

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 provide a safe, secure and supportive environment in which children's rights to protection, participation and development are recognised and respected. The welfare of the child is paramount; safeguarding is everyone's responsibility; concerns are acted on without delay; and information is shared lawfully and proportionately with those who need to know.

We follow the current Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, Working Together to Safeguard Children, local safeguarding partnership procedures and applicable legislation. Keeping Children Safe in Education 2026 is statutory where the provision forms part of a school and may be used as relevant good-practice guidance by other early years settings. This policy applies to employees, managers, committee members, agency staff, apprentices, students, volunteers, contractors and regular visitors.

Safeguarding Leadership, Training and Whistleblowing

- The DSL has sufficient authority, time and training to lead safeguarding, support staff, liaise with statutory agencies and maintain secure records.
- All staff receive induction and safeguarding training appropriate to their role, including recognising abuse and neglect, responding to disclosures, recording and reporting concerns, information sharing, online safety and local referral arrangements. Training is updated in line with statutory and local requirements and its impact on practice is monitored.
- Staff, apprentices, students and volunteers know the whistleblowing procedure and may raise concerns about unsafe practice without fear of reprisal. Where internal routes are inappropriate or ineffective, they are signposted to external routes.
- Safeguarding procedures are reviewed at least annually and whenever statutory guidance, local procedures or the needs of children change.

Safer Recruitment, DBS Checks and Ongoing Suitability

- Roles are advertised and recruited in line with safer-recruitment practice. Applicants are interviewed; identity, employment history, qualifications, right to work and appropriate written references are checked; unexplained gaps and discrepancies are explored; and character references are not accepted as substitutes for employment references.
- Before a new employee starts employment, Community Pre-schools must have received the required enhanced DBS check and children's barred-list information where applicable. A person must not undertake regulated activity if barred.
- Volunteers who engage in regulated activity, including supervised volunteers where the frequency or period condition is met, must have an enhanced DBS check with children's barred-list information before undertaking that activity. Volunteers and students remain appropriately supervised and are never left in sole charge unless all legal and setting requirements are met.
- Staff are told clearly that they must disclose any conviction, caution, court order, disqualification, investigation, allegation, change in relevant household

circumstances, or other information that may affect their suitability to work with children. Information is assessed promptly, protective action is taken and Ofsted is notified where required.

- Suitability is kept under review throughout employment or engagement, and records of checks and decisions are retained securely.

Supervision, Visitors and Electronic Devices

- Staff deployment and the layout of the premises enable effective supervision. Children are not left unsupervised; intimate care protects privacy and dignity while maintaining safeguarding oversight.
- Visitor access is controlled, identity and purpose are checked, attendance is recorded and visitors are supervised as appropriate.
- Personal mobile phones, cameras, smart devices and bags are stored securely. Only authorised setting equipment is used to photograph or record children, with consent and in accordance with the electronic-devices policy. Devices are never used in toilets or changing areas.
- The setting has regard to the Department for Education's guidance on screen use in early years settings. Any screen use is purposeful, age appropriate, supervised, limited and balanced with communication, active play, creativity, outdoor experiences and rest.

Safer Sleep Procedure

- Babies and children are placed down to sleep safely. Children under two sleep on their back in their own separate sleep space on a clear, firm, flat surface. Babies aged 12 months and under sleep only in a cot, including a suitable carrycot, Moses basket or travel cot.
- The sleep space contains only a firm, flat, waterproof mattress and lightweight bedding tucked below the shoulders, or a correctly fitted baby sleep bag used in accordance with the manufacturer's instructions. Where a blanket is used, the child is placed feet-to-foot. Cots contain no toys, pillows, loose or extra bedding, bumpers, wedges or straps.
- Children's heads remain uncovered and they are protected from becoming too hot or cold; for babies, the recommended room temperature is 16–20°C. Staff make and record regular checks, respond immediately to concerns and follow each child's agreed sleep arrangements unless these conflict with safe practice.
- The safer-sleep procedure and risk assessment cover sleeping equipment, positioning, room temperature, monitoring, emergency response and communication with parents.

Safe Eating, Attendance and Premises Safety

- The setting follows a safer-eating procedure covering allergies and dietary needs, hygienic preparation, age-appropriate food, choking-risk reduction, appropriate seating and close supervision by staff who know how to respond to choking and allergic reactions.
- Prolonged or unexplained absence is treated as a potential safeguarding concern. Staff contact parents promptly, record attempts and explanations, consider the

child's vulnerability and escalate to the DSL and relevant agencies where concerns remain.

