



Safeguarding Policies and Procedures

UPDATED FEB 2026 – SALLY-ANN MAKIN

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Safeguarding and Child Protection Policy

Designated safeguarding lead for:

Garden of Eden: Olivia Devine, Vicki Taverner, Niamh Leahy- (March-Dec 2026)

Wonderland: Lauren Streeton

Blossom and Bloom: Emily Aitcheson

Potters House: Emma Calder

Designated safeguarding officer is ZOE (Area Manager) :07337 157237

Local Authority Designated Office is:0330 2226450

Aim:

We are committed to safeguarding children, young people and vulnerable adults and will do this by putting young people and vulnerable adult's right to be 'strong, resilient and listened to' at the heart of all our activities.

Potters Houses four commitments' are broad statements against which policies and procedures across the nursery will be drawn to provide a consistent and coherent strategy for safeguarding children young people and vulnerable adults in all services provided. The four key commitments are:

Potters Houses is committed to empowering children, young people, and vulnerable adults, promoting their right to be 'strong, resilient, actively listened to, and heard'.

Potters Houses upholds a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its curriculum and service delivery.

Potters Houses is committed to preventing harm and responding promptly and appropriately to all incidents or concerns of abuse that may occur. Working with statutory agencies to achieve the best possible outcomes for every child.

Potters Houses is dedicated to increasing safeguarding confidence, knowledge and good practice throughout its training and learning programs for adults, advocating support and representation for those in greatest need.

NB: A 'young person' is defined as 16–19-year-old. In an early years setting, they may be a student, worker, or parent.

A 'vulnerable adult' is: 'a person aged 18 years or over, who is in receipt of or may need community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. In early years, this person may be a service user, parent of a service user, or a volunteer.

Key Commitment 1

All staff receive adequate training in child protection matters and have access to the setting's policy and procedures for reporting concerns of possible abuse and the safeguarding procedures of the Integrated Front Door. Staff training consists of online training via NoodleNow and comprehensive in house training every term with a verified trainer. It is also the responsibility of the designated safeguarding lead to ensure there is adequate safeguarding literature available for staff to view in the setting.

All staff have adequate information on issues affecting vulnerability in families such as social exclusion, domestic violence, mental illness, substance misuse and parental learning disability, together with training that takes account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.

We use available curriculum materials for young children, taking account of information in the Early Years Foundation Stage, that enable children to be strong, resilient, and listened to and heard.

All services seek to build the emotional and social skills of children and young people who are service users in an age-appropriate way, including increasing their understanding of how to stay safe.

We adhere to the EYFS Safeguarding and Welfare requirements.

Key Commitment 2

There are procedures in place to prevent known abusers from coming into the organisation as employees or volunteers at any level.

Safeguarding is the responsibility of every person undertaking the work of the organisation in any capacity.

There are procedures for dealing with allegations of abuse against a member of staff, or any other person undertaking work whether paid or unpaid for the organisation, where there is an allegation of abuse or harm of a child. Procedures differentiate clearly between an allegation, a concern about quality of care or practice and complaints.

There are procedures in place for reporting possible abuse of children or a young person in the setting.

There are procedures in place for reporting safeguarding concerns where a child may meet the definition of a child in need (Children Act 1989) and/or where a child may be at risk of significant harm, and to enable staff to make decisions about appropriate referrals using local published threshold documents.

There are procedures in place for reporting possible abuse of a vulnerable adult in the setting.

There are procedures in place in relation to escalating concerns and professional challenge.

There are procedures in place for working in partnership with agencies involving a child, or young person or vulnerable adult, for whom there is a protection plan in place. These procedures also take account of working with families with a 'child in need' and with families in need of early help, who are affected by issues of vulnerability such as social exclusion, radicalisation, domestic violence, mental illness, substance misuse and parental learning disability.

These procedures take account of diversity and inclusion issues to promote equal treatment of children and their families and that take account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.

There are procedures in place for record keeping, confidentiality and information sharing, which are in line with data protection requirements.

We follow government and Integrated Front Door guidance in relation to extremism.

The procedures of the Integrated Front Door must be followed.

