Safeguarding Children,

Young People &

Vulnerable Adults Policy

The Stacey Pre-School

Play • Explore • Discover • Learn

The Stacey Pre-School, The Stacey Community Centre,
Walsall Road, Portsmouth, Hampshire, PO36DN
www.thestaceypreschool.co.uk
E:thestaceypreschool@gmail.com
T:02392 617890 M:07592 222318

TheStacey Pre-School is managed by The Stacey Community Association
Ofsted URN: 2673867 Registered charity in England and Wales [278364]

Forest School Provider
RECOGNISED
www.forestschoolassociation.org

Ofsted Good Provider

Contents

Safeguarding Children, Young People and Vulnerable Adults Policy 3
06.1 Responding To Safeguarding Or Child Protection Concerns 8
06.1a Child Welfare And Protection Summary 17
06.1b Safeguarding Incident Reporting Form 18
(for concerns, child welfare, physical intervention, witness statement, fact-finding) 18
Physical intervention 20
06.1c Confidential Safeguarding Incident Report Form 21
06.2 Managing Allegations Against Staff 27
06.2a Managing Allegations Against Staff: Safeguarding Risk Assessment 31
06.3 Visitor or intruder on the premises 41
06.4 Uncollected child 42
06.5 Missing child 43
06.6 Incapacitated parent/carer 44
06.7 Death of a child on-site 45
06.8 Looked After Children 46
06.8a Care Plan For Looked After Children 47
06.9 E-Safety (including all electronic devices with imaging and sharing capabilities) 50
06.9a Internet Safety Audit for The Stacey Pre-School 53
6.10 Key Person Supervision 55
6.10 Safeguarding Training Policy 57
1. Statement of intent 57
2. Statutory framework 58
3. Safeguarding training requirements 58
4. Minimum content of safeguarding training 59
5. Responding to a child who makes a disclosure 60
6. Safeguarding induction 60
7. Designated Safeguarding Lead training 61
8. Portsmouth safeguarding arrangements 61
9. Concerns or allegations about adults 61
10. Portsmouth Early Years support 62
11. Frequency of training 63
12. Supporting staff to put training into practice 63
13. Assessing staff knowledge and competence 65
14. Volunteers, students, apprentices and agency staff 65
15. Safeguarding training records 66
16. Staff responsibilities 66
18. Monitoring and review 67

Safeguarding Children, Young People and Vulnerable Adults Policy

Along with associated procedures in **06.1-06.10 Safeguarding children**, young people and vulnerable adults, this policy was adopted by The Stacey Pre-School on 01.09.26.

Key Safeguarding Roles:

Safeguarding Trustee & Ofsted Registered individual:	Julie Nethercote
The Designated Safeguarding Lead (DSL):	Vicky Collins (The Stacey Pre-School Manager)
The Back-up Designated Safeguarding Lead:	Shanice Ali (The Stacey Pre-School Deputy Manager)
The Designated Safeguarding Governance & Compliance co-ordiantor	Lynda Bowley (The Stacey Pre-School Co-ordinator & The Stacey Community Centre Manager)

Policy Statement: 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.

The Stacey Pre-School's 'four commitments' are broad statements against which policies and procedures across the organisation are drawn to provide a consistent and coherent strategy for safeguarding children young people and vulnerable adults.

The four key commitments are:

1. We are committed to empowering children, young people, and vulnerable adults, promoting their right to be 'strong, resilient, actively listened to, and heard'.
2. We uphold 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.
3. The Stacey Pre-School 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.
4. The Stacey Pre-School is dedicated to increasing safeguarding confidence, knowledge and good practice throughout its training and learning programmes for adults, advocating support and representation for those in greatest need.

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 Local Safeguarding Partners.

- 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.

NB: A 'young person' is defined as 16–19 years old. In an early years setting, this may be a student, apprentice educator, or parent/carer.

A 'vulnerable adult' (see guidance to the Care Act 2014)is defined as: '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/carer of a service user, or a volunteer.

Key Commitment 2

- All staff are trained in line with the Criteria set out in Annex C of the EYFS (November 2025). Safeguarding training is refreshed annually and renewed every two years. The designated safeguarding lead ensures support, advice and guidance for all staff to meet their safeguarding responsibilities by means of:
  - Regular individual and group supervisions
  - Regular Team briefings
  - Reviewing safeguarding procedures together
  - Bulletin or memo
- 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 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 s17 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 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 Local Safeguarding Partners guidance in relation to extremism.
- The procedures of the Local Safeguarding Partners must be followed.

Key Commitment 3

- We have a 'designated safeguarding lead person', (the setting Manager) who is responsible for carrying out child, young person, or adult protection procedures.
- The designated safeguarding lead is responsible for overseeing all child, young person or adult protection matters.
- The 'designated safeguarding lead' ensures they have links with statutory and voluntary organisations regarding safeguarding children.
- The 'designated safeguarding lead' ensures they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise child abuse in the categories of physical, emotional, and sexual abuse and neglect.
- The 'designated safeguarding lead' ensures 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 ensures that staff are aware and receive training in social factors affecting children's vulnerability including, but not limited to:
  - social exclusion
  - domestic violence and controlling or coercive behaviour
  - mental Illness
  - drug and alcohol abuse (substance misuse)
  - parental/carer learning disability
  - radicalisation

- The 'designated safeguarding lead ensures 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' ensures 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.
- Designated safeguarding leads contribute towards local safeguarding arrangements to ensure that the views of the sector are heard at the highest level by:
  - Finding out how education and childcare are represented at a strategic level within their Local Safeguarding Partnership (LSP) structures.
  - Sharing their knowledge of the experiences of children in their cohort with LSP local leaders

LEGAL REFERENCES:

Primary legislation

Children Act 1989
Children Act 2004
Childcare Act 2006
Children and Social Work Act 2017
Safeguarding Vulnerable Groups Act 2006
Counter-Terrorism and Security Act 2015
Domestic Abuse Act 2021
Female Genital Mutilation Act 2003
Modern Slavery Act 2015
Sexual Offences Act 2003
Serious Crime Act 2015
Equality Act (2010)
Human Rights Act (1998)
Data Protection Act 2018
UK General Data Protection Regulation
Rehabilitation of Offenders Act 1974
Police Act 1997
Criminal Justice and Court Services Act (2000)

Legal references

Early Years Foundation Stage statutory framework
Working Together to Safeguard Children (HMG 2023)
What to Do if You are 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 Counterterrorism 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 2024
Education Inspection Framework (Ofsted 2024)
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 2024)
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)
Spotlight: Creating a culture of safeguarding (Early Years Alliance)
Developing an effective safeguarding culture in early years education (Early Years Alliance publication)

06.1 Responding To Safeguarding Or Child Protection Concerns

The designated safeguarding lead at The Stacey Pre-School is **Vicky Collins**.

The back-up designated safeguarding lead is **Natasha Jeram**

The designated officer is **Lynda Bowley.**

The Stacey Community Association trustee with Safeguarding responsibility is: **Julie Nethercote**.

Safeguarding roles

- All staff recognise and know how to respond to signs and signals that may indicate a child is suffering from or likely to be suffering from harm. They understand that they have a responsibility to act immediately by discussing their concerns with the designated safeguarding lead or a named back-up designated safeguarding lead.
- The manager and deputy are the designated safeguarding lead and back-up designated safeguarding lead, responsible for co-ordinating action taken by the setting to safeguard vulnerable children and adults. The designated safeguarding lead is also responsible for liaising with local statutory children's services and with the Local Safeguarding Partnership.
- All concerns about the welfare of children in The Stacey Pre-School at home, or elsewhere should be reported to the designated safeguarding lead or the back-up designated safeguarding lead in their absence
- The designated safeguarding lead ensures that all educators at The Stacey Pre-School are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
- The setting should not operate without an identified designated safeguarding lead at any time.
- The line manager of the designated safeguarding lead is the designated officer.
- The designated safeguarding lead informs the designated officer about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts that the issue is safeguarding.
- If it is not possible to contact the designated officer, action to safeguard the child is taken first and the designated officer is informed later. If the designated officer is unavailable advice is sought from their line manager or equivalent: this would be the trustee of The Stacey Community Association who has responsibility for safeguarding: **Julie Nethercote.**
- Issues which may require notifying to Ofsted are notified to the designated officer to decide regarding notification. The designated safeguarding lead and designated officer must remain up to date with Ofsted reporting and notification requirements.
- If there is an incident, which may require reporting to RIDDOR the designated officer immediately seeks guidance from the owners/directors/trustees as appropriate. There continues to be a requirement that the designated officer follows legislative requirements in relation to reporting to RIDDOR. This is fully addressed in section 01 Health and Safety procedures.
- The Stacey Pre-School follows procedures of Portsmouth City Council's Local Safeguarding Partners (LSP) for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns. Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, through whistleblowing and escalation.

