

SAFEGUARDING CHILDREN & CHILD PROTECTION POLICY

“Providers must take all necessary steps to keep children safe and well by safeguarding children, ensure suitability of adults who have contact with children, promote good health, manage behaviour, maintain records, policies and procedures.” *Statutory framework for the early years foundation stage Sept 2023*

POLICY STATEMENT:

All members of staff at St Eval Pre-school will make every effort to provide an environment in which children and adults feel safe, secure, valued and respected. We want children to feel confident to talk if they are worried, believing they will be effectively listened to.

All members of staff are aware of their duty to safeguard and promote the welfare of children. The protection of children is of paramount importance.

Our aim is to promote children's right to be strong and resilient individuals by creating an environment that encourages children to develop a positive self-image and enabling them to have self-confidence and vocabulary to resist inappropriate approaches. We will support children to establish and sustain positive relationships with peers, within their families and with other adults. We work in partnership with parents to build their understanding and commitment to the principles safeguarding all our children.

In order to fulfil our duty within the Statutory Framework for The Early Years Foundation Stage - September 2023, we ensure we have in place, arrangements that reflect the importance of safeguarding and promoting the welfare of children. We give effect to our duty to safeguard and promote the welfare of children who attend our setting where appropriate under the Children Safety Act 1989 by:

- Creating and maintaining a safe learning environment for children
- Identifying where there are child welfare concerns and taking action to address them, in partnership with other organisations.

This policy develops procedures and good practice within our setting, to ensure that there is an understanding of the duty to safeguard and promote the welfare of all children including those who are potentially vulnerable.

We endeavour to provide a safe and welcoming environment where children, young people and parents are respected and feel valued. It provides evidence of how this will be implemented within our setting and within multi-agency working arrangements.

This policy has been read by all staff and signed to the effect that they have read and understood it. The policy will be accessible to all visitors, parents and carers through St Eval Pre-school website or a hard-copy upon request.

KEY PERSONNEL:

DESIGNATED SAFEGUARDING LEAD (DSL): *Hannah Burchell*

DEPUTY DESIGNATED SAFEGUARDING LEAD (DDSL): *Rachael Richards*

INTRODUCTION:

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004:

The Childcare Act 2006 and in line with the statutory guidance:

- Statutory Framework for the Early Years Foundation Stage 2024
- Keeping Children Safe in Education 2024
- Working Together to Safeguard Children in 2024
- What to do if You are Worried a Child is Being Abused 2015
- Early Years Inspection Handbook for Ofsted registered Provision September 2024

This policy applies to all members of staff, the Management team and all Committee members.

The Manager and Committee will review this policy annually, or the policy will be updated sooner in line with any changes in local and national guidance and legislation.

PRINCIPLES, VALUES AND AIMS:

The Early Years Foundation Stage (2024) states that 'Children learn best when they are healthy, safe and secure; when their individual needs are met, and when they have positive relationships with the adults caring for them.'

St Eval Pre-school will demonstrate a commitment regarding Safeguarding and Child Protection to children, parents, and other partners. We will maintain a 'curious approach' attitude, where the welfare of the child is paramount.

All children have a right to be protected from harm and abuse. All staff have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure, that may indicate that a child is at risk of harm.

Whilst we will work openly with parents as far as possible, we reserve the right to contact Social care or the Police without notifying parents, if it is believed that this will be in the child's best interests.

SUPPORTING CHILDREN:

St Eval Pre-school will support all children:

- By treating each child as an individual, so they can learn, be resilient, capable and confident.
- Teaching children to be strong and independent and building positive relationships.
- Establishing and maintaining an ethos where children feel safe, secure and all encouraged to share their thoughts and feelings through conversation and role-play.
- Ensuring that all members of staff at St. Eva; Pre-school are approachable and by reassuring children that there is always an adult here whom they can talk to.
- Reassure children who report concerns or disclosures, that they are being taken seriously, kept safe and will be supported.
- We will always aim to encourage self-esteem and self-awareness, through the Early Years Foundation Stage and through positive relationships within Pre-school and the local community.
- We will liaise and work in partnership with other support services and agencies involved.
- We will notify MARU (Multi-agency referral unit) if there is significant concern.

TRAINING AND INDUCTION:

All staff receive information about safeguarding arrangements upon induction, this includes, a copy of the Safeguarding Children and Child protection policy, staff behaviour policy and the role of the DSL and DDSL.

