure with other practitioners.

Following a report of concern.

If it is suspected that a child is suffering or is likely to suffer harm the DLS will contact the C-SPA, this is done by sending a Request for Support Form by secure email to cspa@surreycc.gov.uk

If a child is in immediate danger and the setting feel urgent protective action is required the Police will be contacted on 999. If this occurs the DSL will also notify the C-SPA of the occurrence and what action has been taken.

If FGM is suspected, or it is suspected that FGM is going to be performed on a child then Barnett Wood Pre-School has a duty to report it directly to the police.

Referrals are made to the C-SPA team on [0300 470 9100](tel:03004709100). Referrals are confirmed in writing within 48 hours, using the Multi-Agency Referral Form including a body map where appropriate.

If we have concerns that the disclosure has not been acted upon appropriately, we will follow Surrey's Inter-agency Escalation Policy and Procedure.

If there is not a risk of harm the DSL will review the situation taking into account any history. It maybe that the concern is logged and parents are informed (if considered safe to do so). The DSL will consult with the C-SPA for advise if required. The DSL will always try to inform staff of the intended action if information sharing allows.

Informing Parents/Carers of Concerns

If a suspicion of abuse is recorded, parents/carers are informed. However, if sharing information is likely to put the child at risk of significant harm, we will seek advice from Surrey's C-SPA team.

Parents/carers are informed when we make a record of concern in their child's file and any discussions with parents/carers relating to the concern are logged.

If it is felt that the child will be at risk of significant harm if allowed to go home with a parent / carer, we will seek advice from Surrey's C-SPA team. If necessary, the police will be contacted to stop the child from leaving the Pre-School.

Children Arriving at Pre-School with Injuries

Parents of children arriving at Pre-School with noticeable injuries are asked the reasons for the injury. A record of where marks appear, and details about size etc. are made on an Accident at Home Form and body map which parents/carers complete and sign. The voice of the child will be considered, the child will be asked

how the injury happened once they are inside preschool, if their answer differs from the parent/carers information the DSL will be informed.

All accident at home forms are reviewed by the manager or her deputy on the day they are reported so that any action can be taken if needed.

Children's privacy

When Children are being supported in the bathroom with their toileting needs staff must ensure the child's privacy is considered and balanced with safeguarding. This also applies to nappy changing. The Changing room and main toilet doors must remain open at all times when children are being supported with their intimate care needs. When staff support a child with intimate care needs this is logged in the care diary on Tapestry.

Non-attendance

When a child misses their session at Barnett Wood Pre-School with no explanation a member of staff will make contact with the family via email or a telephone call. If the family is already receiving support from Surrey Safeguarding Children's Partnership then an email will be sent to their social worker on the day of the missed session. For further information please see Attendance Policy.

If a vulnerable child is not attending Pre-School for an extended period of time (excluding holidays), we will ensure that we keep in contact with the family via phone/email to check on their welfare. The Pre-School will also inform and work alongside the family's Social Worker to ensure the family is supported.

Allegations against Staff, Students, or Volunteers

It is the responsibility of the Manager to gather information where an allegation has been made against a member of staff, not the DSL. Minor allegations maybe investigated internally. Statements from all parties would be collected and the incident discussed. Where appropriate, action plans would be put in place to monitor and improve the practice of staff if the allegation is deemed 'low level'.

In the event of an allegation against a member of staff, volunteer or student, the incident may be reported to the Local Authority Designated Officer (LADO) on 0300 123 1650 within 24 hours and followed up in writing within 14 days. This includes situations where the staff member resigns before or during an investigation.

The LADO role is to:

- advise on next steps
- offer advice and guidance on how to manage the concern
- advise how to inform parents/carers
- offer support on how to safeguard children in the Pre-School throughout the investigation.

The LADO may advise that it is necessary to suspend the member of staff whilst an investigation is conducted. Suspension is a neutral act, and in no way implies that the person is guilty of any wrongdoing. However, it is acknowledged that this would be distressing for the person concerned, and the Pre-School will do all it can to balance the interests of any individual with that of the need to keep children safe. Staff receive full pay while the suspension is in place and the investigation is completed.

