



SAFEGUARDING AND WELFARE POLICY

Designated Safeguarding Lead (DSL)	Clare Gwilliam Manager	clare.gwilliam@worsteadpreschool.co.uk 01692 535692
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Designated Safeguarding Lead Practitioner (DSL)	Sally Miller Preschool Practitioner	sally.miller@worsteadpreschool.co.uk 01692 535692

Duty of Care

Worstead Preschool is committed to safeguarding and promoting the welfare of each child and young person within the setting.

Aim of policy

We aim to:

Protect all children from maltreatment.

Prevent impairment of all children's health or development.

Ensure that each child grows up in circumstances consistent with the provision of safe and effective care.

Undertake our role to enable all children to have optimum life chances and enter adulthood successfully.

It is our responsibility to support staff, students, volunteers, parents, carers and visitors, who have safeguarding concerns and ensure that the concern is recorded and the appropriated steps are taken following the Children's Advice and Duty Service (CADS) flow chart situated on the notice board in the foyer.

Our safeguarding policy gives clear direction to staff, students, volunteers, parents, carers and visitors about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our setting. The elements of our policy are prevention, protection and support.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

When parents and carers access our services, they will be informed that we have a safeguarding policy. A copy will be provided to parents as part of our full policy package. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries.

All staff, students and volunteers must recognise it is their duty to safeguard and promote the welfare of children.

All staff and volunteers understand their responsibilities in terms of confidentiality and information sharing and follow the General Data Protection Regulations. We work on the principle of confidentiality. However, we cannot guarantee confidentiality if there is a safeguarding concern, as information can be shared with Children's Advice and Duty Service or the Police. Consent to share information will be gained where possible, unless doing so would place a child at risk of harm or undermine a criminal investigation.

This policy is underpinning the guidance of:

[Working together to safeguard children - GOV.UK](#)

[Keeping children safe in education - GOV.UK](#)

[Norfolk Safeguarding Children Partnership](#)

[Information on Neglect for Children & Young People | NSCP | C&YP](#)

[Children's Advice and Duty Service \(CADS\) Norfolk County Council | Norfolk Community Directory](#)

[EYFS statutory framework for group and school-based providers](#)

[Child abuse concerns: guide for practitioners - GOV.UK](#)

[Prevent duty guidance - GOV.UK](#)

[Children Act 2004](#)

[Sexual Offences Act 2003](#)

[Information sharing advice for safeguarding practitioners - GOV.UK](#)

[cads-practice-process-flowchart-2025.pdf](#)

[Domestic Abuse Act 2021](#)

[Online Safety Act - GOV.UK](#)

[Clare's Law](#)

[Sarah's Law \(Child Sex Offender Disclosure Scheme\) | Police.uk](#)

[Local Authority Designated Officer - Norfolk County Council](#)

[Norfolk Safeguarding Children Partnership](#)

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Through the services we offer, we will provide activities and opportunities that will equip our children and their parents/carers with the skills they need to keep children safe. This will also be extended to include material that will build children's self-esteem, self-awareness and confidence. We will host safeguarding information evening.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

All staff, students and volunteers should raise any concerns about poor or unsafe practice to the Designated safeguarding leads, as soon as possible.

If you have a concern you can speak with a designated safeguarding lead directly, email or by telephone. Please find the contact information at the top of the first page.

The Children's Advice and Duty Service (CADS) flow charts, detailing what to do if you are worried a child is being abused are displayed for staff, students, volunteers, parent and carers to see on the notice board in the foyer. Students and volunteers will be talked through the safeguarding policy and the flow chart step by step and given instructions on what to do if they are worried about a child.

- Alert the Designated Safeguarding Lead in the setting.
- Make notes of anything seen or said.

Adults are encouraged to share concerns and follow our policies and procedures in an appropriate way. Positive relationships with families are key to ensuring appropriate information sharing, coupled with robust induction for students and volunteers and training for all staff. The flow chart helps you to determine whether a child is experiencing or likely to suffer significant harm. Before contacting Children's Advice Service (CADS) the following questions on the flow chart should be answered and advice followed.

