 **Cinder Ash Pre-School**

**Child Protection Procedure.**

Cinder Ash Pre-School is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to in accordance with The Governments Statutory Guidance “Working Together to Safeguard Children 2018” and the Local Safeguarding Children’s Partnership (LSCP).

We share our commitment to safeguarding with parents and carers through our child protection policies are procedures which are available during enrollment and whenever requested at a future opportunity.

It is part of our duty of care to ensure we are aware of any signs or indications that a child may be at risk or any concerns we may have and make timely referrals and disclosures to CSC where this is appropriate.

We identify how important Early Help is in ensuring the best possible outcomes for a child, and will complete Early Help Child and Family Assessment when necessary to identify the concerns and possible next steps, alongside the family and other agencies involved. However, when necessary we understand that further support may be needed, and are confident in identifying those concerns to CSC where appropriate.

We use the Putting Children First guidance, and ensure the levels of support given are appropriate, and although the aim of TAC is to provide early identification and support, we are aware that LCSP procedures regarding safeguarding must be followed. We are aware of the main aim of universal provision, however understand that when needs are not being met, an Early Help Assessment will identify any concerns and look at whether a multi agency approach is required and therefore TAC. In this instance the child is at risk of significant harm or suffering significant harm, this will be reported straight away to the CSC on 01522 782111.

**Staff training**

All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external. All safeguarding training is done through the LSCP and will be reviewed now longer than every two years.

Staff will share any relevant updates and any new training they have done during our termly staff meetings where safeguarding is discussed and any updates or concerns are raised. Not only in staff meetings but using our kitchen board, open door policy to office, supervisions, informal chats, Quizes, displays, posters, training reflection sheets and questionnaires are used to reflect on training and knowledge.

An introduction to safeguarding course is part of all staff and volunteers' induction process, to ensure all staff able to identify, understand and respond appropriately to signs of abuse and neglect. They are also made aware of their duty of care to be aware of this, and the pathway of the disciplinary procedure when this is not followed through. We also ensure everyone is made aware of the importance of timely and responsive actions regarding safeguarding concerns and disclosures to CSC, and alongside this, the appropriate routes to take when you have concerns. All staff will be aware of their responsibility as early year’s practitioners to share any concerns they have about a child with the designated safeguarding leads – **Lucy Cooper or Melissa Leuty**. Staff members also have the right to share concerns directly with the Lincolnshire Safeguarding Children Partnership customer services centre (Tel. 01522 782111 or Out of Hours 01522 782333) or the police if they feel this is appropriate. Lincolnshire Police can be contacted on 0300 111 0300. Alongside the online course, the induction process gives opportunity to discuss our policies and procedures regarding child protection with new employees and volunteers, something which is reiterated within supervisions, appraisals and staff meetings.

The staff will also be made aware of the importance of recognising and reporting inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. In addition to this staff will be made aware of the whistleblowing policy. Staff are made aware of confidentiality and information sharing through our confidentiality policy and this is also conveyed and explained during our induction process.

Whenever concerns are raised or worrying changes are observed in a child’s behaviour, physical condition or appearance, a specific record will be set up. Our records include pre-existing injuries, incidents, accidents and observations. All suspicions will remain confidential and shared on a need to know basis and the guidance set by the Local Safeguarding Children’s Partnership will be followed. These records will be kept until the child reaches 24 and stored in a locked filing cabinet (or password protected if electric copy), in accordance to the General Data Protection Regulation 2018).

**Designated safeguarding leads**

Our designated safeguarding leads **Lucy Cooper** and **Melissa Leuty,** take responsibility for safeguarding within the setting. If there is ever an opportunity where neither are in the building, they are both contactable via phone. Both continue to develop their safeguarding knowledge by continuing the advised 6 year safeguarding children training as advised by LCSP. They will also attend any relevant safeguarding training that is advised and feed back any necessary points to the staff via staff meetings and appraisals. It is the role of the safeguarding leads to provide a lead role in the setting in terms of identifying and referring any concerns, empower and support staff in identifying and referring concerns, liase with other agencies, families in the setting and any other necessary organiations and ensure information is shared appropriately and correctly to provide a safe and supportive environment for all of our children and families. It is also the role of the designated safeguarding leads to keep up to date with inter agency procedures by accessing the Lincolnshire Safeguarding Children's Partnerships procedures manual and identifying updates as they occur.

