Little Frogs Pre School

Safeguarding and Child Protection Policy

1. Purpose and Aims

The purpose of Little Frogs Pre School safeguarding and child protection policy is to establish a clear framework to protect and promote the welfare of those children and young people in our care. The policy aims to ensure that:

- All our children are safe and protected from harm.
- Policies and practices support a safe environment and encourage safe behaviour.
- Everyone – staff, children, Trustees, visitors, volunteers and parents – understands their responsibilities and expected conduct regarding safeguarding.

2. Ethos

'Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Statutory Framework for the Early Years Foundation Stage (EYFS)

At Little Frogs Pre School safeguarding is everyone's responsibility. We strive to create a safe, supportive environment where every child can thrive. Each child is assigned a trusted key adult to ensure that they feel secure, listened to, and protected – especially those unable to communicate, such as babies and very young children.

We work closely with parents, carers and external agencies (e.g. Early Help, Front Door including MASH, Police, Social Care)to promote children's Safety and well-being . Through meaningful relationships and engaging activities, we help children build essential life skills and protective behaviours.

This policy aligns with the principals of the *Children Act 1989* and related statutory guidance as below:

- Early years foundation stage (EYFS) statutory framework - GOV.UK
- Working together to safeguard children - GOV.UK
- What to do if you're worried a child is being abused
- Keeping children safe in education - GOV.UK
- The Prevent duty: safeguarding learners vulnerable to radicalisation - GOV.UK
- Information sharing advice for safeguarding practitioners - GOV.UK
- Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK
- Multi-agency statutory guidance on female genital mutilation - GOV.UK

3. Key Personnel

Role	Name	Email	Telephone
Designated Safeguarding Lead (DSL)	**Danielle North**	**Daniellenorth1@hotmail.com**	**07725348030**
Deputy DSL	**Fran Beedie** **Sarah Heywood**	**frances.andrew09@gmail.com** **heywood1284@hotmail.com**	**07493836150** **07773129833**
Manager/Playleader	**Fran Beedie** **Sarah Heywood**	**frances.andrew09@gmail.com** **heywood1284@hotmail.com**	**07493836150** **07773129833**
Committee Chair	**Ruby Stone**	**Ruby_stone94@hotmail.com**	**07582589371**

Safeguarding trustee	**Ruby Stone**	**Ruby_stone94@hotmail.com**	**07582589371**

4. Responsibilities and expectations

The management committee is committed to its duty under Section 11 of the *Children Act* and *Working Together to Safeguard Children* to protect and promote children's welfare. We work with other agencies to identify and support children at risk of harm or who have suffered harm. All staff and management share responsibility for safeguarding, with the child's welfare as our top priority.

The committee must ensure the following:-

Policy and Procedures

- The safeguarding and child protection policy is accessible to parents and carers.
- Safeguarding procedures are reviewed and updated annually.
- Clear procedures are in place for handling allegations against staff and volunteers.
- An attendance policy is shared with parents, outlining actions of unexplained or prolonged absences.
- Staff and Volunteer Safety
    - All staff and volunteers undergo appropriate background checks and are recruited in accordance with the setting's Safer Recruitment Policy. Individuals requiring an enhanced DBS check must not commence employment or volunteering until a satisfactory enhanced DBS disclosure has been received.
    - Volunteers undertaking regulated activity will be subject to enhanced DBS and barred list checks in accordance with statutory requirements.
    - Staff must disclose any information which may affect their suitability to work with children, including relevant convictions, cautions, court orders, arrests, charges, investigations or other circumstances that may impact on their suitability.
    - A Designated Safeguarding Lead (DSL) is appointed to oversee the safeguarding matters
    - Whistleblowing procedures are in place for reporting unsafe practices.
- Training and Support
    - All staff and volunteers receive training in line with the EYFS and Annex C.
    - Training is renewed every two years, with annual refreshers as needed. Our training providers are Devon County Council, DEL learning, DES learning, Abbeymead Training and other external providers as identified.
    - Staff and Volunteers are supported confidently to implement safeguarding policies and remain alert to concerns in a child's life.
- Safe Use of Technology
    - Polices are in place for the safe use of camera, mobile phones and online equipment.
- Prevent Duty
    - The setting complies with the Prevent duty under Counter Terrorism Security Act 2015.
    - Fundamental British Values are promoted in line with the EYFS.
    - Devon County Council Prevent Policies and procedures are followed.
- Safer Recruitment
    - All staff and volunteers will be recruited in line with our Safer Recruitment Policies and procedures
    - At least one reference will be obtained for all staff and volunteers before employment, ensuring it comes from a legitimate, authoritative source and in line with the EYFS September 2026 Safer recruitment expectations.

- References will have a safeguarding focused content and must confirm the applicant's suitability to work with children.

- Banned Dogs
  - In accordance with the EYFS statutory framework, no dog prohibited under the Dangerous Dogs Act 1991 (including XL Bully dogs) will be present on the premises during childcare hours.

5. **Designated Safeguarding Lead (DSL)** responsibilities are:-

Safeguarding oversight

- Ensuring all Safeguarding concerns are recorded, responded to and referred appropriately.
- Identifying when children and families may benefit from early help.
- Adhere to the Devon Safeguarding Children's Partnership (DSCP) procedures.
- Balancing children's privacy with safeguarding needs, particularly during intimate care such as nappy changing and toileting.
- Monitor and respond to patterns of absence by ensuring the attendance policy is implemented, shared with parents, and followed up in cases of unexplained or prolonged absences.

- Safeguarding Awareness and Induction
  - Ensuring all staff and volunteers are informed of safeguarding policies and procedures and DSL and Deputy DSL contact details.
  - Supporting practitioners to confidently implement safeguarding policies and procedures on an ongoing basis.
- Training and Development
  - Coordination safeguarding training for staff and volunteers is in line with the EYFS Annex C requirements at least every two years with regular updates.
  - Providing ongoing support, advice and guidance to staff on general and specific safeguarding issues.
  - Ensuring staff and volunteers are confidently supported to apply, safeguarding policies, procedures and training in daily practice.
  - Delivering in-house training where appropriate, in line with local authority guidance and quality assurance.
  - Ensuring staff and volunteers read and refer to guidance i.e. *What to Do if You're Worried a Child is Being Abused.*
- Multi-Agency Coordination
  - Attending or delegating attendance at child protection meetings, reviews, strategy discussions and team around the family.
- Safe Use of Technology
  - Developing and overseeing the implementation and review of policies on online safety, mobile phones, cameras and image use.
- Prevent Duty and British Values
  - Promoting fundamental British Values and ensuring compliance with the Prevent Duty.
- Allegations Management
  - Ensure whistleblowing procedures are in place and clearly communicated, enabling staff to report concerns about unsafe safeguarding practices confidently and knowing these will be taken seriously and followed up appropriately.
  - Ensuring all allegations against staff or volunteers are handled and referred in line with DSCP procedures.

