

St Josephs Preschool

Safeguarding and welfare policy

St Joseph's Preschool acknowledges our duty of care in respect of the safeguarding and wellbeing of children and are committed to ensuring our safeguarding practice reflects statutory responsibilities, government guidance and complies with the best practice and requirements of Derby and Derbyshire Safeguarding Children Partnership (DDSCP).

Designated Safeguarding Lead role

Nominated Designated Safeguarding Lead – Nicola Earley

Second Designated Safeguarding Lead – Mel Marsden

We have a Designated Safeguarding Lead (DSL), who is responsible for carrying out child protection procedures. A Second Designated Lead is also appointed to support the DSL and also in case of any absences.

The Designated Safeguarding Lead is responsible for:

- ensuring they have links with statutory and voluntary organisations regarding safeguarding children and liaising with these organisations and with the Local Safeguarding Partnership.
- co-ordinating action taken by the setting to safeguard vulnerable children and adults.
- ensuring that all educators at St Joseph's Preschool are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
- the second designated safeguarding lead informs the designated lead about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts as to whether the issue is a safeguarding one.
- If it is not possible to contact the designated lead, action to safeguard the child is taken first and the designated lead is informed later. If the designated lead is unavailable advice is sought from their line manager or equivalent.
- advising the second designated lead of issues which may require notifying to Ofsted for them to make the decision on informing Ofsted. The designated safeguarding lead and second designated lead must remain up to date with Ofsted reporting and notification requirements.
- If there is an incident, which may require reporting to RIDDOR the designated lead immediately seeks guidance from the owners/directors/trustees as appropriate. There continues to be a requirement that the designated lead follows legislative requirements in relation to reporting to RIDDOR.

- St Joseph's Preschool follow procedures of Derby and Derbyshire Children's Safeguarding Partnerships for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns. Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, through whistleblowing and escalation.
- ensuring that all staff have received appropriate training on child protection matters and are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
- all staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters.
- ensuring that all staff, and any volunteers are trained and aware that safeguarding is everybody's business and all incidents must be reported immediately following recording incidents procedure
- making referrals to the local safeguarding partners (LSP) if there are any concerns that a child has been harmed or is at risk of serious harm or abuse.
- ensuring that all safeguarding information recorded is correct, dated, signed and stored confidentially.
- working with and providing any information to any other outside agencies, working with the data protection and GDPR policy, but also making sure that the child is at the centre of any procedures and is not at risk of any harm.

Roles and responsibilities – All staff have a responsibility to:

- recognise and know how to respond to signs and signals that may indicate a child is suffering from or likely to be suffering from harm. They understand that they have a responsibility to act immediately by discussing their concerns with the designated safeguarding lead or a named back-up designated safeguarding lead.
- All concerns about the welfare of children in St Joseph's Preschool, at home, or elsewhere should be reported to the designated safeguarding lead or the back-up designated safeguarding lead in their absence
- Provide a safe environment in which all children can learn.

- Understand that safeguarding children at St Joseph's Preschool is everyone's responsibility and all practitioners have a duty of care for all children
- Be aware of the Preschool's arrangements which support safeguarding, including any policies, procedures, information, and training provided upon induction
- Undertake safeguarding training, during their induction – this will be regularly updated.
- Receive and understand child protection and safeguarding updates, e.g. via email, as required, and at least annually.
- Always maintain confidentiality when dealing with individual cases.
- Be aware of safeguarding issues that can put children at risk of harm.
- Speak to the DSL if they are unsure about how to handle safeguarding matters.
- Ensure that the policies and procedures adopted by St Joseph's Preschool are followed

Responding to marks or injuries observed

- If a member of staff at St Joseph's Preschool observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer in the child's personal file, which is signed by the parent/carer. The member of staff advises the designated safeguarding lead as soon as possible if there are safeguarding concerns about the circumstance of the injury.
- If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated safeguarding lead decides the course of action to be taken after reviewing and completing a Safeguarding incident reporting form.
- If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated safeguarding lead.
- If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated safeguarding lead decides the course of action required and a Safeguarding incident reporting form is completed as above, taking into consideration any explanation given by the child.

- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated safeguarding lead.
- If there is no cause for further concern, a record is made in the individual child's chronology and Accident Record, with a note that the circumstances of the injury are not known.
- The parent/carer is advised at the earliest opportunity.
- If the parent/carer believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child's personal file.

Responding to the signs and symptoms of abuse

- Concerns about the welfare of a child are discussed with the designated safeguarding lead without delay.
- A written record is made of the concern on Safeguarding incident reporting form as soon as possible.
- **Concerns that a child is in immediate danger or at risk of significant harm are responded to immediately and if a referral is necessary this is made on the same working day.**

Child protection

All staff are vigilant in being aware of any circumstances or changes in a child's life or environment which may affect their wellbeing. Staff understand the safeguarding policy and have up to date knowledge of all safeguarding issues. Staff to be aware of any signs of possible abuse and neglect and that they must report any concerns to the DSL immediately.

These concerns may include:

- Changes in the behaviour, appearance, attendance levels and general care of a child
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Any information that is relayed by a child which must be acknowledged and recorded

- Any physical injuries that have happened to the child before arriving at pre-school which will be recorded on accident at home forms (In relation to standard 3.6 of the Early Years Foundation Stage 2021)

Staff will also be informed and given advice of the following document 'What to do if you're worried a child is being abused', which can be found online at www.gov.uk. A paper copy will also be available in the setting.

Responding to a disclosure by a child

- When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.
- The practitioner listens carefully and calmly, allowing the child time to express what they want to say.
- Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying '*tell me more about that*' or '*show me again*'.
- After the initial disclosure, staff speak immediately to the DSL. They do not further question or attempt to interview a child.
- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
- When recording a child's disclosure on a Safeguarding confidential incident reporting form, their exact words are used as well as the exact words with which the member of staff responded.
- If marks or injuries are observed, these are recorded on a body diagram.

Decision making (all categories of abuse)

The DSL makes a professional judgement about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document:

Level 1: Universal support – Open access to provision - Need is relatively low & individual / universal services able to take swift action.

Level 2: Emerging Needs - Concerns for child's well-being, child's needs not clear, not known or not being met. A range of early help services may be required.

Level 3: Intensive - A child or young person has needs which without intervention would seriously impair their health or development, or put them at risk.

Level 4: Specialist - A child or young person is at current risk of significant harm because of abuse or neglect.

(A copy of the threshold document is available online at www.ddscp.ork.uk and a paper copy will be displayed on preschool's notice board)

DSL will contact LSP for advice if there is any uncertainty.

Seeking consent from parents/carers to share information before making a referral for early help

Parents are made aware of the setting's Data Protection and Privacy Policy which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the DSL must always seek consent from the child's parents to share information with the relevant agency.

- If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to override a parental decision to withhold consent.
- If a parent withholds consent, this information is included on any referral that is made to the local authority. In these circumstances a parent should still be told that the referral is being made beforehand (unless to do so may place a child at risk of harm).

Informing parents when making a child protection referral

In most circumstances consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the DSL contacts the parents (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent should not be contacted until such time as their investigation, or the police investigation, is concluded.

Parents are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
- contacting the parent puts another person at risk; situations where one parent may be at risk of harm, e.g., domestic abuse; situations where it has not been possible to contact parents to seek their consent may cause delay to the referral being made

The DSL makes a professional judgment regarding whether consent (from a parent) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children's social work team if there is any doubt. Advice can also be sought from the second designated lead.

Referring

- The designated safeguarding lead at St Joseph's Preschool or the second designated lead follows the Local Safeguarding Partnerships procedures for making a referral.
- If the designated safeguarding lead or the second designated lead is not on site, the most senior member of staff present takes responsibility for making the referral to social care

- If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately.
- If the child is 'safe' because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting's designated officer for support.
- Arrangements for cover (as above) when the designated safeguarding lead and second designated safeguarding lead are not on-site are agreed in advance by the setting manager and clearly communicated to all staff.

Recording

- Information is recorded using the Safeguarding Confidential incident reporting form. Discussion with parents and any further discussion with social care is recorded. If recording a conversation with parents that is significant, regarding the incident or a related issue, parents are asked to sign and date the incident form. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, copies of all documents are kept and stored securely and confidentially including copies in the child's safeguarding file.
- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on the Safeguarding Confidential incident reporting form, as above.
- Follow up phone calls to or from social care are recorded in the child's file on Point of Contact forms; with date, time, the name of the social care worker and what was discussed.

