



## Foresteers Outdoor Preschool

# Safeguarding Policy & Child Protection Procedure

Reviewed January 2026

Reviewed by Eliza Barlow - Preschool Manager

This policy relates to the **Statutory Framework for the Early Years Foundation Stage: Section 3 – Safeguarding and Welfare Requirements 3.1 – 3.22**. For the purpose of this policy the word *preschool* refers to Foresteers Outdoor Preschool, and the phrase *staff* is used to mean anyone carrying out any activity on behalf of the preschool, including employed staff, volunteers, students, trainees, parent helpers, visitors and sessional helpers; all of whom are subject to the policies and procedures of Foresteers Outdoor Preschool.

### Section One - Introduction

1.1. Foresteers Outdoor Preschool fully recognises its responsibilities for safeguarding and child protection. We know that 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. Foresteers Outdoor Preschool provides a natural learning environment which is safe and stimulating and where children are able to enjoy learning and grow in confidence.

1.2. At Foresteers Outdoor Preschool we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

1.3. We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our preschool we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our Inclusion and Equality policy for further information).

1.4. Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the preschool's other policies and procedures – all of which are available to all on our website – [www.foresteers.co.uk](http://www.foresteers.co.uk). Policies are also emailed to parents on registering with the preschool and to staff on commencement of employment. Parents and staff receive updated versions of the policies annually as they are reviewed. A copy of all Foresteers Outdoor Preschool policies are also available at the setting on request.

#### 1.5. Legal Framework

Practitioners working at Foresteers Outdoor Preschool have a duty to safeguard and promote the welfare of children as described in section 3.7 of the EYFS 2017 statutory framework. This policy follows guidance and procedures from Sheffield Children's Safeguarding Partnership and should be read within the legal framework of

- The Children Act 1989
- Data Protection Act 1998
- The Protection of Children Act 1999
- The Children Act 2004 (Every Child Matters)

and with due regard to

- 'Safeguarding Children and Safer Recruitment in Education', DfES 2007
- 'Working Together to Safeguard Children', March 2015
- 'What to do if you are worried a child is being abused' 2015
- 'Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers' 2015
- 'Guidance for safer working practice or those working with children and young people in education settings' 2015
- 'The Prevent duty: Department advice for schools and childcare providers'. 2015

-Working together to safeguard children 2018

- Keeping Children Safe in Education 2018

#### 1.6. Definition of Safeguarding

The safety and protection of children is of paramount importance to all at Foresteers Outdoor Preschool.

Safeguarding and promoting the welfare of children, in this policy is defined as:

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

#### 1.7. Policy Intention - To safeguard children and promote their welfare

#### 1.8. Our prime responsibility is the welfare and well-being of each child in our care.

As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police. All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

#### 1.9. Foresteers Outdoor Preschool aims to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar with child protection procedures, that training is updated regularly and that staff are kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Sheffield Children's Safeguarding Partnership

- Make any referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the preschool safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of staff
- Identify changes in staff behaviour and act on these as per the Staff Code of Conduct policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or working within the preschool site, including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the preschool and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and ensure it complies with any legal requirements and any guidance or procedures issued by the Sheffield Children's Safeguarding Partnership.

1.10 These are the **key principles** of safeguarding, as stated by Sheffield Children's Safeguarding Partnership -

- Always see the child first.
- Never do nothing.
- Do **with**, not **to**, others.
- Do the simple things better.
- Have conversations, build relationships.
- Outcomes not outputs.

1.11 All staff should be aware of the guidance issued by Sheffield Children's Safeguarding Partnership in **Right Service Right Time**, and procedures for **Early Help**. These are referred to as the Key Processes.

