

# **POLICIES & PROCEDURES 2025-26**

## **SAFEGUARDING**

**September 2025**

### **SAFEGUARDING POLICIES 2025-26**

#### **Contents**

<b>Section</b>	<b>Detail</b>	<b>EYA Policy Ref</b>	<b>Page number</b>
	<b>Important Organisations Contact Details</b>		<b>2</b>
<b>1</b>	<b>Safeguarding Children, Young People, &amp; Vulnerable Adults</b>	<b>06</b>	<b>3</b>
<b>2</b>	<b>Responding to Safeguarding or Child Protection concerns</b>	<b>06.1</b>	<b>8</b>
<b>3</b>	<b>Concerns &amp; allegations of serious harm or abuse against staff, volunteers or agency staff</b>	<b>06.2</b>	<b>19</b>
<b>4</b>	<b>Visitor or intruder</b>	<b>06.3</b>	<b>24</b>
<b>5</b>	<b>Uncollected child</b>	<b>06.4</b>	<b>25</b>
<b>6</b>	<b>Missing Child</b>	<b>06.5</b>	<b>26</b>
<b>7</b>	<b>Incapacitated parent</b>	<b>06.6</b>	<b>27</b>
<b>8</b>	<b>Death of a child</b>	<b>06.7</b>	<b>28</b>
<b>9</b>	<b>Looked After Children</b>	<b>06.8</b>	<b>29</b>
<b>10</b>	<b>E-safety</b>	<b>06.9</b>	<b>30</b>
<b>11</b>	<b>Key person Supervision</b>	<b>06.10</b>	<b>35</b>
<b>FORM</b>	<b>Child Protection Expression of Concern</b>		<b>38</b>
<b>FORM</b>	<b>Safeguarding Concerns – Monitoring Form</b>		
	<b>E-Safety Audit</b>	<b>06.9a</b>	
<b>DOC</b>	<b>Role of DSL</b>		
<b>FORM</b>	<b>Day in my life (Preschool child)</b>		

## Important Organisations Contact Details

### **Hampshire Safeguarding Children Partnership (HSCP)**

Email: [hscp@hants.gov.uk](mailto:hscp@hants.gov.uk)

Tel: 01962 876355

### **LADO**

Email: [childprotection@hants.gov.uk](mailto:childprotection@hants.gov.uk)

LADO Initial enquiry form (link to online form):

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

### **OFSTED**

Email: [CIE@ofsted.gov.uk](mailto:CIE@ofsted.gov.uk)

Tel: 0300 123 4666

### **SOCIAL CARE TEAM**

Tel: 0300 555 1384 (Mon to Thu 8.30am to 5.00pm, Fri 8.30am to 4.30pm)

Out of Hours: 0300 555 1373

### **RIDDOR**

Website: <https://www.hse.gov.uk/riddor/>

**Working together to resolve professional differences procedure.**

To challenge a safeguarding case decision made by Children's

Services: <https://hipsprocedures.org.uk/skyyty/safeguarding-partnerships-and-organisational-responsibilities/working-together-to-resolve-professional-differences-escalation-and-resolution#>

Professionals Line: 01329 225379

NSPCC Whistle-blowing Helpline: 0800 028 0285

Andover Health Visiting Team: 02382 313091

[andoverhv@southernhealth.nhs.uk](mailto:andoverhv@southernhealth.nhs.uk)

Early Help (Test Valley): 01962 846363

DBS referral helpline: 03000 200 190

for advice or information on making a referral.

- The [GOV.UK website](#) also provides a referral form and guidance to assist you.

National Prevent referral form

<https://assets.publishing.service.gov.uk/media/68385d2428c5943237ae6528/PREVENT+National+Referral+Form+-+STATIC+VERSION2.pdf>

# 1. Safeguarding children, young people and vulnerable adults policy

## EYA Policy Template Reference: 06

**Designated safeguarding lead is:** CLAIRE NASH

Other DSL trained staff: KRISTY LAMBERT, SALLY LAWMAN

**Designated officer is:** SALLY LAWMAN (Business Manager/Trustee)

### Aim

We are committed to safeguarding children, young people and vulnerable adults and will do this by putting young people and vulnerable adult's right to be '*strong, resilient and listened to*' at the heart of all our activities.

The Early Years Alliance 'four commitments' are broad statements against which policies and procedures across the organisation will be drawn to provide a consistent and coherent strategy for safeguarding children young people and vulnerable adults in all services provided. The four key commitments are:

1. The Alliance is committed to empowering children, young people, and vulnerable adults, promoting their right to be '**strong, resilient, actively listened to, and heard**'.
2. The Alliance upholds a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its curriculum and service delivery.
3. The Alliance is committed to preventing harm and responding promptly and appropriately to all incidents or concerns of abuse that may occur. Working with statutory agencies to achieve the best possible outcomes for every child.
4. The Alliance is dedicated to increasing safeguarding confidence, knowledge and good practice throughout its training and learning programmes for adults, advocating support and representation for those in greatest need.

NB: A 'young person' is defined as 16–19-year-old. In an early years setting, they may be a student, apprentice educator, or parent/carer.

A 'vulnerable adult' (see guidance to the Care Act 2014) as: '*a person aged 18 years or over, who is in receipt of or may need community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation*'. In early years, this person may be a service user, parent/carer of a service user, or a volunteer.

### Key Commitment 1

- All staff receive adequate training in child protection matters and have access to the setting's policy and procedures for reporting concerns of possible abuse and the safeguarding procedures of the Local Safeguarding Partners.

- All staff have adequate information on issues affecting vulnerability in families such as social exclusion, domestic violence, mental illness, substance misuse and parental learning disability, together with training that takes account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- We use available curriculum materials for young children, taking account of information in the Early Years Foundation Stage, that enable children to be *strong, resilient, and listened to and heard*.
- All services seek to build the emotional and social skills of children and young people who are service users in an age-appropriate way, including increasing their understanding of how to stay safe.
- We adhere to the EYFS Safeguarding and Welfare requirements.

## Key Commitment 2

All staff are trained in line with the Criteria set out in Annex C of the EYFS (November 2025). Our training provider is **Hampshire County Council Children's Services Learning and Development Team**

Safeguarding training is renewed every two years.