Key Commitment 3

We have a 'designated safeguarding lead', who is responsible for carrying out child, young person, or adult protection procedures.

The designated safeguarding lead reports to a 'designated officer' responsible for overseeing all child, young person or adult protection matters - this is Zoe (area manager)

The 'designated safeguarding lead' and the 'designated officer' ensure they have links with statutory and voluntary organisations regarding safeguarding children.

The 'designated safeguarding lead' and the 'designated officer' ensure they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.

The 'designated safeguarding lead' and the 'designated officer' ensure all staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters.

The 'designated safeguarding lead and the 'designated officer' ensure that staff are aware and receive training in social factors affecting children's vulnerability including

social exclusion

domestic violence and controlling or coercive behaviour

mental illness

drug and alcohol abuse (substance misuse)

parental learning disability

radicalisation

The 'designated safeguarding lead' and the 'designated officer' ensure that staff are aware and receive training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:

abuse of disabled children

fabricated or induced illness

child abuse linked to spirit possession

sexually exploited children

children who are trafficked and/or exploited

female genital mutilation

extra-familial abuse and threats

children involved in violent offending, with gangs and county lines.

The 'designated safeguarding lead' and the 'designated officer' ensure they are adequately informed in vulnerable adult protection matters.

Key commitment 4

There are procedures in place to ensure staff recognise children and families who may benefit from early help and can respond using local early help processes. Designated safeguarding leads should ensure all staff understand how to identify and respond to families who may need early help.

Staff are supported to make the right decisions that enable timely and appropriate action to be taken.

Legal references

Primary legislation

Children Act 1989 – s 47

Protection of Children Act 1999

Care Act 2014

Children Act 2004 s11

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter-Terrorism and Security Act 2015

General Data Protection Regulation 2018

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Serious Crime Act 2015

Criminal Justice and Court Services Act (2000)

Human Rights Act (1998)

Equalities Act (2006)

Equalities Act (2010)

Disability Discrimination Act (1995)

Data Protection Act (2018)

Freedom of Information Act (2000)

Legal references

Working Together to Safeguard Children (HMG 2023)

Statutory Framework for the Early Years Foundation Stage 2023

What to Do if You're Worried a Child is Being Abused (HMG 2015)

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)

Keeping Children Safe in Education 2022

Education Inspection Framework (Ofsted 2023)

The framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)

Further guidance

Information sharing advice for safeguarding practitioners (DfE 2018)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)

Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 2010)

Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)

Child sexual exploitation: definition and guide for practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)

Complaints Procedure

At Potters Houses, we endeavor to work with parents and professionals to ensure children are safe, secure and developing organically.

We are committed to ensuring parents/ carers are happy with the care we provide, however should there be the rare occasion that you are not happy with the care your child receives there are steps you can take to raise your concerns.

Step one - Speak to your child's key worker

Step two - If this is not suitable or you have done this and are still unhappy, speak to the setting Manager or Deputy Manager.

Step three - If this is not suitable or you have done this and are still unhappy, speak to the setting Owner Sally-Ann Makin - please call 07939 620934 or email an official complaint to sallyann@pottershouspreschool.co.uk . You will receive a response within 72 working hours.

Step four - You have the right to escalate your concerns if you feel they have not been handled appropriately and the steps above were ineffective. You can do this by contacting Ofsted on 0330 123 1231

Non Collection of child policy

If a child is not collected by closing time, or the end of the session and there has been no contact from the parent, or there are concerns about the child's welfare then this procedure is followed.

The designated safeguarding lead is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.

If the parents cannot be contacted, the designated safeguarding lead uses the emergency contacts to inform a known carer of the situation and arrange collection of the child.

After one hour, the designated safeguarding lead contacts the local social care out-of-hours duty officer if the parents or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents.

The designated safeguarding lead should arrange for the collection of the child by social care.

Where appropriate the designated safeguarding lead should also notify police.

Members of staff do not:

go off the premises to look for the parents

leave the premises to take the child home or to a carer

offer to take the child home with them to care for them in their own home until contact with the parent is made

Staff member in charge will make a record of the incident in the child's file. A record of conversations with parents should be made, with parents being asked to sign and date the recording.