If your child is going to be absent from preschool, we ask that you telephone/email or message on our FAMILY app on the first morning that he/she is absent by 10am – our telephone number is 01692 535692. Our email address is admin@worsteadpreschool.co.uk. If we have not heard from a parent /carer we will ring you by 10.15am. In the event of no answer, we will call the first emergency contact on your child's registration form. If we receive no answer, we will call the second contact on the child's registration form. If we still have had no contact, we are advised by Norfolk Safeguarding Partnership to ring CADS or the police. This is to ensure the welfare of the child/children and other members of the household.

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Staff and other adults working with children

The staff and other adults working with the children are responsible for:

Actively safeguarding children they work with, including challenging parents and carers in the inappropriate handling of their child's behaviour e.g., smacking or where parents are suspected to be under the influence of alcohol or drugs (if it is judged safe to do so)

Staff are not permitted to carry their mobile phones. They will be kept and locked in their own personal lockers within working hours. If staff have a personal emergency, they are permitted to use their phones in the kitchen or office areas only. A setting mobile phone will be used for activities offsite, in emergencies and for another way for parents/carers to contact us. Staff can wear smart watches if they are not Bluetooth connected and their phones are locked away. We ask staff to be vigilant of others during times away from the preschool premises. If concern arises children will be led away from any areas of concern.

If staff are working with children alone in the sensory room the top door will be kept open and they will be expected to inform another member of staff of their whereabouts, who they are with and for how long. Doors will be left open when changing children. Staff will be positioned in the doorway to ensure children have their privacy. The children's toilets are monitored by staff. Parents/carers are asked not to enter the bathroom area when other children are using it.

Each member of staff has a supervision meeting every 12 weeks, wellbeing meetings twice a year and team meetings every two weeks to ensure any concerns can be discussed. Staff are advised and encouraged to contact their Designated Safeguarding (DSL) if they have any safeguarding concerns or follow the flowchart to help determine if there is a need for further action to be taken.

The Designated Safeguarding Lead (DSL) is the first point of contact for anyone who has a safeguarding concern. The lead is also responsible for leading on safeguarding policies and procedures, training and development.

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Children's Advice and Duty Service – CADS

Before contacting CADS, please answer the following questions and follow the advice provided:

Can you evidence that the child is experiencing or likely to suffer significant harm?

YES

Have you spoken to the family/young person regarding your reasons for contacting CADS?

Inform the parents and/or gain their consent for you to make this contact unless doing so would put the child at immediate risk of harm

Gather all the family's details including dates of birth, current address, current and working contact details and family composition, along with the history and current worries.

Complete the CADS contact form online [cads-contact-form.pdf](#) & send to cadsadmin@norfolk.gov.uk or call the professionals only phone line 0344 800 8021 to have a discussion with a Consultant Social Worker. A copy of the discussion will be securely emailed to you. Follow the advice given by the Consultant Social Worker.

No

Have you discussed the child's needs with your agency safeguarding lead or your line manager?

Discuss the child with your agency safeguarding lead or line manager if available and follow their advice when providing support to the family

Have you considered setting up an EHAP with the child and their family?

Speak to the parents and the child about your worries and discuss with them how your agency can help and support the children and family. You could carry out an EHAP or seek Early Help support. Follow the Early Help guidance on the NSCP website.

Where you have carried out an EHAP which has been reviewed and amended as required - and the child's needs are not being met or in fact have increased, gather the information requested in this form, seek consent from the parent/carers and then contact CADS.

Staff will complete a concerns form. All forms are stored confidentially, within the office lockable filing cabinet, which will only be accessed if needed.

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Draft Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to Clare Gwilliam, Bethany Pilkington or Sally Miller (DSL) if they have a safeguarding concern about a child in our school.

