

Safeguarding Children

Langshott Ladybirds Nursery

This policy is written in conjunction with our policy for Safe use of the Computer and ICT, Non Attendance, Safe Working Practices and Code of Conduct, Staff Recruitment and Retention, Health Safety and Hygiene, Volunteers in Nursery and Students in Nursery

We believe that everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them. We will work with children, parents and the community to ensure the rights and safety of children and give them the very best start in life.

We take our role seriously and work together with other agencies to ensure adequate arrangements are in place to identify, assess and support those children who are suffering from harm.

There is a culture of safety at Langshott Ladybirds Nursery, every member of staff, volunteers, students, parents, carers and Committee members have a responsibility to report concerns to the Manager (Candace Earle).

Aims:

- We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or beliefs.
- We recognise that some children are additionally vulnerable because of the impact of discrimination, previous experiences, their level of dependency, communication needs or other needs.
- To ensure everyone including visitors knows what to do if they have concerns.
- To ensure all staff are well trained and confident in safeguarding children.
- To support each child's development, enabling them to feel secure, confident and to grow in independence.
- To provide a safe and secure environment in which the child feels confident and able to share their feelings or worries with a caring adult, whether they communicate these feeling or worries verbally or non-verbally.
- To promote core British values at an age appropriate level, (introducing the concept of democracy, the rule of law, individual freedom, mutual respect and tolerance).
- To follow a systematic means of monitoring of children known or thought to be at risk.
- To follow a structured procedure in cases of suspected abuse.
- To ensure that all staff or volunteers working directly with children have Enhanced DBS Disclosures in place with barred list checks and are registered with the DBS update service
- The nursery meets its responsibilities under the Safeguarding Vulnerable Groups Act 2006, Working Together to Safeguard Children 2026, The Children Act 2004 and The Childcare Act 2006
- To ensure that we have a robust and transparent staff/volunteer recruitment and induction programme and safe working policy and procedures.
- To review and update our procedures regularly.
- To work closely with outside professionals who are involved with the child and promote effective multi-agency working.
- To maintain appropriate levels of confidentiality

**The Designated Safeguarding Lead (DSL) is the Nursery Manager, Candace Earle.
and in her absence the deputy DSL is Deputy Manager, Karen Wormley.**

The DSL is responsible for referring a child if there are concerns about possible abuse.

Referrals should be made to the ... SURREY

Surrey C-SPA 0300 4709100 (operating between 9am-5pm)

or for C-SPA consultation line select option 3)

cspa@surreycc.gov.uk

Evenings, weekends or bank holidays **01483 517898**

Or for WEST SUSSEX

The integrated front door 01403 229900 (operating between 9am-5pm)

Evenings, weekends or bank holidays **Emergency duty team 03302 226664**

In the case of concerns regarding a member of staff call

LADO 0300 123 1650 (option 3)

LADO@surreycc.gov.uk

**Where we are concerned for a child's immediate safety the nursery will call Surrey Police
999**

Prevent duty helpline : 0800 011 3764 or 0800 789 321 visit [gov.uk/ACT](https://www.gov.uk/ACT) for info and referrals

NSPCC FGM Helpline : 0800 028 3550 or FGM national helpline :0800 028 3550 or 101 for police.

TRAINING – Booked by DSL

- DSL, DDSL, staff and committee members will receive safeguarding training every two years and may also be asked to undertake additional training thought to be beneficial throughout the year to maintain up to date knowledge and to refresh our policies and procedures around keeping children safe.
- Training will be delivered through recognised bodies (ie, Surrey safeguarding, Ansa training, NSPCC, EYA Educare online or the Government safeguarding training) with specific DSL training for the DSL and DDSL.
- Regular updates following forums are circulated on staff memos, staff meetings and at staff 1-1 supervision meetings this maintains a consistent approach to our safeguarding procedures.
- Staff will have a safeguarding scenario quiz regularly to ensure we are all confident in 'what to do if' and DSL will attend Safeguarding forum termly.
- The DSL will hold debriefing discussions with staff following their routine or additional training and ensure all staff are updated via memo's or staff meetings and any scenarios or quizzes shared and discussed.
- Staff safeguarding training is staggered over the 2 year training cycle to ensure we receive new information as quickly as possible.

