

# Guidance for reviewing and writing a safeguarding policy and procedure for Daycare and Out of School Settings

##### Revised February 2024 V5

# Introduction

This guidance has been designed to help you to develop and review your own safeguarding policy and practice. By providing answers to each of the questions (which are highlighted in green text) the finished product should be a comprehensive policy that covers many areas of safeguarding.

You may already have some of these elements covered in other policies e.g., e-safety or use of mobile phone and cameras. It is up to you to choose to have separate policies or have all elements in one document, however you should avoid duplication and be clear which policies are linked.

The guidance also includes some examples to help you begin to write some of the sections. Useful links have been added throughout the document that are not necessarily needed as part of your policy but may help you write the appropriate sections or find out more.

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| --- | --- |
| **Updated** | **Changes from the previous version** |
| November 2021 V.4 | COVID-19 Addendum Removed  Revised Framework for Action July 2021:  [Framework for Action](https://www.boltonsafeguardingchildren.org.uk/downloads/file/36/framework-for-action-threshold-document) (threshold document)  New Process for Managing Professional Allegations.  The First Five Minutes changed to First Steps:  [Lado-first-steps (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/190/lado-first-steps) |
| September 2019  September 2021  September 2022  November 2022  June 2023  April 2023  May 2023  July 2023  December 2023 | Inspecting safeguarding in early years, education and skills - GOV.UK (www.gov.uk) (Withdrawn  Step Down to early help process – partners [step-down-to-early-help-process-partners-as-lp (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/199/step-down-to-early-help-process-partners-as-lp)  Step Down guidance – [step-down-guidance (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/200/step-down-guidance)  [bolton-safeguarding-children-challenge-and-escalation-process (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/205/bolton-safeguarding-children-challenge-and-escalation-process)  Acting on – A local resource pack - [neglect-practice-guidance (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/87/neglect-practice-guidance)  Updated Safeguarding links from Greater Manchester [Amendments (proceduresonline.com)](https://greatermanchesterscb.proceduresonline.com/chapters/amendments.html)  New Safeguarding training brochure - [multi-agency-safeguarding-training (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/194/multi-agency-safeguarding-training) (April 2023 – March 2024)  Emergency planning and response for education, childcare, and children’s social care settings - GOV.UK (www.gov.uk)  [Improving multi-agency information sharing (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1168239/Improving_multi-agency_information_sharing.pdf)  [Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/prevent-duty-guidance) |

For local updates see the Start Well and BCSP website.

**Essential Information**

The documents listed below are essential and you should refer to:

* [Bolton’s Framework for Action](https://www.boltonsafeguardingchildren.org.uk/downloads/file/36/framework-for-action-threshold-document)
* [Early Help](https://www.boltonsafeguardingchildren.org.uk/early-help-working-together)
* [Worried about a child](https://www.boltonsafeguardingchildren.org.uk/worried-child) (Local guide)
* [Managing Professional Allegations](https://www.boltonsafeguardingchildren.org.uk/downloads/download/13/managing-allegations) (LADO First steps flow chart)
* [Keeping children safe in education 2023 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf)
* [Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)
* [Children's social care: national framework - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/childrens-social-care-national-framework)

* [BCSP-child-protection-practice-standards (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/249/bcsp-child-protection-practice-standards)

Further useful documents include:

* [The Bolton Safeguarding Children Partnership website](https://www.boltonsafeguardingchildren.org.uk/)
* [Early years foundation stage (EYFS) statutory framework - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)
* [Child abuse concerns: guide for practitioners - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2) (2015)
* [Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/prevent-duty-guidance) (2023)

Greater Manchester Safeguarding Policies:

* <http://greatermanchesterscb.proceduresonline.com/>
* [Bolton’s domestic abuse and violence handbook](https://www.boltonsafeguardingchildren.org.uk/downloads/download/11/domestic-abuse-and-safeguarding-children)

If you would like to speak to a member of the Start Well Quality & Outcomes team about safeguarding, please call 01204 338149

# Safeguarding Policy

|  |  |
| --- | --- |
| **Name of setting:** |  |
| **Author of the policy:** |  |
| **Date:** | **Review date:** |
| **Date of next review:** |  |

## Safeguarding Statement

Start with an introductory *Safeguarding Statement* and your commitment to it.

