Totterdown Preschool

Safeguarding Policy

November 2026

Statement of intent

Totterdown Preschool's prime responsibility is the welfare and well-being of all children in our care. In accordance with section 39 (1) (b) of the Childcare Act 2006, we have a legal requirement to comply with the 'Working Together to Safeguard Children 2026' guidance as approved by the Surrey Safeguarding Children Partnership and ensure that all adults working with and looking after children are able to put the procedures into practice. As a registered provider we agree to the terms set out by Ofsted and as such will notify them of any significant events that may affect or change the running of the Preschool or persons within it.

We intend to create, in our Preschool an environment in which children are safe from abuse/neglect and in which, any suspicion of abuse is promptly and appropriately responded to.

POLICY STATEMENT

This Policy applies to anyone working on behalf of Totterdown Preschool including senior managers and paid staff, volunteers, sessional workers, agency staff and students. Its purpose is to protect and enhance the safety and well-being of all children and young people by actively promoting awareness, good practise and sound procedures.

We believe the safety and well-being of children and young people is of the utmost importance and that they have a fundamental and equal right to be protected from harm regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We fully recognise our statutory responsibility for safeguarding: the safety, protection and well-being of all children and young people that Totterdown Preschool supports and interacts with, is paramount and has priority over all other interests. This includes responding immediately and appropriately where there is a suspicion that any young person under the age of 18 years old may be a victim of bullying, harassment, abuse (including physical, sexual, emotional) or neglect.

'Young Person' means those under 18 years old including all of those up to their 18th birthday (up to the age of 25 for those with additional needs) - as designated a 'child' within the terms of the Children's Act 1989.

Totterdown Preschool encourages a culture of listening to and engaging in dialogue, with children seeking their views in ways that are appropriate to their age, culture and understanding.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England including the Children's Act 2004 and "Working Together to Safeguard Children 2026". Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf (publishing.service.gov.uk) (DfE), 2023 provides the key statutory guidance for anyone working with children and young people. All procedures and policies pertaining to safeguarding should be regularly reviewed and updated on an annual basis.

ORGANISATIONAL RESPONSIBILITIES

Totterdown Preschool will be initially responsible for the implementation of the Safeguarding Policy and may designate a certain member of staff to manage the Safeguarding Policy and its implementation.

It is the responsibility of the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) to take appropriate action following any expression of concern and make referrals to the appropriate agency.

Totterdown Preschool will ensure that the designated Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) participates in regular safeguarding training on an annual basis so that they are aware of the procedures of identifying and reporting suspected cases of abuse and neglect and are up to date with any legal changes.

All staff/ volunteers will be made aware of this Safeguarding Policy and related relevant procedures as part of their induction and their contract of employment.

All staff/ volunteers will be informed and have access to regular training as required to update their knowledge on safeguarding. More information can be found here; Training - Surrey Safeguarding Children Partnership (surreyscp.org.uk)

The safeguarding partnership training offer is available.

Totterdown Preschool will work in accordance to guidance and good practice from the Surrey Safeguarding Children Partnership. More information can be found at: Surrey Safeguarding Children Partnership (surreyscp.org.uk)

Safeguarding Lead/ Manager Responsibilities

Totterdown Preschool will ensure that all members of staff/ volunteers have timely and relevant safeguarding training and this will be refreshed out every two years.

Training for the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) can be accessed from Surrey Safeguarding Children Partnership. Staff and volunteers can also access a range of multi-agency safeguarding training. More information can be found here; Surrey Children's Services Academy (SCSA) - Surrey County Council (surreycc.gov.uk)

The Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) will take appropriate action following any expression of concern, disclosure or reported incident and make referrals to the appropriate agency.

THE ROLE OF THE DESIGNATED SAFEGUARDING LEAD (DSL)

- To share information with the staff team
- Accessing information and liaising with outside agencies to ensure that information is up-to-date.
- Collating information when there are concerns regarding a child.
- Contacting C-SPA who provide relevant and up-to-date advice and make decisions regarding referrals.
- Responsible for regularly reviewing the accident/incident book and any recorded concerns to monitor and/or identify possible Safeguarding Children issues.
- To check email alerts from organisations we are signed up to including CASPER, Under 5's and Supporting Children's Team (Childcare Professional Update).