For Further details on the DSL role- and responsibilities please refer to the Job Description Role of DSL_DDSL Oct 2024.docx

Staff roles and responsibilities include:

- Maintain a mindset of *'it could happen here'* regarding safeguarding concerns.
- Identify concerns early, provider timely support, and help prevent escalation.
- Create and maintain a safe, supportive environment for children to play and learn.

- Report any concerns about unsafe or poor safeguarding practices through the whistleblowing procedures.
- Know how to respond if a child discloses abuse, exploitation or neglect.
- Reassure children they are taken seriously, supported and kept safe.
- Recognise barriers children may face when disclosing including verbal or non-verbal.
- Identify children who may benefit from early help, (providing support as soon as a problem emerges) and contribute to support plans.
- Report concerns in line with the setting's safeguarding policies and procedures.
- Understand local authority referral processes and collaborate with social workers and other agencies.
- Follow EYFS safeguarding and welfare requirements to protect children and uphold professional standards.
- Be familiar with internal safeguarding systems within the setting e.g. behaviour policy, code of conduct, intimate care,
- Attending regular safeguarding and child protection training.
- Recognise that non-attendance may signal serious safeguarding concerns including neglect or exploitation.

5) Reporting Child Protection Concerns

All child protection concerns must be reported immediately. If you believe a child is at risk or experiencing abuse, inform the DSL without delay.
All staff, including the DSL, are required to request support for known or suspected abuse to appropriate agency i.e. the Devon County Council Front Door which includes Early Help and Multi Agency Safeguarding Hub (MASH) or the Police.
If a visiting professional (e.g. Health Visitor or Early Years Team member) receives a disclosure, they must report it the setting's DSL and follow their own agency's procedures.
All records must be securely stored in the child's protection file.

6) Recognising concerns, signs and indicators of abuse

Any child – regardless of background, family circumstances, or setting – can be at risk of abuse. All staff must maintain a vigilant attitude of '*It could happen here'* and be proactive in identifying early signs.

Abuse and neglect are forms of maltreatment where a child may be harmed by another person's actions or failure to act. These issues are complex, with multiple concerns overlapping. Abuse can occur:

- Within the family (familial abuse)
- In institutions or community settings
- Online or
- Through peer interactions (child-on-child abuse)

Children may be abused by adults or by other children. Abuse maybe physical, emotional, sexual or take the form of neglect. It can also occur in contexts outside the home, known as contextual safeguarding.
Staff and Volunteers must be alert to:

- **Physical Abuse:** signs include unexplained injuries, bruises or fear of adults.
- **Emotional Abuse:** such as persistent criticism, rejection or witnessing domestic abuse.
- **Sexual Abuse:** including inappropriate sexual behaviour, knowledge, or disclosures
- **Neglect:** failure to meet a child's basic needs, such as food, hygiene, medical, or supervision.

Contextual safeguarding risk include:

- Female Genital Mutilation (FGM)
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)

- Radicalisation and extremism
- Online Abuse , including grooming and image based harm.

Staff and volunteers should also recognise that parental issues – such as substance misuse, mental ill health, and domestic abuse – can significantly increase a child's vulnerability.

Child-on-Child abuse may include:

- Bullying
- Physical or sexual violence
- Sexual harassment

Staff and Volunteers must be aware of the barriers children may face in disclosing abuse, especially non-verbal children. They should be sensitive to changes in behaviour, emotional distress or physical sings that may indicate harm.
Further guidance on the four categories of abuse and detailed indicators can be found in Appendices 2 & 3

7) Online Safety Responsibilities

As outlined in *Safeguarding Children and Protecting Professionals in Early Years Settings: Online Safety Considerations* (2019), our setting has a duty to support children in developing safe online behaviours. Even if technology is not used on-site, children are likely exposed to it elsewhere. It is our responsibility to help them understand the value of technology and how to use it safely.

Online safety is less about the technology itself and more about how the individuals use it. Unsafe behaviours, including witnessing or experiencing abuse online, can significantly impact a child's emotional well-being. Therefore, modelling safe and responsible online behaviour must be embedded in our daily practice.

Screen Use guidance - The setting has regard to national guidance on children's screen use within early years settings. Technology will be used purposefully and appropriately to support children's learning and development whilst promoting healthy interactions, communication and wellbeing

8) Safer Sleep

The setting recognises that safer sleep is an essential safeguarding responsibility. Staff follow current safer sleep guidance and ensure that babies and young children are provided with a safe sleeping environment at all times.

Babies will be placed on their backs to sleep, and monitored in accordance with the setting's sleep procedures. Staff will work with parents to understand children's individual sleep routines whilst ensuring statutory safer sleep requirements are followed. Sleep checks will be completed and recorded. Staff receive appropriate training and updates on safer sleep practices.

9) Children who have special educational needs and/or disabilities (SEND)

All children have the right to be safe. However, research shows that children with SEND are up to three times more likely to experience abuse. As a setting, we recognise the increased risks and are committed to protecting every child in our care.

Key Risk factors include:

- Assumptions that disabled children are not abused
- Fewer opportunities to disclose concerns or seek help from someone else
- Gaps in training between disability and safeguarding professionals
- Limited access to personal safety education (e.g. NSPCC PANTS)
- Communication or cognitive challenges related to the child's specific needs.

We remain vigilant and proactive in addressing these vulnerabilities through inclusive safeguarding practices.

10) Prevent

Under the *Counter Terrorism and Security Act 2015,* early years providers have a legal duty to prevent children from being drawn into terrorism. This a key part or our safeguarding responsibilities

We are committed to:

- Assessing the risk of radicalisation in our setting
- Embedding robust safeguarding policies that reflect local guidance(e.g. DSCP)
- Ensuring our staff are trained to identify and respond to concerns, and to challenge extremist views.
- Protecting children and staff from extremist content, including online

These actions are part of our broader duty to keep children safe from all forms of harm. *For more information see appendix 2 and 3.*

11) What to do if you are concerned

If a child makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Use open prompts (e.g., *tell me…, Explain to me…, Describe to me….)* – avoid leading questions
- Be honest: explain you must share this with the DSL
- Never promise to keep a secret
- Report to DSL soon as possible.
- Record the disclosure or incident sign and date it using our safeguarding procedures or log

The child's voice whether verbal and/ or non verbal must be central - listen, believe and act to protect.

