**Responding to safeguarding or child protection concerns**

**Children’s Single Point of Access (CSPoA) 0118 937 3641 option 1** <https://brighterfuturesforchildren.org/professionals/report-or-refer-concerns-about-a-child/>

Email the team cspoa@brighterfuturesforchildren.org

**Berkshire West Safeguarding Children Partnership** <https://www.berkshirewestsafeguardingchildrenpartnership.org.uk>

**Reading LADO 0118 9372684**

Lado@brighterfuturesforchildren.org

Referral form for the LADO

<https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/reading/concerned-about-an-adult-working-with-children-2>

**The designated safeguarding lead is** Katharine Yarwood, **the back-up designated safeguarding lead is** Karen Johnson and Hilary Coomb, **the designated officer is** The Pre-school Committee Chair Byron Lawless and Matt Reynolds

**Safeguarding roles**

* All staffrecognise and know how to respond to signs and symptoms that may indicate a child is suffering from or likely to be suffering from harm. They understand that they have a responsibility to act immediately by discussing their concerns with the designated safeguarding leador a named back-up designated safeguarding lead.
* The manager and deputy are the designated safeguarding lead and back-up designated safeguarding lead,responsible for co-ordinating action taken by the setting to safeguard vulnerable children and adults. The designated safeguarding lead is also responsible for liaising with local statutory children’s services and with the Local Safeguarding Partners.
* All concerns about the welfare of children in the setting, at home, or elsewhere should be reported to the designated safeguarding lead or the back-up designated safeguarding lead.
* The designated safeguarding lead ensures that all educators are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
* The setting should not operate without an identified designated safeguarding lead at any time.
* The line manager of the designated safeguarding lead is the designated officer.
* The designated safeguarding lead informs the designated officer about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts that the issue is safeguarding.
* If it is not possible to contact the designated officer, action to safeguard the child is taken first and the designated officer is informed later. If the designated officer is unavailable advice is sought from their line manager or equivalent.
* Issues which may requirenotifying to Ofsted are notified to the designated officer to decide regarding notification. The designated safeguarding lead and designated officer must remain up to date with Ofsted reporting and notification requirements.
* If there is an incident, which may require reporting to RIDDOR the designated officer immediately seeks guidance from the committee as appropriate. There continues to be a requirement that the designated officer follows legislative requirements in relation to reporting to RIDDOR. This is fully addressed in section 01 Health and Safety procedures.
* St Andrew’s Pre-school follows the procedures of Berkshire West Safeguarding Partners (BWSP) for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns. Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, through whistleblowing and escalation.

**Responding to marks or injuries observed**

* If a member of staff observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer using the Prior Incident form, which is signed by the parent/carer.
* The member of staff advises the designated safeguarding lead as soon as possible if there are safeguarding concerns about the circumstance of the injury.
* If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated safeguarding lead decides the course of action to be taken after reviewing and completing a Safeguarding incident reporting form.
* If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated safeguarding lead.
* If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated safeguarding lead decides the course of action required and the Safeguarding incident reporting form is completed as above, taking into consideration any explanation given by the child.
* If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated safeguarding lead.
* If there is no cause for further concern, a record is made in the Accident Record, with a note that the circumstances of the injury are not known.
* If the injury is unlikely to have occurred at the setting, this is raised with the designated safeguarding lead who informs the designated officer.
* The parent/carer is advised at the earliest opportunity.
* If the parent/carer believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child’s personal file.

**Responding to the signs and symptoms of abuse**

* Concerns about the welfare of a child are discussed with the designated safeguarding lead without delay.
* A written record is made of the concern on the Safeguarding incident reporting form as soon as possible.
* Concerns that a child is in immediate danger or at risk of significant harm are responded to immediately and if a referral is necessary this is made on the same working day.

**Responding to a disclosure by a child**

* When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.
* The member of staff listens carefully and calmly, allowing the child time to express what they want to say.
* Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying *‘tell me more about that’* or *‘show me again’.*
* After the initial disclosure, staff speak immediately to the designated safeguarding lead. They do not further question or attempt to interview a child.
* If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
* When recording a child’s disclosure on the Safeguarding incident reporting form, their exact words are used as well as the exact words with which the member of staff responded.
* If marks or injuries are observed, these are recorded on a body diagram.