What are the aims of your setting when working to keep children safe?

Do you have a set of principles/beliefs underlying the work around safeguarding in your setting?

*e.g., We believe that safeguarding is everybody’s business. Every child deserves the best possible start in life and support to fulfil their potential. A child’s experience in the early years has a major impact on their future chances. A secure, safe, and happy childhood is important in its own right, and it provides the foundation for children to make the most of their abilities and talents as they grow up. Everyone shares responsibility for safeguarding and promoting the welfare of children irrespective of roles, everyone working with children and young people should be familiar with local procedures and protocols for safeguarding the welfare of children and young people.*

The Early years foundation stage (EYFS) statutory framework 2023- GOV.UK (www.gov.uk) states

In every setting, a practitioner must be designated to take lead responsibility for safeguarding children. The lead practitioner is responsible for liaison with local statutory children's services agencies, and with the LSP (Local Safeguarding Partners). All practitioners must be alert to any issues of concern in the child’s life at home or elsewhere. (3.4)

## Scope

Who is this policy for?

What is the content?

*e.g., Our Safeguarding policy applies to……. and covers Early Help, Familial Abuse/Neglect, Contextual safeguarding, Allegations about people who work with children, Mobile phone use…*

## Contacts and telephone numbers

|  |  |  |
| --- | --- | --- |
| Agency | Telephone number/email | Website |
| Bolton Safeguarding Children Partnership (BSCP) | 01204 337479 | [www.boltonsafeguardingchildren.org.uk](http://www.boltonsafeguardingchildren.org.uk) |
| Ofsted | 03001231231 | [www.ofsted.gov.uk](http://www.ofsted.gov.uk) |
| The Integrated Front Door (IFD) is the first point of contact for safeguarding enquiries and referrals relating to children and young people | | |
| Emergencies:  **In an emergency call 999 or if a child is at significant risk of immediate harm and it is not safe to wait for the online referral form to be assessed call 01204 331500** | Integrated front door – 01204 331500  8:45am-5:00pm (Mon-Fri)  Out of hours or bank holidays, call the emergency duty team 01204 337777 | <https://www.boltonsafeguardingchildren.org.uk/worried-child>  online referral form page <https://www.bolton.gov.uk/safeguarding-protecting-children/reporting-child-abuse/1> |
| Other | | |
| Police | 999  101 | If child is in immediate danger  If child is not in immediate danger |
| Targeted Early Help Service  If you require advice or guidance relating to early help interventions or resources | 01203 331501  [earlyhelp@bolton.gov.uk](mailto:earlyhelp@bolton.gov.uk) | <https://www.boltonsafeguardingchildren.org.uk/early-help-working-together> |
| Child Protection Unit | [cpu@bolton.gov.uk](mailto:cpu@bolton.gov.uk) |  |
| LADO | 01204 337474  [LADO@bolton.gov.uk](mailto:LADO@bolton.gov.uk) | <https://www.boltonsafeguardingchildren.org.uk/managing-allegations> |
| Start Well Service | 01204 338149 | <http://www.boltonstartwell.org.uk/> |

Add contact numbers and/or addresses of key people/services here.

How do you ensure that contact details are up to date?

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

## The legal framework or context for this policy

In addition to the essential documents you could include, refer to the following:

* Children Act 1989/2004
* Childcare Act 2016
* Children and Social Work Act 2017
* The Children’s Code 2003 – Online safety
* Working Together to Safeguard Children 2023 (Updated 2023)
* United Nation Convention on the Rights of the Child
* Multi-Agency statutory Guidance on Female genital mutilation July 2020
* [Bolton Child Sexual Exploitation Strategy 2018-2020](http://www.boltonsafeguardingchildren.org.uk)
* General Data Protection Regulation (GDPR) & Data protection Act gov.uk 2018
* SEND Code of Practice 2015 (Update April 2020)
* Serious Crime Act 2015
* The Communications Act 2003 – Online safety

This list is not exhaustive, there may be other guidance which you would like to include here - see Gov.uk for further information.

## Roles and responsibilities

Who is your Designated Safeguarding Lead?

