Child Protection and Safeguarding Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Named personnel with responsibility for Safeguarding in our setting.

Designated Safeguarding Lead: Helen Kendall

Deputy Designated Safeguarding Lead: Jennifer Poole

Inclusion Leader: Helen Kendall

The Designated Safeguarding Lead (DSL) and Deputy (DDSL) have responsibility for ensuring that the safeguarding of children is central to the ethos of our setting. They are suitably trained and experienced to carry out the duties of the DSL role as summarised in this policy.

This policy is reviewed annually or following national or local safeguarding changes to policy and procedure throughout the academic year.

Adopted: September 2021
Last Reviewed: October 2026
Next Review Due: October 2027
Review Frequency: Annually or following changes to legislation, statutory guidance, safeguarding requirements or nursery procedures.

This document applies to all children under 5 years at Beckside Preschool & Nursery. Anyone coming into contact with the children in our setting or visiting the site must abide by this policy. Everyone working at Beckside Preschool & Nursery as a member of staff, student on placement or volunteering has a duty to safeguard and protect our children. They must read this policy and sign to say they agree to work to it.

In this policy, the term 'child' or 'children' refers to anyone under the age of 18 years. The term 'parent' refers to both parents and carers.

What is the purpose of this policy?

- to clarify the roles and responsibilities of everyone within our setting in relation to child protection and safeguarding
- to provide information on the range of safeguarding concerns
- to explain the clear procedures that are followed when a child is identified as needing more than universal services can provide.

Our commitment to safeguarding

Beckside Preschool & Nursery believe that all those directly involved with our setting have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child can achieve their full potential and we take seriously our responsibility to promote the welfare of all the children and young people entrusted in our care.

Policy context

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and has due regard to the related guidance. This includes:

- Keeping Children Safe In Education 2023 (KCSIE)
- Working Together to Safeguard Children 2018 (WTSC)
- Ofsted: Education Inspection Framework'
- What to do if you're worried a child is being abused
- Lincolnshire Safeguarding Children's Partnership (LSCP)
- Early Years Foundation Stage Framework 2023 (EYFS)

Safer recruitment
Disclosure and Barring Service
Disqualification under the Childcare Act 2006
Guidance for safer working practices for those working with children

Whistleblowing and Professional Resolution and Escalation

Anyone worried about a child must continue to raise the concern until they have a reason not to be worried about the child anymore. We expect good practice and professional conduct from all staff and others involved in the safeguarding of children in our care. We want all staff to feel able to raise concerns about poor or unsafe practice and know that such concerns will be taken seriously by the senior leadership team.

All staff are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If a member of staff notices anything that gives them cause for concern, it is vital that this is raised. Acting upon staff concerns is fundamental to ensuring good practice and support for staff. Resolving issues must be viewed by all staff as a positive action and not a breach of trust between colleagues or an attack on Beckside Preschool & Nursery. We value an atmosphere of openness and honesty and welcome suggestions, complaints and criticisms in addition to compliments. Staff are encouraged to use the Whistleblowing policy as appropriate to raise or pass on concerns about any of the following:

a) Poor or unsafe practice

b) Issues of bad practice

c) The conduct of colleagues or managers

d) Anything which is not in the best interest of the children or the setting

e) Anything which is illegal or unacceptable behaviour

If the setting has concerns with the way other agencies are handling a safeguarding concern, then we will follow the Lincolnshire Safeguarding Children Partnership Professional Resolution and Escalation Protocol. This allows us to open up a dialogue with other professionals and resolve any issues in an open and honest approach and in the best interest of the child.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other channels are open to them:

- NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk
- Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.
- Ofsted provides guidance on how to make complaints about a childcare provider: Complaints procedure - Ofsted - GOV.UK
- General guidance on whistleblowing can be found via: Whistleblowing for employees.

Child Protection Procedures

All staff follow the setting's Child Protection Procedures which are consistent with:

- Keeping Children Safe In Education 2023 (KCSIE)
- Working Together to Safeguard Children 2018 (WTSC)
- Ofsted: Education Inspection Framework'
- What to do if you're worried a child is being abused
- Lincolnshire Safeguarding Children's Partnership (LSCP)
- Lincolnshire Safeguarding Children Partnership Procedures Manual
- Early Years Foundation Stage 2023 (EYFS)

Staff are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm.

Concerns that staff must act on immediately and report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play. (We will refer to the LSCP policy on Bruising in babies and children who are not independently mobile for additional guidance). https://lincolnshirescb.proceduresonline.com/chapters/p_bruise_babies.html

- any explanation given to the above which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g., worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance.
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g., living in a household with children present)
- any potential indicators of Child Exploitation
- any potential indicators of Female Genital Mutilation
- any potential indicators of Radicalisation
- any potential indicators of living in a household with Domestic Abuse

Responding to disclosures

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the DSL in order that they can make an informed decision of what to do next.