The name of the DSL and DDSL are clearly advertised through-out the setting, along with the relevant contact details for Child Protection agencies.

All staff are required to receive Safeguarding and Child Protection training. They are also required to receive training for PREVENT and FGM.

All staff are trained in and receive regular updates in online safety and reporting and concerns via regular staff meetings.

Staff of St. Eval Pre-school may not be under the influence of alcohol or any other substance which may affect their ability to care for children.

If staff members are taking medication, they will only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Any medication on the premises, are stored securely, and out of reach of children.

We advise staff to disclose any reason that may affect their suitability to work with children, including convictions, cautions, court orders and warnings. Ongoing staff suitability checks are made annually.

All staff and Manager, have regular safeguarding training to maintain their understanding of the signs and indicators of abuse and neglect.

All staff are made aware of the expectations around the use mobile phones within the setting; this includes cameras. Staff will adhere to our setting's policies including our Code of Conduct Policy and Mobile Phone Policy.

SAFEGUARDING ROLES AND RESPONSIBILITIES:

ALL STAFF:

All staff have a key role to play in highlighting and identifying concerns early in order for St. Eval Pre-school to provide help for children. To achieve this, they will:

- Attend training so they are aware of the signs of abuse and neglect.
- Provide a safe environment for the children to learn.
- Maintain a safe environment where children feel safe, secure and feel listened to.
- Have a duty of care, to take appropriate action and work with other services and agencies if needed.
- Ensure that all children know that there are adults within the setting who they can approach if they are worried or have concerns.
- Be aware that mental health issues can be an indicator that a child has suffered or is at risk of abuse or neglect.
- Understand the setting's Safeguarding and Child Protection policy and procedures.
- Take appropriate action to respond, record and report a safeguarding concern to the DSL or DDSL.
- Be prepared to contact the police or MARU (Multi-agency referral unit) when appropriate, if there is a significant risk or harm to the child and the DSL or DDSL is unavailable.
- Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- Volunteers do not work unsupervised.
- We have procedures for recording details of any visitors to the setting.

MANAGER:

In addition to the above, the manager will also ensure:

- There is a whole setting approach to Safeguarding and all staff fully contributes to working in line with the 'Working Together to Safeguard Children' guidance.
- This setting has effective safeguarding policies and procedures, including a Safeguarding and Child Protection Policy, Code of Conduct and a Behavior policy.
- The setting operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children.
- Staff have been trained appropriately, and this is updated in line with guidance that is in place to assist staff in understanding their roles and responsibilities as set out in the guidance.
- All staff are provided with the setting's Safeguarding and Child Protection and Code of Conduct policies.
- The setting has a procedure for dealing with allegations of abuse against staff (this includes the manager and the nominated individual), and referrals are made to DBS and Ofsted if a person has been dismissed or removed due to a safeguarding concern.
- Policies and procedures are in place to deal with concerns and allegations which do not meet the allegation/harm threshold or 'low level concerns' as defined in 'Keeping Children Safe in Education (2021)'.
- The DSL will take lead responsibility for Safeguarding and Child Protection.
- The DSL and DDSL will undertake relevant training and refresher training every two years as well as attending DSL network events, to refresh knowledge and skills.
- Children are taught about safeguarding.
- Enhanced DBS checks are in place for all members of staff.
- Any weaknesses in safeguarding and the setting's procedures are to be identified and amended immediately.

DESIGNATED SAFEGUARDING LEAD (DSL):

In addition to the roles and responsibilities of all staff, the DSL will also:

- Hold the lead responsibility for Safeguarding and Child Protection and be available for staff to discuss any safeguarding concerns. Ensure that staff have either the DSL or DDSL available within the setting during Pre-school opening hours or is directly contactable.
- Manage referrals: The DSL is expected to refer cases of suspected abuse or neglect to MARU (Multi-agency referral unit) and support staff during the process.
- Report concerns that a child may be at risk of radicalisation or involvement in terrorism.
- Report concerns to the Disclosure and Barring service (where a person is dismissed/left due to risk or harm to a child.
- Report concerns to the police (where a crime may have been committed).