Professional disagreement/escalation process

- If a practitioner disagrees with a decision made by the DSL not to make a referral to social care they must initially discuss and try to resolve it with them.
- If the disagreement cannot be resolved with the DSL and the practitioner continues to feel a safeguarding referral is required then they discuss this with the second designated lead
- If issues cannot be resolved the whistle-blowing policy should be used, as set out below.

- Supervision sessions are also used to discuss concerns but this must not delay making safeguarding referrals.

Whistleblowing

At St Joseph's Preschool we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective. Whilst it is hoped that disclosures which suggest children's welfare and safety may be at risk will never be necessary, the setting management recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own merits.

We have in place a Whistleblowing policy which outlines the procedure for staff to disclose any information that suggests children's welfare and safety may be at risk. (copy attached Appendix 1)

Female genital mutilation (FGM)

Staff should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. Designated safeguarding leads should contact the police immediately as well as refer to children's services local authority social work if they believe that FGM may be about to occur.

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003. It is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0 to 15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. Local Safeguarding Partners (LSP) guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff.

Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spending longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays). Parents are reluctant to allow their child to undergo normal medical examinations. If an older sibling has undergone the procedure a younger sibling may be at risk; there may be discussion about plans for an extended family holiday

Further guidance

NSPCC 24-hour FGM helpline: 0800 028 3550 or email fgmhelp@nspcc.org.uk

Government help and advice: www.gov.uk/female-genital-mutilation

Allegations against staff, volunteers or agency staff

Concerns may come from a parent, child, colleague or member of the public. Allegations or concerns must be referred to the DSL without delay - even if the person making the allegation later withdraws it. The following procedure needs to be followed

- All staff report allegations to the DSL.
- The DSL alerts the designated officer. Together they should form a view about what immediate actions are taken to ensure the safety of the children and staff in the setting, and what is acceptable in terms of fact-finding.
- The manager of the setting will follow the procedure of Derby and Derbyshire Safeguarding Children Procedures. If there are concerns about allegations the Manager should immediately complete the [Derby and Derbyshire LADO form](#) (located in the DDSCP documents library) and email securely for the attention of LADO in Derby to cypsafeguarding@derby.gov.uk
- All information can be found online at www.ddscp.or.uk

Suitable People

All staff will have to complete a DBS check and will need to disclose any convictions, court orders or reprimands that may affect their suitability to work with children. If any information which is not previously shared is revealed in the DBS check, management have the right to terminate any employment or job offer.

Prevent Duty

As a duty of care all staff will be trained in Prevent duty and will understand the four themes of the Prevent Duty document published by the Department of Education.

We will do this by:

- Risk assessing children who may be vulnerable to radicalisation and terrorism
- Working with other agencies such as the local safeguarding partners (LSP) to support and help families if we have any concerns or become aware of signs of radicalisation happening within the family

- Ensuring staff are given adequate information and training in Prevent duty and refreshing this when legal legislation policies change or adapt
- Safeguarding children against the use or sight of inappropriate materials that they may have access to online and ensuring that they are using the internet safely in our setting. If appropriate we will offer parents advice on children's online safety at home
- The support, implementation and promotion of British values within the daily routine of pre-school

Children and young people vulnerable to extremism or radicalisation

St Joseph's Preschool has a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. LSPs have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism.

There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

The designated safeguarding lead at St Joseph's Preschool is required to familiarise themselves with Local Safeguarding Partnerships procedures, as well as online guidance including:

- Channel Duty guidance: Protecting people vulnerable to being drawn into terrorism www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance
- Prevent Strategy (HMG 2011) www.gov.uk/government/publications/prevent-strategy-2011
- The prevent duty: for schools and childcare providers www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

Responsibilities of the Designated Safeguarding Lead:

- They should follow LSP guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.
- Must know how to refer concerns about risks of extremism/radicalisation to their LSP safeguarding team or the Channel panel, as appropriate.