The DSL will ensure that the child's wishes, and feelings are taken into account when determining what action to take and what services to provide. Child Protection processes will operate with the best interests of the child at their core.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of staff to clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g., using TED technique – 'Tell me, Explain to me, Describe to me….'
- try not to show signs of shock, horror or surprise
- try not to express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the DSL, children need to know that staff may not be able to uphold confidentiality where there are concerns about their safety or someone else's
- reassure and support the child as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and who will be involved as appropriate
- record details including date, what the child has said, in the child's words, on to the setting's safeguarding recording system and ensure that the DSL is made aware.
- record any visible signs, injuries or bruises on a Body Map (see appendix 3)
- record the context and content of their involvement, distinguishing between fact, opinion and hearsay

All staff can report a concern to the Lincolnshire Children's Services Customer Service Centre

Action by the DSL (or Deputy DSL in their absence)

Following any information raising concern, the designated safeguarding lead will consider:

- any urgent medical needs of the child

- whether the child is subject to a child protection plan
- discussing the matter with other agencies involved with the child/family
- consulting with appropriate persons
- the child's wishes

Then decide:

- to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to Children's Social Care-Duty and Advice Team because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately **OR**
- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. Early Help Assessment - EHA)

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Lincolnshire Children's Services Customer Service Centre will be followed up in writing and these referrals will always be kept on file irrespective of the outcome.

Action following a child protection referral The DSL (or Deputy DSL in their absence)

- make regular contact with the social worker involved to stay informed
- wherever possible, contribute to the strategy discussion
- provide a report for, attend and contribute to any subsequent child protection conference
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences
- where possible, share all reports with parents prior to meetings and ensure that they understand the content

where in disagreement with a decision and concerns remain with the child firstly:

1. talk in the first instance to the social worker/customer service centre
2. check the referral including all the relevant information and clearly document the concerns about the child
3. finally follow the professional resolution and escalation protocol if the concern remains where a child subject to a child protection plan moves from the setting or goes missing, immediately inform the social worker and/or Lincolnshire Children's Services Customer Service Centre.

Recording and monitoring

- Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis.
- All records will state who is providing the information, the date and time, information will be recorded in the child's words where possible, and a note made of the location and description of any injuries seen.
- If this is a paper record than this should be signed. An example of how this is done can be found in **Appendix 5**
- Photographs of injuries will not be taken.
- The DSL ensures that the method for other members of staff or volunteers passing on concerns or information is always adhered to as consistency is paramount in ensuring that nothing gets missed. All records of concerns are followed up and clearly show what action is being taken as a result of the concern and the outcomes of this action.

- All documents will be retained in a 'Safe', separate from the child's file. It is kept secure with appropriate level of limited access

Supporting the child and partnership with parents

Beckside Preschool & Nursery recognises that the child's welfare is paramount, and that good child protection and safeguarding practice and outcomes rely on a positive, open and honest working partnership with parents. Whilst we may, on a rare occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child. We will also provide a secure, caring, supportive and protective relationship for the child. Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why. We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The DSL will determine which members of staff need to know personal information and what they need to know for the purpose of supporting and protecting the child.

Child Information

To keep children safe and provide appropriate care for them, we require accurate and up to date information about:

- names, contact details and relationship to the child of any persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above). We need to know that if the person(s) with parental responsibility is unable to collect their child, there is someone known to us who can collect the child and keep them safe until either the person(s) with parental responsibility is available or a more suitable arrangement is made. We operate a password system. We need more than one emergency contact, so we have additional options to make contact with a responsible adult when there is a welfare and/or safeguarding concern. We make contact with the parent on the day an absence is recorded and not reported by the parent and monitor absences.
- any relevant court order in place including those which affect any person's access to the child (e.g., Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been subject to a Child Protection Plan
- if the child is or has been subject to an Early Help Assessment (EHA) or Child In Need (CIN) processes
- if the child is a Looked After Child (LAC) or previously looked after
- name and contact details of the child's GP
- any other factors which may impact on the safety and welfare of the child

The setting will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting data protection and safeguarding requirements and will ensure this information is accurate. We encourage parents to keep us informed of any changes to the basic contact information that we hold at any time but in addition to this our setting will check information for all children at least on an annual basis.

Transfer of files

A child protection file is kept separate to a main child record. When a child leaves the setting, the child protection file is transferred within 5 days for an in-year transfer or within 5 days after the start of a new term. It is transferred separately in a sealed envelope clearly labelled. A record of transfer is kept and signed by the DSL and the signed and dated receipt of transfer is retained by our setting. This is the information that is added to a record of transfer which we keep until the child reaches their 25th birthday:

- name & DOB of child
- name & address of receiving school/setting
- date file(s) transferred with name and role of person who received it

- date our setting received confirmation of receipt of files from receiving school/setting
- summary of safeguarding concerns at the time of transfer e.g., Child Protection Plan: Neglect.

In addition to the child protection file, the DSL will consider if it is appropriate to share any information with the new school/setting in advance of a child leaving. This will allow the new school/setting to have support in place for when a child arrives.

The full child record is transferred to the next school/setting unless there are any records with a short retention period. It is important that full information is transferred to ensure a vital piece of information is not missing that could contribute at a later stage.

We do not keep any copies of records except where there is an on-going legal action. Once records are transferred, they are the custody and responsibility of the new school/setting.

A child's last school/setting is responsible for retaining the main child record until they reach the age of 25 years. These files are stored securely. Any record relating to child protection concern is placed on the main child file, in a sealed envelope and then retained for the same period of time as the child file (DOB + 25 years).