Role of Designated Safeguarding Lead :

- Any allegations relating to Staff, volunteers or committee members will be reported to LADO immediately and their advice followed, and then to OFSTED within 24 hours, following up in writing within 14 days.
- The DSL will act as the contact point for staff, volunteers, parents and carers to discuss concerns.
- The DSL is the Key Adult in nursery and has completed the Operation Encompass training.
- Keep detailed written records of any and all concerns even if they do not require or result in referral, details any decisions taken and the reasons behind decisions.
- Follow advice on flow charts in 'What to do if you're worried a child is being abused'. A copy of which is stored on the nursery laptop in 'my documents' and can also be downloaded from www.gov.uk/government/publications/whattodoif
- Follow guidance on safeguarding from the Continuum of Support for Children and Families living in Surrey, (copy kept in file and on laptop) keeping in mind whether a child has any ACES, using the ACES screening tool and will consider using the Surrey neglect screening tool, SSCP neglect chronology tool the DSL will make a judgement on who to contact. Make any referrals necessary.
- If in any doubt about what to do, she will seek advice from the C-SPA for confidential advice (In this instance the name of the child or parent should not be disclosed) and follow their advice.
- Any telephone referrals will be followed up in writing ASAP and within 48 hours. Written referral will be made in place when the situation warrants a referral. Referral forms are found at C-SPA website, *or from The Integrated Front Door for children living in West Sussex*.
- Surrey procedures on referral processes can be read here: [Referrals](#)
- If advice from C-SPA is deemed unsatisfactory and the DSL remains concerned a written referral will be sent and followed up by the DSL.
- Ensure confidentiality of all written and spoken concerns and referrals. To keep these separate from all other forms of record keeping
- An Early help assessment may be completed to ascertain what help the family may need and will then be acted upon.
- Liaise with other professionals and outside agencies, when sharing information with other professional or outside agencies, reasonable precautions will be taken to ensure information is passed on a need to know basis.

- Identification of agencies seeking information will be verified. for health visitors 0300 247 0025 and Social workers 0300 470 9100.
- Attend, or ensure that an alternative staff member attends case conferences and planning meetings. Provide a written report which has been shared with the parents
- Attend or head a team around the family meetings (TAF) where required.
- Ensure that if a social worker steps down a child from a Protection Plan that a multi-agency meeting is held to plan for next steps for the child.
- Ensure that if a child who is has a child in need plan or a Child Protection Plan is absent for more than two consecutive sessions without explanation, *(the 2 emergency contact numbers will be used if parents cannot be contacted)*, that this is referred to the child's social care team
- Ensure that all staff are aware of their responsibilities with regard to safeguarding children and are familiar with the 'what to do if you're worried a child is being abused' document, their prevent duty and be aware of FGM.
- Ensure that staff are fully trained in their safeguarding duties.
- Hold debriefing discussions with staff following their routine or additional training and ensure all staff are updated via memo's or staff meetings.
- Obtain updates and bulletins from Surrey safeguarding children partnership, staff safeguarding training and attending Safeguarding forums termly.
- Information about individual children with regards to child protection cases are stored in a locked cupboard and records follow the child to their next placement. A receipt for child files passed on will be required and stored for 25 years, this receipt can only be signed by the receiving settings DSL.
- If the concern is about a staff member, volunteer or committee member the DSL will inform LADO as soon as possible even if the allegation does not meet the harm threshold, following this up in writing within 48 hours and will inform Ofsted or any allegations of harm via their on line form as soon as possible but always within 14 days.
- If a staff member is dismissed in the case of proved child abuse or disclosure of arrests, charges, convictions, cautions, court orders, reprimands or warnings relating to child abuse, or, any significant event which is likely to affect the suitability of any person who is in regular contact with children at Ladybirds, it will be reported to LADO, OFSTED, Surrey County Council funding team and to the Independent Safeguarding Authority, DBS. This will also include where a member of staff has resigned following allegation or disclosure.
- Ensure paperwork is clear, concise, unbiased, factual, with details of decisions and reasons for decisions and that they are reviewed regularly.
- Keep relevant staff informed of decisions regarding concerns.
- Ensure that parents and carers are aware of our policies and procedures (these are clearly displayed on the paper store next to the fire exit) and whistleblowing procedure (this is displayed in the cloakroom)
- Ofsted are notified of any incident or accident or change in our arrangements which may affect the well-being of children.
- Any private fostering arrangements are reported to C-SPA.

INFORMING PARENTS

- If we have a concern about a child we will share these concerns with parents/carers, however, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from the C-SPA. Decisions will be recorded on child safeguarding files.
- Parents are normally our first point of contact, we will discuss concerns with parents to gain their view of events, whilst remaining curious and asking open ended questions to find out more.