This is logged on the child's personal file along with the actions taken. Confidential safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.

If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.

Missing Child policy

In the building -

As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead who initiates a search within the setting.

If the child is found on-site, the designated safeguarding lead checks on the welfare of the child and investigates the circumstances of the incident.

If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately. The parents are then called and informed.

The designated safeguarding lead contacts their designated officer, to inform them of the situation.

Off-site (outing or walk)

As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.

One member of staff searches the immediate vicinity.

If the child is not found, the senior staff calls the police and then contacts the designated person.

The designated safeguarding lead informs the parents.

Members of staff return the children to the setting as soon as possible if it is safe to do so.

According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.

The designated safeguarding lead contacts the designated officer, who attends the setting.

Recording and reporting

A record is made. Child welfare and protection summary and 06.1b Safeguarding incident reporting form. The manager as designated safeguarding lead completes and circulates. Confidential safeguarding incident report form to the designated officer on the same day that the incident occurred.

The investigation

Ofsted are informed as soon as possible (and at least within 14 days).

The designated officer carries out a full investigation.

The designated safeguarding lead and the designated officer speak with the parents together and explain the process of the investigation.

Each member of staff present during the incident writes a full report using 06.1b Safeguarding incident reporting form, which is filed in the child's file. Staff do not discuss any missing child incident with the press.

Mobile Phone, Camera and smart watch policy

Any images taken of children attending the setting should be in the interest of recording children's learning and development. Parental consent will be sought to use images of children engaging in play activities, crafts and outings for the purposes of learning journals and for use on Facebook or our Website. Where parents request and to reinforce parent partnership, images of their early year's child will be sent to them during the day via Family (the app we use). We will ensure that no unauthorised images are taken of persons attending the setting. Parents and visitors are asked to sign the 'Visitors Book' which includes notation of when a device has been handed in to the for safe storage.

· We are not permitted to bring a personal camera or memory card into the designated areas of the setting during operating hours.

- Adults at the premises are not permitted to take their mobile phone or other devices into the designated areas of the setting during operating hours. Mobile phones are to be placed in a locked cupboard and remain there for the duration that the setting is open other than when staff are on lunch breaks – they are able to use their mobile phones in the designated area while on a break as long as no children are present.
- Parents, carers, or other visitors are not permitted to keep mobile telephones, (or other devices capable of taking images), on their person when attending the setting during its operating hours. We will ask any person visiting to hand in such devices for safe storage for the duration of their visit.
- Written permission must be obtained from a child's parent/s prior to any image being taken of a child.
- Images of children may only be taken using the setting camera/ mobile phone and which we will ensure is securely stored when not in use. Non-Compliance - The camera belonging to the setting, images stored on the settings computer and this policy can be scrutinised by the Safeguarding Officer at any time for non-compliance. We reserve the right to refuse entry when a visitor does not hand over a camera or mobile telephone known to be in their possession.

Staffing and safer recruitment

This policy has been developed to embed safer recruitment practices and procedures at Potters Houses and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in 'Keeping children safe in education July 2023' and has been created by the company's director Sally-Ann Makin and shared with the management at Potters Houses.

All successful candidates for paid or voluntary employment are made aware of these documents. This policy is an essential element in creating and maintaining a safe and supportive environment for all children, staff and others within the community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

Attracting the best possible candidates/volunteers to vacancies based on their merits, abilities and suitability to the position and are considered equitably and consistently.

Deterring prospective candidates/volunteers who are unsuitable from applying for vacancies.

Identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

We begin with the job advertisement - this is used to deter unsuitable candidates and attract a selection of suitable candidates.

The application process - An application form specific to Potters Houses has been created to ensure the candidates who apply for a position within the company are suitably qualified. This includes a statement informing applicants that it is an offence to apply for the role if the applicant is barred from working with children. The application form also contains a self disclosure form to allow the applicant to disclose any previous convictions or relevant information to their application. It is explained that omitting any information relevant to the application will result in disciplinary action being taken.

Application forms require applicants to provide:

Personal details, current and former names, current address and national insurance number.

Details of their 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.