12) Whistleblowing

Creating a safe environment for children means ensuring s staff feels confident to raise concerns. Whistleblowing is vital part of safeguarding.

Key Principles:

- Duty to Report: All Staff have a duty to report concerns about the behaviour or actions of colleagues or other adults.
- Reporting Concerns: Concerns must be reported to the DSL
- Concerns Involving the DSL: If the concerns involves the DSL, report to the Chair of Committee using the setting's whistleblowing policy.
- Serious Concerns: All concerns will be taken seriously and handled in line with safeguarding procedures.

Whistleblowing Procedures
Our whistleblowing procedures are designed to ensure transparency, accountability, and protection for those raising concerns:

- **Clear Communication:** Procedures are clearly communicated to all staff and volunteers during induction and through ongoing training.
- **How to Report:** Staff are informed when and how to report concerns, including verbal and written methods.
- **Process After Reporting**: The process followed after a concern is raised is outlined in this policy and includes investigation, documentation and appropriate action.
- **Protection from Reprisal :** Staff are assured that their concerns will be treated seriously and without fear of reprisal or victimisation.

External Support
If staff do not feel able to raise concerns internally, they can contact:

- **NSPCC Whistleblowing Hotline:**
  📞 **0800 028 0285** (8:00 AM – 8:00 PM, Monday to Friday)
  ✉ help@nspcc.org.uk

13) Escalation Procedures

- If a concern relates to the Playleader/ Manager/DSL, it must be reported to the **Chair of Committee,** whose contact details are readily available to staff.
- Advice will be sought for the Local Authority Designated Officer (LADO) or Safeguarding Team where necessary.

14) Commitment to a Safe Culture

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All Staff are reminded of their duty to raise concerns about attitudes or actions of colleagues through our whistleblowing and complaints policies.

15) Managing Allegations Against Staff or Volunteers

We are committed to safeguarding children and ensuring that any allegations against staff or volunteers are taken seriously and handled in line with statutory guidance.

When an Allegation Must Be Reported
An allegation must be reported if a person has:

- Harmed or may have harmed a child.
- Possibly committed a criminal offence against, or related to a child.
- Behaved in a way that indicates they may be unsuitable to work with children.
- Displayed concerning behaviour towards their own or other children outside of work.
- Been the subject of a historical allegation but still has contact with children.

Reporting Process

- All allegations must be reported **immediately** to the **DSL**.
- If the allegation concerns the DSL, it must be reported to the **Chair of Committee.**
- The DSL or Chair must contact the **Local Authority Designated Officer (LADO)** and follow their procedures, including submitting the LADO notification form.

Actions Following an Allegation
The DSL or Chair or Manager will:

- Ensure the child is safeguarded from the alleged abuser.

- Contact parents/carers if advised by the LADO.
- Ensure a fair and transparent process for the staff member involved.
- Notify **Ofsted within 14 days** of the *allegation* ***of harm*** *involving a person living, working or caring for children on the premises in accordance with EYFS requirements.*
- Follow disciplinary procedures, including suspension if necessary.
- Act on outcomes from any LADO strategy meeting.
- Refer to the **Disclosure and Barring Service (DBS)** if the staff member is dismissed or would have been dismissed due to the allegation.

Additional Guidance

- Allegations may arise from actual abuse, misinterpretation, reminders of past trauma, or attention-seeking behaviour. All must be treated seriously and objectively.
- A copy of *"What to do if you're worried a child is being abused"* is kept with this policy and outlines full procedures.

16) Low-Level Concerns

A low-level concern is any behaviour by an adult working with, or on behalf of the setting that:

- Contravenes the staff code of conduct, including conduct outside of work, and
- Falls below the harm threshold or is not serious enough for a LADO referral.

Examples include, (but are not limited to):

- Over familiarity with children
- Showing favouritism
- Taking photographs of children on personal devices
- One-to-one engagement in a secluded area or behind a closed door,
- Humiliating and belittling children.

Reporting Low-Level Concerns

- All low-level concerns must be reported to the DSL.
- The DSL will then inform setting managers promptly, based on the nature of the concern..
- If unsure whether the low-level of concern meets the harm threshold, the DSL will consult with the LADO.
- Staff are encouraged to self-refer if they believe their actions could be misinterpreted or fall-short of professional standards.

Recording and Monitoring

- All concerns are documented in writing, including context and actions taken.
- Records are stored confidentially and securely and will be kept in a locked cabinet in the office.
- Records are reviewed regularly to identify patterns If patterns emerge, the. DSL will determine next steps, which may include LADO referral or disciplinary action.

17) Confidentiality and Information Sharing

- All safeguarding matters are treated as confidential.
- Information is shared in a need-to-know basis in line with *Working Together to Safeguard Children and Information Sharing Duty*
- Staff must share relevant information with agencies to protect children-data
- Staff must not promise confidentiality to children if it comprises safety.
- Parental consent is sought before sharing concerns unless doing so increase risk. If unsure , the MASH consultation team can be contacted.
- Safeguarding files are stored securely and separately from other child records.

18) Safeguarding Training

Staff Training Requirements

All staff will receive safeguarding training that meets the criteria in Annex C of EYFS 2026, renewed at least every two years. The training will ensure staff can:

- Understand and follow the setting's safeguarding policies and procedures
- Identify signs of abuse and neglect including See annex 2.;
    - Changes in Behaviour or well-being
    - Unexplained injuries
    - Concerning comments from children
    - Inappropriate adult behaviour (e.g. sexualised language, excessive one-to-one attention, image sharing)
    - Suspected abuse and neglect outside the setting, including FGM risks.

Induction and Ongoing Support

- All new staff and volunteers receive safeguarding information during induction, including key policies.
- Regular updates are provided via staff meetings, supervisions, and bulletins.
- All staff are required to read *What to do if you are worried a child is being abused: Advice for practitioners.*

DSL Training and Role

- The DSL and Deputy DSL must complete training that meets the criteria in Annex C for the DSL role of EYFS 2026 every two years, with optional annual refreshers.
- DSL provide ongoing advice and support to staff on safeguarding matters and specific concerns.