➤ We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

#### Contact telephone numbers:

- Sheffield Children's Safeguarding Partnership **0114 273 4450**

**scsp@sheffield.gov.uk**

*SCSP offers early support and a wide range of services including information for families, discussing concerns for a child or family, Early Help advice and support, Family Support and Think Family. Any citizen or professional can contact SCSP to access support, advice and information; report a concern about a child and make contact with an allocated Social Worker. SCSP can also be used to access MASH to report/discuss your safeguarding concern for a child. MASH (Multi-Agency Safeguarding Hub) is a multi-agency team which co-locates key safeguarding agencies including professionals from social care, police, health and education to better identify risks and improve decision making, interventions, and outcomes.*

- Local Authority Designated Officer (LADO) **0114 273 4850**

*The LADO should be alerted to all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed, or may have harmed, a child; possibly committed a criminal offence against children, or related to a child.*

- Ofsted **0300 123 1231**

- Non-emergency police **101**

- Government helpline for extremism concerns **020 7340 7264**

### **Sheffield Numbers for Multi Agency Support Teams**

<b>North MAST</b> Sorby House 42 Spital Hill S4 7LG	Burngreave, East Ecclesfield, Firth Park, Shiregreen & Brightside, Southey, West Ecclesfield	<b>Tel:(0114) 2331189/ 2039591</b> <b>Fax:(0114) 2331042</b>
<b>East MAST</b> 1 <sup>st</sup> Floor Shortbrook Primary Site Westfield Northway S20 8FB	Arbourthorne, Beighton, Birley, Darnall, Manor Castle, Mosborough, Richmond, Woodhouse	<b>Tel:(0114) 2053635/ 2037463</b> <b>Fax:(0114) 2053639</b>
<b>West MAST</b> Old Sharrow Junior School Southview Road S7 1DB	Beauchief & Greenhill, Broomhill, Central, Crookes, Dore & Totley, Ecclesall, Fulwood, Gleadless Valley, Graves Park, Hillsborough, Nether Edge, Stannington, Stocksbridge & Upper Don, Walkley	<b>Tel:(0114) 2506865/ 2736461</b> <b>Fax:(0114) 2506713</b>

### **Section Two - Child Protection –**

*see Appendix 7 (final page of this document) for a visual overview of the process*

2. Designated Safeguarding Lead (DSL):

2.1. Foresteers Outdoor Preschool has appointed a Designated Safeguarding Lead (DSL) who will take lead responsibility for safeguarding and co-ordinate child protection and welfare issues within the setting. **The Designated Safeguarding Lead (DSL) for Foresteers Outdoor Pre School is Eliza Barlow**  
**Deputy DSLs are Sarah Watson and Emma Taylor.**

1 Referred to in the Statutory Framework for EYFS as a lead practitioner

2.2. There is always at least one DSL on contactable during all operational hours of the preschool.

2.3. The DSL have completed comprehensive Child Protection and Safeguarding training and will receive annual training annually. They will continue to update their knowledge on safeguarding issues and concerns at local and national level an ongoing basis.

2.4. The DSL will liaise with the SLSP and the local authority children's social care team, undertake specific training, including a child protection training course, and receive regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

2.5. The DSL will provide support, advice and guidance to all those working with Foresteer Outdoor Preschool on an ongoing basis and on any specific safeguarding issues as required. The DSL will train all staff to understand our policy and procedure and ensure they have up to date knowledge on safeguarding issues. The DSL will take part in strategy discussions, inter-agency meetings and assessment of children as and when appropriate. The full extent of the DSL's role is outlined in the Designated Safeguarding Lead Role Description within this document (Appendix 1).

2.6. Child Protection – *“Everyone’s responsibility”*

2.7. All staff must be trained to understand the safeguarding policy and procedures. All staff must have up-to-date knowledge of safeguarding issues. Universal Training will be renewed every 2 years and where possible will be delivered by the Local Authority face to face. Safeguarding updates are given at every staff meeting. Training must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, these may include, but are not limited to:  
Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

*What to do if you're worried a child is being abused (advice for practitioners) 2015.*

- Significant changes in children's behaviour, such as becoming fearful or displaying withdrawn tendencies; or demonstrating aggressive behaviour to others;
- Deterioration in general well-being;
- Unexplained bruises, marks or injuries; or conflicting reports from parents or staff; or repeated or unaddressed illnesses or injuries;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside of the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation;
- Inappropriate behaviour displayed by any person working with the children for example, inappropriate comments, excessive one-to-one attention, inappropriate sharing of images

2.8. The signs and indicators listed may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.  
Providers may also find '*What to do if you're worried a child is being abused: Advice for Practitioners*' helpful.

