



Embsay with Eastby Pre-School Playgroup

Safeguarding Children Policy and Procedure

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Key commitment 1

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

- Our designated person (a member of staff) who co-ordinates child, young person and vulnerable adult protection issues is: **Judith Robinson**
- When the setting is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns, **Helen Burns**
- Our designated officer (a member of the management team) who oversees this work is: **Charlotte Scott**
- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.

- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand the thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the LSCB or safeguarding partners in areas where the safeguarding partners have replaced the LSCB.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully.
- We will support families to receive appropriate early help by sharing information with other agencies in accordance with statutory requirements and legislation.
- We will share information lawfully with safeguarding partners and other agencies where there are safeguarding concerns.
- We will be transparent about how we lawfully process data.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of cameras and mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided 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.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.

- Enhanced criminal records and barred lists checks are carried out on anyone working on the premises. If the DBS certificate contains information or disclosures it may require a written risk assessment which is then retained on the individual's file. (See Safer Recruitment policy)
- Volunteers must:
 - be aged 17 or over;
 - be considered competent and responsible;
 - receive a robust induction and regular supervisory meetings;
 - be familiar with all the settings policies and procedures;
 - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are **not** required to notify their line manager if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children. Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly.
- In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour [outlined in the employee handbook].
- We notify the Disclosure and Barring Service and Ofsted of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern as soon as possible but at the latest within 14 days of becoming aware .
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us.

Parents sign a consent form and have access to records holding visual images of their child..
Staff do not use personal cameras or filming equipment to record images.

- Personal mobile phones are not used where children are present.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to children's social care, or where appropriate, the LADO, Ofsted or RIDDOR.

Key commitment 2

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work 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' (HMG, 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.

- We understand how to identify children who may be in need of early help, how to access services for them
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation and trafficking of children, including through internet abuse; peer on peer abuse; Female Genital Mutilation, breast ironing and radicalisation or extremism, behaviours such as bullying including online bullying and prejudice-based bullying, racist, homophobic or transphobic abuse, gender based violence against women and girls, peer on peer abuse, child criminal exploitation and county lines.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation (see Preventing Extremism and Radicalisation Policy and Procedures)
- The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, and health workers to report cases of Female Genital Mutilation including breast ironing to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to

respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.

- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and/or seek advice to the local authority children's social work service and/or police.
- We will be alert to the threats children may face from outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection and child in need concerns and follow the LSCB procedures, or when they come into force replacing the LSCB, we will follow the local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns about children's welfare to the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board (or the local safeguarding partners when their published safeguarding arrangements take over from the LSCB).
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account in an age appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult.

Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that the designated persons or organisation and the local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing dilemmas.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff 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, although it is OK to ask questions for the purposes of clarification;
 - 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 the 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 personal file, which is kept securely and confidentially.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and always within one working day.
- Where the Local Safeguarding Children Board or local safeguarding partners safeguarding procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the local authority children's social care team

- *North Yorkshire Safeguarding Children Board* (www.safeguardingchildren.co.uk) contains procedures to help in making a referral to the local children's social care team, as well as template forms for recording concerns and to assist with making a referral.

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the LSCB or safeguarding partners to resolve professional disputes.

Informing parents

- Parents are normally the first point of contact. Concerns are normally discussed with parents to gain their view of events, unless it is felt that this may put the child or other person at risk, or may interfere with the course of a police investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding Children Board/Local Safeguarding Partners does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should consider seeking advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies and multi-agency working

- We work within the Local Safeguarding Children Board/Local Safeguarding Partners guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues and concerns about children's welfare, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or

elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff, persons in position of trust and volunteers

- 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 do this by regularly reviewing and sharing policies and procedures and always having them available in paper form at the pre-school and on our website.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people including staff/colleagues. We do this at as part of their induction, including discussions in staff meetings and involving them in the reviewing of policies and procedures.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have a separate process for responding to complaints.
- We respond to any inappropriate behaviour displayed by members of staff, volunteers or any other person living or working on the premises, irrespective of whether this has taken place on the premises or elsewhere, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images
- We will recognise and respond to allegations that a person who works with children has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by 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 a senior manager within the organisation and the Local Authority Designated Officer (LADO) as necessary to investigate and/or offer advice:
01609 533080
- We also report any such alleged incident to Ofsted, as well as 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 children's social care in conjunction with the police.
- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended 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. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our] early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- Designated persons receive appropriate training, as recommended by the Local Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision and also refresh their safeguarding knowledge and skills.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

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 so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, 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/Local Safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

Records

- All records relating to safeguarding and child protection are kept in the child's personnel file and retained until the child is 21/25 years old
- When the child moves on to a new setting/school, a copy of the file will be passed on and the original retained on the child's personnel file. A receipt will be obtained from the school/new setting.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care 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 worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.

