

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

### **1.2 Safeguarding children, young people and vulnerable adults including The Prevent Duty**

#### **Policy statement**

Thurton & Ashby St. Mary Pre-school will work with children, parents and the community to ensure the rights and safety of children, young people (A 'young person' is defined as 16 to 19 years old and in our setting they may be a student, worker, volunteer or parent) and vulnerable adults. Our Safeguarding Policy is based on the three key commitments of the Early Years Learning Alliance Safeguarding Children Policy.

#### **Procedures**

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to safeguarding concerns including prevent duty.

#### *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 including prevent duty and to promote their welfare in all areas of our service.

- Our designated person who co-ordinates child, young person and vulnerable adult protection issues including prevent duty is: Ellen Mussell, Playleader who has attended Safeguarding Lead Practitioner training and attends subsequent SLP Refresher training every three years.
  - Our Deputy Safeguarding Lead Practitioners are Kirsty Collins, Assistant Playleader, Sorrel Kelly and Francesca Stone, Early Years Practitioners who have attended Safeguarding Lead Practitioner training and attend subsequent SLP Refresher training every three years.
  - Our designated officer who oversees this work is: Janet Reynolds, Chairperson of the Management Committee.
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- The designated person, the deputies and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
  - The designated person and deputies understand Norfolk Safeguarding Children Partnership (NSCP) (see <https://norfolkscp.org.uk/>) safeguarding procedures, attends relevant NSCP training and refreshes their knowledge of safeguarding.

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- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- 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.
- 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 understands the principles of early help (as defined in *Working Together to Safeguard Children*, 2020) 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 understands Norfolk Safeguarding Children Partnership (NSCP) 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 understands 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 understands 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.
- 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 understands 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.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.

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- 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 GDPR requirements and guidance from the ICO.
- The designated person 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 officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any concerns being made to CADS, LADO, Ofsted or RIDDOR.

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### *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 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 Norfolk Safeguarding Children Partnership (NSCP) procedures on responding to radicalisation.

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- The designated person completes online Prevent 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 practitioners, teachers 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.

### The Prevent Duty

- We are subject to a Prevent Duty under section 26 of the Counter-Terrorism and security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism.'
- It is essential that staff are able to identify children who may be vulnerable to radicalisation.
- We understand that even young children may be vulnerable to radicalisation by others and display concerning behaviour.
- Protecting children from the risk of radicalisation is seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other harms for example, physical, emotional, neglect and sexual exploitation.
- A practitioner who may have noticed that there has been a change in the child's behaviour that may suggest they are vulnerable to being drawn into, or supporting, extremism has a concern about a child they should inform the Designated Prevent Person who will follow our **Procedure for making a referral to Channel**.
- In the case of a child being in immediate risk of harm the **Emergency Procedures** will be followed.
- We will work in partnership with the **Norfolk Safeguarding Children Partnership (NSCP)** who are responsible for co-ordinating Safeguarding and promoting the welfare of children in the local area. The lead representatives for Local Safeguarding Partners are: the local authority chief executive, the accountable officer of the clinical commissioning group, and the chief officer of police. All three safeguarding partners have equal and joint responsibility for local safeguarding arrangements.
- We will engage with parents as they are in a key position to spot signs of radicalisation and will advise families who raise concerns.
- Before contacting CADS we will answer the questions and follow advice provided within the flowchart at <https://norfolklscp.org.uk/media/12jp5nfs/cads-flowchart-june-2022.pdf>
- We will seek consent for the referral unless the concerns being raised suggest that the child/children or someone else (including the referrer) would be placed at risk or significant harm, or it might undermine a

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criminal investigation if the parents/carers are informed. Reasons for not seeking consent should be clearly stated when speaking with CADS and recorded on internal systems for our records.

### **Procedure for making a referral to Channel**

- **Where we have a concern that the individual may be vulnerable to Extremism or Vulnerable To Radicalisation (VTR) the first step is to contact The Children's Advice and Duty Service (CADS) on 0344 8008021.**
- **CADS will advise if a referral is necessary to Prevent and will provide guidance on the next steps.**
- **In an Extreme Situation ring Norfolk Police Operational Commands Centre 01953 424242 and in an EMERGENCY dial 999 stating it is a Safeguarding issue.**
- We have regard to the government's 'Working Together to Safeguard Children and to the 'Prevent duty guidance for England and Wales'.

### **Procedure if we are called from an outside agency**

- If we receive a call from any outside agency we must ask for a landline telephone number to ring back to ensure the agency is who they say they are.