2.9. We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area.

2.10. Staff must be aware that other factors may also be cause for concern relating to safeguarding. These may include, among others the responses from parents/carers. Research and experience indicates that the following responses from parents or carers may suggest a cause for concern across all four categories:

- Delay in seeking treatment that is obviously needed;
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb);

Incompatible explanations offered, several different explanations or the child or young person is said to have acted in a way that is inappropriate to her/his age and development;

- Reluctance to give information or failure to mention other known relevant injuries;
- Frequent presentation of minor injuries;
- A persistently negative attitude towards the child or young person;
- Unrealistic expectations or constant complaints about the child or young person;
- Alcohol misuse or other drug/substance misuse;
- Parents request removal of the child from home; or

- Violence between adults in the household.

2.11. Staff must be aware that although all children by nature of being children are vulnerable, some are at an increased risk of vulnerability for example children with Special Educational Needs and Disabilities (SEND). When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

2.12. Staff must also be aware of safeguarding children who are vulnerable to radicalisation and extremism. All registered Early Years childcare providers are subject to a duty to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

2.13. The government has defined extremism in the Prevent duty guidance document as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs."

2.14. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Foresteers Outdoor Preschool is clear that this exploitation and radicalisation should be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of our safeguarding duty. Further information including possible signs and indicators of radicalisation can be found in Appendix 3 of this document.

2.15. Staff are aware that a child going missing from education could also be a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. Preschool staff will be alert to these safeguarding concerns when a child goes missing for an extended period, or on repeat occasions.

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child;
- Not getting enough help with feeding leading to malnourishment;
- Poor toileting arrangements;
- Lack of stimulation;
- Unjustified and/or excessive use of restraint;
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries;
- Unwillingness to try to learn a child’s means of communication;
- Ill-fitting equipment. for example, callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child’s finances; or
- Inappropriate invasive procedures.

2.16. Foresteers Outdoor Preschool keeps a register of attendance. We will contact families promptly if a child is absent. If a child fails to attend sessions with no reasonable explanation or contact from parents/carers then we will notify Children’s Advice and Support Service. We will take reasonable enquiries to ascertain the whereabouts of children that would be considered ‘missing’.

2.17. Parents are asked to inform the preschool prior to their children taking holidays or days off, and all sickness should be called into the preschool on the day so the management are able to account for a child’s absence. This should not stop parents

taking precious time with their children, but enables children's attendance to be logged so we know the child is safe.

2.18. Foresteers Outdoor Preschool recognises that any safeguarding concern, from anybody, relating to any form of neglect, abuse or radicalisation should be reported to the Designated Safeguarding Lead as soon as possible, and our Child Protection Procedure will be implemented.

## Section Three – Foresteers Outdoor Preschool's Child Protection Procedure

### 3. RESPONDING TO CHILD PROTECTION CONCERNS

3.1 A child protection issue or concern may come to the notice of a staff member or volunteer in several ways

- A child may make a direct allegation or disclosure; or
- A child may make a comment that seems to suggest abuse; or
- A child may have bruises or marks; or
- A child's behaviour may suggest the possibility of abuse; or
- Something about an adult's behaviour may suggest that they are not a suitable person to care for children.

3.2. If a child makes a direct allegation or makes comments which seem to suggest abuse

3.3. If, at any time, it becomes clear that there has been a misunderstanding and that the child is not saying that abuse has taken place, you should re-assess the situation as it may not be appropriate to continue.

3.4. If the child makes a clear allegation about a specific person, or you become suspicious of a particular person, do not try to question that person yourself.