- They should also ensure that they and all other staff working with children and young people understand how to recognise that someone may be at risk of violent extremism.
- They also ensure that all staff are aware of their responsibilities with regard to equality and inclusion and children's rights. If available in the area, the designated safeguarding lead should complete WRAP (or equivalent) training and support staff to access the training as offered by local authorities. WRAP training covers the local arrangements for dealing with concerns that a child may be at risk of extremism and/or radicalisation.
- They should understand the perceived terrorism risks in relation to the area that they deliver services in.

Parental consent for radicalisation referrals

Local Safeguarding Partnerships procedures are followed in relation to whether parental consent is necessary prior to making a referral about a concern that a child or adult may be at risk of being drawn into terrorism. It is good practice to seek the consent of the person, or for very young children, the consent of their parent/carer prior to making a referral, but it is not a requirement to seek consent before referring a concern regarding possible involvement in extremism or terrorism if it may put a child at risk, or if an offence may have been or may be committed. Advice should be sought from line managers and local agencies responsible for safeguarding, as to whether consent should be sought on a case-by-case basis. The Designated safeguarding lead at St Joseph's Preschool is mindful that discussion regarding potential referral due to concerns may be upsetting for the subject of the referral and their family. Initial advice regarding whether an incident meets a threshold for referral can be sought from the relevant local agency without specific details such as names of the family being given in certain circumstances.

Consent is required prior to any individual engaging with a Channel intervention. Consent is usually sought by Channel partners, but LSP procedures should be followed regarding this.

If there is a concern that a person is already involved in terrorist activity this must be reported to the Anti-Terrorist Hot Line 0800 789 321-Text/phone 0800 0324 539. Police can be contacted on 101.

Concerns about children affected by gang activity/serious youth violence

Practitioners at St Joseph's Preschool are aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst young children will be very unlikely to become involved in gang activity they may potentially be put at risk by the involvement of others in their household in gangs, such as an adult sibling or a parent/carer. The designated safeguarding lead is familiar with the Local Safeguarding

Partnerships guidance and procedures in relation to safeguarding children affected by gang activity and ensures this is followed where relevant.

Forced marriage/Honour based violence

All staff are aware that forced marriage is a marriage in which one or both spouses do not consent to the marriage but are forced into it and will act accordingly as detailed below.

Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable adults who lack the capacity to consent coercion is not required for a marriage to be forced. A forced marriage is distinct from an arranged marriage. An arranged marriage may have family involvement in arranging the marriages, but crucially the choice of whether to accept the arrangement remains with the prospective spouses.

Forced marriage became criminalised in 2014. There are also civil powers for example a Forced Marriage Protection Order to protect both children and adults at risk of forced marriage and offers protection for those who have already been forced into marriage.

Risks in relation to forced marriage are high and it is important that educators ensure that anyone at risk of forced marriage is not put in further danger.

If someone is believed to be at risk it is helpful to get as much practical information as possible, bearing in mind the need for absolute discretion, information that can be helpful will include things like, names, addresses, passport numbers, national insurance numbers, details of travel arrangements, dates and location of any proposed wedding, names and dates of birth of prospective spouses, details of where and with whom they may be staying etc. Forced marriage can be linked to honour-based violence, which includes assault, imprisonment and murder. Honour based violence can be used to punish an individual for undermining what the family or community believes to be the correct code of behaviour.

In an emergency police should be contacted on 999.

Forced Marriage Unit can be contacted either by professionals or by potential victims seeking advice in relation to their concerns. The contact details are below.

Telephone: +44 (0) 20 7008 0151

Email: fmufco.gov.uk

Email for outreach work: fmufcooutreach@fco.gov.uk

Staff Training, qualifications support and skills

All new staff members will be given the following training when they begin employment at St Joseph's Preschool:

- Induction training – which will include roles and responsibilities, safeguarding training, child protection, evacuation procedures and health and safety issues.
- Policies and procedures - read and sign off that they have had access to these and understand them.
- Safeguarding Training and policy and procedures

All staff will be given opportunities to further their own continuous professional development (CPD) and will take part in training, in house and externally to continue their provision of quality support of all children’s learning and development.

All staff will receive training and be made aware of any changes and updates to legislation. Safeguarding training will be updated for all staff members in accordance with any local and national changes and meeting the requirements of the EYFS.