- It is the duty of the DSL / DDSL to pass on any child protection related information that has been gathered for any child, at any point during their time at Totterdown Preschool shall be handed over in its entirety to the ongoing school. This shall be done in person by the DSL/ DDSL. They shall take with them a receipt that can be signed for and dated at the time of handover as evidence that the information is no longer in the hands of Totterdown Preschool. This receipt shall then be stored as all other files would be. In the case of where a file may not be handed over in person, then this shall be sent via recorded delivery, where it will require a signature on receipt.

STAFF AND VOLUNTEER RESPONSIBILITIES

Any new member of staff or volunteer with direct contact with young people will be taken through this safeguarding policy as part of the induction process and offered training soon after commencing their post.

All staff and volunteers to participate in timely and relevant training.

Any students or trainees who are to be counted in ratio, are required to have undertaken Paediatric First Aid (PFA).

All staff have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the procedures detailed below in this policy.

If in any doubt about what action to take, employees must seek advice from one of the named Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) or in their absence the Manager.

STAFF TRAINING

- All staff and volunteers to participate in timely and relevant training.
- All staff will complete the online Prevent training.
- All staff will be familiar with the Continuum of Support Document.
- All staff should be familiar with the procedures and protocols for promoting and safeguarding the welfare of children in our care, through an induction pack given to them on appointment, and through information given to them by the DSL. All information is updated regularly together with relevant contact numbers and staff using our update services ie CASPAR, Surrey Safeguarding etc.
- All staff will be made aware of and given training on how to respond to concerns, through speaking to relevant parties and in certain situations how to use a body map to note where bruising and other pre-existing injuries may be present. They will also be made aware that in any case of suspicion they should speak to the DSL/ DDSL and in the case of further advice needed call C-SPA (Children's Single Point Access).
- All staff would be made aware of the staff safeguarding display in the kitchen within the preschool setting. This display enables staff to keep up-to-date with new safeguarding information including safeguarding terminology, procedures and policies.

SAFEGUARDING INFORMATION

Definitions of harm and concerns

For the purpose of this policy, Totterdown Preschool has defined harm and concerns as:

- Neglect - the persistent failure to meet the basic physical and physiological needs of the young person that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter and failure to respond to basic emotional needs, such as being cared for when sick. Neglect is not exclusive to the above but also includes the following…Medical, educational, supervisory, and nutritional, this also includes affluent neglect.
- Abandonment - leaving a child alone and unattended in circumstances that are inappropriate for their age and/ or level of ability.
- Emotional abuse – persistent, emotional ill treatment that has a severe adverse effect on the emotional development of children and young people. It may involve conveying to them that they are not wanted, not loved or worthless. It may involve inappropriate expectations (such as taking on the responsibility of an adult within the family) being placed on the young person leaving them frightened and unable to cope. It may also involve the threatening, exploitation or corruption of children and young people.
- Physical abuse – hitting, kicking, shaking, slapping, and throwing, scalding, burning, poisoning, drowning, suffocating, or other action intended to cause physical harm or ill health to the child or young person. Physical harm may also be caused when a parent or carer covers up the symptoms of or deliberately causes ill health to a child or young person within their care.
- Racial abuse – any type of verbal or physical abuse that is directed at an individual or group because of their racial or ethnic background.
- Witnessing ill treatment, including domestic abuse of another person- this may impact the health or development of a child or young person.
- Sexual abuse or sexual exploitation - forcing or enticing a child or young person to participate in sexual activities, whether or not the child or young person is aware or has knowledge of what is happening. It includes child prostitution, encouraging children or young people to watch or participate in the production of pornographic material, online grooming, encouraging children and young people to behave in sexual inappropriate ways. Sexual acts include penetrative (rape or buggery) and non-penetrative acts such as touching or stroking.
- Prevent – in the case of prevent staff will be trained to understand when it is appropriate to make a referral to Channel after seeking advice from C-SPA, which the DSL/DDSL will undertake.