3.5. If a bruise or mark, or the child's behaviour, causes suspicions

3.6. It may be appropriate to ask the child and/or the parent about a mark or about unusual behaviour. Suspicion may be aroused more by an evasive or unconvincing answer than by the mark or behaviour itself. Do not do this if you think it could put the child at further risk.

3.7. In all cases

3.8. The DSL must record the actions taken using the *Safeguarding Incidents/Concerns Form* page 2 (Appendix 5). It is the responsibility of the DSL to report all child protection concerns. They can contact Sheffield Children's Safeguarding Partnership (SCSP) for advice – **0114 273 4450** Guidance notes for completing these forms can be found on the local authority safeguarding children board and is summarised in Appendix 5a.

3.9. If the staff member disagrees with the actions taken by the DSL, they can report any concerns directly or the SCSB – **0114 273 4450**. Out of hours Children and Young People **0114 273 4855**. Child protection is the individual responsibility of each person working with children – if any person remains concerned about a child protection issue, the concern must be reported.

All staff and volunteers should know how to respond to each of these situations and the procedure to follow.

Quickly try to create a situation in which the child can talk freely. Let the child speak but only ask questions necessary to clarify whether the child is trying to say that abuse has taken place. Listen carefully, remembering that a young child may not have the vocabulary to explain clearly what it is that distresses them. Do not promise to keep allegations secret. How to deal with a disclosure is detailed in Appendix 4 of this document. Record and report the concern to the DSL without delay.

There are a number of things that may raise questions in your mind; you may see that a child has bruises or other marks, or may notice something unusual in the child's behaviour. Often these observations could have several different explanations and you may be unsure whether you should be concerned or not. Record and report any concerns to the DSL without delay.

Staff must notify the DSL without delay if a disclosure has been made or if staff have any concerns about a child's safety or welfare. The staff member and DSL will complete a *Safeguarding Incidents/Concerns Form* page 1 (Appendix 5). The record will include: the Child's name and date of birth, date and time of the observation or the disclosure, exact words spoken by the child, exact position and type of any injuries or marks seen, exact observation of any incident or concern, the names of any other person(s) present at the time and any discussion held with the parent(s) (where deemed appropriate). The record will be signed by the person reporting and the DSL, dated and kept in a separate confidential file.

### 3.10. IN THE EVENT OF AN ALLEGATION BEING MADE AGAINST A MEMBER OF STAFF: -

3.11. Suspension will be considered when there is a cause to suspect a child is at risk of significant harm, the allegation warrants investigation by the police or the allegation is so serious that it might be grounds for dismissal. This action is intended to safeguard the welfare of children and does not assume that the person is guilty. It is important to recognise the need for support at this time and help identify suitable sources of support. Any disciplinary investigation will be carried out once the child protection investigation has been completed.

3.12. Foresteers Outdoor Preschool must inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the setting (whether the allegations relate to harm or abuse committed at the setting or elsewhere). Ofsted must also be notified of the actions taken in respect of these allegations. Notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Failure to comply with this requirement, is an offence.

### 3.13. Concerns about unknown adults

If the concern involves a member of staff, volunteer or other adult associated with preschool

Allegations of abuse may be made either by children or other concerned adults. All concerns must be reported immediately to the **most senior manager on site**, who is then required to inform the Local Authority Designated Officer (LADO) - 0114 273 4850 and Sheffield Children's Safeguarding Partnership 0114 273 4450. The guidance and advice of these two agencies will be followed until enquiries are complete.

### Concerns about the preschool manager/DSL

If a parent or member of staff has any concerns about the preschool manager/DSL they should contact the LADO directly 0114 273 4850 The LADO team will then lead the enquiries.

As the preschool is in a private woodland, however, the general public visit the farm shop so it is of particular importance that we are aware of the presence and actions of any unknown adults.

