

## **SAFEGUARDING AND CHILD PROTECTION POLICY**

The purpose of this policy is:

- To protect children who receive Roundabout Pre-School's services. This includes the children of adults who use our services.
- To provide parents, staff and volunteers with overarching principles that guide our approach to child protection and safeguarding.

This policy applies to anyone working for Roundabout Pre-School, including the committee, paid staff, volunteers and students.

### **Statement of intent**

Roundabout Pre-school is fully committed to safeguarding and promoting the well-being of all children who use Roundabout Pre-School's services.

Roundabout Pre-School will take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.

Roundabout Pre-School acknowledges its duty to act accordingly in line with current legislation to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children and adults.

### **In implementing this policy, Roundabout Pre-School will:**

- Ensure all workers and volunteers understand their legal and moral responsibility to protect children from harm, abuse and exploitation.
- Ensure that all workers and volunteers are knowledgeable of the Leeds safeguarding Children's Board (LSCB) interagency safeguarding procedures and are confident in following the early help assessment and are confident to work within these guidelines.
- Ensure that all workers and volunteers understand their duty to report concerns that arise about a child, or a worker/volunteer's conduct towards a child, to Roundabout's Pre-School named safeguarding lead (Adele Laycock)
- Ensure that the named person understands her/his responsibility to refer any safeguarding or child protection concerns to the relevant agency, the Duty Advice team, children's services or the police (where you think a child may have suffered significant harm or is likely to do so)
- Ensure that any procedures relating to the conduct of workers and volunteers are implemented in a consistent and equitable manner.
- Ensure that parents/carers are encouraged to be involved in the work of Roundabout Pre-School and, when requested, have access to all guidelines and procedures.

- Endeavour to keep up to date with national developments relating to the welfare and protection of children.

These procedures have been designed to ensure the welfare and protection of any child who accesses the services provided by Roundabout Pre-School. The procedures recognise that safeguarding and child protection can be an emotive subject and understand that some workers/volunteers may find it a challenging area. However, it is important that staff respond appropriately to any safeguarding or child protection issue and are aware of their responsibility. These guidelines will enable all workers and volunteers to act appropriately to any concerns that may arise.

### **Recognising the signs and symptoms of Abuse**

All workers and volunteers are required to familiarise themselves with the definitions of abuse as outlined in Working Together to Safeguard Children (2018):

#### **Neglect**

Neglect is the persistent failure to meet a child's basic and/or psychological needs, likely to result in the serious impairment of the child's health and development. Once a child is born, neglect may involve a parent or carer failing to

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- Failing to protect a child from physical and emotional harm or danger;
- Failure to ensure adequate supervision (including the use of inadequate caregivers) or
- Failure to ensure access to appropriate medical care or treatment

It may also include neglect or unresponsiveness to a child's basic emotional needs

#### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns symptoms of, or deliberately induces illness in, a child.

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence. The activities may involve physical contact, including assault by penetration (example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities such as involving children in looking at, or in the production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

## **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to causes severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over-protection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Bullying and domestic violence are also forms of abuse.

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/ or neglect may also include:

- A bruise in a site that might not be a concern on an ambulant child, such as the shin, might be a concern on a non-mobile child;
- Not getting enough help with feeding leads to malnourishment.
- poor toileting arrangements
- Lack of stimulation
- Unjustified and/ or excessive use of restraint
- Rough handling, extreme behaviour modification, e.g. deprivation of liquid, medication, food and clothing
- Unwillingness to try and learn a child's means of communication
- Ill-fitting equipment, e.g. callipers, sleep boards, inappropriate splinting

## **Training**

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, neglect, FGM and exploitation. Concerns about a child's safety may arise through:

- A third-party or anonymous allegation
- A child's appearance, behaviour, play, drawing or statements which may cause suspicion of neglect
- A child reports an incident of alleged abuse which occurred some time ago
- Making a report regarding the serious misconduct of a worker/volunteer towards a child.