- We will engage with any child in need plan or early help plan as agreed.
- 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.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018
- Statutory Framework for the Early Years Foundation Stage (2017)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)

North Yorkshire Vulnerability Checklist (23 November 2018)

- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Advice for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- Safeguarding through Effective Supervision (Pre-school Learning Alliance 2013)
- The New Early Years Employee Handbook (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)
- NYCC – Do you know anyone who is looking after someone else's child? August 2019

This Policy was reviewed in December 2020 and was adopted at a Meeting of the Playgroup Management Committee held on 19th January 2021

..... Signed on Behalf of the Playgroup Management Committee

Position Held : Chair of Management Committee

To be Reviewed: January 2022

N.B. This Policy must be reviewed and evaluated annually using the NYCC 'Children and Young People's Service EY Group Setting Welfare Checklists', (2012) and 'Child Protection and NYSCB Guidelines'

A copy of the Reviewed Safeguarding Policy and Procedures must be given to All Members of Staff, including Volunteers, and the Management Committee

Links To Other Policies: Safeguarding Children is much broader than Abuse and Allegations against Staff. Other Policies that will help to Safeguard children include:

Equality of Opportunity
Promoting Positive Behaviour
Complaints
Missing Child
Admissions
The Role of the Key person
Partnership With Parents
Record Retention
Intimate care
Whistle Blowing
Safety

Supporting Children with SEND
On-line Safety
Uncollected Children
Non-Collection of Child
Recruitment Policy and Procedures
Teaching and Learning
Confidentiality
Children's Rights and Entitlements
Disciplinary procedure
Use of Mobile Phones and Cameras
Reporting & Recording Accidents

Security Procedures	Health & Safety Risk Assessments
Fire Safety and Emergency Evacuation	Outings
Health	Hygiene
Managing Children Who Are Sick, Infectious or With Allergies	
Administering Medication	Sleep
Looked After Children	Food and Drink
Code Of Conduct	Vision
Induction, Supervision and Appraisal of Staff, Volunteers and Managers	
Student Placement	Volunteers
Lone Working	Transition & Settling-In

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Important Contact Numbers	
Designated Lead Practitioners (DLP)	DLP - Judith Robinson 01756 791123 / 01756 790723 / 07779460741 Deputy DLP - Helen Burns - 01756 791123 / Committee DLP - Charlotte Scott 07771590248
North Yorkshire Social Care	Customer Relations - 01609 780780 Mon - Fri : 8 am to 5.30 pm Sat - 9 am to 5 pm
North Yorkshire Children's Social Care	Emergency Duty Team - 01609 780780 Out of Office hours & weekends
Local Authority Designated Officers (LADO) - For Allegations Against Staff	01609 780780
North Yorkshire Safeguarding Children Board	www.safeguardingchildren.co.uk/
Ofsted	0300 123 1231
Customer Service Contact Numbers for Referral to Social Care in Neighbouring Local Authorities	Bradford - 01274 434361 Leeds - 0113 3786018 Lancashire - 01772 536954 Wakefield - 01924 306447 York - 01904 551900 Doncaster - 01302 734214 East Yorkshire - 01482 395500 Cumbria - 0333 2401727 Redcar & Cleveland - 01642 444339 Hartlepool & Stockton on Tees - 01429 284284 or 01642 130080 Out of hours 01642 524552 Darlington - 01325 406459 Middlesbrough - 01642 513600 Durham - 03000 265770
Independent Domestic Abuse Services (IDAS) Independent Domestic Violence Advisors and Specialist Outreach Support Workers	03000 110110
Male Victims	0845 0646800
Male Perpetrators - The Respect Helpline	0845 1228609
Women - National Domestic Violence Helpline	0808 2000247
NSPCC Child Protection Line	0808 800500 www.nspcc.org.uk/
National Referral Mechanism (NRM)	Nationalreferralmechanism@homeoffice.gov.uk Or ring NSPCC
Childline	0800 1111
Stop In Now - Child Sexual Abuse	Anonymous & confidential helpline 0808 1000 900
National FGM Centre	0208 498 7137 www.nationalfgmcentre.org.uk
Police	101 or 999 for emergencies

NYCC Mental Health helpline	0800 5610076
MIND - Every Mind Matters	www.mind.org.uk

Embsay with Eastby Pre-School Playgroup

Child Protection Training Record

Academic Year	Designated Safeguarding Lead	Deputy Safeguarding Lead	Nominated Management Committee Member	Chair of Management Committee
2013 - 2014	Kay Smith	Judith Robinson	Sarah Anderson	Sarah Anderson
2014 -2015	Kay Smith	Judith Robinson	Charlotte Kelsey	Nichola Pearce
2015 - 2016	Kay Smith	Judith Robinson	Charlotte Kelsey	Nichola Pearce
2016 - 2017	Emma Cranston	Judith Robinson	Charlotte Kelsey	Judy Hirst
2017-2018	Judith Robinson	Emma Cranston	Charlotte Kelsey	Judy Hirst
2018-2019	Judith Robinson	Emma Cranston/ Helen Burns	Charlotte Kelsey	Judy Hirst
2019-2020	Judith Robinson	Helen Burns	Charlotte Scott	Charlotte Scott
2020-2021	Judith Robinson	Helen Burns	Charlotte Scott	Charlotte Scott