All staff will be made aware of the factors of concern including:

- Parent and /or child misusing alcohol or drugs
- Domestic abuse within the household (DA or DV) – including the impact of DA/DV, controlling or coercive behaviour and the impact that DA/DV has upon children, both as witnesses and by being forced to collude in this (amended Sept 21)

- Parents with learning difficulties and or mental health problems who reject professional support
- Babies
- Children with disabilities
- Young carers
- Teenage pregnancy and parenthood
- Pregnancy / unborn child
- Highly mobile families without recourse to public funds
- Bullying, including online bullying and prejudice-based bullying
- Racist, disability and homophobic and transphobic abuse
- Gender- based violence against women and girls
- Teenage relationship abuse
- Peer-on-peer abuse
- Self-harming behaviours and suicidal ideation
- Child exploitation (CE) and grooming, including online
- Impact of new technologies, sexting and accessing pornographic materials
- Child trafficking and modern-day slavery
- Female genital mutilation (FGM)
- Breast Ironing (BI)
- Honour based violence (HBV)
- Forced marriage (FM)
- Prevent – radicalisation, terrorism and/or extremist behaviour
- Faith abuse
- Fabricated or induced illness
- Poor parenting, particularly in relation to babies and young children
- Child Exploitation and county lines (CE)
- Specific local area issues i.e. gang activity
- Disguised Compliance (DC)
- Staff to be aware of witchcraft / black magic and how different faith or beliefs may carry out rituals which could potentially cause harm to children (Amended Sept 21)
- Homelessness – in the case of a child being close to homelessness it is our duty to inform the local authority who have a duty of care to provide support (Amended Sept 21)
- PENS (physical, emotional, neglect and sexual abuse) – including concerns about a childs mental health (amended Sept 21 added to physical)

- Criminal exploitation - a form of **modern slavery** that sees victims being forced to work under the control of highly organised criminals in activities such as forced begging, shoplifting and pickpocketing, cannabis cultivation, drug dealing and financial exploitation.
- Child to parent violence

*This list is not exhaustive of all types of abuse and will be amended according to new updates and trends.

The Sexual Offences Act 2003 defines 'consent' as '*if he agrees by choice and has the capacity to make that choice'.* The Act, removes the element of consent for many sexual offences for:

- Children/young people under 16 (including under 13).
- Children/ young people under 18 having sexual relations with a person of trust (for example: teachers, youth workers, foster carers, police officers).
- Children / young people under 18 involved with family members over 18.
- Persons with a mental disorder impeding choice or who are induced, threatened or deceived.
- Persons with a mental disorder who have sexual relations with care workers.

In relation to young people under the age of 13, consent is irrelevant. The law says 'a child under the age of 13 does not, under any circumstances, have the legal capacity to consent to any form of sexual activity'.

The Police must be informed <u>immediately</u> of any sexual activity involving a child under 13 years of age.

General safeguarding advice

- Remember not to be a young people's friend, always maintain a professional manner when working with them.
- Do not accept a young person as a friend on any social networking site that you use.
- Always keep a record of any text or email exchanges with a young person (staff will use work telephones where available).
- Always be aware that your comments or actions may be perceived differently than intended, so be sensitive to the situation.
- Do not meet a young person alone, this is for the safety and well-being of the young person but also yourself. Where this is necessary, try to use public spaces for one-to-one meetings if you are not meeting in the Totterdown Preschool office or premises.
- Avoid detailed discussions about your personal experiences e.g. drugs, alcohol, sex.
- Never speak to the press about a child or young person without permission from Totterdown Preschool.
- Totterdown Preschool has a strict no babysitting rule in place between staff and families of children who currently attend the setting.

REPORTING PROCEDURES

In all cases it is vital to take every action which is needed to safeguard the child, children and young person(s). *Immediate* action may be necessary in the following situations;

- If emergency medical attention is required, phone the emergency services or take the child/ young person to the nearest Accident and Emergency department.

- If the child or young person is in immediate danger the police should be contacted by calling 999.

- Any suspicion, allegation or disclosure of abuse or harm must be reported immediately or as soon as practicably possible on the day of the occurrence to your Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL). Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.

- The Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) must record the concern, with the staff member or volunteer using the appropriate Reporting Form (see safeguarding folder – cause for concern form). The Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) is responsible for ensuring that a copy of the Incident Report or Request for Support referral form is immediately passed onto the most senior person responsible for safeguarding or Surrey Children's Services, C-SPA, details below. This form must be kept strictly confidential and stored securely.

- It is the responsibility of the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) or in their absence the Manager who has overall responsibility for safeguarding to deal with safeguarding matters. If further referral is necessary, it will either be through Surrey Safeguarding Children Partnership/ Surrey Children's services or the Police.

- In order to aid the identification of support needed, the continuum of support will be used as a guide.

The Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) will be responsible for informing the employee who reported the disclosure of any action taken and any outcome if this is appropriate, on a need to know basis.

It is also the responsibility of the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) to ensure any partner agencies involved with the young person are made aware of the disclosure and the action taken where relevant and where information sharing guidance permits this.

It is important to remember that often only when information held by a number of workers is put together, that a picture of child abuse emerges. All staff & volunteers must adhere to the information sharing protocol published by HM Government, adopted by the Children's Trust and endorsed by SSCP. Details can be found here; Information sharing: advice for practitioners (publishing.service.gov.uk). In addition to this, whilst respecting cultural differences, the basic requirements for children is that they are kept safe across social, ethnic and cultural boundaries.

Responding to a disclosure

If the child or young person is not in immediate danger or requires immediate medical attention, follow the guidance provided in Totterdown Preschools Safeguarding folder - If you are worried about a child and need advice- it is always better to ask than to sit on it, and also contact;

Totterdown Preschool
Shamira Lumsden DSL/ Claire Beare DSL / Joe Spence DDSL
DSL@totterdownpreschool.co.uk / 07846993052

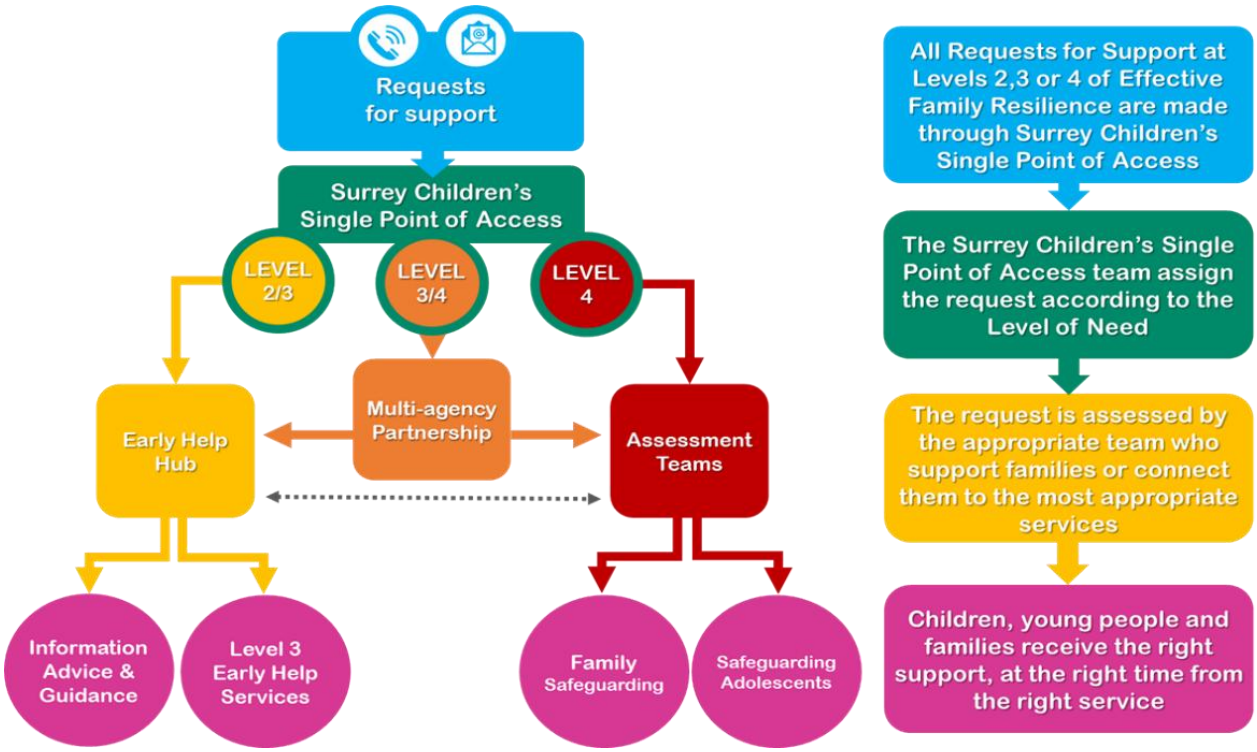
Other helpful contacts

- **Children's Single Point of Access** (C-SPA), a front door to Surrey County Council services for children, provides residents and people who work with children in Surrey with direct information, advice and guidance about where and how to find the appropriate support for children and families.