- Staff are alert to any stranger visiting the site, and will immediately approach them and assess if they pose a threat or danger.
- Staff are alert to any strangers who frequently wait around the site with no apparent purpose.
- Staff at Foresteers Outdoor Preschool will inform the preschool manager if any suspicious adults have been noted in the woods.
- Children will never be unsupervised during preschool sessions, regular games such as 1,2,3 *where are you* and headcounts will take place during preschool sessions, children will be made aware of the risks at a level appropriate to their age and understanding and will know what to do if they feel worried.
- Children will never be allowed to leave the preschool site (ie, at home time) with anyone other than their parents unless notification has been received in advance, and the adult collecting gives the password set by the parents.

3.14. It is important to keep the focus of any action on the welfare of the child as a possible victim of abuse. In all cases we must consider what it is like to be this child, in this situation, at this time.

#### 4. What happens next?

4.2. The DSL may decide to speak to the parent/carer about the concern, *if doing so does not put the child at greater risk*. If after speaking with parent/carer there are still concerns, the DSL may contact SCSP

4.3. The DSL will consider the views of the child using the Thresholds of Need (FCAF). This can be found on the local safeguarding children board website. The DSL may decide to:

- Monitor the situation after taking appropriate action to address the concerns.
- Undertake an Early Help assessment to try to meet the needs of the child and family through a multi-agency approach.
- Seek advice from the Sheffield Children's Safeguarding Partnership **0114 273 4450**
- Notify Children's Social Care via a request for support form to the SCSB.
- Sheffield Safeguarding Hub telephone number; 0114 2734855 and the Early Help Number; 2037485

4.5. If the concerns about the child are deemed 'Complex and Significant' meeting the criteria within FCAF, they will be referred to the SCSP and MAST. This includes concerns about a child who is affected by the behaviour of a parent or other adult in their household.

4.7. Further support services for the child and their family can also be sought through the Family Centre, including the Family Support Team. Our local Family Centre is:

#### **Stocksbridge**

- Early Years Partnership- Early Help Assessment for low level support (form available on [www.safeguardingsheffieldchildren.org.uk](http://www.safeguardingsheffieldchildren.org.uk))

4.11. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. All members of staff are expected to co-operate with the local authority children's social care, police, and Ofsted in any way necessary to ensure the safety of the children.

4.12. Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

#### **5. Working with other agencies to protect children and young people**

5.1 Working with other agencies to protect children and young people

In general, we will discuss concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL. However, there may be occasions when the setting will contact another agency before informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.

#### 5.2. Involving Parents/Carers

5.3. Parents/carers will be informed about our child protection policy through Parent Handbooks on registering their child with us and on our website. Procedures and policies relating to safeguarding will be reviewed and updated as necessary and parents will be notified of any changes.

#### 5.4. Multi-Agency Work

We work in partnership with other agencies in the best interests of the children. The preschool will, always let the health visiting team know your child is attending out setting and liaise with the health visitor and doctor, and make referrals to children's social care. Referrals should be made by the DSL to the SCSP. Where the child already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their team manager.

5.5. Foresteers Outdoor Preschool will co-operate with any child protection enquiries, attend appropriate inter-agency meetings such as integrated support plan meetings initial and review child protection conferences, and core group or network meetings. If the DSL is unable to attend, a written report will be sent.

5.6. Where a child is subject to an inter-agency child protection plan or a multi-agency risk assessment conference (MARAC) meeting, the DSL will contribute to the preparation, implementation and review of the plan as appropriate.

### **6. Our role in prevention of abuse**

6.2. Foresteers Outdoor Preschool will identify and provide opportunities for children and young people to develop skills, concepts, attitudes and knowledge to promote their safety and well-being through curriculum activities and programmes.

6.3. At Foresteers Outdoor Preschool children are encouraged to be aware of and recognise possible dangers, to develop an understanding of why safety is important and the skills needed to look after themselves and others. This learning is woven throughout daily routines, planned activities and resources, as dangers and risks are identified, discussed and explained.

6.4. We will ensure that as part of our planned learning, children are involved with projects or activities which relate to staying safe, anti-bullying and e-safety.