Work with others:

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact for the safeguarding partners; Local Authority and Police.
- Liaise with staff and external agencies on matters of safety and safeguarding
- Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Know who in its cohort of children, has or has had any involvement with social services, or with a social worker.
- Support staff to provide additional support or reasonable adjustments to help children who have or have had a social worker involvement. Considering that even when statutory social care intervention has ended, there is still a lasting impact on the child.

Raise awareness:

- Ensure each member of staff has access to and understands the Child Protection and Safeguarding policy and procedures.
- Ensure the policy is reviewed annually (as a minimum).
- Ensure the policy is upon request and parents are aware of the settings obligations to refer to when necessary.
- Link with Safeguarding partners (such as OSCP), to make sure staff are aware and have access to training opportunities.
- Help promote the educational and developmental outcomes by sharing information about the welfare, safeguarding and child protection issue that a child is experiencing or has experiences, with appropriate staff members.

Training, knowledge and skills:

- Undergo training to provide them with the knowledge and skills required to carry out their role within the setting (every two years).
- Understand the importance of providing information and support to MARU.
- Understand the lasting impact that adversity and trauma can have, including on a child's behaviour, mental health and well-being and what is needed to support this.
- Understand the importance of information sharing, both within the setting and with safeguarding agencies and outside organisations.
- Understand and undertake FGM training.
- Obtain access to resources and attend any relevant or refresher training courses.
- The DSL should regularly refresh the knowledge and skills of staff members, to allow them to understand and be updated on any developments relevant to their role.

Providing support to staff:

- Support and advise staff, to help them feel confident on welfare, safeguarding and Child Protection matters.
- Ensure staff are supported during the referrals processes
- Support staff to consider how safeguarding, welfare and educational outcomes are linked.

Understanding the views of children:

- Encourage a culture of listening to children and always taking account of their wishes and feelings
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships that facilitate communication.

Holding and sharing information:

- Understand the importance of information sharing, both within the setting, other settings and with safeguarding partners and relevant outside agencies
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

Indicators of Child abuse:

Recognising abuse is one of the first steps in protecting children.

The signs and indicators listed below may not necessarily indicate that a child has been abused but will help us recognise that something may be wrong.

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies



- Unexplained injuries, bruising or burns
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns
- Seeming anxious
- Aggressive behaviours
- Eating problems
- Seeming to be keeping a secret
- Unexplained absences from Preschool

Children and young people affected by abuse or neglect, rarely tell us so directly. They may be frightened or ashamed. This makes it difficult for professionals to identify children who are experiencing or at risk of abuse. This means that practitioners need to be curious about their lives, observant of their behaviour and to really listen to what they say to us.

Professional curiosity means exploring every possible indicator of abuse or neglect and trying to understand what life is like for that child, their routines, thoughts and feelings and relationships with family members.

What is child abuse and neglect:

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent them from 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. They may be abused by an adults or adults, or another child or children.

Physical Abuse:

Deliberate or intended injury to a child, such as;

- Hitting, striking, shaking, throwing, using excessive force, burning, scalding, drowning, suffocating or poisoning
- Deliberate inducement of an illness

Sexual Abuse & Child Sexual Exploitation (including FGM):

Actual or likely sexual exploitation, such as;

- Use of force or enticement to take part in sexual activity penetrative or non- penetrative
- Involvement in non-contact activities such as looking at or making abusive images
- Encouraging children to watch sexual activities
- Encouraging children to behave in sexually inappropriate ways
- Any sexual activity with a child under the age of 16 with or without agreement

We are aware of the factors and the signs of sexual exploitation of children and their extended family members, such as unexplained absences, changes in mood, sensitive body parts etc/ we recognise the signs of female genital mutilation and staff are provided regular training.

Emotional Abuse:

Persistent or severe emotional ill treatment or rejection which adversely affects the child's emotional and behavioural development, such as;

- Conveying to a child that they are worthless, unloved or inadequate
- Overprotection, limiting exploration and learning preventing normal social interaction or imposing inappropriate expectations.
- Causing a child to feel frightened or in danger by the witnessing of violence towards another person whether domestic or not.

Neglect:

The persistent or severe neglect of a child which results in significant impairment of the child's health or development, such as failure to;

- Provide adequate food, clothing or shelter
- Protect from physical or emotional harm
- Meet the child's basic emotional needs
- Ensure adequate supervision

- Ensure access to appropriate medical care

Domestic abuse:

Domestic abuse can encompass a wide range of behaviours and is not limited to physical acts of violence and threatening behaviour. It can include emotional, psychological, controlling behaviour and sexual abuse.