Responding to marks or injuries observed

- If a member of staff at The Stacey Pre-School observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer in the child's personal file, which is signed by the parent/carer.
- The member of staff advises the designated safeguarding lead as soon as possible if there are safeguarding concerns about the circumstance of the injury.
- If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated safeguarding lead decides the course of action to be taken after reviewing 06.1a Child welfare and protection summary and completing 06.1b Safeguarding incident reporting form.
- If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated safeguarding lead.
- If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated safeguarding lead decides the course of action required and 06.1b Safeguarding incident reporting form is completed as above, taking into consideration any explanation given by the child.
- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated safeguarding lead.
- If there is no cause for further concern, a record is made in the individual child's file and Accident Record, with a note that the circumstances of the injury are not known.
- If the injury is unlikely to have occurred at the setting, this is raised with the designated safeguarding lead who informs the designated officer.
- The parent/carer is advised at the earliest opportunity.
- If the parent/carer believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child's personal file.

Responding to the signs and symptoms of abuse

- Concerns about the welfare of a child are discussed with the designated safeguarding lead without delay.
- A written record is made of the concern on 06.1b Safeguarding incident reporting form as soon as possible.
- Concerns that a child is in immediate danger or at risk of significant harm are responded to immediately and if a referral is necessary this is made on the same working day.

Responding to a disclosure by a child

- When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.
- The member of staff at The Stacey Pre-School listens carefully and calmly, allowing the child time to express what they want to say.
- Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying 'tell me more about that' or 'show me again'.
- After the initial disclosure, staff speak immediately to the designated safeguarding lead. They do not further question or attempt to interview a child.
- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
- When recording a child's disclosure on 06.1b Safeguarding incident reporting form, their exact words are used as well as the exact words with which the member of staff responded.
- If marks or injuries are observed, these are recorded on a body diagram.

Decision making (all categories of abuse)

- The designated safeguarding lead makes a professional judgement about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document:
  - Level 1: Child's needs are being met. Universal support.
  - Level 2: Universal Plus. Additional professional support is needed to meet child's needs.
  - Level 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.
  - Level 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.
- Staff at The Stacey Pre-School are alert to indicators that a family may benefit from early help services and should discuss this with the designated safeguarding lead, also completing 06.1b Safeguarding incident reporting form if they have not already done so.

Seeking consent from parents/carers to share information before making a referral for early help (Tier 2/3*)

Parents/carers are made aware of The Stacey Pre-School's Privacy Notice which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the designated safeguarding lead must always seek consent from the child's parents/carers to share information with the relevant agency.

- If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to over-ride a parental decision to withhold consent.
- If a parent/carer withholds consent, this information is included on any referral that is made to the local authority. In these circumstances a parent should still be told that the referral is being made beforehand (unless to do so may place a child at risk of harm).

**Tier 2: Children with additional needs, who may be vulnerable and showing early signs of abuse and/or neglect; their needs are not clear, not known or not being met. Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled.*

Informing parents/carers when making a child protection referral

In most circumstances consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the designated safeguarding lead contacts the parents/carers (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent/carer should not be contacted until such time as their investigation, or the police investigation, is concluded. Parents/carers are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
- contacting the parent/carer puts another person at risk; situations where one parent may be at risk of harm, e.g. abuse; situations where it has not been possible to contact parents/carers to seek their consent may cause delay to the referral being made

The designated safeguarding lead makes a professional judgment regarding whether consent (from a parent/carer) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children's social work team if there is any doubt.

Referring

- The designated safeguarding lead at The Stacey Pre-School or back-up follows the LSP procedures for making a referral.
- If the designated safeguarding lead or their back-up is not on site, the most senior member of staff present takes responsibility for making the referral to social care.
- If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately.
- If the child is 'safe' because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting's designated officer for support.
- Arrangements for cover (as above) when the designated safeguarding lead and back-up designated safeguarding lead are not on-site are agreed in advance by the setting manager and clearly communicated to all staff.

Further recording

- Information is recorded using 06.1b Safeguarding incident reporting form, and a brief summary entered on 06.1a Child welfare and protection summary. Discussion with parents/carers and any further discussion with social care is recorded. If recording a conversation with parents/carers that is significant, regarding the incident or a related issue, parents/carers are asked to sign and date it a record of the conversation. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, copies of all documents are kept and stored securely and confidentially (including copies) in the child's file.
- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on 06.1b Safeguarding incident reporting form, as above.
- The referral is recorded on 06.1a Child welfare and protection summary.
- Follow up phone calls to or from social care are recorded in the child's file; with date, time, the name of the social care worker and what was said.
- Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.

Reporting a serious child protection incident using 06.1c Confidential safeguarding incident report form

- The designated safeguarding lead is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.
- For child protection concerns at Tier 3 and 4** it will be necessary for the designated safeguarding lead to complete 06.1c Confidential safeguarding incident report form and send it to the designated officer.
- Further briefings are sent to the designated officer when updates are received until the issue is concluded.

** Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled.

Tier 4: Children in acute need, who are suffering or are likely to suffer significant harm.

Professional disagreement/escalation process

- If a member of staff at The Stacey Pre-School disagrees with a decision made by the designated safeguarding lead not to make a referral to social care they must initially discuss and try to resolve, it with them.
- If the disagreement cannot be resolved with the designated safeguarding lead and the member of staff continues to feel a safeguarding referral is required, then they discuss this with the designated officer.
- If issues cannot be resolved the whistle-blowing policy should be used, as set out below.
- Supervision sessions are also used to discuss concerns, but this must not delay making safeguarding referrals.

Whistleblowing

The Stacey Pre-School will ensure that all staff are familiar with the whistleblowing procedure

The whistle blowing procedure must be followed in the first instance if:

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements
- an injustice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being, or is likely to be endangered
- the working environment has been, is being, or is likely to be damaged
- that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/designated safeguarding lead.
2. Staff who are unable to raise the issue with their manager/designated safeguarding lead should raise the issue with their line manager's manager/designated officer.
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a line manager, they should raise the matter with The Chair of The Trustees for The Stacey Community Association.

After a concern has been raised, the manager/line manager will decide how to respond in a reasonable and appropriate manner. Normally this will involve making internal enquires first, but it may be necessary to carry out an investigation.

Whilst it is hoped that such disclosures will never be necessary, the setting management recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own merits.

Managers' responsibilities

Managers/line managers notified of concerns under this policy are expected to:

- ensure that all staff and volunteers are familiar with the policy
- ensure that concerns raised are taken seriously;
    - treat the matter in confidence, within the parameters of the case;
    - where appropriate, investigate properly and make an objective assessment of the concern;
    - keep the person raising the concern updated with progress, without breaching confidentiality;
    - ensure that the action necessary to resolve a concern is taken;
    - take appropriate steps to ensure that the employee's working environment and/or working relationship is/are not prejudiced by the fact of disclosure.

If an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately, the NSPCC have introduced a whistle-blowing helpline 0800 028 0285 for professionals who believe that:

- their own or another employer will cover up the concern
- they will be treated unfairly by their own employer for complaining
- if they have already told their own employer and they have not responded

The Stacey Pre-School will ensure that all staff are aware of the NSPCC whistleblowing helpline

Female genital mutilation (FGM)

Staff should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. Designated safeguarding leads should contact the police immediately as well as refer to children's services local authority social work if they believe that FGM may be about to occur.

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas.

The practice is medically unnecessary and poses serious health risks to girls.

FGM is mostly carried out on girls between the ages of 0-15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. LSP guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff.

Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spends longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday

Further guidance:

NSPCC 24-hour FGM helpline: 0800 028 3550 or email fgmhelp@nspcc.org.uk

Government help and advice: www.gov.uk/female-genital-mutilation

Children and young people vulnerable to extremism or radicalisation

The Stacey Pre-School has a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. LSP's have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism.

There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

- The designated safeguarding lead at The Stacey Pre-School is required to familiarise themselves with LSP procedures, as well as online guidance including:
  - Channel Duty guidance: Protecting people vulnerable to being drawn into terrorism www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance
  - Prevent Strategy (HMG 2011) www.gov.uk/government/publications/prevent-strategy-2011
- The prevent duty: for schools and childcare providers www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty
- The designated safeguarding lead at The Stacey Pre-School should follow LSP guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.
- The designated safeguarding lead at The Stacey Pre-School must know how to refer concerns about risks of extremism/radicalisation to their LSP safeguarding team or the Channel panel, as appropriate.
- The designated safeguarding lead should also ensure that they and all other staff at The Stacey Pre-School working with children and young people understand how to recognise that someone may be at risk of violent extremism.
- The designated safeguarding lead also ensures that all staff at The Stacey Pre-School are aware of their responsibilities with regard to equality and inclusion and children's rights.
  - If available in the area, the designated safeguarding lead should complete WRAP (or equivalent) training and support staff to access the training as offered by local authorities.
  - WRAP training covers local arrangements for dealing with concerns that a child may be at risk of extremism and/or radicalisation.
  - All staff at The Stacey Pre-School undertake training on The Prevent Duty.
- The designated safeguarding lead should understand the perceived terrorism risks in relation to the area that they deliver services in.