Who is the Deputy Safeguarding Lead?

What are the roles and responsibilities of the Safeguarding Lead and Deputy?

Do the designated lead and deputy have the safeguarding knowledge and training to take on the safeguarding lead role?

Are there other identified people with responsibility for safeguarding?

How do you ensure the designated safeguarding lead, or an appropriate trained deputy is available during opening hours for staff to discuss safeguarding concerns?

What procedure would staff follow in the event of exceptional circumstances when the designated safeguarding lead (or deputy) is not available?

## Staff safeguarding training

What safeguarding training has the Safeguarding Lead Practitioner and Deputy undertaken?

(Refer to the BSCP website)

e.g., *The designated safeguarding lead has completed …… in guidance with the BSCP.*

What safeguarding training do all other staff have and how often is safeguarding training updated?

e.g., *All staff read the safeguarding policy during their induction to the setting. Staff understanding of the policy is reviewed at each supervision. Staff must complete* *safeguarding training within the BSCP guidance which can be found on the website.*

*A training matrix is in place to ensure all training is up to date, relevant, and in line with the BSCP guidance*.

How do you ensure all staff are trained to safeguard children? e.g., volunteers, apprentices, new staff and staff returning from long term sick or maternity leave? How do you respond to any learning published by BSCP and disseminate this to all staff?

Where do you display safeguarding information for all staff? e.g., flowcharts, name of designated safeguarding lead, policy, key messages.

Do you include information on safeguarding babies? See link below

How do you safeguard children with SEND/ non-verbal children?

### Useful Links

[BSCP training page](https://www.boltonsafeguardingchildren.org.uk/multi-agency-safeguarding-training)

[e-learning – Bolton Safeguarding Children](https://www.boltonsafeguardingchildren.org.uk/elearning)

[Example Training Matrix](https://www.bolton.gov.uk/downloads/download/226/working_with_children)

[5.2.3 Bruising Protocol for Immobile Babies and Children (proceduresonline.com)](https://greatermanchesterscb.proceduresonline.com/chapters/pr_bruising_babies_child.html?zoom_highlight=non-mobile+infants&zoom_highlight=non-mobile+infants)

## Early Help

How and when do you use Early Help?

Bolton’s Framework for Action has clear thresholds for using Early Help processes *e.g., An Early Help assessment is used to support the well-being of children and families.*

*Effective Early Help may be delivered at any point in a child’s life; pre-birth onwards, about any issue which is impacting or could affect their development and well-being, including education, health, and safety.*

### Useful links

[Early help and working together – Bolton Safeguarding Children](https://www.boltonsafeguardingchildren.org.uk/early-help-working-together)

[framework-for-action-threshold-document (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/36/framework-for-action-threshold-document)

**The main categories of abuse**

What are the main categories of abuse and how would you identify them?

Do all staff know the signs and indicators of abuse?

### Useful links

[child-abuse-signs-and-indicators (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/4/child-abuse-signs-and-indicators)

## Signs and Indicators of Abuse [Link](https://greatermanchesterscb.proceduresonline.com/chapters/p_signs_and_ind.html)

Acting on neglect [Link](https://www.boltonsafeguardingchildren.org.uk/downloads/file/87/acting-on-neglect-a-local-resource-pack-2022)

## The procedure to follow if there is a child protection concern

What is the procedure you follow if you suspect a child in your care has been harmed/abused?

Refer to BSCP Framework for Action

Who will you contact?

How and when will you inform parents?

How will you ensure the child is safe and support him/her throughout the process?

How will you record your concerns? (e.g., body map)

How will you follow up your referral in writing, and within what timescales?

What happens after a child protection referral has been made?

How will you maintain relationships with a family after a child protection referral?

Where do you display the First Steps flowchart?

### Useful Links

Up to date referral process guide can be found online and in the Framework for Action –

[Worried about a child? – Bolton Safeguarding Children](https://www.boltonsafeguardingchildren.org.uk/worried-child)

[framework-for-action-threshold-document (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/36/framework-for-action-threshold-document)

## Disclosures

What rights do children have?

How do you ensure children have a voice and are heard?

What procedures do you follow when a child makes a disclosure?

How do you support children who have shared information with you about abuse or neglect?