All staff will have knowledge of female genital mutilation (FGM). The knowledge will be obtained by the staff member completing the government online training and completing the online test, successfully gaining a certificate.

All staff will use their training and the knowledge gained during everyday tasks to ensure that they are vigilant and report any concerns in line with our safeguarding and welfare policy.

Key person supervision

Staff taking on the role of key person must have supervision meetings in line with the following structure and procedure.

- Supervision meetings are held every half term for key persons.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in a confidential space suitable for the task
- Key persons will be given notice of their supervision 1 week before the date, so that they can prepare anything they want to bring along.

During this meeting they will have the opportunity to discuss:

- any issues or concerns that they may have concerning the development and welfare of their key children.
- how they are going to address any problems that have arisen and how they will support the child and their family, keeping all information confidential.
- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
- promoting the interests of children

- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff
- They will also be asked by their manager to confirm that there are no personal circumstances that have arisen since their last supervision which makes them unsafe or unsuitable to do their job.

Key person supervision discussions are recorded and retained by the manager and a copy provided to the key person. Each member of staff has a supervision file which is stored securely at all times.

Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded on the Safeguarding Confidential incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.

Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file. The manager, if they are not the DSL should ensure the recording is made and the DSL notified.

Key Person and Transitions

Each child will be allocated a member of staff as their key person who will support the child and their family to ensure that their individual needs are being met. They will also build positive relationships with families and offer support, advice and guidance. They will be supported by their key person during their first weeks to settle into our routines.

When a child is moving onto a new setting or school their developmental records will, with parents' permission, be passed to the new setting.

Staff own responsibilities

Practitioners must not at any time be under the influence of alcohol or any illegal substances. If they are required to take medication that will affect their responsibilities or role, they will be required to seek medical advice and not return to work until their doctor advises they are medically fit to do so.

Accidents and injuries

If a child has had an accident at pre-school the first aider will deal with this and an accident form will be completed. Parents will be informed at the end of session/day of the accident

and will sign the form to say that they have been notified. Any serious injuries parents will be informed by telephone.

Any staff that suffers an injury whilst at work must also fill out an accident form and the manager must be notified of any injuries sustained.

In any case of serious accident or illnesses the manager will inform Ofsted within the 14 days notification time.

Any accidents that happen at home require parents to complete an accident form; a copy of this is kept in the Accident at Home file. Staff will complete forms with the parents, recording the type of injury the child sustained, how it happened and if they needed to seek medical advice Staff member will notify the DSL.

Safety

We provide a safe, secure and healthy environment by:

- Daily checks of the preschool rooms and outdoor area are carried out and recorded together with any concerns and action taken to address these
- Resources and equipment are checked before use to ensure safety and that they are fit for purpose
- All fire extinguishers are regularly checked and fire exits clear labelled.
- Practice of fire drills is carried out every half term
- Toileting and hand washing resources are always available

Toileting procedures

Prime times of the day make the best of routine opportunities to promote 'tuning-in' to the child emotionally and to create opportunities for learning. Nappy changing times are key times for being close and promoting security as well as for communication, exploration, and learning.

Children's privacy is maintained during nappy changing and toileting, whilst balanced with safeguarding considerations.

Young children, intimate care, and toileting

Children may attend preschool prior to being fully dry by day and we will support them in their development of self help and care skills. We will work with parents to provide a supportive environment which will encourage continence.

Key persons are responsible for changing where possible. Back-up key persons take over in the key person's absence, but where it is unavoidable that other members of staff are brought in, they must be briefed as to their responsibilities towards designated children, so that no child is inadvertently overlooked and that all children's needs continue to be met.

Children may be put into 'pull ups' to support toilet and potty training. Wet or soiled clothes will be sent home for laundry. Parents/carers are asked to provide nappies and spare clothes.

Changing areas are warm, appropriately sited and there are safe areas to lay young children if they need to have their bottoms cleaned. There are mobiles or other objects of interest to occupy the child's attention.

