

If a child is in **immediate danger, call 999.**

If the child is at **risk of immediate harm, call 0345 603 7627** and ask for the priority line. This number is open Monday to Thursday 9am to 5:30pm, and Fridays 9am to 4:30pm. For out of hours or bank holidays, call the Emergency Duty Team on 0345 606 1212.

06 Safeguarding children, young people and vulnerable adults policy

Alongside associated procedures in 06.01 to 06.22 Safeguarding children, young people and vulnerable adults, this policy was adopted by Little Doves Christian Pre-School on 2nd September 2021 and reviewed in August 2022, July 2023, Aug 2024 and Nov 2024.

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential.

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.'

Statutory framework for the early years foundation stage (Department for Education, 2024)

Safeguarding and promoting the welfare of children (everyone under the age of 18) is defined in Keeping children safe in education (DfE, 2024), as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Statutory framework

There is government guidance set out in Working Together (DfE, 2024) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and promote the welfare of all children in their area under multi-agency safeguarding arrangements. These arrangements sit under the Essex Safeguarding Children Board (ESCB). In Essex, the statutory partners are Essex County Council, Essex Police, and three NHS Integrated Care Boards covering the county.

Early years pre-schools have a duty under section 40 of the Childcare Act 2006 to comply with the safeguarding and welfare requirements of the Early Years Foundation Stage, under which pre-schools are required to take necessary steps to safeguard and promote the welfare of young children.

In Essex, all professionals must work in accordance with the SET Procedures.

Little Doves CP also works in accordance with the following legislation and guidance (this is not an exhaustive list):

- Statutory framework for the early years foundation stage (DfE, 2024)

Adapted from Policies & Procedures for the EYFS 2024 (Early Years Alliance 2024) 06/03/2025 V7

Adapted from Essex County Council Education Safeguarding Team - September 2024

- Working together to safeguard children - GOV.UK (www.gov.uk DfE 2023)
- What to do if you're worried a child is being abused (HMG, 2015)
- The Prevent Duty guidance (Home Office, 2015)
- Effective Support for Children and Families in Essex (ESCB 2024)
- Understanding and supporting behaviour - Safe practice for schools (Essex County Council)
- Children Act (HMG, 1989)
- Children Act (HMG, 2004)
- Keeping children safe in education (DfE, 2023)

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. There are key people within the pre-school and the Local Authority who have specific responsibilities under child protection procedures, however, we are clear that safeguarding is everyone's responsibility and that everyone who comes into contact with children has a role to play.

Our designated safeguarding lead is: Pam Biddulph

Our deputy designated safeguarding lead is: Emma Lambri

Our designated safeguarding officer is: Jenny Walker

Aim

The pre-school is committed to safeguarding children, young people and vulnerable adults will do this by putting young people and vulnerable adult's right to be '*strong, resilient and listened to*' at the heart of all the activities.

Little Doves Christian Pre-School agrees with the Early Years Alliance 'four key commitments'. These are broad statements against which policies and procedures created by the Early Years Alliance and amended and adopted by Little Doves Christian Pre-School will be drawn up to provide a consistent and coherent strategy for safeguarding children young people and vulnerable adults in the service provided. The four key commitments are:

1. The Alliance and Little Doves Christian Pre-School are committed to empowering children, young people, and vulnerable adults, promoting their right to be '**strong, resilient, actively listened to, and heard**'.
2. The Alliance and Little Doves Christian Pre-School uphold 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 and Little Doves Christian Pre-School are 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 and Little Doves Christian Pre-School are 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 pre-school, they may be a student, worker 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

- Little Doves Christian Pre-School has a 'designated person', sometimes known as the designated safeguarding lead', who is responsible for carrying out child, young person, or adult protection procedures. This person is Pam Biddulph. There is also deputy designated safeguarding lead' who is Emma Lambri. A list of all safeguarding designated persons is available on the parent noticeboard at the pre-school.
- The designated safeguarding lead/deputy/backup all report to a 'designated safeguarding officer' responsible for overseeing all child, young person or adult protection matters. This is Jenny Walker (trustee).
- The 'designated safeguarding lead/deputy/backup' and the 'designated safeguarding officer' ensure they have links with statutory and voluntary organisations regarding safeguarding children and are responsible for liaison with including Essex Social Care, Essex Safeguarding Children Board (ESCB) and other agencies as required.
- The 'designated safeguarding lead/deputy/backup' and the 'designated safeguarding officer' ensure they have received appropriate training (Level 3 Child Protection every two years) on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
- The 'designated safeguarding lead/deputy/backup' and the 'designated safeguarding officer' ensure 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/deputy/backup' and the 'designated safeguarding officer' ensure that staff are aware and receive training in social factors affecting children's vulnerability including:
 - social exclusion
 - domestic violence and controlling or coercive behaviour