What messages do you give to them?

How do you support them after they have disclosed to you?

## Record keeping

Refer to GDPR Guidelines and your Policy and Procedures

What written records do you make and who has access to them?

Where do you keep your safeguarding records?

What written information will you pass on to other settings when the child leaves you?

How long will you keep your records?

## Confidentiality

Refer to GDPR Guidelines and your Policy and Procedures

How will you maintain confidentiality and share information on a ‘need to know’ basis? (See pages 5 and 6 Framework for Action)

Who will you share information with?

Which other organisations do you work with?

Are you registered with the Information Commissioners Office (ICO)?

## Sharing information with parents

How do you share your safeguarding policy with parents/carers and how often do you do this?

Where do you display Safeguarding Information for parents?

### Useful Links

Refer to [HM Government ‘Information Sharing Guidance’](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf) July 2018

## Prevent Duty

What is The Prevent Duty October 2023?

How do your safeguarding procedures protect children from radicalisation?

Have you done a risk assessment?

Who will you contact if you have a concern?

Do your staff understand the signs and symptoms to look out for?

What training have you undertaken?

### Useful Links

<http://greatermanchesterscb.proceduresonline.com/chapters/p_sg_vio_ext.html?zoom_highlight=Prevent>

[Prevent duty guidance: England and Wales (2023) - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/prevent-duty-guidance)

[Prevent duty: risk assessment templates - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/prevent-duty-risk-assessment-templates?fbclid=IwAR06QQilsYSITV2nmgIpbFESSUo6tiYjjGopYMPXfd6jEfbMI9rkdmipktk)

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

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

**Female genital mutilation (FGM)**

What is FGM?

How do your safeguarding procedures protect children from Female Genital Mutilation (FGM Act 2023)

Who will you contact if you have a concern?

Do your staff understand the signs and symptoms to look out for?

What training have your staff undertaken for FGM Act 2023?

### Useful Links

<http://greatermanchesterscb.proceduresonline.com/chapters/p_fgm.html?zoom_highlight=FGM>

<http://www.legislation.gov.uk/ukpga/2015/9/part/5/crossheading/female-genital-mutilation/enacted>

[Free FGM Training Online | Recognising & Preventing FGM Free Course | Virtual College (virtual-college.co.uk)](https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgm)

[HM Government - Multi-agency statutory guidance on Female Genital Mutilation (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/613f26d5e90e07044435c949/6.7166_HO_FBIS_BN_O__Leaflet_A4_FINAL_080321_WEB.pdf)

[Female Genital Mutilation Act 2003 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2003/31)

## Child sexual exploitation (CSE) and Contextual Safeguarding

What is sexual exploitation?

What are the other types of contextual safeguarding types? i.e., exploitation by gangs, county lines, trafficking, cuckooing, online abuse and radicalisation, (Working Together to Safeguard Children’, 2018 p25/26, paragraphs 40-44).

How do your safeguarding procedures protect children from Child Sexual Exploitation and contextual safeguarding issues?

Who will you contact if you have a concern?

Do all staff understand the signs and symptoms to look out for?

What training have your staff undertaken?

### Useful Links

<http://greatermanchesterscb.proceduresonline.com/chapters/p_sg_ab_sexual_exploit.html?zoom_highlight=Sexual+exploitation>

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

<https://www.itsnotokay.co.uk/>

<https://parentinfantfoundation.org.uk/wp-content/uploads/2021/01/210115-F1001D-Working-for-Babies-Report-FINAL-v1.0-compressed.pdf>

[5.11.3 Harmful Sexual Behaviours Presented by Children and Young People (proceduresonline.com)](https://greatermanchesterscb.proceduresonline.com/chapters/p_harm_sex.html?zoom_highlight=Harmful+sexual+behaviour)

[Harmful sexual behaviour (HSB) or peer-on-peer sexual abuse | NSPCC Learning](https://learning.nspcc.org.uk/child-abuse-and-neglect/harmful-sexual-behaviour#heading-top)