  C-SPA is available **9am-5pm, Monday – Friday**

  Phone: 0300 470 9100

  Email: cspa@surreycc.gov.uk



- **Emergency Duty Team** (EDT), provides an emergency social care service for urgent situations which are out of normal office hours. If your call is not answered, please do leave a message and your contact details for someone to get back to you.

  EDT is available **5pm-9am, Monday – Friday, Weekends 24 hours a day.**

  Phone: 01483 517898

  Email: edt.ssd@surreycc.gov.uk

- The LADO Service manages allegations against individuals who work or volunteer with children in Surrey. If you have a concern regarding someone who works with children, please contact the LADO on 0300 123 1650
  Email: **LADO@surreycc.gov.uk**

- NSPCC Helpline 0808 800 5000

Referrals

Support can be found by calling C-SPA. If required a request for support form will be completed following a consultation.

- C-SPA Telephone number: 0300 470 9100 (Mon to Fri 9am-5pm)
- C-SPA email: cspa@surreycc.gov.uk
- Emergency Duty Team 01483 517898 (out of hours)
- OFSTED should be contacted on: 0300 123 1231 (Monday to Friday 8am to 6pm)

Reacting to a disclosure

- Listen carefully rather than asking leading questions. Use TED (tell, explain, describe)
- Never *promise* any particular action or NOT to disclose any information shared.
- Allow silence and/or allow child, young person to be upset.
- Try to relate to the age, understanding or special needs of the child or young person.
- Write down carefully the information you have been given as soon as possible, preferably within 24 hours and only including what you have been told. Once this has been written down, keep safe in a safeguarding folder separate to the child individual records.
- Use the childs 'voice'
- Discuss this as soon as possible with the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL).
- Any decision not to tell the parents must be discussed with the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) unless the child or young person is in immediate danger.

Parents/ carers

It is good practise to be as open and honest as possible with parents/carers about any concerns. However, you must not discuss your concerns with parent's/ carer's in the following circumstances:

- Where sexual abuse or exploitation is suspected.

- Where organised or multiple abuse is suspected.

- Where fabricated or induced illness is suspected.

- Where female genital mutilation is a concern.

- In cases of forced marriage.

- Where contacting parents / carers would place a child / young person or others at immediate risk.

- Parents will normally be the first point of reference, though suspicions will also be referred as appropriate, to C-SPA. We are aware of the issue of disguised compliance and therefore would keep a log of what actions have been agreed upon and a timeframe for these actions to take place, including identifying levels of need. If we feel that disguised compliance is taking place then we would call C-SPA and ask for a 'second pair of eyes'.

If a child is in immediate danger and in significant risk then the police and C-SPA would be called, and Ofsted notified.

All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff, the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead.

Supporting Families

The Preschool will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.

Where abuse at home is suspected, the Preschool will continue to welcome the child and family whilst investigations proceed. However, we also retain the right to action 'Claire's Law' and inform the police should we think that the child is in an environment where danger exists.

Confidential records kept on a child will be shared with the child's parents/carers if appropriate.

With the proviso that the care and safety of the child must always be paramount, the Preschool will do all in its power to support and work with the child's family.

However, we will seek advice from C-SPA if we feel that sharing information may put the child at risk of significant harm, or if we feel that the child will be at risk of significant harm if allowed to go home with a parent/carer.

Totterdown Preschool require parent/carers to complete a child information form prior to their admission, to include name, address, gender, date of birth, names of person/s with parental responsibility and primary carers, special requirements.

We request that any changes are notified to the Preschool. The Preschool Manager is responsible for ensuring that this information is updated.

Totterdown Preschool maintains a Confidentiality Policy.

Information regarding child protection concerns/cases will be passed to a child's new setting/school with permission from the child's parents/carers, the DSL/DDSL would pass this information on in their entirety and a signed receipt would be gained from the receiving DSL/DDSL.

Finding a Solution Together (*FaST* process)

Effective working together depends upon an open approach and honest relationships between agencies and a belief in genuine partnership working. Any disputes about the safety and well-being of a child should be resolved in a timely way with all agencies working together in the best interests of the child so that the welfare of the child remains paramount.

