# Safeguarding children

## 1.1 Safeguarding children and child protection

(Including managing allegations of abuse against a member of staff)

**Policy statement**

Tywardreath Pre-School Playgroup actively works with children, parents, and the community to ensure the rights and safety of children and to give them the very best start in life. We are committed to 'Working Together to Safeguard Children' and building a culture of safety in which children are protected from abuse and harm.

We are committed to promoting safeguarding awareness to our staff and families and empowering young children to speak up and be listened to.

Staff understand how to spot signs of abuse, neglect, and vulnerability for radicalisation and who to report to if they have any concerns.

**Procedures**

We carry out the following procedures within our Safeguarding Children Policy:

***Staff and volunteers***

Our Designated Safeguarding Lead (DSL), who coordinates safeguarding and child protection issues, is Tracey Lewarne, who can be contacted on 07921261410 or tywplaygroup@yahoo.co.uk

Our second designated person is Rebecca Lobb who can be contacted at tywpreschooldeputy@yahoo.co.uk or on 01726 813356.

Both Tracey and Rebecca have attended the Level 3 DSL training. All staff and volunteers have completed Level 2 Safeguarding training. All safeguarding training gets renewed every two years. Staff undertake regular safeguarding CPD in addition to this training.

Our designated officer (a committee member) who oversees this work is: Harley Medgyesy, Committee Chairperson. She can be contacted on 01726 813356 or at tywardreathpreschoolchair@gmail.com

We ensure all staff and parents are made aware of our safeguarding policies and procedures.
We provide adequate and appropriate staffing resources to meet the needs of children.

Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out 'enhanced disclosure' DBS 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.

We abide by Ofsted, EYFS, and Safer Recruitment requirements in respect of references, qualifications and DBS checks for staff, students and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

Staff and volunteers have regular DBS checks throughout the year.

Volunteers and students do not work unsupervised.

We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.

We have procedures for recording the details of visitors to the setting and vetting who they are.

We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

We have a separate policy that covers the use of equipment with camera or other recording facilities and devices, such as mobile phones, cameras, tablets etc.

We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and working with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (March 2015) and 'Working Together to Safeguard Children' (2018) and 'Keeping Children Safe in Education' (2026).

***Responding to suspicions of abuse***

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.

When children are suffering from physical, sexual, or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play. These can be known as 'Signs of abuse'.

These may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments, which give cause for concern

- any reasons to suspect neglect or abuse outside 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 other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. Providers may also find 'What to do if you're worried a child is being abused: Advice for practitioners helpful.

Poor/irregular attendance is also recognised as a potential sign of abuse and is recorded and challenged with the parent/carers of the child, if deemed a concern.

Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting. The information is recorded in the child's confidential incident record.

We refer concerns to the Multi-Agency Support and Safeguarding Hub (MASSH) and co-operate fully in any subsequent investigation.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

***Prevent Duty/Radicalisation***

We have regard for the Prevent Duty (June 2015) and take care to look for signs of 'radicalisation' within our setting families, staff and children who may be vulnerable to radicalisation.

Our Safeguarding lead, Tracey Lewarne, has completed the Cornwall Council Prevent Duty training. All our staff have completed Home Office Prevent Duty training.

We adhere to the Early Years Foundation Stage standards for learning, development and care for children, thereby assisting their personal, social and emotional development and understanding of the world.

The Prevent Duty (June 2015)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Reviewed on: 25th October 2026

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

***Female Genital Mutilation (FGM)***

All staff have completed training on Recognising and Preventing FGM as of July 2026. Staff are aware of the signs and symptoms of FGM and that it is a reportable abuse. Staff know how to refer causes for concern.

***Recording suspicions of abuse and disclosures***

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect, that member of staff:

- listens to the child, offers reassurance and gives assurance that she or he will take action
- does not question the child
- makes a written record that forms an objective record of the observation or disclosure that includes:

the date and time of the observation or the disclosure;
the exact words spoken by the child as far as possible;
the name of the person to whom the concern was reported, with date and time; and
the names of any other person present at the time.

These records are signed and dated and kept in the child's confidential safeguarding record, which is kept securely.

*Making a referral to the local authority social care team*

If we need to make a referral to the local social care team, we follow the guidelines laid out in 'What to do if you're worried a child is being abused' (March 2015).

We use the legal framework as set out by the South West Child Protection Procedures.

We use the local authority Cornwall & Isles of Scilly Local Safeguarding Children's MASSH Board, 'Our Safeguarding Children's Partnership' (OSCP CIOS).

All members of staff are familiar with Child Protection procedures within the setting and follow the procedures for recording and reporting.

***Informing parents***

Parents are normally the first point of contact.

If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.

This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

***Liaison with other agencies***

We work within the Local Safeguarding Children Board guidelines from Cornwall & Isles of Scilly Local Safeguarding Children's Board and MASSH.

We have a copy of 'What to do if you're worried a child is being abused' (March 2015) for parents and staff, and all staff are familiar with what to do if they have concerns.

We have procedures for contacting the local authority on child protection issues to ensure that it is easy, in any emergency, for the setting and social services to work well together.

We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.