### **Responding to suspicions of abuse**

- 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 person. 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 person 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 and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Norfolk Safeguarding Children Partnership (NSCP).
- 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

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confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are 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 (p11).
- 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.
- These records are signed and dated and kept in the child's safeguarding file, which is kept securely and confidentially.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and within one working day.
- Where the Norfolk Safeguarding Children Partnership (NSCP) stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Norfolk Safeguarding Children Partnership (NSCP).
  - For advice ring Diane Cook, Norfolk Safeguarding Children's Partnership 01603 223490 e-mail [dianecook@norfolk.gov.uk](mailto:dianecook@norfolk.gov.uk)

### **Procedure for contacting Children's Advice and Duty Service (CADS) IF WE HAVE A CONCERN ABOUT A CHILD**

- **It is good practice and the expectation that we will seek consent from parents before we contact CADS. We acknowledge that there are occasions when to do so could put a child at risk or**

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**undermine the investigation into a serious crime. In these instances CADS will accept a call without consent from the parents.**

- **Reasons for not seeking consent should be clearly stated when speaking with CADS and recorded for our records.**
- **The Senior Person in charge or other professionals will ring CADS Monday to Friday 8 am – 8 pm – 0344 800 8021**

**Out of Hours Ring Norfolk County Council Customer Service Centre and speak to the Emergency Duty Team 0344 800 8020**

- **We will have a discussion with a Consultant Social Worker. A copy of the discussion will be securely e-mailed or posted to us within 5 working days.**
- **We will keep careful and full notes for our own record of the contact we have made, the discussion and any decisions made. We will also record whether we have obtained parental consent and if not, why not.**
- **We will follow the advice given by the Consultant Social Worker.**
- **In an Extreme Situation ring Norfolk Police Operational Commands Centre 01953 424242 and in an EMERGENCY dial 999 stating it is a Safeguarding issue.**
- **If concern is for an unborn child or a child in hospital the Senior Person in charge will ring Norfolk & Norwich Hospital Team 01603 286353**
- **We notify Ofsted tel. 0300 123 1231 of any incident accident and any changes in our arrangements, which may affect the wellbeing of children.**
- **Any adult has the right to make contact with Norfolk County Council Customer Services 0344 800 8020 who will then put them through to the Children's Advice and Duty Services (CADS) if the call concerns a child's safety.**

### *Escalation process*

- **If we disagree with what the social worker has recommended and wish to escalate we will follow the Norfolk Safeguarding Children Partnership (NSCP) [resolving professional disagreement policy](#).**
- **We will ensure that staff are aware of how to escalate concerns.**

### *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.**



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- Parents are always 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 we are concerned that a child is experiencing or likely to suffer significant harm we will contact CADS Children's Advice and Duty Service as in the procedures outlined, except where the guidance of the Norfolk Safeguarding Children Partnership (NSCP) 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.

### *Liaison with other agencies*

- We work within the Norfolk Safeguarding Children Partnership (NSCP) 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 safeguarding issues including e-mail addresses and telephone numbers.
- 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*

#### **All allegations of abuse of children by those who work with children must be taken seriously**

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within 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 working on the premises, which includes:
  - 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 Norfolk Safeguarding Children Partnership (NSCP) when responding to any complaint that a member of staff or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.

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- 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, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice:

### **DEFINITIONS**

- *A child is anyone under the age of 18*
- *An employee is anyone working with children and must be 17 to be counted in ratios.*
- *An employer is anyone working with or providing services to children*
- *A young person is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.*

**ALLEGATIONS** - *An allegation may relate to a person who works with children who has:*

- *Behaved in a way that has harmed a child, or may have harmed a child.*
- *Possibly committed a criminal offence against or related to a child.*
- *Behaved towards a child or children in a way that indicates they may pose a risk or harm to children.*

**Procedure for Making a Referral with Concerns about Members of Staff and Volunteers who work with children in the setting - Local Authority Designated Officer (LADO).**

- **Senior person in charge will complete a LADO referral or consultation form within 24 hours of all allegations.**
- **The referral consultation form can be found on <https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/>**
- **Once the LADO referral form/consultation form has been completed, it needs to be returned to [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk) where it will be read by the Duty LADO.**
- **The duty LADO will respond with the appropriate advice and information as soon as possible or within 24 hours.**
- **If the allegation is against the playleader, the chairperson of the management committee will fill in the relevant form and return to [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk)**

