

Community Pre-schools Safeguarding and Promoting the Welfare of Children Policy and Procedure

The safeguarding and promotion of children's welfare is a fundamental responsibility at Community Pre-schools. We are committed to providing a safe, secure, and supportive environment for all children, ensuring their rights to protection, resilience, and participation are fully recognized and respected.

Key Principles

- All children have the right to be protected from harm, abuse, and neglect.
- Safeguarding is everyone's responsibility; it requires vigilance, good practice, and effective procedures.
- The welfare of the child is always our paramount consideration.

Exclusion of Known Abusers

- All applicants for positions (paid or voluntary) are advised that posts are exempt from the Rehabilitation of Offenders Act 1974.
- Every applicant is interviewed and required to provide two references, which are followed up. Character references will not be accepted
- Unexplained gaps in employment or rapid job changes are explored and clarified.
- All appointments are subject to a supervised probationary period and an enhanced Disclosure and Barring Service (DBS) check (formerly CRB check).
- Staff must inform the pre-school of any subsequent offense relevant to their suitability to work with children.

Staff Training

- Ongoing training opportunities are sought for all staff and volunteer adults working with children in the pre-school.
- Staff receive regular training to recognise signs of possible physical, emotional, and sexual abuse, as well as neglect.
- Child protection training is maintained by attending relevant courses, in house training, webinars. (see Safeguarding Training Policy)
- Staff are made aware of all reporting and recording procedures.

Prevention through Good Practice

- No adult is left alone out of sight with individual children or small groups.
- Volunteers and students are always supervised.
- Mobile phones, cameras, and bags of staff, volunteers, visitors, and students are stored securely at reception.
- The pre-school camera is never used in toilet or changing areas.
- Any staff member needing to take a child aside remains within the communal area.
- Only staff with enhanced DBS/CRB checks can enter children's toilet areas.
- Children are encouraged to develop autonomy, self-expression, and positive relationships, fostering resilience and confidence to resist inappropriate approaches.
- The pre-school's layout and staff deployment enable constant supervision.
- Strict control over visitor entry is maintained, and visitor details are recorded.

Responding to Suspicions of Abuse

- Staff follow the guidelines of the Leicestershire and Rutland Safeguarding Children Partnership and (KCSIE) "Keeping Children Safe in Education 2026 Concerns about a child's welfare are recorded and reported to the Designated Safeguarding Lead (DSL)
- Children are listened to, reassured, and helped to understand their value and that they are not at fault.
- The DSL determines the next steps and may seek advice from partnership authorities as needed.
- Parents are usually consulted first, unless immediate referral to social care or emergency services is warranted.
- All suspicions and investigations remain confidential, shared only with those directly involved.

Allegations of Abuse Against Staff or Volunteers

- Parents should report concerns about staff or volunteers to the pre-school Manager.
- A whistle-blowing policy is in place for staff to report unacceptable practice or behaviour.
- Accused individuals are interviewed by Community Pre-schools Designated Safeguarding Lead (or, if the allegation is against the Manager, by another community setting's Manager). The accused may have a companion and seek advice from the Local Authority Designated Officer (LADO).
- The accused is informed of the allegation and immediately suspended on full pay during the investigation.
- Allegations are referred immediately to the Early Years Named Senior Officer in the Local Authority Designated Officer (LADO) unit, in line with local safeguarding protocols.
- Community Pre-Schools fully cooperates with all investigations, including any police inquiries.
- Ofsted will be notified of all allegations or disqualifications. The managers of **Community Pre-schools must notify Ofsted when something happens that could affect children's safety, staff suitability, the running of the setting, or compliance with EYFS**. This includes allegations of harm, suitability concerns, serious incidents, and relevant changes to adults connected with the childcare provision.
- Confidential records are kept of all allegations and subsequent proceedings.

Safeguarding concerns and allegations

Community Pre-schools must notify Ofsted of any allegation of harm involving a person who lives, works, or cares for children on the premises. Community Pre-schools Designated Safeguarding Lead will report at the point of concern where an allegation or harm may have occurred.

This would include concerns about:

- staff members;
- managers or leaders;
- students, volunteers, or regular visitors;
- anyone working on those premises who may affect children's safety.