The designated safeguarding lead ensures support, advice and guidance for all staff to meet their safeguarding responsibilities by:

- Regular supervision and 1:1, reviewing safeguarding procedures together during fortnightly Staff meetings.
- There are procedures in place to prevent known abusers from coming into the organisation as employees or volunteers at any level.
- Safeguarding is the responsibility of every person undertaking the work of the organisation in any capacity.
- There are procedures for dealing with allegations of abuse against a member of staff, or any other person undertaking work whether paid or unpaid for the organisation, where there is an allegation of abuse or harm of a child. Procedures differentiate clearly between an allegation, a concern about quality of care or practice and complaints.
- There are procedures in place for reporting abuse of children or a young person in the setting.
- There are procedures in place for reporting safeguarding concerns where a child may meet the s17 definition of a child in need (Children Act 1989) and/or where a child may be at risk of significant harm, and to enable staff to make decisions about appropriate referrals using local published threshold documents.
- There are procedures in place for reporting possible abuse of a vulnerable adult in the setting.
- There are procedures in place in relation to escalating concerns and professional challenge.
- There are procedures in place for working in partnership with agencies involving a child, or young person or vulnerable adult, for whom there is a protection plan in place. These procedures also take account of working with families with a 'child in need' and with families in need of early help, who are

affected by issues of vulnerability such as social exclusion, radicalisation, domestic violence, mental illness, substance misuse and parental learning disability.

- These procedures take account of diversity and inclusion issues to promote equal treatment of children and their families and that take account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- There are procedures in place for record keeping, confidentiality and information sharing, which are in line with data protection requirements.
- We follow government and Local Safeguarding Partners guidance in relation to extremism.
- The procedures of the Local Safeguarding Partners must be followed.

### **Key Commitment 3**

- We have a 'designated safeguarding lead person', who is responsible for carrying out child, young person, or adult protection procedures. (*It is recommended that this person is the setting manager.*)
- The designated safeguarding lead is responsible for overseeing all child, young person or adult protection matters. (*It is usually the person who line manages the manager*)
- The 'designated safeguarding lead' ensures they have links with statutory and voluntary organisations regarding safeguarding children.
- The 'designated safeguarding lead' ensures they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise child abuse in the categories of physical, emotional and sexual abuse and neglect.
- The 'designated safeguarding lead' ensures 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.
- The 'designated safeguarding lead' ensures that staff are aware and receive training in social factors affecting children's vulnerability including, but not limited to:
  - social exclusion
  - domestic violence and controlling or coercive behaviour
  - mental illness
  - drug and alcohol abuse (substance misuse)
  - parent or carer learning disability
  - radicalisation
- The 'designated safeguarding lead' ensures that staff are aware and receive training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:

- abuse of disabled children
- fabricated or induced illness
- child abuse linked to spirit possession
- sexually exploited children
- children who are trafficked and/or exploited
- female genital mutilation
- extra-familial abuse and threats
- children involved in violent offending, with gangs and county lines.

The 'designated safeguarding lead' ensures they are adequately informed in vulnerable adult protection matters.

#### **Key Commitment 4**

- There are procedures in place to ensure staff recognise children and families who may benefit from early help and can respond using local early help processes. Designated safeguarding leads should ensure all staff understand how to identify and respond to families who may need early help.
- Staff are supported to make the right decisions that enable timely and appropriate action to be taken.
- Designated Safeguarding Leads contribute towards local safeguarding arrangements to ensure that the views of the sector are heard at the highest level by:
  - Finding out how education and childcare are represented at a strategic level within their Local Safeguarding Partnership (LSP) structures.
  - Sharing their knowledge of the experiences of children in their cohort with LSP local leaders

#### **Legal references**

##### *Primary legislation*

Children Act 1989 – s 47

Protection of Children Act 1999

Care Act 2014

Children Act 2004 s11

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter-Terrorism and Security Act 2015

General Data Protection Regulation 2018

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Serious Crime Act 2015

Criminal Justice and Court Services Act (2000)

Human Rights Act (1998)

Equalities Act (2006)

Equalities Act (2010)

Disability Discrimination Act (1995)

Data Protection Act (2018)

Freedom of Information Act (2000)

### **Legal references**

Working Together to Safeguard Children (HMG 2023)

Statutory Framework for the Early Years Foundation Stage 2024

What to Do if You're Worried a Child is Being Abused (HMG 2015)

Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counterterrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)

Keeping Children Safe in Education 2024

Education Inspection Framework (Ofsted 2024)

The framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)

### **Further guidance**

Information sharing advice for safeguarding practitioners (DfE 2024)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)

Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 2010)

Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)

Child sexual exploitation: definition and guide for practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)

[Spotlight: Creating a culture of safeguarding \(Early Years Alliance\)](#)

[Developing an effective safeguarding culture in early years education](#) (Early Years Alliance publication)

## **2. Responding to safeguarding or child protection concerns**

### **EYA Policy Template Reference: 06.1**

**The designated safeguarding lead is CLAIRE NASH, the back-up designated safeguarding lead is KRISTY LAMBERT & SALLY LAWMAN, the designated officer is SALLY LAWMAN (Business Manager/Trustee)**

#### **Safeguarding roles**

- All staff recognise and know how to respond to signs and symptoms 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.
- The manager and deputy are the designated safeguarding lead and back-up designated safeguarding lead, responsible for co-ordinating action taken by the setting to safeguard vulnerable children and adults. The designated safeguarding lead is also responsible for liaising with local statutory children's services and with the Local Safeguarding Partnership.
- All concerns about the welfare of children in Longparish Little School, at home or elsewhere should be reported to the designated safeguarding lead or the back-up designated safeguarding lead, in their absence.
- The designated safeguarding lead ensures that all educators at Longparish Little School are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
- The setting should not operate without an identified designated safeguarding lead at any time.
- The line manager of the designated safeguarding lead is the designated officer. Claire's Line Manager is Gemma Doughty-Jones
- The designated safeguarding lead informs the designated officer about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts that the issue is safeguarding.

