



## **Safeguarding and Child Protection Policy 2025**

## **Policy Statement:**

Fairhaven Preschool will implement this safeguarding and child protection policy and have a responsibility and commitment to protecting children from harm.

Children have the right to be protected from harm. The children and young people in our care are kept safe based on a clear set of guidelines about how we will:

- keep children safe
- respond to child protection concerns.

The purpose of this policy statement is:

- to protect children and young people who receive Fairhaven Preschool's services from harm.

This includes the children of adults

- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Fairhaven Preschool including senior managers and the Committee, paid staff, volunteers, sessional workers, agency staff and students.

## **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from

[nspcc.org.uk/childprotection](https://www.nspcc.org.uk/childprotection)

## **Supporting documents**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer (DSL) /Safeguarding Lead Practitioner (SLP)
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
  
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance

- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios.

**We believe that:**

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

**We recognise that:**

- the welfare of children is paramount in all the work we do and in all the decisions we make
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

**We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a Committee member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour code confidently and competently.

- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/fororganisations](http://ico.org.uk/fororganisations)]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place and staff have a knowledge of LADO
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

### **Contact details**

- **Nominated child protection lead**

Name: Gemma Bloom

Phone/email: [manager@fairhavenpreschool.com](mailto:manager@fairhavenpreschool.com) 07508842203

- **Deputy child protection lead**

Name: Vikki Chaney

Phone/email: [deputy@fairhavenpreschool.com](mailto:deputy@fairhavenpreschool.com) 07508842203

The Preschool Committee have safeguarding training available to them and are encouraged to fulfil this to facilitate as much of a safe setting as possible.

NSPCC Helpline - 0808 800 5000

CADS (Children's Advice and Duty Service) for professionals - 03448008021

CADS for the Public- 03448008020

## [‘Keeping Children Safe in Education’, DfE \(2024\)](#)

The model policy was revised in June 2024 to reflect the changes in national guidance as a consequence of the publication of revisions to ‘Keeping Children Safe in Education’ on 24 May 2024. This guidance **became statutory on 1 September 2024** and all schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

In accordance with the guidance, governing boards and proprietors of independent schools and colleges should ensure that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.

Fairhaven Preschool Staff are required to complete yearly training from Norfolk County Council on Safeguarding and Child Protection in order to keep up to date with changing legislation. SLP/DSL’s must complete ‘Introduction to Child Protection’ before completing ‘Safeguarding Lead Practitioner Training’. Once completed SLP’s must keep up to date by attending ‘Safeguarding Lead Practitioner Refresher’ training. Additional training in other areas is also necessary i.e. online safety, PREVENT etc. It is the duty of staff to maintain up to date and relevant training and inform management when further training or updates are required.

### **Summary of changes – June 2024:**

Our policy has been revised to reflect these changes to the statutory guidance as outlined below.

Section	Changes
Throughout	All references to ‘Keeping Children Safe in Education’ (2023) have been removed and replaced with reference to ‘Keeping Children Safe in Education’ (2024).  All references to ‘Working Together to Safeguard Children’ (2018) have been removed and replaced with reference to ‘Working Together to Safeguard Children’ (2023).
1.1	Amended to reflect the changes to ‘Working Together to Safeguard Children’ (2023).
2.8	Updated to reflect the bullet points in relation to early help.
5.1	Changed the link from the Norfolk Threshold Guidance to the <a href="#">Norfolk Continuum of Need Guidance</a> .
6.13	Updated link to the revised National Prevent Referral Form
6.21	Updated the link to the <a href="#">Harbour Centre</a> (Sexual Assault Referral Clinic) website.
6.23	Added reference to the DfE ‘ <a href="#">Working Together to Improve School Attendance</a> ’ (2024) guidance.
6.24	Added reference to the fact that if a school places a child in Alternative Provision, they remain responsible for the safeguarding of that pupil and should be satisfied that the placement meets the pupil’s needs.
6.34	Added information from paragraph 24 of ‘Keeping Children Safe in Education’ in relation to the impact on children from seeing, hearing and experiencing the effects of domestic abuse.
6.38	Section re-worded to reflect paragraph 205 of ‘Keeping Children Safe in Education.’
7.3	Amended to include the additional detail in Annex C of ‘Keeping Children Safe in Education’ in relation to record keeping.
13.1	Amended link to updated guidance <a href="#">After-school clubs, community activities and tuition: safeguarding guidance for providers</a> .
Section 15	Amended dates for guidance documents including: <ul style="list-style-type: none"><li>• <a href="#">The Prevent duty: Departmental advice for schools and childcare providers</a> DfE (September 2023)</li><li>• <a href="#">The Prevent duty: safeguarding learners vulnerable to radicalisation</a> (September 2023)</li></ul>

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|  | <ul style="list-style-type: none"><li>• <a href="#">Domestic Abuse Act 2021 Statutory Guidance</a> (Home Office April 2023)</li><li>• <a href="#">Data protection: toolkit for schools</a> DfE (April 2024)</li><li>• <a href="#">Promoting the education of children with a social worker</a> (March 2024)</li></ul> |
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# INCORPORATING CHILD PROTECTION

## Fairhaven Preschool

### Policy Consultation & Review

This policy is available on our preschool website and is available on request from the management team. We also inform parents and carers about this policy when their children join our preschool and update through our newsletters.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct, and behaviour policies. In addition, all staff are provided with Part One of the statutory guidance '[Keeping Children Safe in Education](#)', DfE (2024).

### CONTENTS

[Purpose & Aims](#)

[Preschool Ethos](#)

[Roles & Responsibilities](#)

[Training & Induction](#)

[Procedures for Managing Concerns](#)

[Specific Safeguarding Issues](#)

[Recording & Information Sharing](#)

[Working with Parents & Carers](#)

[Child Protection Conferences](#)

[Safer Recruitment](#)

[Safer Working Practice](#)

[Managing Allegations and Concerns](#)

[Use of premises for non-preschool activities](#)

[Other relevant policies](#)

[Statutory Framework](#)

## Appendices

- 1 [Recording form for reporting concerns](#)
- 2 [Induction checklist for staff & volunteers](#)
- 3 [Local Safeguarding Procedures](#)
- 4 [Advice for preschools, schools, colleges and alternative education providers where there are concerns about an adult who works within the setting](#)
- 5 [Flowchart for Professionals](#)

## 1. PURPOSE & AIMS

1.1 The purpose of Fairhaven Preschool's safeguarding policy is to ensure every child who is a registered pupil at our preschool is safe and protected from harm. This means we will always work to:

- Provide help and support to meet the needs of children and young people as soon as problems emerge;
- Protect children from maltreatment, whether that is within or outside the home, including online
- Prevent impairment of our children's and young people's mental and physical health or development;
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our school to have the best outcomes.