Roles and responsibilities

Designated Safeguarding Lead (DSL) and Deputy DSL

The DSL and Deputy DSL maintain oversight and hold responsibility for any concern about a child, including children requiring Early Help or child protection. A DSL will always be available during the setting's opening hours for staff in the setting to discuss any safeguarding concerns.

It is the role of the DSL to:

- Act as the central contact point for all staff to discuss any safeguarding concerns
- Maintain a confidential recording system for safeguarding and child protection concerns
- Coordinate safeguarding action for individual children

As part of their role, they will:

Manage referrals by:

- referring cases of suspected abuse to the local authority children's social care (Customer Service Centre) supporting staff who make referrals to Customer Service Centre
- seeking advice from Prevent Team regarding radicalisation concerns & refer cases to the Channel programme when necessary
- supporting staff to report any cases of Female Genital Mutilation (FGM) as outlined in the duty
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- referring cases to the Police where a crime may have been committed

Work with others by:

- liaising with the designated officer (LADO) for child protection concerns (all cases which concern a staff member)
- liaising with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- acting as a source of support, advice and expertise for staff.
- Undertake training The DSL (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role.
- Attend LCC support forums and appropriate LSCP inter-agency training to ensure that they are sufficiently trained and informed to:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- ensure each member of staff, especially new and part-time staff, has access to and understands the setting's child protection policy and procedures
- be alert to the specific needs of children in need, those with special educational needs and young carers
- be able to understand the unique risks associated with online safety and keep up to date with knowledge to keep children safe whilst they are online in the setting
- understand the importance of information sharing, both within the setting and with the safeguarding partners, other agencies, organisations and practitioners
- be able to keep detailed, accurate, secure written records of concerns and referrals
- maintain access to resources and receive information about additional relevant courses

Raise awareness by:

- ensuring the setting's child protection and safeguarding policies and procedures are known, understood and used appropriately
- ensuring the setting's child protection and safeguarding policy is reviewed at least annually and the procedures and implementation are updated and reviewed regularly
- that the latest version of the child protection and safeguarding policy is available publicly and parents know that referrals about suspected abuse or neglect may be made and the role of the setting in this
- linking with the Lincolnshire Safeguarding Children Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Representing, or ensure the setting is appropriately represented at multi-agency safeguarding meetings (including child protection conferences)
- Managing and monitoring the setting role in any multi-agency plan for a child.
- Being available during setting hours for staff to discuss any safeguarding concerns and ensuring adequate and appropriate DSL cover arrangements in response to any closures
- Ensuring all staff access appropriate safeguarding training and relevant updates in line with the recommendations within EYFS 2023.

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs will be trained to the same standard as the DSL. In line with the 6-year Pathway from the LSCP, the DSLs training will be updated formally at least every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.

All staff and volunteers will:

- read and sign to say that they understand and will fully comply with the setting's policies and procedures
- identify concerns and inform the DSL or in their absence, to the LSCP as early as possible to prevent concerns from escalating and identify children who may need extra help or who are suffering or are likely to suffer significant harm
- ensure there is a culture of listening to children and always considering their thoughts and wishes
- recognising the difficulties that some children have in approaching and sharing concerns with adults, putting in place measures to build relationships
- attend safeguarding training and other appropriate training identified
- provide a safe environment in which children can learn
- be aware that they may be asked to support a Social Worker to make decisions about individual children

- inform the Owner/Manager of Beckside Preschool & Nursery of any safeguarding concerns regarding an adult within setting at the earliest opportunity. Act on the concern and make the referral themselves if they feel the concern is not being taken seriously.

Safer recruitment

Safer recruitment ensures that every new member of staff understands their duties to safeguard young people from the outset starting from the advertisement, through the interview, to their induction, and start at the setting. It is essential that no one gets to work with children who cannot keep them safe. We ensure that all appropriate measures are applied in relation to everyone who works in the setting who is likely to be perceived by the children as a safe and trustworthy adult including e.g., temporary staff, students on placements, volunteers. Safer recruitment practice includes scrutinising applicants, verifying identity, seeing academic and vocational qualifications, obtaining professional references, checking previous employment history (and ensuring all gaps in employment are accounted for) and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and all relevant safer recruitment checks, e.g. Disclosure and Barring Service and Right to Work in the UK checks. Enhanced criminal records checks are undertaken for volunteers (including those who are supervised).

Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the setting must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

Temporary staff, student placements, volunteers

We will ensure that appropriate checks will be carried out and recorded and that nobody will be left unsupervised or allowed to work in regulated activity with a child without checks. If required, we will carry out a risk assessment based on the nature of the work with children and if the role is eligible for a DBS check and at what level.

Safer working practice

Parents need to be confident that the environment they send their children to daily is safe and secure. Children also need to know that the setting is a protective environment where their health and wellbeing is a priority.