**Decision making (all categories of abuse)**

* The designated safeguarding lead makes a professional judgement about referring to other agencies, including Social Care using the Berkshire West Safeguarding Partnership (BWSP) threshold document:
* Level 1: Child’s needs are being met. Universal support.
* Level 2: Universal Plus. Additional professional support is needed to meet child’s needs.
* Level 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.
* Level 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.
* Staff are alert to indicators that a family may benefit from early help services and should discuss this with the designated safeguarding lead, also completing the Safeguarding incident reporting form if they have not already done so.

**Seeking consent from parents/carers to share information before making a referral for early help (Tier 2/3\*)**

Parents/carers are made aware of the setting’s Privacy Notice which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the designated safeguarding lead must always seek consent from the child’s parents to share information with the relevant agency.

* If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to over-ride a parental decision to withhold consent.
* If a parent/carer withholds consent, this information is included on any referral that is made to the local authority. In these circumstances a parent should still be told that the referral is being made beforehand (unless to do so may place a child at risk of harm).

*\*Tier 2: Children with additional needs, who may be vulnerable and showing early signs of abuse and/or neglect; their needs are not clear, not known or not being met. Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled.*

**Informing parents/carers when making a child protection referral**

In most circumstances consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the designated safeguarding lead contacts the parents/carers (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent/carer should not be contacted until such time as their investigation, or the police investigation, is concluded. Parents/carers are not informed prior to making a referral if:

* there is a possibility that a child may be put at risk of harm by discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
* there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
* contacting the parent/carer puts another person at risk; situations where one parent may be at risk of harm, e.g. abuse; situations where it has not been possible to contact parents/carers to seek their consent may cause delay to the referral being made

The designated safeguarding lead makes a professional judgment regarding whether consent (from a parent/carer) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children’s social work team if there is any doubt.

**Referring**

* The designated safeguarding lead or back-up follows the BWSP procedures for making a referral. By contacting the **Single Point of Access. 0118 937 3641 option 1**

<https://brighterfuturesforchildren.org/professionals/report-or-refer-concerns-about-a-child/>

**BWSCP** <https://www.berkshirewestsafeguardingchildrenpartnership.org.uk>

* If the designated safeguarding lead or their back-up is not on site, the most senior member of staff present takes responsibility for making the referral to social care.
* If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately.
* If the child is ‘safe’ because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting’s designated officer for support.
* Arrangements for cover (as above) when the designated safeguarding lead and back-up designated safeguarding lead are not on-site are agreed in advance by the setting manager and clearly communicated to all staff.

**Further recording**

* Information is recorded using the Safeguarding incident reporting form**.** Discussion with parents/carers and any further discussion with social care is recorded**.** If recording a conversation with parents/carers that is significant, regarding the incident or a related issue, parents/carers are asked to sign and date it a record of the conversation. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
* If a referral was made, copies of all documents are kept and stored securely and confidentially (including copies) in the front of the child’s personal file.
* Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on the Safeguarding incident reporting form, as above.
* The referral is recorded on the Individual Safeguarding log.
* Follow up phone calls to or from social care are recorded in the child’s file; with date, time, the name of the social care worker and what was said.
* Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.

**Reporting a serious child protection incident using** **the Confidential safeguarding incident report form**

* The designated safeguarding lead is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.
* For child protection concerns at Tier 3 and 4\*\* it will be necessary for the designated safeguarding lead to complete the Confidential safeguarding incident report form and send it to the designated officer.
* Further briefings are sent to the designated officerwhen updates are received until the issue is concluded.

\*\* Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled. Tier 4: Children in acute need, who are suffering or are likely to suffer significant harm.

**Professional disagreement/escalation process**

* If a member of staff disagrees with a decision made by the designated safeguarding lead not to make a referral to social care they must initially discuss and try to resolve it with them.
* If the disagreement cannot be resolved with the designated safeguarding lead and the member of staff continues to feel a safeguarding referral is required, then they discuss this with the designated officer.
* If issues cannot be resolved the whistle-blowing policy should be used, as set out below.
* Supervision sessions are also used to discuss concerns, but this must not delay making safeguarding referrals.

**Whistleblowing**

The whistle blowing procedure must be followed in the first instance if:

* a criminal offence has been committed, is being committed or is likely to be committed
* a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements
* an injustice has occurred, is occurring or is likely to occur
* the health and safety of any individual has been, is being or is likely to be endangered
* the working environment has been, is being or is likely to be damaged
* that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/designated safeguarding lead.
2. Staff who are unable to raise the issue with their manager/designated safeguarding lead should raise the issue with their line manager’s manager/designated officer.
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a line manager, they should raise the matter with the Pre-school Chair

After a concern has been raised, the manager/line manager will decide how to respond in a reasonable and appropriate manner. Normally this will involve making internal enquires first, but it may be necessary to carry out an investigation.