1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from preschool even though preschool is non-compulsory, or who go missing from education, particularly for prolonged periods and/or on repeat occasions. The Designated Safeguarding Lead is to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

1.5 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## 2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our preschool will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our preschool will be able to talk freely to any member of staff at our school if they are worried or concerned about something. All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

2.3 At Fairhaven Preschool we ensure that safeguarding and child protection is at the forefront and underpin all relevant aspects of process and policy development. We operate with the best interests of the child at their heart.

2.4 Where there is a safeguarding concern, the child's wishes and feelings are taken into account when determining what action to take and what services to provide. The systems we have in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

2.5 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not

keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose. All staff will be trained to recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful.

2.6 Throughout our broad and balanced curriculum, we will provide activities and opportunities for children to develop the knowledge, values and skills they need to identify risks, including knowing when and how to ask for help for themselves and others to stay safe (this includes online). We will cover relevant topics in an age and stage appropriate way, enabling pupils to learn about their rights and responsibilities to behave and stay safe in a variety of contexts on and offline using sites such as NSPCC Pants to help provide attainable safeguarding information and understanding consent. This will provide further reinforcement to help children identify risks, know when to seek support and develop the skills to ask for help from trustworthy, reliable sources.

2.7 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children](#) (2023) and the [Norfolk Multi Agency Safeguarding Partnership arrangements](#).

2.8 As part of our responsibilities for safeguarding and promoting the welfare of children, we will provide a co-ordinated offer of early help when additional needs of children are identified. These may include if a child:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory education, health and care plan)
- has a mental health need
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- is frequently missing/goes missing from education, care or from home
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit
- is reports of drugs and alcohol use
- is at risk of modern slavery, trafficking or exploitation
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- is at risk of being radicalised or exploited
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child
- has a family member in custody, or is affected by parental offending

2.9 At Fairhaven Preschool we understand the importance of working in a way that adheres to the following legislation:

- The Human Rights Act 1998
- Equality Act 2010

- Public Sector Equality Duty

This means we do not unlawfully discriminate against children or families because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics).

### 3. ROLES AND RESPONSIBILITIES

As stated above the Safeguarding Lead Practitioner is **Gemma Bloom**.  
The Deputy SLP is **Vikki Chaney**.

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our preschool to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn, play and grow.

#### **The Committee**

3.2 Fairhaven Preschool's committee is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Committee takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named committee member who will complete 'safeguarding on a committee training'.

3.3 The Committee will ensure that:

- The safeguarding policy is in place, is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Partnership policies and procedures;
- The preschool contributes to inter-agency working in line with Working Together to Safeguard Children (2023);
- A senior member of staff (management) is designated to take the lead responsibility for safeguarding and child protection as the DSL/SLP. We will ensure that there is at least one DSL(s) on site. In emergency situations a DSL may only be available via telephone. There should be one DSL who is an appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). The role will be evidenced explicitly in the role holder's job description.
- All staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct and the behaviour policy.
- All staff undertake appropriate child protection training that is updated annually and online safety training;
- In terms of filtering and monitoring there is consideration to the number of and age range of children, those who are potentially at greater risk of harm and how often they access the IT system along with the proportionality of costs versus safeguarding risks.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2024);

- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The Committee will receive a safeguarding report at each Committee meeting that will record any basic, confidential concerns and the staff training that has taken place, the number of staff attending and any outstanding training requirements for the preschool. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

### **The Manager**

3.5 At Fairhaven Preschool the Management is responsible for:

- Identifying senior members of staff from leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying alternate members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the preschool, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff or volunteer.

### **The Designated Safeguarding Lead (DSL)**

3.6 The Designated Safeguarding Lead is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection within our school. The DSL will carry out their role in accordance with the responsibilities outlined in Annex C of [‘Keeping Children Safe in Education’](#).

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child’s safety or welfare will be recorded in writing and given to the DSL.

3.8 During term time the designated safeguarding lead and or a deputy will always be available (during preschool hours) for staff in the preschool to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and/or any other relevant media.

3.9 The DSL at Fairhaven Preschool will represent our preschool at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children’s Services and other agencies where necessary, and make referrals of suspected abuse to Children’s Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.10 The DSL will maintain records and child protection files ensuring that they are kept confidential and stored securely (see section 7 for more information.)

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed school’s

[safeguarding training package](#) provided by Children's Services. Fairhaven Preschool has an agreement to access this training through Fairhaven Primary School.

3.12 The DSL will obtain details of the Local Authority Personal Advisor appointed to guide and support a child who is a care leaver.

3.13 The DSL(s) will work with staff and committee, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement.

3.14 This will include understanding their developmental progress and attainment through the EYFS and maintaining a culture of high aspirations for our preschoolers and supporting staff to provide additional support or reasonable adjustments to help children who have or have had a social worker or Early Help reach their potential.

3.15 We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health. The DSL will use the information that they hold about children with a social worker to make decisions in the best interests of the child's safety, welfare and help promote educational outcomes. The DSL will ensure that staff, know who these children are, understand their developmental needs, progress and attainment and maintain a culture of high aspirations for the children; supporting staff to identify the challenges that children in preschool might face and the additional academic and behaviour support and adjustments that they could make to best support these children.

3.16 The DSL will take the lead responsibility for understanding the filtering and monitoring systems and processes in place at the school.

#### **4. TRAINING & INDUCTION**

4.1 When new staff join our preschool they will be informed of the safeguarding arrangements in place. They will be given a copy of our preschool's safeguarding policy along with the staff code of conduct, Part one and/or Annex A of '*Keeping Children Safe in Education*' and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. They will also receive a copy of the maintaining positive behaviour policy and the achieving positive behaviour policy. All staff are expected to read these key documents. They will also be provided with information about how to record and report safeguarding concerns. **[Currently using paper 'Cause for Concern' forms in the register.]**

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period within 6 months of joining the preschool. This information will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child (including reassuring victims that they are being taken seriously and that they will be supported and kept safe), how to record, the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about whistleblowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive online safety training, including understanding the expectations, applicable roles, and responsibilities in relation to filtering and monitoring as this is part of the overarching safeguarding approach of our preschool.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of '*Keeping Children Safe in Education*'. In order to achieve this, we will ensure that:

- all members of staff will undertake appropriate safeguarding training on an annual basis and we will evaluate the impact of this training;
- all staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;

4.4 All regular visitors, temporary staff and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of who our DSL and alternate staff members are and what the recording and reporting system is.