Following the Guidance for Professional and Personnel Relationships (virtual-college.co.uk) or those adults who work with children and young people all staff at Beckside Preschool & Nursery:

- are responsible for their own actions and behaviour and avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues, where possible, in situations open to question
- discuss and/or take advice from the setting's management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender, sexuality or disability
- comply and are aware of the confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

Risk assessments

We will carry out risk assessments to help us promote safety in our setting. They can be carried out for all aspects of learning including use of equipment, off site activities, as well as for individual or groups of children. We also use individual risk assessments when deciding a response to a child demonstrating potentially harmful behaviour such as physically harmful behaviour or when identifying whether a child may be particularly vulnerable, such as a child at risk of emotional abuse.

Teaching about safeguarding

The role of the key person is paramount in recognising changes in a child's appearance or demeanour. They are also the closest adult to their key children and therefore can support educating children in talking about safeguarding as well as enabling conversations when concerns are raised. The setting is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform children of whom they might talk to, both in and out of the setting, their right to be listened to and heard and what steps can be taken to protect them from harm. We will ensure all children feel confident that their concerns will be taken seriously, and any disclosure will not be judged or seen to be minor. We will not wait until incidents occur but will be proactive in ensuring our children understand behaviours that are unacceptable and feel confident to report and be part of the solution to eradicate the behaviour within the setting.

Partnership with parents

Beckside Preschool & Nursery shares a purpose with parents to educate and keep children safe from harm. If a parent is visiting our setting and they are worried about the safety of a child, they need to do something about it:-

If the child is in immediate danger, make sure the child is safe, inform a member of staff and if necessary, call the Police on 999 or Lincolnshire Customer Service Centre on 01522 782111

If you are worried about the behaviour in the setting, talk to the DSL. If you have other worries, talk to your child's key person who will share these with the DSL.

We will contact you as soon as possible but at least by the next day of opening to inform you of any actions taken. We may not be able to give you details if it is concerning another child/family, but we will assure you that your concerns have been heard and dealt with.

Attendance policy and procedures

Children's attendance is carefully recorded and routinely monitored via Famly, enabling us to identify patterns in absence and consider individual circumstances. This insight supports the use of professional judgement when determining whether an absence may be deemed prolonged. Consideration is given to a child's vulnerability, parent's and/or carer's vulnerability and their home life. All managers and staff are alert to and implement our Safeguarding policy and procedures, and appropriate action is taken when children stop attending. In our early years provision, we are aware that attendance is not statutory, but that non-attendance could be an indicator of other concerns.

Child abuse, neglect and specific safeguarding situations

Abuse or neglect of a child can happen by someone inflicting harm or failing to act to prevent harm. Young people may be abused in a family, an institutional or community setting by those known to them or by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Sometimes they tell us about abuse, sometimes they don't.

Abuse is categorised in Working Together into four areas: Sexual Abuse, Emotional Abuse, Physical Abuse and Neglect. At Beckside Preschool & Nursery we ensure that staff training focuses on the situations that are relevant to our children in the setting's environment, recognising also that children are part of a wider community

and that a 'it may happen here' culture allows early intervention. We also ensure that children themselves develop skills in recognising risks and keeping themselves and others safe within these situations.

Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. If staff identify children for whom CSE may be a concern they will apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL will make referrals to the CSC as appropriate.

Child Criminal Exploitation: County Lines and Cyber Crime Beckside Pre-School & Nursery recognises that criminal exploitation of children is a geographically widespread form of harm that can affect children both in a physical and virtual environment. We recognise that experienced of boys and girls being exploited may be very different; appropriate support will be given to address the individual needs of our children.

County Lines Criminal Activity: Drug Networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market, and seaside towns. Key to identifying potential involvement in county lines is missing school episodes, when the victim may have been trafficked for the purpose of transporting drugs.

Cybercrime Involvement: Organised criminal groups or individuals exploit children and young people due to their computer skills and ability, in order to access networks/data for criminal and financial gain. There are a number of signs that may indicate a child is a victim or is vulnerable to being exploited which include;

• poor attendance

• showing signs of other types of abuse/aggression towards others

• having low self-esteem, and feelings of isolation, stress, or fear

• lacking trust in adults and appearing fearful of authorities

• having poor concentration or excessively tired

• becoming anti-social

• excessive time online computer/gaming forums

• high functioning with an interest in computing.

This is not an exhaustive list, and our setting is aware of other factors which may also impact on the child. Further advice and support regarding concerns of this nature can be found in the contact's section.

Preventing Radicalisation

The Prevent Duty and Channel Children are vulnerable to extremist ideology and radicalisation. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection and report concerns to the DSL. Under section 26 of the Counter-Terrorism and Security Act 2015, our setting is aware that we must have due regard to the need to prevent people from being drawn into terrorism, and that this is known as the Prevent Duty. In order to fulfil the Prevent Duty, staff will receive information/training to help them to identify children who may be vulnerable to radicalisation, and the setting is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If a staff member identifies children for whom this may be a concern, they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). If the individual is at immediate risk of harm or immediate risk of terrorist related activity, then the Police should be

contacted on 999. If there is no immediate risk, the Designated Safeguarding Lead will contact the Lincolnshire Prevent team (Lincolnshire Police, Prevent Officer 01522 558304 ctp-em-prevent-referral@lincs.police.uk or LCC, Prevent Lead prevent@lincolnshire.gov.uk) to seek further help. For advice, we will call 101 and ask for the Prevent team. The Prevent Lead may be able to support the setting or may decide that a referral into the Channel process is required, Channel guidance. It may be decided that there are no Prevent related concerns but a referral into Lincolnshire Customer Services is required. Our setting will also incorporate the promotion of fundamental British Values into our curriculum through Personal Social and Emotional Development and Understanding the World in order to help build children's resilience and enable them to challenge extremist views. We will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

We refer to the Prevent duty guidance: for England and Wales which contains information for schools and education settings.