Qualifications, the awarding body and date of award.

Details of referees/references.

A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

Reference checking - Applicants are required to complete a reference check form asking for contact details of their most recent/ current employer and details of someone who can provide a character reference who is not related to the applicant. If the applicant has not worked with children recently then details of their previous employer when working with children is required in addition.

An internet search of the candidate is also undertaken as due diligence.

Reference forms are then sent to referees electronically and a telephone call to confirm details is also made. Details of the phone call are recorded on the reference form including names, dates and times.

Interview process -

Successful candidates are then invited to attend an interview with the Manager of the setting at which the job is applied for and the company director. They should bring with them one form of photographic identification and a bank statement or utility bill dated within the past 3 months. They should also bring original certificates, not photocopies and any other relevant documents.

They should not bring open or previously obtained references. Information from these documents is then used to complete ID and DBS check form to obtain a DBS check if the applicant is successful.

Interviews are to gauge an understanding of the applicant and what they would bring to the setting as well as an opportunity to explore potential areas of concern.

Those interviewing should agree structured questions. These should include:

Finding out what attracted the candidate to the post being applied for and their motivation for working with children.

Exploring their skills and asking for examples of experience of working with children which are relevant to the role.

Probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

Areas that may be concerning and lead to further probing include:

Implication that adults and children are equal.

Lack of recognition and/or understanding of the vulnerability of children.

Inappropriate idealisation of children.

Inadequate understanding of appropriate boundaries between adults and children.

Indicators of negative safeguarding behaviours.

Candidates who remain potential employees beyond the interview process are then invited to attend the setting for a two hour trial session. The purpose of this is for management to view how the applicant interacts with the children and pinpoint any areas that cause concern. As the candidate has not yet been officially offered employment and their reference and vetting checks have not been completed, applicant cannot be unsupervised with children or perform any personal care routines. A senior member of staff should be assigned to shadow the applicant at all times and under all circumstances.

Vetting checks -

Applicants who are offered provisional employment are then subject to rigorous vetting through Disclosure and Barring checks and reference checks (see reference checking above).

The DBS process is done by DBS Services at a cost to the company of £63.50 for an Enhanced Check for the Child Workforce. Information required -

Full name, email address and ID documents already provided.

Applicants are able to start work once the DBS check has been returned and provided it shows nothing of any concern. The company reserves the right to withdraw a job offer should anything concerning arise from the check that has not already been disclosed in the self disclosure form.

While applicants are awaiting their DBS certificate they are required to undertake remote training relevant to their role. This includes the receipt of the company employee handbook which includes the company safeguarding policy with details of what to do if they have concerns about an adult working with children and code of conduct policy. This forms part of the induction process. Applicants are added on training platforms Educare and Noodle Now and are required to complete training courses on Child Protection, Safeguarding and The Role of the Key Worker.

Certificates are automatically generated and should be printed and kept in a confidential file in the setting office. This file also contains copies of the applicants DBS number, next of kin details and contract.

Induction Process -

New staff should be given a learning walk of the building, introduced to all staff but specifically their line manager and had all staff roles explained, given the fire safety procedure and a rundown of the settings daily routine. They should then be introduced to the children and parents. Staff details should be added onto the settings Family platform to enable them to complete essential tasks related to their role such as personal care updates and developmental observations.

New staff will have already undertaken the remote part of their induction while waiting for their DBS to return.

Probationary period and Supervision.

The probationary period should last a minimum of 6 months unless extended due to a need for further training. During this period, new staff are expected to be given supervision within 6 weeks and then each month until the probationary period is complete. After the probationary period, supervisions will take place every 4 months. Supervisions are done by setting managers and include a staff observation, discussions of key children and any concerns relating to key children's development or well-being, discussions surrounding staff well-being and morale and the opportunity to discuss any concerns about any other staff members, opportunities to discuss career progression and any training needs identified in staff observation. Supervisions also include discussions are safeguarding to determine staff's knowledge and understanding of their role regarding keeping children safe.

Absence Policy

All parents and carers should report absences to us as soon as possible before the child is due to attend. You can do this by contacting the Manager on Family.