- If children refuse to lie down for nappy changing, they can be changed whilst standing up, providing it is still possible to clean them effectively.
- Members of staff put on aprons before changing starts and the area is prepared; gloves are always worn when changing soiled nappies.
- Each child has his/her own basket to hand with their nappies, pull ups and changing wipes.
- Key persons ensure that nappy changing is relaxed and a time to promote independence.
- Children are encouraged to take an interest in using the toilet; initially they may just want to sit on the seat.
- Soap and paper towels are always available and children are encouraged to wash their hands.
- Anti-bacterial hand wash liquid or soap should not be used by young children, as they are no more effective than ordinary soap and water.
- Key persons are gentle when changing and avoid pulling faces and making negative comment about the nappy contents.
- Wipes are used to clean children. The use of wipes or cotton wool and water achieves the same outcome whilst reducing the risk of cross infection from items such as towels that are not 'single use' or disposable.
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies.

Sometimes a child may have a sore bottom. This may happen for many reasons such as they have eaten something that, when passed, created some soreness, the amount of bowel movement they have or they may be allergic to a product being used. This must be noted and discussed with the parent and a plan devised and agreed to help heal the soreness. This may include use of nappy cream. If a medicated nappy cream such as Sudocrem is used, this must be recorded on a medicine form as per our Administration of medicine procedure

Older children use the toilet when needed and are encouraged to be independent.

Members of staff do not wipe older children's bottoms unless there is a need, or unless the child has asked.

Exceptionally soft, watery stools are signs of diarrhoea; strict hygiene needs to be carried out in cleaning the changing area to prevent spread of infection. The parent/carer should be called to inform them, and that if any further symptoms occur, they may be required to collect their child.

Parents/carers are encouraged to provide enough changes of clothes for 'accidents' when children are potty training.

If spare clothes are kept by the setting, they are 'gender neutral' i.e. neutral colours, and are clean, in good condition and are in a range of appropriate sizes.

If young children are left in wet or soiled nappies/pull-ups in the setting, this may constitute neglect and will be a disciplinary matter.

Nappy changing is always done in an appropriate/designated area. Children are not changed in play areas or next to snack tables. If there are limitations for nappy change areas due to the lay-out of the room or space available this is discussed with the setting manager and an appropriate site can be agreed that maintains the dignity of the child and good hygiene practice.

Smoking

Smoking is not permitted on the premises of St Joseph's preschool. Vaping and E-cigarettes are also prohibited on preschool premises.

Mobile phones and cameras

Under no circumstances are mobile phones allowed to be used in preschool, by parents or staff members. Parents will be asked to stop using their phone before entering preschool. Staff members will leave their mobile phones with their personal belongings in their allocated lockers in the store room.

At celebrations we inform parents that they are not allowed to take videos or photographs of these events due to safeguarding issues.

The preschool mobile phone is used for calls, taking photographs and uploading information to the communication app for parents. The phone is password protected and is only used by

staff. Parents give their signed consent when their child starts at preschool for their child's photograph to be taken and used in their learning journal and our communication app. If consent is not given photographs will not be taken and their child will not appear in any photographs or videos.

Online Learning

- Children's use of a laptop, iPad, tablet and mobile phone must be always supervised by an adult
- Any games or apps used must be from a pre-approved age appropriate selection checked and agreed by management
- Online searching and installing/downloading of new programmes and applications is restricted to authorised staff members only. Children will not be able to search or install anything on a setting device.

Communicating with parents via online apps

Parents will be invited to join an online communication app. Only parents/careers that have children registered with St Joseph's preschool will have access to the app and information via a code. Parents are asked for written consent to join the app when they their child starts at preschool and are informed that children's work and photographs will be posted online via the app. Parents will also sign a written agreement that they will not share any post – photographs, videos, or any other information on any other persons and social media networks

St Joseph's Preschool will make sure that all security measures are put in place. If any protocols are broken by any families, they will be removed from the app by the management team immediately. All privacy settings are followed in accordance with our Safeguarding Policy, Data protection and GDPR policies and procedures. Preschool will carry out an annual review of its approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by children.

