16 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.

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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.

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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.

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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.

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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.

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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.

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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.

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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.

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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 employee retained to each individual'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 central 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

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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.

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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.