Whilst it is hoped that such disclosures will never be necessary, the setting management recognises that it may find itself in circumstances which are new to it. Each case will be treated on its own merits.

**Managers’ responsibilities**

Managers/line managers notified of concerns under this policy are expected to:

• ensure that concerns raised are taken seriously;

• treat the matter in confidence, within the parameters of the case;

• where appropriate, investigate properly and make an objective assessment of the concern;

• keep the person raising the concern updated with progress, without breaching confidentiality;

• ensure that the action necessary to resolve a concern is taken;

• take appropriate steps to ensure that the employee’s working environment and/or working relationship is/are not prejudiced by the fact of disclosure.

If an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately, the NSPCC have introduced a **whistle-blowing helpline 0800 028 0285** for professionals who believe that:

* their own or another employer will cover up the concern
* they will be treated unfairly by their own employer for complaining
* if they have already told their own employer and they have not responded

**Female genital mutilation (FGM)**

Staff should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. Designated safeguarding leads should contact the police immediately as well as refer to children’s services local authority social work if they believe that FGM may be about to occur.

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0-15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. BWSP guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff.

Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spends longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday

**Further guidance**

NSPCC 24-hour FGM helpline: 0800 028 3550 or email fgmhelp@nspcc.org.uk

Government help and advice: [www.gov.uk/female-genital-mutilation](http://www.gov.uk/female-genital-mutilation)

**Children and young people vulnerable to extremism or radicalisation**

Early years settings, schools and local authorities have a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. BWSP’s have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism.

There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

* The designated safeguarding lead is required to familiarise themselves with BWSP procedures, as well as online guidance including:
* Channel Duty guidance: Protecting people vulnerable to being drawn into terrorism [www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance](http://www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance)
* Prevent Strategy (HMG 2011) [www.gov.uk/government/publications/prevent-strategy-2011](http://www.gov.uk/government/publications/prevent-strategy-2011)
* The prevent duty: for schools and childcare providers [www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty](http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)
* The designated safeguarding lead should follow BWSP guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.
* The designated safeguarding lead must know how to refer concerns about risks of extremism/radicalisation to the BWSP safeguarding team or the Channel panel, as appropriate.
* The designated safeguarding lead should also ensure that they and all other staff working with children and young people understand how to recognise that someone may be at risk of violent extremism.
* The designated safeguarding lead also ensures that all staff are aware of their responsibilities with regard to equality and inclusion and children’*s* rights*.* Training is available from the [Early Years Alliance](https://portal.eyalliance.org.uk/Online-training-and-networking?utm_source=EYA+website&utm_medium=drop+down+menu&utm_campaign=online+training+and+networking.). If available in the area, the designated safeguarding lead should complete WRAP (or equivalent) training and support staff to access the training as offered by local authorities. WRAP training covers local arrangements for dealing with concerns that a child may be at risk of extremism and/or radicalisation.
* The designated safeguarding lead should understand the perceived terrorism risks in relation to the area that they deliver services in.

**Parental consent for radicalisation referrals**

BWSP procedures are followed in relation to whether parental consent is necessary prior to making a referral about a concern that a child or adult may be at risk of being drawn into terrorism. It is good practice to seek the consent of the person, or for very young children, the consent of their parent/carer prior to making a referral, but it is not a requirementto seek consent before referring a concern regarding possible involvement in extremism or terrorism if it may put a child at risk, or if an offence may have been or may be committed. Advice should be sought from line managers and local agencies responsible for safeguarding, as to whether consent should be sought on a case-by-case basis. Designated safeguarding leads should be mindful that discussion regarding potential referral due to concerns may be upsetting for the subject of the referral and their family. Initial advice regarding whether an incident meets a threshold for referral can be sought from the relevant local agency without specific details such as names of the family being given in certain circumstances.

Consent is required prior to any individual engaging with a Channel intervention. Consent is usually sought by Channel partners, but BWSP procedures should be followed regarding this.

If there is a concern that a person is already involved in terrorist activity this must be reported to the **Anti-Terrorist Hot Line 0800 789 321-Text/phone 0800 0324 539**. Police can be contacted on 101.

**Concerns about children affected by gang activity/serious youth violence**

Educators should be aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst young children will be very unlikely to become involved in gang activity they may potentially be put at risk by the involvement of others in their household in gangs, such as an adult, sibling or a parent/carer. Designated safeguarding leads should be familiar with their BWSP guidance and procedures in relation to safeguarding children affected by gang activity and ensure this is followed where relevant.