4.5 The DSL, the alternate designated member(s) of staff and any other management who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Partnership at least once every three years. The DSL and alternate(s) will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years. In addition to formal training, DSLs will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. *Management to do this by disseminating national and local updates to staff, attendance at DSL network meetings, Local Safeguarding Children's Groups, Personal Development etc.*

4.6 Our Committee will also undertake appropriate training to equip them with the knowledge to provide strategic challenges to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of a robust whole preschool approach to safeguarding. This training takes place at induction and is updated regularly.

Training for Committee members to support them in their safeguarding role is available from [Norfolk Governor Services](#) or <https://www.schools.norfolk.gov.uk/article/30017/Early-years-safeguarding>

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex B of '*Keeping Children Safe in Education*' (2024) provides links to guidance on specific safeguarding issues such as Child Exploitation and Female Genital Mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Partnership and within the [Safeguarding Toolkit](#) on the [Norfolk Schools and Learning Providers website](#).

## **5. PROCEDURES FOR MANAGING CONCERNS**

5.1 Fairhaven Preschool adheres to child protection procedures that have been agreed locally through the Norfolk Safeguarding Children Partnership. Where we identify children and families in need of support, we will carry out our responsibilities in accordance with [Norfolk Local Assessment Protocol](#) and the [Norfolk Continuum of Need Guidance](#).

5.2 Every member of staff including volunteers working with children at our preschool are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

5.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.4 It is *not* the responsibility of preschool staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.5 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff/committee

5.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed system in the setting. Records should include:

- a clear and comprehensive summary of the concern
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome
- Date, time, and signature of staff member reporting.

5.7 Following receipt of any information raising concern, the DSL will consider what action to take and if needed will seek advice from the Norfolk Children's Advice & Duty Service (CADS) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented. The DSL will speak to the parent/carer about the concern and be able to signpost them to internal or external support. The DSL will not discuss this with parent/carer if it is believed that by doing so, you are placing the child at risk of further or significant harm.

5.8 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3.

5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Norfolk CADS immediately. Anybody can make a referral in these circumstances. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Manager. Concerns should always lead to help for the child at some point.

5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Norfolk CADS, or the police if:

- the situation is an emergency and the designated senior person, their alternate and the manager are all unavailable;
- They are convinced that a direct report is the only way to ensure the pupil's safety.

5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Manager or the Chair of Fairhaven Preschool Committee. If any member of staff does not feel the situation has been addressed appropriately at this point should contact Norfolk CADS directly with their concerns.

## **6. SPECIFIC SAFEGUARDING ISSUES**

### **Contextual safeguarding**

6.1 At Fairhaven Preschool we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the school environment and/or can occur between children outside of the school. This is known as contextual safeguarding. It is key that all school staff understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families. Through training we will ensure that staff and volunteers are aware that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. When reporting concerns, staff should include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

6.2 We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

6.3 At Fairhaven Preschool we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together, and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

### **Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE): County Lines and serious violence**

6.4 At Fairhaven Preschool we train staff to recognise that both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

6.5 At Fairhaven Preschool we recognise that Child Sexual Exploitation is a form of child sexual abuse and this imbalance of power coerces, manipulates or deceives a child or young person into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator. Child sexual exploitation does not always include physical contact, it can also occur through the use of technology. We understand that some children may not realise they are being exploited e.g. they may believe they are in a genuine romantic relationship.

6.6 At Fairhaven Preschool we understand that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.

6.7 We understand that children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. We will treat these children as victims understanding that they have been criminally exploited even if the activity appears to be something they have agreed or consented to. We recognise the experience of girls who are criminally exploited can be very different to that of boys and that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

6.8 At Fairhaven Preschool staff are aware of the indicators and risk factors which may signal a child is vulnerable to or involved with serious violent crime. We make reference to the Home Office's [Preventing youth violence and gang involvement](#) and [Criminal exploitation of children and vulnerable adults: county lines](#) guidance for more information. Although this doesn't typically involve our age group, staff must recognise the signs.

6.9 If a child or their family member is suspected to be at risk of or involved in county lines, a referral to the Children's Advice and Duty Service (CADS) will be made alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

### **So-called 'honour-based violence (including Female Genital Mutilation and Forced Marriage)**

6.10 At Fairhaven Preschool we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV, they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

6.11 Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. [Section 5B of the Female Genital Mutilation Act 2003](#) (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our staff on this requirement and further information on when and how to make a report can be found in the following

6.12 At Fairhaven Preschool we recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. Since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

### **Preventing radicalisation and extremism**

6.13 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At Fairhaven Preschool, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise.
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with [Norfolk Channel Procedures](#) and will represent our school at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of pupils.

### **Child on child sexual violence and sexual harassment**

6.14 At Fairhaven Preschool all staff are trained so that they are aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include, but may not be limited to:

- bullying;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- upskirting;
- and initiation/hazing type violence and rituals.

6.15 We recognise that children are vulnerable to physical, sexual and emotional abuse by other children or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all staff and volunteers remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour.

6.16 We understand that even if there are no reports in our setting it does not mean it is not happening, it may be the case that it is just not being reported. We recognise that our young children may not find it easy to tell staff about their abuse and can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report, and this may come from a friend or a conversation that is overheard. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child

who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to child-on-child abuse and they will always challenge this. It must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'. Doing this can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. We maintain the right to send children home if their behaviour is causing a risk to peers or staff. However this must be evidenced and alternatives discussed.

6.17 At Fairhaven Preschool we regularly review decisions and actions, and relevant policies are updated to reflect any lessons learnt. We look out for potential patterns of concerning, problematic or inappropriate behaviour. Where a pattern is identified, we decide upon an appropriate course of action.

6.18 At Fairhaven Preschool all staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse or sexual violence. Nor will a victim ever be made to feel ashamed for making a report. We will also offer appropriate support to the perpetrator and any other children involved.

6.19 All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about child-on-child abuse. The DSL will respond to any concerns related to child-on-child abuse in line with guidance outlined in Part five of '*Keeping Children Safe in Education*.' We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.

