Playwam

Safeguarding and Child Protection Policy

This policy gives an overview of our approach to safeguarding and should be read alongside the individual safeguarding policies and procedures available in the Policies folder in the main hall.

We recognise that the welfare of our children is paramount and that it is our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice.

This safeguarding policy applies to all staff, including paid staff, volunteers, agency staff, one-off visitors, students or anyone working on behalf of the setting.

Everyone who works with children has a responsibility for keeping them safe. 'No single practitioner can have a full picture of a child's needs and circumstances so effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, assessment and service provision to keep children safe.' '*Working Together to Safeguard Children: A guide to inter-agency working to help, protect and promote the welfare of children*' (December 2023)

Safeguarding is:

- protecting children from maltreatment
- preventing impairment of children's health or development ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

What is child abuse and neglect?
Child abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them, or more rarely, by others (for example, via the internet). they may be abused by an adult or adults, or another child or children.

Key Roles

Designated Safeguarding Lead (DSL):
Emma Ghuman

Deputy Designated Safeguarding Lead:
Nerine Barker & Jo Gutcher

Our core safeguarding principles are:

- Safeguarding is everybody's responsibility and all staff members have an equal duty to take all reasonable steps to safeguard and protect the rights, health and well-being of all children who are in our care.
- All staff will be alert to any issues of concern in a child's life.
- All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Staff will promote fundamental British values while assisting each child's personal, social and emotional development and understanding of the world.
- Protection of personal data will be managed according to the Data Protection Act 2018
- This policy will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier review date.

Our aims are to:

- to provide staff with the necessary information to enable us to meet our statutory responsibilities to promote and safeguard the wellbeing of children
- to ensure consistent good practice across the setting
- to demonstrate the setting's commitment to safeguarding children

Key contacts

Ring 999 in an emergency or if the child is in immediate danger

Single Point of Access (SPA)
Telephone: 020 8547 5008
Hours: Monday to Thursday 8am to 5.15pm
Friday 8am to 5.00pm
Out of hours: 020 8770 5000
Making a referral if you are a professional

Local Authority Designated Officer (LADO)
Telephone: 07774 332675
Email: LADO@achievingforchildren.org.uk
Allegations against staff and volunteers (ASV) referral form

When making a LADO referral if there is a safeguarding concern for a child we would also make a SPA referral.

The Kingston and Richmond Safeguarding Children Partnership (KRSCP)
Telephone number: 07834 386459
Kingston and Richmond Safeguarding Children Partnership

The Designated Safeguarding Lead's roles and responsibilities include

- Following the Early Years Foundation Stage Statutory Framework (2024) which sets out the standards for the safeguarding and welfare requirements which all Early Years providers must meet
- Updating safeguarding training at least every two years and attending regular KRSCP Early Years Safeguarding Forums and any other relevant training whenever necessary
- Ensuring that the setting provides a safe and welcoming environment where all children are respected and valued and encourages a culture of listening to children
- Ensuring all staff have appropriate safeguarding and child protection training and that training is cascaded to other staff members and records of training are kept
- Providing safeguarding and child protection induction for new staff, students and volunteers
- Providing support and expertise, supervision and advice for any staff member, volunteer or student with a safeguarding or child protection concern
- Completing the Kingston and Richmond Safeguarding Children's Partnership (KRSCP) annual safeguarding audit
- Ensuring that the safeguarding and child protection policy is updated annually and that all staff have read and understood this policy
- Ensuring that policies and procedures relating to safeguarding and child protection are fully implemented by the setting and followed by staff, students and volunteers
- Embedding robust safeguarding and child protection practices across all areas of the provision

What to do if we have concerns about a child

We may become concerned or worried about a child's care, behaviour, an injury to a child, or the risk they may be being drawn into terrorism, but the child may not have said anything to suggest that they have been abused or in danger of abuse. Every case is individual and decisions to investigate or follow up a concern will be made by Single Point of Access (SPA) or a social worker.