The Partners recognise that complexity of need and range of intervention/support will not always fit into a simple formula that leads to *'the right solution'.* Often there may be no right or wrong answer and quite legitimately practitioners may exercise their professional judgement differently. It is also the case that exceptionally, the needs of some young people and families may not easily fit within a conventional application of thresholds. The purpose of the SSCP Finding a Solution Together (*FaST* process) is to create a transparent process that enables multi-agency practitioners to exercise their professional judgement and provide the best possible service in a timely and safe way.

It is of vital importance that children, young people and their families do not become entangled in professional disagreements. Neither should disputes detract from the focus on the child, delay effective decision making, nor lead to protracted disputes that negatively impact upon the child and/or family and on inter-agency relationships and working practice. In reaching resolution, it is essential that at all times, disputes are approached in a considerate manner and one which both respects and seeks to understand the views and concerns of others from their experience and perspective when engaging with the young person/family.

The detailed policy can be accessed here: 7.2 The Surrey FaST Resolution Process | Surrey Safeguarding Children Partnership (procedures.org.uk)

Totterdown Preschool adheres to MAISP Ten Golden Rules regarding information sharing. All staff are trained on what these are and what implications they have.

MAISP GOLDEN RULES

When taking a phone call, Totterdown Preschool follows the MAISP golden rules, they are as follows:

1. Confirm the identity of the person you are sharing with

2. Obtain consent to share if safe, appropriate and feasible

3. Confirm the reason the information is required

4. Be fully satisfied that it is necessary to share

5. Check with a manager/specialist or seek legal advice if you are unsure
6. Don't share more information than is necessary
7. Inform the recipient if any of the information is potentially unreliable
8. Ensure that the information is shared safely and securely
9. Be clear with the recipient how the information will be used
10. Record what information is shared.

Safeguarding a child overrides confidentiality, this decision will be made by the DSL / DDSL and the reasons recorded on the childs log.

ALLEGATIONS MADE AGAINST STAFF AND VOLUNTEERS

When any form of complaint is made against an employee or volunteer, it must be taken seriously. The complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. If the complaint is against the most senior member of staff on site, then the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) or Manager must be informed.

The senior staff member must report the complaint immediately to the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) giving details of the circumstances. The Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL) may contact the Local Authority Designated Officer. Further information can be found here: 3.2 Managing allegations against people that work or volunteer with children | Surrey Safeguarding Children Partnership (procedures.org.uk).They will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone. Totterdown Preschool, will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made.

This action does not imply in any way that the person suspended is responsible or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.

It is the responsibility of the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL), or the Manager to make the decision as to whether to inform Social Services and/or the Police Child Protection Unit, depending on the nature of the allegation. In matters of allegations against staff or volunteers working in child protection, information must be provided to the local designated officer.

CONFIDENTIALITY AND WHISTLE BLOWING

- Totterdown Preschool operates a confidentiality policy. However, under no circumstances will information be kept confidential that raises concern about the safety and welfare of a child or young person.
- Any staff or volunteers with concerns about anybody providing services to children and young people should report this to their Line Manager, or Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL). They will be fully supported throughout the process.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people in accordance with the Information Sharing Policy published by HM Government, adopted by the Children's Trust and endorsed by SSCP. The Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm.
- All staff must be aware that they cannot promise a child that they will keep secrets/ not disclose potentially harmful information.

WHISTLEBLOWING

Totterdown Preschool is aware that every organisation may face the risk of misconduct in their workplace and usually the first people to realise suspicions or concerns will be those working with or within it.

The term used when an employee working with young children wants to raise concerns about practices and procedures for the safeguarding of children in their workplace is called 'Whistleblowing'. Any concerns in circumstances where Preschool staff suspect that children within our setting are affected or at risk should be raised with the Preschool Management, if in the circumstances that no action is taken by management then it should also be reported as soon as possible to the Whistleblowing Hotline:

- Calling 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm).
- Emailing whistleblowing@ofsted.gov.uk
- Writing to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester. M1 2WD

All matters of whistleblowing will be dealt with in a confidential and sensitive manner.

SAFER RECRUITMENT POLICY STATEMENT

Totterdown Preschool will apply the Working Together to Safeguard Children 2023 and SSCP Guidelines using the framework for safer recruitment and employment practice.

This will apply to all staff and volunteers undertaking activities with children and young people including teaching, training or instruction, care or supervision, providing guidance or treatment, fostering and childcare. It could also include specific positions such as school governor, Director of children's social services, and any work carried out in a limited range of specific settings such as schools where children should always be able to build relationships of trust with the people working with them.

