



Bishop Cornish Education Centre
Ofsted Registration No: EY397520



Safeguarding Policy

Safeguarding is everyone's responsibility

1. Policy statement

Our setting will work with children, parents and the community and multi agencies where appropriate to ensure the rights and safety of children, young people* and vulnerable adults and use effective procedures for keeping children and vulnerable adults safe from abuse, neglect and exploitation. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

2. Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

3. Key commitment 1

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

- Our designated person (DSL) is: **Jenna Dark** (Pre School)
Email: preschool@bishop-cornish.cornwall.sch.uk
Becky Wilmott (Wrap Around Care)

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- Our deputy designated person is: **Sarah Bliss** (Pre School)

- Our designated officer (a member of the board of Trustees) who oversees and offers support to this work is: **Tracey Fletcher** email: head@bishop-cornish.cornwall.sch.uk

- Our designated whistle blowing officer is: **Sarah Adkins**
Email: clerk@bishop-cornish.cornwall.sch.uk

4. Safer recruitment of suitable people

When recruiting new staff, a reference is sought and obtained before employment starting by the clerk to the trustees. This should be from the previous employer, applicant's education setting or training provider. References will not be accepted when made out 'to whom it may concern' and must have been completed by a senior person with appropriate authority. References from a family member will not be accepted. Verification of the applicant's most recent relevant period of employment or training/education will be obtained if the individual is not currently employed. A reference from the last time the applicant worked with children will be sought (if they are not currently working with children). If the applicant has never worked with children, then we ensure a reference from their current employer, training provider or education setting is obtained.

We ensure any electronic references come from a legitimate.

We contact any referees to clarify content if information is vague or insufficient.

Information from references is compared to that filled in by the applicant and any discrepancies are broached with the candidate. We establish the reason for the candidate leaving their current or most recent position. Should there be any concerns, these are resolved satisfactorily before appointment is confirmed.

When asked to provide a reference for previous employees we aim to do this in a timely manner. We will confirm whether we have been satisfied with the applicant's suitability to work with children and provide facts and not opinions. Any safeguarding concerns/allegations that meet the harm threshold will be shared upon request but will not include anything unsubstantiated, false or malicious.

- We ask that each child on role at preschool has a password for collection times. This is written on the child's registration/enrolment form and a secure list is kept for staff to access. On this form parents/carers can list emergency contacts and authorise permission for these named people to collect their child. People we have not met or are unfamiliar with (this can also be parents as we get to know them) can be asked

for the designated password, the child's full name and the full name of the person who is collecting and who they are to the child (eg nanny, auntie). We ask that parents inform the setting if someone different will be collecting their child. If a staff member is unsure of who has come to collect the key worker or manager will be informed. Parents will be telephoned (by the setting) for confirmation if it is unclear who has come to collect.

- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- We do hold an attendance policy which can be found on our website. We do ask that if your child will be absent from setting that you contact us and let us know *see attendance policy for more information
- We ask that where possible every child has more than 2 emergency contacts listed.
- We make sure adequate supervision is maintained over lunch and snacks times. Children will be within sight and hearing of staff when eating and when possible a staff member will be sat at tables with children over snack and lunch times.
- Parents/carers are asked to inform the setting allergies/intolerances and to keep us updated of any changes. Medication where required can be held on site with an action plan in place and medicine form completed.
- The designated person (and the person who deputises for them) understands Local Safeguarding Children's Board (LSCB) safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding in between as required.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- For any new staff member training history and knowledge is checked before they start in the setting. Training is organised for new staff as required. Training is renewed every two years but it is consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or because of any safeguarding concerns that occur in the setting. This is monitored by the DSL. All staff must keep a record of any training up to date. There is an additional record kept of

safeguarding training and the provider of this. All new staff are made aware of the setting policies and procedures within their induction.

- We ensure that practitioners are supported and confident to implement the setting's safeguarding policy and procedures on an ongoing basis. Staff are made aware of 'What to do if you're worried a child is being abused: Advice for practitioners'.
- The Designated Safeguarding Lead (DSL) offers support, advice and guidance to all practitioners and any other staff on an ongoing basis, and on any specific safeguarding issue as required. Safe guarding is a standalone point on the agenda at each staff meeting. This gives a time tabled opportunity for the Manager and/or DSL to check knowledge, hold open conversations and give any staff to ask questions or request further training.
- All staff understand that safeguarding is their responsibility. All staff are supported in accessing safeguarding training and safeguarding is discussed as part of the agenda in regular staff meetings to make sure procedures are understood and staff have knowledge and confidence in this area. It is recognised this area needs to be a constant area for development.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the 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.

- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries or concerns that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers must:

- be aged 17 or over;
 - be considered competent and responsible;
 - receive a robust induction and regular supervisory meetings;
 - be familiar with all the settings policies and procedures;
 - be fully checked for suitability if they are to have unsupervised access to the children at any time.
 - Work placements are taken from local schools from year 10 and year 12. This falls in line with safeguarding the setting and the student. The setting liaises with the school and the student is given a full induction. If there are concerns about the student being in the setting the manager will approach the school placement staff member
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained; and
 - details of who obtained it.
 - All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
 - From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings 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. For childminders and childcare provided from domestic settings they will be required to notify if anyone in their household has any relevant convictions, court orders or reprimands or had registration refused or cancelled in relation to childcare provision or have had certain Orders made in relation to the care of their children in accordance with the

Childcare Disqualification and Childcare Regulations 2018, and Disqualification under the Childcare Act guidance effective from 31 August 2018.

- Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Staff do not use personal cameras or filming equipment to record images.
- Personal mobile phones are not used where children are present. A personal mobile maybe used as the main phone line for the setting in the event of the main pre school phone being unavailable (eg out in the school grounds, main phone out of order, new phone line regulations of wifi calling). All staff would be aware of this, and the phone will be kept in plain sight. NO PHONES OR DEVICES (personal or work provided) are to be taken into the bathrooms or nappy area. No smart watches that can take photos or recordings are to be worn by staff. Visitors must declare any phones upon arrival. Visitors are not left alone with children. Staff must only connect personal phones to the staff Wi-Fi.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.

- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or where appropriate, the LADO, Ofsted or RIDDOR.
- Staff are aware of the Threshold tool and Children's Social Care National Framework and how/where to access it.

5. Key commitment 2

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;

- unexplained bruising, marks or signs of possible abuse or neglect; and
- any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help, and how to access services for them
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation. (staff will have received online training on this)

- The designated person/officer completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking, we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection and child in need concerns and follow the LSCB procedures, or when they come into force replacing the LSCB, we will follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.

- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board (or the local safeguarding partners when their published safeguarding arrangements take over from the LSCB).
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

Responding to marks or injuries observed

- We ask parents to notify us of any marks or injury their child has received outside of the setting, no matter how small the graze. This is explained at open evenings and in our Tapestry online welcome pack sent to all parents. 'Marks on arrival' are recorded by staff on our electric record keeping system. This will note who informed us and when, what happened to cause injury, what injury the child received, what it looks like and any first aid/medical treatment used within the setting. Parents are asked to fill in a form or notify staff via tapestry of any pre-existing injury the child will present with upon arrival into the setting along with how it occurred.
- If a staff member notices a mark or injury within the setting that day an accident form is written explaining where and what was noted. This may be noted on the child's personal electronic records. The child will not be questioned but if they comment on what they did (eg fell in garden at home or bumped heads with another at pre school) will also be added to the form. The form is filled in and shown to parent at end of the session. Any information given by parent is added to the form and parent can counter-sign.
- If the parent believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child's personal file.

6. Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offering age appropriate reassurance that they are being listened to. The member of staff never makes any promises to the child
 - does not question the child, although it is OK to ask questions for the purposes of clarification;

- makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and always within one working day.
- Where the Local Safeguarding Children Board or local safeguarding partners safeguarding procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

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

- *Safeguarding Children* (Pre-school Learning Alliance 2013) contains procedures to help in making a referral to the local children's social care team, as well as template forms for recording concerns and to assist with making a referral.
- We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board, which we follow where local procedures differ from those of the Early Years Alliance.

8. Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the LSCB or safeguarding partners to resolve professional disputes.