Governance and Oversight

- Committee receive safeguarding training every two years.
- Named safeguarding leads undertake additional training, including handling allegations against staff.

19) Mobile Phones and Electronic Devices

Little Frogs Pre School has clear safeguarding procedures for the use of mobile phones and electronic devices (e.g. smartphones, tablets, smartwatches, laptops, cameras) within the setting and during visits:

- Staff, Volunteers and Visitors must follow the setting's policy on device use, including restrictions on image capture and sharing.
- Personal devices must not be used to take or store images of children.
- All devices with imaging or internet capabilities must be used only in line with safeguarding protocols in our Online Safety policy
- Visitors are asked to store phones securely and not use them in areas where children are present.
- The setting refers to Safety and Security Online | SWGfL website to guide policy development and ensure best practice.

20) Safeguarding Scope and Polices

Safeguarding extends beyond the child protection and includes all aspects of children's well-being – such as health and safety, managing medical needs, toileting and intimate care, attendance, first aid, site security, bullying an substance misuse.

This policy links to other policies and procedures
Little Frogs Pre School Safeguarding Policy

The above list is not exhaustive and as new policy, guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Devon Safeguarding Children Partnership .

Signed Ruby Stone……. Position Chairperson .. Date 26/10/2026

Date of Review …September 2027…….

Appendix 1: Contact Information

- Devon Safeguarding Children Partnerships
- South West Child Protection Procedures
- Devon Early Years and Childcare Service
- Child Exploitation and Online Protection Agency
- NSPCC
- CHILDWISE - a leading specialist in research with children and young people - ABOUT

Front Door (including Early Help and MASH)

DCC - Request for support (outsystemsenterprise.com)
0345 155 1071
email: **mashsecure@devon.gov.uk**

- **MASH Consultation Line for professionals only 01392 388428** (ask for Consultation Line)
- **Early Help co-ordination centre** 0345 155 1071 (ask for Early Help)
- Early Help information

Out of hours for CYPS (Social Care):

- 5pm -9am and at weekends and public holidays, please contact:
- **Emergency Duty Service 0845 6000 388** (low-rate call)

Police Central Referral Unit: 0845 605 116

EYCS Early Years and Childcare Adviser Early Years and Childcare Service - meet the team - Information for childcare providers

DSCP Devon Safeguarding Children Partnership
DSCP Office: 01392 386067

Local Authority Designated Officers for managing allegations against staff;
Allegations against staff LADO Referral Co-ordinator 01392 384964
Training and Resources on managing allegations

Devon's Domestic Abuse Helpline 0345 155 1074

External Support Whistleblowing:

- **NSPCC Whistleblowing Helpline**: 0800 028 0285 (Mon–Fri, 8am–8pm)
  help@nspcc.org.uk
  Weston House, 42 Curtain Road, London EC2A 3NH
- **Ofsted Complaints**: Complaints procedure – GOV.UK
- **General Guidance**: Whistleblowing for employees – GOV.UK

Appendix 2: Categories of Abuse

- **Physical Abuse**: Causing physical harm (e.g. hitting, shaking, poisoning).
- **Emotional Abuse**: Persistent emotional harm, including domestic abuse.
- **Sexual Abuse**: Involving children in sexual activities or exploitation.
- **Neglect**: Failing to meet a child's basic physical and emotional needs.

General Signs of Abuse

Children may show:

- Sudden changes in behaviour or mood
- Aggression or withdrawal
- Low self-esteem or self-harm
- Unexplained bruises or injuries
- Age-inappropriate sexual behaviour
- Poor attendance or hygiene
- Signs of anxiety, depression, or substance misuse

Neglect

Neglect is the ongoing failure to meet a child's basic needs, which may include:

- Lack of food, clothing, or shelter
- Poor hygiene and untreated medical issues
- Inadequate supervision or emotional care
- Absence from education or childcare

Indicators: Constant hunger, poor hygiene, lateness, isolation, compulsive behaviours (e.g. stealing, rocking), low self-worth.

Physical Abuse

Physical abuse involves deliberately causing harm to a child. This may include:

- Hitting, shaking, slapping, punching
- Burning, scalding, poisoning
- Drowning, suffocating
- Throwing or dragging
- Fabricating or inducing illness

It can result in visible injuries or internal harm and may be accompanied by fear, anxiety, or withdrawal.

Possible Indicators:

- Injuries that don't match the explanation given
- Frequent or repeated injuries
- Delay in seeking medical help
- Fear of adults or flinching when approached
- Wearing long sleeves in warm weather to cover marks
- Reluctance to go home or be picked up

Sexual Abuse

Involves forcing or enticing a child into sexual activity, including exposure to inappropriate content.

Indicators: Sudden behavioural changes, sexualised behaviour, regression, unexplained gifts, fear of undressing, withdrawal.

Emotional Abuse

Persistent emotional harm that damages a child's development and self-worth.

Indicators: Rejection, isolation, excessive blame, lack of warmth or affection, child acting as a carer.

Appendix 3 : Safeguarding Optional Extras

The following safeguarding issues are considered child protection concerns and must be referred immediately to the appropriate agency. Guidance and procedures are available via South West Child Protection Procedures.

E-Safety: Children may be exposed to bullying or exploitation through technology. Settings must implement security filtering and acceptable use policies. Staff must avoid compromising their position of trust, especially on social media. Mobile phones and electronic communication with children or families are prohibited unless for approved business. Suspected internet abuse or cyberbullying must be reported.

Child Sexual Exploitation (CSE): CSE involves children receiving something in exchange for sexual activity. It may occur via technology without the child's awareness. Exploiters often use power, coercion, or intimidation. Settings must treat affected children as victims, gather information, and refer to Social Care. Organisations must have robust policies, engage in multi-agency work, and support victims.

Child on Child Abuse: Children may abuse peers through bullying, sexual violence, or harassment. Staff must report concerns, and DSLs should assess support needs for both victim and perpetrator.

Forced Marriages (FM): FM is illegal and involves marriage without valid consent under duress. It includes physical or emotional pressure and differs from arranged marriages. Offences include taking someone overseas to force marriage or marrying someone lacking capacity to consent.

Under-age Marriage

In England and Wales, individuals must be 18 or older to legally marry or enter a civil partnership. Any marriage involving someone under 18 is unlawful and may require safeguarding intervention.