6.20 We will work with other agencies including the police and Children's Social Care, as required to respond to concerns about sexual violence. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren).

6.21 Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to remain in school whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to [The Harbour Centre Sexual Assault Referral Centre \(SARC\)](#) where a pupil discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if pupils or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on [The Harbour Centre website](#). The DSL will always contact the police in cases of rape and serious sexual assault as per the guidance.

### **Modern Slavery**

6.22 At Fairhaven Preschool we understand that modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. We refer to the DfE guidance [Modern slavery: how to identify and support victims](#) for concerns of this nature.

### **Safeguarding responses to children who are absent from preschool**

6.23 At Fairhaven Preschool all staff should be aware of the safeguarding responsibilities for children who are absent from setting, particularly on repeat occasions, or for prolonged periods, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of them going missing in future.

6.24 At Fairhaven Preschool we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who are absent from education:

- An attendance register is taken at the start of each session.
- We make every effort to contact parents and carers and follow up with the emergency contacts held;
- We hold at least two emergency contact numbers for each of the pupils on our roll wherever possible.
- Staff will alert DSLs to any concerns raised regarding children who are absent from school;
- When removing a child from roll at the standard and non-standard transition points, we will inform the Local Authority in accordance with statutory requirements, funding info and pass on all safeguarding files.

### **Mental Health**

6.25 At Fairhaven Preschool all staff are made aware, through training, that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Our staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

6.26 We understand that where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Therefore, through training, staff are aware of how children's experiences can impact on their mental health, behaviour and education. All staff are aware that if they have a mental health concern about a child that is *also* a safeguarding concern, they should take immediate action by passing the information on to a Designated Safeguarding Lead.

### **Online Safety**

6.28 At Fairhaven Preschool all staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. We understand that in many cases abuse will take place concurrently via online channels and in daily life. We know that even children our age are potentially at risk online.

6.29 As part of the requirement for staff to undergo regular updated safeguarding training, online safety training is also delivered.

6.31 At Fairhaven Preschool we recognise that technology, and risks and harms related to the internet evolve and change rapidly. Therefore, we carry out an annual review of our approach to online safety, supported by a risk assessment (on at least an annual basis) that considers and reflects the risks that children face in our setting. We also communicate with parents and carers to reinforce the importance of children being safe online.

### **Domestic Abuse/Violence**

6.34 At Fairhaven Preschool all staff are aware that domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. We understand that children can be victims of domestic abuse. Where they see, hear or experience the effects this can have a detrimental and long-term impact on their health,

well-being, development, and ability to learn. We are aware of the [Norfolk Integrated Domestic Abuse Service \(NIDAS\)](#) and signpost victims to the service. [Norfolk and Suffolk Victim Care](#) are available to offer support where the threshold for NIDAS support has not been met.

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

What is controlling and coercive behaviour?

Domestic abuse can be coercive or controlling behaviour. Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim. All children living with abuse are under stress.

Indicators of domestic abuse:

- being withdrawn
- being angry
- being anxious or depressed
- fear of being abandoned
- problems in school
- truancy and low attendance to school
- speech problems, difficulties with learning
- nightmares or poor sleep patterns
- bed-wetting
- drug or alcohol abuse
- self-harm, for example, eating disorders, cutting
- general poor health

Where physical violence is present there is an additional danger to children. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

## **Operation Encompass:**

Fairhaven Preschool is part of Operation Encompass which is a national scheme that operates jointly between schools and police forces.

Operation Encompass is the reporting to preschools and schools, prior to the start of the next school day, when a child or young person has experienced domestic abuse.

As a setting we have ensured that a member of our staff, (Designated Safeguarding Lead) known as a Key Adult, has been trained in the Operation Encompass procedures allowing us to then use the information that has been shared, in confidence, to support the child/ren in our care.

The Domestic Abuse Act 2021 identifies children who experience domestic abuse as victims of domestic abuse in their own right.

On 24 May 2024 Royal Assent was granted to The Victims and Prisoners Act. The Act placed Operation Encompass into Law.

This places a statutory obligation on police forces to share Operation Encompass notifications with schools/educational settings.

We are keen to offer the best support possible to all our pupils and through Operation Encompass we will be able to provide the best possible support to our children.

## **Children with special educational needs and disabilities or physical health issues**

6.35 At Fairhaven Preschool we recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in managing or reporting these challenges.

6.36 We work to address these additional challenges and consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.

6.37 At Fairhaven Preschool we also recognise that pupils who have complex needs run the additional risk of harm, these children may be vulnerable.

## **Children who are lesbian, gay, bisexual or questioning their gender**

6.38 The fact that a child or a young person may be lesbian, gay, bisexual or questioning their gender is not in itself an inherent risk factor for harm. However, in line with 'Keeping Children Safe in Education', we recognise that these children and in some cases children who are perceived by other children to be lesbian, gay or bisexual can be just as vulnerable as children who are. Therefore, we work to reduce any additional barriers faced and provide a safe space for these children to speak out or share their concerns with members of staff. Through our curriculum, we counter homophobic, biphobic and transphobic bullying and abuse.

## **7. RECORDS AND INFORMATION SHARING**

7.1 If staff are concerned about the welfare or safety of any child at our school, they will record their concern either on the agreed reporting form. Any concerns should be passed to the DSL without delay.

7.2 Any information recorded will be kept in a separate named file, in a secure cabinet if a paper system is used and not with the child's admission file. These files will be the responsibility of the DSL. Child protection information will only be shared within preschool on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

7.3 Child protection information will be kept up to date. Each concern logged will include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

At Fairhaven Preschool we will keep detailed, accurate, secure written records of all concerns, discussions and decisions made including the rationale for those decisions. This includes instances where referrals were or were not made to another agency such as the Children's Advice and Duty Service or the Prevent programme. Invitations to child protection conferences, core groups and all other multi-agency meetings and minutes taken at these will be stored on the child's file whether an electronic or paper system is used. All our safeguarding records will include; a chronology, contents front cover and will record significant events in the child's life.

7.4 When a child leaves our preschool, (including in year transfers) the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school. This will be within 5 days for an in-year transfer or within the first 5 days of the start of a new term. We recognise that not providing information as per the timescales can impact on the child's safety, welfare and educational outcomes.

7.5 We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

7.6 Prior to a child leaving we will consider if it would be appropriate to share any additional information with the new school or college in advance to help them put in place the right support to safeguard this child.