- If it is not possible to contact the designated officer, action to safeguard the child is taken first and the designated officer is informed later. If the designated officer is unavailable advice is sought from their line manager or equivalent.
- Issues which may require notifying to Ofsted are notified to the designated officer to make a decision regarding notification. The designated safeguarding lead and designated officer must remain up to date with Ofsted reporting and notification requirements.
- If there is an incident, which may require reporting to RIDDOR the designated officer immediately seeks guidance from the Trustees as appropriate. There continues to be a requirement that the designated officer follows legislative requirements in relation to reporting to RIDDOR. This is fully addressed in our **Health and Safety procedures**.
- Longparish Little School follows procedures of Hampshire County Council's Local Safeguarding Partners (LSP) for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns (Hampshire Safeguarding Children Partnership (HSCP) <https://hipsprocedures.org.uk/page/contents>). Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, through whistle-blowing and escalation.

### **Responding to marks or injuries observed**

- If a member of staff at Longparish Little School 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 will complete the incident form with the parent/carer on Famly, which the parent will acknowledge online.
- 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 completing a **Child Protection Expression of Concern Form** (Longparish Little School 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. The parent/ carer is then contacted via Famly to ask how the injury occurred. If there is no response, it is followed up at collection time. An incident form is then completed on Famly.
- 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 **Child Protection Expression of Concern Form** (Longparish Little School form), 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 Accident Record on Family, with a note that the circumstances of the injury are not known.
- If the injury is unlikely to have occurred at the setting, this is raised with the designated safeguarding lead who informs the designated officer.
- 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 on Family and an accurate record made of the discussion is made in the Notes section of the child's personal file on Family.

### **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 **Child Protection Expression of Concern Form** (Longparish Little School 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.

### **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 member of staff at Longparish Little School 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 designated safeguarding lead. 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 **Child Protection Expression of Concern Form** (Longparish Little School 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 designated safeguarding lead makes a professional judgement about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document:

- Level 1: Child's needs are being met. Universal support.
- Level 2: Universal Plus. Additional professional support is needed to meet child's needs.
- Level 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.
- Level 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.
- Staff at Longparish Little School are alert to indicators that a family may benefit from early help services and should discuss this with the designated safeguarding lead, also completing a **Child Protection Expression of Concern form** (Longparish Little School form) if they have not already done so.

### **Seeking consent from parents/carers to share information before making a referral for early help (Tier 2/3\*)**

Parents/carers are made aware of Longparish Little School's Privacy Notice 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 designated safeguarding lead must always seek consent from the child's parents/carers 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 over-ride a parental decision to withhold consent.
- If a parent/carer 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).

*\*Tier 2: Children with additional needs, who may be vulnerable and showing early signs of abuse and/or neglect; their needs are not clear, not known or not being met. Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled.*

### **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 designated safeguarding lead contacts the parents/carers (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/carers 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/carer puts another person at risk; situations where one parent may be at risk of harm, e.g. abuse; situations where it has not been possible to contact parents/carers to seek their consent may cause delay to the referral being made

The designated safeguarding lead at Longparish Little School makes a professional judgment regarding whether consent (from a parent/carer) 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 designated officer.

### **Referring**

- The designated safeguarding lead at Longparish Little School or back-up follows their LSP procedures for making a referral.
- If the designated safeguarding lead or their back-up 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 back-up designated safeguarding lead are not on-site are agreed in advance by the setting manager and clearly communicated to all staff.

### **Further recording**

- Information is recorded using Famly, or alternatively, a **Child Protection Expression of Concern form** (Longparish Little School form), and a short summary entered on **Safeguarding Concerns Monitoring Form** (Longparish Little School form). Discussion with parents/carers and any further discussion with social care is recorded. If recording a conversation with parents/carers that is significant, regarding the incident or a related issue, parents/carers are asked to sign and date it a record of the conversation. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, documents are scanned and stored electronically, and original documents are disposed of through confidential waste scheme.

- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on a **Child Protection Expression of Concern form** (Longparish Little School form), as above.
- The referral is recorded on **Safeguarding Concerns Monitoring Form** (Longparish Little School form).
- Follow up phone calls to or from social care are recorded in the child's file in the Notes section on Family; with date, time, the name of the social care worker and what was said.
- Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.

### **Reporting a serious child protection incident using Child Protection Expression of Concern Form (Longparish Little School form)**

The designated safeguarding lead is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.

- For child protection concerns at Tier 3 and 4\*\* it will be necessary for the designated safeguarding lead to complete **Child Protection Expression of Concern form** (Longparish Little School form) and send it to the designated officer.
- Further briefings are sent to the designated officer when updates are received until the issue is concluded.

\*\* Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled. Tier 4: Children in acute need, who are suffering or are likely to suffer significant harm.

### **Professional disagreement/escalation process**

- If a member of staff at Longparish Little School disagrees with a decision made by the designated safeguarding lead 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 designated safeguarding lead and the member of staff continues to feel a safeguarding referral is required, then they discuss this with the designated officer.
- 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.
- ***To challenge a safeguarding case decision made by Children's Services, go to:***  
<https://hipsprocedures.org.uk/skyyty/safeguarding-partnerships-and-organisational-responsibilities/working-together-to-resolve-professional-differences-escalation-and-resolution#>

## **Whistleblowing (See also Staff, Assistants, Volunteers & Students Policy)**

Longparish Little School will ensure that all staff are familiar with the Whistleblowing procedure.

The whistleblowing procedure 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

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/designated safeguarding lead.
2. Staff who are unable to raise the issue with their manager/designated safeguarding lead should raise the issue with their line manager's manager/designated officer.
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a line manager, they should raise the matter with Designated Officer, Emma Fell [chair@longparishlittleschool.org.uk](mailto:chair@longparishlittleschool.org.uk).

After a concern has been raised, the manager/line manager 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.

Whilst it is hoped that such disclosures 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.

### **Managers' responsibilities**

Managers/line managers notified of concerns 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 raising 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 relationship is/are not prejudiced by the fact of disclosure.