6.5. Our safeguarding and child protection policy cannot be separated from the general ethos of Foresteers Outdoor Preschool, which should ensure that children and young people are treated with respect and dignity, feel safe, and are listened to.

### **7. Our role in supporting children and young people**

7.2. We will offer appropriate support to individual children who have experienced abuse or who have abused others.

7.3. An individual support plan will be devised, implemented and reviewed regularly for these children or young people. This plan will detail areas of support, who will be involved, and their wishes and feelings. A written outline of the individual support plan will be kept in the child's child protection record.

7.4. Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the community through a multiagency risk assessment. We will ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.

7.5. We will ensure Foresteers Outdoor Preschool works in partnership with parents / carers and other agencies as appropriate.

## 8. Admission Procedures

8.2. For the safety of the children we will keep a register of children's names, addresses, contact telephone numbers and next of kin for use in emergencies.

8.3. Parents are informed at registration of the actions the preschool will take if the child becomes ill or injured, and that if the preschool receives concerns that the child has been abused, this information will be passed on to children's social care. Parents will receive this in writing on registering with the setting and will sign to say they have read and understood.

8.4. We will seek signed agreement from parents to obtain necessary medical treatment in an emergency (staff will be aware that in an emergency they must seek medical help regardless of whether there is a signed consent).

8.5. Parents will sign if they agree to Foresteers Outdoor Preschool taking photographs or filming their child.

## 9. Suitable People – Staff, Volunteers and Visitors

From our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern. Ofsted must also be notified of such referrals.

9.2. Our policy is to provide a secure and safe environment for all children. All adults employed by Foresteers Outdoor Preschool will be subject to enhanced clearance from the Disclosure and Barring Service (DBS) before they can work with children in our setting. We do not allow volunteers or visitors any unsupervised access to children regardless of whether or not they have a DBS clearance.

9.3. All staff will attend child protection training and receive initial child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the preschool. During induction staff will be given contact details for the LADO (local authority designated officer), the SBCP and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

9.4. Staff safeguarding training will reflect current safeguarding issues both nationally and locally, this may include issues such as modern slavery, Female Genital Mutilation (FGM), bullying, faith abuse, e-safety, radicalisation, or sexting, to name a few. Guidance on children in specific circumstances can be found on Sheffield Children's Safeguarding Partnership website -

[www.safeguardingsheffieldchildren.org](http://www.safeguardingsheffieldchildren.org)

9.5. Applicants for posts within the preschool are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.

9.6. Staff members, volunteers and students are given regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children. Staff must also disclose any convictions, court orders, reprimands and warnings that may affect their suitability to work with children.

9.7. We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the preschool are suitable to do so.

9.8. As well as obtaining an enhanced disclosure and barring service (DBS) check, with barred list check, for all new staff and regular volunteers, we also verify candidate's identity using current photographic ID and proof of address and verify professional qualifications, as appropriate. We obtain at least two written references, at least one of which is from a previous employer and carry out disqualification by association (DBA) checks on all staff.

9.9. We will record information about staff qualifications, identity checks and completed vetting processes including criminal records check reference number, date check was obtained and details of who obtained it.

9.10. We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 which states a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed

9.11. We have procedures for recording the details of visitors to the preschool and take security steps to ensure that we have control over who comes within the preschool site to ensure no unauthorised person has unsupervised access to the children

9.12. As a staff team we will be fully aware of how to safeguard the preschool setting and be aware of potential dangers on the site such as strangers lingering. We will ensure the children remain safe at all times.

9.13. The Staff Code of Conduct Policy sits alongside this policy to ensure behaviour of staff is consistent and reflects the expectations of Foresteers Outdoor Preschool. Staff are required to read this policy and sign to say they understand and agree to follow it. This policy is reviewed annually by the DSL.

9.14. All staff have access to and comply with the Whistleblowing Policy this is the procedure for raising serious concerns within an organisation, in this case the preschool. Staff are required to read this policy and sign to say they understand the procedure to disclose any information that suggests children's welfare and safety may be at risk.

9.15. All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support. Staff are required to read our Code of Practice and sign to say they understand it.