Procedure:
We will:

- in an emergency take action to obtain urgent medical attention for the child, if required, for example, call 999
- stop other activity, responding to a suspicion of abuse takes immediate priority
- refer to the safeguarding processes flowchart

- record who we have spoken to, any advice given and actions taken
- if there is any reason to believe that a child is subject to physical, emotional, sexual abuse or neglect, report these concerns to the SPA team or out of hours Emergency Duty Team
- complete a referral form if advised to by SPA
- ask the parent or carer about what has been observed, so long as it does not put the child at increased risk. (see Seeking consent)
- record the decision with the reason why we made the judgement if we decide not to discuss any concerns with the child's parents
- record exactly what has been heard or seen, what has been said, and was done
- use a body map to record injuries but not take photographs
- keep the notes taken at the time, without amendments, omissions or addition, even though subsequent reports may be written (each page will be signed and dated)
- operate on a need-to-know basis only and not discussed with any staff or parents

What to do if a child discloses abuse:

Procedure:

We will

- ensure the immediate safety of the child
- stop all other activity and focus on what the child is saying, responding to a suspicion of abuse takes immediate priority
- seek any necessary medical treatment without delay
- stay calm and will not express shock or disbelief
- listen carefully to what is being said, allow the child to continue at their own pace
- repeat back to the child (as accurately as possible) what was heard, to check any understanding of what the child has said
- reassure the child they are not to blame, it's not their fault and they have done the right thing in telling us
- **not** promise to keep secrets and find an appropriate early opportunity to explain it will be necessary to tell someone else in order to help them and keep them safe
- ask the child if they have told anyone else
- tell the child what I will do next and with whom the information will be shared
- ask the parent or carer about what has been disclosed, so long as it does not put the child at increased risk (see Seeking consent)
- as soon as possible, record in writing what was said, using the child's own words. Note the date, time and names mentioned, and ensure that all records are signed and dated
- note anything the parent or carer says; and
- contact SPA

Seeking consent

While we would always seek to discuss any concerns with the child's parents or carers and where possible, seek their agreement to make a referral to SPA, there are cases where we must not discuss concerns with them before making a referral.

Concerns must not be discussed with parents or carers before referral in the following circumstances:

- where discussion would put a child at risk of significant harm
- where discussion would impede a police investigation or social work enquiry
- where sexual abuse is suspected
- where female genital mutilation (FGM) suspected to been carried out or planned
- where radicalisation or extremism is suspected within the family
- where organised or multiple abuse is suspected
- where factitious illness or induced illness is suspected
- where to contact parents/carers would place you or others at risk; or where it is not possible to contact parents or carers without causing undue delay in making the referral, advice should be sought from SPA

A decision not to see parental permission before making a referral to SPA must be recorded, and the reasons given.

What to do if an allegation of abuse is made against an adult or volunteer

Procedure:
We will:

- report the matter immediately to LADO (and SPA if concerned about a child)
- treat the matter seriously
- if applicable, remove the adult from the situation
- seek any necessary medical treatment for the child without delay
- make a written record of the information that includes: when the alleged incident took place (time and date), who was present, and what was said to have happened and who else may have been present
- write down exactly what is said, not what we think they have said, record the person's actual words. Will not rephrase and will avoid interpretations, if we are not sure about a word or phrase we will clearly state this in my notes
- **not** attempt to investigate the matter by interviewing any potential child witnesses or the accused person but simply record the facts and information presented to them
- complete a Safeguarding Incident Recording Form and complete a chronology from the date of incident
- cooperate fully with the processes of the LADO team and with any police investigations. If the LADO and police decide an allegation requires further

investigation a multi-agency strategy meeting will be held to agree on who has responsibility for the actions, their timescales and what records are to be made
- ensure adults involved, including those who may have been suspended, are kept informed and supported throughout the investigation
- await the outcome of the investigation before taking further action
- ensure, if it appears from the results of the investigation that the allegations are substantiated, that disciplinary action will follow, taking legal advice where necessary
- make a referral to the Disclosure and Barring Service (DBS) if the allegation is substantiated and the person concerned is dismissed
- inform Ofsted throughout the investigation as soon as is reasonably possible, but at the latest within 14 days of the allegations being made and actions taken. Ofsted may suspend our registration at any time if it considers children are at risk

If an adult tenders their resignation this must not prevent an allegation being followed up, a formal conclusion reached and action taken.