A risk assessment will be carried out into how the incident occurred and any actions identified.

Ofsted must be notified of any action taken in respect of an allegation. It is good practice to ring Ofsted within 24 hours of the allegation being made (0300 1234 666) and to follow this up in writing no later than 14 days. It is an offence to fail to comply with this requirement.

In order to protect all parties from rumor and false allegations unintentional or otherwise, staff members may be required to sign a confidentiality form, requesting that the allegation is not discussed outside of the Pre-School or amongst themselves at work. Staff may be asked to give a statement which could later be used as evidence in Court.

Unless the allegation is found to be malicious, records will be kept for 10 years or until the individual, subject to investigation, retires, whichever is longer. Any written records relating to such an incident will be kept in a secure location.

If the Pre-School dismisses or removes a member of staff or volunteer from working with children because they have harmed or may have harmed a child, the Manager has a legal duty to inform the DBS.

If the member of staff resigns during an investigation or before they are dismissed, the DBS must still be informed. Compromise agreements are not to be used in these situations. Informing the DBS does not mean the person will be automatically barred from working with children.

Allegations against the Manager

In the event that an allegation of child abuse is made against the Manager, the Manager will be informed of the allegation by the directors and may be suspended on full pay while an investigation is carried out.

A risk assessment must be carried out into how the incident occurred and any actions identified.

The LADO must be notified within 24 hours and in writing within 14 days, even if the Manager resigns.

In order to protect all parties from rumor and false allegations unintentional or otherwise, staff members may be required to sign a confidentiality form, requesting that the allegation is not discussed outside of the Pre-School or amongst themselves at work. Staff may be asked to give a statement which could later be used as evidence in Court.

Unless the allegation is found to be malicious, records will be kept for 10 years or until the individual, subject to investigation, retires, whichever is longer. Any written records relating to such an incident will be kept in a secure location.

If Barnett Wood Pre-School dismisses or removes the Manager from working with children because they have harmed or may have harmed a child, the directors have a legal duty to inform the DBS. If the Manager resigns during an investigation or before they are dismissed, the DBS must still be informed. Informing the DBS does not mean the person will be automatically barred from working with children.

Whistleblowing

Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse, but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits.

Whistleblowing is very different from a complaint or a grievance. The term whistleblowing generally applies when you are acting as a witness to misconduct that you have seen and that threatens other people or children.

The Public Interest Disclosure Act 1998, known as the Whistleblowing Act, is intended to promote internal and regulatory disclosures and encourage workplace accountability and self-regulation. The Act protects the public interest by providing a remedy for individuals who suffer workplace reprisal for raising a genuine concern, whether it is a concern about child safeguarding and welfare systems, financial malpractice, danger, illegality, or other wrongdoing.

The statutory guidance from the DfE Working Together to Safeguard Children 2018, makes it clear that all organisations that provide services for, or work with children must have appropriate whistleblowing procedures. They must also have a culture that enables concerns about safeguarding and promoting the welfare of children to be addressed by the organisation. The concern may relate to something that is happening now, has happened in the past or could happen in the future.

All staff, volunteers and students of Barnett Wood Pre-School are aware that any concerns they may have can be shared with the setting manager (in the first instance) or, should the concern relate to the manager, the directors can be contacted direct by emailing marktiley@hotmail.com. The welfare and safety of the children is paramount.

Should the staff member feel their concern is not being dealt with efficiently or they are dissatisfied with the outcome of any investigation carried out by the settings directors, they are encouraged to escalate their concern to: the NSPCC whistleblowing line Tel- 0800 028 0285 email- help@NSPCC.org.uk
OFSTED 0300 123 1231

Staff, volunteers and students who are unsure whether or not to raise a concern can contact an independent body for advice such as Public Concern at Work. Public Concern at Work is a whistleblowing charity. Tel: 0207404 6609. Email: helpline@pcaw.co.uk.

