

# Thomas Estley Preschool SAFEGUARDING POLICY

*At Thomas Estley preschool, our mission is to build character through play and interaction within a safe, nurturing, and stimulating environment where your little one can grow, learn and develop. We strive to create a foundation for lifelong learning and success.*



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|----------------------|----------------|
| Approved/reviewed by |                |
| September 2026       |                |
| Date of next review  | September 2027 |

# Purpose of this Policy

Thomas Estley Pre School is committed to safeguarding and promoting the welfare of every child. We recognise that safeguarding is everyone's responsibility. All staff, volunteers, students, managers and other adults working at the preschool have a duty to protect children from harm.

This policy explains how the preschool will:

- Protect children from abuse and neglect.
- Identify concerns at the earliest opportunity.
- Respond appropriately to safeguarding concerns.
- Report concerns to the appropriate authorities.
- Work with parents, carers and professionals.
- Maintain safe recruitment and employment practices.
- Create a culture where children feel safe and listened to.
- Promote children's physical and emotional wellbeing.

The welfare of the child will always be our primary consideration.

## Legal and Regulatory Framework

This policy will be implemented in accordance with current legislation and statutory guidance applicable to early-years settings in England, including:

- Early Years Foundation Stage (EYFS) Statutory Framework.
- Children Act 1989.
- Children Act 2004.
- Education Act 2002, where applicable.
- Safeguarding Vulnerable Groups Act 2006.
- Equality Act 2010.
- Data Protection Act 2018.
- UK GDPR.
- Children and Social Work Act 2017.
- Working Together to Safeguard Children.
- Keeping Children Safe in Education 2026, where applicable to relevant staff/practice.
- Prevent duty requirements.
- Local safeguarding partnership procedures.
- Ofsted requirements.

The setting will update this policy whenever legislation or statutory guidance changes.

## Our Safeguarding Principles

The preschool believes that:

- Every child has the right to be safe from abuse and neglect.
- Safeguarding concerns must always be taken seriously.
- Children should be listened to and taken seriously.

- Staff must act promptly when concerns arise.
- It is better to report a concern that proves unfounded than to fail to report a genuine concern.
- Safeguarding information must be shared appropriately and lawfully.
- Parents and carers should be involved wherever this is safe and appropriate.
- Staff must maintain professional boundaries.
- Safeguarding applies both inside and outside the preschool.
- Children with additional vulnerabilities may require additional support.

## **Designated Safeguarding Lead**

The preschool will appoint a Designated Safeguarding Lead (DSL).

The DSL is responsible for coordinating safeguarding arrangements.

The DSL will:

- Receive safeguarding concerns from staff.
- Ensure concerns are recorded accurately.
- Make referrals to children's social care or other agencies where required.
- Liaise with external safeguarding professionals.
- Maintain safeguarding records.
- Ensure staff receive appropriate safeguarding training.
- Provide safeguarding advice to staff.
- Ensure safeguarding policies are implemented.
- Monitor safeguarding practice.
- Support staff who raise concerns.
- Ensure appropriate information is shared.
- Keep safeguarding procedures under review.

A Deputy DSL will be appointed to act when the DSL is absent.

Staff will know how to report a concern when neither the DSL nor deputy is available.

## **Safeguarding is Everyone's Responsibility**

All staff are responsible for safeguarding children.

Staff must:

- Remain alert to signs of abuse and neglect.
- Listen to children.
- Report concerns immediately.
- Record concerns factually.
- Follow the preschool's safeguarding procedures.
- Maintain professional boundaries.
- Never ignore a concern.
- Never investigate allegations themselves.
- Never promise a child secrecy.
- Attend required safeguarding training.

A staff member does not need to be certain that abuse has occurred before reporting a concern.

## **Recognising Abuse and Neglect**

Staff will receive training to recognise possible signs of abuse and neglect.

These may include changes in:

- Behaviour.
- Mood.
- Appearance.
- Physical condition.
- Communication.
- Eating.
- Sleeping.
- Toileting.
- Relationships.
- Emotional wellbeing.