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, the NSPCC have introduced a whistle-blowing helpline 0800 028 0285 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, Longparish Little School will ensure that all staff are aware of the NSPCC whistleblowing helpline

### **Female genital mutilation (FGM)**

Local Safeguarding Procedures (LSP): [4.2 Female Genital Mutilation | Hampshire, Isle of Wight, Portsmouth and Southampton](#)

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 0-15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. 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; spends 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 child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday

### **Further guidance**

NSPCC 24-hour FGM helpline: 0800 028 3550 or email [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

Government help and advice: [www.gov.uk/female-genital-mutilation](http://www.gov.uk/female-genital-mutilation)

## **Children and young people vulnerable to extremism or radicalisation**

Local Safeguarding Procedures (LSP): <https://hipsprocedures.org.uk/qkyylh/children-in-specific-circumstances/safeguarding-children-and-young-people-against-radicalisation-and-violent-extremism>

Prevent National Referral Form:

<https://assets.publishing.service.gov.uk/media/68385d2428c5943237ae6528/PREVENT+National+Referral+Form+STATIC+VERSION2.pdf>

Longparish Little School has a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. LSP's 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 Longparish Little School is required to familiarise themselves with LSP 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](http://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](http://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](http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)
- The designated safeguarding lead at Longparish Little School 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.
- The designated safeguarding lead at Longparish Little School must know how to refer concerns about risks of extremism/radicalisation to their LSP safeguarding team or the Channel panel, as appropriate.
- The designated safeguarding lead should also ensure that they and all other staff at Longparish Little School working with children and young people understand how to recognise that someone may be at risk of violent extremism.
- The designated safeguarding lead also ensures that all staff at Longparish Little School are aware of their responsibilities with regard to and equality and inclusion and children's rights. Training is available from the [Early Years Alliance](#).
- The designated safeguarding lead should understand the perceived terrorism risks in relation to the area that they deliver services in.

## **Parental consent for radicalisation referrals**

LSP procedures are followed at Longparish Little School 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 or not consent should be sought on a case-by-case basis. The designated safeguarding lead at Longparish Little School 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**

Local Safeguarding Procedures (LSP): <https://hipsprocedures.org.uk/qkyyoy/children-in-specific-circumstances/children-who-are-exploited#s3875>

Educators at Longparish Little School are aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst very 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 at Longparish Little School is familiar with the LSP guidance and procedures in relation to safeguarding children affected by gang activity and ensure this is followed where relevant.

## **Forced marriage/Honour based violence**

Local Safeguarding Procedures (LSP): <https://hipsprocedures.org.uk/zkyysq/harmful-practices-linked-to-faith-or-culture/forced-marriage-and-honour-based-violence>

Educators at Longparish Little School 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: [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk)
- Email for outreach work: [fmuoutreach@fco.gov.uk](mailto:fmuoutreach@fco.gov.uk)

## **Further guidance**

Accident Record (Alliance Publication)

Multi-agency practice guidelines: Handling cases of Forced Marriage (HMG 2014)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/322307/HMG\\_MULTI\\_AGENCY\\_PRACTICE\\_GUIDELINES\\_v1\\_180614\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf)

Developing an effective safeguarding culture in early years education (Alliance Publication)

## **Child-on-child Abuse**

<https://www.hampshirescp.org.uk/hscp-and-iowscp-child-on-child-abuse-toolkit-for-professionals/>

Longparish Little School staff understand that children can experience abuse from other children. This is generally referred to as child-on-child abuse and can take many forms.

**Child-on-child abuse** (previously referred to as “peer-on-peer abuse”) can include:

- Physical abuse (e.g. hitting, biting, kicking)
- Sexualised behaviour or inappropriate touching
- Bullying (including online or verbal)
- Emotional harm (e.g. name-calling, exclusion)
- Damage to property or coercive behaviour

Children in early years settings may not understand that their behaviour is abusive, so education and support are key.

This procedure sets out how staff respond to concerns or incidents where a child may have harmed, or is alleged to have harmed, another child. The aim is to ensure that all children are safeguarded, supported, and that incidents are managed in a sensitive, proportionate, and child-centred way.

## Immediate Response

When an incident occurs or a concern is raised:

1. **Ensure safety first** – separate the children calmly and reassure them both.
2. **Provide immediate care** for any child who is hurt or distressed.
3. **Do not blame or label** either child; remain neutral and supportive.
4. **Inform the Designated Safeguarding Lead (DSL)** as soon as possible.
5. **Record** the incident on the safeguarding/incident form, using factual, objective language.

## Recording and Reporting

- Record details of **what happened, when, where, and who was involved**.
- Include **any witnesses** and **the actions taken**.
- Both children's parents/carers must be informed **as soon as it is appropriate** to do so, with sensitivity and confidentiality.
- The DSL will review whether the behaviour:
  - Is part of normal child development and exploration, or
  - Raises a **safeguarding concern** that may need further assessment.

The **Designated Safeguarding Lead** will:

- Review the incident and consider if it meets the **threshold for referral** to the Local Authority Safeguarding Children Partnership (LADO/MASH).
- Liaise with other agencies if needed (health visitor, early help team, social care).
- Plan appropriate **support and supervision** for both children involved.
- Monitor both children's wellbeing and behaviour over time.

## Supporting the Children

- Provide **age-appropriate guidance** about feelings, boundaries, and respecting others.
- Offer **emotional reassurance** and opportunities to talk.
- Use play-based activities or social stories to teach positive behaviour.
- Ensure **both children receive support** – the child who was harmed and the child who caused harm.

## Supporting Staff

- Staff involved in dealing with the incident are **offered supervision or debrief**.
- The DSL ensures all staff are confident in recognising and responding to child-on-child abuse.

## Review and Prevention

- Review the incident to identify any patterns or environmental factors.
- Update risk assessments if necessary.
- Reinforce positive behaviour through the curriculum and routines.
- Ensure safeguarding and behaviour policies are followed consistently.

## **Confidentiality**

All information is confidential and only shared with those who need to know to safeguard the children involved.

### **3. Concerns and allegations of serious harm or abuse against staff, volunteers or agency staff**

#### **EYA Policy Template Reference: 06.2**

Concerns may come from a parent/carer, child, colleague, or the public. Allegations or concerns must be referred to the designated safeguarding lead person without delay - even if the person making the allegation later withdraws it.