Female Genital Mutilation (FGM)

FGM is illegal in the UK and considered child abuse. It includes performing, assisting, or enabling FGM on UK nationals or residents, even abroad. All suspected cases must be reported immediately.

Ritualistic Abuse

Using physical or psychological violence to expel spirits or demons is abusive and criminal, regardless of intent. Such practices must be reported and treated as safeguarding concerns.

Sexually Active Under 18

Professionals must assess sexual relationships involving under-18s for signs of abuse or exploitation. The protocol helps identify when protection or support services are needed.

Safer Recruitment and Selection

All staff working or volunteering with children must be properly vetted. Recruitment panels must include trained members, and staff must meet safeguarding employment standards to ensure child safety.

Honour Based Violence

Crimes committed to protect or defend family/community honour. Signs include self-harm, isolation, restricted activities, or FGM-related infections. Concerns must be reported to the appropriate agency.

Trafficked Children

Children moved across or within borders for exploitation (e.g. sex work, domestic labour, crime). Suspected cases must be reported to the relevant authority.

Domestic Abuse

Abuse between intimate partners or family members, including physical, emotional, or financial harm. Staff must report concerns where children are affected or exposed to domestic abuse.

Private Fostering

When a child under 16 (or 18 if disabled) is cared for by someone who is not a parent, close relative, or legal guardian for more than 28 days. Settings must notify the Local Authority if aware of such arrangements.

Breast Flattening

A harmful practice involving pressing or massaging a girl's chest to delay breast development. It is a form of physical abuse and must be reported.

Spiritual Abuse

Coercive or controlling behaviour in a religious context, including shaming, fear, or manipulation. It can cause emotional harm and must be addressed as a safeguarding concern.

6.3 Visitor or intruder on the premises

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business - generally a visitor will have made a prior appointment

- On arrival, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

- An individual who appears to have no business in the setting will be asked for their name and purpose for being there.
- The staff member identifies any risk posed by the intruder.
- The staff member ensures the individual follows the procedure for visitors.
- The setting manager is immediately informed of the incident and takes necessary action to safeguard children.
- If there are concerns for the safety of children, staff evacuate them to a safe place in the building and contact police. In some circumstance this could lead to ‘lock-down’ of the setting and will be managed by the responding emergency service (see procedure 01.21 Terrorist threat/attack and lock-down).
- The designated person informs their designated officer of the situation at the first opportunity.
- In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager person completes a Confidential safeguarding incident report form) and copies in their line manager on the day of the incident. The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.

06.4 Uncollected child

If a child is not collected by closing time, or the end of the session and there has been no contact from the parent, or there are concerns about the child's welfare then this procedure is followed.

- The designated safeguarding lead is informed of the uncollected child as soon as possible and attempts to contact the parents by phone.
- If the parents cannot be contacted, the designated person uses the emergency contacts to inform a known carer of the situation and arrange collection of the child. Little Frogs Pre School will endeavour to get more then two emergency contacts where possible.
- After one hour, the designated person contacts the local social care out-of-hours duty officer if the parents or other known carer cannot be contacted and there are concerns about the child's welfare or the welfare of the parents.
- The designated safeguarding lead should arrange for the collection of the child by social care.
- Where appropriate the designated safeguarding lead should also notify police.

Members of staff at Little Frogs Pre School do not:

- go off the premises to look for the parents/carers
- leave the premises to take the child home or to another carer
- offer to take the child home with them to care for them in their own home until contact with the parent is made
- a record of conversations with parents/carers should be made and recorded on the child's file with parents/carers being asked to sign and date the recording.
- This is logged on the child's personal file along with the actions taken. Confidential safeguarding incident report form should also be completed if there are safeguarding and welfare concerns about the child, or if Social Care have been involved due to the late collection.
- If there are recurring incidents of late collection, a meeting is arranged with the parents to agree a plan to improve time-keeping and identify any further support that may be required.

06.5 Missing child

In the building at Little Frogs Pre School

- As soon as it is noticed that a child is missing, the member of staff informs the designated safeguarding lead who initiates a search within the setting.
- If the child is found on-site, the designated safeguarding lead checks on the welfare of the child and investigates the circumstances of the incident.
- If the child is not found on site, one member of staff searches the immediate vicinity, if there is no sign of the child, the police are called immediately.
- The parents are then called and informed.
- The designated safeguarding lead contacts their designated officer, to inform them of the situation and seek assistance.

Off-site (outing or walk)

- As soon as it is noticed that a child is missing, the senior staff present carries out a headcount.
- One member of staff searches the immediate vicinity.
- If the child is not found, the senior staff calls the police and then contacts the designated safeguarding lead (if not already on the outing).
- The designated person informs the parents/carers.
- Members of staff return the children to the setting as soon as possible if it is safe to do so. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.
- The designated safeguarding lead contacts the designated officer, who attends the setting.

Recording and reporting

- A record is made on 6.01a Child welfare and protection summary and 06.1b Safeguarding incident reporting form. The Designated Safeguarding Lead completes and circulates 06.1c Confidential safeguarding incident report form to the designated officer on the same day that the incident occurred.

The investigation

- Ofsted are informed as soon as possible (and at least within 14 days).
- The designated officer carries out a full investigation.
- The designated safeguarding lead and the designated officer speak with the parents together and explain the process of the investigation
- Staff present during the incident writes a full report using 06.1b Safeguarding incident reporting form, or the setting's management software system. The reporting form (if used) is filed in the child's file.
- Staff do not discuss any missing child incident with the press.
- Further information should only be shared by the manager or with the managers permission.

06.6 Impaired capacity of parent/carer

Incapacitated refers to a condition which renders a parent unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include:

- appearing drunk
- appearing under the influence of drugs
- demonstrating angry and threatening behaviour to the child, members of staff or others
- appearing erratic or manic

Informing

- If a member of staff at Little Frogs Pre School s concerned that a parent displays any of the above characteristics, they inform the designated safeguarding lead as soon as possible.
- The designated safeguarding lead assesses the risk and decides if further intervention is required.
- If it is decided that no further action is required, a record of the incident is made on form Safeguarding incident reporting form.
- If intervention is required, the designated person speaks to the parent in an appropriate, confidential manner.
- The designated safeguarding lead will, in agreement with the parent, use emergency contacts listed for the child to ask an alternative adult to collect the child.
- The emergency contact is informed of the situation by the designated safeguarding lead and of the setting's requirement to inform social care of their contact details.
- The designated officer is informed of the situation as soon as possible and provides advice and assistance as appropriate.
- If there is no one suitable to collect the child social care are informed.
- If violence is threatened towards anybody, the police are called immediately.
- If the parent takes the child from Little Frogs Pre School while incapacitated the police are called immediately and a referral is made to social care.

