

# Safeguarding Children Policy & Procedure for Child Protection



## PARKWAY PRE-SCHOOL

We aim to create an environment in our pre-school, which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background. We aim to encourage the children to have self-confidence and the vocabulary to resist inappropriate approaches.

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.

We do this by providing a safe and secure environment in which to learn and we introduce key elements of child protection into learning activities, so that children can develop an understanding of why and how to keep safe. Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them.

We work within the Hertfordshire Safeguarding Children's Board Guidelines. We notify Ofsted of any incident or accident and any changes in our arrangements, which affect the wellbeing of the children.

Our designated person, who co-ordinates child, young person and vulnerable adult protection issues is **Gillian Dunne**

Our designated second Person is: **Rebecca Batchelor**

### Methods

- The Designated person must be trained in Advanced Child Protection Issues.
- All staff are subject to an enhanced Disclosure and Barring Service check and are recommended to sign up to the yearly DBS update Service.
- Volunteers do not work unsupervised, and we take steps to ensure that no unauthorised person has unsupervised access to the children.
- We have procedures for recording the details of visitors to the pre-school.
- We refer to and follow the procedures set out in the Recognise, Respond and Refer guidelines from Hertfordshire Safeguarding Children Board.
- All appointments, both paid and voluntary, will be subject to a probationary period and will not be confirmed unless the pre-school is confident that the applicant can be safely entrusted with children.
- All staff undertake Basic Child Protection training and are aware of Working together to Safeguard Children 2018, the statutory guidance for schools and education Keeping Children Safe in Education 2024 (KCSE 2024) and What to do if you are worried a child is being abused 2015.

- All staff understand what Parkway pre-school 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 **cameras and mobile phones**), whistleblowing and dignity at work. **We note that Apple watches with a camera are not allowed during a session.**
- We acknowledge that abuse of children can take different forms - physical, emotional, sexual, neglect, exploitation, trafficking, modern slavery and child on child. Domestic abuse is also a significant risk factor. These signs and situations may be observed or demonstrated through changes in their behaviour or in their play.
- All staff are aware of the Prevent Duty Guidelines which states that childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. We also incorporate the Fundamental British Values into the daily running of the setting.
- The layout of the rooms and the intermate care area procedures in the bathroom will ensure constant supervision of all children.
- There is a procedure for reporting and recording any concerns.
- We have a clear Lockdown Procedure in place.
- We adhere to the Safe Eating Practice Guidelines 2025.
- **All staff understand that safeguarding is their own responsibility.**
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- Peer on peer abuse is defined as harmful behaviour including physical, emotional, sexual and includes grooming. At Parkway Pre-School we have strong mechanisms in place to prevent and educate on harmful behaviour before it happens. We have an inclusive Pre-School where everyone is respected. Staff are vigilant and our expectations are of a safe environment where we promote positive relationships, support and educate children on social skills and boundaries.  
A procedure is in place for reporting incidents which are reported and escalated via the DSP.

## **Procedure for Safeguarding Children.**

Designated Person: **Gill Dunne**

Procedure staff should follow if: -

### **They suspect abuse/neglect of a child.**

- Talk to Designated Person
- Log, sign and date concerns

### **A child discloses abuse.**

- Do not question the child or make promises not to tell anyone. Listen to what the child has to say and document in child's own words. If appropriate include factual observations of any behaviour/injuries, sign and date.
- Tell Designated Person

- Designated Person will contact Children's Services on 0300 123 4043 and will use the online reporting portal from Children's Services to record the concern.
- The referral will then be followed up in writing within 48 hours. The Designated Person and Social Services will decide on the next course of action within 1 working day.
- Designated Person will also inform Ofsted.

### **If you suspect a member of staff**

- Tell Designated Person. They will inform:
- Local Authority Designated Officer (LADO) on 01992 555420 within 1 working day.
- Ofsted

**N.B** All information is on a need-to-know basis. It is strictly private and confidential and should NOT be discussed with anyone other than the Designated Person, who will make the decision on who should know.

### **Informing Parents**

Parents are normally the first point of contact. Parents are informed the same time a suspicion of abuse is recorded, except where the Hertfordshire Safeguarding Children's Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officer will inform the parents.

### **Support to families**

- The pre-school takes every step to build up trusting supportive relationships among families, staff and volunteers in the group.
- The pre-school continues to welcome the child and family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the parents, only if appropriate under the guidance of the Hertfordshire Safeguarding Children's Board.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

One of the main principles underlying the Children's Act 1989/2004 is that parents have the primary responsibility of their children's development and protection. The aim of the pre-school is to have a good working relationship with all the parents and carers of the children that attend. We feel that we are able to talk to them about any cuts, abrasions, or bruises and concerns in a manner that will not alarm the parents.

We ensure that all parents know how to complain about staff or volunteers, which may include allegations of abuse.

### **Procedure for allegation against a member of staff.**

- Documentation and notes are recorded regarding the incident. This is kept in a lockable file, marked strictly private.
- Staff will be given a leave of absence during this time.
- Local Authority Designated Officer will be contacted within 1 day.
- Notify Ofsted.
- Contact Hertfordshire Safeguarding Children's Board (HSCB).

## **The Prevent Duty & Promoting British Values**

From 1<sup>st</sup> July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism.” This duty is known as the Prevent duty.