Possible indicators include:

### **Physical abuse**

- Unexplained injuries.
- Injuries inconsistent with explanations.
- Frequent injuries.
- Fear of physical contact.
- Flinching or unusual fear of adults.

### **Emotional abuse**

- Excessive anxiety.
- Withdrawal.
- Low self-esteem.
- Extreme behaviour.
- Lack of attachment.
- Fearfulness.

### **Sexual abuse**

- Age-inappropriate sexualised behaviour.
- Sexualised language or play.
- Unexplained injuries.
- Distress associated with particular people or situations.
- Disclosure or allegation.

### **Neglect**

- Persistent hunger.
- Poor hygiene.
- Inadequate clothing.
- Untreated medical needs.

- Persistent tiredness.
- Failure to thrive.
- Lack of appropriate supervision.

One indicator alone does not necessarily mean abuse has occurred. Staff must consider the child's circumstances and report concerns appropriately.

## What Staff Must Do if a Child Discloses

If a child makes a disclosure, staff should:

1. Stay calm.
2. Listen carefully.
3. Take the child seriously.
4. Allow the child to speak in their own words.
5. Reassure the child that they have done the right thing by telling someone.
6. Explain that the information must be shared with people who can help keep them safe.
7. Avoid asking leading questions.
8. Do not investigate.
9. Record the child's words as accurately as possible.
10. Report the concern immediately to the DSL.

Staff must not:

- Promise confidentiality.
- Show shock or disbelief.
- Ask the child to repeat the disclosure unnecessarily.
- Suggest answers.
- Confront an alleged perpetrator.
- Attempt to investigate.

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## Recording Safeguarding Concerns

All safeguarding concerns will be recorded promptly.

Records should include:

- Child's name.
- Date and time.
- Factual description of the concern.
- Exact words used by the child where relevant.
- Observations.
- Names of people involved.
- Action taken.
- Person informed.
- Date and time of referral if applicable.

Safeguarding records will be stored securely and separately from general records where appropriate.

## Reporting Concerns

Staff must report safeguarding concerns to the DSL immediately.

The DSL will assess the concern and decide what action is required.

This may include:

- Monitoring.
- Discussion with parents.
- Early help.
- Consultation with children's social care.
- Formal referral to children's social care.
- Contacting the police.
- Emergency action.

Where a child is at immediate risk of significant harm, emergency services or children's social care will be contacted without delay.

## Allegations Against Staff or Other Adults

Any allegation against a member of staff, volunteer, student, manager, owner or other adult working with children will be taken seriously.

The setting will follow the Local Authority Designated Officer (LADO) procedures in consultation with the Trust CEO.

An allegation may include:

- Causing harm to a child.
- Potentially committing an offence against a child.
- Behaving in a way that indicates the person may pose a risk to children.

The preschool will not investigate that could interfere with a formal safeguarding investigation.

Where the allegation concerns the manager or owner, concerns will be reported to the Trust CEO.

## Whistleblowing

Staff are encouraged to report concerns about unsafe practice.

This includes concerns about:

- Abuse.
- Neglect.
- Poor safeguarding.
- Unsafe staffing.
- Inappropriate staff behaviour.
- Failure to act on safeguarding concerns.
- Attempts to conceal safeguarding incidents.

Staff who raise genuine concerns in good faith will be supported.

If staff do not feel able to report concerns internally, they may use appropriate external safeguarding or whistleblowing procedures.

## **Safer Recruitment**

The preschool operates safer recruitment procedures.

Before staff begin work, the setting will undertake appropriate checks, including:

- Identity checks.
- References.
- Employment history.
- Qualification checks.
- DBS checks where required.
- Right-to-work checks where applicable.
- Suitability checks.
- Other checks required by law or the EYFS.

The preschool will ensure that adults working with children are suitable to do so.

## **Staff Conduct**

Staff must maintain appropriate professional boundaries.

Staff must never:

- Use physical punishment.
- Humiliate children.
- Threaten children.
- Use inappropriate language.
- Behave sexually towards children.
- Communicate privately with children through personal social-media accounts.
- Take children to private locations without legitimate reason.
- Use personal devices to photograph children.
- Share confidential information inappropriately.