Changes to people connected with the setting

Community Pre-schools must notify Ofsted of relevant changes affecting people connected with the provision, especially where those people may affect children's safety or suitability. This includes changes to the provider Registered Leader or Management

Suitability and disqualification matters

Community Pre-schools must tell Ofsted about information that may affect a person's suitability to care for children or be involved in the setting. This can include criminal convictions, cautions, disqualification issues, serious conduct concerns, or any other matter that may raise safeguarding or suitability questions.

Community Pre-schools will act internally, such as risk assessing, following the safeguarding policy, contacting the Local Authority Designated Officer (LADO) where appropriate, and ensuring children are protected while the matter is investigated.

Serious incidents, accidents, illness, or death

Community Pre-schools must notify Ofsted of serious accidents, injuries, illnesses, or the death of a child while in their care, where the statutory framework requires it. Parents must also be informed where appropriate, and the provider may also need to notify other agencies such as the local authority safeguarding team, environmental health, or health protection teams depending on the circumstances.

Significant events affecting childcare

Community Pre-schools must notify Ofsted of significant events that may affect their ability to care for children safely or meet EYFS requirements. This can include major changes to premises, disruptions, emergency closures, serious safeguarding incidents, or anything that may affect the safe and effective running of the setting.

Community Pre-schools must notify Ofsted of any significant event, safeguarding concern, allegation of harm, suitability issue, or change to people connected with the provision where this may affect our ability to meet EYFS requirements or safeguard children. Notifications will be made promptly and in line with statutory timescales. We will also follow local safeguarding partnership procedures and contact the LADO where an allegation involves an adult working with or caring for children."

Contact Details for Safeguarding Concerns

- Leicestershire County Council LADO Allegations Line: 0116 305 4141
- OFSTED: enquiries@ofsted.gov.uk or phone 0300 123 4666
- **Allegations Line: 01332 641172**
- LADO email for Referrals and New Enquiries: cpmduty@derby.gov.uk
- LADO email for referrals and new enquiries: CFS-LADO@leics.gov.uk
- Outside office hours: Contact the Leicestershire First Response Children's Duty Team

Leicestershire County Council LADO

Allegations Line: 0116 305 4141

LADO email for Referrals and New Enquiries: CFS-LADO@leics.gov.uk

Please note that the LADO service is available office hours only:

Monday-Thursday, 8.30am-5.00 pm and Friday, 8.30am-4.30pm

Outside of office hours, please contact the

Leicestershire First Response Children's Duty Team.

Tel: 0116 305 0005

Derbyshire County Council LADO

Allegations Line: 01332 641172

LADO email for Referrals and New Enquiries: cpmduty@derby.gov.uk

Please note that the LADO service is available office hours only:

Monday-Thursday, 8.30am-5.00 pm and Friday, 8.30am-4.30pm

Outside of office hours,

please contact the Derbyshire First Response
Children's Duty Team.

Tel: 01332 642376

Liaising with other bodies

Liaising with other bodies is a fundamental aspect of safeguarding practice with-in Community Pre- Schools. Establishing strong relationships with external agencies—such as local authorities, safeguarding partnerships, and specialist support organisations—enables Community Pre-schools to respond swiftly and appropriately should concerns arise. Regular communication ensures that information is shared securely and in accordance with statutory guidance, supporting a coordinated approach to child protection. This collaboration not only strengthens the safety net around each child but also reassures families that their child's welfare is at the forefront of the pre-school's priorities. Contact details of sources of advice, help and support will also be kept, for example the Leicestershire and Rutland Safeguarding children Partnership, Police Child Abuse Investigation Unit, the NSPCC and Ofsted.

Confidentiality

All records relating to safeguarding concerns, investigations, and outcomes are kept strictly confidential and shared only with those who need to know.

Community Pre-schools Support for families Policy

Community Pre-schools recognise the importance of a holistic approach when supporting families facing challenges. The management/ (DSL) Designated Safeguarding Lead is encouraged to approach concerns with empathy, maintaining open channels of communication and offering guidance where appropriate. Community Pre-schools will work collaboratively to identify additional needs or support services that might benefit the family, whether that involves signposting to local resources, counselling services, or facilitating meetings with external agencies.

Regular reviews and reflective practices help ensure that the support provided evolves with the family's circumstances. In every instance, the well-being and protection of the child remain the highest priority, and all actions are taken in line with safeguarding principles and legal requirements.