The purpose of safer recruitment is to ensure:

1. Applicants who may wish to harm adults at risk, children or young people are deterred from applying for jobs or volunteering opportunities.

2. Any unsuitable applicants are rejected by scrutinising applications and exploring potential areas for concern at interview

3. Unsuitable appointments are not made by having at least one member of the interview panel trained in safer recruitment; carrying out all relevant pre-employment checks* and ensuring all new staff and volunteers are given an appropriate induction.

4. To identify and manage any identified risks.

5. Maintain a safe and vigilant culture.

Multi-agency training on safer recruitment is available through the Surrey Children's Services Academy: Surrey Children's Services Academy (SCSA) - Surrey County Council (surreycc.gov.uk)

*Disclosure and Barring Service (DBS) Checks

All new staff and volunteers are to have a DBS check before commencing employment. Any failure to disclose convictions may result in disciplinary action or dismissal. Any positive disclosures will be discussed with the Safeguarding Lead (DSL) / Safeguarding Deputy (DDSL), and Manager. All this information will be kept on the personnel file. The DBS number and date of processing will be held on a secure database. Online searches may be carried out as part of due diligence.

A risk assessment will be completed if there is a positive DBS check sent back.

All new staff and volunteers will be interviewed before an appointment is made and will be asked to provide two references, and all references will be followed up with a telephone call confirming what has been written and by whom. In the case of applicants with unexplained gaps in their employment history or have moved rapidly from one job to another, explanations will be sought.

All qualifications will be verified and copies of certificates kept in a locked filing cabinet. Staff qualification can also be found on our website and our parents board. (Further information can be found on Totterdown Preschools Staffing and Employment Policy).

EMPLOYMENT OF STAFF

- Make clear to applicants for any posts within the Preschool that the position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

- All applicants for work within the Preschool, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide two references. All such references are followed up with a phone call confirming what has been written and by whom. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought.

- All appointments, both paid and voluntary, will be subject to a 6 months probationary period and will not be confirmed unless the Preschool is confident that the applicant can be safely entrusted with children. This will be checked by the completion of a full enhanced Disclosure and Barring Service (DBS) check for each appointment made. DBS check application forms will be completed immediately on offering a position. A candidate may not work at the Preschool whilst awaiting the outcome of the DBS check. When a DBS check has been obtained the candidate will be given a start date, and this will mark the beginning of their 6 month probationary period. After this an appraisal will take place with the assigned line Manager.

- Volunteers who are associated with a child within the preschool at the time, will not need to have a DBS carried out to be within the setting, they will not however, be able to go into any unsupervised spaces with children alone. Any volunteer attending the setting who is not associated with a child at the setting, and is 16 years and older, will be subject to a volunteers DBS before being able to attend. Any volunteers below the age of 16 will not be subject to a DBS as they do not meet the minimum legal age for a DBS application. These rules also apply to work experience students.

- Information about staff qualifications and the identity checks and vetting processes that we have completed are kept in our staff files in a locked filing cabinet. Staff qualifications can also be found on our website and on our parents board.

- Disqualification by association questions will no longer be asked as Totterdown Preschool is classed as a PVI setting and not a domestic premises. Checks will still be carried out on all staff as said in all relevant policies.

ABSENT CHILDREN

If a child that does not attend preschool on their scheduled day, and a notification is not received by 10am then a phone call is made to the parents asking for an explanation for their childs absence. If we cannot contact the parents, then the emergency contact on the registration form is phoned. If we still cannot locate the child then a call to 101 is made asking for a welfare check to be conducted. A log will be kept recording the absence and explanation, this will be kept on the back of the register so that it can be easily located.

GOOD PRACTICE

- Totterdown Preschool implements good practice and no adult is left alone for long periods with individual children or small groups.
- The setting has a copy of the EYFS Statutory Framework 2026 and Continuum of Support Document and staff know where to go to refer to these.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them. This will enable children to have self-confidence and the vocabulary to resist inappropriate approaches.
- We recognise the need of children from minority ethnic groups, babies, and disabled children and the barriers they may face especially around communication. We endeavour, through our planning, to use appropriate resources, and use of activities like circle time in order for the children to be able to show their feelings in a variety of ways.
- The layout of the setting will permit constant supervision of all children.
- We recognise the need to give comfort to children in the way of physical contact. However, staff are cautioned to only give 'appropriate love/ professional love'. Kissing is discouraged both to adults and between children.
- At no point will staff use the word 'secret' with a child. Instead something can be referred to as a surprise.
- Only a person over the age of 18 can collect a child from preschool.