If a child has not turned up and we have not been informed of an absence, we will contact the parents/carers as soon as possible, usually within 15 minutes of registration. If we do not get any reply within 1 hour we will contact the other emergency contacts. If we are not able to establish the whereabouts of the child within 4 hours we will contact the local police station to find out the whereabouts of the child.

We log this on our absence log along side ticking if the child is under the vulnerable children's list. We monitor this closely and update daily.

E-Safety Policy

We will ensure that we comply with the requirements of the Great Britain, Data Protection Act 1998, (DPA). The DPA outlines the responsibilities of the setting to keep the records of the setting and the information contained within them confidential and having in place measures to ensure access to such information is protected. To respect and protect the privacy of, the staff, parents and children who attend the setting when accessing the settings website and Facebook page. To safeguard children attending the setting from unsupervised internet use. To prevent misuse of internet provided at the setting.

E-Safety <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>

We will

- Ensure that all personal information held electronically is password protected.
- That access beyond the settings website profile page is restricted by using administrator settings to permit who may view the website.
- In the event that an application is used to set up an online child record service, all staff will use password protection to ensure that parents can only access their own child's information. (Not in use at this time)
- Facebook will be used to advertise the setting, to facilitate contact from prospective clients and to offer an alternative private messaging service to parents. Administration and access to the service is the responsibility of the staff and they must ensure that appropriate privacy settings are in place.
- Only photographs of the children's crafts/ activities/ outings will be used on the settings Website and Facebook and with parental permission.
- In the event that staff use an online child record service (Tapestry), we will use password protection to ensure that parents can only access their own child's information. Photographs that have been taken as part of the observations made on children attending the setting may be used to share information to parents about their child's care and learning. Parents will be required to provide written consent to permit us to upload photographs to their child's online records.
- We will ensure that when using electronic devices to provide a play activity that the game is; downloaded and that the device's security setting prevents on-line use, appropriate to a child's age and level of development, that the child understands the activity is time limited and ensures they know how to use the device safely. We will supervise the child during the play activity. Use of electronic devices at the setting, are intended for occasional use only.

- All camera's and mobile telephones will be stored securely in the settings locked cupboard. Please refer to the settings, Camera and Mobile Telephone Policy.
- The use of internet at the setting will be restricted to set hours and for Family use only to ensure continuous supervision of children in their care. The exception to this restriction would be in the event of responding to urgent communication or to share information in relation to the safeguarding responsibilities towards the children attending the setting. Please refer to the settings, Safeguarding Policy.
- We will ensure that personal use for email and storage of their personal data is either password protected. We will provide the setting with a business tablet and ensure that that it is only used for business use. The tablets must remain on the premises overnight.
- Parents will be advised during the introductory period that responses to emails and Facebook messaging will be handled at the end of the afternoon session, (after 6pm) and that more urgent communication should be made using the settings mobile telephone number or house telephone number. Parents should be advised that it may not be appropriate to respond to calls immediately during session periods but that they should expect a return call from us at the earliest opportunity. Voicemail messages will be deleted once a reply has been given/ within 21 days/ or kept for records if required.

Social Media

We will ensure that for each member of staff are talking in closed forums that they never disclose any information whatsoever that could lead anyone to identify a child or a family in our setting.

Prevent Duty

THE PREVENT DUTY From 1 July 2015 all childcare settings must comply with The Prevent of Duty to help protect children from extremism. We have responsibility to protect children under section 26 of the Counter-Terrorism and Security Act 2015.

The new common inspection framework makes reference to providers promoting children's welfare and preventing radicalisation and extremism. The government has defined extremism in the Prevent Strategy as: "vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

Indicators that may suggest a child's vulnerability to violent extremism include:

- Expressed opinions supporting violence, terrorism or the values of extremist organisations
- Possession of extremist literature including that on weapons, explosives or military training, attempts to access extremist websites/ chatrooms,
- Behaviour or behavioural changes – such as withdrawal from family life and peers, hostility towards family and peers, association with organisations that hold extremist views
- Personal history- claims or evidence of involvement in organisations voicing violent extremist ideology or attendance of military/ terrorist training

The purpose of the PREVENT Strategy is:

- To stop people becoming terrorists or supporting violent extremism in all its forms.
- To safeguard children and adults and provide early intervention to protect and divert people away from being drawn into extremism or terrorist activity.
- To provide people with appropriate advice and support.