## **8. WORKING WITH PARENTS & CARERS**

8.1 Fairhaven Preschool is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2 When new pupils join our preschool, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the preschool website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to contact Norfolk Children's Advice & Duty Service.

8.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

8.4 We will seek to share with parents any concerns we may have about their child *unless* doing so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the preschool has about a child will not prevent the DSL making a referral to Norfolk CADS in those circumstances where it is appropriate to do so. The DSL will make contact with a parent/carer to share concerns providing doing so does not pose the risk of harm to the child.

8.5 In order to keep children safe and provide appropriate care for them, the preschool requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.
- Full names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above).
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

Fairhaven Preschool will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission, and the school has been supplied with the adult's full details in writing.

8.6 At Fairhaven Preschool we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-Agency Safeguarding Hub will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

## **9. CHILD PROTECTION CONFERENCES**

9.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will

take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

9.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually, the person representing the school at these meetings will be the Manager or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process. Utmost confidentiality is required and expected.

9.3 All reports for child protection conferences will be prepared in advance using the [guidance](#) and [template report](#) provided by the Norfolk Safeguarding Children Partnership. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional, and intellectual development and the child's presentation at preschool. In order to complete such reports, all relevant information will be sought from staff working with the child in preschool.

9.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **10. SAFER RECRUITMENT**

10.1 We will ensure that the Manager and at least one member of the Committee have completed appropriate safer recruitment training. At all times the Manager and Committee will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2024). At least one person involved in conducting an interview will have received safer recruitment training.

10.2 At Fairhaven Preschool we will use the recruitment and selection process to deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities.

10.3 We require details of a candidate's present (or last) employment and reason for leaving; full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment and evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to the interview. We will question the contents of application forms if we are unclear about them, and shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

10.4 At Fairhaven Preschool we use a range of selection techniques to identify the most suitable person for the post. Structured questions are agreed by the interview panel and any potential areas of concern are explored to determine the applicant's suitability to work with children.

10.5 We will undertake Disclosure and Barring Service checks and other pre-employment checks as outlined in *'Keeping Children Safe in Education'* to ensure we are recruiting and selecting the most suitable people to work with our children.

10.6 We will maintain a Single Central Record (SCR) of all safer recruitment checks carried out in line with statutory requirements. The chairperson of the committee will check the SCR regularly to ensure that it meets statutory requirements.

10.7 At Fairhaven Preschool we recognise that safer recruitment is not just about carrying out the right DBS checks and is not limited to recruitment procedures. Therefore, we understand the importance of continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. Further information about all of these processes can be found in our Recruitment and Selection policy.

## **11. SAFER WORKING PRACTICE**

11.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

11.2 All staff will be provided with a copy of our preschool's code of conduct at induction. They will be expected to know our preschool's Code of Conduct and policy for positive behaviour and any handling, and carry out their duties in accordance with this advice. There will be occasions when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the Manager/Chairperson.

11.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in preschool, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in ['Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings'](#) (February 2022). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS**

### **Allegations that may meet the harms threshold**

12.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

12.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in *'Working Together to Safeguard Children'* (2023) and *'Keeping Children Safe in Education'*, DfE (2024) below. An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or

- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4<sup>th</sup> bullet point above recognises circumstances where a member of staff (including supply teachers) or volunteer is involved in an incident outside of school/college which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

12.3 At Fairhaven Preschool we recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust who are not employed by the School to the LADO service directly at [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk) These are adults such as those in the voluntary sector, taxi drivers, escorts, and fosters carers.

12.4 We will take all possible steps to safeguard our children and to ensure that the adults in our preschool are safe to work with children. When concerns arise, we will always ensure that the procedures outlined in the local protocol [Allegations Against Persons who Work with Children](#) and Part 4 of 'Keeping Children Safe in Education', DfE (2024) are adhered to and will seek appropriate advice. The first point of contact for schools regarding concerns and/ or allegation issues (including for supply teachers) is via the Local Authority Education Duty Desk on 01603 307797. A Duty Advisor (not a LADO) will give advice and guidance on next steps. If the advice is to make a referral to the LADO service then the [LADO referral form](#) should be completed. The completed LADO referral form is then sent via e-mail to: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). See Appendix 4 for further details.

12.5 If an allegation is made or information is received about *any* adult who works/ volunteer in our setting which indicates that they may be unsuitable to work / volunteer with children, the member of staff receiving the information should inform the Manager immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Manager, this will be reported to the Chair of the Committee. In the event that neither the Manager nor Chair of Committee is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Manager or the Vice Chair of the Committee.

In the event of allegations of abuse being made against the Manager, the procedure described in 12.4 should be followed.

12.6 The Manager or Chair of the Committee will seek advice from the LADO within one working day. No member of staff or the Committee will undertake further investigations before receiving advice from the LADO.

12.7 When using a supply agency, we inform the agency of our process for managing allegations against staff and keep them up to date with any policy developments. Where concerns are raised about an individual and the preschool is not their employer, we recognise that we still have responsibility to ensure allegations are dealt with properly. In order to achieve this, we will liaise with relevant parties including the LADO to determine a suitable outcome. Whilst the supply agency should be fully involved and co-operate with any enquiries from the LADO, police and/or children's services, we recognise that the preschool will usually take the lead in conducting an investigation as we have direct access to any affected children and other preschool staff to collect the facts.

12.8 Any member of staff or volunteer who does not feel confident to raise their concerns with the Manager or Chair of Committee should contact the LADO directly via email to [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk). However, we have a process to follow and skipping ahead to this step should not be taken lightly.

12.9 Further [information and guidance documents in relation to the LADO process](#), forms, leaflets and the Allegations against Persons who Work/Volunteer with Children Procedures are found on the Norfolk Safeguarding Children Partnership website. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – the line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

12.10 The preschool has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our preschool, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR. The preschool must also consider whether to refer the case to the OFSTED if a staff member is dismissed or the setting ceases to use the services of an adult because of serious misconduct or might have dismissed them or ceased to use their services had they not left first.

### **Concerns that do not meet the harm threshold**

12.11 The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the thresholds as stated above. In Norfolk the 'low level' concern process is to consult with the Local Authority Education Duty Desk on 01603 307797 or Early Years Duty Team 01603 222300. At Fairhaven Preschool we recognise a low-level concern to be something which is

- inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

12.12 At Fairhaven Preschool we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the preschool (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. Through training, staff are made aware of what low level concerns are and understand the importance of reporting and these types of concerns in writing.