**Forced marriage/Honour based violence**

Forced marriage is a marriage in which one or both spouses do not consent to the marriage but are forced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable adults who lack the capacity to consent coercion is not required for a marriage to be forced. A forced marriage is distinct from an arranged marriage. An arranged marriage may have family involvement in arranging the marriages, but crucially the choice of whether to accept the arrangement remains with the prospective spouses.

Forced marriage became criminalised in 2014. There are also civil powers for example a Forced Marriage Protection Order to protect both children and adults at risk of forced marriage and offers protection for those who have already been forced into marriage.

Risks in relation to forced marriage are high and it is important that educators ensure that anyone at risk of forced marriage is not put in further danger. If someone is believed to be at risk it is helpful to get as much practical information as possible, bearing in mind the need for absolute discretion, information that can be helpful will include things likes, names, addresses, passport numbers, national insurance numbers, details of travel arrangements, dates and location of any proposed wedding, names and dates of birth of prospective spouses, details of where and with whom they may be staying etc. Forced marriage can be linked to honour-based violence, which includes assault, imprisonment and murder. Honour based violence can be used to punish an individual for undermining what the family or community believes to be the correct code of behaviour.

In an emergency police should be contacted on 999.

Forced Marriage Unit can be contacted either by professionals or by potential victims seeking advice in relation to their concerns. The contact details are below.

* Telephone: +44 (0) 20 7008 0151
* Email: fmu@fco.gov.uk
* Email for outreach work: fmuoutreach@fco.gov.uk

**Further guidance**

[Accident Record](https://portal.eyalliance.org.uk/Shop#!prod/f48ed1d4-7564-ea11-a811-000d3a0bad7c/curr/GBP) (Alliance Publication)

Multi-agency practice guidelines: Handling cases of Forced Marriage (HMG 2014) <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf>

[Developing an effective safeguarding culture in early years education (Alliance Publication)](https://central.eyalliance.org.uk/ilp/pages/description.jsf?menuId=1106#/users/@self/catalogues/1700/courses/129056/description)

**Concerns and allegations of serious harm or abuse against staff, volunteers or agency staff**

Concerns may come from a parent/carer, child, colleague, or the public. Allegations or concerns must be referred to the designated safeguarding lead person without delay - even if the person making the allegation later withdraws it.

**What is a low-level concern?**The NSPCC defines a low-level concern as *‘any concern that an adult has acted in a way that:*

* *is inconsistent with the staff code of conduct, including inappropriate conduct outside of work*
* *doesn’t meet the threshold of harm or is not considered serious enough…to refer to the local authority.*

*Low-level concerns are part of a spectrum of behaviour. This includes:*

* *inadvertent or thoughtless behaviour*
* *behaviour that might be considered inappropriate depending on the circumstances.*
* *behaviour which is intended to enable abuse.*

*Examples of such behaviour could include:*

* *being over friendly with children*
* *having favourites*
* *adults taking photographs of children on their mobile phone.*
* *engaging with a child on a one-to-one basis in a secluded area or behind a closed door*
* *using inappropriate sexualised, intimidating or offensive language’*

(NSPCC [Responding to low-level concerns about adults working in education](https://learning.nspcc.org.uk/news/2021/october/responding-low-level-concerns-in-education))

**Responding to low-level concerns**

Any concerns about the conduct of staff, students or volunteers must be shared with the designated safeguarding lead and recorded. The designated safeguarding lead should be informed of all concerns, including those that may initially be considered ‘low level’ and make the final decision on how to respond. Where appropriate this can be done in consultation with their line manager.

Reporting concerns about the conduct of a colleague, student or volunteer contributes towards a safeguarding culture of openness and trust. It ensures that adults consistently model the setting’s values and helps keep children safe. It protects adults from potential false allegations or misunderstandings.

If it is not clear that a concern meets the local authority threshold, the designated safeguarding lead should contact the LADO for clarification.

In most instances, low-level concerns about staff conduct can be addressed through supervision, training, or disciplinary processes where an internal investigation may take place.