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Adapted from Essex County Council Education Safeguarding Team - September 2024

- mental illness
- drug and alcohol abuse (substance misuse)
- parental learning disability
- radicalisation
- The ‘designated safeguarding lead/deputy/backup’ and the ‘designated safeguarding officer’ ensure 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/deputy/backup’ and the ‘designated safeguarding officer’ ensure they are adequately informed in vulnerable adult protection matters.

Key Commitment 2

- All staff are trained in line with the Criteria set out in Annex C of the EYFS (November 2025). Our training providers are Essex County Council, Early Years Alliance and in-house training using material provided by Essex County Council.

Level 2 Safeguarding training for staff is renewed every year and designated safeguarding lead/deputy/backup training is renewed every 2 years. The designated safeguarding lead/deputy/backup ensures support, advice and guidance for all staff to meet their safeguarding responsibilities by:

- regular supervision and 1:1 team briefings,
- bulletins,
- group supervision,
- reviewing safeguarding procedures together

- There are procedures in place to prevent known abusers from coming into the organisation as employees or volunteers at any level and statutory responsibilities to check adults working with children are met.
- There are procedures in place ensuring volunteers are appropriately supervised in the pre-school, as appropriate.
- 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 possible abuse of children or a young person in the pre-school.
- 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 to ensure staff recognise children and families who may benefit from early help and can respond appropriately using local early help processes and designated persons should ensure all staff understand how to identify and respond to families who may need early help.
- There are procedures in place for reporting possible abuse of a vulnerable adult in the pre-school.
- 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.
- Essex Safeguarding Children Board guidance in relation to extremism is followed.

- The procedures of the Local Safeguarding Partners/SET Procedures are followed.
- It is the responsibility of the designated safeguarding lead/deputy/backup/officer to ensure the pre-school is represented at, and that a report is submitted to, any statutory meeting called for children at the pre-school or previously known to us. Where possible and appropriate, any report will be shared in advance with parents/carers. The member of staff attending the meeting will be fully briefed on any issues or concerns the pre-school has and be prepared to contribute to the discussions.
- If a child is subject to a Care, Child Protection or a Child in Need plan, the designated safeguarding lead/deputy/backup/officer will ensure the child is monitored regarding their pre-school attendance, emotional wellbeing, EYFS progress, welfare, and presentation. If the pre-school is part of the core group, the designated safeguarding lead/deputy/backup /officer will ensure the pre-school is represented, provides appropriate information, and contributes to the plan at these meetings. Any concerns about the Child Protection plan and/or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the designated safeguarding lead/deputy/backup/officer will inform the child's key worker immediately and then record that they have done so and the actions agreed.

Key Commitment 3

- All staff receive adequate training/updates (at least annually) in safeguarding/child protection matters and have access to the pre-school's policy and procedures for reporting concerns of possible abuse and the safeguarding procedures of the Local Safeguarding Partners/ SET Procedures. Records of any child protection training undertaken are kept for all staff.
- 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.
- The pre-school uses 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*.
- 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.
- The EYFS Safeguarding and Welfare requirements are adhered to.
- All staff members are aware of the Essex **Early Help** procedures. ([Resources for practitioners: Early help resources - Essex County Council](#))
- When new staff, volunteers or regular visitors join the pre-school they are informed of the safeguarding arrangements in place, the name of the designated safeguarding lead/deputy/backup/officer and how to share concerns with them.

- All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the 08.06 Staff Code of Conduct. The pre-school works in accordance with statutory guidance and the SET Procedures (ESCB, 2022) in respect of allegations against an adult working with children (in a paid or voluntary capacity). Please also see 06.02 Low Level Concerns and Allegations of serious harm or abuse against staff, volunteers or agency staff.
- The pre-school has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff must be referred to the manager (or deputy manager/backup in their absence), as they have responsibility for managing employment issues. Where the concern is about the manager, it should be reported direct to the trustee chair, Jenny Walker (jennyflower0512@aol.com).
- The SET procedures (ESCB, 2022) require that, where an allegation against a member of staff is received, the manager (or trustee) must inform the duty Local Authority Designated Officer (LADO) on **03330 139 797** within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires police involvement. This will include advice on speaking to children, and parents/carers. The pre-school does not carry out any investigation before speaking to the LADO.
- In accordance with the Statutory framework for the early years foundation stage (DfE, 2024), the pre-school will also inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Ofsted will also be notified of the action taken in respect of the allegations. These notifications will be made as soon as reasonably practicable, but within 14 days of the allegations being made. The pre-school is aware that not complying with these requirements without reasonable excuse is committing an offence.
- Staffing matters are confidential and the pre-school operates within a statutory framework around Data Protection. See 07.06a LDCP Data Protection and Privacy Notice for Employees and 07.06b LDCP Data Protection and Privacy Notice for Volunteers.