All staff will complete safeguarding training no less than every two years.

**Where a disclosure is made:**

* Reassurance is given to the child.
* The child will be listened to and taken seriously.
* Caution will be exercised in responding to a disclosure; it may or may not be appropriate to ask the child questions such as “tell me more about that” and “who else was there”.
* Promises will not be made to the child regarding not sharing the information in the disclosure.
* The designated safeguarding lead is informed immediately and procedures under the guidance of the Lincolnshire Safeguarding Board are followed.
* A referral is made without delay to Lincolnshire County Council Children’s Service Customer Service Centre (CSC) on 01522 782111 or Out of hours 01522 782333.
* Advice and guidance will be taken from the CSC with regard to next steps.
* Up to date information and guidance on making a referral will be sought from

<https://lincolnshirescb.proceduresonline.com/chapters/p_refer_proce.html>

* Advice and guidance will be taken from the CSC/Early Help Advisor with regard to next steps.
* If the setting considers that implementing the advice from the CSC would increase the risk of harm to the child they will contact the police before the child is due to be collected from the setting.
* Setting staff are aware of and will implement the LSCP escalation policy if necessary.

**Records will be made to include:**

* The child’s name, full address, date of birth.
* Date and time of the disclosure/observation.
* Exact record of disclosure.
* Name of person to whom disclosure was made.
* Name of any third party present.
* An Early Help Assessment (EHA) will be completed signed if appropriate and sent to the relevant officer within 24 hours of the telephone referral.

All records are kept separately and securely from the child’s main records with restricted access.

**Allegations against a member of staff.**

In accordance with requirements our procedures for dealing with allegations against a member of staff complies with Lincolnshire Safeguarding Children’s Partnership. We have a commitment under the Safeguarding Vulnerable Groups Act 2006, and our duty to refer to to Disclosure and Barring Service where a member of staff is dismissed (or would have been had they not left the setting first) for harming a child or putting a child at risk of harm.

Examples of inappropriate adult behaviour may include

* Staff that have behaved in a way that has harmed a child, or may have harmed a child.
* Staff that have possibly committed a criminal offence against a child or related to a child.
* Staff that have failed to execute their duty to safeguard a child/ren at the setting or elsewhere.
* Staff that have behaved towards a child/children in a way that indicates she/he is unsuitable to work with children.
* Staff that have used mobile phones or cameras inappropriately

Our procedure is as follows:

* The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the LSCP Customer Service (CSC) on 01522 782111 or out of hours 01522 782333 / Local Authority Designated Officer (LADO) – direct contact 01522 554674.
* The setting will liaise with the LADO prior to any investigation commencing and the setting will fully co-operate with all investigations under the advice and guidance of the LADO. The LADO should be informed within one working day of all allegations that come to the employers’ attention or that are made directly to the police.
* Ofsted will be informed of the allegation as soon as it is reasonably practical but at least within 14 days of the allegation being made. Ofsted will also be notified of the action taken in respect of the allegations. (EYFS 2021, 3.4, 3.8). Ofsted will be contacted on telephone number 0300 123 4666.
* Details will be recorded and stored securely.
* The settings disciplinary procedure will be followed where necessary.

Should this need to escalated further, Lincolnshire police can be contacted on 999 (or non emergency number of 0300 111 0300), or LCC prevent team 01522 555367.

For further information and guidance we will refer to

[http://lincolnshirescb.procedureonline.com/chapters/p alleg](http://lincolnshirescb.procedureonline.com/chapters/p%20alleg) pers wk child.html

Suspension will not be an automatic response dependent on the allegation, however, we will consider the seriousness of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and our organisation.

Where a member of staff leaves our employment during an investigation the investigation will continue and the setting will in accordance with current legislation make a referral to the Disclosure and Barring Service (DBS). Where a member of staff is dismissed as a consequence of an allegation being upheld a referral will also be made to the DBS.