**Identifying**

An allegation against a member of staff, volunteer or agency staff constitutes serious harm or abuse if they:

* behaved in a way that has harmed, or may have harmed a child
* possibly committed a criminal offence against, or related to, a child
* behaved towards a child in a way that indicates they may pose a risk of harm to children
* behaved or may have behaved in a way that indicates they may not be suitable to work with children

**Informing**

* All staff report allegations to the designated safeguarding lead.
* The designated safeguarding lead alerts the designated officer for their setting. If the designated officer is unavailable the designated person contacts their equivalent until they get a response- which should be within 3-4 hours of the event. Together they should form a view about what immediate actions are taken to ensure the safety of the children and staff in the setting, and what is acceptable in terms of fact-finding.
* It is essential that no investigation occurs until and unless the LADO has expressly given consent for this to occur, however, the person responding to the allegation does need to understand what explicitly is being alleged.
* The designated safeguarding lead must take steps to ensure the immediate safety of children, parents, and staff on that day within the setting.
* The LADO is contacted as soon as possible and within one working day. If the LADO is on leave or cannot be contacted the LADO team manager is contacted and/or advice sought from the Single Point of Access, according to local arrangements.
* A child protection referral is made if required. The LADO, line managers and local safeguarding children’s services can advise on whether a child protection referral is required.
* The designated safeguarding lead asks for clarification from the LADO on the following areas:
* what actions the designated safeguarding lead must take next and when and how the parents/carers of the child are informed of the allegation
* whether or not the LADO thinks a criminal offence may have occurred and whether the police should be informed and if so, who will inform them
* whether the LADO is happy for the provider to pursue an internal investigation without input from the LADO, or how the LADO wants to proceed
* whether the LADO thinks the person concerned should be suspended, and whether they have any other suggestions about the actions the designated person has taken to ensure the safety of the children and staff attending the setting
* The designated safeguarding lead records details of discussions and liaison with the LADO including dates, type of contact, advice given, actions agreed and updates on the child’s case file.
* Parents/carers are not normally informed until discussion with the LADO has taken place, however in some circumstances the designated safeguarding lead may need to advise parents/carers of an incident involving their child straight away, for example if the child has been injured and requires medical treatment.
* Staff do not investigate the matter unless the LADO has specifically advised them to investigate internally. Guidance should also be sought from the LADO regarding whether suspension should be considered. The person dealing with the allegation must take steps to ensure that the immediate safety of children, parents/carers and staff is assured. It may be that in the short-term measures other than suspension, such as requiring a staff member to be office based for a day, or ensuring they do not work unsupervised, can be employed until contact is made with the LADO and advice given.
* The designated safeguarding lead ensures staff fill in 06.1b Safeguarding incident reporting form.
* If after discussion with the designated safeguarding lead, the LADO decides that the allegation is not obviously false, and there is cause to suspect that the child/ren is suffering or likely to suffer significant harm, then the LADO will normally refer the allegation to children’s social care.
* If notification to Ofsted is required the designated safeguarding lead will inform Ofsted as soon as possible, but no later than 14 days after the event has occurred. The designated safeguarding lead will liaise with the designated officer/line manager about notifying Ofsted.
* The designated safeguarding lead ensures that the 06.1c Confidential safeguarding incident report form is completed and sent to the designated officer/line manager.
* Avenues such as performance management or coaching and supervision of staff will also be used instead of disciplinary procedures where these are appropriate and proportionate. If an allegation is ultimately upheld the LADO may also offer a view about what would be a proportionate response in relation to the accused person.
* The designated safeguarding lead must consider revising or writing a new risk assessment where appropriate, for example if the incident related to an instance where a member of staff has physically intervened to ensure a child’s safety, or if an incident relates to a difficulty with the environment such as where parents/carers and staff are coming and going, and doors are left open.
* All allegations are investigated even if the person involved resigns or ceases to be a volunteer.

**Allegations against agency staff**

Any allegations against agency staff must be responded to as detailed in this procedure. In addition, the designated person must contact the agency following advice from the LADO

**Allegations against the designated safeguarding lead.**

* If a member of staff has concerns that the designated person has behaved in a way that indicates they are not suitable to work with children as listed above, this is reported to the designated officer who will investigate further.
* During the investigation, the designated officer/line manager will identify another suitably experienced person to take on the role of designated safeguarding lead.
* If an allegation is made against the designated officer/line manager, then the owners/directors/trustees are informed.

**Recording**

* A record is made of an allegation/concern, along with supporting information**.** This is then entered on the file of the child, and the 06.1a Child welfare and protection summary is completed and placed in the front of the child’s file.
* If the allegation refers to more than one child, this is recorded in each child’s file
* If relevant, a child protection referral is made, with details held on the child’s file.

**Disclosure and Barring Service**

* If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child**,** or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, a referral to the Disclosure and Barring Service is made.