12.13 At Fairhaven Preschool staff report all low level concerns to the DSL/SLP. If reported to the DSL then the DSL will inform the other DSL of the concern in a timely fashion. The Manager will always be the ultimate decision maker in respect of all low-level concerns.

12.14 Through training and induction, we ensure that all staff understand the importance of self-referring, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

12.15 At Fairhaven Preschool we understand the importance of recording low-level concerns and the actions taken in light of these being reported. The records are kept confidential and stored securely. We will review the records we hold to identify potential patterns and take action. This could be through a disciplinary process but also by referring to the Local Authority Education Duty Desk on 01603 307797. Please note, where a child, parent/carer or staff member makes an allegation of harm, this will not be considered as a 'low level' concern without consultation with the Local Authority Education Duty Desk or the LADO service directly.

12.16 We recognise that low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

### 13. Use of premises for non-preschool activities

13.1 Other users hire the Village Hall. We must follow our procedures to keep our children safe. E.g doors locked to other areas of the hall.

13.2 We will seek written requests and information for the Village Hall Committee if they require access to the hall during preschool hours. Visitor books must be signed, visitors chaperoned by someone with valid, enhanced DBS and never to be in areas with children alone.

13.3 If an allegation is made relating to an incident that happened when an individual or organisation was using school premises for non-school/college activities, we will follow the safeguarding policies and procedures, included in section 12 above.

#### USEFUL CONTACTS

CADS (professional line)	0344 800 8021
CADS Out of Hours (public line)	0344 800 8020
Children's Services	County Hall, Martineau Lane, Norwich, NR1 2DH
Norfolk Police	101 In an emergency: 999
Local Authority Designated Officers (LADO) Team. (There is always someone available during normal working hours)	01603 223473 LADO@norfolk.gov.uk cs.norfolkLADOsecure@norfolk.gcsx.gov.uk
Norfolk Safeguarding Children Board (NSCB)	www.norfolkscb.org
Safer Programme	01603 228966 safer@norfolk.gov.uk
Early Help Hub	01603 217612
Family Support process	<a href="https://www.norfolk.gov.uk/children-and">https://www.norfolk.gov.uk/children-and</a>

## 14 RELEVANT POLICIES

14.1 To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Anti-Bullying
- Behaviour achieving and promoting Positive Behaviour
- Safer Recruitment & Selection which adheres to Part 3 of [‘Keeping Children Safe in Education’](#).
- Whistleblowing
- Online Safety
- Health and Safety including site security
- First aid

## 15. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- [Working Together to Safeguard Children](#) DfE (December 2023)
- [Keeping Children Safe in Education](#) DfE (2024)
- EYFS
- [Norfolk Safeguarding Children Partnership procedures](#)
- [Norfolk Safeguarding Children Partnership Protocol: Allegations Against Persons Who Work with Children](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#) (Feb 2022)
- [What to do if you're worried a child is being abused](#) DfE (March 2015)
- [Information sharing: advice for practitioners providing safeguarding services](#) DfE (May 2024)
- [The Prevent duty: Departmental advice for schools and childcare providers](#) DfE (September 2023)
- [The Prevent duty: safeguarding learners vulnerable to radicalisation \(September 2023\)](#)
- [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (January 2020)
- [Multi-agency practice principles for responding to child exploitation and extra-familial harm](#)
- [Child sexual exploitation: guide for practitioners](#) DfE (February 2017)
- [Teaching online safety in school](#) DfE (January 2023)
- [Mental Health and Behaviour in Schools](#) DfE (November 2018)
- [Data protection: toolkit for schools](#) DfE (April 2024)
- [Promoting the education of children with a social worker](#) (March 2024)
- [Criminal exploitation of children and vulnerable adults: county lines](#)
- [Domestic Abuse Act 2021 Statutory Guidance](#) (Home Office April 2023)

This policy was adopted by

Fairhaven Preschool

*(name of provider)*

On

10th November 2025

*(date)*

Date to be reviewed

10th November 2026

*(date)*

Signed on behalf of the provider

*David Keenan*

Name of signatory

David Keenan

Role of signatory (e.g. chair, director or owner)

Chairperson

We are committed to reviewing our policy and good practice annually.



## Appendix 1: Draft Recording Form for Safeguarding Concerns



Staff, volunteers, and regular visitors are required to complete this form and pass it to our SLP/DSL Gemma Bloom if they have a safeguarding concern about a child in our preschool. In Gemma's absence please see Vikki Chaney Deputy Manager and Deputy DSL.

Full name of child	Date of Birth	Keyperson	Your name and position in preschool

### Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Who are you passing this information to?

Name:

Position:

**[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]**

**[Make it clear if you have a raised a concern about a similar issue previously]**

**Your signature:**

**Time form completed:**

**Date:**

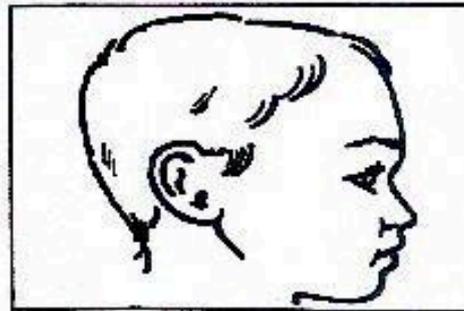
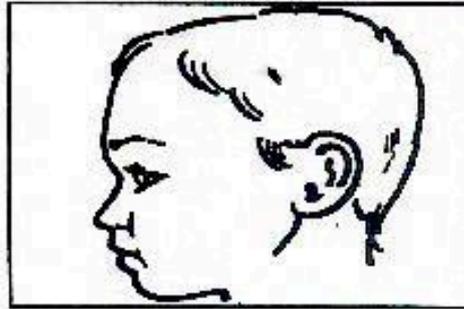
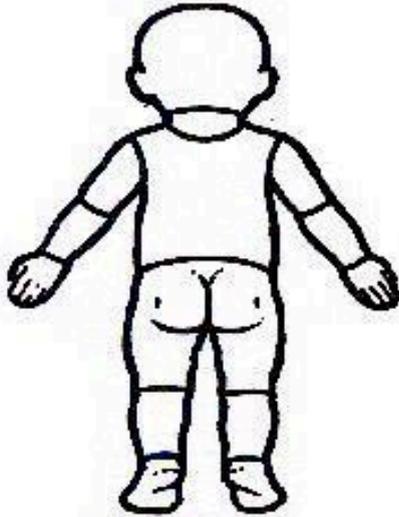
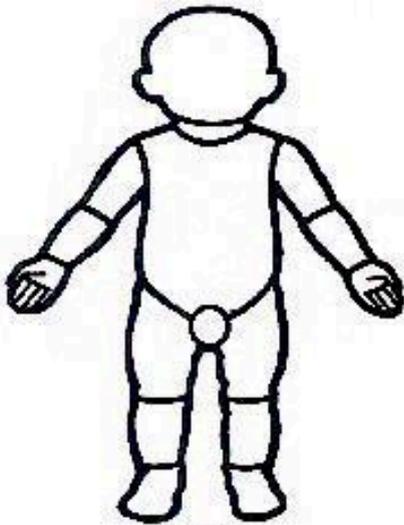