Any concern about staff conduct must be reported.

## **Physical Intervention**

Physical intervention must only be used when necessary and proportionate to prevent immediate harm.

Staff should use the least restrictive response possible.

Any significant physical intervention must be:

- Recorded.
- Reported to the manager.
- Reviewed.

- Communicated to parents/carers where appropriate.

Physical punishment is prohibited.

## **Children Who May Be Particularly Vulnerable**

The preschool recognises that some children may face increased safeguarding risks.

Additional vulnerabilities may include:

- Disability or additional needs.
- Communication difficulties.
- Previous trauma.
- Domestic abuse.
- Family instability.
- Social isolation.
- Poverty or deprivation.
- Exploitation.
- Previous involvement with children's social care.
- Frequent unexplained absence.

The setting will make reasonable adjustments to ensure that children can communicate concerns and access safeguarding support.

## **SEND and Safeguarding**

Children with SEND may have additional communication or safeguarding needs.

Staff will:

- Adapt communication appropriately.
- Provide additional support where necessary.
- Observe changes in behaviour.
- Work with parents and professionals.
- Ensure children have opportunities to communicate concerns.
- Avoid assuming that behaviour is solely related to disability or additional needs.

## **Domestic Abuse**

The preschool recognises the significant impact domestic abuse can have on children.

Staff will remain alert to:

- Changes in behaviour.
- Anxiety.
- Fear.
- Withdrawal.
- Aggression.
- Sleep disturbance.
- Changes in attendance.
- Statements indicating exposure to domestic abuse.

Concerns will be reported through safeguarding procedures

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

Staff will receive awareness training regarding FGM.

Any concern that a child may be at risk of FGM must be reported through safeguarding procedures immediately.

Staff must follow current legal requirements and local safeguarding procedures.

## **Preventing Radicalisation and Extremism**

The preschool recognises its safeguarding responsibilities concerning radicalisation.

Staff will report concerns about a child or family through normal safeguarding procedures.

The setting will promote:

- Respect.
- Tolerance.
- Diversity.
- Kindness.
- Understanding.
- Respect for different beliefs and cultures.

## **Online Safety**

The preschool recognises that safeguarding risks can arise through digital technology.

The setting will:

- Use appropriate internet controls.
- Monitor setting-owned devices.
- Restrict inappropriate content.
- Teach age-appropriate online safety.
- Protect children's personal information.
- Follow photography and device procedures.

Parents will be provided with guidance about age-appropriate digital safety.

## **Mobile Phones, Cameras and Photography**

Personal mobile phones must not be used inappropriately around children.

Staff must not:

- Photograph children using personal phones.
- Record children for personal purposes.
- Share photographs on personal social media.
- Store children's photographs on personal devices.

Setting-owned devices may be used only for authorised purposes.

Parental consent will be obtained where required.

## Safer Eating

At any time when children are eating or drinking, a member of staff holding a valid, current Paediatric First Aid (PFA) certificate must be present in the room/area. Children must be closely observed, actively listened to, and remain within direct sight and hearing of staff at all times. Staff will sit with children during mealtimes to model positive eating behaviours, encourage an unhurried pace, and ensure children chew and swallow properly before speaking."

## Falling Asleep

Spontaneous and Unplanned Sleep/Respecting Natural Rest Needs:

We recognise that preschool children may occasionally fall asleep unexpectedly during play, group times, or activities due to growth spurts, illness, or changes in home routines. Staff will never force a child to stay awake if their body clearly requires rest.

Transitioning to a Safe Space:

If a child falls asleep spontaneously in an unapproved sleep area (such as on a sofa, in a reading corner, or at a table), staff will gently comfort them and transition them to a clear, firm, flat floor mat or mattress. They will never be left to sleep sitting or on beanbags.

Immediate Risk Assessment:

Upon a child falling asleep unexpectedly, staff will immediately assess their well-being to ensure the sleep is due to natural tiredness rather than a medical issue or sudden illness (checking for a high temperature, lethargy prior to sleeping, or unresponsiveness).

Supervision of Unplanned Sleep:

Spontaneously sleeping children will immediately be placed under a frequent check and monitoring schedule ensuring staff remain within sight and hearing distance at all times.