The setting will:

- Understand own role and responsibilities on how to protect children from extremism by promoting inclusion and Fundamental British Values in the setting.
- Be alert to any reason for concern in the child's life at home or elsewhere that they are being exposed to extremism.
- Understand how to identify children at risk and when to take action after identifying a child at risk e.g. a change in children's behaviour or unexplained/ irregular attendance at the setting.

To undertake training that provides them with the knowledge to identify children at risk.

- Be responsible for observing and recording children's attendance in the setting with an Attendance book

- Be vigilant and inform the necessary agencies if they suspect a child/ children are being exposed to extremism. For advice or reporting of concerns- Customer First: 0800 800 4005,101
- Promote and embed inclusion and Fundamental British Values within the setting as a toolkit for anti-radicalisation.
- Implement the EYFS so that children are taught a broad and balanced curriculum to ensure they 'understand the world' and learn about 'similarities and differences between themselves and others, and among families, communities and traditions'
(www.foundationyears.org.uk/2015/03/fundamental-british-values-in-the-earlyyears/)

Intruder Policy

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business - generally a visitor will have made a prior appointment

On arrival, they are asked to verify their identity and confirm who they are visiting.

Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.

Visitors (including visiting VIPs) are never left alone with the children at any time.

Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

An individual who appears to have no business in the setting will be asked for their name and purpose for being there.

The staff member identifies any risk posed by the intruder.

The staff member ensures the individual follows the procedure for visitors.

The setting manager is immediately informed of the incident and takes necessary action to safeguard children.

If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstances this could lead to 'lock-down' of the setting and will be managed by the responding emergency service.

The designated safeguarding lead informs their designated officer of the situation at the first opportunity.

In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager/designated person completes Confidential safeguarding incident report form) and copies in their line manager on the day of the incident. The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.

Terrorist threat and lockdown

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

The setting manager assesses the likelihood of an incident happening based on their location.

The setting manager will check our police website for advice and guidance.

Local police contact numbers are clearly displayed for staff to refer to.

Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. Lock-down should be rehearsed and recorded termly.

The setting manager is aware of the current terrorist alert level, as available at www.mi5.gov.uk/threat-levels.

We follow any additional advice issued by the local authority.

Emergency procedures are reviewed and added to if needed.

Information about this procedure is shared with parents and all staff are aware of their role during 'lockdown'.

A text/phone message is issued to parents when lockdown is confirmed.

Suggested wording for parent message

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.

Lock-down procedures

If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

During 'lock-down'

Staff and children stay in their designated areas if it is safe to do so.

Doors and windows are secured until further instruction is received.

Curtains and blinds are closed where possible.

Staff and children stay away from windows and doors.

Children are encouraged to stay low and keep calm.

Staff tune into a local TV or radio station for more information.

Staff do NOT make non-essential calls on mobile phones or landlines.

If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

The door will not be opened once it has been secured until the manager is officially advised "all clear" or is certain it is emergency services at the door.

During lockdown staff do NOT:

travel down long corridors

assemble in large open areas

call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on

Following lockdown:

Staff will cooperate with emergency services to assist in an orderly evacuation.

Staff will ensure that they have the register and children's details.

Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning. In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be always acting on the advice of the emergency services.

Recording and reporting

The setting manager reports the lockdown to the owners/directors/trustees as soon as possible. In some situations, this may not be until after the event.