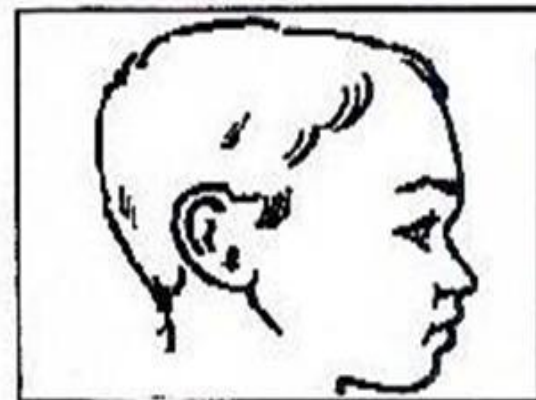
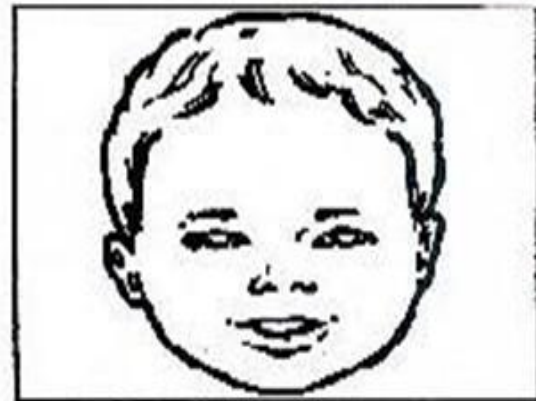
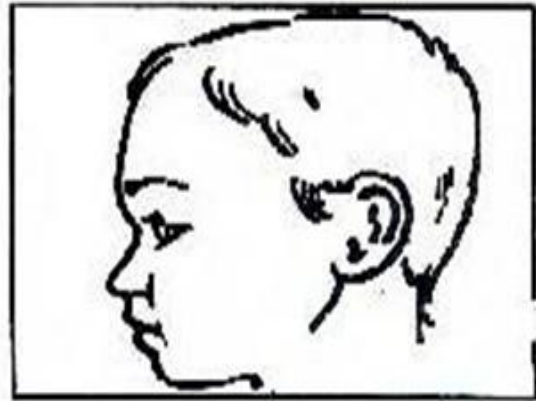
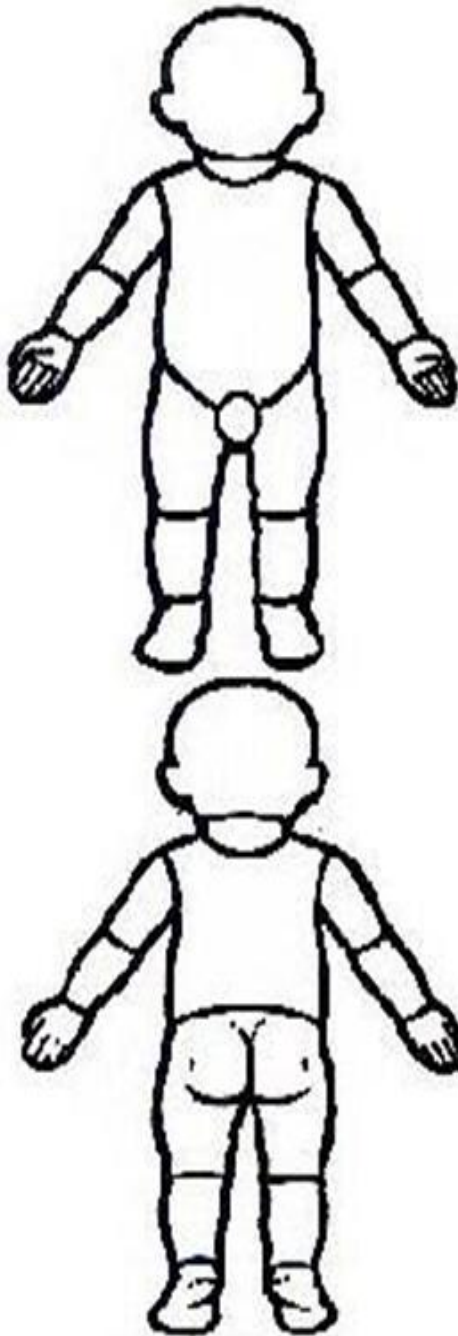
Information Required	Enter Information Here
Full name of child	
Date of birth	
Your name and position	
Nature of concern/disclosure <i>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</i> <i>[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]</i> <i>[Make it clear if you have a raised a concern about a similar issue previously]</i>	
Time & date of incident:	
Name and position of the person receiving form	
Your Signature	
Time and date form completed	

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Time form received by DSL	
Action Taken by DSL	
Parents/carers Informed [yes/no, date and time]	
Feedback given to key worker. [yes/no, date and time]	
Further Action Agreed	
Full Name of DSL	
Signature of DSL	
Date of Signature	