## Visitors

All visitors must follow the preschool's safeguarding procedures.

Visitors will:

- Sign in and out.
- Be appropriately identified.
- Be supervised where required.
- Not have unsupervised access to children unless appropriately authorised.

Contractors and other workers will be managed according to risk and safeguarding requirements.

## **Staffing and Ratios**

Children aged 2 years: 1 adult for every 5 children

Children aged 3 and over: 1 adult for every 8 children

## **Collection of Children**

Children will only be released to authorised adults.

The preschool will maintain up-to-date contact information.

Staff may request identification if they do not recognise the person collecting the child.

If staff have safeguarding concerns about collection arrangements, the manager/DSL will be consulted.

## **Missing Child**

If a child is missing from the preschool:

1. Inform the manager immediately.
2. Check the premises and immediate area.
3. Check registers and attendance records.
4. Search appropriate areas while maintaining supervision of other children.
5. Contact the child's parents/carers as appropriate.
6. Contact the police if the child cannot be located promptly or is believed to be at risk.
7. Notify relevant authorities where required.
8. Record the incident.
9. Review procedures to prevent recurrence.

## **Attendance and Absence**

Parents should notify the preschool when their child is absent.

Unexplained or concerning absence will be followed up.

Repeated unexplained absence may be treated as a safeguarding concern.

The setting will consider patterns of absence alongside other information about the child and family.

## **Information Sharing**

Safeguarding information will be shared on a need-to-know basis.

Confidentiality must not prevent appropriate safeguarding action.

Information may be shared without parental consent where necessary to protect a child or where required by law.

The preschool will share information that is:

- Necessary.
- Proportionate.
- Relevant.
- Accurate.
- Secure.

## **Confidentiality and Data Protection**

Safeguarding records will be stored securely.

Staff must not discuss safeguarding concerns with:

- Other parents.
- Unauthorised staff.
- Friends.
- Family members.
- Social-media contacts.

Information will be handled in accordance with UK data-protection legislation.

Safeguarding requirements take priority where withholding information could place a child at risk.

## **Working with Parents and Carers**

The preschool aims to work openly and cooperatively with parents.

Parents will normally be informed when a safeguarding concern is being referred or discussed unless doing so could:

- Place the child at greater risk.
- Place another person at risk.
- Jeopardise an investigation.
- Interfere with police or social-care procedures.

The DSL will seek professional advice where there is uncertainty.

## **Safeguarding Training**

All staff will receive safeguarding induction and ongoing training appropriate to their role.

Training will cover:

- Recognising abuse and neglect.
- Reporting procedures.
- Recording concerns.
- Safer recruitment awareness.
- Online safety.
- Prevent.

- FGM.
- Domestic abuse.
- Professional boundaries.
- Local safeguarding procedures.

The DSL and deputy DSL will receive appropriate enhanced safeguarding training and updates.

## **Dogs and Animals**

Animals at the setting will be subject to appropriate risk assessment.

Children will be supervised around animals.

The setting will comply with the 2026 EYFS requirements concerning prohibited/banned dog breeds and will not provide registered childcare in circumstances prohibited by the statutory framework.

## **Safeguarding During Outings**

Safeguarding arrangements will apply during all outings.

Before an outing, the setting will consider:

- Staffing.
- Ratios.
- Supervision.
- Children's individual needs.
- Location.
- Transport.
- Risks.
- Emergency arrangements.
- Identification of children.
- Contact arrangements.

Headcounts will be completed regularly.

## **Safeguarding During Emergency Situations**

In an emergency, staff will prioritise:

1. Immediate safety of children.
2. Evacuation or appropriate protective action.
3. Contact with emergency services.
4. Communication with management.
5. Safeguarding of vulnerable children.
6. Accurate recording.

## **Allegations Made by or About Children**

All allegations will be taken seriously.

The preschool will consider the possibility that:

- A child may be reporting harm.
- Another child may have caused harm.
- An adult may have caused harm.
- The allegation may relate to harm outside the setting.

The response will be based on safeguarding procedures rather than assumptions.