- Being cut off from family and friends, intentionally isolated
- Being bullied, threatened or controlled
- Being coerced or 'Gaslighted'
- Having financial control taken away

Other types of abuse:

Child trafficking, Sexual Exploitation, County lines, Mental health, Female Genital Mutilation, Radicalisation and Extremism, Breast ironing, Cuckooing, Witchcraft

OPERATION ENCOMPASS:

St. Eval Preschool is now part of Operation Encompass, a national safeguarding initiative that supports children who are exposed to domestic abuse.

Operation Encompass ensures that when the police attend a domestic abuse incident where a child is present, the school is notified prior to the start of the next school day. This information is shared with our DSL – Hannah Burchell, or the nominated DDSL – Rachael Richards.

The purpose of Operation Encompass is to enable the setting to provide timely, appropriate support to children who may have experienced or been exposed to domestic abuse. Information shared through Operation Encompass will be treated as confidential, stored securely, and used in line with the Preschool's safeguarding procedures and data protection requirements.

All staff are aware of Operation Encompass and understand their role in supporting children's welfare. Any concerns arising from Operation Encompass notifications will be responded to in accordance with this Safeguarding and Child Protection Policy and, where necessary, will be referred to appropriate external agencies.

SAFEGUARDING AND CHILD PROTECTION PROCEDURES:

At St Eval Preschool if a member of staff suspects abuse, spots or signs or any indicators of abuse and neglect, or they have a disclosure of abuse made to them, they must:

- Listen positively and reassure the child.
- Only use open questions to clarify information (TED – Tell, Explain, Describe)
- Not promise confidentiality
- Explain that they need to pass the information to the DSL and other professionals to keep the child safe.

It is important to communicate with children in a way that is appropriate to their age and understanding.

- Make an initial record of the information given – on a 'Concern form'
- Report to the DSL immediately or the DDSL if DSL isn't present
- The DSL will consider if there is a requirement for immediate medical intervention.
- Make an accurate record of all information, including:
 - Child's name
 - Dates and times of disclosure / observations
 - Dates and times of discussions,
 - Any injuries
 - Explanations given by child / adult, exact words or phrases that child used.
 - Names of any other persons present at the time.

All records should be signed, dated and stored securely.



Following a report of concerns:

If a child is in immediate danger or harm and urgent protective action is required, the police (dial 999) must be called.

If we suspect a child is suffering, or is likely to suffer harm or abuse, the DSL will contact MARU (Multi Agency Referral Unit) **0300 1231 116** or out of hours, **01208 251 300**.

We follow the threshold tool and guidance written on the Cornwall interagency referral form.

A referral form can be completed and sent to: multiagencyreferralunit@cornwall.gov.uk

If there is not a risk of significant harm, the DSL will actively monitor the situation or consider offering support from the Early Help Hub.

Reporting suspicions of abuse or neglect:

South West Child Protection Procedures	https://swcpp-cornwallscilly.trixonline.co.uk/
Our children's safeguarding children's partnership (OSCP)	https://ciossafeguarding.org.uk/scp
Emergency services	999
Devon and Cornwall police	0845 777 444
LADO	01872 326536
Multi agency referral unit (MARU)	0300 123 1116
Children's social care – out of hours	01208 251300

Suspicions of child abuse / neglect will be reported the appropriate agency above. If a referral is made by telephone, we record all details on the concern form.

Sharing concerns with parents / carers:

Staff members are to seek advice from the DSL / DDSL regarding sharing concerns with a parent / carer. If sharing this information could place the child in a vulnerable situation and likely to receive abuse, we will take advice from the MARU as to how to communicate this with the parent / carer. All safeguarding concerns are kept confidential and stored safely.