Parental consent for radicalisation referrals

LSP procedures are followed at The Stacey Pre-School in relation to whether parental consent is necessary prior to making a referral about a concern that a child or adult may be at risk of being drawn into terrorism. It is good practice to seek the consent of the person, or for very young children, the consent of their parent/carer prior to making a referral, but it is not a requirement to seek consent before referring a concern regarding possible involvement in extremism or terrorism if it may put a child at risk, or if an offence may have been or may be committed. Advice should be sought from line managers and local agencies responsible for safeguarding, as to whether consent should be sought on a case-by-case basis. Designated safeguarding lead at The Stacey Pre-School is mindful that discussion regarding potential referral due to concerns may be upsetting for the subject of the referral and their family. Initial advice regarding whether an incident meets a threshold for referral can be sought from the relevant local agency without specific details such as names of the family being given in certain circumstances.

Consent is required prior to any individual engaging with a Channel intervention. Consent is usually sought by Channel partners, but LSP procedures should be followed regarding this.

If there is a concern that a person is already involved in terrorist activity this must be reported to the Anti-Terrorist Hot Line 0800 789 321-Text/phone 0800 0324 539. Police can be contacted on 101.

Concerns about children affected by gang activity/serious youth violence

Staff at The Stacey Pre-School are aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst young children will be very unlikely to become involved in gang activity they may potentially be put at risk by the involvement of others in their household in gangs, such as an adult sibling or a parent/carer. The designated safeguarding lead at The Stacey Pre-School is familiar with the LSP guidance and procedures in relation to safeguarding children affected by gang activity and ensures this is followed where relevant.

Forced marriage/Honour based violence

Staff at The Stacey Pre-School are aware that forced marriage is a marriage in which one or both spouses do not consent to the marriage but are forced into it and will act accordingly as detailed below.

Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable adults who lack the capacity to consent coercion is not required for a marriage to be forced. A forced marriage is distinct from an arranged marriage. An arranged marriage may have family involvement in arranging the marriages, but crucially the choice of whether to accept the arrangement remains with the prospective spouses.

Forced marriage became criminalised in 2014. There are also civil powers for example a Forced Marriage Protection Order to protect both children and adults at risk of forced marriage and offers protection for those who have already been forced into marriage.

Risks in relation to forced marriage are high and it is important that educators ensure that anyone at risk of forced marriage is not put in further danger.

If someone is believed to be at risk it is helpful to get as much practical information as possible, bearing in mind the need for absolute discretion, information that can be helpful will include things likes, names, addresses, passport numbers, national insurance numbers, details of travel arrangements, dates and location of any proposed wedding, names and dates of birth of prospective spouses, details of where and with whom they may be staying etc. Forced marriage can be linked to honour-based violence, which includes assault, imprisonment and murder. Honour based violence can be used to punish an individual for undermining what the family or community believes to be the correct code of behaviour.

In an emergency police should be contacted on 999.

Forced Marriage Unit can be contacted either by professionals or by potential victims seeking advice in relation to their concerns. The contact details are below.

- Telephone: +44 (0) 20 7008 0151
- Email: fmu@fco.gov.uk
- Email for outreach work: fmuoutreach@fco.gov.uk

Further guidance

Accident Record (Alliance Publication)

Multi-agency practice guidelines: Handling cases of Forced Marriage (HMG 2014) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf

Developing an effective safeguarding culture in early years education (Alliance Publication)

06.1a Child Welfare And Protection Summary

This form is placed at the front of a child's personal file and is completed by the designated safeguarding lead after a concern has been raised about the child's welfare or if significant harm (actual or likely) is suspected. It is a summary only of the concerns already fully recorded.

<table>
<tr><td>Child's name:</td><td>Date of Birth:</td><td>Address:</td><td>Name of setting:</td></tr>
<tr><td></td><td></td><td></td><td>The Stacey Pre-School</td></tr>
<tr><td>Date of record:</td><td colspan="2">Summary of Concern and Impact on Child:</td><td>Agreed Actions:</td></tr>
<tr><td>Adult reporting:</td><td colspan="2" rowspan="2"></td><td rowspan="2"></td></tr>
<tr><td>Designated safeguarding lead:</td></tr>
</table>

06.1b Safeguarding Incident Reporting Form

(for concerns, child welfare, physical intervention, witness statement, fact-finding)

Name of setting: **The Stacey Pre-School**

Child's name:	**Name of person reporting:**	**Name of DSL:**
		Vicky Collins
Date of birth:	**Job title:**	**Job title:**
		Stacey Pre-School Manager
Date of concern – when observation, event, disclosure was made		

Nature of Concern. In the space below describe what was observed, using a body diagram, if necessary.

Impact: what are your main concerns about how this might impact on the child physically or emotionally, please include the child's voice (as appropriate)?

Response to allegation/complaint: Please advise in your words, what happened, when and where, what did you see or hear and where you were in relation to the alleged incident.

Signature of person completing the form	

Hand this form to your setting's designated safeguarding lead; discuss your concerns and agree what action is to be taken and when it will be reviewed.

Outcome decisions/actions to be taken (Tick all that apply)

No further action	
Offer support (provide details)	
Continue to monitor (detail what, who by and until when)	
Referral/signposting/advice/guidance to be offered by setting (provide details)	
Refer to social care for child protection.	
Liaise with social care to refer to CAF (Common Assessment Framework)/EHA (Early Help Assessment	

Signature of designated safeguarding lead:		Date completed:	

Physical intervention

If this form is used to record an incident of physical intervention being used on a child to prevent them from harming themselves or others, please ask the parent/carer to sign here to confirm that they have been informed of the circumstances of the event as recorded here.

Signature of parent/carer:		Date:	

06.1c Confidential Safeguarding Incident Report Form

New case or **Update** (cross out to show correct option)

Section A

Completed on the day of the incident by the designated safeguarding lead and emailed immediately with 'New Case' email heading, as an encrypted document to a designated officer/line manager. As additional information becomes available this form is updated and re-sent. Updates with 'Update' in email heading, continue until the case/incident is resolved. It is important that additional fact-finding reports are included with this form. It is the designated person's responsibility to carry out a thorough fact finding of the incident in line with procedure 06.1 Responding to safeguarding or child protection concerns. It is the designated officer/line manager responsibility to complete additional detail as indicated.

Date & time of report:	
Name of provider and Ofsted EY Number:	
Manager's name:	
Date and time of incident:	

Child's full name, age, gender and date of birth:

Safeguarding Incident, does this relate to: (put a cross against most relevant)

a) referral to social care (early help, child protection, or other concern such as radicalisation)	
b) it has become known that a family is involved with social care currently (i.e. child is subject to Child Protection plan, child in need plan or other form of early help assessment)	
c) a safeguarding incident in the setting, e.g. child left unsupervised, or allegations against a member of staff.	
d) other	

Give a full and detailed description of the incident and background information

Is there a CPP or any other involvement with children's social care? Yes/No

Date and time LADO informed, and advice/instructions given by LADO with date provided:	
Date and time trustees consulted, prior to informing Ofsted:	
Date and time Social Care team informed:	
Date and time Ofsted informed:	
Date and time parents/carers informed:	

Provide details on other persons/agencies informed of the incident (including the designated safeguarding lead on the day of the incident, and note method of communication i.e. telephone, e-mail)

Planned next steps/actions

Any implications for communications i.e. press enquiries or parents/carers enquiries, complaints etc (if known)

Issues for registration, insurance, and any other potential legal issues (if known)

Trustees consider HR implications (e.g. disciplinary or grievance actions (if known))

Update (brief details and date)

Update (brief details and date)

Update (brief details and date)

Report completed by:	

Section B
to be completed by the designated officer when the necessary information is available.

Follow up action (if required), *e.g. risk assessments, staff training*

Report of Investigation (*Full and detailed report of the circumstances and outcome of the investigation. If a disciplinary hearing is held record date and outcome)*

Outcome of Risk Assessment:

List areas at risk and how the risk has been mitigated. Has the risk assessment changed the practise of the staff or setting?

What has been learnt from the incident? (*What should have been done/could have done, are procedural changes needed?)*

Section C

to be completed by the designated officer and trustees.

Follow up actions:

Learning to be cascaded across the organisation. How will this be done, by who and when?