If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

***Allegations against staff***

In the event of an allegation made against a member of staff:

- 1. Phone LADO (Local Area Designated Officer) **immediately** - 01872 326536
- 2. Notify DBS immediately – 01325 953795 (DBS helpline number for info and advice about making a referral)
- 3. Notify Ofsted within 14 days. Ofsted, Piccadilli Gate, Store Gate, Manchester M1 2WD 0300 123 1231

Settings are strongly advised to obtain email confirmation from LADO/DBS/Ofsted as evidence of the call. Settings should also document all conversations themselves for evidence purposes.

LADO - See also:
http://www.proceduresonline.com/swcpp

We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.

We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.

We respond to any disclosure by children or staff that abuse by a member of staff or volunteer

within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to LADO (Local Area Designated Officer) to investigate. We also report any such alleged incident to Ofsted and what measures we have taken. We are aware that it is an offence not to do this.

We co-operate entirely with any investigation carried out by the appropriate department and in conjunction with the police.

Where the management committee and the relevant local authority department agree it is appropriate in the circumstances, the committee will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

***Disciplinary action***

Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

***Training***

We seek out training opportunities to ensure that staff and volunteers can recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse and neglect and that they are aware of the local authority guidelines for making referrals.

We ensure that all staff know the procedures for reporting and recording their concerns in the setting.

Staff update their Basic Child Protection training every 2 years and are notified of legislation updates when they arise. These updates are recorded at least annually.

Staff are asked if they have any safeguarding concerns during their individual staff supervision, which takes place at least once each term. Staff are also encouraged to consider raising any safeguarding issues during staff meetings.

***Curriculum***

We introduce key elements of keeping children safe into our programme to promote the personal, social, and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.

Within the setting, we create a culture of value and respect for the individual, having positive regard for children's heritage arising from their race, ethnicity, languages spoken at home, cultural and social background.

We ensure that this is carried out in a way that is developmentally appropriate for the children.

***Confidentiality***

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

***Support to families***

We believe in building trusting and supportive relationships with families, staff, and volunteers in the group.

We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and always liaising with the local Multi Agency Referral team.

We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.

We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, following any investigation.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

**We keep up to date with the latest documents, via updates from www.gov.uk**

www.gov.uk/government/publications/keeping-children-safe-in-education--2.
www.gov.uk/government/publications/working-together-to-safeguard-children--2.
www.gov.uk/government/publications/prevent-duty-guidance.
www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty.
www.preventforfeandtraining.org.uk.
www.legislation.gov.uk/uksi/2014/3283/contents/made.
www.gov.uk/government/publications/early-years-foundation-stage-framework--2.
www.gov.uk/government/publications/disq ualification-under-the-childcare-act-2006.

**Legal framework**

*Primary legislation*

Childcare Act 2006

General Data Protection Regulations (2018)

Safeguarding Vulnerable Groups Act (2006)
Children Act (1989)

*Secondary legislation*
Sexual Offences Act (2003)
Criminal Justice and Court Services Act (2000)
Human Rights Act (1999)
Race Relations (Amendment) Act (2000)
Race Relations (Amendment) Act (1976) Regulations
Equalities Act (2006)

**Further Guidance**

Working Together to Safeguard Children (2026)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Keeping Children Safe in Education (2025)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf

The Common Assessment Framework (2006)
Taking account of any advice from the LSCB or local authority on appropriate training courses.
www.gov.uk/government/publications/female-genital-mutilation-guidelines
www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2
www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

The 2015 Counter Terrorism and Security Act places a duty on early years providers "to have due regard to the need to prevent people from being drawn into terrorism" (the Prevent duty):
www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

Under section 175(4) of the Education Act 2002
www.gov.uk/government/publications/keeping-children-safe-in-education--2

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**Early Years Statutory Guidance Extracts:**

Child protection

3.4. Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff and cover the use of mobile phones and cameras in the setting.

3.5. A practitioner must be designated to take lead responsibility for safeguarding children in every setting. Childminders must take the lead responsibility themselves. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSCB. They must provide support, advice, and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (as described at paragraph 3.6).

3.6. Providers must train all staff to understand their safeguarding policy and procedures and ensure that all staff have up to date knowledge of safeguarding issues. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

These may include:

- significant changes in children's behaviour
- deterioration in children's general well-being
- unexplained bruising, marks or signs of possible abuse or neglect
- children's comments which give cause for concern
- any reasons to suspect neglect or abuse outside 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 other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. Providers may also find 'What to do if you're worried a child is being abused: Advice for practitioners helpful.

3.7. Providers must have regard to the government's statutory guidance 'Working Together to

Safeguard Children 2015' 15 and to the 'Prevent duty guidance for England and Wales 2015'16. All schools are required to have regard to the government's 'Keeping Children Safe in Education' statutory guidance, and other childcare providers may also find it helpful to refer to this guidance. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

3.8. Registered providers must inform Ofsted or their childminder agency 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). Registered providers must also notify Ofsted or their childminder agency of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Suitable people

3.9. Providers must ensure that people looking after children are suitable to fulfil the requirements of their roles. Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable

3.10. Ofsted or the agency with which the childminder is registered is responsible for checking the suitability of childminders, of every other person looking after children for whom the childminding is being provided (whether on domestic or non-domestic premises), and of every other person living or working on any domestic premises from which the childminding is being provided, including obtaining enhanced criminal records checks and barred list checks.

Registered providers other than childminders must obtain an enhanced criminal records check in respect of every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who: • works directly with children • lives on the premises on which the childcare is provided and/or • works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present) An additional criminal records check (or checks if more than one country) should also be made for anyone who has lived or worked abroad.