Recording

- The designated safeguarding lead completes 06.1b Safeguarding incident reporting form and if social care were contacted 06.1c Confidential safeguarding incident report form is completed the designated officer. If police were contacted 06.1c Confidential safeguarding incident report form should also be copied to the trustees.
- Further updates/notes/conversations/ telephone calls are recorded.
- Staff are offered appropriate support and advice regarding their wellbeing

06.7 Death of a child on-site

Identifying

- If it is suspected that a child has died in the Little Frogs Pre School emergency resuscitation will be given to the child by a qualified First Aider until the ambulance arrives.
- Only a medical practitioner can confirm a child has died.

Informing

- The designated safeguarding lead ensures emergency services have been contacted; ambulance and police.
- The parents are contacted and asked to come to the setting immediately, informing them that there has been an incident involving their child and that an ambulance has been called; asking them to come straight to the setting or hospital as appropriate.
- The designated safeguarding lead calls the designated officer and informs them of what has happened.
- The trustees are contacted and Confidential safeguarding incident report form prepared by the designated safeguarding lead.
- A member of staff is delegated to phone all parent/carers to collect their children. The reason given must be agreed by the designated Manager and the information given should be the same to each parent.
- The decision on how long the setting will remain closed will be based on police advice.
- Ofsted are informed of the incident by the nominated person and a RIDDOR report is made.
- Staff will not discuss the death of a child with the press.

Responding

- The trustees will decide how the death is investigated within the organisation after taking advice from relevant agencies.
- The trustees will coordinate support for staff and children to ensure their mental health and well-being.

Further guidance

Supporting Children's Experiences of Loss and Separation (Alliance Publication)

06.8 Looked after children

Identification.

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents or other relatives.

Services provided to Looked After Children

Under two-year-olds

- Places will not normally be provided for babies and under two-year-olds who are in public care.
- We can offer services that enable a child to play/engage with other children while the carer stays.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Two-year-olds

- Places will be offered to two-year-old children who are looked after; where the placement in the setting will normally last a minimum of three months.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Three- and four-year-olds

- Places will be offered for funded three- and four-year -olds who are looked after; where the placement in the setting will normally last a minimum of six weeks.
- If a child who attends a setting is taken into care and is cared for by a local carer the place will continue to be made available to the child.

Additional Support

- The designated safeguarding lead and key person at Little Frogs Pre School liaise with agencies and professionals involved with the child, and his or her family, and ensure appropriate information is gained and shared.
- A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.
- Following this meeting, Care plan for looked after children form is completed. The care plan is reviewed after two weeks, six weeks, three months, and thereafter at three to six monthly intervals.
- Little Frogs Pre School will have Regular contact with the social worker and this will be maintained through planned meetings, which will include contribution to the PEP which is reviewed annually.

06.9 E-safety (including all electronic devices with imaging and sharing capabilities)

An E-safety audit is included in these procedures (see 6.9a) to assist with compliance to the revised EYFS .

Online Safety

It is important that children and young people attending Little Frogs Pre School receive consistent messages about the safe use of technology and can recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks.The issues are:

Content – being exposed to illegal, inappropriate or harmful material

Contact – being subjected to harmful online interaction with other users

Conduct – personal online behaviour that increases the likelihood of, or causes, harm

I.C.T Equipment

- The setting manager at Little Frogs Pre School ensures that all computers have up-to-date virus protection installed.
- Tablets are only used by educators at Little Frogs Pre school or the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys.
- Tablets remain on the premises and are stored securely at all times when not in use.
- Staff follow the additional guidance provided with the system
    - Screen based assistive technologies may be used to support staff or children in the setting on a case by case basis
    - The setting manager will regularly spot check devices to ensure they are being used safely and securely.
    - Families should be informed of how the setting is supporting children's use of technology.

Content

- Children should not be alone when using devices. Screen time should be with the co-engagement of an adult
- Screen time for under 2s should be avoided and children 2-5 years should be limited to less than one hour per day – this includes time spent on screens at home.
- Any content should be slow, repetitive and predictable to support children's learning. It should be free of adverts, scrolling and autoplay features.
- Staff should use their professional judgement when assessing educational tools, software and apps.

Internet access

- Children never have unsupervised access to the internet.
- The setting manager ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.
- Children are taught the following stay safe principles in an age appropriate way:
  - only go online with a grown up
  - be kind online **and** keep information about me safely
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet
- Staff at Little Frogs Pre School support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- All computers for use by children are sited in an area clearly visible to staff.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.

The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

Strategies to minimise risk include:

- Check apps, websites and search results before using them with children.
- Children in Early Years should always be supervised when accessing the internet.
- Ensure safety modes and filters are applied - default settings tend not to ensure a high level of privacy or security. But remember you still need to supervise children closely.
- Role model safe behaviour and privacy awareness. Talk to children about safe use, for example ask permission before taking a child's picture even if parental consent has been given.
- Make use of home visits/discussions with families to inform your understanding of how technology is used within the home and the context of the child with regards to technology.

Check privacy settings to make sure personal data is not being shared inadvertently or inappropriately. (source: https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners

Personal mobile phones and other internet-enabled devices – staff and visitors (includes internet enabled devices)

- Personal mobile phones and internet enabled devices are not used by staff at Little Frogs Pre School during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place e,g, staff room./office The setting manager completes

a risk assessment for where they can be used safely. This includes smart watches and meta glasses

- Personal mobile phones are left in locker or office. If in emergency situations and a staff member needs access to their mobile phone (eg family emergency) then the Manager must be made aware of this and logged in the register. The phone must be placed in the kitchen and if needed must be used outside of the playroom – in the foyer or office.
- In an emergency, personal mobile phones may be used in the privacy of the office with permission.
- Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.
- Staff do not take their mobile phones on outings. One phone to be taken for emergency calls only
- Members of staff do not use personal equipment to take photographs of children.
- Parents/carers and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day phones still should be stored away from any areas that children access and setting phone number given to visitors so that they are still contactable. Visitors are advised of a private space where they can use their mobile.
- Medical evidence is required for an exemption such as diabetes where the phone is used to alert the staff member of reduction in sugar levels. Any electronic devices which are used to manage medical needs must be agreed with the manager. A risk assessment for the storage and management of devices is completed by the manager
-