Date to be reviewed:	
Date case closed:	

To be completed by manager where necessary

Please record any follow-up action taken, where relevant:

Manager signature:		Date:	

06.2 Managing Allegations Against Staff

Concerns And Allegations Of Harm Or Abuse Made Against Staff, Volunteers Or Agency Staff

Concerns may come from a parent/carer, child, colleague, or the public. Allegations or concerns must be referred to the designated safeguarding lead 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'

(NSPCC Responding to low-level concerns about adults working in education)

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 initially 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 concerns about serious harm, or abuse

An allegation against a member of staff, volunteer or agency staff constitutes 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 understand 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 safeguarding lead asks for clarification from the LADO on the following areas:
    - what actions the designated safeguarding lead must take next and when and how the parents/carers 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 provider 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 safeguarding lead 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/carers are not normally informed until discussion with the LADO has taken place, however in some circumstances the designated safeguarding lead may need to advise parents/carers 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 suspension should be considered. The person dealing with the allegation must take steps to ensure that the immediate safety of children, parents/carers 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 safeguarding lead, 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.
- **Notification to Ofsted is required for any allegations made against a member of staff,** therefore the designated safeguarding lead 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/line manager about notifying Ofsted.

- Ofsted must be updated of the actions taken by the setting, even if the LADO decides the allegation does not meet their threshold for investigation. The designated safeguarding lead ensures that the 06.1c Confidential safeguarding incident report form is completed and sent to the designated officer/line manager. If the designated officer is unavailable their equivalent must be contacted, for providers 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/carers 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 safeguarding lead 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 safeguarding lead 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 following the setting's whistleblowing process, who will investigate further.
- During the investigation, the designated officer/line manager will identify another suitably experienced person to take on the role of designated safeguarding lead.
- If an allegation is made against the designated officer/line manager, then the owners/directors/trustees are informed.

Recording

- A record is made of an allegation/concern, along with supporting information and is entered in the file of the child, (if the allegation involves a specific child or children 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 and whistleblowing concerns

- If a member of staff at The Stacey Pre-School 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 safeguarding lead.
- If after discussions with the designated safeguarding lead**,** they still believe that appropriate action to protect children has not been taken they must speak to the designated officer/line manager.
- If there are still concerns then the whistle blowing procedure must be followed, as set out in 06.1 Responding to safeguarding or child protection concerns.

06.2a – Managing Allegations Against Staff: Safeguarding Risk Assessment

Risk Assessment Following an Allegation Against a Member of Staff

Where an allegation or concern is raised regarding a member of staff, volunteer or agency worker, the Designated Safeguarding Lead, in consultation with the designated officer and, where appropriate, the Local Authority Designated Officer (LADO), will consider whether a safeguarding risk assessment is required.

Where necessary, Form 06.2a – Managing Allegations Against Staff Risk Assessment will be completed to identify potential risks to children, staff and the setting, and to determine appropriate protective measures during any investigation.

The assessment will be reviewed whenever circumstances change and formally closed when the matter has concluded and any necessary safeguards have been addressed.

Completed risk assessments and associated monitoring records will be retained confidentially in accordance with the setting's safeguarding and record-retention procedures.

STAFF SAFEGUARDING RISK ASSESSMENT

Nature of concern: *Include date, reporting individual, etc*

.....

.....

Background: Include any background context surrounding the allegation

.....

.....

LADO Referral (within 1 day)
LADO Referral made by: ..... Date: .....

LADO
Response:.....

.....

Ofsted Notification (asap no later than 14 days)

Ofsted notified by: .....

Date: .....

If Ofsted not notified, record reasoning for this decision:

.....

.....

Purpose:
To assess and manage any potential risk to children currently attending the setting, while ensuring the allegation is addressed fairly and appropriately.

Identified risk	Initial risk	Control measures	Target residual risk
EXAMPLE RISK Potential emotional harm to other children	*High*	*Staff member not to undertake unsupervised one-to-one care pending review. Management to monitor interactions and children's emotional wellbeing.*	*Low/Medium*
Further concerns not being identified or reported	Medium	Staff reminded of safeguarding and whistleblowing procedures at staff meeting on 11.09.26 Any concerns reported promptly to the DSL and documented.	Low
Insufficient oversight while investigation is ongoing	High	Daily/weekly supervisory checks to be made and reported to safeguarding trustee.	Low/Medium
Impact on parental confidence	Medium	Concerns addressed sensitively and professionally. Appropriate communication maintained with the parent who raised the allegation, subject to safeguarding advice and confidentiality.	Low
Unfair treatment of staff member	Medium	Maintain confidentiality, follow fair investigation procedures, provide support and explain that restrictions are precautionary rather than disciplinary.	Low

Additional Control Measures

- The staff member will continue working directly with children only where management is satisfied that appropriate safeguarding arrangements can be maintained.
- Enhanced supervision will be implemented by a named senior practitioner [The Pre-School Manager]
- The staff member will not be deployed as the sole adult responsible for children while the temporary restrictions remain in place. This is supported by the Lone Working Policy.
- One-to-one interactions will be monitored and restricted as determined necessary by management and safeguarding advice.
- Management will review previous concerns, complaints or observations to establish whether there is any indication of repeated inappropriate or discriminatory conduct.
- The staff member will be reminded of the setting's professional conduct, safeguarding and equality policies.
- Any further concern will result in an immediate review of the staff member's suitability to continue in direct contact with children.
- Any safeguarding advice received from the LADO or other relevant professionals will be incorporated into this assessment.

Record of Management Rationale

The allegation concerns.....

However, management acknowledges that the nature of the allegation raises potential concerns regarding the staff member's .....

The setting recognises that all allegations must be taken seriously.

The allegation has not been substantiated at this investigatory stage, and the staff member is entitled to a fair and impartial process.

Management will consider allowing the staff member to continue working directly with children subject to enhanced supervision, monitoring and any necessary safeguarding restrictions.

Overall initial risk: HIGH – provisional.

Residual Risk Rating: Record whether this is LOW – MEDIUM - HIGH

[Residual Risk Rating to be determined following assessment of the available evidence, safeguarding advice and effectiveness of control measures.]

Following the introduction of supervisory oversight and clear professional expectations the potential for further inappropriate or discriminatory comments towards children is considered to have been reduced.

The control measures are intend to reduce this risk but cannot guarantee its complete elimination.

The residual risk is provisionally assessed as e.g. MEDIUM, provided that all identified safeguarding measures are effectively implemented and maintained, and any relevant safeguarding advice has been considered.

This rating will remain under review throughout the investigation.

Any further concerns or additional information will prompt an immediate reassessment of the risks and the appropriateness of the staff member continuing to work directly with children.

Decision:

Trustees and management are/are not satisfied that the above control measures enable the remaining risk to be safely managed, taking account of the children's welfare, the details of the allegation, and the parent's views.

The following procedures will be followed:

E.g Daily monitoring by nominated supervisor with weekly reporting to safeguarding trustee.

Assessment completed by: .....

Date: .....

Review date: .....

EXAMPLE **WEEKLY SAFEGUARDING RISK ASSESSMENT REVIEW**

Original risk assessment date: …….

Review number: …….

Date of weekly review: …….

Review completed by: …….

Current residual risk rating: …….

1. Review of current risks and control measures

Area reviewed	Evidence considered / findings	Further action required
Risk to children currently attending	e.g. Review daily monitoring records and any concerns regarding staff interactions	
Enhanced supervision arrangements	Confirm whether named senior staff provided required supervision throughout each shift.	
Compliance with working restrictions	Check whether agreed restrictions on sole supervision and unsupervised one-to-one contact have been maintained.	
Staff conduct and communication	Review documented observations of the staff member's language, tone, responses to children's needs and interactions with children.	
New safeguarding concerns	Check whether any further allegations, complaints, disclosures or concerns have arisen since the last review.	
Progress of investigation	Consider whether any new information or findings affect the assessment of risk. Record factual updates without prejudging the investigation.	
Safeguarding advice	Confirm whether LADO or other relevant safeguarding advice has been obtained and whether any recommendations have been implemented.	
Staff member's wellbeing and support	Confirm the staff member understands the restrictions, has received appropriate support and knows how concerns or questions can be raised.	

2. Review of residual risk rating

Previous residual risk rating: _____

Current residual risk rating: _____

Has the risk rating changed? Yes / No

Reason for retaining or changing the rating:

---

3. Review of existing control measures

Are the current control measures still relevant? Yes / No

Have all control measures been maintained? Yes / No / Partially

Are the control measures considered effective? Yes / No / Further evidence required

Are any additional control measures required? Yes / No

Details of any changes, gaps or additional actions:

---

4. Management decision

Following review of the available evidence, management has determined that:

[ ] The staff member may continue working directly with children under the existing safeguarding controls.
[ ] The staff member may continue working directly with children, subject to additional or amended control measures.
[ ] Current arrangements require immediate reconsideration and an alternative working arrangement is necessary.