[Safeguarding children from Black, Asian and minoritised ethnic communities | NSPCC Learning](https://learning.nspcc.org.uk/safeguarding-child-protection/children-from-black-asian-minoritised-ethnic-communities?utm_campaign=20230710_KIS_CASPAR_July10&utm_content=Safeguarding%20children%20who%20come%20from%20Black%2C%20Asian%20and%20minoritised%20ethnic%20communities&utm_medium=email&utm_source=Adestra#skip-to-content)

[Keep Them Safe: Free Child Protection Course | Virtual College (virtual-college.co.uk)](https://www.virtual-college.co.uk/resources/free-courses/keep-them-safe)

**Neglect**

**Definition of Neglect**

All grown-ups everywhere have a duty to uphold Article 27 of the UN Convention on the Rights of the Child (1989): the right of every child to a standard of living adequate for the child’s physical, mental, spiritual, moral and social development.

What is neglect?

How do your safeguarding procedures protect children from Neglect?

Who will you contact if you have a concern?

Do all staff understand Neglect?

What Training have the staff undertaken?

Useful Links

The statutory definition of neglect is laid out in: [Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf)

[acting-on-neglect-a-local-resource-pack-2022 (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/87/acting-on-neglect-a-local-resource-pack-2022)

**Domestic Abuse**

What is Domestic Abuse?

How do your safeguarding procedures protect children from Domestic Abuse?

Who will you contact if you have a concern?

Do all staff understand Domestic Abuse?

What Training have the staff undertaken?

Useful Links

[bolton-domestic-abuse-handbook-2017 (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/114/bolton-domestic-abuse-handbook-2017)

[Domestic Violence Training • NCDV](https://www.ncdv.org.uk/training/)

**Local Safeguarding Issues**

What are the safeguarding concerns within you communities/ locality?

How do you find out about your local issues?

Eg: local police officer, news, community leaders, local intelligence

## Managing Professional Allegations

How will you manage allegations against a member of staff?

What are your procedures following an allegation made against a member of your team?

What are your procedures following an allegation against the owner/manager?

Who would you inform? What is the criteria for referral to Local Authority Designated Officer (LADO)?

Is this a complaint/ a practice/compliance issue or an allegation?

Does this appear to meet the criteria for an allegation? If not, what action will be taken?

How do you record allegations and the action taken?

Refer to Appendix A: An example of the LADO referral form. This form is completed online, a copy can be retained by the setting for reference.

Or you could use the optional Tracking Form – this is for setting use only! Refer to Appendix B

How will you ensure that the child concerned is safeguarded?

How will you support the:

* Child.
* Family.
* Person against whom the allegation has been made.
* Other members of the team?

What happens after you have reported your concerns to the LADO?

Do all staff know they can contact the LADO directly if they are not confident the correct action has been taken or they feel unable to talk to the manager/designated safeguarding lead?

Are staff aware of the Whistleblowing Policy so they are confident to raise concerns?

Do staff and parents know the Ofsted number and is the poster on display?

Useful Links

The ‘LADO First Steps’ flow chart [LINK](https://www.boltonsafeguardingchildren.org.uk/downloads/file/190/lado-first-steps)

Managing professional allegations [Referral Form](https://www.boltonsafeguardingchildren.org.uk/managing-allegations)

Managing Allegations Procedure <https://www.boltonsafeguardingchildren.org.uk/downloads/download/13/managing-allegations>

[things-to-think-about (boltonsafeguardingchildren.org.uk)](https://www.boltonsafeguardingchildren.org.uk/downloads/file/188/things-to-think-about)

**Safer recruitment**

How do you ensure that all practitioners are recruited safely?

e.g., *The nursery manager has completed Safer Recruitment training and we follow safer recruitment procedures. We obtain two references and DBS for all new staff and …*

How do you record your safer recruitment process?

e.g., *During the recruitment process we record information about staff qualifications, identity checks and vetting processes that have been completed (including DBS reference number, the date obtained and details of who obtained it).*

What systems do you have in place?

How do you/we know an induction process is effective? E.g., is there weekly supervision at first; is the new worker’s knowledge ‘tested’ through conversation? Do you include online safety? Is the induction process reviewed intermittently?

Do you have staff returning to work after long periods of absence? i.e., maternity leave/ after furloughed etc. Does their DBS need to be updated?