A record is completed as soon as possible.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

Death of a person on site policy

In the event of a death at the setting the following procedure will take place:

- The Police will be informed immediately and we will take guidance from the emergency services.
- The next of kin will be contacted as soon as possible
- All children at the setting at the time of the incident will be cared for away from the incident area. · Suitable adults or other responsible will be used to ensure the children are appropriately supervised when managing the incident
- Parent/s of the other children attending the setting will be contacted to collect their child as soon as possible.
- The date, time and personal details, witness details, nature of incident and action taken must be recorded accurately as a serious incident in the Accident, Incident & Medication Folder
- Ofsted must be informed as soon as possible after managing the incident.
- The Health and Safety Executive will be informed in compliance with RIDDOR Contact Details of Organisations and Professional Bodies Ofsted Piccadilly Gate Tel: 0161 618 8524 Shore Street E: enquiries@ofsted.gov.uk Manchester W: www.ofsted.gov.uk M1WD PACEY Head Office Tel: 0800 169 4486 Royal Court W: <http://pacey.org.uk> 81 Tweedy Road Bromley, Kent BR11TJ St. John Ambulance <http://www.sia.org.uk/sia'training-courses.aspx>

Health and Safety Executive (RIDDOR) RIDDOR Reports Health and Safety Executive Redgrave Court Merton Road Bootle Merseyside L20 7HS Incident Contact Centre: 0345 300 9923

NHS Non- Emergency Number111

Looked after children policy

Identification.

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents or other relatives.

Services provided to Looked After Children

Under two-year-olds

Places will not normally be provided for babies and under two-year-olds who are in public care.

We can offer services that enable a child to play/engage with other children while the carer stays.

Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Additional Support

The designated safeguarding lead and key person liaise with agencies and professionals involved with the child, and his or her family, and ensure appropriate information is gained and shared.

A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.

Following this meeting. Care plan for looked after children form is completed. The care plan is reviewed after two weeks, six weeks, three months, and thereafter at three to six monthly intervals.

Regular contact will be maintained with the social worker through planned meetings, which will include contribution to the PEP which is reviewed annually.

Concerns and allegations of serious harm or abuse against staff, volunteers or agency staff

Concerns may come from a parent, child, colleague, or the public. Allegations or concerns must be referred to the designated person without delay - even if the person making the allegation later withdraws it.

What is a low-level concern?

The NSPCC defines a low-level concern as 'any concern that an adult has acted in a way that:

is inconsistent with the staff code of conduct, including inappropriate conduct outside of work

doesn't meet the threshold of harm or is not considered serious enough...to refer to the local authority.

Low-level concerns are part of a spectrum of behaviour. This includes:

inadvertent or thoughtless behaviour

behaviour that might be considered inappropriate depending on the circumstances.

behaviour which is intended to enable abuse.

Examples of such behaviour could include:

being over friendly with children

having favourites

adults taking photographs of children on their mobile phone.

engaging with a child on a one-to-one basis in a secluded area or behind a closed door

using inappropriate sexualised, intimidating or offensive language'

Responding to low-level concerns

Any concerns about the conduct of staff, students or volunteers must be shared with the designated safeguarding lead and recorded. The designated safeguarding lead should be informed of all concerns, including those that may be considered 'low level' and make the final decision on how to respond. Where appropriate this can be done in consultation with their line manager.

Reporting concerns about the conduct of a colleague, student or volunteer contributes towards a safeguarding culture of openness and trust. It ensures that adults consistently model the setting's values and helps keep children safe. It protects adults from potential false allegations or misunderstandings.

If it is not clear that a concern meets the local authority threshold, the designated safeguarding lead should contact the LADO for clarification.

In most instances, low-level concerns about staff conduct can be addressed through supervision, training, or disciplinary processes where an internal investigation may take place.

Identifying

An allegation against a member of staff, volunteer or agency staff constitutes serious harm or abuse if they:

behaved in a way that has harmed, or may have harmed a child

possibly committed a criminal offence against, or related to, a child

behaved towards a child in a way that indicates they may pose a risk of harm to children

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

Informing

All staff report allegations to the designated safeguarding lead.

The designated safeguarding lead alerts the designated officer for their setting. If the designated officer is unavailable the designated person contacts their equivalent until they get a response- which should be within 3-4 hours of the event. Together they should form a view about what immediate actions are taken to ensure the safety of the children and staff in the setting, and what is acceptable in terms of fact-finding.

It is essential that no investigation occurs until and unless the LADO has expressly given consent for this to occur, however, the person responding to the allegation does need to have an understanding of what explicitly is being alleged.