In accordance with our British Values Policy Statement, we actively promote inclusion, equality of opportunity, the valuing of diversity and British values. Under the Equality Act 2010, which underpins standards of behaviour and incorporates both British and universal values, we have a legal obligation not to directly or indirectly discriminate against, harass or victimise those with protected characteristics.

We make reasonable adjustments to procedures, criteria and practices to ensure that those with protected characteristics are not at a substantial disadvantage.

Social and emotional development is shaped by early experiences and relationships and incorporates elements of equality and British and universal values. The Early Years Foundation Stage (EYFS) supports children's earliest skills so that they can become social citizens in an age-appropriate way, that is, so that they are able to listen and attend to instructions; know the difference between right and wrong; recognise similarities and differences between themselves and others; make and maintain friendships; develop empathy and consideration of other people; take turns in play and conversation; avoid risk and take notice of rules and boundaries; learn not to hurt/upset other people with words and actions; understand the consequences of hurtful/discriminatory behaviour.

In our setting it is not acceptable to: - promote intolerance of other faiths, cultures and races - fail to challenge gender stereotypes and routinely segregate girls and boys - isolate children from their wider community - fail to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values of democracy, rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.

Prevent Strategy

Under the Counter-Terrorism and Security Act 2015 we also have a duty "to have due regard to the need to prevent people from being drawn into terrorism".

Legal framework

Counter-Terrorism and Security Act - GOV.UK (www.gov.uk)

Further guidance

Fundamental British Values in early years - Early Education (early-education.org.uk)

equality-duty.pdf (publishing.service.gov.uk)

Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)

Advice template (publishing.service.gov.uk)

The setting acknowledges that safeguarding includes a wide range of specific issues including (but not limited to):

- Abuse and neglect
- Bullying, including cyberbullying
- Children with family members in prison
- Children Missing Education (CME)
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Contextual safeguarding (risks outside the family home)
- County lines and gangs
- Domestic abuse
- Drugs and alcohol misuse
- Fabricated or induced illness
- Faith abuse
- Witchcraft/spirit possession and Breast Ironing
- Gender based abuse and violence against women and girls
- Homelessness
- Human trafficking and modern slavery
- Mental health
- Nude or semi-nude image sharing, aka youth produced/involved sexual imagery or "Sexting"
- Online safety
- Peer on peer abuse
- Preventing radicalisation and extremism
- Private fostering
- Domestic abuse
- Serious violence
- Sexual violence and sexual harassment
- Female Genital Mutilation (FGM)

If staff have any concerns about a child's welfare, they should act on them immediately. They should follow this policy and speak to the Designated Safeguarding Lead (or deputy).

The EYFS 2023 requires providers 'to take all necessary steps to keep children safe and well'' and accordingly, everyone involved in the care of young children has a role to play in their protection.

Some of the following signs might be indicators of abuse or neglect:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from the setting

- Children who are reluctant to go home after attending the setting
- Children with poor attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from the setting when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away;
- Children who shy away from being touched or flinch at sudden movements.

Online Safety and Screentime

At Beckside Preschool & Nursery, we are committed to maintaining a safe and secure environment for children, families and staff. We take all reasonable steps to protect individuals from the inappropriate recording, storage or sharing of images and information, and to minimise risks associated with the use of personal and setting-owned electronic devices. This includes preventing:

- Distraction from the supervision, care and education of children.
- The unauthorised use of mobile phones, smart watches, cameras, tablets and other electronic devices.
- The inappropriate capture, storage or sharing of images, videos or confidential information.

Screen use within the setting is limited, purposeful, age-appropriate and used only where it supports children's learning and development. Practitioners carefully consider whether technology adds value to the learning experience and work in partnership with parents and carers regarding children's digital wellbeing.

Children are always supervised when using digital technology and are never left to access screens independently. Staff co-engage with children when technology is used to promote interaction, communication and learning.

- All devices are protected with appropriate security settings, passwords and content controls.
- Children only access age-appropriate content selected and supervised by practitioners.
- Photographs and recordings of children are taken only on authorised setting devices and stored securely in accordance with GDPR and the setting's confidentiality procedures.
- Staff personal mobile phones and smart watches must not be used to photograph, record or access children's information.
- Internet-enabled devices are used in accordance with the setting's safeguarding and online safety procedures.

It is the responsibility of all members of staff to:

- Read and adhere to this Safeguarding policy

- Take responsibility for the security of the setting's devices and the data they use or have access to.

- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.

- Embed online safety education in curriculum delivery, wherever possible and at an age-appropriate level

- Have an awareness of online safety issues and how they may be experienced by the children in their care.

- Identify online safety concerns and take appropriate action by following the setting's Safeguarding policy and procedures.

- Take personal responsibility for professional development in this area.