Reasons for decision:

---

5. Actions arising from the review

Action required	Responsible person	Completion date	Date completed

Management decision:
The residual risk rating will remain at **MEDIUM**, as the allegation remains unresolved and the staff member continues to work directly with children.

Subject to any relevant safeguarding advice, the staff member may continue working under the existing enhanced supervision arrangements.

The risk assessment will be reviewed again in seven days or immediately should any further concern, change in circumstances or new information arise.

Date of next weekly review: _____

Signature: _____

Date: _____

Notes:

What is "Residual Risk"

Residual risk is the level of risk that remains after control measures have been put in place to reduce the likelihood or impact of harm.

This means assessing the potential risk to other children after the setting has introduced safeguards to manage the staff member continuing to work directly with children while the allegation is investigated.

Initial risk versus residual risk:

Risk level	What it means in the setting
Initial risk: HIGH	There is an allegation that the staff member made culturally insensitive or racist comments directly to a child. Without additional safeguards, there may be a risk of similar comments being made to other children.
Residual risk: MEDIUM	Enhanced supervision, monitoring and restrictions have been introduced. These reduce the likelihood of further inappropriate comments, but cannot completely eliminate the risk.
Residual risk: LOW	There is sufficient evidence that the safeguards are consistently effective, and management is satisfied that the likelihood of further harm is low. This assessment must be justified and reviewed.

1. Daily Enhanced Supervision Monitoring Record

EXAMPLE TEMPLATE

Date/time	Control measure being checked	Evidence / observation recorded	Met?	Action required
01.01.26	*Named senior practitioner supervising staff member*	*Senior practitioner AB confirmed as responsible for monitoring throughout shift.*	*Yes*	*None*
01.01.26	*One-to-one contact restrictions followed*	*Staff deployment checked.* *Staff member remained alongside another practitioner during any personal care tasks and transitions.*	*Yes*	*None*
01.01.26	*Daily safeguarding review*	*No new concerns reported by supervising practitioner during the shift.* *Agreed controls confirmed as followed during recorded checks.*	*Yes*	*Continue enhanced monitoring*

Note: Each entry should identify the member of staff carrying out the observation. If something was not observed, record "Not observed", rather than assuming it was satisfactory.

Were all agreed safeguarding restrictions maintained throughout the shift?

- Yes – confirmed through recorded checks
- Partially – gap identified
- No – control measures not maintained

Were any new concerns reported or identified?

- Yes
- No

If Yes, record details of the concern and actions taken

Date: ……..

Supervising Staff Member ……..

2. Weekly Management Review

EXAMPLE TEMPLATE

Review area	What management should confirm	Yes / No / Comment
Supervision arrangements	Was enhanced supervision maintained across all shifts, breaks and room changes?	
Recorded observations	Were sufficient direct observations completed and documented?	
New safeguarding concerns	Were any concerns received, properly recorded and escalated?	
Compliance with restrictions	Did the staff member follow all temporary working arrangements?	
Safeguarding advice	Has relevant LADO advice been obtained and followed, where applicable?	
Risk rating	Does the evidence support retaining or changing the provisional residual risk rating?	
Management decision	Can the staff member safely continue working under the current arrangements, or are changes necessary?	

The manager should record their decision, rationale, signature and next review date.

Date: ……

Next Review Date: ……

Supervising Staff Member ……

06.3 Visitor or intruder on the premises

The safety and security of the premises The Stacey Pre-School is maintained at all time sand staff are vigilant in areas that pose a risk, such as when using other hire rooms in The Stacey Community Centre or when the access garden gate is open to allow parents and children entry or when the 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, any visitor to The Stacey Pre-School 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 at The Stacey Pre-School 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 circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service (see procedure 01.21 Terrorist threat/attack and lock-down).
- 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 at The Stacey Pre-School, the manager/designated person completes 06.1c 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.

06.4 Uncollected child

If a child is not collected by closing time at The Stacey Pre-School or at the end of the child's session and there has been no contact from the parent/carer, 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/carers by phone.

If the parents/carers 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. The Stacey Pre-School will endeavour to obtain more than two emergency contacts were possible

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

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 at The Stacey Pre-School do not:

- go off the premises to look for the parents/carers
- leave the premises to take the child home, or to another carer
- offer to take the child home with them to care for them in their own home until contact with the parent/carer is made

A record of conversations with parents/carers should be made and recorded on the child's file with parents/carers being asked to sign and date the recording.

This is logged on the child's personal file along with the actions taken.

06.1c 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/carers to agree a plan to improve time-keeping and identify any further support that may be required.

06.5 Missing child

In The Stacey Pre-School in the Stacey Community Centre

- 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/carers are then called and informed.
- The designated safeguarding lead contacts their designated officer/line manager.

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 safeguarding lead, (if not already on the outing).
- The designated safeguarding lead informs the parents/carers.
- 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/line manager.

Recording and reporting

- A record is made on 06.1a Child welfare and protection summary and 06.1b Safeguarding incident reporting form. The designated safeguarding lead completes and circulates 06.1c Confidential safeguarding incident report form to the designated officer/line manager 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/line manager carries out a full investigation.
- The designated safeguarding lead and the designated officer/line manager speak with the parents/carers together and explain the process of the investigation.
- Staff who were present during the incident write a full report using 06.1b Safeguarding incident reporting form. The reporting form is filed in the child's file. Staff do not discuss any missing child incident with the press.

06.6 Incapacitated parent/carer

Incapacitated refers to a condition which renders a parent/carer unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include:

- appearing drunk
- appearing under the influence of drugs
- demonstrating angry and threatening behaviour to the child, members of staff or others
- appearing erratic or manic

Informing

- If a member of staff at The Stacey Pre-School is concerned that a parent/carer display any of the above characteristics, they inform the designated safeguarding lead as soon as possible.
- The designated safeguarding lead assesses the risk and decides if further intervention is required.
- If it is decided that no further action is required, a record of the incident is made on form 06.1b Safeguarding incident reporting form.
- If intervention is required, the designated safeguarding lead speaks to the parent/carer in an appropriate, confidential manner.
- The designated safeguarding lead will, in agreement with the parent/carer, use emergency contacts listed for the child to ask an alternative adult to collect the child.
- The emergency contact is informed of the situation by the designated safeguarding lead and of the setting's requirement to inform social care of their contact details.
- The designated officer /trustees/ are informed of the situation as soon as possible and provide advice and assistance as appropriate.
- If there is no one suitable to collect the child social care are informed.
- If violence is threatened towards anybody, the police are called immediately.
- If the parent/carer takes the child from The Stacey Pre-School while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The designated safeguarding lead completes 06.1b Safeguarding incident reporting form and if social care were contacted 06.1c Confidential safeguarding incident report form is completed. If police were contacted 06.1c Confidential safeguarding incident report form should also be copied to the /line manager/owners/directors/trustees

Further updates/notes/conversations/ telephone calls are recorded.

06.7 Death of a child on-site

Identifying

- If it is suspected that a child has died in The Stacey Pre-School emergency resuscitation will be given to the child by a qualified First Aider until the ambulance arrives.
- Only a medical practitioner can confirm a child has died.

Informing

- The designated safeguarding lead ensures emergency services have been contacted, ambulance and police.
- The parents/carers are contacted and asked to come to the setting immediately, informing them that there has been an incident involving their child and that an ambulance has been called, asking them to come straight to the setting or hospital as appropriate.
- The designated safeguarding lead calls the designated officer/trustee and informs them of what has happened.
- The trustees are contacted and 06.1c Confidential safeguarding incident report form prepared by the designated safeguarding lead.
- A member of staff is delegated to phone all parents/carers to collect their children. The reason given must be agreed by the designated officer/trustee and the information given should be the same to each parent/carer.
- The decision on how long the setting will remain closed will be based on police advice.
- Ofsted are informed of the incident by the nominated person and a RIDDOR report is made.
- Staff will not discuss the death of a child with the press.

Responding

- The owners/trustees/directors will decide how the death is investigated within the organisation after taking advice from relevant agencies.
- The owners/trustees/directors will coordinate support for staff and children to ensure their mental health and well-being.

06.8 Looked After Children

Identification.

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

Two-year-olds

- Places will be offered to two-year-old children who are looked after; where the placement in the setting will normally last a minimum of three months.
- 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.

Three- and four-year-olds

- Places will be offered for funded children who are looked after; where the placement in the setting will normally last a minimum of six weeks.
- If a child who attends a setting is taken into care and is cared for by a local carer the place will continue to be made available to the child.