### **Indicators**

We are committed to providing a secure environment, where children feel safe and are kept safe. All adults in our setting recognise that safeguarding is everyone’s responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children or not. Staff will be alert to issues including:

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups
- Graffiti symbols, writing or artwork promoting extremist messages or images
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Use of extremist or ‘hate’ terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture

### **Actions**

In order to ensure that we adhere to and achieve the Prevent duty we will:

- We will ensure that all staff undertake Prevent awareness training which includes guidance on how to identify those who may be vulnerable to being drawn into terrorism
- We will build the children’s resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for EYFS sets standards for learning, development care for children from 0 – 5, thereby assisting their personal, social and emotional understanding of the world)
- We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way
- We will be aware of the online risk of radicalisation through the use of social media and the internet
- As with managing other safeguarding risks, our staff will be alerted to changes in children’s behaviour which could indicate that they may need help or protection. Our Key Person approach means we already know our key children well so we will notice any changes in behaviour, demeanour or personality quickly
- We will not carry out unnecessary intrusion into family life but we will act when we observe behaviour of concern. Our key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly
- We will work in partnership with our LSCB for guidance and support
- We will build up an effective engagement with parents/carers and families (This is important as they are in a key position to spot signs of radicalisation)
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms
- We will ensure that any resources used in the pre-school are age appropriate for the children in our care and that staff have the knowledge and confidence to use the resources effectively

## **Staff have concerns under Prevent Duty**

- Talk to Designated Person.
- Log, sign and date concerns
- Designated Person will contact Children's Services on 0300 123 4043 and can also contact Department for Education's dedicated helpline on 020 7340 7264. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).
- Referrals can be made to CHANNEL by completing the appropriate referral form and emailing to [prevent@herts.pnn.police.uk](mailto:prevent@herts.pnn.police.uk).

## **Female Genital Mutilation (FGM)**

FGM Is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

FGM refers to procedures of any alterations involving partial or total removal of the external female genital organs. The procedure may lead to short term and long-lasting harmful consequences such as death, trauma, infections, flashbacks, infertility, kidney problems, sexual dysfunctions incontinence, post-traumatic stress disorder etc. It is known to be practised in the North African countries, the Middle East, Indonesia, Malaysia, India and Pakistan. However, with migration worldwide it is also practised in the UK, the USA, Canada, Australia etc.

The United Nations addresses FGM as violation of human rights. In the UK, FGM is a criminal offence and a harmful form of child abuse. It is illegal to practice in the UK and/or anyone involved in taking girls outside of the UK to have FGM carried out will be punished under the FGM Act 2003 and Serious Crime Act 2015.

FGM is not a religious practice. If any practitioners or staff feel a child in their care is potentially at immediate risk of FGM (planned holiday for special event or becoming a women) they will call 999 in line with their legal duty of care.

### **Indicators**

There are a range of potential indicators that a girl may be at risk of FGM.

FGM often takes place in the summer holidays, as the recovery period after FGM can be 6 to 9 weeks. Professionals should be mindful of high-risk times when children go on long holidays and/or are getting a visit by female elder from their country of origin. Additionally, girls are considered at risk where their mother or sisters have undergone FGM, and girls are talking about a 'special' event or procedure to 'become a woman.'

Post FGM symptoms can include, but are not limited to:

- Difficulty walking, sitting or standing
- Spending long periods of time in the bathroom/toilet
- Displaying unusual behaviour after a lengthy absence
- Parents/carers reluctant to explain reasons for absence
- Talking about themselves in the third person or talking about a 'friends' problem.

### **Mandatory Reporting Duty**

Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gave the Government powers to issue statutory guidance on FGM to relevant persons. The guidance provides professionals with the information they need to

help them understand the issues around FGM; professionals' responsibilities on FGM linked to wider safeguarding duties and good practice; the range of legal interventions to deal with FGM; guidelines for key professionals including police, healthcare professionals, children's social care and schools and colleges, and working with communities to prevent FGM.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining children – it is likely that discovery will be made by disclosure by the student, parent or otherwise. These cases must be referred to police.

**Immediate reporting is required if FGM has been performed recently, and in historical cases, reporting must take place within a month.**

Unless the teacher has a good reason not to, they should still consider and discuss any such case with the designated safeguarding lead and involve children's social care as appropriate. While the duty is limited to the specified professionals described above, non-regulated practitioners also have a responsibility to take appropriate safeguarding action in relation to any identified or suspected case of FGM and follow guidance from the LSCB.

**Operation Encompass notifications for child victims of domestic abuse.** Operation Encompass is a domestic abuse and missing from home safeguarding partnership between Hertfordshire Constabulary and education providers. Parkway pre-school works in partnership with the Hertfordshire Constabulary; our DSP is notified if police attend a domestic abuse incident involving a child/children in our Setting. Our key staff will respond offering immediate and tailored support to any child/children in our setting who have witnessed or experienced domestic abuse. We display the Operation Encompass information poster on our parent noticeboard. For further information visit [www.operationencompass.org](http://www.operationencompass.org) or the Domestic Abuse Act 2021.

Policy Update: March 2026  
Next review: March 2027

#### **Useful Contacts:**

NSPCC whistle blowing helpline	0800 0280285
Email	<a href="mailto:help@NSPCC.org.uk">help@NSPCC.org.uk</a>

NSPCC helpline 10am-4pm Monday to Friday 0808 8005000.

[www.operationencompass.org](http://www.operationencompass.org)