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Safeguarding Policy

Designated Safeguarding Lead (DSL)- Louisa Cowler- Manager

Deputy Designated Safeguarding Lead (DDSL)- Tracey Corner, Sarah Pointon and Nikki Shore

Introduction

Safeguarding is everyone’s responsibility. This policy sets out ‘Sunflowers Pre-School and Out of School Clubs’ responsibilities under the Children Act 2004 to ensure children, young people and adults are kept safe from harm.

Safeguarding and promoting the welfare of children refers to:

* Protecting children from maltreatment
* Preventing impairment of children’s health and development
* Ensuring children are growing up in circumstances consistent with the provision of safe and effective care

Aims and Principles

* All children have equal rights to support and protection irrespective of their race, age, ability, gender, language, religion and culture
* All staff and volunteers have a professional role to identify and respond to the needs of children and report any concerns immediately
* We aim to provide all staff with the necessary training and information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children
* To provide parents/carers and children with information about the pre-school’s arrangements to keep children safe

This policy has been devised in accordance with the following legislation and guidance:

* Keeping Children Safe in Education, DfE (2025)
* Working Together to Safeguard Children, DfE (2023, updated June 2025)
* Early Years Foundation Stage Framework (2025)

Staff Training

* All staff complete an online safeguarding and child protection course every 2 years of the Manager and DSL’s choice
* Prevent and FGM training completed annually
* An annual safeguarding update completed as a team concerning specific details relating to our setting

Child Protection

There is a detailed Child Protection policy operating within ‘Sunflowers Pre-School and Out of School Clubs’. This is available for parents /carers on request. It is addressed annually.

All Child Protection concerns will be managed in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedures. A copy of these procedures can be found at [www.hertssafeguarding.org.uk](http://www.hertssafeguarding.org.uk)

Children’s services telephone number 0300 123 4043 (including out of hours)

Safer Recruitment

The manager Louisa Cowler has received Safer Recruitment training. Our recruitment process selects, screens, trains and supervises staff and volunteers so that the appointment of unsuitable people can be deterred and rejected form working with children.

‘Sunflowers Pre-School and Out of School Clubs’ has a duty to refer to the Disclosure and Barring Service anyone they deem to be unfit to work with children. In such cases advice from the LADO (Local Authority Designated Officer) will be sought. The Hertfordshire LADO can be contacted on 0300 123 4043.

We only employ staff with two relevant professional references.

Prevent Duty, County Lines and FGM

People who work in childcare settings are in an ideal position to build children’s resilience to radicalisation by promoting fundamental British Values. These values are not unique to Britain; they are universal aspirations for equality. They are fundamental to helping all children become compassionate, considerate adults who form part of a fair and equal society.

British values are taught through the EYFS and staff are regularly updated with ways to promote this within older children’s activities too.

Staff to ensure an awareness of the signs children may display if female genital mutilation (FGM) is a threat to them. This is by law, directly reportable to the police.

All staff to be aware of the risk of County Lines drug trafficking risk and alert a DSP to any concerns.

Staff are to alert the DSL Louisa Cowler or a DDSL in her absence of any behaviour or comments from children/staff/parents that they feel is a concern. This should be treated as any other safeguarding concern and the same procedure followed.

Child-on-Child abuse

Children are vulnerable to abuse by their peers. Child on child abuse is taken seriously by staff and will be subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

* Sexual activity (in primary school-aged children) of any kind, including sexting
* One of the children is significantly more dominant than the other (eg much older)
* One of the children is significantly more vulnerable than the other (eg in terms of disability, confidence, physical strength)
* There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

**If child-on child abuse is suspected or disclosed-**

We will follow the same procedures as set out above for responding to child abuse.

Partnership with Parents

‘Sunflowers Pre-School and Out of School Clubs’ are committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

Please now read through the Safeguarding notice that is displayed on the notice board. This details the Designated Safeguarding Leads and what to do in times of concern. Details of this are also found in the Child Protection Policy.

Mobile Phones, Smart Watches and Cameras

All staff, visitors and parents/carers are to put any personal phones, devices or cameras in a cupboard out of sight during their visit to ‘Sunflowers Pre-School and Out of School Clubs’. Smart watches linked to personal mobile phones should be set to silent/notifications turned off during work hours/on site. To be used as a time piece only. During any events parents can use a device to take a photo of their child but they must be reminded to not share that photo and to use it for their own personal use. All staff to be aware of any parents that have not given their permission for their child’s photo to be taken by anyone other than Sunflowers staff.

| Policy date: 01/09/2017  Updated: 01/06/2018  Updated:01/09/2018  Updated: 10/07/2019  Updated to include Out of School Clubs: 24/02/2019  Updated: 31/08/2021  Updated: 07/09/2022  Updated: 01/09/2023  Updated: 01/09/2024  Updated: 01/09/2025 | Review date: 01/09/2026 |
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| Adopted by: Louisa Cowler | Role: Sunflowers Pre-School and Out of School Clubs Manager |

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