Body Map

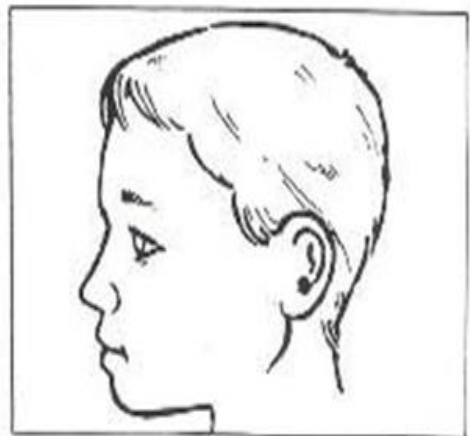
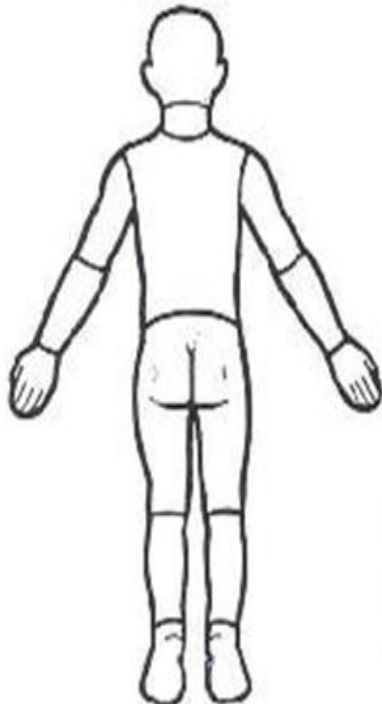
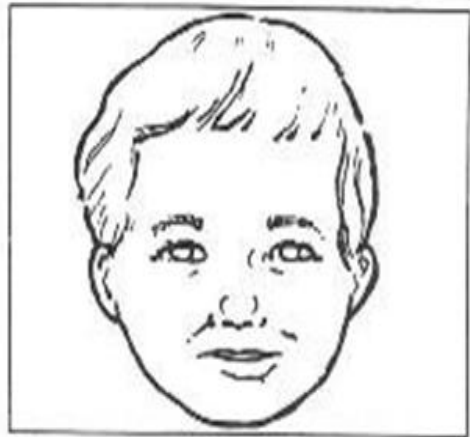
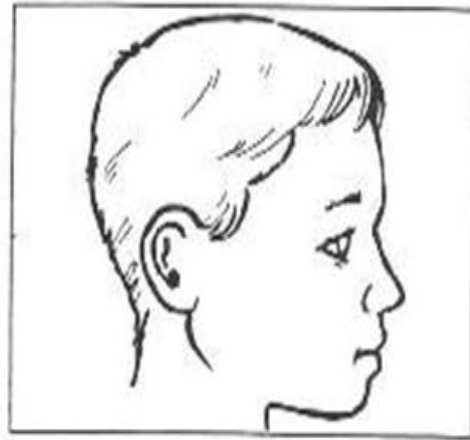
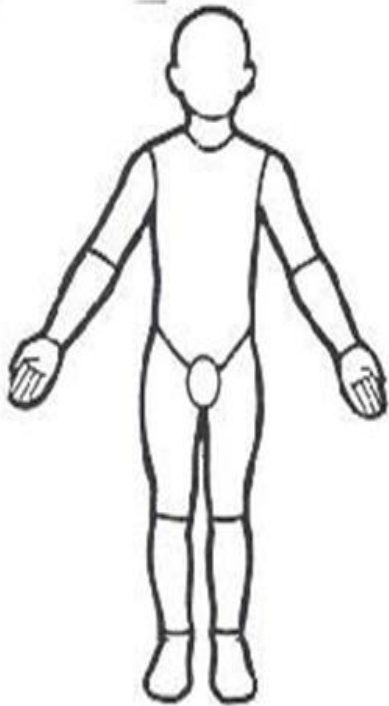
Young Child



Indicate clearly where the injury was seen and attach this to the referral form

Body Map

Older Child



Indicate clearly where the injury was seen and attach this to the referral form.