What is your checking process for all parents/ visitors/ contractors etc. coming into the setting?

What level of check is carried out? i.e., staff/ volunteers.

### Useful Links

<https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers>

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

## Ongoing suitability of staff

(EYFS 3.10-3.1 5 help you review/write this section)

What procedure do you have in place to ensure the ongoing suitability of ALL staff and volunteers?

*e.g., Providers must tell staff that they are expected to disclose any convictions, cautions court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting) Providers must not allow people, whose suitability has not been checked, including through a criminal record check, to have unsupervised contact with children being cared for.*

How often do you check suitability and how do you record suitability?

What do you do about suitability?

Who do you need to notify if there are concerns around the suitability of a member of staff?

*e.g., Providers must also meet their responsibilities under the Safeguarding Vulnerable Groups Act 2006, which includes a duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.*

Useful Links

<https://www.boltonstartwell.org.uk/resources/safeguarding-welfare-requirements/3?documentId=6&categoryId=7>

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

## Mobile phones, smart watches and cameras

How do you manage the use of mobile phones and smart watches for all staff, visitors, parents, etc?

How do you ensure this is consistent?

How do you manage the safe use of nursery cameras, mobiles?

How do you manage the safe use of smart speakers and Alexa’s within your setting?

### Useful Links

<http://greatermanchesterscb.proceduresonline.com/chapters/p_photographing_ch.html?zoom_highlight=photography>

## E-safety (Online safety)

## Additional training is available to support this further

How do you manage the safe use of technology in the setting?

Do you have a closed social media account?

Do Staff have work emails and social media profiles?

How do you support parents to manage their children’s E-safety outside the setting?

### Useful Links

[E-Safety](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations)

Further guidance to support the writing of an e-safety policy <http://greatermanchesterscb.proceduresonline.com/pdfs/tameside_esafety_scaffold.pdf>

[Online Safety @home – Bolton Schools ICT (bolton365.net)](https://www.bolton365.net/online-safety-at-home/)

[Pre-school (0-5) online safety tips and advice | Internet Matters](https://www.internetmatters.org/advice/0-5/#checklist)

[Get advice (thinkuknow.co.uk)](https://www.thinkuknow.co.uk/parents/Listing/?cat=84&ref=4765&keyWord=)

## Serious accidents, injuries, and deaths

What is your system for recording accidental injuries which occur in your setting or have occurred whilst children are in the care of their parents/carers? (Individual records)

How do you share your records with parents/carers?

How do you monitor these and what do you do about patterns/re-occurring injuries or accidents? (Review risk assessments on findings)

Who would you notify regarding serious accidents, illness, or injury to, or death of any child whilst in your care? What is your procedure for this? Think about how you would record this, time scales, following up, etc.

Refer to Appendix C - Notification Guidance for Early Years Settings, and

Statutory Framework for the Early Years Foundation Stage 3.8

Refer to Appendix D - Early Years Notification: serious accident, serious injury or death of child whilst in the setting

### Useful Links

See Ofsted Enforcement Policy for examples of accidents and injuries which are notifiable - [Enforcement Policy](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935665/Early_Years_Compliance_Handbook_161120.pdf)

## Quality assuring the safeguarding process

How do you know you are getting safeguarding right e.g., internal audits, EY safeguarding visits, feedback from parents etc?

How often is this policy reviewed?

How do you ensure that staff have read and understood its contents and changes?

How do you keep up to date with current guidance/legislation/policy?

How do you reflect on and learn from any recorded incidents (accidents, allegations, early help, and making a referral)?

**Emergency planning and response** - information on emergency alerts, building local partnerships and recording attendance for remote education.

[Emergency planning and response for education, childcare, and children’s social care settings - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)

## Linked policies

Which other policies do you have that are linked to your safeguarding policy e.g., whistle blowing, safe recruitment or behaviour management?

* Whistleblowing policy
* E-Safety (online)/ social media policy
* Confidentiality policy
* Complaint’s policy
* Staffing policy
* Supervision policy
* Student/volunteers policy
* Accident/Injury policy
* GDPR/Data Protection policy/Information Sharing policy
* Lost and uncollected Child policy
* Risk Assessment policy
* Partnership with Parents policy
* Prevent policy (if a separate policy)
* Staff Conduct Policy (Conduct/mobile phones/ social media)

This list Is not exhaustive.