Support for families

Barnett Wood Pre-School will take every step to build trusting and supportive relationships between families and staff and volunteers in the nursery, with the proviso that the care and safety of the child must always be paramount.

Where abuse at home is suspected, Barnett Wood Pre-School will continue to support the child and family while investigations proceed.

Liaison with Other Agencies

Barnett Wood Pre-School maintains contact with the Surrey C-SPA team who will be the official first point of contact when needed.

Confidentiality, Information Sharing and management of Child Protection records.

Confidentiality is vital in keeping children safe. 'Working Together to Safeguard Children (2018)' states that "all practitioners must have due regard to the relevant data protection principles which allow them to share personal information. Legally under the Data Protection Act (2018) all personal information that is obtained must be processed fairly and lawfully. All data needs to be disclosed under appropriate circumstances and must be relevant and accurate. Barnett Wood Pre-School will follow statutory retention periods when storing personal identifiable data. It is a lawful requirement for all safeguarding documents to be locked away and stored securely."

At Barnett Wood Pre-School we are aware that we have a responsibility to securely share information with other agencies that are working with and supporting children and their families. When sharing information we have regard for GDPR principles.

We ensure that Safeguarding and Child Protection files are kept up to date. Information is kept securely and remains confidential. The records are only accessed by the DSL or DDLS. Some information may be shared with staff on a need to know basis, if this will benefit the child and support their time at the Pre-School.

When children leave the setting the DSL will ensure their Safeguarding record is transferred to the new setting. This is done by hand, or via secure email using EGRESS where possible and the new setting DSL is required to sign upon receipt of the records, if via electronic transfer we require an acknowledgement email from the new settings DSL. The record transfer will take place within 5 days of the child starting at the new setting.

If we cannot locate the new setting then the child's records are kept securely for 25years (7 years after they reach school leaving age).

Safeguarding Priorities

Prevent

- In relation to radicalisation and extremism, we follow the 'Revised Prevent Duty guidance for England and Wales' (July 2015) published by the Home Office and SSCP procedures on responding to radicalisation.
- All staff complete online Prevent training to ensure they are familiar with the protocol and procedures for responding to concerns about radicalisation.
- Opportunities are provided within our provision for children to explore different cultures, religion and ethnicities, We support children within our setting to avoid radicalisation and extremism by promoting and embedding British Values through activities and within our policies.
- Staff at Barnett Wood Pre-School know and understand that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern. If we believe a child is at risk of radicalisation or extremism, we will take the necessary action immediately following SSCP procedures. If immediate action is needed the Police must be connected.

Female Genital Mutilation (FGM)

- All staff are aware that FGM is illegal in the UK and the mandatory duty to report cases to the police. It is a form of child abuse and violence against women. We follow procedures set down by SSCP and guidance within the SSCP procedures manual.
- All staff complete Home Office 'Recognising and Preventing FGM' E-learning training, and are aware that they all have a duty to report FGM to the police.

- While FGM 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.
- Where staff suspect a child or young person may be at risk of FGM they will in the first instance discuss their concerns with the DSL/DDSL.
- The DSL/DDSL will follow the procedures set down by SSCP.
- There are no circumstances in which staff should examine a girl they suspect to have been victim of FGM.
- The FGM helpline: 0800 028 3550 is available should staff need advice on the subject of they are unsure if FGM has or is likely to occur.

Honour-based abuse (HBA)

Honour based abuse can be described as a collection of practices which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Honour based abuse may be committed against people who:

- Become involved with a boyfriend or girlfriend from a different culture or religion
- Want to get out of an arranged marriage
- Want to get out of a forced marriage
- Wear clothes or take part in activities that might not be considered traditional within a particular culture.

It is considered a violation of human rights and may be a form of domestic and/or sexual abuse.