The setting will:

- Provide and discuss the Safeguarding policy with regard to online safety with all members of staff as part of their induction.

- Make staff aware that their online conduct out of Beckside Preschool & Nursery including personal use of social media, could have an impact on their professional role and reputation within setting

- Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting children and/or colleagues.

Use of personal mobile phones, smart phones, cameras and tablets

Beckside Preschool & Nursery recognises that personal communication through mobile technology is an accepted part of everyday life for staff and parents/carers. However, the use of mobile phones, smart watches, cameras, tablets and other electronic devices within the setting must be appropriate, safe and in accordance with safeguarding requirements.

Staff may only access personal mobile phones and devices in designated areas away from children. Designated areas include the staff room and the office.
All staff are responsible for ensuring that the use of personal mobile phones, smart watches, cameras and tablets complies with relevant legislation, as well as the setting's policies and procedures, including those relating to Safeguarding, Confidentiality and Data Protection (GDPR).

Staff Responsibilities
Staff will:
- Keep personal mobile phones, smart watches, cameras and other electronic devices in designated staff areas during session times and out of sight and reach of children.
- Access personal devices only in designated areas and during authorised breaks, except in emergency situations.
- Ensure that any content brought onto the premises via personal devices is appropriate and compatible with their professional role and responsibilities.
- Maintain professional boundaries when using technology and communication platforms.

Staff must not:
- Use personal mobile phones, smart watches, cameras, tablets or other personal devices whilst caring for or supervising children.
- Use personal devices to photograph, video record or audio record children.
- Store, transfer or share images, videos or personal information relating to children, families or colleagues on personal devices.
- Contact parents or carers using personal phones, messaging services, social media accounts or personal email addresses.

Where a pre-existing relationship with a parent or carer exists and may affect professional boundaries, the member of staff must inform the Designated Safeguarding Lead (DSL) so that appropriate arrangements can be agreed.

Use of Images and Recordings
Staff will only use setting-owned and authorised equipment to take photographs, videos or other recordings of children for educational, developmental or operational purposes. All images and recordings will be stored and managed in accordance with the setting's Data Protection, Safeguarding and Confidentiality policies.

Breaches of Policy
Any breach of this policy will be addressed in accordance with the Staff Handbook, disciplinary procedures and safeguarding requirements.
Where there is reason to believe that a member of staff possesses illegal content on a personal device, or has committed a criminal offence relating to the use of electronic devices, the matter will be reported to the police and other relevant safeguarding agencies as appropriate.

Awareness and engagement with parents and carers

Beckside Preschool & Nursery recognises that parents and carers have an essential role to play in enabling children to become safe and responsible users of the internet and associated technologies.

The setting will build a partnership approach to online safety with parents and carers by:

- Providing information and guidance on online safety through parent communications, e.g., newsletters.
- Reference to the relevant web sites to promote keeping children and young people safe online for example: https://saferinternet.org.uk/ https://www.childnet.com/parents-and-carers/

- Requesting that parents read our Safeguarding policy and procedures for online sagety as part of joining the setting

Safer use of technology

- Adult supervision/co-engagement during screen use
- Age-appropriate content and filtering
- Secure storage of images/data
- Reference to digital wellbeing and online safety

Managing personal data online

Personal data will be recorded, processed, transferred and made available online in accordance with the Data Protection Act 2018. Full information can be found in the setting's Data Protection Policy.

Security and management of information systems

Beckside Preschool & Nursery takes appropriate steps to ensure the security of our information systems, including:

- Virus protection being updated regularly.

- Encryption for personal data sent over the internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.

- Not downloading unapproved software to work devices or opening unfamiliar email attachments.

- Famly: specific user logins for all staff, parents and carers

Managing the safety of the setting's website

Beckside Preschool & Nursery will ensure that our website complies with guidelines for publications including:

- accessibility;
- data protection;
- respect for intellectual property rights;
- privacy policies and copyright.
  staff or childrens' personal information will not be published on our website;
- the contact details on the website will be the setting's address, email and telephone number.
- the setting will post appropriate information about safeguarding, including online safety, on the website for members of the community.

Management of applications (apps) used to record children's progress

Beckside Preschool & Nursery uses **Famly** to track childrens' progress and share appropriate information with parents and carers.

The Owner/Manager is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with data protection legislation.

In order to safeguard childrens' data:

- Only devices issued by the setting will be used for apps that record and store children's personal details, attainment or photographs. Beckside subscribes to Famly.

- Devices belonging to the setting are password protected and are not removed from the premises.

- Staff will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

- Only current members of staff and parents will have access to Famly

- Once a child leaves the setting, the account is deleted by Beckside.

Any concerns about content on Famly will be recorded and dealt with in the following ways:

- The user will be asked to remove any material deemed to be inappropriate or offensive.

- If the user does not comply, the material will be removed by the Owner/Manager. Access to Famly for the user may be suspended. The user will need to discuss the issues with a member of leadership before reinstatement. If the content is considered to be illegal, then the setting will respond in line with existing child protection procedures.

A visitor may be provided access to Famly by a member of the leadership team; in this instance, there may be an agreed focus or a limited time slot, with a member of staff supervising the access.