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

The preschool recognises that children can cause harm to other children.

Concerns may involve:

- Bullying.
- Physical aggression.
- Sexualised behaviour.
- Harmful sexual behaviour.
- Intimidation.
- Coercion.
- Online behaviour.

The preschool will respond according to the children's ages, developmental stages and circumstances.

Both the alleged perpetrator and victim will be equally supported. In some cases, a risk assessment may be required to keep both children safe during time at pre-school. If required parents will be informed.

## **Safeguarding Culture**

The preschool will maintain a culture where:

- Children are listened to.
- Staff feel able to speak up.
- Concerns are acted upon.
- Safeguarding is discussed regularly.
- Professional curiosity is encouraged.
- Poor practice is challenged.
- Staff understand their responsibilities.

Safeguarding will form part of staff meetings, supervision and ongoing quality improvement.

## **Monitoring and Review**

The DSL/manager will regularly review safeguarding arrangements.

This may include reviewing:

- Safeguarding concerns.
- Accidents and incidents.
- Attendance.
- Complaints.
- Staff training.
- Recruitment checks.
- Risk assessments.
- Allegations.
- Referrals.
- Lessons learned.

The preschool will implement improvements where necessary.

## Policy Review

This policy will be reviewed at least annually or sooner if required.

It will be reviewed following:

- Changes to legislation.
- Changes to EYFS requirements.
- Changes to safeguarding guidance.
- Changes to local safeguarding procedures.
- Serious safeguarding incidents.
- Ofsted feedback.
- Organisational changes.

**Next scheduled review:** September 2027 (unless changes made to statutory guidance)

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# 41. Important Safeguarding Contacts

## Designated Safeguarding Lead

**Name:** Nikki Sadler

**Telephone:** 01455 283263

## On site DSL

**Name:** Cathy Cornelius

**Telephone:** 01455 283263

## Manager

**Name:** Nikki Sadler

**Telephone:** 01455 283263

## **Local Children's Social Care**

**Telephone:** 0116 454 1004

## **Emergency Duty Team**

**Telephone:** 0116 305 0005

## **Local Authority Designated Officer (LADO)**

**Telephone:** 0116 305 4141

## **Local Safeguarding Partnership**

**Website/telephone:** <https://lrsb.org.uk/lrscp>

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# **SAFEGUARDING QUICK-REFERENCE PROCEDURE**

**If you are worried about a child:**

**NOTICE → LISTEN → RECORD → REPORT → REFER → FOLLOW UP**

### **1. NOTICE**

Identify signs, changes or circumstances that cause concern.

### **2. LISTEN**

If the child speaks to you, listen calmly and take them seriously.

### **3. RECORD**

Write down what you saw, heard or were told using factual language.

### **4. REPORT**

Tell the DSL/deputy DSL immediately.

### **5. REFER**

The DSL or appropriate professional will contact children's social care, police or another agency where required.

### **6. FOLLOW UP**

Continue to support the child and follow safeguarding instructions.

**If there is immediate danger:**

**Call 999 or contact children's social care immediately.**

Do not wait for the DSL if waiting could place the child at further risk.

## **Appendix:**

### **Intimate Care Policy**

The setting supports the gradual development of autonomy in self-care, which includes the development of continence and is linked to age and stage as laid out in the EYFS Framework.

We will work with parents/carers to support the child through this process.

#### **Safeguarding**

The normal process of changing a nappy or soiled clothes should not raise child protection concerns and there are no regulations that indicate that a second member of staff must be available to supervise the process. Always inform another member of staff and ask for support if you have any concerns. A child's need for dignity and privacy should be respected.

A student or placement should not undertake this task. Staff are encouraged to remain highly vigilant for any signs or symptoms of improper practice, as they do for all activities carried out on site.

#### **Procedure**

Children will be changed by a person of the child's choice or the keyperson if possible

To maintain the privacy children should be changed in the toilets/changing table

Nappies to be disposed of in the nappy bins provided

Baby wipes provided by the setting

Soiled clothes to be double bagged and returned to parents

Antibacterial wipes to be used on hard surfaces

All incidents of intimate care must be recorded in the 'intimate care record'