Where staff suspect Honour based violence they must follow the setting's safeguarding procedure and report it to the DSL or DDSL

Child Sexual Exploitation

- Child sexual exploitation is a form of child abuse which involves children and young people (male and female, of a range of ethnic origins and ages, in some cases as young as 10) receiving something in exchange for sexual activity.
- Perpetrators of child sexual exploitation are found in all parts of the country and are not restricted to particular ethnic groups.
- Staff understand that many children and young people who are victims of sexual exploitation do not recognise themselves as such.
- Where staff suspect a child or young person is at risk of sexual exploitation they will discuss their concerns in the first instance with the DSL/DDSL.
- The DSL/DDSL will follow procedures set down by SSCP and contact Surrey C-SPA team. Where there is a risk to the life of a child or a likelihood of serious immediate harm, we will contact the Police.

Forced Marriage

- Staff are aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage 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.
- Where staff suspect a child or young person has been affected or at risk of forced marriage they will in the first instance discuss their concerns with the DSL/DDSL.
- The DSL/DDSL will follow procedures set down by SSCP. Where there is a risk to the life of a child or a likelihood of serious immediate harm we will contact the Police.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The DSL/DDSL will make appropriate referrals or commence an EHA to support a family in this situation.

Online Safety & Technology

At Barnett Wood Pre-School we have an ICT policy which explains how we try to keep children safe when using technology.

We understand that children increasingly use electronic equipment daily to access the internet.

Some adults and other children use these technologies to harm children. This harm might range from sending harmful or abusive messages on various messaging services or emails, to grooming and enticing children into extremist or sexual behaviour involving webcam photography or face-to-face meetings.

Children may also be distressed or harmed by accessing inappropriate material such as pornographic websites or social media pages/groups that show images which promote extremist behaviour, criminal activity, suicide or eating disorders.

Within the Pre-School we use i-pads. These have strict restrictions in place, meaning only verified/specific sites can be accessed on the internet. The i-pads do not leave the setting. We have a preschool i-phone, this is used for trips. A named outing leader is responsible for the phone and the taking of photos on the phone while on the trip so that there is accountability. For more information please refer to the ICT policy.

Barnett Wood Pre-School sends information to our families regarding online safety for children. All staff are asked to complete an online training course about cyber security.

Mobile phones – staff and visitors

- Members of staff and other adults visiting the setting are not permitted to use mobile phones whilst children are on the premises. It is a requirement that mobile phones are kept in the office – away from children.
- Members of staff are permitted to use their mobile phones in the office, in the den or in the kitchen with prior permission.
- “No Mobile Phones” signs are clearly displayed on the premises. Parents/carers/visitors are asked to finish their call before they enter the premises, and are asked not to answer a call whilst on the preschool site.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- Members of staff are aware that parents should not use mobile phones whilst on the premises and will ask parents to put them away. During Stay & Play sessions parents hand in their mobile phones before they enter the preschool. These are stored in named envelopes in the office and are returned to the parents as they leave at the end of the play session.
- If members of staff have concerns, they are aware that these should be reported to the Pre-School Manager or Deputy Manager as soon as possible.
- No liability for loss or damage to personal mobile phones will be accepted by the Pre-School.
- Parents, contractors, and any other visitors are made aware of the policy on the use of mobile phones. They are requested to store their mobile phone in the office whilst on the premises. Should they need to use their phone as part of their work onsite they must be closely supervised by a member of staff.
- Use of cameras on mobile phones is strictly prohibited when children are onsite.
- Members of staff are aware that their personal mobile phones should not be used to contact parents/carers, except in the event of an emergency.

Smart watches

Staff must disable their Bluetooth connection during working hours to avoid unnecessary distractions.

Cameras and videos

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the enrolment form). Such use is monitored by the manager.
- Parents/carers are permitted to take photos of children during events (e.g. Christmas Concert) on the understanding that these are for personal use only and not posted on social networking sites.
- Any photos of children which are stored on the laptop or other devices will be deleted when the child leaves.