Social media expectations

The expectations' regarding safe and responsible use of social media applies to all members of the Beckside Preschool & Nursery community. The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.
All members of the Beckside Preschool & Nursery community are expected to engage in social media in a positive, safe and responsible manner, at all times.

All members of the Beckside Preschool & Nursery community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.

Reputation

Staff engaging with social media should always think about what they post online and how this may impact their role as an early years professional. Civil, legal or disciplinary action may be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

All members of staff are advised to safeguard themselves and their privacy when using social media sites. This includes (but is not limited to):

- Ensuring staff do not represent their personal views as that of Beckside Preschool & Nursery
- Members of staff are encouraged not to identify themselves as employees of Beckside Preschool & Nursery on their personal social networking accounts. This is to prevent information on these sites from being linked with the setting and also to safeguard the privacy of staff members.
- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with the setting's policies.
- Information and content that staff members have access to as part of their employment, including photos and personal information about children and their family members or colleagues will not be shared or discussed on social media sites.
- Members of staff will notify the Leadership Team immediately if they consider that any content shared on social media sites conflicts with their role in the setting.

Communicating with parents and carers

It is recommended that staff do not accept friend requests or communications from learners or their family members (past or present). If there is a pre-existing relationship, this should be discussed with the DSL and/or the Manager, who will need to consider how this is managed, provide the staff with clear guidance and boundaries and record action taken.

Official use of social media

Beckside Preschool & Nursery's official social media channels are:
Facebook and Instagram

Official social media channels for the setting have been set up as distinct and dedicated social media sites or accounts for educational or engagement purposes only and are managed by specific staff within the leadership team. Official social media sites are suitably protected and, where possible, run and link from the setting's website.

Official social media use will be conducted in line with existing policies, including Image use, Data protection, Confidentiality and Child protection.

- All communication on official social media platforms will be clear, transparent and open to scrutiny. Parents/carers will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- The setting will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.

Staff expectations

Staff participating in online social media activity as part of their capacity as an employee of the setting, will:

- Be professional at all times and aware that they are an ambassador for the setting.
- Be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
- Always act within the legal frameworks they would adhere to within the workplace, including: Confidentiality, Copyright, Data protection and Equalities laws.
- Not disclose information, make commitments or engage in activities on behalf of the setting unless they are authorised to do so.
- Not engage with any direct or private messaging with current, or past, parents and carers unless they are authorised to do so using the setting's account

Expectations

Electronic devices of any kind that are brought onto site are the responsibility of the user at all times.

- Staff members of Beckside Preschool & Nursery are advised to take steps to protect their mobile phones or devices from loss, theft or damage; the setting accepts no responsibility for the loss, theft or damage of such items on its premises.
- All staff are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.
- The sending of abusive or inappropriate messages/ content via mobile phones or personal devices is forbidden by any member of staff- any breaches will be dealt with.
- All staff are advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the setting's Behaviour or Child protection policies.

Visitors' use of personal devices, including mobile phones, cameras, smart phones and tablets

Mobile phones and devices are strictly prohibited in the setting.
Members of staff are expected to challenge visitors if they have concerns and will always inform the Designated Safeguarding Lead and or Deputy DSL of any breaches to the setting's policy.

Online safety resources

Safeguarding Children and Protecting Professionals in Early Years Settings

National organisations which provide advice to professionals working with children include:

- Childnet

- London Grid for Learning
- NCA-CEOP www.thinkuknow.co.uk and www.ceop.police.uk/Safety-Centre
- UK Safer Internet Centre

Safeguarding training and practitioner support

All staff receive safeguarding training as part of their induction, with ongoing support to ensure they can confidently apply safeguarding procedures in practice. Training is delivered through a combination of online training with Virtual College, in-house updates, and reflective discussions during team meetings or supervision sessions.

Safeguarding training is renewed every two years. During this period, the setting will assess whether individual staff members require annual refresher training to maintain core safeguarding competencies, respond to any procedural updates, or address specific safeguarding concerns that may arise within the setting.
Leaders and designated safeguarding leads are responsible for monitoring staff understanding and ensuring that training is embedded into daily practice. Staff are encouraged to seek guidance whenever needed, and safeguarding remains a standing agenda item at staff meetings to promote a culture of vigilance and shared responsibility.

Appendix 1.

Body Map Guidance

Body Maps should be used to document and illustrate visible signs of harm and physical injuries. Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

- Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.
- At no time should a member of staff take photographic evidence of any injuries or marks to a child's person, the body map below should be used.
- Any concerns should be reported and recorded without delay to the Lincolnshire Children's Services Customer Service Centre or the child's social worker if already an open case to social care.