9.16. Confidentiality - All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the SCSP.

9.17. Support to families - The preschool takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the preschool. The preschool continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

9.18. Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the SCSP with the provision that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Links to other policies and procedures – *all of our policies, including the ones referred to in this document are available on our website and on request. Policies are emailed to parents on registering their child and parents are notified when policies are updated with information on any amendments.*

10. Use of mobile phones and cameras See *Mobile Phone, Camera and Other Recording Devices policy*.

10.2. Foresteers Outdoor Preschool has a strict policy regarding the use of mobile phones and cameras which has been formulated with the absolute objective to

safeguard children. The policy applies to all staff members, parents, volunteers and any other visitors to the site.

10.3. Only phones/cameras provided to staff by Foresteers Outdoor Preschool are to be used.

10.4. The only photographs taken of children will be with Foresteers Outdoor Preschool equipment and with the express written consent of the child's parent or carer.

10.5. Personal devices belonging to all staff members, parents, volunteers and visitors must be declared and secured in the hut at the setting or in the owners' vehicle.

### **11. e-Safety See e-Safety policy for more detail.**

- Ensuring we have appropriate antivirus and anti-spyware software on all devices and updating them regularly

- Ensuring content blockers and filters are on all mobile devices

11.2. Our preschool is aware of the growth of internet use and the advantages this can bring. However, it is also aware of the dangers and strives to support children, staff and families in using the internet safely.

11.3. Staff and parents are aware of our Internet and Social Media policy and sign to say they have read it. Within the preschool we take measures to reduce the risks posed by the internet and keep children safe online. These include:

- Ensure management monitor all internet activities in the setting

- Using only approved devices to record/photograph in the preschool (see Mobile Phone and Camera policy)

- Never emailing personal or financial information

- Reporting emails with inappropriate content to the internet watch foundation (IWF) [www.iwf.org.uk/](http://www.iwf.org.uk/)

- Ensuring children are supervised when using internet devices

- Integrating e-safety into preschool daily practice by discussing computer usage 'rules' deciding together what is safe and what is not safe to do online

- Talking to children about 'stranger danger' and deciding who is a stranger and who is not, comparing people in real life situations to online 'friends'

- When using Skype and FaceTime (where applicable) discussing with the children what they would do if someone they did not know tried to contact them

- We encourage staff and families to complete a free online e-safety briefing which can be found at <https://moodle.ndna.org.uk>

- We abide by an acceptable use policy, ensuring staff only use the work IT equipment for matters relating to the children and their education and care. No personal use will be tolerated

- Children's screen time is monitored to ensure they remain safe online and have access to material that promotes their learning and development. We will ensure that their screen time is within an acceptable level and is integrated within their programme of learning.

### **12. Use of force, restraint and positive handling See Positive Behaviour policy for more detail.**

12.2. Staff are allowed to use reasonable force to control or restrain children if the child's safety or the safety of others is at risk. Records will be kept of any incidents where physical restraint was required and parents will be informed. (see *Behaviour Management Policy*)

12.3. Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the manager immediately, in confidence. The manager, in turn, will contact the Local Authority Designated Officer (LADO).

12.4. The law forbids members of staff from using any degree of physical contact that is deliberately intended to punish a child, or that is primarily intended to cause pain or injury or humiliation.

### 13. Dissemination and awareness

This policy is reviewed annually by the DSL and staff. All members of staff read and agree to the child protection policy before the start of their employment. All parents/carers are provided with the policy and asked to confirm they have read it. It is important for families to be aware of actions staff may take if there are any concerns for a child's safety, and for them to understand that they might not be consulted before action is taken. It is also important for families to be aware of how to report any concerns they may have regarding child protection and safeguarding.

Our preschool has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the DSL at the earliest opportunity.

<b>This policy was adopted on</b>	<b>Signed on behalf of the preschool</b>	<b>Date for review</b>
<i>1st January 2026</i>	<i>Hayley Smith</i>	<i>December 2026</i>