#### **What is a low-level concern?**

The NSPCC defines a low-level concern as '*any concern that an adult has acted in a way that:*

- *is inconsistent with the staff code of conduct, including inappropriate conduct outside of work*
- *doesn't meet the threshold of harm or is not considered serious enough...to refer to the local authority.*

*Low-level concerns are part of a spectrum of behaviour. This includes:*

- *inadvertent or thoughtless behaviour*
- *behaviour that might be considered inappropriate depending on the circumstances.*
- *behaviour which is intended to enable abuse.*

*Examples of such behaviour could include:*

- *being over friendly with children*
- *having favourites*
- *adults taking photographs of children on their mobile phone.*
- *engaging with a child on a one-to-one basis in a secluded area or behind a closed door*
- *using inappropriate sexualised, intimidating or offensive language'*

(NSPCC Responding to low-level concerns about adults working in education)

#### **Responding to low-level concerns**

Any concerns about the conduct of staff, students or volunteers must be shared with the designated safeguarding lead and recorded. The designated safeguarding lead should be informed of all concerns, including those that may be considered 'low level' and make the final decision on how to respond. Where appropriate this can be done in consultation with their line manager.

Reporting concerns about the conduct of a colleague, student or volunteer contributes towards a safeguarding culture of openness and trust. It ensures that adults consistently model the setting's values and helps keep children safe. It protects adults from potential false allegations or misunderstandings.

If it is not clear that a concern meets the local authority threshold, the designated safeguarding lead should contact the LADO for clarification.

In most instances, low-level concerns about staff conduct can be addressed through supervision, training, or disciplinary processes where an internal investigation may take place.

### **Identifying concerns about serious harm or abuse**

An allegation against a member of staff, volunteer or agency staff constitutes serious harm or abuse if they:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child in a way that indicates they may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

### **Informing**

- All staff report allegations to the designated safeguarding lead.
- The designated safeguarding lead alerts the designated officer for their setting. If the designated officer is unavailable the designated safeguarding lead contacts their equivalent until they get a response- which should be within 3-4 hours of the event. 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.
- It is essential that no investigation occurs until and unless the LADO has expressly given consent for this to occur, however, the person responding to the allegation does need to understand what explicitly is being alleged.
- The designated safeguarding lead must take steps to ensure the immediate safety of children, parents, and staff on that day within the setting.
- The LADO is contacted as soon as possible and within one working day. If the LADO is on leave or cannot be contacted the LADO team manager is contacted and/or advice sought from the point of entry safeguarding team/mash/point of contact, according to local arrangements.

LADO (Local Authority Designated Officer)

LADO Initial enquiry form (link to online form):

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/allegations>

- A child protection referral is made if required. The LADO, line managers and local safeguarding children's services can advise on whether a child protection referral is required.
- *If further action is required, the LADO will ask for a LADO Notification form to be completed.*
- The designated safeguarding lead asks for clarification from the LADO on the following areas:

- what actions the designated safeguarding lead must take next and when and how the parents of the child are informed of the allegation
- whether or not the LADO thinks a criminal offence may have occurred and whether the police should be informed and if so who will inform them
- whether the LADO is happy for the provider to pursue an internal investigation without input from the LADO, or how the LADO wants to proceed
- whether the LADO thinks the person concerned should be suspended, and whether they have any other suggestions about the actions the designated safeguarding lead has taken to ensure the safety of the children and staff attending the setting
- The designated safeguarding lead records details of discussions and liaison with the LADO including dates, type of contact, advice given, actions agreed and updates on the child's case file.
- Parents/carers are not normally informed until discussion with the LADO has taken place, however in some circumstances the designated safeguarding lead may need to advise parents/carers of an incident involving their child straight away, for example if the child has been injured and requires medical treatment.
- Staff do not investigate the matter unless the LADO has specifically advised them to investigate internally. Guidance should also be sought from the LADO regarding whether suspension should be considered. The person dealing with the allegation must take steps to ensure that the immediate safety of children, parents/carers and staff is assured. It may be that in the short-term measures other than suspension, such as requiring a staff member to be office based for a day, or ensuring they do not work unsupervised, can be employed until contact is made with the LADO and advice given.
- The designated safeguarding lead ensures staff fill in a **Child Protection Expression of Concern form** (Longparish Little School form).
- If after discussion with the designated person, the LADO decides that the allegation is not obviously false, and there is cause to suspect that the child/ren is suffering or likely to suffer significant harm, then the LADO will normally refer the allegation to children's social care.
- Notification to Ofsted is required for any allegations made against a member of staff, therefore the designated safeguarding lead will inform Ofsted as soon as possible, but no later than 14 days after the event has occurred. The designated safeguarding lead will liaise with the designated officer/ line manager about notifying Ofsted.
- Ofsted must be updated of the actions taken by the setting, even if the LADO decides the allegation does not meet their threshold for investigation.
- The designated safeguarding lead ensures that the **Child Protection Expression of Concern form** (Longparish Little School form) is completed and sent to the designated officer/line manager. If the

designated officer is unavailable their equivalent must be contacted, for providers who are registered with a childminding agency, this may be the named person within the agency.

- Avenues such as performance management or coaching and supervision of staff will also be used instead of disciplinary procedures where these are appropriate and proportionate. If an allegation is ultimately upheld the LADO may also offer a view about what would be a proportionate response in relation to the accused person.
- The designated safeguarding lead must consider revising or writing a new risk assessment where appropriate, for example if the incident related to an instance where a member of staff has physically intervened to ensure a child's safety, or if an incident relates to a difficulty with the environment such as where parents/carers and staff are coming and going and doors are left open.
- All allegations are investigated even if the person involved resigns or ceases to be a volunteer.

### **Allegations against agency staff**

Any allegations against agency staff must be responded to as detailed in this procedure. In addition, the designated safeguarding lead must contact the agency following advice from the LADO

### **Allegations against the designated safeguarding lead.**

- If a member of staff has concerns that the designated safeguarding lead has behaved in a way that indicates they are not suitable to work with children as listed above, this is reported to the designated officer following the setting's whistleblowing process, who will investigate further.
- During the investigation, the designated officer/line manager will identify another suitably experienced person to take on the role of designated safeguarding lead.
- If an allegation is made against the designated officer/line manager, then the Trustees are informed.

### **Recording**

- A record is made of an allegation/concern, along with supporting information using the setting's safeguarding management software (Family). If the allegation involves a specific child/children, it is then entered on the file of the child, and the **Safeguarding Concerns Monitoring Form** (Longparish Little School form) is completed and placed in the front of the child's file.
- If the allegation refers to more than one child, this is recorded in each child's file
- If relevant, a child protection referral is made, with details held on the child's file.

### **Disclosure and Barring Service**

- If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child, or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, a referral to the Disclosure and Barring Service is made.