Additional Support

- The designated safeguarding lead and key person at The Stacey Pre-School will liaise with agencies and professionals involved with the child, and their 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, 6.8a 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.
- The Stacey Pre-School will have regular contact with the social worker and this will be maintained through planned meetings, which will include contribution to the PEP which is reviewed annually.

06.8a Care Plan For Looked After Children

This form must be used alongside the individual child's registration form which contains further details.

Name of child		**Date of birth:**	
Child's address			
Contact information for main carers			
1. Name			
Relationship to child			
Phone numbers			
2. Name			
Relationship to child			
Phone numbers			
Any additional healthcare needs (give details and complete 04.2a Health care plan form, if required)			
Social Care/Social Worker			
Name			
Phone no.			
GP/Doctor			
Name			
Phone No.			
Details of professionals meeting convened at start of placement (include date of meeting, names of agencies/professionals attending and any special considerations for the child)			

Risk assessment required?	**Yes or No**
If yes, include details here, including date completed:	
Daily care requirements e.g. before meals/going outdoors	
Describe what constitutes an emergency for the child and what actions are to be taken if this occurs	
Name(s) of staff responsible for an emergency with this child	

The child's carer and key person must sign below to indicate that the information in this plan is accurate, and the carer agrees for any relevant procedures to be followed.

Carer's name		Signature		Date	
Key person's name		Signature		Date	
Setting manager's name		Signature		Date	

Review completed (at 2 weeks, 6 weeks, 3 months onwards)

Carer's name		Signature		Date	
Key person's name		Signature		Date	
Setting manager's name		Signature		Date	

Copies circulated to:

Carers

Other agencies/professionals

Child's personal records (with registration form)

06.9 E-Safety (including all electronic devices with imaging and sharing capabilities)

An E-safety audit is included in these procedures (see 6.9a) which we use to assist us with compliance to satisfy the revised EYFS 2025.

In accordance with the Early Years Foundation Stage (EYFS) statutory framework effective from 1 September 2026, The Stacey Pre-School will have regard to the Department for Education's guidance on screen use in early years settings. We will ensure that any use of screens and digital technology is age-appropriate, purposeful, carefully supervised and supports children's learning, development and wellbeing, while minimising unnecessary screen exposure and safeguarding risks.

Online Safety

It is important that children and young people attending The Stacey Pre-School receive consistent messages about the safe use of technology and can recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks; the issues are:

- Content – being exposed to illegal, inappropriate or harmful material
- Contact – being subjected to harmful online interaction with other users
- Conduct – personal online behaviour that increases the likelihood of, or causes, harm

I.C.T Equipment

- The manager at The Stacey Pre-School ensures that all computers have up-to-date virus protection installed.
- Tablets are only used by educators at The Stacey Pre-School for the purposes of
  - Take registration via the *Tapestry* app
  - Recording observations
  - assessments
  - planning e.g. curriculum resource downloads via *Twinkle*
  - to take photographs for individual children's learning journeys.
  - to use the library app "Book Buddy"
  - providing updates to The Stacey Pre-School's social media page
- Tablets remain on the premises and are always stored securely when not in use.
- Staff follow the additional guidance provided with the system

Internet access

- Children never have unsupervised access to the internet.
- The setting manager ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.
- Children are taught the following 'stay safe' principles in an age-appropriate way:
  - only go online with a grown up
  - be kind online and keep information about me safely
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet
- Staff at The Stacey Pre-School support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- All computers for use by children are sited in an area clearly visible to staff.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.

The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

Our strategies to minimise risks include the following:

- Check apps, websites and search results before using them with children.
- Children in our early years setting are always be supervised when accessing the internet.
- Ensure safety modes and filters are applied - default settings tend not to ensure a high level of privacy or security. But remember you still need to supervise children closely.
- Role model safe behaviour and privacy awareness e.g. by talking to children about safe use, for example asking permission before taking a child's picture even if parental consent has been given.
- Making use of home visits and consulting with parents/carers to inform our understanding of how technology is used within the home and the context of the child with regards to technology.
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately.

(Source: https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners

Personal mobile phones and other internet-enabled devices – staff and visitors

- Personal mobile phones and internet enabled devices are not used by staff at The Stacey Pre-School during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place e.g., the staff room/staff kitchen which are separate from the setting. The setting manager completes a risk assessment for where they can be used safely.
- Personal mobile phones are switched off and stored in lockers.
- In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- Staff do not take their mobile phones or other internet enabled devices on outings.
- Members of staff do not use personal equipment to take photographs of children.
- Parents/carers and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day phones still should be stored away from any areas that children access and setting phone number given to visitors so that they are still contactable. Visitors are advised of a private space where they can use their mobile.

Cameras and videos

- Members of staff at The Stacey Pre-School do not bring their own cameras or video recorders to the setting.
- Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, and are only taken on equipment belonging to the setting. Children are given the opportunity to consent to their photograph being taken, even if parent/carer permissions are in place.
- Camera and video use is monitored by the setting manager.
- Where parents/carers request permission to photograph or record their own children at special events, general permission is first gained from all parents/carers for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children. For example, on stay and play of family days, parents are invited to record or photograph their child away from other children or to obtain the permission of that child's parent/carer/
- All photographs at The Stacey Pre-School are printed on setting equipment and are not outsourced for printing to an external company.
- Photographs/recordings of children are only made if relevant permissions are in place.
- If photographs are used for publicity, parental consent is gained and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.

Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

Use of social media

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure that The Stacey Pre-School is not negatively affected by their actions and that they do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapchat may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- not accept service users/children/parents as friends, as it is a breach of professional conduct
- report any concerns or breaches to the designated safeguarding lead in their setting
- not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed

Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague at The Stacey Pre-School is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure 06.2 Allegations against staff, volunteers or agency staff.

06.9a Internet Safety Audit for The Stacey Pre-School

Technology used at The Stacey Pre-School				
ICT Equipment	**Quantity**	**Wi-fi enabled**	**Security** settings i.e. passwords, firewalls, screen locks etc..	**Who has access?**
Computers (office)	**2**	Yes	Password, anti-virus, firewall, screen lock.	Community Centre Staff
Laptops (Pre-School Manager)	2	Yes	Password, anti-virus, firewalls, screen lock.	Pre-School Manager & SENCo & staff for training
iPad (staff/children)	5	Yes	Password & anti virus	Staff & Children (always supervised)
Tapestry: Nursery Management Software	All	Yes -via Ipad	Password	Staff
Toniebox	1	Yes		Staff

Policies and Procedures -name of policy, or policy in which it is incorporated.

- Acceptable Use Policy
- Social Media Policy – included in Employee Handbook
- GDPR/Data Protection Policy
- Personal mobile phones / wearable technology –included in Employee Handbook.

Further action required

Approved Apps/websites/online tools.

- Book Buddy – library app
- YouTube Kids – educational material only

How children are supervised when using devices?

- Children are always supervised 1 -2- 1 when using iPads to access the *Book Buddy* app to check out books from the Pre-School library.
- Children are always supervised when viewing educational material on iPads e.g. viewing short film on “Changing of the Guards” Note: This may be a small group activity.

How is the physical safety of users managed, i.e. posture, time spent on devices

- This is addressed in the Visual Display Screen Equipment Policy
- Parents are issued with updated screen guidance bulletins via Tapestry links: “Screen Time Guidance for Under 5’s) updated in March 2026.
- Children do not use laptops, sedentary viewing of educational media via iPad is limited.

How are devices stored securely when not in use?

All ICT equipment is stored overnight on The Stacey Community Centre premises in a locked office.

How do staff model safe practice when using technology with children?

- Staff model how to correctly access the apps or media. In the case of the Book Buddy app, children are shown how to find their book and to find their name to “check out” their chosen book.
- Staff discuss the importance of only using apps that educators or parents have approved and directed them to.

How is internet safety and use of technology incorporated into the early Years curriculum?

- To support learning and development
- Children are always supervised and advised they should not access ICT without an adult present.

How is the home learning environment supported?

- Via bulletins or newsletter e.g “Screen Time Guidance for Under 5’s” and link to “UK Safer Internet Centre.”
- Parents are invited to upload any home learning to their child’s individual Learning Journal on the Tapestry app.
- Parents and their child are invited to record their engagement with the Ready For School Sacks.

Resources to support Internet safety in early years provision.

- Parents and Carers - UK Safer Internet Centre
- **http://internetmatters.org/**
- **Online safety guide 0-5 year olds - Internet Matters**

6.10 Key Person Supervision

Staff taking on the role of key person must have supervision meetings in line with this procedure.

Structure

- Supervision meetings are held every 4-6 weeks for key persons. For part-time staff this may be less frequent but at least every 6-8 weeks.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in a confidential space suitable for the task.
- Key persons should prepare for supervision by having the relevant information to hand.