Records and Information Sharing

If staff are concerned about the welfare or safety of any child at our setting, they will firstly discuss this with the Designated Safeguarding Lead (DSL). They will be advised to put the information within the child's file in the Safeguarding section located in the lockable filing cabinet in the office. If appropriate, the Designated Safeguarding Lead (DSL) or keyperson will speak to the parent or carer concerned unless doing so would put the child/children at risk of significant harm or undermine a criminal investigation. If a member of staff is still unhappy with the response they have received and feels that a child is at risk of or is suffering harm, they should make a call to Children's Advice and duty line (CADS) on 0344 800 8021 or if you feel unhappy with the response from the children's advice duty service always call the police on 999.

Within our preschool we intend to create an environment in which children are safe from harm and in which any suspicion of abuse is promptly and appropriately responded to.

In order to achieve this, we will:

Exclude known abusers

It will be made clear to applicants and committee members for posts within the Preschool that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

All appointments, both paid and voluntary, will be subject to a probationary period and not be confirmed unless the Preschool is confident that the applicant can be safely entrusted with children.

Prevent abuse by means of good practice

All staff will have an enhanced police check conducted by the Disclosure & Barring Service. New members of staff are fully supervised until the DBS check is received and are never left alone with a child. Staff sign a yearly self-declaration document to confirm that there is no change to their Disclosure & Barring Service information and are required sign up to the update service. A certification check is conducted on the update service by the preschool administrator at the beginning of the school year. The DBS checks for all personal are regularly checked. Students will have a DBS check conducted by their college and volunteers will have a DBS check conducted by Worstead Preschool. All volunteers and students are supervised at all times and never left alone with a child until their DBS check has been received. If a staff member, student, volunteer or any other employees declare they have committed an offence we at Worstead Preschool will alert the Disclosure Barring service, Ofsted, LADDO and the charity commission and call the police if there is an immediate concern.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Code of conduct

- Prioritise the safety and wellbeing of children and maintain a focus on their needs.
- Treat children, parents, carers and colleagues with dignity and respect
- Provide good role modelling – in respect of professional behaviour.
- Communicate effectively and professionally. This includes avoiding inappropriate language, remarks and gestures.
- Maintain confidentiality as appropriate and be clear about when information will be shared.
- Maintain professional integrity and recognise appropriate boundaries. This includes not sharing personal phone numbers with children and parents and not using social networking sites to communicate to anyone regarding the setting or any aspect of work in an early years and childcare setting.
- Present themselves appropriately in a work context. This includes wearing appropriate and safe clothing and shoes.
- Behave appropriately in a work setting. This includes being appropriate in terms of promoting healthy eating and drinking and all other behaviour.
- Behave appropriately outside the work setting.
- Not misuse substances such as drugs and alcohol that might have a detrimental effect on children or an individual's suitability to work in an early years and childcare setting.
- Take responsibility for informing the line manager of any information about any health/personal issues that might have a detrimental effect on suitability to work with children.
- Access relevant training and ensure learning is embedded in practice.

All staff attend Safeguarding training and this is completed every 2 years. Named persons for Safeguarding attend the Lead Practitioner training - Designated Safeguarding Lead Training

All staff attend training through the Safer Programme. This consists of an Introduction to Safeguarding Children in Early Years, to enable all staff to develop awareness and understanding of safeguarding issues and processes. Staff also attend fortnightly team meetings where safeguarding is discussed and practiced.

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At the end of the training,

- Staff will be able to respond appropriately to suspicion or knowledge that a child may be at risk.
- Define child abuse and neglect.
- Have an awareness of legislation and guidance underpinning safeguarding.
- Understand the procedures practitioners should follow when abuse is suspected.
- Be aware of online safety risks.
- Be able to recognise the vulnerabilities to radicalisation.
- Recognise signs and symptoms that may indicate abuse of a child.
- Deal appropriately to disclosures.
- Recognise the different types of abuse that children could be subjected to

As well as the above all staff are paediatric first aid trained.

Safer Recruitment

This “Safer Recruitment Policy” has been developed to provide Preschools with a robust and secure recruitment process, to appoint suitable persons to work with children under 5 years. Safer recruitment starts at the point of identifying a vacancy and continues until the induction and probationary periods are completed successfully.