Premises

We follow the indoor floor space requirement that is legally set out in EYFS safeguarding regulations This is monitored by:

- Ensuring that the total area of space used by fixed furniture fittings and all moveable resources such as sand and water trays, tables and creative trolleys does not exceed the amount required to allow children the statutory level of free floor space
- Having a maximum of 28 children in attendance at any time

We also offer children the opportunity of outdoor areas that we currently share with St Joseph's Catholic Primary School. Each time these areas are used a risk assessment is completed to ensure they are accessible and safe for children to use. This includes:

- The use of the playground for gross motor skills development
- The use of the trim trail course
- Exploring the woodland area of a small spinney which is located in the grounds of the primary school

Bathroom areas are checked at the beginning of each session, ensuring that they are clean and have hand soap and towels available for the children. The staff toilet is kept locked for use by adults only. Nappy areas are checked and ensured that the equipment is ready for use.

All parents are asked to fill in a consent form if they require any other person to collect their child. We will not allow any child to leave with unfamiliar adults until we have consent, written or verbal from their parent or carer, even if the adult is known to the child. Your child must be brought to preschool and dropped off by people aged 16 years and older. Any staff members who wish to speak to parents privately or who need to share confidential information can do so by using the private office area situated at the back of the building.

Read in conjunction with:

- | | |
|--------------------------------|----------------------------|
| • Health and safety policy | * Mobile phone policy |
| • E-learning and online safety | * British values policy |
| • Recruitment Policy | * Prevent duty legislation |
| • Privacy Notice | * EYFS documentation |
| • Data Protection Policy | |
| • Teaching and learning policy | |

St Joseph's Preschool

Safeguarding and Wellbeing Policy



This policy was reviewed and adopted at a Trustees meeting held on 29th February 2024

Signed by

Name Teresa Hall Role Chairperson

Policies will be reviewed annually or sooner if there is a change in legislation which may affect it.

This policy was reviewed and adopted at a Trustees meeting held on

Signed by

Name Teresa Hall Role Chairperson

Policies will be reviewed annually or sooner if there is a change in legislation which may affect it.

Appendix 1

St Joseph's Preschool

Whistleblowing Policy

Procedure

St Joseph's Preschool will ensure that all staff are familiar with the whistleblowing procedure which must be followed in the first instance if:

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements
- an injustice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being or is likely to be endangered
- the working environment has been, is being or is likely to be damaged
- that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed

Raising concerns

If, in the course of their employment, a member of staff becomes aware of information which they reasonably believe indicates that a child is, or may be, or is likely to be, in risk of danger and/or one or more of the above may be happening, **they must raise their concerns as follows:**

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise the issue with their designated safeguarding lead who will discuss their concerns with the preschool manager.
2. Staff who are unable to raise the issue with their designated safeguarding lead should raise it with the preschool manager.
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with the designated safeguarding lead or the manager, they should raise the matter with the chair of preschool's board of trustees.

After a concern has been raised, the manager and designated safeguarding lead will decide how to respond in a reasonable and appropriate manner. Normally this will involve making internal enquires first, but it may be necessary to carry out an investigation.

Managers' responsibilities

The manager and Designated Safeguarding Lead who would be notified of concerns raised by staff under this policy are expected to:

- ensure that all staff and volunteers are familiar with the policy
- ensure that concerns raised are taken seriously
- treat the matter in confidence, within the parameters of the case
- where appropriate, investigate properly and make an objective assessment of the concern
- keep the person who has raised the concern updated with progress, without breaching confidentiality
- ensure that the action necessary to resolve a concern is taken
- take appropriate steps to ensure that the employee's working environment and/or working relationships are not prejudiced by the fact of disclosure.

Further disclosure options

If an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately to their concerns, other channels are open to them:

NSPCC whistle-blowing helpline 0800 028 0285 is available for professionals who believe that:

- their own or another employer will cover up the concern
- they will be treated unfairly by their own employer for complaining
- if they have already told their own employer and they have not responded

Ofsted provides guidance on how to make complaints about a childcare provider :

[Complaints procedure-Ofsted-GOV.UK\(www.gov.uk\)](http://www.gov.uk)

General guidance on whistleblowing can be found via: [Whistleblowing for employees](#)

This policy was reviewed and adopted at a Trustees meeting held on25/11/2025.....

Signed byHall.....

NameTERESA HALL..... RoleChairperson.....

Policies will be reviewed annually or sooner if there is a change in legislation which may affect it.