Referral guidance and form:

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-refferals/>

**Supporting Families.**

The Data Protection Act 1998, General Data Protection Regulation (GDPR) 2018 and the Human Rights Act 1998 have extended the rights of individuals and families to confidentiality and professionals as a general rule should seek the agreement and consent of parents/carers before making a referral to the local authority. During any safeguarding referrals, when safe to do so and not putting the child at any further risk, parents are kept informed and up to date, as to what is happening and why.

Where our designated lead is in doubt as to whether consent is necessary, the facts of the case will be discussed with the Customer Service Centre.

* We acknowledge that parents will be the first point of contact and they will be informed of any suspicions unless this is deemed likely to put the child at risk.
* We will follow the guidelines laid down by the Lincolnshire Safeguarding Children Board.
* The setting, through the Safeguarding Children policy and other sources of information will inform parents of their role and responsibility regarding safeguarding children.
* The setting will continue work with families throughout any investigation.

The building is kept locked at all times from all doors with rigorous systems in place to ensure children only leave with people deemed appropriate and with responsibility. The door is only to opened by qualified staff and to those whom are aware of suitable people to be collecting children. CCTV is used to identify who is at the door, if it is someone we are unsure of, we ask who they are there to collect, and contact the parent with responsibility on their forms. We use a password system if someone new is to collect a child, and ask for a form of identification alongside this.

CCTV is used inside and around the building on a 24-hour basis.

If a parent comes to collect a child and appears under the influence of alcohol or other substances, we keep the child under our care, and follow our procedures in terms of reporting our concerns to CSC.

**Use of mobile phones and cameras and e- safety (online safety).**

Cinder Ash Pre-School has a setting mobile phone as part of the contact arrangements for the setting. The mobile phone is also taken on outings, this phone has no camera.

The safety of the children is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk, if a staff member is distracted from caring for the children.

* Cinder Ash Pre-School respect that staff, committee members and visitors are allowed to bring in personal mobile telephones and devices to the setting.
* Staff, committee members and visitors bringing personal devices into the setting must ensure there is no inappropriate or illegal content on the device.
* Mobile telephones/devices must not be kept about a person. They must kept in a locked locker, with the key in the office, or within the office itself. Visitors are deterred from using their personal devices for either calls or messaging during their time within the nursery.
* Personal mobile phone calls may only be taken or made with the agreement of the setting Manager.
* The pre-school landline may be used by staff.
* During group outings nominated staff will have access to the pre-school nominated mobile phone, which is to be used for emergency purposes only.
* It is the responsibility of all members of staff and committee members to be vigilant and report any concerns (or non-compliance to this policy) to the Manager.
* Concerns will be taken seriously, logged and investigated appropriately.
* Online safety is taken into account with parental controls set on all accessible technological equipment. We promote it within our curriculum through

All parents are discouraged from using phones inside the pre-school and they may only be used for taking personal photos of their child, **at an event**; either

* In the main area and pre-school garden only (for internal events) or
* Whilst on a planned visit, for example, trips to the library, park, and duck pond; only once a Parental Photography Request Form has been read, understood and signed and in full and plain site of all attending the detailed event.

Information will be shared to aid and inform parents on how to use technology and online applications safely, ensuring the child’s safety is paramount. Information will be cascaded to parents throughout the year.

Any staff using a phone to take photos will have it removed from their person until the photos are removed. The Manager reserves the right to check the image contents of the staff’s mobile phone, should there be any concern over the appropriate use of it.In addition, all cameras in the pre-school including those on staff mobile phones can be subject to scrutiny at any time by the Safeguarding Officer or Committee. No electronic copies of photos should be passed to outside agencies unless educational use has been signed for. Please also refer to our Mobile Phone and Camera Policy and ICT policy for information on the use of mobile phones and cameras. (**In accordance to EYFS 3.4**)

**Prevent Duty**

The Prevent Duty and British Values are part of induction process to ensure new employees are aware of both of these and how they incorporate into our setting. All employees complete e-learning around these and we use staff meetings and appraisals alongside everyday practice to reflect on these.