DBS Referrals: <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

## **Escalating and whistleblowing concerns**

- If a member of staff at Longparish Little School believes at any time that children may be in danger due to the actions or otherwise of a member of staff or volunteer, they must discuss their concerns immediately with the designated safeguarding lead.
- If after discussions with the designated safeguarding lead, they still believe that appropriate action to protect children has not been taken they must speak to the designated officer/line manager. All staff have been given contact details.
- If there are still concerns then the whistle blowing procedure must be followed, as set out in **Responding to safeguarding or child protection concerns (Section 2)**.

## **4. Visitor or intruder on the premises**

### **EYA Policy Template Reference: 06.3**

The safety and security of the premises at Longparish Little School is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

#### **Visitors with legitimate business** - generally a visitor will have made a prior appointment

- On arrival, any visitor to Longparish Little School they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation, and ask them to read the safeguarding points on the signing in sheet.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

#### **Intruder**

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business at Longparish Little School will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard children.

- If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service. See procedure **Lockdown - Terrorist threat/attack (Health & Safety Policies)**.
- The designated safeguarding lead informs their designated officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children at Longparish Little School, the manager/designated safeguarding lead completes a **Child Protection Expression of Concern form** (Longparish Little School form) and copies in their line manager on the day of the incident. The Trustees ensure a robust organisational response and ensure that learning is shared.

## 5. Uncollected child

### EYA Policy Template Reference: 06.4

If a child is not collected by closing time from Longparish Little School, or the end of the session and there has been no contact from the parent, or there are concerns about the child's welfare then this procedure is followed.

- The designated safeguarding lead is informed of the uncollected child as soon as possible and attempts to contact the parents/carers by phone.
- If the parents/carers cannot be contacted, the designated safeguarding lead uses the emergency contacts to inform a known carer of the situation and arrange collection of the child. Longparish Little School will endeavour to obtain more than two emergency contacts where possible.
- After one hour, the designated safeguarding lead contacts the local social care out-of-hours duty officer if the parents or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents.

**Professionals Line 01329 225379 (8.30am to 5.00pm Mon to Thu, 8.30am to 4.30pm Fri)**

**Out of Hours: 0300 555 1373 (at all other times)**

- The designated safeguarding lead should arrange for the collection of the child by social care.
- Where appropriate the designated safeguarding lead should also notify police.

Members of staff at Longparish Little School do not:

- go off the premises to look for the parents/carers
- leave the premises to take the child home or to another carer
- offer to take the child home with them to care for them in their own home until contact with the parent/carer is made

- Staff make a record of the incident in the child's file (Notes section, Family). A record of conversations with parents should be made, with parents being asked to sign and date the recording.
- This is logged on the child's personal file along with the actions taken (Notes section, Family). A **Child Protection Expression of Concern Form** (Longparish Little School form) should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.
- If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.

## 6. Missing child

### **EYA Policy Template Reference: 06.5**

#### **In the building (Longparish Little School)**

- As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead who initiates a search within the setting.
- If the child is found on-site, the designated safeguarding lead checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately. The parents are then called and informed.
- The designated safeguarding lead contacts their designated officer, to inform them of the situation.

#### **Off-site Longparish Little School (outing or walk)**

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the senior staff calls the police and then contacts the designated safeguarding lead (if not already on the outing).
- The designated safeguarding lead informs the parents/carers.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- The designated safeguarding lead contacts the designated officer/line manager.

#### **Recording and reporting**

- A record is made on **Child Protection Expression of Concern form** (Longparish Little School form). The manager as designated safeguarding lead completes and circulates **Child Protection Expression**

**of Concern form** (Longparish Little School form) to the designated officer/line manager on the same day that the incident occurred.

### The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).

#### OFSTED

[CIE@ofsted.gov.uk](mailto:CIE@ofsted.gov.uk)

Tel: 0300 123 4666

- The designated officer carries out a full investigation.
- The designated safeguarding lead and the designated officer speak with the parents together and explain the process of the investigation.

Staff present during the incident write a full report using **Child Protection Expression of Concern form** (Longparish Little School form) and/or on Family. The reporting form (if used) is filed in the child's file. Staff do not discuss any missing child incident with the press.

## 7. Incapacitated parent/carer

### EYA Policy Template Reference 06.6

Incapacitated refers to a condition which renders a parent/carer unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include:

- appearing drunk
- appearing under the influence of drugs
- demonstrating angry and threatening behaviour to the child, members of staff or others
- appearing erratic or manic

### Informing

- If a member of staff at Longparish Little School is concerned that a parent/carer displays any of the above characteristics, they inform the designated safeguarding lead as soon as possible.
- The designated safeguarding lead assesses the risk and decides if further intervention is required.
- If it is decided that no further action is required, a record of the incident is made on a **Child Protection Expression of Concern form** (Longparish Little School form).
- If intervention is required, the designated safeguarding lead speaks to the parent in an appropriate, confidential manner.
- The designated safeguarding lead will, in agreement with the parent, use emergency contacts listed for the child to ask an alternative adult to collect the child.

- The emergency contact is informed of the situation by the designated safeguarding lead and of the setting's requirement to inform social care of their contact details.
- The designated officer/line manager/Trustees are informed of the situation as soon as possible and provides advice and assistance as appropriate.
- If there is no one suitable to collect the child social care are informed.
- If violence is threatened towards anybody, the police are called immediately.
- If the parent/carer takes the child from Longparish Little School while incapacitated the police are called immediately and a referral is made to social care.

### **Recording**

- The designated safeguarding lead completes a **Child Protection Expression of Concern form** (Longparish Little School form) and if social care were contacted, this is to be recorded on the form also, similarly if police were contacted. The form should also be copied to the line manager/Trustees.
- Further updates/notes/conversations/ telephone calls are recorded.

## **8. Death of a child on-site**

### **EYA Policy Template Reference: 06.7**

Please also refer to **Critical Incident Procedure** (hard copy on Health & Safety noticeboard in the office).

### **Identifying**

- If it is suspected that a child has died at Longparish Little School, emergency resuscitation will be given to the child by a qualified First Aider until the ambulance arrives.
- Only a medical practitioner can confirm a child has died.