Content

The child focused element of supervision meetings must include discussion about:

- the development and well-being of the supervisee's key children and offer staff opportunity to raise concerns in relation to any child attending. Note: *Safeguarding concerns must always be immediately reported to the designated safeguarding lead and not delayed until a scheduled supervision meeting*
- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
- promoting the interests of children.
- coaching to improve professional effectiveness based on a review of observed practice/teaching
- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff

- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues but must never delay until a scheduled supervision to raise concerns.
- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. New information is referred immediately to the designated officer.

Recording

- Key person supervision discussions are recorded and retained by the supervisor and a copy provided to the key person.
- The key person and supervisor must sign and date the minutes of supervision within 4-6 weeks of it happening and disagreements over recorded content must be minuted.
- Each member of staff has a supervision record in their personnel file that is always stored securely.
- Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded on 06.1b Safeguarding incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.
- Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file. The supervisor (if not the designated safeguarding lead) should ensure the recording is made and the designated safeguarding lead is notified.

Checking continuing suitability

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children. This only needs to be recorded on the supervision meeting record.
- Where staff are on zero hours contracts or are employed as and when needed, their line manager completes the staff suitability self-declaration form quarterly, and/or at the beginning of every new period of work.
- Regarding the use of agency staff/support workers/self-employed persons there is an expectation that as part of the agreement with agencies they have sought information regarding their employee's suitability to work with children. Line managers must review this regularly.
- The position for students on placement is the same as that for agency staff

Exceptional Circumstances

Where exceptional circumstances prevent staff from conducting supervision as outlined in this procedure, the line manager is informed in writing, a copy placed on the supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS**.**

Further guidance:

Recruiting Early Years Staff (Alliance Publication)

People Management in the Early Years (Alliance Publication)

6.10 Safeguarding Training Policy

Setting: The Stacey Pre-School
Local Authority: Portsmouth City Council
Local Safeguarding Partnership: Portsmouth Safeguarding Children Partnership (PSCP)
Designated Safeguarding Lead (DSL): The Setting Manager
Deputy Designated Safeguarding Lead: Deputy Manager
Policy adopted: September 2026
Effective from: 1 September 2026
Review date: September 2027, or sooner if guidance changes

---

1. Statement of intent

The Stacey Pre-School is committed to safeguarding and promoting the welfare of every child in our care.

Safeguarding is everyone's responsibility. We recognise that all practitioners have an important role in identifying concerns, responding appropriately and ensuring that children receive the help and protection they need.

The purpose of this policy is to ensure that all staff, volunteers, students, apprentices and other relevant adults working within The Stacey Pre-School receive appropriate safeguarding information, induction, training and ongoing support.

Our safeguarding training arrangements are designed to ensure that practitioners have the knowledge, confidence and skills needed to recognise signs of abuse, neglect and other safeguarding concerns and to take prompt and appropriate action.

This policy should be read alongside The Stacey Pre-School's:

- Safeguarding and Child Protection Policy;
- Staff Code of Conduct;
- Whistleblowing Policy;
- Managing Allegations Against Staff Policy;
- Safer Recruitment Policy;
- Online Safety and Digital Devices Policy;
- Confidentiality and Information Sharing Policy;
- Behaviour Management Policy; and
- Health and Safety Policy.

---

2. Statutory framework

The Stacey Pre-School will meet the safeguarding training requirements contained within the Early Years Foundation Stage statutory framework for group and school-based providers applicable from 1 September 2026.

The setting will also have regard to relevant legislation, statutory guidance and local safeguarding procedures, including:

- the Children Act 1989;
- the Children Act 2004;
- the Childcare Act 2006;
- Working Together to Safeguard Children;
- the Prevent Duty;
- relevant guidance concerning female genital mutilation;
- Portsmouth Safeguarding Children Partnership procedures;
- Portsmouth City Council Early Years safeguarding guidance; and
- any subsequent legislation or statutory guidance relevant to safeguarding children.

The Stacey Pre-School will ensure its safeguarding arrangements remain consistent with the procedures and expectations of Portsmouth Safeguarding Children Partnership and Portsmouth City Council.

---

3. Safeguarding training requirements

All practitioners working at The Stacey Pre-School must receive appropriate safeguarding training.

Safeguarding training will:

- be specifically appropriate for practitioners caring for children aged 0–5,and specifically for The Stacey Pre-School which cares for children from 2-5.
- meet the criteria for effective safeguarding training set out in Annex C of the EYFS statutory framework;
- reflect current statutory guidance and Portsmouth safeguarding procedures;
- be renewed at least every two years;
- be supplemented by regular safeguarding updates and professional development; and
- enable practitioners to understand how safeguarding procedures must be applied in everyday practice.

The Pre-School Manager and Designated Safeguarding Lead will ensure that no practitioner is regarded as appropriately trained solely because they completed safeguarding training with a previous employer.

All practitioners must also understand The Stacey Pre-School's own policies, reporting arrangements and local Portsmouth safeguarding procedures.

---

4. Minimum content of safeguarding training

Safeguarding training for practitioners will cover, as a minimum:

Understanding safeguarding

Practitioners will understand:

- what safeguarding and promoting the welfare of children means;
- their individual responsibility for safeguarding;
- the importance of acting in the best interests of the child;
- the importance of early identification and intervention;
- professional curiosity; and
- the importance of not assuming that another professional will take action.

Recognising abuse and neglect

Practitioners will receive training to recognise possible signs and indicators of:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- coercive and controlling behaviour affecting children;
- female genital mutilation;
- exploitation;
- radicalisation and extremism;
- online abuse or inappropriate online activity; and
- other circumstances that may place a child at risk of harm.

Practitioners will understand that safeguarding concerns may arise from a child's home, family circumstances, another setting, the community, online activity or the conduct of an adult working with children.

Changes in children

Training will support practitioners to identify concerns including:

- significant or unexplained changes in behaviour;
- deterioration in physical or emotional wellbeing;
- unexplained bruising, injuries or marks;
- unusual fearfulness, withdrawal or aggression;
- developmentally inappropriate behaviour;
- concerning comments made by a child;
- changes in attendance or patterns of absence;
- signs of hunger, poor hygiene or inappropriate clothing;
- regression;
- sexualised behaviour that raises concern; and
- any other indicators that a child may require additional help or protection.

5. Responding to a child who makes a disclosure

All practitioners will be trained in how to respond when a child says or indicates that something has happened to them.

Practitioners must:

- remain calm;
- listen carefully;
- take the child seriously;
- allow the child to speak at their own pace;
- avoid asking leading or investigative questions;
- reassure the child that they have done the right thing by speaking;
- never promise to keep information secret;
- explain, in an age-appropriate way, that information may need to be shared with someone who can help;
- make an accurate written record as soon as possible; and
- report the concern immediately to the Designated Safeguarding Lead or Deputy DSL.

Practitioners must not investigate safeguarding concerns themselves.

---

6. Safeguarding induction

Safeguarding forms a mandatory part of induction at The Stacey Pre-School.

All new practitioners, including temporary staff, students, volunteers and apprentices where appropriate to their role, will be introduced to:

- the Designated Safeguarding Lead and Deputy DSL;
- The Stacey Pre-School Safeguarding and Child Protection Policy;
- how to recognise and report a concern;
- safeguarding recording procedures;
- procedures for responding to a disclosure;
- procedures for concerns or allegations about adults;
- the Staff Code of Conduct;
- professional boundaries;
- whistleblowing arrangements;
- confidentiality and information sharing;
- use of mobile phones, cameras and digital devices;
- online safety;
- collection of children and unauthorised persons;
- missing child procedures;
- emergency arrangements; and
- Portsmouth safeguarding referral procedures.

Induction will be recorded and signed off by the practitioner and the person responsible for induction.

---

7. Designated Safeguarding Lead training

The Designated Safeguarding Lead at The Stacey Pre-School will undertake safeguarding training appropriate to the DSL role.

DSL training will include:

- the safeguarding responsibilities of the DSL;
- recognising and responding to safeguarding concerns;
- managing safeguarding records;
- making referrals to children's social care;
- working with Portsmouth Multi-Agency Safeguarding Hub;
- multi-agency working;
- information sharing;
- early help;
- safer recruitment;
- managing allegations and concerns about adults;
- working with the Local Authority Designated Officer;
- online safety;
- Prevent and radicalisation;
- supporting practitioners;
- creating a safeguarding culture; and
- reviewing and implementing safeguarding policies.

The DSL will maintain appropriate knowledge of current Portsmouth Safeguarding Children Partnership procedures.

The Deputy DSL will receive training appropriate to the responsibilities they undertake and must be capable of carrying out safeguarding responsibilities when the DSL is absent.