Use of mobile phones

Mobile phones have a place in our setting, and can be helpful in ensuring children are kept safe, especially on outings.
To protect children, we will:

- only use mobile phones appropriately and ensure staff have a clear understanding of what constitutes misuse and know how to minimise the risk. Personal mobile phones must not be used to take pictures or videos of the children attending the setting.
- ensure the use of a mobile phone does not detract from the quality of supervision and care of the children. Personal mobile phones must be switched off or put on silent whilst at the setting
- ensure all mobile phone use is open to scrutiny
- ensure staff are vigilant and alert to any potential warning signs of the misuse of mobile phones
- ensure staff are responsible for their own behaviour regarding the use of mobile phones and should avoid putting themselves into compromising situations, which could be misinterpreted and lead to potential allegations
- ensure use of mobile phones on outings are included as part of the risk assessment
- ensure visitors to the setting use their mobile phone only in designated areas

Cameras, photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To protect the children, we will:

- obtain parents' and carers' consent for photographs to be taken or published on our website or in newspapers or publications
- ensure the children are appropriately dressed
- ensure the setting's designated ipads/cameras are only used in the setting
- that where professional photographers are used, parental consent will be obtained prior to photographs being taken
- ensure that all images are stored securely

Whistleblowing

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the settings safeguarding arrangements. The setting nurtures a culture in which all adults, including volunteers feel safe to raise, without fear of reprisal, any concerns.

Anyone with a concern should in the first instance, raise the issue with the Manager/Designated Safeguarding Lead. In the event of the concern being about the Manager/DSL, SPA and/or LADO should be contacted.

A full whistleblowing policy is available separately to this safeguarding policy and details the procedures to take for persons wishing to raise concerns.

If the person raising the issue is not satisfied with the outcome they can contact Ofsted on 0300 123 1232.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally.
Contact details: 0800 028 0285 or email: help@nspcc.org.uk

Confidentiality and sharing information

The setting will ensure all staff understand that child protection issues warrant a high level of confidentiality. This is not only out of respect for the child and staff involved, but also to ensure that information being released into the public domain does not compromise evidence. Staff will only discuss concerns with the designated person or manager. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. A GDPR Privacy Notice will be signed by all staff members.

Child protection information will be stored and handled in line with the Data Protection Act 2018 principles.

Record of concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals. Sensitive or personally identifiable information will not be sent via standard email. A secure service must be used. We are registered with the Information Commissioner's Office (ICO) and follow the

guidelines required. We will develop effective links with relevant agencies and cooperate as required with any enquiries regarding child protection matters, including attendance at case conferences.

How safeguarding training is delivered

We are committed to ensuring that all staff understand their safeguarding responsibilities and are confident in identifying, responding to, and reporting concerns about the welfare of children. In line with the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025 update, our safeguarding training approach includes:

Induction Training: All new staff, including volunteers and students, receive safeguarding information as part of their induction. This includes safeguarding reporting procedures, whistleblowing policy and how to respond to concerns.