Exceptions to sharing concerns with parents / carers:

- Where there is suspicion of sexual abuse
- Possible organised abuse involving abuse by another child
- Where the person who is alleged to have abused the child is known to be violent and when immediate action is required
- When immediate action needs to happen, and a parent cannot be contacted
- When there is a concern that the child will be removed from the setting as a result of sharing the information

If a member of staff is unsure, advice to be sought from MARU

Pre-existing injuries:

If a child arrives at the setting with a visible injury, staff will record details of the injury on a pre-existing injury form (signed by the member of staff and parent / carer). These forms are then passed to the DSL / DDSL who will respond accordingly and make contact with agencies if required. The form includes details of;

- Details of child



- Date, time, location
- Description of injury and communication with parent / carer
- Site of injury shown on diagram
- Advisable action taken (where appropriate)
- Other relevant medical information
- Signatures of staff and parent / carer
- Details of person dropping off child
- Child's account

Liaison with regulatory and other organisations:

- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements
- We work within the guidelines outlined by the local safeguarding children board and South West child protection procedures
- We work in conjunction with the social services team / multi-agency referral unit
- We have copies of relevant literature available for parents / families
- We have procedures for contacting the local authority

If a referral is made to the local authority (MARU) we act within the 'Our children's safeguarding partnership' guidance, in deciding whether we must inform the child's parents at the same time.

We are committed to building a 'culture of safety' in which children are protected from harm and abuse in all areas. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with procedures that are set down in 'What to do if you're worried a child is being abused' (March 2015).

Allegations / concerns regarding a member staff:

All organisations should have arrangements to safeguard and promote the welfare of children. This includes having policies for dealing with allegations against people who work with children.

We ensure that all parents know how to make a complaint about staff members / volunteers within the setting which may include allegations of abuse. We follow guidance from OSCP and the South West Child Protection procedures when responding to any such allegations.

An allegation may relate to a person who works with children who 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 in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

We will cooperate fully with any investigation carried out and act promptly to ensure any agencies have the information they require. We will communicate the concerns with LADO immediately and take advice from them regarding whether to suspend the member of staff for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but to protect the staff, children and families during the process. Ofsted will be notified, and we acknowledge it is an offence to withhold such information.

All investigative work is kept confidential and shared only with those that require.

We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to discuss any concern or allegation.

LADO

01872 326 536

The LADO is involved in the management and oversight of individual cases. They should be informed within one working day of allegations that come to an employers attention or are made to the Police directly.

They will:

- Provide advice and guidance on whether the LADO threshold is met. This is to manage individual allegations of harm and abuse made against staff or volunteers who work with children.
- Oversee and coordinate multi agency involvement. This is to ensure relevant information sharing. Providing a timely, fair and reasonable outcome for the child and person against whom an allegation is made.
- Identify practical steps that can be taken to improve organisational safeguarding. This is to minimise the risk of further incidences of abuse
- Provide reports to Our Safeguarding Children Partnership (OSCP) for Cornwall and the Isles of Scilly. This is to ensure the effectiveness of local safeguarding arrangements.

Disciplinary action:

Where a member of staff or a volunteer is dismissed from the pre-school or internally disciplined because of misconduct relating to a child, we make a referral to LADO and also to the DBS referral service: <https://www.submit-a-barring-referral.service.gov.uk/start>

Extremism - Prevent Duty:

Under the Counter-Terrorism and Security Act 2015, as part of our safeguarding responsibilities, we have a duty to refer any concern of extremism to the police or the Prevent Lead for Cornwall & Isles of Scilly.

National Police Prevent advice line: 0800 011 3764

Devon & Cornwall Police Prevent Team: 01392 225130

Cornwall & Isles of Scilly Prevent Lead: prevent@cornwall.gov.uk

We understand that even very young children may be vulnerable to radicalisation.

This may be cause for concern relating to change in behaviour of a child or family member, comments causing concern made to a member of staff, or actions that lead staff to be worried about the safety of a child in their care. We have a Prevent Duty and Radicalisation policy in place.

In order to promote positive values of equality, tolerance and respect for others, we have regard for the following:

The Department for Education have published guidance that education settings must promote British Values – learning right from wrong, taking turns, sharing and challenging negative attitudes and stereotypes. Ofsted will be required to inspect our setting against these criteria's as part of our safeguarding duty.

Visitors:

Visitors and volunteers are asked to record their time of arrival and time of departure in the 'visitors book', which is kept by the front door. Visitors are asked to verify their identity by a senior member of staff before being permitted to enter the setting. We take security steps to ensure that we have control over who comes on to the site so that no unauthorised person has access to the children. The main door of the setting is kept locked during session times. Staff members record the arrival and departure of each child.