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. **red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

- Importantly, the date and time of the recording must be stated as well as the name and designation of the person making the record.
- Add any further comments as required.
- Ensure First Aid is provided where required and then recorded appropriately.
- A copy of the body map should be kept on the child's concern/confidential file.
- Safeguarding is everyone's responsibility

Lincolnshire Children's Services Customer Service Centre for referrals and advice Tel: 01522 782111

Appendix 2

Safeguarding contact information for all staff

Safeguarding description	Contact name	Contact details
Safeguarding of children for reporting concerns and/or contacting Early Help Team for Advice (Children living in Lincolnshire)	Lincolnshire Children's Services Customer Service Centre	Customer Service Centre: (8.00am to 6.00pm) 01522 782 111 Out of hours emergencies call: 01522 782 333
Report a concern about a staff member or volunteer If you suspect a person who works with children, 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 that he or she 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	Lincolnshire Local Authority Designated Officers (LADO)	**LADO Office** Tel: 01522 554 674 LSCP_LADO@lincolnshire.gov.uk

If you believe that a crime has been committed and there is an immediate risk of danger to a child	Police	999 or 112
If there is **no** immediate danger to a child	Police	101
	Lincolnshire Police	Tel: 01522 532 222 **or** Divisional Unit on: 01522 885 316/7
People who are deaf, hard of hearing or speech impaired and need to contact the police can use the police Typetalk service	Lincolnshire Police	• 01522 558263 • 01522 558140 • 07761 911287
If you have a concern about domestic abuse	EDAN Lincs	**Outreach Hours:** Monday - Friday 9am - 5pm **Refuge Hours:** Monday - Friday: 8.30am – 8.30pm **Tel:** 01522 510041 **General Enquiries: info@edanlincs.org.uk** **Secure Email:** info.secure@edanlincs.cjsm.net
Should staff feel unable to raise concerns regarding child protection failures internally or have concerns about the way a concern is being handled	NSPCC helpline	Tel: 0800 028 0285 – line is available from 8am-8pm, Mon-Fri email: help@nspcc.org.uk
	Prevent Team	• Police Prevent enquiries - ctp-em-prevent@lincs.police.uk • Local Authority enquiries - Prevent@lincolnshire.gov.uk • Make a referral **- ctp-em-prevent-referral@lincs.police.uk** • Online Referral: Refer someone to the Prevent

		Team | Lincolnshire Police (lincs.police.uk)

Other contacts for the setting

Safeguarding description	Contact name	Contact details
Contact for the setting if support and advice is needed to reach a decision regarding a referral.	**Jackie Ward** **Lead Advisor – Sector Support and Improvement**	**Phone:** 01522 552752 **Email: JackieP.Ward@lincolnshire.gov.uk** Lincolnshire County Council Early Years & Childcare Support Lincolnshire County Council County Offices, Newland, Lincoln LN1 1YL
In the DSL's absence	**Vanessa Stratford**	**Phone: 07920283406** **Email:** **vanessa.startford@lincolnshire.gov.uk**

Appendix 3

Resources

Lincolnshire Safeguarding Children's Partnership

Lincolnshire Safeguarding Children Partnership Procedures Manual

Working Together to Safeguard Children & Young People 2018

Keeping Children Safe In Education 2023

Information Sharing Document 2018

What to do if you're worried a child is being abused 2015

Prevent duty training: Learn how to support people vulnerable to radicalisation | Prevent duty training (support-people-vulnerable-to-radicalisation.service.gov.uk)

Revised Prevent duty guidance: for England and Wales - GOV.UK (www.gov.uk)

For more information about Prevent: Prevent | Lincolnshire Police (lincs.police.uk)

Children Act 1989

Children Act 2004

Ofsted: Education Inspection Framework'

Early Years Foundation Stage Framework 2023

Safeguarding Children and Protecting Professionals in Early Years Settings

Appendix 4:

Example Monitoring Form

This form should be used if the Designated Safeguarding Lead has asked for a child to be monitored.

Date	Concern	Injuries	Parent comment

Appendix 5:

Example Childcare Provider Incident of Concern Form

Any concerns for any child's welfare and safety should be recorded on this form. The form should only be completed by the Designated Safeguarding Lead within the setting. Once completed this record should be kept separate and securely from the child's main records with restricted access in line with confidentiality. All concerns should be raised and discussed with the Customer Service Centre at LSCP on 01522 782111 within appropriate time frames.

Name of provision:

Child details	
Name:	Date of birth:
Address:	

Incident details
Date of incident:
Time of incident:
Exact location of incident:
Made aware of incident by: (please ✓) Telephone ☐ Home visit ☐ Observation ☐ Third party ☐ Email ☐ Other agency ☐ Disclosure ☐ other (please specify): .....
Details of incident or concern
Name of parent / carer: Date: Parent / carer signature:
Previous incidents concerns (please ✓ all that apply): DSL to Complete
Injury ☐ Health ☐ Developmental ☐ Safeguarding ☐ Other (please specify) .....

Details of person reporting or observing the incident	
Full name:	
Job role:	
Work Address:	
Work telephone:	
Work email	

Date of recording:	
Time of recording:	
Signature:	Please tick if the details of the person recording are the same as for the person reporting or observing the incident. ☐

Only complete this section if someone other than the person reporting or observing has completed the record.	
Full name of person recording:	
Contact details of person recording: Telephone: Email:	Address if different from provision
Signature of person recording:	
Signature from the person reporting, to confirm this is an accurate record of the incident of concern. Signature: Date: Time:	
Information passed to Designated Safeguarding Lead (DSL)	
Full name of DSL:	
Contact details of DSL:	
Date and time information shared with DSL.	
Designated Safeguarding Lead signature:	
Date and time this concern was referred to Customer Service Centre:	