As part of the Prevent Duty we make sure we are aware of children with a potential to be radicalised and know what to do when they are identified. Protecting children from radicalisation is seen as part of our wider safeguarding duty, whether in relation to family or other outside influences.

We build up children's resilience to radicalisation by promoting the fundamental British Values within our setting, and developing this as part of our personal, social and emotional development, and understand of the World. We encourage decision making, understanding rules, providing opportunities for freedom and responsibility and time to develop self-confidence and self-awareness, alongside ensuring that mutual respect is embedded in part of our everyday practice.

We are aware of our duty to report any concerns, and in terms of concerns regarding Prevent we would follow our usual safeguarding procedure.

However if we have non emergency concerns we can gain support through our local police force or calling 111.

We can also gain further advice by calling the specialist prevent lines as below.

Channel referral email to : channel@lincs.pnn.police.uk

Lincolnshire County Council’s Prevent Officer on 01522 555367 or via email at prevent@lincolnshire.gov.uk

Lincolnshire County Council Police Prevent Team on 01522 885350 or via email at prevent@lincs.pnn.police.uk

**FGM**

FGM training is also part of our induction process for all staff, and we are all aware of the duty to we have to report any cutting or any risk of possible FGM under the Mandatory Reporting Duty. We use the FGM pathway to asses the risk and then decide on the best possible action to take next.

We are aware if there are signs of recent cutting, a disclosure of cutting, or if there is risk of imminent cutting, we must make an urgent referral. We use cultural awareness when assessing risk and try to encourage relationships with parents where we are able to have open conversations.

In other instances where we may believe there is a possible risk we follow usual safeguarding procedures.

**Keeping children safe**

In terms of keeping children safe in all aspects of safeguarding this does not only just include the children registered under our care but also the children and young adults who may volunteer at our setting in terms of work experience students.

We ensure all staff are aware of child exploitation, in terms of county lines, domestic abuse, homelessness and children with family members in prison. Information regarding these are passed onto staff through staff meetings and shared working to embed the knowledge into our everyday practice and awareness. We understand the impact that homelessness can have on a child’s wellbeing, know how to identify there may be housing concerns, and know how the referral routes into the Local Housing Authority. However, we also understand that this does not replace the importance of a safeguarding referral when the child is at risk of harm or is being harmed. We are aware of the term ‘county lines’ and ensure we are aware of the risk of exploiting children in the processes used to export drugs and trafficking. We are aware notifications such as missed sessions may indicate this, and understand the importance of referring any concerns. We are aware of how situations in the home such as domestic abuse and children with family members in prison can affect children's mental health and wellbeing, and are aware of indications and concerns that a family may need support and would use our usual Early Help and referral processes with this. Any missed sessions will be reviewed, and calls will be made to parents/careers. If there is no reason for absence or calls are ignored, emergency contacts will be contacted to ensure that the child is safe and that there is a legitimate reason for absence.

**Safe recruitment**

Our recruitment policy outlines our safe working practices, we ensure all applications give a full employment history in their job application and ask for references from two employers (or appropriate authorities if their employment history does not have two employers). One of these employers must be the most recent employer unless there is a valid reason where this cannot be the case. All staff are DBS checked via the Disclosure and Barring Service prior to employment, alongside a health declaration which includes stating any medication taken. Health declarations are repeated bi-annually in written form and something which is discussed at supervisions and appraisals to ensure we are making sure our staffing is safe. We use appraisals and supervisions as an opportunity to discuss any changes to health and medication and how this could impact working practice. Once a staff member has a DBS check in our setting, they are asked to join the Disclosure and Barring Service update service, where we check termly for any updates. In accordance with Disqualification under the Childcare Act 2006, no individual will be employed nor be involved in the direct management of the provision, where relevant offences have been identified and disqualification occurred, prior to employed or during employment. Disciplinary action, as stated in the disciplinary policy will be carried out if this arises during employment. The only time this will not be the case, is where the individual has applied to Ofsted for a disqualification waiver, and this has been granted.

This policy was adopted by Cinder Ash Pre-School.

Signed on behalf of the setting by:

-------------------------------------------------------------------Chairperson

--------------------------------------------------------------------Manager

Date: 16th September 2025 Review Date: September 2026