It is the responsibility of each childcare professional to ensure that they are aware of current safeguarding legislation. Workers and volunteers will follow the guidelines issued by Leeds Safeguarding Children Board. This is to be used in conjunction with 'What to do if you are worried that a child is being abused', DFES publication 2018.

### **Named person(s) for child protection & designated safeguarding lead (DSL)**

We have named person(s) who take lead responsibility for safeguarding and coordinating child protection and welfare issues, known as the Designated Safeguarding Leads (DSL). There is always at least one designated person on duty during the opening hours of the setting. The designated person(s) will receive comprehensive training at least every two years and update their knowledge on an ongoing basis, but at least once a year.

The DSL liaises with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates on developments within this field. They, in turn, support the ongoing development and knowledge of the staff team with regular safeguarding updates.

Named Person for Child protection and DSL: Adele Laycock  
Work telephone Number: 07960855265  
Emergency contact No: 07446294374

### **The role of the Designated Safeguarding Lead:**

- Ensure that the settings' safeguarding policy and procedures are reviewed and developed in line with current guidance, and develop staff understanding of the settings' safeguarding policies
- Take the lead on responding to information from the staff team relating to child protection concerns
- Provide advice, support and guidance on an ongoing basis to staff, students and volunteers.
- To identify children who may need early help or who are at risk of abuse
- To help staff ensure the right support is provided to families
- To liaise with the local authority and other agencies with regard to child protection concerns
- Ensure the setting is meeting the requirements of the EYFS Safeguarding requirements
- To ensure policies are in line with the local safeguarding procedures and details
- Disseminate updates to legislation to ensure all staff are kept up to date with safeguarding practices
- To manage and monitor accidents, incidents and existing injuries; ensuring accurate and appropriate records are kept
- Attend meetings with the child's key person
- Attend case conferences and external safeguarding meetings, as requested, by external agencies.

### **Recording Suspicions of abuse and disclosures**

When a child discloses a member of staff, that member of staff will:

- Will listen to the child, give the child reassurance and inform them that they have done the right thing by telling someone.
- Will not ask direct questions
- Record facts following the disclosure that the child has made or what has been observed that including:
  - The child's name
  - The child's address
  - The age of the child
  - The date and time of the disclosure or observation
  - An objective record of the observation or the disclosure
  - The exact words that were spoken by the child
  - The name of the person who observed or the child disclosed to
  - Names of any other person present at that specific time of disclosure or during observation

These records are signed and dated and kept confidential in a locked location. The safeguarding lead will take immediate action if there is a suspicion that a child has been abused or is likely to come to any harm. The named person will contact the Duty Advice team and or phone the police.

The named person can also seek advice and clarity if they have a concern by ringing the Duty Advice Team.

Duty Advice team telephone no: 0113 367 0336  
Out of hours telephone no: 0113 535 0600

### **Allegations against Staff**

Roundabout pre-school will ensure that any allegations made against members or a member of staff, action will be taken with immediate effect in accordance with these procedures.

- A worker will ensure that the child is safe and away from the person against whom the allegation has been made.
- The safeguarding lead is to be informed immediately
- If an allegation is made about the manager/safeguarding lead, the Chair of the committee should be informed immediately by telephone
- The safeguarding lead will get in contact with LADO (Local authority designated officer)

Local Authority Designated Officer Telephone no: 0113 378 9687

- The individual who first received /witnessed the concern should make a full written record of what was seen, heard and/ or told as soon as possible after the incident/ or receiving the report occurred. This record must be an accurate and factual account of what was seen, heard or informed. The safeguarding lead will support the person during this process, but will not complete the report for the worker.
- The safeguarding lead will inform Ofsted within 14 days.

Regardless of whether an investigation follows, Roundabout Pre-School will proceed with an internal investigation where disciplinary procedures will be considered. This may involve an immediate suspension and/ or instant dismissal depending on the nature of the incident.