### Fairhaven Firesteps Preschool

Time form received by DSL:	Action taken by DSL	Name of DSL
<p>Referred to:</p> <ul style="list-style-type: none"> <li>- Police</li> <li>- Just One Norfolk</li> <li>- Health Visitor</li> <li>- Early Help</li> <li>- CADS</li> <li>- Early Years Advisor for support.</li> </ul> <p><b>Select any that apply.</b></p>		
<p>Parents informed? Date and time if yes.  <b>If no, state why.</b></p>		
<p>DSL Feedback (Further Action Agreed)</p>		
DSL signature	Date	Time

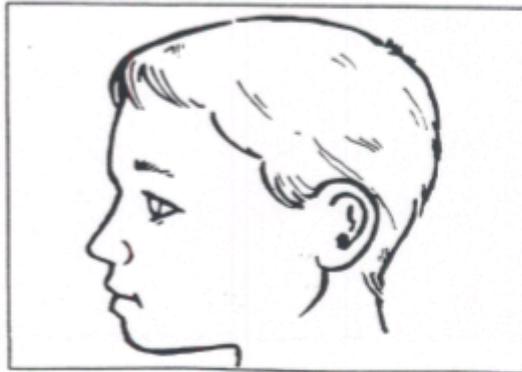
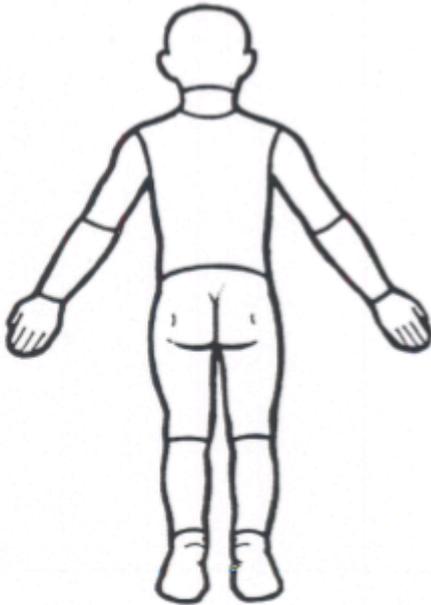
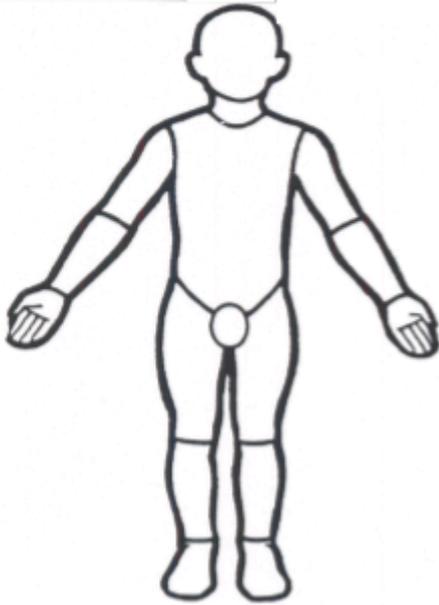
## Body Map

Young Child



Indicate clearly where the injury was seen and attach this to the Recording Form

**Older Child**



**Indicate clearly where the injury was seen and attach this to the Recording Form**

## Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.



We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) **Gemma Bloom** or her deputy **Vikki Chaney**.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from inside the register. Please ensure you complete all sections as described.**

**If you are unable to locate them, ask a member of the preschool staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation or low-level concern about a member of staff, a child's foster carer or a volunteer should be reported immediately to the Manager. If an allegation is made about the Manager you should pass this information to the Chair of the committee. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797 or Early Years Duty team on 01603222300. [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – the line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**The people you should talk to in preschool are:**