MOBILE PHONES AND SMART WATCHES

- Staff are not permitted to have mobile phones on their person. All mobile phones are to be kept in the office. Should anyone wish to use their phone to make a call they will leave the main room and make it in either the staff room or foyer.
- All visitors will be asked to leave their phones either in the foyer or if visiting on a professional basis, may leave their phone in the office. Any called needing to be taken, should be taken outside of the setting.
- Mobile phone messages may be checked at a suitable time (not in the presence of a child) but under no circumstances may a phone call be made. All calls must be made outside of the main room, staff room / office / foyer.
- If attending a trip or outing, staff, may use their work mobile phone.
- The main preschool mobile phone is passcode protected and may only be used to receive or make calls to parents or in the case of an emergency, relevant agencies or emergency services. Only the preschool mobile phone can be used in these circumstances, except in the event of an emergency for instance loss of signal, battery failure or lack of credit.
- Only specific mobile phones, which key workers have, will be allowed to take photos.

- Any member of staff found not adhering to these conditions may be liable to disciplinary action, which could result in legal action.

- Smart watches without photo technology may be worn. In the case of these capabilities being able, we would ask that this function is turned off. All phones are to be kept in the office. If a member of staff is found to be wearing a smart watch which allows these capabilities, they will be asked to remove it and place it along with the mobile phones. If a member of staff refuses to remove it then the employee will be subject to disciplinary action.

CAMERA'S

- The preschool uses the main preschool phone and key worker phones to take photographs, these are then used for preschool weekly updates, and for sharing with parents and for social media but only with explicit permission from parents.
- The preschool reserves the right to use photographs, whereby permission from parents has been obtained for advertising circumstances, including usage on social media platforms.
- On special occasions ie sports day, Christmas play etc, parents and visitors are permitted to take both photographs and audio recordings of their child. These are permitted for personal use only and are not to be shared on any form of social media. When registering their child at Totterdown Preschool parents/carers are required to sign an agreement adhering to this.
- Any photographs taken by Totterdown Preschool are with the prior consent of parents/carers and are only used for the purposes that are stated on our registration form.
- No other device with imaging capabilities will be permitted.
- The computer will be monitored on a regular basis, to check that all filters are in place and they are at the highest level possible
- Only photos whereby parents have given explicit consent will be shared on social media.
- All forms of photographs, videos and electronic data stored by Totterdown Preschool is at the permission of the ICO and is password protected.
- Totterdown preschool has a strict policy on the use of devices. Only one computer is present in the main room. Adults are able to use the computer with the child as a teaching aid, as long as all websites are checked prior to the children being present. The computer has a high level of content blocked.

ADDITIONAL RELEVANT POLICIES/ PROCEDURES

This safeguarding policy should be read alongside our Safeguarding appendices, organisational policies, procedures, guidance and other related documents. Policies can be found at www.totterdownpreschool.co.uk/copy-of-policies Password: Ican

• *Role description for the designated safeguarding officer – see appendices*

• *Dealing with disclosures and concerns about a child or young person – see appendices*

- *Managing allegations against staff and volunteers – see appendices*
- *Recording concerns and information sharing – see appendices*
- *Child protection records retention and storage – see appendices*
- *Code of conduct for staff and volunteers – see appendices*
- *Continuum of support – see appendices*
- *Behaviour codes for children and young people – see behaviour policy*
- *Filtering and monitoring – see appendices*
- *Safer recruitment - see policy*
- *Managing complaints – see complaints policy*
- *Health and safety – see health and safety policy*
- *Induction, training, supervision and support*
- *Adult to child supervision ratios – see health and safety policy*
- *Children's privacy – see nappy changing policy*
- *Safer eating – see food and drink policy*

References

- Surrey Safeguarding Children Partnership protocols, guidance and procedures.
- Working Together to Safeguard Children 2023
- Information Sharing Advice for Practitioners' guidance 2018

This policy has been agreed by all staff at Totterdown Preschool:

Date:.. November 2026