Awareness, staff development and training:

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering young children through our curriculum, promoting their right to be strong, resilient and listened to. We are committed to promoting awareness of child abuse issues through seeking out training opportunities for all adults involved in the setting to enable



them to recognise and respond to signs and signals of possible neglect or abuse and so that they are aware of the local authority guidelines for making the referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

The designated members of staff with the responsibility for child protection (DSL / DDSL), receive training in multi-agency procedures, in order to gain the knowledge and skills needed to fulfil their responsibilities. The responsibilities of the designated staff member include training other adults involved in the setting. We keep training records to reflect this.

There is a requirement for DSL and Deputy DSL to complete Level 3 safeguarding training every 2 years and other staff to complete safeguarding awareness training every 3 years. Safeguarding training and discussions feature at staff meetings and is a standard item on the agenda.

Staff are also suitably and appropriately trained and have a secure awareness of FGM (female genital mutilation) and radicalisation.

Curriculum:

We introduce key elements of keeping children safe in our planning to promote the personal, social and emotional development of all children so that they may grow up to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.

We create within the setting, a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home and cultural background. We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality:

All suspicions and investigations are kept confidential and only shared with those that need to know as per the 'Information Sharing Advice for Practitioners' – DfE 2018 guidance. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and the Data Protection Act (1998) and GDPR are not a barrier to sharing information, where a failure to do so would place a child at the risk of harm.

-All information that has been recorded, will be kept in a locked file, only accessible for the management team.

- We have an assigned safeguarding representative on our committee team, only this member and the management team, including the DSL and DDSL have access to any safeguarding documentation or reports.

Recruitment:

Applicants for posts within the setting are clearly informed that the positions are exempt from the [Rehabilitation of Offenders Act 1974](#). All applications must be on an official staff application form. We check identity and qualification documents when candidates come to interview. We ask to see documents confirming candidates address. Where necessary, we are required to see work permit documentation. Candidates are informed of the need to carry out an enhanced disclosure with the Disclosure Barring Service (DBS) before posts can be confirmed and employment commences. We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

We keep a record of the following from DBS checks:

- Name of recipient
- Date of disclosure



- Type of disclosure
- Position in question
- Disclosure number

We ensure that any supply staff have an enhanced DBS check and that volunteers do not work unsupervised. Agency staff are permitted to work within the setting following assurances from their agency. We abide by the protection of children Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to a dismissal for reasons of child protection concerns. Where a member of staff or volunteer is dismissed by the pre-school or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrations so that the name may be included on the list for the Protection of Children and Vulnerable Adults.

Children in our setting

We keep full up to date records of all the children. This information is stored safely and confidentially – this includes;

- Their full name
- Address
- Gender
- Date of birth
- Name of person / people with parental responsibility
- GP details
- Dietary requirements
- Transition notes from other settings
- Progress checks
- Safeguarding information

A copy of our complaints procedure and safeguarding children and child protection policy are kept in the office and parents can request these at any point and find them on our website.

The open plan layout of the classroom allows for constant, high level of supervision. Children are supervised at all times. If children need assistance with the use of toilets, the toilet doors are positioned to allow supervision but also allow an element of privacy and dignity.

Support to families – Early Intervention / Early Help:

We believe in building trusting and supporting relationships with families, staff and volunteers in the setting. We make clear to parents our role and responsibilities in relation to child protection such as reporting concerns, providing information, monitoring of a child and liaising with supporting agencies. We work to the Early Help protocol in Cornwall (Cornwall Early Help Strategy), which aims to ensure that services to support children, young people and their parents are there when they need them. Early help is about identifying problems at an early stage and providing effective help as soon they have been identified and working alongside families to help solve these problems.

Early intervention referrals will be either through a request for service support through the Early Help Hub or initiation of an Early Help assessment, where a child may have additional needs that cannot be met solely by universal services.

Early Help Hub advice & Consultation : 01872 324605



earlyhelphub@cornwall.gov.uk

We will continue to welcome the child and family into our setting whilst any intervention or investigation is taking place.

We follow the Early Help assessment or Child Protection plan as set by the Lead professional in relation to the setting's designated role and tasks in supporting the child and their family, subsequent to any investigation.

Early intervention support and additional information can be found:

<https://www.cornwall.gov.uk/health-and-social-care/childrens-services/early-help/>