9. Informing parents

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- Any discussion with parents about a safe guarding concern will be noted on the child's file, and parents can access this written record on request.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding Children Board/Local Safeguarding Partners does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

10. Liaison with other agencies and multi-agency working

- From the end of March 2025 we became part of the Operation Encompass scheme when it was opened up to early year settings. This is a national scheme that operates between education settings and police forces. Operation encompass is a police and education setting early intervention safeguarding information sharing partnership which supports children experiencing domestic violence and abuse. The DSL has undertaken the required training so the setting is able to be part of this scheme. When a notification phone call is received to the setting, the caller will identify themselves and ask to speak to the Key Adult for the setting, this is Jenna Dark. The Key Adult is someone who has undertaken the Operation Encompass training and is

either a DLS or Deputy DSL and who's name is held as a point of contact. The Key Adult will note the details given to them on the recording sheet provided by the scheme. This will then be added to the child's confidential record on CPOMS. The Key Adult will share as much information as necessary but as little as possible with any other staff members within the setting, usually (but may not be limited to) the child's key worker. The information given will not be shared with any external third parties other than Social Care if required. No actions are to be taken that endanger the non-abusing adult or child/children.

- We work within the Local Safeguarding Children Board/Local Safeguarding Partners guidelines.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

11. Allegations against staff and persons in position of trust

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues.

- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images
- We will recognise and respond to allegations that a person who works with children has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:

01872 326536

Email: LADO@cornwall.gov.uk (LADO are happy to take questions and offer advice)

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- We also report any such alleged incident to Ofsted, as well as what measures we have taken. We are aware that it is an offence not to do this.
 - We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
 - Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration

of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

12. Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

13. Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

14. Training

We support staff to have an understanding and knowledge of the following criteria set out in the EYFS framework and access training as required (minimum of every 2 years).

- A training record is kept on site for all practitioners who are asked to this updated. There is a safeguarding training record which details what training was done and by what provider.
- The DSL and/or manager supports staff to make sure they can access and attend safeguarding training every 2 years (minimum) , with top ups and refreshers as required. Providers for training are either Cornwall Council Early Years Service approved (our setting's local authority) or are courses booked and/or provided via the Cornwall for Schools Service.

- Practitioners are support within the setting to put knowledge into practice using systems such as peer observations, staff meeting discussions, termly supervision sessions with the Manager, visits and discussions from external professionals and the encouragement of open discussion to further knowledge, confidence and experience.
- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- Designated persons receive appropriate training, as recommended by the Local Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, online training and/or discussion at staff meetings.
- There are always paediatric first aid trained staff in setting. We recognise there is no hierarchy in relation to the range of Training Providers who offer paediatric first aid training, however take our reasonability to identify and select a competent provider seriously. With this in mind, we are aware that the following Bodies are fully regulated: one that is a member of a Trade Body with an approval and monitoring scheme, the Voluntary Aid Societies and those who work under Ofqual Awarding organisations.

*Suitable students on long term placements and volunteers (aged 17 or over and staff working as apprentices in early education (aged 16 and over) maybe included in the ratios at the level below their study, if the provider is satisfied that they are competent and responsible and if they hold a valid PFA qualification.

15. Planning

- The layout of the rooms allows for constant supervision. [For group provision: No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.]

16. 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 so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

17. Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board/Local Safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

18. Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We will engage with any child in need plan or early help plan as agreed.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Local Safeguarding Children Board.

19. Support for staff

As a pre school and work place we recognise that all staff at any level may find dealing with safeguarding and child protection concerns upsetting. We support staff to access relevant training but are also understanding that whether from training or dealing directly with concerns, they may experience triggers or discomfort or over whelm. Individual staff are encouraged to discuss safe guarding and any personal issues at termly supervision but also encouraged to seek allocated time with the manager if needed at any point in the academic year. This could be with any member of the senior leadership team and is not exclusive to the manager. External sources of support include but are not limited to:

- SHOUT – tx 85258 for free confidential support
- Samaritans – phone 116123 for free, website Samaritans.org
- MIND – mind.org.uk
- Contact your GP

20. Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Children and Social Work Act 2017

- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018
- Children's Social Care National Framework (Dec 2023)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Statutory Framework for the Early Years Foundation Stage 2021
- Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)

- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- Safeguarding Children (Pre-school Learning Alliance 2021)
- Safeguarding through Effective Supervision (Pre-school Learning Alliance 2013)
- The New Early Years Employee Handbook (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)

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

Reviewed on

Oct 22

reviewed

Oct 23

Reviewed Sep 24, amended March 25 for Operation Encompass