Worstead Preschool Committee, The Administrator and The Manager will:

- Advertise the position widely, detail it requires a satisfactory enhanced DBS check and two references.
- Provide a specific job description and person specification.
- Have a clear application form and only accept applications on this.
- Have at least one committee member and the Supervisor to select and interview using a structured points system and structured questions.
- Each interview will include at least four “Warner” questions (ref: Warner Report 1992)
- All prospective staff will have an enhanced DBS check, two references and, if applicable, will be referred to the ISA (Independent Safeguarding Authority)
- All appointed staff will have an induction and a 6-month probationary period.

Staff have opportunities to discuss issues daily but are further supported through fortnightly meetings, termly supervisions, yearly appraisals and staff meetings.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any changes or amendments to policies and procedures are shared and discussed with both staff and committee members. All of our committee members have a DBS check and are required to sign up to the update service. An application to OFSTED is made for a suitability check. A committee member is required to attend the safeguarding for early years committee course.

Adults who have not been registered as 'fit' persons; a person who is listed on the Disclosure and Barring Service will not be permitted to work with children. Only staff, volunteers and committee members who have been vetted by the Disclosure & Barring Service can have contact with the children inside the setting.

Parents and carers are made aware of the locations of our policies and procedures. A folder containing all policies and procedures is located in the preschool corridor for all to see.

Parents/carers are given a welcome pack upon enquiry, which guides them to our policy page on our website. Relevant policies and procedures are displayed on our website.

www.worsteadpreschool.co.uk

The parent/carers notice board displays the duty of care poster.

Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Worstead preschool does not tolerate any bullying behaviours by children or adults.

If a child is seen displaying these behaviours staff will intervene and speak with the child in an age-appropriate manner and the parent/carers will be informed. If the behaviours continue support methods will be used with parent/carers consent.

If an adult is seen displaying these behaviours, staff will be spoken to by the manager, parents/carers will be challenged by the manager and appropriate action will be taken. For staff a 1-1 meeting with a verbal warning. Parent/carers will be warned not to display these behaviours and if seen with continuous behaviour they will be asked not to attend the setting.

All parent/carers are asked for written permission to allow their child to be photographed for their child's "learning story", our website, Facebook group and occasionally, publicity. Parent/carers are also asked if permission is given for video footage to be taken of their child for observations and at special events. If parent/carers do not want their child's/children's photographs to be taken all staff members are made aware of this and any publicity footage is checked before being used.

Our Named Designated Safeguarding Lead is Clare Gwilliam

Our Deputy Designated Safeguarding Lead is Bethany Pilkington

Our Preschool Designated Safeguarding Lead is Sally Miller

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

How we respond appropriately to concerns about a child.

All staff, students, committee and volunteers undergo induction training in which they read all policies and procedures, including the Safeguarding Policy and sign to say they have understood and agree to abide by the policies. This clearly sets out the procedure for dealing with disclosures or concerns and the need for confidentiality. Staff, students and volunteers are clear to whom to take concerns. Designated Safeguarding Lead (DSL) within the preschools setting and the Children's Advice and Duty service (CADS) flow chart is clearly displayed for all to see.

Staff can contact Children's Advice and Duty Service on a direct line 0344 800 8021 details can be found on the Norfolk Safeguarding Children Partnership Website [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

For any calls raising concerns the Children's Advice and Duty Service will ask for,

- All details known to you/your agency about the child.
- Their family composition including siblings, and where possible extended family members and anyone important in the child's life.
- The nature of the concern and how immediate it is.
- Any and what kind of work/support you have provided to the child or family to date.

They will want to know where the child is now and whether you have informed parents/carers of your concern.

Further information can be found at [Safeguarding Children & Young People in Norfolk - NSCP \(norfolkscsb.org\)](#) or [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC](#)

We acknowledge that abuse of children can take different forms – domestic, modern slavery, criminal exploitation, neglect, acts of omission, organisational abuse, self-neglect and hoarding, sexual and exploitation, psychological, physical, emotional, discriminatory abuse and forced marriage honour abuse.

When children are suffering from abuse or neglect, this may be demonstrated through things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Where such evidence is apparent, a staff member will make a dated record of the details of the concern and discusses what to do with the Designated Safeguarding Lead (DSL). The information is stored in the child's safeguarding section of their file, with body maps if appropriate.

Staff in the setting take care not to influence a child's disclosure through the way they speak to children or by asking leading questions.

