



## **CHILD PROTECTION POLICY**

### **Policy statement**

Our setting will work with children, parents and the community to ensure the rights and safety of children, young people\* and vulnerable adults. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

### **Procedures**

We carry out the following procedures to ensure we meet the three key commitments of the Early Years Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

#### *Key commitment 1*

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

- Our designated safeguarding lead who co-ordinates child, young person and vulnerable adult protection issues is:

**Sarah Wallis**

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- When the setting is open but the designated safeguarding lead is not on site, a suitably trained deputy is available for staff to discuss safeguarding concerns.
- Our deputy designated safeguarding Lead who oversees this work is:

**Kathryn Jacomb**

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- The designated safeguarding lead and the suitably trained deputy ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The designated safeguarding lead (and the person who deputises for them) understands Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly, (OSCP)'s safeguarding procedures, attends relevant OSCP training at least every two years and refreshes their knowledge of safeguarding at least annually. We ensure that all practitioners are trained in line with the criteria set out in Annex C of the updated Statutory Framework introduced in September 2025 and that they are supported and confident to implement the setting's safeguarding policy and procedures on an ongoing basis.
- Our safeguarding procedures are set out in our Child Protection Policy which is available to parents electronically on our Website.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children, 2023*) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand OSCP thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of mobile phones), whistleblowing and dignity at work.

- We make a referral to LADO immediately if any inappropriate behaviour management involving corporal punishment has been committed by a member of staff or volunteer.
- If physical interventions are used by staff to maintain the safety of a child, their peers, staff or volunteers an Incident Log is completed and signed by the staff member/Manager and parents/carers on the same day or as soon as reasonably practicable
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age-appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Volunteers must:
  - be aged 17 or over;
  - be considered competent and responsible.
  - receive a robust induction and regular supervisory meetings.
  - be familiar with all the settings policies and procedures.
  - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect

their suitability to work with children (whether received before or during their employment with us).

- We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated safeguarding lead in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated safeguarding lead will support the deputy designated safeguarding lead to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated safeguarding lead will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, the LADO, Ofsted or RIDDOR.

### *Key commitment 2*

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

## *Responding to suspicions of abuse*

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour;
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the setting.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated safeguarding lead will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated safeguarding lead has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and OSCP procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of

children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.

- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and OSCP procedures on responding to radicalisation.
- The designated safeguarding lead completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, including early years practitioners, and health workers to report cases of Female Genital Mutilation to the police.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors, we follow the procedures below for reporting child protection concerns and follow the OSCP procedures.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated safeguarding lead. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated safeguarding lead in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to the local authority children's social care team (MARU - 0300 1231 116) and co-operate fully in any subsequent investigation. NB In some cases this may mean the police, or another agency identified by the Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of

the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing; if they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline.

#### *Recording suspicions of abuse and disclosures*

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child, although it is OK to ask questions for the purposes of clarification;
  - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time. The observation is also recorded on the Chronology of Welfare Concerns/ Significant Events Sheet.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The designated safeguarding lead is informed of the issue at the earliest opportunity, and within one working day.
- Where the Safeguarding Children Partnership for Cornwall and the Isles of Scilly stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the OSCP.

### *Making a referral to the local authority children's social care team*

- The designated safeguarding lead at Threemilestone Pre-school CIO follows the OSCP's (Our Safeguarding Childing Partnership for Cornwall & the Isles of Scilly's) procedures for making a referral:  
<https://ciossafeguarding.org.uk/scp/p/professionals/reporting-concerns>
- If the designated safeguarding lead or their back-up is not on site, the most senior member of staff present takes responsibility for making the referral to social care.

### *Resolving Professional Differences Protocol (Formally referred to as the Escalation Policy)*

- If we feel that a referral made has not been dealt with properly, or that concerns are not being addressed or responded to, we will follow the OSCP escalation process.
- A copy of the Resolving Professional Differences Protocol produced by OSCP for Cornwall and the Isles of Scilly is available in our Policy Folder and on our website.