### **Disciplinary action**

Where a member of staff or a volunteer is dismissed from Roundabout Pre-School or has been internally disciplined due to misconduct relating to a child, the safeguarding/or chair will inform the Disclosure and Barring service so that the person of the offence can be placed on the above list.

### **Management and Supervision of staff and volunteers**

Roundabout Pre-School is committed to the appropriate management and supervision of staff and volunteers working with children to ensure that appropriate lines of accountability are in place with respect to work with children.

### **Planning**

The layout of the room allows constant supervision of the children at all times. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

### **Curriculum**

- We introduce key elements of safeguarding into our curriculum, so that children can develop an understanding of why and how to keep safe.
- In Roundabout Pre-School, we create a value of mutual respect, democracy and the rule of the law.
- At Roundabout Pre-School, the above values are embedded within their practice.

### **Intimate care**

Some responsibilities necessitate physical contact with their key children daily, such as assisting with the toilet and managing children's personal hygiene.

There will always be two workers when a child's nappy needs changing in the changing room. Most intimate care is carried out by one member of staff (this would always be the child's key person) unless the task requires two members of staff.

All children have the right to safety, privacy and dignity when contact of a physical or intimate nature is required. Depending on the child's ability, age and maturity, it will always be encouraged that the child acts as independently as possible. The emotional

responses of any child to intimate care are carefully and sensitively observed. Any concerns must be passed to the Designated Safeguarding Lead.

### **Assisting children with toileting regardless of their individual requirements**

Pull-up nappies/potties

- We will support and promote independence
- Inform the child of what you are doing and what is going to happen next
- Nappy changing takes place in the designated area, ensuring that privacy and the child's dignity are maintained at all times
- Staff wear gloves and aprons
- No child is left unattended in the designated area
- Use the child's own wipes, nappies

Toileting

- We promote and support independence skills.
- Children take off their own clothing (if the child needs help, staff will assist)
- Staff wear gloves and aprons to clean a child.

### **Mobile phone use**

Roundabout Pre-School has a mobile phone which is used for business purposes. This phone is always in a designated area, which is open, and all staff can see it at all times.

Staff's mobile phones are placed in the lockable cupboard upon entering the building and stay in there until the end of their shift, and no children are present.

If a member of staff is required to make an emergency phone call, this is allowed once permission has been sought from the manager. The phone call must take place in the office with the door shut. Once this has ended, the phone then goes back into the lockable cupboard.

### **Confidentiality**

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

### **Support to families**

- Roundabout Pre-School takes every step in its power to build up trusting, supportive relationships with families, carers, staff and volunteers within the group.

- We make it clear to parents our roles and responsibilities in relation to safeguarding and child protection, such as providing information, making referrals, monitoring children and liaising at all times with Children’s services.
- Roundabout Pre-School will welcome any child and family whilst investigations are being made in relation to any alleged abuse.
- Confidential records on a child are shared with the child’s parents or those who have parental responsibility for the child, and only if appropriate under the guidance of the Leeds Safeguarding Children’s Board.
- We follow any Child Protection plan as set by the child’s social worker in relation to the settings designated role and tasks in supporting any child and their family, after any investigation.

**The legal framework for this policy is:**

Data Protection Act 2018

GDPR (UK) 2018

Children Act 2004

Working Together to Safeguard Children 2018

Early Years Foundation Stage Framework 2017

Roundabout will inform Ofsted, via telephone without delay of any significant events such as allegations of serious harm and abuse by any person living, working or looking after children at the premises, or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect to these allegations, this would include making a referral to Children Services.

Note of relevant telephone numbers:

Duty advice team at Children’s social work	0113 376 0336
Local authority Designated Officer	0113 378 9687
Out of Hours Emergency Duty Team	0113 535 0600
West Yorkshire police (for non-emergencies)	101
Police (emergencies)	999

**Published date:** June 2025

**Review date:** June 2026