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DEFINITIONS

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or 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 a stranger for example, via the internet. They may be abused by an adult or adults or another child or children. These definitions have been taken from Working together 2018.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately causes ill health in a child.

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions beyond the child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may also involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-bullying) causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect the child from physical or emotional harm or danger, failing to ensure adequate supervision including the use of inadequate care takers or failure to ensure access to appropriate medical care or treatment. It may also include neglect of or unresponsiveness to a child's basic emotional needs.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

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Domestic abuse is any incident or pattern of incidents of controlling coercive threatening behaviour, violence or abuse between anyone who has been (personally connected). This includes current or ex partners family members regardless of gender or sexuality.

Financial and material abuse is when someone takes advantage of another person's finances. It can include theft, fraud, internet scamming or coercion related to the persons financial affairs. It can also include the misuse of or misappropriation of property, possessions or benefits.

Modern slavery and criminal exploitation are serious crime that affects people of all ages and backgrounds. It is important to be aware of the signs of modern slavery and to report any concerns to the authorities.

Neglect and acts of omission is when someone who is responsible for caring for an adult with care and support needs fails to provide them with the care they need. This can be intentional or unintentional.

Organisational abuse is when a person or group of people are mistreated by an organisation. This can include financial and material abuse, such as theft, fraud or misuse of property. It can also include emotional abuse such as bullying, harassment or discrimination.

Self-neglect and hoarding are when someone does not take care of themselves.

Discriminatory abuse is the unequal treatment of an individual based on age, care experienced, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

Forced marriage and honour abuse this is a form of control or punishment used to protect or defend perceived cultural/ religious beliefs and honour. Woman and girls of all ages are predominately but not exclusively the victims of honour abuse.

REMEMBER: -

1. **DO NOT DELAY.**
2. **DO NOT INVESTIGATE.**
3. **SEEK ADVICE FROM THE DESIGNATED SAFEGUARDING LEAD (DSL)**
4. **MAKE DETAILED RECORDINGS AS SOON AS POSSIBLE, WITH DIAGRAMS, IF NECESSARY, OF ANYTHING YOU OBSERVE OR ARE TOLD.**

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Seeking informed consent from parents and carers

If a suspicion of abuse is recorded, parents and carers are informed and consent is sought from parents and carers to make a report (referral) at the same time as the report is made, if we feel a child is at immediate risk of harm, we will call the police. This will usually be the case where the parent and carer are the abuser. All such concerns and investigations will be kept confidential, shared only with those who need to know. The people most involved will be the member of staff raising the concern /key person and the Designated Safeguarding Lead (DSL)

Changes in children's behaviour/appearance will be investigated. Any unusual bruises, marks or changes in behaviour will need an explanation from parents/carers. If a child discloses abuse to a member of staff, they will inform the Designated Safeguarding Lead (DSL) Safeguarding Lead who will telephone Children's Advice and Duty Service (CADS).

Reporting Concerns

If we have a concern about a child or children, we will telephone the Children's Advice and Duty Service (CADS) on 0344 800 8021 immediately. We will be put through to a Childs advice and duty service worker who will take all the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what advice we would need to ensure the child's safety. We will ensure we gain consent from the parent/carers unless to do so would place the child at further risk of harm or undermine a criminal investigation.

The Children's Advice and Duty Service (CADS) worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within five working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared, and the action agreed and a signature. We do not need to send a written referral.

Full details on this process can be found at [Norfolk Safeguarding Children Partnership](#) under 'How to Raise a Concern'

We understand if we are unhappy about a decision made by Children's Advice and Duty Service (CADS) or the Multi Agency Safeguarding Hub (MASH), we can use the Resolving Professional Disagreements policy on [Norfolk Safeguarding Children Partnership](#) and contact the Safer Programme for more advice on this process or we can call the police on 999

Depending on information taken from the parent/carers regarding any signs of neglect or abuse, the information will be recorded in the confidential incident form.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Recording Form will detail any observations and worrying marks or behaviour, signed by a member of staff and will be dated using ink in case this information should be required later. Any disclosure will be dealt with sensitively and calmly and discussed with the parents/carers unless it would put the child at risk of significant harm. Any recorded information will be kept by the preschool until the individual turns 25 years of age.