**Escalating and whistleblowing concerns**

* If a member of staff believes at any time that children may be in danger due to the actions or otherwise of a member of staff or volunteer, they must discuss their concerns immediately with the designated safeguarding lead.
* If after discussions with the designated safeguarding lead**,** they still believe that appropriate action to protect children has not been taken they must speak to the designated officer/line manager.
* If there are still concerns then the whistle blowing procedure must be followed, as set out in 06.1 Responding to safeguarding or child protection concerns.

**Safeguarding Children and Child Protection Policy and Procedures**

**POLICY STATEMENT**

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Early Years Learning Alliance Safeguarding Children Policy.

The Children Act 2004 provides a legal framework for a range of services to work together to safeguard and promote the welfare of all children. The legislation underpins the five outcomes from the Government’s vision of **‘Every Child Matters’.** These were:

* Be Healthy
* Stay Safe
* Enjoy and Achieve
* Make a Positive Contribution
* Achieve Economic Wellbeing

Our aim is to follow the **ECM** outcomes to protect the welfare of all our children. We have created an environment in which children are safe from abuse. Any suspicions of abuse will be promptly and appropriately responded to.

We display the current version of **‘**Children’s Single Point of access’

<https://servicesguide.reading.gov.uk/kb5/reading/directory/service.page?id=wW27ndtyj50>

for staff, parents and carers. All staff are aware of the procedure if they have concerns.

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

**DEFINITION OF SAFEGUARDING**

In relation to children, safeguarding and promoting their welfare is defined in the government document ‘Working Together to Safeguard Children February 2024’ as:

* protecting children from maltreatment
* preventing impairment of children’s health or development
* ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* taking action to enable all children to have the best outcomes.
* Safeguarding action may be needed to protect children from:
* Neglect, physical, sexual or emotional abuse
* bullying, including online bullying and prejudice-based bullying
* racist, disability and homophobic or transphobic abuse
* gender-based violence, or violence against women and girls
* peer-on-peer abuse
* radicalisation or extremist behaviour
* child sexual exploitation and trafficking
* child criminal exploitation and county lines
* the impact of new technologies on sexual behaviour, for example ‘sexting’ and accessing pornography
* teenage relationship abuse
* substance misuse
* issues that may be specific to a local area or population, for example gang activity and youth violence
* domestic violence
* female genital mutilation
* forced marriage
* fabricated or induced illness
* poor parenting
* homelessness
* so-called honour-based violence
* breast ironing
* cuckooing
* financial abuse
* abuse linked to mental health
* upskirting
* witchcraft - abuse due to a linked faith or belief
* disguised compliance
* any other issues that pose a risk to children, learners and vulnerable adults.

Safeguarding is not just about protecting children from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

* children’s health and safety and well-being, including their mental health
* meeting the needs of children who have special educational needs or disabilities
* meeting the needs of children with medical conditions
* providing first aid
* educational visits
* intimate care and emotional well-being
* online safety and associated issues
* appropriate arrangements to ensure children’s security, taking into account the local context.

**PROCEDURES**

We carry out the following procedures to ensure we meet the three key commitments of the Early Years Alliance Safeguarding Children Policy.

**Key Commitment 1**

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

**Our designated persons who co-ordinate child protection issues are:**

**Katharine Yarwood (Manager), Karen Johnson (Deputy manager) and Hilary Coome**

**Our designated officer (a member of the management team) who oversees this work is: Katharine Yarwood**

* We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
* All staff have an up-to-date knowledge of safeguarding issues and are aware of how to contact the Reading **LADO (0118 9372684),** or **Single Point of Access (0118 9373641)**
* All staff follow guidelines and good practice through BWSCP -

<https://www.berkshirewestsafeguardingchildrenpartnership.org.uk>

* 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 living or working on the premises.
* Volunteers do not work unsupervised.
* Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
* the criminal records disclosure reference number.
* 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).
* We notify the Disclosure and Barring Service 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.
* 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.

**Key Commitment 2**

We are committed to responding promptly and appropriately to all incidents 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).

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 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;
* any reason to suspect neglect or abuse outside the setting.
* We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent’s drug or alcohol abuse, mental or physical illness or parent’s learning disability.
* We are aware of other factors that affect children’s vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
* 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.
* 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 concerns.
* 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 member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.
* We refer concerns to ‘Single Point of access’. There are 3 ways to contact the team:

**Using a web form, which is the most secure and effective way of requesting help for a child. The form can be found at:**

[**www.brighterfuturesforchildren.org/concerned-about-a-child**](http://www.brighterfuturesforchildren.org/concerned-about-a-child)

**Calling the team on 0118 937 3641**

**Emailing the team on****cspoa@brighterfuturesforchildren.org**

* The main contact details and referral form for the LADO are on the website [**https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/reading/concerned-about-an-adult-working-with-children-2**](https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/reading/concerned-about-an-adult-working-with-children-2)

**The Reading LADO (Local Area Designated Officer) contact number is: 0118 937 2684**

**Email - LADO@brighterfuturesforchildren.org**

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

**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 ask a leading question to 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 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.
* Where the Local Safeguarding Children Board 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 and Single Point of access.