### **Informing**

- The designated safeguarding lead ensures emergency services have been contacted; ambulance and police.
- The parents/carers are contacted and asked to come to the setting immediately, informing them that there has been an incident involving their child and that an ambulance has been called; asking them to come straight to the setting or hospital as appropriate.
- The designated safeguarding lead calls the designated officer/line manager and informs them of what has happened.

- The Trustees are contacted and a **Child Protection Expression of Concern form** (Longparish Little School form) prepared by the designated safeguarding lead and designated officer.
- A member of staff is delegated to phone all parents to collect their children. The reason given must be agreed by the designated officer/line manager and the information given should be the same to each parent/carer.
- The decision on how long the setting will remain closed will be based on police advice.
- Ofsted are informed of the incident by the nominated person and a RIDDOR report is made.

**OFSTED** [CIE@ofsted.gov.uk](mailto:CIE@ofsted.gov.uk)

Tel: 0300 123 4666

**RIDDOR** <https://www.hse.gov.uk/riddor/>

- Staff will not discuss the death of a child with the press.

## **Responding**

- The Trustees will decide how the death is investigated within the organisation after taking advice from relevant agencies.
- The Trustees will coordinate support for staff and children to ensure their mental health and well-being.

## **Further guidance**

[Supporting Children's Experiences of Loss and Separation](#) (Alliance Publication)

## **9. Looked after children**

### **EYA Policy Template Reference: 06.8**

#### **Identification.**

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents/carers or other relatives.

#### **Services provided to Looked After Children**

##### *Under two-year-olds*

- Places will not normally be provided for babies and under two-year-olds who are in public care.
- We can offer services that enable a child to play/engage with other children while the carer stays.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

##### *Two-year-olds*

- Places will be offered to two-year-old children who are looked after; where the placement in the setting will normally last a minimum of three months.

- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

#### *Three- and four-year-olds*

- Places will be offered for funded children who are looked after; where the placement in the setting will normally last a minimum of six weeks.
- If a child who attends a setting is taken into care and is cared for by a local carer the place will continue to be made available to the child.

#### **Additional Support**

- The designated safeguarding lead at Longparish Little School (Kristy Lambert is the DSL for Looked After Children) liaises with agencies and professionals involved with the child, and his or her family, and ensure appropriate information is gained and shared.
- A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.
- Following this meeting, a **Care plan for looked after children form** is completed. The care plan is reviewed after two weeks, six weeks, three months, and thereafter at three to six monthly intervals.
- Longparish Little School will have regular contact with the social worker through planned meetings, which will include contribution to the PEP which is reviewed annually.

## **10. E-safety (including all electronic devices with imaging and sharing capabilities)**

### **EYA Policy Template Reference: 06.9**

An E-safety audit is included in these procedures to assist with compliance to the revised EYFS 2025.

#### **Policy Statement**

*Longparish Little School recognises that mobile phones and smart watches are a part of everyday life for Parents, Carers and Staff. This policy is part of the Little School commitment to safeguarding the welfare of children in our care. Our intention is to provide an environment reducing the following concerns:*

- **Staff being distracted from their work with children**

- ***The inappropriate use of mobile phone cameras, smart watches, cameras and videos***

***The E-Safety lead member of staff for this setting is Sally Lawman***

### **Online Safety**

It is important that children and young people attending Longparish Little School receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as ‘e-safety’, ‘online’, ‘communication technologies’ and ‘digital technologies’ refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks. The issues are:

*Content* – being exposed to illegal, inappropriate or harmful material

*Contact* – being subjected to harmful online interaction with other users

*Conduct* – personal online behaviour that increases the likelihood of, or causes, harm

### **I.C.T Equipment**

- ***The Business Manager at Longparish Little School ensures that all computers & laptops have up-to-date virus protection installed.***
- Tablets are only used by educators at Longparish Little School for the purposes of observation, assessment and planning and to take photographs for individual children’s learning journeys.
- Tablets remain on the premises and are stored securely at all times when not in use.
- Staff follow the additional guidance provided with the system
- ***All tablets are accessed with a PIN code, and internet filters have been applied to prevent access to inappropriate content such as offensive language, adult content, or content relating to terrorism or abuse internet scan***

### **Internet access/E-Safety**

- Children never have unsupervised access to the internet.
- The setting manager ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies), ***and only after a member of staff has accessed it first and viewed its contents***
- Video sharing sites such as YouTube ***are only accessed with a staff member.***
- ***Little School staff regularly talk to children about ‘safe use of the computer and internet’ and read stories about being safe and what to do if something scares you.***
- ***E-Safety information is provided to parents and carers to help support I.C.T at home – this is accessible through the Little School website***

- Children are taught the following stay safe principles in an age appropriate way:
  - only go online with a grown up
  - be kind online **and** keep information about me safely
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet
- Staff at Longparish Little School support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- All computers for use by children are sited in an area clearly visible to staff.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk).

The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

Strategies to minimise risk include:

- Check apps, websites and search results before using them with children.
- Children in Early Years should always be supervised when accessing the internet.
- Ensure safety modes and filters are applied - default settings tend not to ensure a high level of privacy or security. But remember you still need to supervise children closely.
- Role model safe behaviour and privacy awareness. Talk to children about safe use, for example ask permission before taking a child's picture even if parental consent has been given.
- Make use of home visits to inform your understanding of how technology is used within the home and the context of the child with regards to technology.
- Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately. (source: <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>

### **Personal mobile phones – staff and visitors (includes internet enabled devices)**

- Personal mobile phones and internet enabled devices are not used by staff **volunteers, or outside professionals working directly with children** during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place e,g, staff room, **but never in areas where children are permitted**.
- **During the induction period to the setting all staff, volunteers and students are explained the use of a mobile phone is not permitted at any time and is only permitted during their breaks in**

**areas which are not accessed by children, or with the permission of the manager. This information is also in the Employee handbook.**

- Personal mobile phones stored in lockers/kept in the office out of reach of children or a locked office drawer. **There is a landline telephone based in the office which staff can use in an emergency.**
- **If any staff member has a family emergency or similar and requiring them to have their mobile phone to hand, prior permission must be sought from the Manager and the phone must be kept visible for other staff members.** In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- **In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.**
- Members of staff do not use personal equipment to take photographs of children.
- Parents/carers and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day. Phones still should be stored away from any areas that children access and setting phone number given to visitors so that they are still contactable. Visitors are advised of a private space where they can use their mobile.