### *Informing parents*

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated safeguarding lead should seek advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

### *Liaison with other agencies*

- We work within the Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

### *Allegations against staff*

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
  - Behaving in a way that has harmed a child or may have harmed a child.
  - Possibly committing a criminal offence against or related to a child.
  - Behaved in a way that indicates they may pose a risk of harm to children.
  - Inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly when responding to any complaint that a member of staff or

volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.

- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately and within 24 hours to the Local Authority Designated Officer (LADO) to investigate and/or offer advice:

The telephone number is **01872 326536**

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- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

### *Disciplinary action*

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information on 01325 953795, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

### *Key commitment 3*

We committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient, and listened to.

### *Training*

Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Safeguard Training, 'Basic Awareness in Safeguarding Children for Early Years Settings' is accessed via Cornwall Council and covers all aspects of Annex C within Paragraph 3:30 of the Early Years Statutory Framework 2025.

### *Annex C: Criteria for effective safeguarding training:*

1. Training is designed for staff caring for 0-5 year olds and is appropriate to the age of the children being cared for.
2. The safeguarding training for all practitioners must cover the following areas:
  - What is meant by the term safeguarding.
  - The main categories of abuse, harm and neglect.
  - The factors, situation and actions that could lead or contribute to abuse, harm or neglect.
  - How to work in ways that safeguard children from abuse, harm and neglect.
  - How to identify signs of possible abuse, harm and neglect at the earliest opportunity. These may include: •
    - Significant changes in children's behaviour.
    - A decline in children's general well-being.
    - Unexplained bruising, marks or signs of possible abuse or neglect.
    - Concerning comments or behaviour from children.
    - Inappropriate behaviour from practitioners, or any other person working with the children. This could include inappropriate sexual comments; excessive one-to-one attention beyond what is required through their role; or inappropriate sharing of images.
    - Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a child may experience emotional abuse or physical abuse because of witnessing domestic abuse or coercive control or that a girl may have been subjected to (or is at risk of) female genital mutilation.

- How to respond, record and effectively refer concerns or allegations related to safeguarding in a timely and appropriate way.
  - The setting's safeguarding policy and procedures.
  - Legislation, national policies, codes of conduct and professional practice in relation to safeguarding.
  - Roles and responsibilities of practitioners and other relevant professionals involved in safeguarding.
3. Training for the designated safeguarding lead (DSL) should take account of any advice from the local safeguarding partners or local authority on appropriate training courses. In addition to the areas set out in paragraph 2, training for the DSL must cover the elements listed below:
- How to build a safe organisational culture.
  - How to ensure safe recruitment.
  - How to develop and implement safeguarding policies and procedures.
  - If applicable, how to support and work with other practitioners to safeguard children.
  - Local child protection procedures and how to liaise with local statutory children's services agencies and with the local safeguarding partners to safeguard children.
  - How to refer and escalate concerns (including as described at paragraph 3.9 of the EYFS).
  - How to manage and monitor allegations of abuse against other staff.
  - How to ensure internet safety.
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Designated safeguarding leads receive appropriate training, as recommended by the Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly, every two years and refresh their knowledge and skills at least annually.

We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.

We ensure that all staff regularly receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings.

*Planning*

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

### *Curriculum*

We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe including on-line safety.

We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social 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 shared only with those who need to know. Any information is shared under the guidance of the Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly.

### *Support to families*

We believe in building trusting and supportive relationships with families, staff and volunteers.

We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.

We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Our Safeguarding Children Partnership for Cornwall and the Isles of Scilly.

## **Legal framework**

### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)
- The Children and Social Work Act 2017

## **Further guidance**

- Working Together to Safeguard Children (HMG, 2023)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners

- (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
- Changes to the Disqualification by Association Legislation in September 2018.

\*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.

**This policy was adopted by Threemilestone Preschool CIO**

Signed for and behalf of the pre-school

Trustee ..... (Sarah Wallis)  
Threemilestone Preschool CIO