<http://greatermanchesterscb.proceduresonline.com/chapters/contents.html>

**Signed:**

**Print name:**

**Date: Date of review:**

# Appendix A Example please use the online form by following the [Link](https://www.boltonsafeguardingchildren.org.uk/managing-allegations)



## Appendix B Tracking Form (Optional)

### Allegation/concern raised against staff - For **setting use and retention only.**

**Introduction**

Leaders and managers are increasingly aware of the need to not only address allegations made against staff, but to evidence actions taken.

Settings should be clear what constitutes a complaint and what is an allegation so it may be useful to record and make clear within any overview.

This tracking form is offered as a template only, for settings own use or modification.

This is **not** a referral form for LADO and referrals should still be confirmed via telephone contact with the LADO or delegate.

This should be used in conjunction with:

* Working Together to Safeguard Children March 2018
* Bolton Safeguarding Children Partnership Procedures for Managing Professional Allegations 2021
* Consideration of suspension checklist
* Overview of Managing Allegation table

## Note 1 - Criteria for managing allegations

Allegations which appear to meet the criteria below should be referred to LADO with one working day. Where allegations are not referred to LADO, the tracking form could / should record the rationale for this decision.

An allegation may relate to a person who works with children who has:

* Behaved in a way that has harmed, or may have harmed a child
* Possibly committed a criminal offence against children, or related to a child
* Behaved towards a child or children in a way that indicates they may pose a risk to children
* Behaved or may have behaved in a way that indicates they may be unsuitable to work with children *(Working Together 2018)*

1. When an allegation / concern is received brief details should be obtained and passed to Manager as soon as possible.

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Time |  |
| Allegation made by: |  | | |
| Who is the allegation made against? |  | | |
| *NB: The subject of the allegation should not be informed without first seeking advice* | | | |
| Allegation first received by: |  | | |
| Manager aware | YES / NO | | |
| Brief details of the allegation: |  | | |
| Date of alleged incident: |  | | |
| Does this allegation involve a restraint? | YES / NO / NYK | | |
|  | | | |
| Person appointed and to complete tracking form |  | | |

1. Allegations which appear to meet the criteria should be referred to LADO within 24 hours (see Note 1)

|  |  |
| --- | --- |
| Does this appear to meet the criteria for managing allegations? | YES / NO |
| NO- If after discussion with the senior nominated officer it doesn’t meet the LADO criteria then this should be recorded with a rationale for not contacting LADO. |  |
| Referred to LADO: | YES / NO Date: |
| Advice given: |  |
| Date: |  |
| Action to be taken: |  |
| *Suspension should never be automatic but should be considered and rationale given for decisions made. See consideration of suspension checklist* | Decision to suspend YES / NO |

1. Information gathered about the allegation (witnesses must not be spoken to until LADO advice has been sought)

|  |  |  |
| --- | --- | --- |
| Staff witnesses | Account taken  YES/NO | Copy forwarded to LADO YES/NO |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| Pupil witnesses |  |  |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4 |  |  |
| Plan of setting/classroom etc |  |  |
| Body map of injuries (if applicable) |  |  |
| Chronology of event begun |  |  |
| First Aid log |  |  |

1. Full details gathered

|  |  |
| --- | --- |
| Pupil name: |  |
| Date of Birth |  |
| Address: |  |
| Is the child known to Social Care? | YES / NO |
| Does the child have Special Educational Needs? | YES / NO If yes - details |
| Has the child raised previous concerns? | YES / NO If yes – details |
|  | |
| Staff full name: |  |
| Date of Birth: |  |
| Address: |  |
| Have any concerns/allegations been raised about this person before? |  |

1. Informing others

|  |  |
| --- | --- |
| Have parents of the child been informed? |  |
| Details of response |  |
| *Staff members should be informed of the allegation ASAP - on advice from LADO* | |
| Has the staff member been informed? | YES / NO |
| Name of Key person nominated to feedback to them: |  |