### **Cameras and videos**

**An essential way to support and record a child's development and engage parents/carers with the learning of their child is through the use of photographs.**

- Members of staff do not bring their own cameras or video recorders to the setting. Children are given the opportunity to consent to their photograph being taken, even if parent/carer permissions are in place.
- Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, and are only taken on equipment belonging to the setting.
- **Photographs/recordings of children on the premises or on outings are only made using devices belonging to Little School**
- **Little School iPad/Tablets are used to record individual/group activities and Little School events. Images taken should ideally be uploaded onto Family within one week and then deleted from the device.**
- **Images taken on the tablets/iPad must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. Children should also be suitably dressed.**

- **Under no circumstances must a camera of any kind be used in the bathroom or nappy changing areas without prior consultation with the Manager or Deputy Manager, for example washing.**
- **Cameras and recording equipment should only be used where two or more staff members are present and not in areas where intimate care is carried out.**
- **It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used on Family. Further advice would be sought from the Local Safeguarding advisors.**
- **All staff members are responsible for the location of the tablets; these should be placed in the office lockable cupboard at the end of the day.**
- **Little School use professional photographers for individual and group pictures. Consent is requested prior to the photographic session. Photographers are to be treated as any other visitor on the premises and as such appropriate levels of supervision will be in place at all times.**
- Camera and video use is monitored by the setting manager.
- Where parents/carers request permission to photograph or record their own children at special events, general permission is first gained from all parents for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children.
- Photographs/recordings of children are only made if relevant permissions are in place.
- If photographs are used for publicity, parental consent is gained, and safeguarding risks minimised e.g. children may be identified if photographed in a sweatshirt with the name of the setting on it.

### **Smart Watches**

**Little School recognise there are many health benefits for the use of smart watches such as counting steps and monitoring heart rate. To ensure the safe wearing of Smart Watches staff must:**

- **The watch has to be worn in 'flight mode' or Bluetooth is disconnected, this will ensure there is no internet connectivity to access notifications or Wi-Fi.**
- **Staff understand they may not use their watch to receive calls or check messages whilst in the playrooms as this creates distraction and potential dangers.**
- **Staff have to be vigilant of others checking their watches and remind them of the Little Schools policy and procedures of the safe wearing of a smart watch.**
- **Staff should not use their Smart Watch to access photos or images whilst on Little School's premises (indoors or outdoors) and whilst on local trips/outings.**

**Little School reserves the right to request the removal of a Smart Watch if the safety of a child or children is at risk.**

**This information is also included in the Employee handbook.**

### **Cyber Bullying**

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk) or ChildLine Tel: 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)

## Use of social media

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure Longparish Little School is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- not accept service users/children/parents as friends, as it is a breach of professional conduct
- report any concerns or breaches to the designated safeguarding lead in their setting
- not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed

## Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague at Longparish Little School is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure **Concerns & allegations of serious harm or abuse against staff, volunteers or agency staff (Section 3)**.
- **Staff are required to keep up-to-date with online safety standards, and to remain vigilant and report any concerns**
- **Where direct messages are sent to parents/carers through Family, these are not private messages, but are visible to the whole staff team**

## 11. Key person supervision

**EYA Policy Template Reference: 06.10**

Staff, including preschool assistants, taking on the role of key person must have supervision meetings in line with this procedure.

### **Structure**

- Supervision meetings are held half-termly.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in a confidential space suitable for the task
- Key persons should prepare for supervision by having the relevant information to hand.

### **Content**

The child focused element of supervision meetings must include discussion about:

- the development and well-being of the supervisee's key children and offer staff opportunity to raise concerns in relation to any child attending. *Safeguarding concerns must always be reported to the designated safeguarding lead immediately and not delayed until a scheduled supervision meeting*
- 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.
- coaching to improve professional effectiveness based on a review of observed practice/teaching
- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff
- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues but must never delay until a scheduled supervision to raise concerns.
- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. New information is referred immediately to the designated officer/line manager.

### **Recording**

- Key person supervision discussions are recorded and is retained by the supervisor and a copy provided to the key person.
- The key person and supervisor must sign and date the minutes of supervision within 4-6 weeks of it happening and disagreements over recorded content must be minuted.
- Each member of staff has a supervision file that 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 **Child Protection Expression of**

**Concern form** (Longparish Little School 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 supervisor (if not the designated person) should ensure the recording is made and the designated person is notified.

### **Checking continuing suitability**

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children. This only needs to be recorded on the supervision meeting record. *As part of each Supervision meeting, staff are asked to review their most recently completed Staff Suitability & Health Questionnaire form to confirm that the record remains accurate. A new form is completed where any changes have occurred.*
- Where staff are on zero hours contracts or are employed as and when needed, their line manager completes the staff suitability self-declaration form quarterly, and/or at the beginning of every new period of work.
- Regarding the use of agency staff/support workers/self-employed persons there is an expectation that as part of the agreement with agencies they have sought information regarding their employee's suitability to work with children. Line managers must review this regularly.
- The position for students on placement is the same as that for agency staff

### **Exceptional Circumstances**

Where exceptional circumstances prevent staff from conducting supervision as outlined in this procedure, the line manager is informed in writing, a copy placed on the supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS.

### **Further guidance**

[Recruiting Early Years Staff](#) (Alliance Publication)

[People Management in the Early Years](#) (Alliance Publication)

## CHILD PROTECTION EXPRESSION OF CONCERN FORM

This form should be completed when there is cause for concern, and given to your Designated Safeguarding Lead as soon as possible.

### DETAILS OF PUPIL

Child's name:

Child's Date of Birth:

### DETAILS OF THE PERSON REPORTING CONCERNS

Full Name:

Post:

### SECTION A

Date and time of the incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Other persons present:

### SECTION B

Details of the concern/disclosure/incident:

(What was said, observed, reported)

Action taken:

(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed:

Print name:

Date:

### FOR COMPLETION BY THE DESIGNATED SAFEGUARDING LEAD (DSL)

DSL Response:

Action taken by the DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL:

Print name:

Date:

*This form replaces 06.1b and 06.1c (Early Years Alliance Policies and Procedures)*