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- **Senior person in charge or chairperson of the management committee should not investigate the allegation at this stage.**
  - **The LADO will discuss the case with the senior person or chairperson and will oversee to its conclusion.**
  - **Any allegations of abuse or concerns about an adult working with children is referred to the Independent Safeguarding Authority (ISA) at the same time as it is referred to LADO. The ISA telephone number is 01325 953795.**
- We also report any such alleged incident to **Ofsted 0300 123 1231** (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, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

### *Whistle-blowing*

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith without fear of repercussion. We ensure the needs of children are paramount, creating a culture where it is safe to share concerns about the behaviour of adults, whether paid or unpaid, that might have a negative impact on a child. We understand there may be times when adults are concerned about the behaviour of their colleagues, for example in relation to the way they are managing children's behaviour. We recognise there may be barriers to expressing concern and treat all concerns in confidence both for those raising concerns and those who are the subject of concerns.

- Any adult in the setting can report any behaviour by colleagues that raises concern regardless of source.

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- We recognise a barrier to expressing concern may be the worry of staff about reporting colleagues.
- Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of their line manager/chairperson. This is particularly important where the welfare of children may be at risk.
- Staff should talk to their line manager where they are concerned about their own health/personal problems, relationships that might be impacting on their work with children, or that their actions may have been misinterpreted.
- All concerns will be treated confidentially for those raising concerns and those who are the subject of concerns.

Where appropriate the **procedure for making a referral about any adult in the setting (LADO procedure)** will be followed.

### *Key commitment 3*

We are 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.
- We ensure that all staff knows the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

### *Planning*

- The layout of the indoor and outdoor environments 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*

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- 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.
- 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.

### *Publication of images*

Careful consideration will be given to all situations where images are taken of children and especially where they may be used for publicity or published in the media or on the internet or on our website.

- Written consent will always be sought from parents and carers before we publish any images. (See also our policy 1.6 Online safety including mobile phones and cameras)

### *Indecent images*

There are no circumstances that will justify adults possessing indecent images of children.

It is never appropriate for staff and volunteers to take photographs of children in a work setting for their personal use. Where indecent images of children or other unsuitable material is found, the police and the Local Authority Designated Officer (LADO) must be informed.

### *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 Norfolk Safeguarding Children Partnership (NSCP).

### *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 safeguarding children, 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.

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- 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 Local Safeguarding Children Partnership (NSCP).
- 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.

### *Liaison with other agencies*

- We work within the Norfolk Safeguarding Children Partnership (NSCP) 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 safeguarding issues relating to children members of staff and volunteers working in the setting.
- Norfolk Safeguarding Children Partnership (NSCP) programme administrator is Helen Stubbs telephone 01603 228966 (checked February 2020) e-mail [Helen.stubbs@norfolk.gov.uk](mailto:Helen.stubbs@norfolk.gov.uk)
- All safeguarding information including a flow chart and telephone numbers is kept in the Safeguarding file, which is easily assessable to all adults and kept near the telephone during the session. The flow chart is also displayed on our setting's notice board.
- 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 or volunteers (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.
- We will work in partnership with the Norfolk Safeguarding Children Partnership (NSCP) who is responsible for co-ordinating Safeguarding and promoting the welfare of children in the local area.
- We will engage with parents as they are in a key position to spot signs of radicalisation and will advise families who raise concerns.

### **Legal framework**

#### *Primary legislation*

- Children Act – Last amended (2017)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

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### *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)

### **Further guidance**

- Working Together to Safeguard Children 2023
- What to do if you're Worried a Child is Being Abused (HMG, March 2015)
- Family Support Process (NSCB)
- Statutory Framework for the Early Years Foundation Stage (Last updated November 2024)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- 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, 2023)
- Early Years Inspection Handbook for Ofsted registered provision (Ofsted, Last updated September 2024)
- NSCP NCC Threshold Guidance (March 2019)
- Awareness of the Graded Care Profile (Neglect)
- The NSCP Safer Programme – [safer@norfolk.gov.uk](mailto:safer@norfolk.gov.uk)
- Norfolk Safeguarding Children Partnership (NSCP) Policies, Procedures Protocols, Training  
[www.norfolkscp.org](http://www.norfolkscp.org)
- NCC Safeguarding in Early Years and Childcare Guidance available at  
<https://www.norfolkchildcarejobs.com/resources> for password contact the Advice Line – 01603 222300  
option 3

**This policy 1.2 was adopted at a meeting held by Thurton & Ashby St. Mary Pre-school  
Held on**

### **Signed by Chairperson**