Cameras and videos

- Members of staff do not bring their own cameras or video recorders to the setting. They do not use their own personal phones to take any images or videos.
- Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, and are only taken on equipment belonging to the setting. Children are given the opportunity to consent to their photograph being taken, even if parent/carer permissions are in place.
- Camera and video use is monitored by the setting manager.
- Where parents request permission to photograph or record their own children at special events, general permission is first gained from all parents for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children.
- All photographs at [name of setting] are printed on setting equipment and **should not** be outsourced for printing to an external company.
- Photographs/recordings of children are only made if relevant permissions are in place by parents or guardians. We will advise parents of why we are capturing the image, the security measures that are in place to safely store the image and devices used, how long it will be kept for and how it complies with GDPR legislation and a data protection impact assessment is completed.

- Photographs and Image scraping

  Little Frogs Pre School recognises that although some apps and websites provide the option of covering children's faces with emojis and stickers, with the development of AI tools, these can be reconstructed with highly accurate facial likeness. Any photographs used for publicity, will have parent consent and safeguarding risks minimised by ensuring that children are not able to be identified.

  Using stickers and emojis, to protect children's privacy, can be removed or bypassed using editing tools and technology such as image scraping. This means a child's face can still be identifiable or recoverable.

For reference Image guidance for education settings - UK Safer Internet Centre

Closed circuit television (CCTV

Little Frogs Pre School has chosen not to use CCTV within its setting. The nursery believes that effective safeguarding is best achieved through robust recruitment practices, appropriate staff-to-child ratios, active supervision, regular training, strong leadership oversight, open communication with families, and an embedded safeguarding culture.

The Pre School recognises that CCTV can provide additional security benefits; however, we have concluded that the potential impact on the privacy of children, staff and visitors outweighs the benefits in this particular environment. The nursery is committed to creating a warm, safe and nurturing atmosphere where children can learn and develop without routine surveillance.

To ensure safeguarding remains effective, the nursery maintains comprehensive safeguarding policies and procedures, regular risk assessments, clear reporting mechanisms for concerns, and ongoing monitoring of practice by managers and leaders. These measures provide assurance that children's welfare remains the highest priority while respecting the dignity, privacy and rights of all members of the nursery community.

The decision not to use CCTV is reviewed periodically to ensure it continues to reflect the nursery's safeguarding needs, legal responsibilities, and the best interests of children, families and staff.

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Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

Use of social media

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure Little Frogs Pre School is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapchat may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- not accept service users/children/parents as friends, as it is a breach of professional conduct
- report any concerns or breaches to the designated safeguarding lead in their setting
- not engage in professional communication, including on social networking sites, with children and parents with whom they act in a professional capacity. Staff are asked not to accept new social media requests from new parents. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed. Staff are not to communicate about the child via social media. If a parent makes contact then a reply will be sent via the main email address asking them to contact the setting via email or phone not private individuals.

Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague at Little Frogs Pre School is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure Allegations against staff, volunteers or agency staff.

Supporting families with their child's screen use

- Staff share messages with families on healthy screen use at home during settling in, by providing updates during handover conversations, in newsletters and via the learning portal. Guidance can be found here https://beststartinlife.gov.uk/screen-time-under-5s/

For further information, refer to

- https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/screen-use

- https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings
- Help for early years providers : Internet safety

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

- https://www.internetmatters.org/advice/0-5/#checklist_for_preschool

Online Safety in the Early Years | LGFL

Internet Safety Audit (*LITTLE FROGS PRE SCHOOL*…

	ICT Equipment	**Quantity**	**Wi-fi enabled** Yes or No?	**Security** setti passwords, fir screen locks e
Technology used in our setting (Add the types and numbers of devices)	Computers (office) Computers (children) iPad (staff/children) Cameras/videos Electronic learning journals Nursery Management Software Other.	**2** **0** **5** **0** **0** **0** **0**	Yes Yes	Passwords, fi Passwords, a security, oper system updat ensure securi are installed
Policies and Procedures - name of policy, or policy in which it is incorporated.	**Subject** • Acceptable use: Yes/No • Staff use of social media Yes/No • GDPR/Data Protection Yes/No • Personal mobile phones / wearable technology		**Policy/Procedure Included in** Safeguarding policy **Yes** **Yes**	**Further a** **All policie Septembe**
Approved Apps/websites/online tools.	*List the apps/websites/online tools that you use in your setting with* YouTube Kids, CBeebies, Hungry Little Minds. Evidence me for observations and children's records			

	Confidential Mail used via Egress Office suite
How are children supervised when using devices?	Children do not use devices In the setting
How is the physical safety of users managed, i.e. posture, time spent on devices	DSE questionnaire completed, staff awareness and training
How are devices stored securely when not in use?	IPADS stored In the locked office .
How do staff model safe practice when using technology with children?	Only use approved websites or Apps – currently evidence me
How is internet safety and use of technology incorporated into the early Years curriculum?	Currently not included with the children but parents are circulated gu
How is the home learning environment supported?	Sharing internet matters.org
Resources to support Internet safety in early years provision.	• **http://internetmatters.org/** • **Online safety guide 0-5 year olds - Internet Matters**

6.10 Key person supervision

Staff taking on the role of key person must have supervision meetings in line with this procedure.

Structure

- Supervision meetings are held every half term for key persons.
- Key persons are supervised by the setting manager or deputy.
- Supervision meetings are held in a confidential space suitable for the task
- Key persons should prepare for supervision by having the relevant information to hand.