Any parent/carers who have concerns about a child at preschool can approach the Designated Safeguarding Lead (DSL), Clare Gwilliam, who will offer advice. If she is absent, the deputy, Bethany Pilkington should be informed. Parents and carers can raise a concern through the Norfolk County council customer services on 0344 800 8020.

The Children's Advice and Duty service (CADS) will ask.

- All the details known to you about the child/children.
- Their family composition including siblings and where possible extended family members and anyone important in the child's life.
- The nature of the concern and how immediate it is.
- Any and what kind of work/support you have provided to the family to date.
- Where the child is now
- Whether you have informed parents /carers of your concern

Allegations against members of staff policy

It is essential that any allegation made against staff, students or volunteers within our setting is dealt with quickly and fairly with support offered to the child and the person suspected.

All staff, students and volunteers should understand what to do if they receive an allegation or have concerns about the behaviour of another member of staff, student or volunteer.

This information follows the government guidance in 'Safeguarding children and Safer recruitment and working together to safeguard children '

The purpose

The policy will be used in respect of all cases in which it is alleged that a member of staff (including students and volunteers) has

- Behaved in a way that 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 or children in a way that indicates she/he/they is unsuitable to work with children. This will include cases of verbal abuse.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

There could possibly be three strands of consideration of an allegation.

1. A police investigation of a possible offence
2. Enquiries and assessments by children's social care about whether a child needs protection or in need of services.
3. Consideration by the preschool of disciplinary action in respect of the individual.

Supporting all involved

All parties will be offered support. Parents/carers of the child/children involved will be notified about the allegation as soon as possible if they do not already know. They will be kept informed about progress of the case and told of outcomes where there is no criminal prosecution.

If a child has suffered significant harm there may be a criminal prosecution, children's social care or the police as appropriate could be involved. Every effort will be made to keep information confidential.

Recording keeping

A clear and comprehensive summary of any allegations will be made, how it was followed up and resolved.

The purpose of the record is to enable accurate information to be given in response to any future requests.

Any records or concerns will be kept by the preschool until the child turns 25 years of age.

Liaison with other bodies

We work within the Norfolk Safeguarding Children Partnership Guidance. We have a copy of "What to do if you are worried a child is being abused" for parents, carers and staff and all staff are familiar with what to do if they have concerns, this is held in the hall, main room and the office.

The local authority designated officer (LADO, Local Authority Designated officer) should be informed by the manager of all allegations of abuse against staff on the same day even when the police are involved. The manager will inform the accused person as soon as possible after consulting with LADO (Local Authority Designated officer). If the allegation is not false and there is cause to suspect a child is suffering significant harm a strategy discussion will be convened by the manager with LADO (Local Authority Designated Officer) and other appropriate agencies.

The LADO (Local Authority Designated Officer) and the manager may conclude that the allegation is such that an investigation by the police or enquiries by social care are not necessary. In these circumstances the options open to the pre-school depend on the nature and circumstances of the allegations and the evidence and information available and will range from taking no further action to dismissal or a decision not to use the persons services in future.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We notify the registration authority (OFSTED) of any serious incident or accident and any changes in our arrangements which may affect the wellbeing of children. (0845 640 4040). The Designated Safeguarding Lead (DSL) will inform Children's Services, by letter, if a child about whom there is child protection concerns, leaves the setting.

Details of the National Society for the Prevention of Cruelty to Children (NSPCC 0808 800 5000) contacts are also kept.

If a referral is to be made to the local authority social services department, we act within the Norfolk Safeguarding Children Partnership guidance in deciding whether we must inform the child's parents at the same time.

All information concerning safeguarding children's investigations is confidential to the children and families involved and the child protection services. This sensitive information must never be shared with unauthorised others.

Policies relating to safeguarding.

- Safer recruitment
- Bullying
- Safer working practice
- Code of conduct
- Confidentiality
- Health and safety
- Whistle blowing
- Complaints
- First aid
- SEN Policy
- Online safety
- Nutrition
- Mobile phone

Transition

Worstead Preschool will share all safeguarding information and concerns with the child's new school.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	
Name:	Alicia Grix
Position	Committee Chair
Signed	
Date:	1 st September 2025
Date for Review:	31 st August 2026

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.