The designated safeguarding lead must take steps to ensure the immediate safety of children, parents, and staff on that day within the setting.

The LADO is contacted as soon as possible and within one working day. If the LADO is on leave or cannot be contacted the LADO team manager is contacted and/or advice sought from the point of entry safeguarding team/mash/point of contact, according to local arrangements.

A child protection referral is made if required. The LADO, line managers and local safeguarding children's services can advise on whether a child protection referral is required.

The designated person asks for clarification from the LADO on the following areas:

what actions the designated person must take next and when and how the parents of the child are informed of the allegation

whether or not the LADO thinks a criminal offence may have occurred and whether the police should be informed and if so who will inform them

whether the LADO is happy for the setting to pursue an internal investigation without input from the LADO, or how the LADO wants to proceed

whether the LADO thinks the person concerned should be suspended, and whether they have any other suggestions about the actions the designated person has taken to ensure the safety of the children and staff attending the setting

The designated person records details of discussions and liaison with the LADO including dates, type of contact, advice given, actions agreed and updates on the child's case file.

Parents are not normally informed until discussion with the LADO has taken place, however in some circumstances the designated person may need to advise parents of an incident involving their child straight away, for example if the child has been injured and requires medical treatment.

Staff do not investigate the matter unless the LADO has specifically advised them to investigate internally. Guidance should also be sought from the LADO regarding whether or not suspension should be considered. The person dealing with the allegation must take steps to ensure that the immediate safety of children, parents and staff is assured. It may be that in the short-term measures other than suspension, such as requiring a staff member to be office based for a day,

or ensuring they do not work unsupervised, can be employed until contact is made with the LADO and advice given.

The designated safeguarding lead ensures staff fill in 06.1b Safeguarding incident reporting form.

If after discussion with the designated person, the LADO decides that the allegation is not obviously false, and there is cause to suspect that the child/ren is suffering or likely to suffer significant harm, then the LADO will normally refer the allegation to children's social care.

If notification to Ofsted is required the designated person will inform Ofsted as soon as possible, but no later than 14 days after the event has occurred. The designated safeguarding lead will liaise with the designated officer about notifying Ofsted.

The designated safeguarding lead ensures that the 06.1c Confidential safeguarding incident report form is completed and sent to the designated officer. If the designated officer is unavailable their equivalent must be contacted, for childminders who are registered with a childminding agency, this may be the named person within the agency.

Avenues such as performance management or coaching and supervision of staff will also be used instead of disciplinary procedures where these are appropriate and proportionate. If an allegation is ultimately upheld the LADO may also offer a view about what would be a proportionate response in relation to the accused person.

The designated safeguarding lead must consider revising or writing a new risk assessment where appropriate, for example if the incident related to an instance where a member of staff

has physically intervened to ensure a child's safety, or if an incident relates to a difficulty with the environment such as where parents and staff are coming and going and doors are left open.

All allegations are investigated even if the person involved resigns or ceases to be a volunteer.

Allegations against agency staff

Any allegations against agency staff must be responded to as detailed in this procedure. In addition, the designated person must contact the agency following advice from the LADO

Allegations against the designated safeguarding lead.

If a member of staff has concerns that the designated person has behaved in a way that indicates they are not suitable to work with children as listed above, this is reported to the designated officer who will investigate further.

During the investigation, the designated officer will identify another suitably experienced person to take on the role of designated person.

If an allegation is made against the designated officer, then the owners/directors/trustees are informed.

Recording

A record is made of an allegation/concern, along with supporting information. This is then entered on the file of the child, and the 06.1a Child welfare and protection summary is completed and placed in the front of the child's file

If the allegation refers to more than one child, this is recorded in each child's file

If relevant, a child protection referral is made, with details held on the child's file.

Disclosure and Barring Service

If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child, or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, a referral to the Disclosure and Barring Service is made.

Escalating concerns

If a member of staff believes at any time that children may be in danger due to the actions or otherwise of a member of staff or volunteer, they must discuss their concerns immediately with the designated person.

If after discussions with the designated person, they still believe that appropriate action to protect children has not been taken they must speak to the designated officer.

If there are still concerns then the whistle blowing procedure must be followed.