Content

The child focused element of supervision meetings must include discussion about:

- the development and well-being of the supervisee's key children and offer staff opportunity to raise concerns in relation to any child attending. *Safeguarding concerns must always reported to the designated person immediately and not delayed until a scheduled supervision meeting*
- reflection on the journey a child is making and potential well-being or safeguarding concerns for the children they have key responsibility for
- promoting the interests of children.
- coaching to improve professional effectiveness based on a review of observed practice/teaching
- reviewing plans and agreements from previous supervisions including any identified learning needs for the member of staff
- During supervision staff can discuss any concerns they have about inappropriate behaviour displayed by colleagues, but must never delay until a scheduled supervision to raise concerns.
- Staff are reminded of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children that have occurred during their employment. This includes information about a person who lives or is employed in the same household as the registered provider (Childcare on Domestic Premises) New information is referred immediately to the designated officer.
- If a member of staff becomes disqualified because they live in the same household as another person who is disqualified or they live in the same household where the disqualified person is employed, they must apply to Ofsted for a waiver

Recording

- Key person supervision discussions are recorded and is retained by the supervisor and a copy provided to the key person.
- The key person and supervisor must sign and date the minutes of supervision within 4-6 weeks of it happening and disagreements over recorded content must be minuted.
- Each member of staff has a supervision file that is stored securely at all times.
- Concerns raised during supervision about an individual child's welfare may result in safeguarding concerns not previously recognised as such, these are recorded on Safeguarding incident reporting form and placed on the child's file. The reasons why the concerns have not previously been considered are explored.
- Additional safeguarding or welfare decisions made in relation to a child during supervision are recorded on the individual case file. The supervisor (if not the designated person) should ensure the recording is made and the designated safeguarding lead is notified.

Checking continuing suitability

- Supervisors check with staff if there is any new information pertaining to their suitability to work with children. This only needs to be recorded on the supervision meeting record.
- Where staff are on zero hours contracts or are employed as and when needed, their line manager completes the staff suitability self-declaration form quarterly, and/or at the beginning of every new period of work.
- Regarding the use of agency staff/support workers/self-employed persons there is an expectation that as part of the agreement with agencies they have sought information regarding their employee's suitability to work with children. Line managers must review this regularly.
- The position for students on placement is the same as that for agency staff

Exceptional Circumstances

Where exceptional circumstances prevent staff from conducting supervision as outlined in this procedure, the line manager is informed in writing, a copy placed on the supervision file and the appropriate actions agreed to ensure that the setting meets its obligations within the EYFS

Further guidance

Recruiting Early Years Staff (Alliance Publication)

People Management in the Early Years (Alliance Publication)

06.11 Absence Reporting Policy

Alongside associated procedures in 06.1-06.10 Safeguarding children, young people and vulnerable adults, this policy was adopted by Little Frogs Pre School on 1 September 2026

Statement

Little Frogs Pre School takes steps to ensure that children are kept safe, their wellbeing is promoted, and they do not miss out on their entitlements and opportunities. At the very least, good attendance promotes good outcomes for children. In a small minority of cases, good attendance may also lead to early identification of more serious concerns for a child or family.

Aims

- To ensure all unexplained or unexpected absences are followed up to keep children / young people and their families safe
- To ensure accurate attendance records are maintained
- To ensure each child receives a full high-quality education

Scope of the Policy

This policy and associated procedures apply to all staff, agency staff, apprentices, students and volunteers, working in Little Frogs Pre School. Throughout the policy we use the term staff to refer to all these groups unless stated otherwise.

This policy applies to children, young people, and vulnerable adults as defined here:

- A child is anyone aged 0-18.

- A young person is defined as aged 16 to 19 and may work in the settings as a student or volunteer or be a parent / carer of a child.
- A vulnerable adult is defined as a person aged 18 years or over, who is in receipt of or may need community care services by reason of mental or other disability, age, or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation (Care Act 2014). In early years this may be parent / carer of a child, or a volunteer.

At Little Frogs Pre School we share information about our expectations for absence reporting through discussions when families begin using the service and when they move into new rooms.

How Little Frogs Pre School support children who are absent

There are several reasons why a child may be absent from a setting. In most cases it is reasonable to expect that parents/carers alert the setting as soon as possible, or in the case of appointments and holidays give adequate notice.
Parents are advised that they should contact Little Frogs Pre School with a minimum of one weeks' notice for holidays and appointments and within one hour prior to the time of the session starting for illness to advise of their absence. Designated safeguarding lead (DSL) must also be adhering to Local Authority requirements, procedures and contact protocols for children who are absent or missing from childcare.

- If a child who normally attends fails to arrive and no contact has been received from their parents, the key person, takes immediate action to contact them to seek an explanation for the absence and be assured that the child is safe and well.
- Attempts to contact the child's parents or other named carers continue throughout the day on the first day of absence.
- If no contact is made with the parent/s/carer and there is no means to verify the reason for the child's absence i.e. through a named contact on the child's registration form, this is recorded as an unexplained absence on the register and is followed up by the DSL each day until contact is made. A note is also made on the safeguarding chronology of an unexplained absence.
- If contact has not been made within 3 working days, children's services will be contacted for advice about making a referral. Other relevant services maybe contacted as per LSP procedures.
- All absences are recorded with the reason given for the absence, the expected duration and any follow up action taken or required with timescales.
- If at any time further information comes to light that gives cause for concern, then safeguarding procedures are immediately followed.

Safeguarding vulnerable children

- The DSL or key person attempts to contact the parents to establish why the child is absent. If contact is made and a valid reason given, the information is recorded.
- Any relevant professionals involved with the child are informed, e.g. social worker/family support worker.
- If contact is made and the designated person is concerned that the child is at risk, the relevant professionals are contacted immediately. The events, conversation and follow-up actions are recorded. If contact cannot be made the DSL contacts the relevant professionals and informs them of the situation.

- If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- If at any time information comes to light that gives cause for concern, then safeguarding procedures are followed immediately.

Safeguarding

- If a child misses three consecutive sessions and it has not been possible to make contact, the DSL calls Social Care and makes a referral if advised.
- If there is any cause for concern i.e. the child has a CPP in place or there have been previous safeguarding and welfare concerns, the DSL attempts to contact the child's parent/carer immediately. If no contact is made the child's absence is logged as a safeguarding concern and Social Care are contacted immediately, and safeguarding procedures are followed.

Poor/irregular attendance

Whilst attendance at Little Frogs Pre School is not mandatory, regular poor attendance may be indicative of safeguarding and welfare concerns that should be followed up. In the first instance the key person should discuss a child's attendance with their parent/s/carers to ascertain any potential barriers i.e. transport, working patterns etc and should work with the parent/s to offer support where possible.

- If poor attendance continues and strategies to support are not having an impact, the DSL must review the situation and decide if a referral to a multi-agency team is appropriate
- Where there are already safeguarding and welfare concerns about a child or a CPP is in place, poor/irregular attendance at the setting is reported to the Social Care worker without delay.