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 lead/deputy/backup/officer 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 lead/deputy/backup/officer 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

Physical intervention and use of reasonable force

The 09.11 Promoting positive behaviour procedure sets out the approach to behaviour for all children and also for those with more challenging or harmful behaviour. The pre-school recognises there are some children who have needs that require additional support and a more personalised approach and staff always consider all behaviour, and the response to it, in the context of safeguarding.

There are occasions when staff will have cause to have physical contact with children for a variety of reasons, this may include:

- to comfort a child in distress (*appropriate to their age and individual specific needs identified through a risk assessment*);
- to direct a child;
- for curricular reasons (*for example during physical activity, or when we are using music*);
- in an emergency, to avert danger to the child or others.

The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children, such as guiding a child to safety. 'Reasonable' means using no more force than is needed. The pre-school works in accordance with statutory and local guidance on the use of reasonable force and recognises that where intervention is required, it should always be considered in a safeguarding context.

Whistleblowing

All members of staff and the wider pre-school community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the leadership team. 'Whistleblowing' procedures are in place and these are available in the pre-school's 08.13 Whistleblowing Policy. However, for any member of staff who feels unable to raise concerns internally, or where they feel their concerns have not been addressed, they may contact the [NSPCC whistleblowing helpline](#) on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or by email at: help@nspcc.org.uk.

Parents/carers or others in the wider pre-school community with concerns can contact the NSPCC general helpline on 0808 800 5000 (24-hour helpline) or email: help@nspcc.org.uk.

Online Safety

Technology forms part of the Statutory framework for the early years foundation stage; computer skills are key to accessing learning. All staff in the pre-school are aware of the risks to children online, and understand that any child can be vulnerable, and that their vulnerability can vary according to age, developmental stage, and personal circumstances. Staff help the children to begin to learn how to use technology safely, and to be

safe online. Staff will engage with the parents/carers about online safety to support them in keeping their children safe at home when using technology. Please also see the 06.09 E-Safety procedure and go to [Safeguarding & Internet Safety | Info | Little Doves Christian Pre-School \(littledovescp.org.uk\)](https://littledovescp.org.uk) on the little Doves CP website for more guidance.

Use of mobile phones

The pre-school acknowledges that mobile phones are often the only means of contact available and can be helpful in supporting safeguarding arrangements in the pre-school, including when on outings. In the pre-school, when mobile phones are used, this is underpinned by a risk assessment and operated within a clear framework, so everyone understands their responsibilities in ensuring phones are used safely. Please also see the 06.09 E-Safety procedure.

Use of cameras, photography and images

Most people who take or view photographs or videos of children do so for acceptable reasons. However, due to cases of abuse to children through taking or using images, the pre-school ensures that safeguards are in place. Please also see the 06.09 E-Safety procedure.

Attendance

Repeated and unexplained absence from the pre-school can be a concern for a number of reasons:

- it is a potential indicator of abuse or neglect
- it can significantly impact on a child's progress and/or wellbeing

As part of safeguarding and health and safety procedures, a daily record is kept of the names of the children being cared for on the premises and their hours of attendance. This data is used to identify patterns of absence as they emerge, to ensure any concerns are identified and addressed at an early stage. Please see the 06.19 Procedure for monitoring absences and accidents.

Adapted from original documents:

EYA Safeguarding children, young people and vulnerable adults policy 2024/25

Essex CC ey-model-child-protection-policy-settings-september-2023

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

Adapted from Policies & Procedures for the EYFS 2024 (Early Years Alliance 2024) 06/03/2025 V7

Adapted from Essex County Council Education Safeguarding Team - September 2024

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)

Further Guidance

Working Together to Safeguard Children (HMG 2024)

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 Counter-Terrorism 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)

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)

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

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

Adapted from Policies & Procedures for the EYFS 2024 (Early Years Alliance 2024) 06/03/2025 V7

Adapted from Essex County Council Education Safeguarding Team - September 2024

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)