---

8. Portsmouth safeguarding arrangements

The Stacey Pre-School will follow safeguarding procedures established by Portsmouth City Council and Portsmouth Safeguarding Children Partnership.

Concerns about a child
Where there is a concern that a child may be experiencing abuse or neglect, the DSL will consider referral to:

Portsmouth Multi-Agency Safeguarding Hub (MASH)
Telephone: 023 9268 8793
Email: MASH@portsmouthcc.gov.uk

Outside normal office hours:

Portsmouth Out of Hours Service
Telephone: **0300 555 1373**

Where a child is in immediate danger, emergency services must be contacted by calling **999**.

Practitioners do not need to wait for absolute proof before raising a safeguarding concern.

---

9. Concerns or allegations about adults

All staff will receive training on how to recognise and report concerns about the behaviour of an adult working or volunteering with children.

Concerns may include circumstances where an adult has:

- harmed a child or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that indicates they may pose a risk of harm; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Where the relevant criteria are met, The Stacey Pre-School will contact the Portsmouth Local Authority Designated Officer.

Portsmouth Local Authority Designated Officer (LADO)
Telephone: **023 9288 2500**
Email: **LADO@portsmouthcc.gov.uk**

The appropriate LADO notification must be made within one working day where the criteria for referral are met.

The person receiving an allegation must:

- take the concern seriously;
- keep an open mind;
- not investigate the allegation themselves;
- not make assumptions;
- not promise confidentiality;
- record what was said accurately;
- note the date, time, location and relevant people;
- sign and date the written record; and
- report the matter immediately through the setting's safeguarding procedure.

Where the concern relates to the DSL or Manager, practitioners must follow The Stacey Pre-School's escalation and whistleblowing arrangements rather than reporting solely to the person who is the subject of the concern.

---

10. Portsmouth Early Years support

The Stacey Pre-School will make use of safeguarding information, training and professional development provided or recommended by:

- Portsmouth City Council Early Years and Childcare;
- Portsmouth Safeguarding Children Partnership;
- Portsmouth City Council safeguarding services; and
- other recognised safeguarding training providers where training meets EYFS requirements.

Training selected for staff must be appropriate to their responsibilities and the ages of children cared for at The Stacey Pre-School.

---

11. Frequency of training

All practitioners must renew their formal safeguarding training **at least every two years**.

We will alternative formal safeguarding training as follows:

- Year 1: **Basic Safeguarding Training**
  in person training provided by Portsmouth Safeguarding Children Partnership

- Year 2: **Safeguarding Level 2**, online CPD accredited course, provider Noodle Now or Early Years Alliance or similar.

The Stacey Pre-School will also provide ongoing safeguarding updates between formal courses. These may include:

- annual safeguarding refreshers;
- staff meeting updates;
- safeguarding scenarios;
- supervision discussions;
- quizzes and knowledge checks;
- updates from Portsmouth Safeguarding Children Partnership;
- Portsmouth City Council safeguarding updates;
- changes to legislation or statutory guidance;
- learning from safeguarding incidents;
- online learning; and
- targeted training relating to identified areas of risk.

Additional training will be arranged sooner than the normal renewal date where:

- legislation or statutory guidance changes;
- Portsmouth safeguarding procedures change;
- a safeguarding incident identifies a learning need;
- a practitioner demonstrates a gap in knowledge;
- the DSL identifies a training requirement;
- a practitioner takes on additional responsibilities; or
- an inspection, audit or supervision process identifies a training need.

12. Supporting staff to put training into practice

Safeguarding training will not be treated as a certificate-completion exercise. The Stacey Pre-School will ensure practitioners are supported to use their knowledge confidently in practice.

Safeguarding will therefore be reinforced through:

- regular supervision;
- team meetings;
- safeguarding discussions;
- anonymised case scenarios;
- review of recording procedures;
- policy discussions;
- safeguarding audits;
- professional development;
- DSL advice and guidance; and
- reflective discussion following incidents where appropriate.

Staff supervision will give practitioners an opportunity to discuss:

- safeguarding concerns;
- children whose behaviour or wellbeing has changed;
- concerns about professional practice;
- training needs;
- emotional impact of safeguarding work; and
- whether additional advice or support is required.

---

13. Assessing staff knowledge and competence

The Stacey Pre-School will monitor whether safeguarding training has resulted in practitioners having the knowledge and confidence necessary to safeguard children.

This may include:

- questions during induction;
- safeguarding scenarios at staff meetings;
- discussions during supervision;
- spot-check questions;
- review of safeguarding records;
- safeguarding audits;
- observations of practice;
- review following incidents or concerns; and
- individual training needs assessments.

Examples of questions practitioners should be able to answer include:

- Who is the DSL?
- Who is the Deputy DSL?
- What would you do if a child made a disclosure?
- How would you report an unexplained injury?
- What would you do if you were concerned about a colleague?
- What would you do if your concern involved the Manager?
- When would MASH be contacted?
- When would the LADO be contacted?
- What would you do if you felt a safeguarding concern had not been acted upon?

Where a practitioner is unable to demonstrate sufficient safeguarding understanding, immediate additional support and/or training will be provided.

14. Volunteers, students, apprentices and agency staff

The Stacey Pre-School will ensure that volunteers, students, apprentices, agency staff and temporary workers receive safeguarding information and training appropriate to their role.

At a minimum they must understand:

- who the DSL and Deputy DSL are;
- how to report a safeguarding concern;
- what to do if a child makes a disclosure;
- professional boundaries;
- confidentiality;
- the Staff Code of Conduct applicable to them;
- how to report a concern about an adult;
- whistleblowing arrangements; and
- emergency safeguarding procedures.

They will be appropriately supervised according to their role, experience and vetting status.

15. Safeguarding training records

The Stacey Pre-School will maintain an up-to-date safeguarding training record for each trustee and emplopyee retained to each indidivudal's personnel file.

The record will include, where applicable:

Record	**Information retained**
Practitioner	Full name
Role	Job title/responsibility
Induction	Date completed
Safeguarding training	Course/title
Training provider	Provider name
Completion date	Date completed
Renewal date	Due date
Certificate	Copy/evidence retained
DSL training	Course and completion date
Refresher training	Dates and topics
Staff meeting updates	Date/topic
Additional training needs	Action required
Completed action	Date confirmed

The Manager and DSL will review the training record regularly to identify forthcoming renewal dates.

Training should be arranged sufficiently early so that required safeguarding training does not lapse.

Note:
The **single source file** will maintain an up-to-date record of the following

- Name
- Date of Birth
- Role
- EY2 completion (trustees only)
- ID confirmation & documents used & a record of verifier name
- Right to Work confirmation & documents used and a record of verifier name
- DBS Certificate including confirmation of documents used and a record of verifier name
- DBS Update Service confirmation– including dated print out of status check
- Training
    - Early Years Qualification
    - English Level 2
    - Safeguarding Training meeting Annex C requirements
    - Enhanced DSL Safeguarding Training
    - Paediatric First Aid
    - Safeguarding induction training for new staff
    - Food Safety & Hygiene
    - Food Allergies & Intolerances
    - Safer Sleep Training & Knowledge
    - SEND training specific to staff responsibilities

---

16. Staff responsibilities

Every practitioner at The Stacey Pre-School is responsible for:

- attending required safeguarding training;
- keeping their safeguarding knowledge up to date;
- reading relevant policies and updates;
- asking for clarification where they do not understand a procedure;
- remaining alert to possible signs of abuse or neglect;
- acting promptly on concerns;
- recording concerns accurately;
- maintaining confidentiality appropriately;
- working cooperatively with the DSL; and
- raising concerns where safeguarding procedures are not being followed.

A practitioner must never avoid raising a safeguarding concern because they are uncertain whether it is sufficiently serious.

The DSL will decide, with appropriate professional consultation where necessary, what further safeguarding action is required.

17. Failure to complete required training

Completion of safeguarding training is an essential requirement for practitioners working with children at The Stacey Pre-School.

Where required training is overdue, the Manager will take prompt action.

This may include:

- arranging immediate training;
- increasing supervision;
- restricting duties temporarily;
- providing additional support or coaching; or
- using appropriate capability or disciplinary procedures where there has been an unreasonable failure to comply.

The safety and welfare of children will always take priority.

---

18. Monitoring and review

The Manager and DSL will monitor implementation of this policy.

The policy will be reviewed at least annually and earlier where:

- the EYFS changes;
- safeguarding legislation changes;
- Working Together to Safeguard Children is updated;
- Portsmouth Safeguarding Children Partnership changes its procedures;
- Portsmouth City Council issues revised guidance;
- an incident or safeguarding review identifies learning;
- an Ofsted inspection identifies an area for development; or
- the Manager or DSL considers an amendment necessary.

Any significant changes will be communicated to staff and incorporated into safeguarding updates or training as required.