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

* The Early Years Alliance's publication “Safeguarding Children” contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral.
* We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board BWSCP, which we follow where local procedures differ from those of the Early Years Alliance.

**Informing parents**

* Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child in greater danger.
* 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 guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed in greater danger.
* This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

**Liaison with other agencies**

* We work within the Local Safeguarding Children Board guidelines.

[https://www.berkshirewestsafeguardingchildrenpartnership.org.uk](https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/)

* We have procedures for contacting ‘Single Point of Access’.
* 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 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.

**Allegations against staff**

* 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 respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, 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 follow the guidance of Berkshire West Safeguarding Children Partnership 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 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 the Local Authority Designated Officer (LADO) to investigate.
* 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.
* We closely follow the guidance set out in our ‘Whistle Blowing’ Policy.

**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 young 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 and neglect and that they are aware of the local authority guidelines for making referrals.
* Designated persons receive training in accordance with that recommended by the Local Safeguarding Children Board.
* We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
* Staff training is delivered in person by BFfC Workforce Development Team or E – Learning provided by Berkshire West Safeguarding Child Partnership.

<https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp>

* Staff renew their Universal Safeguarding training annually or at least every 2 years.

**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 visible to others.

**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 Berkshire West Safeguarding Children Partnership and Single Point of Access.

**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 care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to 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 Berkshire West Safeguarding Children Partnership

**Legal framework**

**Primary legislation:**

* Protection of Children Act (1999)
* Data Protection Act (2018)
* The Children Act (Every Child Matters) (2004)
* Safeguarding Vulnerable Groups Act (2006)

**Secondary legislation:**

* Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2000)
* Equalities Act (2010)

**Further guidance:**

* [Essential Policies and Procedures for the EYFS](https://shop.pre-school.org.uk/A081) — Early Years Alliance publication
* [Inspecting safeguarding in early years, education and skills settings - Ofsted, Sept 2022](https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015)
* [Working together to safeguard children - DfE, 2024](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
* [Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers - DfE, 2018](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice)
* [What to do if you’re worried a child is being abused: advice for practitioners - DfE, 2015](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)
* [Safeguarding children and young people and young vulnerable adults policy - Ofsted, Updated 2021](https://www.gov.uk/government/publications/ofsted-safeguarding-policy)

<https://www.gov.uk/government/publications/ofsted-safeguarding-policy>

**Student placements**

We recognise that qualifications and training make an important contribution to the quality of the care and education we provide. As part of our commitment to quality, we offer placements to students undertaking early years qualifications and training. We also offer placements for school pupils on work experience.

We aim to provide for students on placement with us, experiences that contribute to the successful completion of their studies and that provide examples of quality practice in early years care and education.

**Procedures**

* We require students on qualification courses to meet the Suitable Person requirements of the Early Years Foundation Stage and have a satisfactory enhanced DBS check with barred list check(s).
* We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
* We require schools, colleges or universities placing students under the age of 17 years with us to vouch for their good character.
* We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
* Students undertaking qualification courses who are placed in our setting on a short term basis are not counted in our staffing ratios.
* Students and apprentices, over the age of 17, who are undertaking a level 3 qualification, may be considered to be counted in the ratios if our Manager deems them to be suitably qualified and experienced.
* We take out employers' liability insurance and public liability insurance, which covers both students and voluntary helpers.
* We require students to keep to our Confidentiality, Parent and Carer Social Media and Safeguarding Policies.
* We co-operate with students' tutors in order to help students to fulfil the requirements of their course of study.
* We provide students, at the first session of their placement, with a short induction on how our setting is managed, how our sessions are organised and details of our policies and procedures.
* We communicate a positive message to students about the value of qualifications and training.
* We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting.
* We ensure that trainees and students placed with us are engaged in bona fide early years training, which provides the necessary background understanding of children's development and activities.

**APPENDIX 1**

Within Berkshire, the LSCB is able to act as an independent body where staff and volunteers can direct whistleblowing concerns around children’s safeguarding, if they have exhausted all the identified options within our setting. It is important to state that this is not another route to raise Safeguarding concerns about a child that you are working with.