- Registered childcare is not provided from any premises where a banned dog breed is kept or is present. Any concern is escalated immediately to the Registered Provider and reported to Ofsted or the childminder agency as required.
- Where childcare is provided on domestic premises, Ofsted or the childminder agency is notified of relevant changes to persons aged 16 or over who live or work on the premises.

Responding to Concerns About a Child

1. Listen carefully, remain calm, take the child seriously and do not promise confidentiality, investigate or ask leading questions.
2. Record the child's own words and the facts as soon as possible, including date, time, people present, observations and action taken. Sign and securely pass the record to the DSL without delay.
3. The DSL assesses immediate risk, follows local safeguarding partnership thresholds and procedures, and contacts children's social care, police or emergency services where necessary. Anyone may make a direct referral if a child is at immediate risk or concerns are not being acted on.
4. Parents are normally informed unless doing so may place a child or another person at increased risk, prejudice an investigation or conflict with advice from statutory agencies.
5. Information is shared on a need-to-know basis in the child's best interests. Consent is not required where there is a lawful safeguarding reason to share.

Allegations or Concerns About Adults

- Concerns about a member of staff, volunteer, student, manager or other adult are reported immediately to the Manager or DSL. If the concern is about the Manager, it is reported to the Registered Provider/Chair or another designated senior person. Staff may use the whistleblowing procedure.
- Immediate steps are taken to protect children and preserve evidence. The LADO is contacted without delay and before interviewing the adult or beginning an internal investigation, unless emergency action is necessary.
- Suspension is not automatic. It is considered on a case-by-case basis, with LADO advice, alongside proportionate alternatives that safeguard children and protect the integrity of any investigation.
- The setting cooperates with children's social care, police, LADO and Ofsted, supports those involved, maintains confidentiality and records decisions and outcomes securely.

Ofsted and Other Notifications

- Ofsted is notified of any allegation of harm—not only serious harm—by anyone living, working or looking after children at the premises, whether the allegation relates to conduct on or away from the premises. The setting also notifies Ofsted of the action taken in response.

- Ofsted is notified of information that may affect the suitability of the provider or a person caring for children or in regular contact with them, including relevant convictions, cautions, court orders, disqualification matters or serious conduct concerns.
- Ofsted and other required agencies are notified of the death of a child, serious accident, injury or illness, significant events affecting safe provision, and relevant changes to the registered provider, manager, premises or persons connected with childcare, within the statutory timescale applicable to the event. Parents are informed where appropriate.
- All notifications, advice received, decisions and actions are recorded. Local safeguarding partnership and LADO procedures are followed alongside regulatory notification duties.

Records, Confidentiality and Information Sharing

Safeguarding records are factual, dated, signed, securely stored, kept separate from general developmental records and accessible only to authorised persons. Records include concerns, disclosures, body maps where appropriate, referrals, advice, decisions, actions and outcomes. Information is transferred securely when a child moves setting and retained in accordance with legal, regulatory and insurance requirements.

Multi-agency Working and Key Contacts

Community Pre-schools works with local authorities, safeguarding partnerships, children's social care, police, health services, the LADO and Ofsted. Current local thresholds, referral routes and out-of-hours arrangements are checked whenever a referral is made.

- **Ofsted:** 0300 123 4666; enquiries@ofsted.gov.uk
- **Leicestershire County Council LADO:** 0116 305 4141; CFS-LADO@leics.gov.uk
- **Leicestershire First Response Children's Duty Team (out of hours):** 0116 305 0005
- **Derbyshire County Council LADO:** 01332 641172; cpmduty@derby.gov.uk
- **Derbyshire First Response Children's Duty Team (out of hours):** 01332 642376

Related Documents

Safeguarding Training Policy; Whistleblowing Policy; Safer Recruitment Policy; Staff Suitability Procedure; Attendance and Child Absence Procedure; Safer Eating Procedure; Safer Sleep Procedure; Mobile Phones, Cameras and Electronic Devices Policy; Online Safety and Screen Use Procedure; Intimate Care Procedure; Complaints Procedure; Emergency and Critical Incident Procedure.