1. Outcome of LADO consultation

|  |  |  |
| --- | --- | --- |
| Does this meet LADO criteria? | YES / NO | |
| Further action required: |  | |
| Professional Strategy Meeting to be held: | YES / NO | |
| Professional Strategy Meeting date: |  | |
| Attended by Manager: | YES / NO | |
| Minutes received: | YES / NO | |
| Outcome: – *please circle* | Unfounded  False  Malicious | Unsubstantiated  Substantiated |
| Police investigation to be undertaken: | YES / NO | |
| Disciplinary investigation to be held: | YES / NO | |
| Staff member informed of outcome: | YES / NO | |
| Parents informed of outcome: | YES / NO | |
| Details added to overview table:  *Table format overview of allegations may be useful to leaders* | YES / NO | |
| Outcome: |  | |
| **Lessons learned** | | |

Appendix C

Notification Guidance for Early Years Settings

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Notification to Ofsted - **Registered** EYFS providers | Notification to Bolton Safeguarding Board LADO | | Referral to the Integrated front door  **EYFS providers including schools** | Timescales | Notes |
| **Registered** EYFS  providers | EYFS providers **including schools** |
| **Child Protection** |  |  |  |  |  |  |
| You suspect a child is being abused | No | No | No | Yes | Immediately | Police as appropriate Social care see appendix A |
| **Accident/injury of child in your care** |  |  |  |  |  |  |
| Serious accident | Yes | Yes | Yes |  | ASAP or within 14 days |  |
| Serious Illness | Yes | No | No |  | ASAP or within 14 days |  |
| Serious injury – see definition at appendix C | Yes | Yes | Yes |  | ASAP or within 14 days |  |
| Death of child while in your care | Yes | Yes | Yes |  | ASAP or within 14 days |  |
| **Allegations** |  |  |  |  |  |  |
| Allegation against anyone working with children (even if this is another agency/setting) | Yes | Yes | Yes |  | Within 1 working day |  |
| Actions taken in respect of the allegation | Yes | Yes | Yes |  | ASAP |  |
| Allegation against anyone living at the setting who does not work with children | Yes | No | No |  | ASAP or within 14 days |  |
| Any significant event which is likely to affect the suitability of staff- includes disqualification issues | Yes | No | No |  | ASAP or within 14 days | A waiver may be issued |
| **Other** |  |  |  |  |  |  |
| Changes to provider/setting details | Yes | No | No |  | ASAP or within 14 days |  |
| Food poisoning affecting two or more children | Yes | No | No |  | ASAP or within 14 days |  |
| COVID – 19 | Yes | No | No |  | ASAP or within 14 days | For any closures |
| *If you dismiss someone or cease to use their services due to a safeguarding issue, then you should notify DBS service within one month. It is a criminal offence not to do so.* | | | | | | |
| **Originally published:** June 2015 **Last updated:** November 2023 | | | | | | |

# Appendix D

## Early Years Notification: serious accident, serious injury or death of child whilst in the setting

|  |  |
| --- | --- |
| **Person making notification** |  |
| **Early years setting** | Private Nursery/ Playgroups/ Childminder/ childminder agency/ OOSC / Schools with EYFS (*Please circle)* |
| **Name and address of setting** |  |
| **Telephone contact** |  |
| **Ofsted URN** |  |
|  |  |
| **Name of Child** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Parent carer name** |  |
| **Have parents been informed** | YES / NO |
|  |  |
| **Date of the Incident** | Time: |
| **Details of the Injury** |  |
| **Details of how the injury occurred** |  |
| **Action taken by Provider**  *i.e., parent informed, social care informed***,** *child taken to A&E. Use overleaf if required* |  |
|  |  |
| **Previous notification(s) of Serious Injury:** | YES / NO **If yes provide details:** |
| **Date referred to Ofsted:** |  |
| **Date referred to LA:** |  |
| For LA use: Date received:  Received by LADO:  Setting advised: YES / NO  Advice given / recommendation made: | |
| **Additional information:** | |
|  | |
| Once completed this form should be emailed securely to: [boltonsafeguardingchildren@bolton.gov.uk](mailto:boltonsafeguardingchildren@bolton.gov.uk)  or via [www.boltonsafeguardingchildren.org.uk](http://www.boltonsafeguardingchildren.org.uk) | |