**Designated Safeguarding Lead (DSL):**

**Gemma Bloom**

**Contact Number: 07508842203**

**[manager@fairhavenpreschool.com](mailto:manager@fairhavenpreschool.com)**

**Deputy Designated Lead:**

**Vikki Chaney**

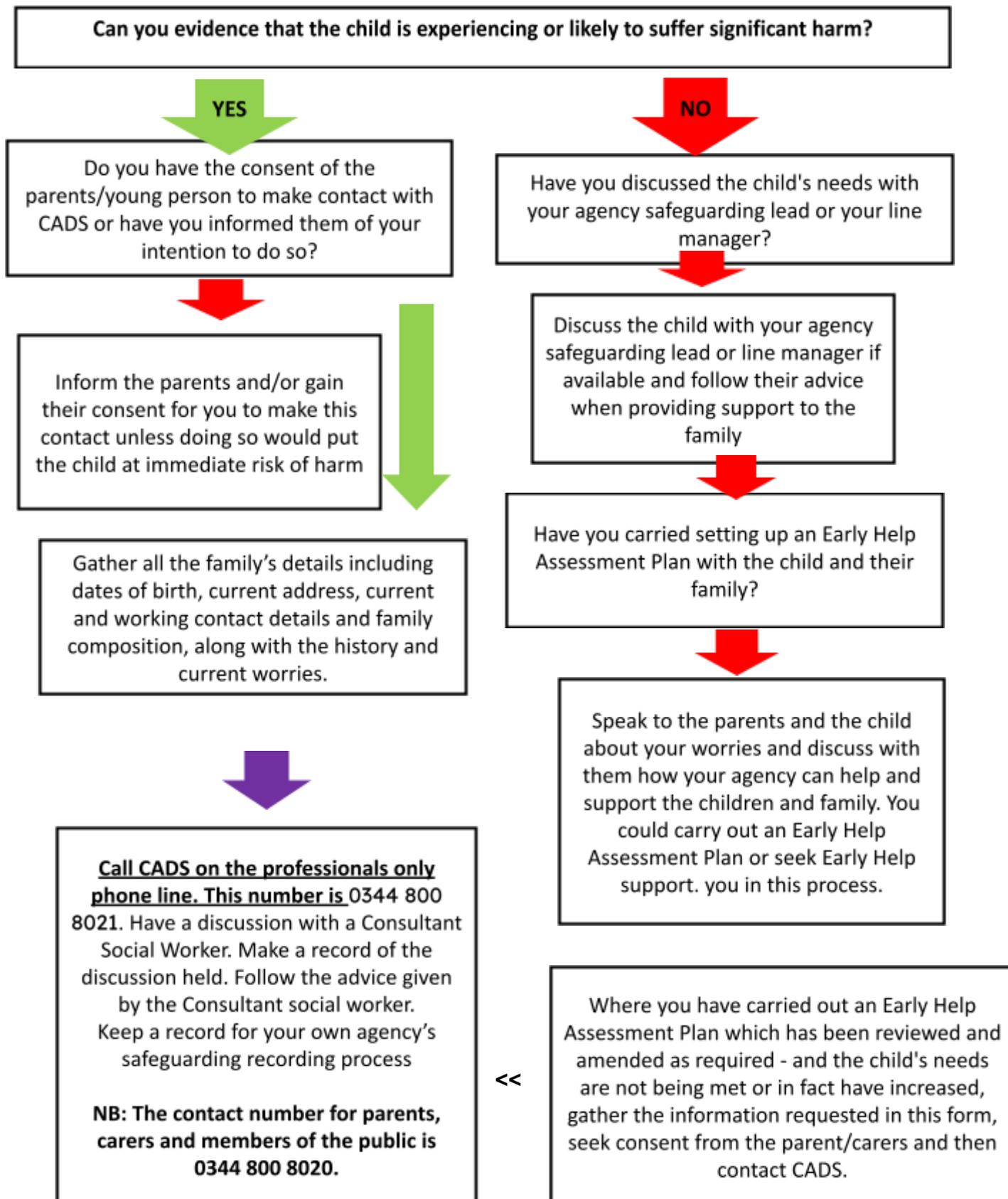
**Contact Number: 07508842203**

**[Deputy@fairhavenpreschool.com](mailto:Deputy@fairhavenpreschool.com)**

At Fairhaven Preschool we strive to safeguard and promote the welfare of all our children.

### Appendix 3: Local Safeguarding Procedures Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



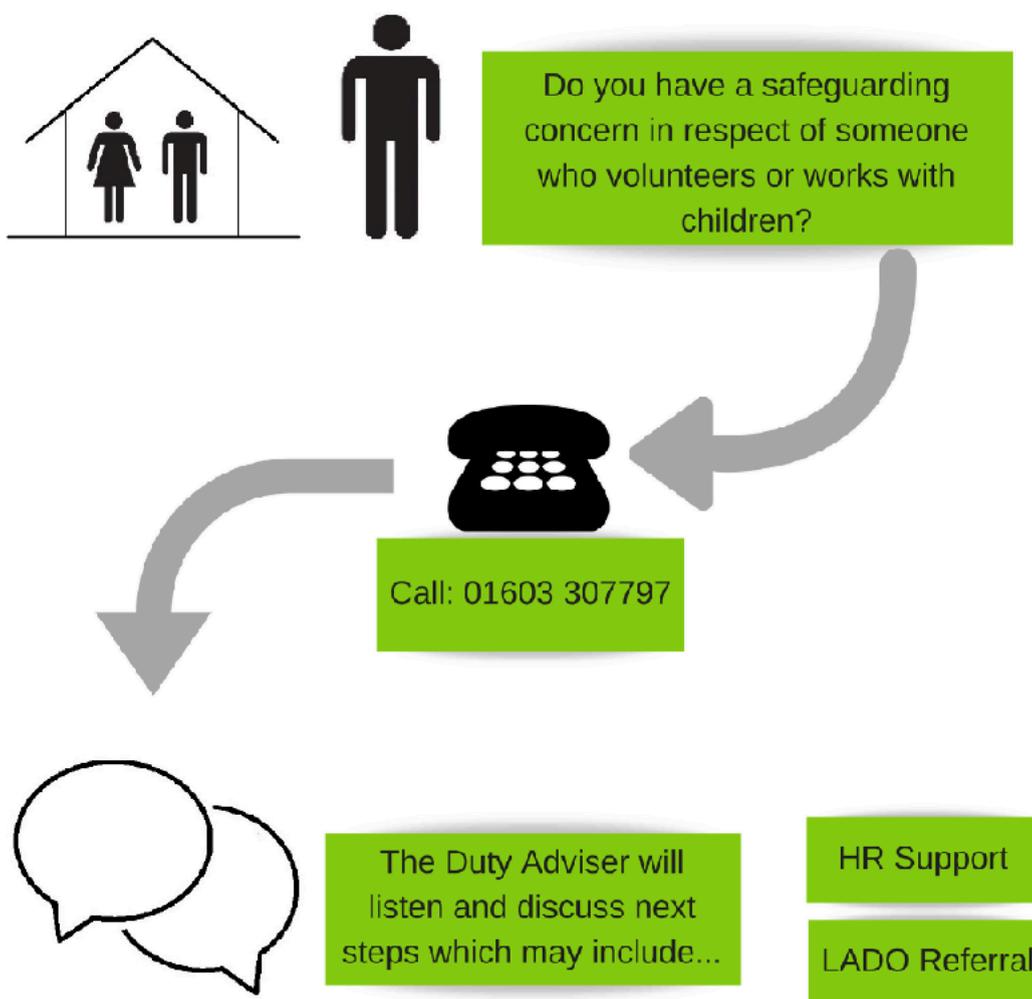
**Appendix 4: Advice for preschools, Schools and alternative education providers where there are concerns about an adult who works within the setting.**



## **Guidance for Schools, Colleges & Alternative Education Providers**

Education Quality Assurance & Intervention Service

Duty Desk



5. Appendix 5. Flowchart for Professionals

## Flowchart for Professionals

If you have immediate concerns for the welfare and safety of a child you need to call CADS on 0344 800 8021; you may also want to consider the need to call the police on 999.