Policy Review Dates

Review Date	Changes Made	By Whom	Date Shared with Staff & Parents
June 2016	Updated in line with new guidelines, March 2015	Judith Robinson and Nichola Pearce Committee consulted in June 2016	June 2016
November 2016	Updated in line with new procedures issued in October 2016	Nichola Pearce and Judith Robinson Staff and Management Committee adopted in November 2016	November 2016
February 2018	Changed names of DLP and Deputy DLP	Heather Best and Judith Robinson Adopted by Management Committee 6 th March 2018	June 2018 by email July 2018 by email
June 2019	Policies updated in line with new legislation and NYSCB audit	Judith Robinson Helen Burns Staff Management Committee Adopted on 17 th June 2019	4 th June 2019 by email to staff and parents Emailed to parents 2 Sept with newsletter
	Copies of policies sent as reminder to parents Incl safeguarding, H&S, Intimate Care, Online Safety, Outings, Prevent and Security	Judith Robinson	6 th September 2019 Parents and Staff attached to newsletter

3 June 2020	Change of Duty LADO number to 01609 533080 from 1/6/20	Judith Robinson	Alter policy, posters, etc
15 September 2020	Emailed to parents as a refresher along with complaints. Copy left in folder outside pre-school now parents not coming on to premises so it is still easily accessible.	Judith Robinson	15.09.20
December 2020	Reviewing in line with NYSCP Early Years audit Added DBS risk assessment, increased factors affecting children's vulnerability, LADO tel no. and record retention	Judith Robinson Helen Burns	Adopted by Management Committee 19.01.21 Emailed to parents & staff 29.01.21

Dates of Staff Training, Details of Course and Training Provider

Name of Staff	Course Details	Date of Course	Training Provider
Judith Robinson (DSL)	Level 2 Comprehensive Child Protection Pathway	11.09.18	NYCC
	Comp.Path. Refresher	12.11.20	NYSCP
	Safer Recruitment DfE	25.09.19	NYSCB
	Online Safeguarding	07.04.18	NYCSB
	Basic Safeguarding	26.09.19	Home Office
	FGM	02.07.18	IDAS
	Domestic Abuse	11.12.20	NYSCP
	Toxic Trio	2.1.19	NYCC
	Early Years Online	06.11.20	NYCC
	Managers' Masterclass	12.12.19	NYCC
	Managing Allegations against staff	19.06.18	Home Office
	Prevent Duty	16.06.19	HM Gov
	Chanel Training	23.06.19	HomeOffice/NYCC
	WRAP Training	12.10.15	
Charlotte Scott (Committee DSL)	Online Safeguarding		NYSCP
Charlotte Allen (Committee)	Child Protection in Education	02.06.19	Educare
Emma Cranston	Online Safeguarding	26.11.18	NYSCB
	Basic Safeguarding	26.09.19	NYSCB
	Comprehensive Pathway	15.06.16	NY LSCB
	FGM	05.08.19	Home Office
	Domestic Abuse	05.08.19	IDAS
	Suicide Awareness	07.08.19	
	Prevent Duty	26.06.19	Home Office
	Prevent Duty	01.06.20	Educare
	Safer Recruitment	28.09.19	Virtual College

Kazia Hutchinson	Basic Awareness Online Safeguarding Lvl 2 Effective Safeguarding Practice FGM Domestic Abuse Prevent Duty Prevent Duty British Values	7.11.18/26.09.19 28.02.18 25.03.20 24.04.19 25.04.19 07.10.19 06.04.20 21.06.17	NYSCB NYSCB Educare Home Off/Virt. College IDAS Home Office Educare PLA/VisionsofChildhood
Grace Hill	Basic Awareness Online Safeguarding FGM Domestic Abuse Prevent Duty	26.09.19 24.06.19 03.04.18 24.06.19 23.06.19	NYSCB NY LSCB NYSCB IDAS Home Office
Helen Burns Deputy DSL	Basic Safeguarding Level 2 Safeguarding Comp. Path.Refreshers Effective Safeguarding Practice Online Safeguarding FGM Domestic Abuse Toxic Trio Prevent Duty Channel General Aware	26.09.19 24.2.18 12.11.20 22.11.20 20.02.17 01.03.18 11.12.20 02.10.18 21.06.17 01.03.17	NYSCB Yorkshire Baptist Asso NYSCP Educare NYSCB IDAS Online NYSCP PLA/VisionsofChildhood College of Policing
Helen Mitchell	Basic Awareness Online Safeguarding FGM Domestic Abuse Prevent Duty	26.09.19 25.07.19 18.10.18	NYSCB NYSCB HM Gov
Judy Hirst	Basic Awareness Online Safeguarding Effective Safeguarding Practice FGM Domestic Abuse Online Safety Understanding Anxiety Child Neglect Prevent Duty	03.12.20 24.06.19 24.06.19 23.06.20 09.09.20 09.05.20 04.09.18	NYSCB Home Office/Virt Col IDAS Educare Educare Educare Gov Home Office
Gill Pennett	Effective Safeguarding Practice Online Safety Understanding Anxiety Understanding Low Mood & Dprss. Understanding Self-harm Child Neglect	18.05.20 27.06.20 29.06.20 29.06.20 29.06.20 29.06.20	Educare Educare Educare Educare Educare Educare