**APPENDIX 2**

**The Prevent Duty & Promoting British Values**

From 1st July 2015, all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as The Prevent Duty.

St Andrew’s Pre-school staff take Safeguarding very seriously. Therefore to ensure that we adhere to and achieve the Prevent duty we will;

* Ensure that our staff team undertake Prevent Awareness training. Part of this training will enable staff to identify children who may be at risk of radicalisation.
* Build the children’s resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their Personal, Social and Emotional development, as well as Understanding the World).
* Assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
* Ensure that our staff understand the risks so that they can respond in an appropriate way.
* Become aware of the online risk of radicalisation through the use of social media and the internet.
* As with managing other safeguarding risks, our staff will be alert to changes in children’s behaviour, which could indicate that they may be in need of help, or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour, or personality quickly.
* We will not carry out unnecessary intrusion into family life but we will take action if we observe behaviour of concern. The Key Person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour, or personality quickly.
* We will work in partnership with Berkshire West Safeguarding Children’s Partnership.
* We will build up an effective engagement with parents/carers and families. This is important as they are in a key position to spot signs of radicalisation.
* We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.
* We will ensure that any resources used in Pre-school are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.
* In Prevent priority areas, the local authority will have a Prevent lead who can also provide support. You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you gain access to support and advice.
* The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. There is a contact form available on the following page:

[www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

Concerns can also be raised by email to:

 counter.extremism@education.gov.uk

It has been formally agreed and signed off by St Andrew’s Pre-school Committee and the Manager (lead DSO) Katharine Yarwood.

Any questions about the contents of this document should be directed to:

Name: **Katharine Yarwood**
Job Title: **Pre-school Manager**
Email: **Kath@standrewspreschoolcaversham.org.uk**

Telephone: 07981 195435

**Designated Safeguarding Lead (DSL) arrangements**

* It is vital that while our setting remains open, a suitably trained DSL is available for consultation and advice.
* A trained DSL from the setting will be available to be contacted via phone or email at all times. Our DSL and deputy DSL are identified in the main body of our Safeguarding and Child Protection Policy. In the event of any changes being implemented and the DSL changes, this will be communicated to staff by **email.**
* **Brighter Futures for Children, Children’s Single Point of Access:**

Use the web form (the most secure and effective way of requesting help for a child): <https://brighterfuturesforchildren.org/cspoa-notifications-form1/>

 Call on 0118 937 3641 – this number includes out of hours contact details.

* **For urgent enquiries out of hours, call the Emergency Duty Team on 01344 786543**:

Email the team on cspoa@brighterfuturesforchildren.org Out of Hours Emergency Duty Service. Any referrals or contacts between 5pm and 9am, Monday to Friday, or 24 hours on Saturday and Sunday, should be directed to our Emergency Duty Service. A record of all referrals to the emergency duty service will be made and referred onto the relevant local office. Call on 01344 786 543.

**Contacting the Local Authority Designated Officer (LADO)**

* In the instance a referral to the LADO is necessary this will be actioned by the **Manager/DSL** within 1 working day of the allegation coming to light. Should they not be available then the **Deputy Manager/DSO** will make the referral.
* Contact methods for the LADO will remain the same with all LADO referrals being made via the online referral form. Consultation by phone may be necessary in which case this will be done via **Sarah Rae or Sue Derby.**

**The main contact details and referral form for the LADO are on the website https://www.berkshirewestsafeguardingchildrenpartnership.org.uk/scp/reading/concerned-about-an-adult-working-with-children-2**

**The Reading LADO (Local Area Designated Officer) contact number is: 0118 937 2684**

**Email - LADO@brighterfuturesforchildren.org**

If there is an immediate concern about the safety of a child you should contact CSPOA

**Allegations against adults working with Children**

* Any staff member who works in the setting will be aware of the process for sharing concerns about colleagues or other adults who works with children in regulated activity. In our setting they will report these concerns directly to the **Manager/DSL** as soon as practically possible, ideally face to face, however during challenging times that may not always be possible, and a telephone call is also acceptable.
* It is made clear to staff in training, induction and in our Whistleblowing Policy that they should not consult or speak of the concern/allegation with other parties, without the expressed permission of the **Manager/DSL** so as not to damage the integrity of any potential investigation, nor tarnish the reputation of colleagues prior to any due process.
* Our settings Safeguarding policies and procedures have regard to:
* Working Together To Safeguard Children –

<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 –https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping\_children\_safe\_in\_education\_2024.pdf
* Revised Prevent Duty Guidance for England and Wales –

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>