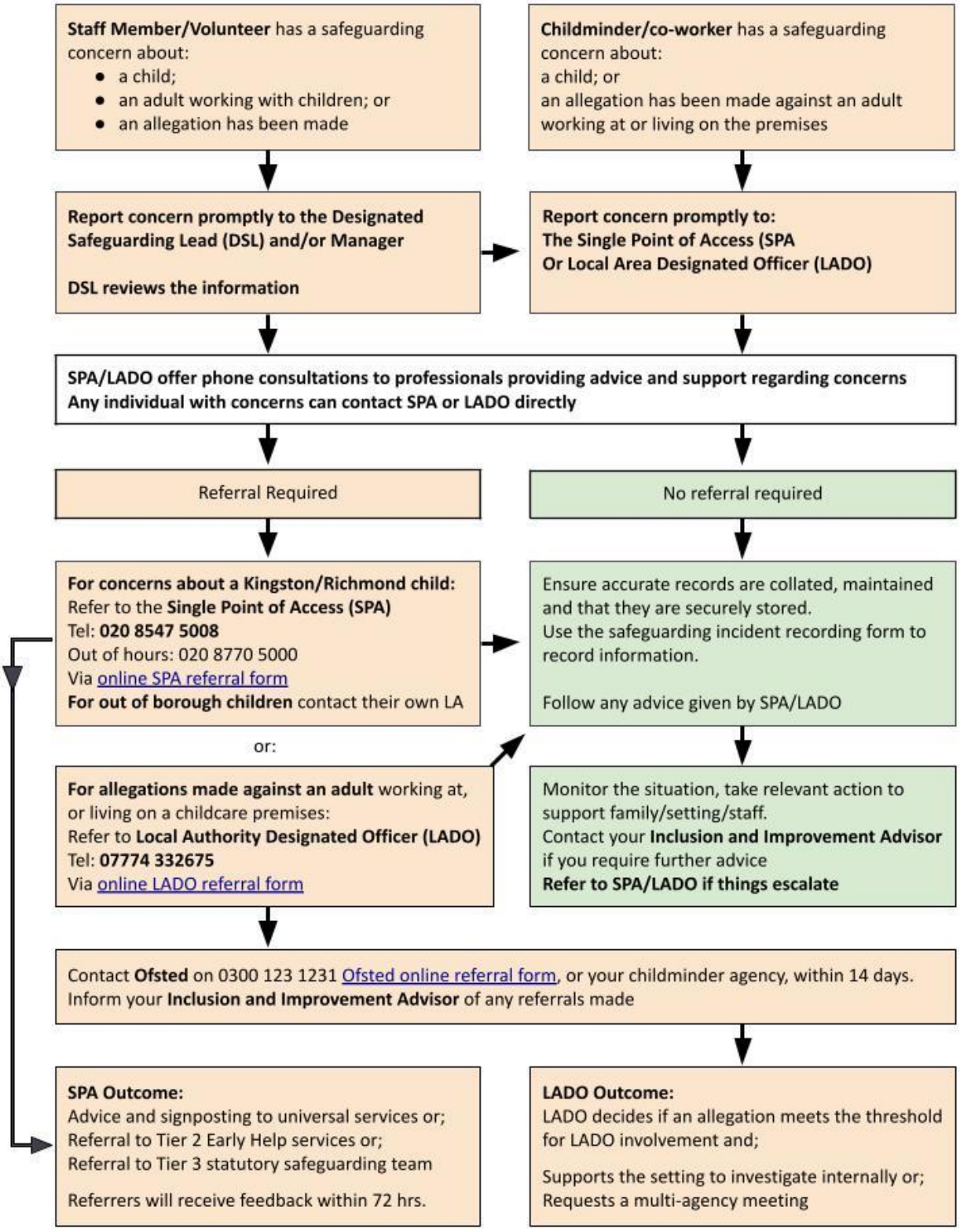
Regular Updates: Staff receive safeguarding updates at staff meetings (held every half term) and inset days (held annually). These updates may include disseminated information from the DSL, scenario discussions and updates in response to national or local changes in safeguarding practice.

Formal Training: The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) complete advanced child protection training to Level 2 & 3 every 2 years. All other staff complete a minimum of Level 1 training every 2 years and are also encouraged to attend Level 2 training. Training is accessed through Achieving for Children and the Kingston & Richmond Safeguarding Children Partnership. All training courses should meet the criteria set out in the Early Years Foundation Stage (Sept 2025).

Supervision & CPD: Staff understanding is regularly monitored through supervision. Gaps in knowledge are addressed through targeted support or additional training. Staff have access to the Achieving for Children training portal and to other online training and are encouraged to complete additional safeguarding training relevant to their role.

Safeguarding processes flowchart - Kingston and Richmond

For concerns about a child's welfare or an allegation against a staff member/adult.
Concerns should be discussed with parents unless the child is at significant risk of harm.
Call 999 if you think a child is in immediate danger



Allegations against staff - LADO Procedure Flowchart