- Photos will be uploaded onto the Pre-School's website. However prior written permission is sought from the parents/carers before this takes place (via the registration form).
- Photos cannot be taken in the toilet cubicles or changing areas.

For further information please see our ICT Policy.

Privately fostered and Looked After Children

Barnett Wood Pre-School recognises that most privately fostered children remain safe and well but we are aware that safeguarding concerns have been raised in some cases. Therefore, staff are alert to safeguarding issues, including that the child may have been trafficked into the country. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care. However, if a staff member becomes aware that a child is being privately fostered, they will inform the DSL/DDSL and the DSL will notify the C-SPA.

Children who are 'Looked after' have been placed within the care of the local authority. The most common reason for a child becoming looked after is because of abuse or neglect.

Barnett Wood Pre-School will inform appropriate staff of information about the child to support them when needed.

Barnett Wood Pre-School will remain in contact with the child's Social Worker.

Early Help Assessment (EHA)

Staff work with the Surrey's Family Resilience Guidance to ensure that targeted help can be sign posted and appropriate support given. Where more complex needs are evident an EHA may be used to help identify these needs. It is a holistic approach used by practitioners to assess children's additional needs within their families and wider community and decide how these should be met.

The EHA is designed to be used when;

- a practitioner is worried about how well a child or young person is progressing (e.g. concerns about their health, development, welfare, behaviour, progress in learning or any other aspect of their wellbeing)
- a child or young person, or their parent/carers, raises a concern with a practitioner
- a child's or young person's needs are unclear, or broader than the practitioner's service can address.
- The process is entirely voluntary and informed consent is mandatory, so families do not have to engage and if they do they can choose what information they want to share. Children and families should not feel stigmatised by the EHA, indeed they can ask for an EHA to be initiated.
- The EHA process is not a 'referral' process but a 'request for services'.
- The EHA should be offered to children who have additional needs to those being met by universal services. Unless a child is presenting a need, it is unlikely the EHA will be offered. The practitioner assesses needs using the EHA.

Useful Contact Details	Contact number
Surrey Children's Services C-SPA team. Confirm referral in writing within 48 hours	0300 470 9100 (Mon-Fri 9-5) 01483 517898 (Out of Hours) cspa@surreycc.gov.uk
Allegations Against Staff LADO (phone within 24 hours)	0300 123 1650
OFSTED (phone within 24 hours of allegation and compulsory to submit written report within 14 days)	0300 1234 666
OFSTED Whistleblowing Hotline Whistleblowing disclosures can also be submitted to OFSTED by email: whistleblowing@ofsted.gov.uk or by post to: WBHL, OFSTED, Piccadilly Gate, Store Street, Manchester, M1 2WD	0300 123 3155

Local Police (ask for Child Protection Team) Police (non-urgent) Police (emergency)	01483 571 212 101 999
NSPCC Helpline www.nspcc.org.uk	0808 800 5000
Stop It Now (child sexual abuse awareness, prevention and advice organisation) www.stopitnow.org.uk	0808 1000 900

Links to legislation:

- Race Relations Act 1976 & Amendment Act 2000
- Children Act 1989, 2004, 2006
- Convention on the Rights of the Child, UNICEF 1989
- Sex Discrimination Acts 1975 and 1986
- Sex Discrimination Act (Gender Reassignment) Regulations 1999
- Human Rights Act 2000
- Equality Act 2010
- Freedom of Information Act 2000
- General Data Protection Regulation 2018, 1998
- Working Together to Safeguard Children 2018
- Statutory Framework for the Early Years Foundation Stage 2014
- Safeguarding Vulnerable Groups Act 2006
- HM Government Revised Prevent Duty Guidance for England and Wales 2015
- Keeping Children Safe in Education 2021

Safeguarding Policy Update

Parents/carers of children at the Pre-School are informed via the Pre-School newsletter when policies have been updated. All policies are available to read on the Pre-School's website and a hard copy is also available from the office.

Policy written July 2025