- The nursery will inform parents when we make a record of concern in their child's file and that we also make a note of any discussion we have with them regarding a concern.

ROLE OF STAFF, VOLUNTEERS, PARENTS/CARERS AND COMMITTEE MEMBERS.

What to do if you are concerned for a child's welfare :

What to do if.....

- *you have concerns for a child in the care of Ladybirds Nursery*
- *a child tells you something that concerns you*
- *you are concerned about something you saw outside of working hours.*
- *you see or suspect an adult of neglecting or abusing a child at nursery or outside of working hours*
- *you are concerned about the conduct of the nursery manager or assistant nursery manager*

Concerns around staff may be considered low-level such as

- *Being over-friendly with children or having "favourites"*
- *Humiliating children*
- *Taking photos on personal devices*
- *Engaging with a child on a 1-1 basis in a secluded area or behind a closed door*
- *Using inappropriate or thoughtless language.*

These types of concern are valid and need to be reported to the DSL immediately. If you have any concern, doubt or worry report it.

Every member of staff, volunteer, committee member and student has the responsibility to report concerns to the Designated Safeguarding Lead (DSL) Nursery Manager Candace Earle or in her absence to the Deputy Designated Safeguarding Leas (DDSL) Deputy Manager Karen Wormley.

Staff are trained to recognise the signs that a child may be suffering from physical, emotional and sexual abuse or neglect, or may be witnessing this or other forms of abuse . These may include

Abuse related to beliefs in witchcraft, Bullying and cyberbullying, Bruising in infants and children who are not independently mobile, Child exploitation including sexual and criminal exploitation, Domestic abuse, Female Genital Mutilation, Gangs and youth violence, Harmful sexual behaviour, Human trafficking and modern-day slavery, Neglect, Online safety risks to children, Prevent Duty, Radicalisation, extremism and terrorism, Recognition of vulnerability of children with additional needs/SEND, Safeguarding children with disabilities, Self-harm, Sexual abuse and recognising grooming, So called "honour based" violence and forced marriage, Substance misuse, Unconscious bias, Watching inappropriate games or TV with older siblings.

Harm is defined as ill-treatment (inc sexual, physical, neglect and forms of ill-treatment that are not physical) or impairment of physical, intellectual, emotional, social or behavioural development, inc impairment suffered from seeing or hearing the ill treatment of others.

Children may demonstrate this through :

- Significant changes in their behaviour
- Deterioration in their general well-being
- The things they say or do
- Changes in their appearance, their behaviour or play
- Unexplained bruising, marks or signs of possible abuse or neglect. Signs of bruising in a child who is not independently mobile (usually those with disability or under 2 years of age) will always be disclosed to the DSL and referred to C-SPA or The integrated front door. Parents of the individual child will signposted to [Welcome to the Surrey Safeguarding Children Partnership...](#)
- Any reason to suspect abuse or neglect outside the setting
- Inappropriate behaviour displayed by any person working with the children, eg., excessive one to one beyond expectations of their role, sexual comments, inappropriate sharing of images.
- *Parents of children attending nursery with pre-existing injuries will be asked to sign an incident report of which a copy is given to the parent and a record kept at the nursery. Unusual marks, injuries or bruising on a child must be reported to the DSL.*
- *Staff will be asked to fill out the relevant forms (forms to do this are in the concerns file in the locked cupboard in the office), using the exact words spoken by the child where possible, the name of the person reporting the concern, date and time of disclosure, observation, and name of any other persons present at the time. The information in this record must be factual, without opinions or elaborations. Records will be signed and dated and remain on file attached to the individual child's notes.*
- Disclosures of information or concerns once passed to the DSL will be acted upon with regard to the individual case. The DSL will report back to the person who disclosed to confirm what action has been taken.
- If there are any concerns that the matter has not been dealt with efficiently then the matter can be taken to the deputy DSL or the main committee of Ladybirds nursery. If you are concerned about the response you must follow our whistleblowing procedures (a copy of which is displayed in the cloakroom and in the office).
- *Staff involved in cases where a child is at risk of harm or for whom they have expressed a concern may find the situation upsetting or stressful. These staff will have the opportunity to talk with the DSL who will obtain further support for the staff member if required.*

On receiving a reported concern the DSL is responsible for following the procedures set out in this policy.

Confidentiality must be maintained at all times

If a child offers information that concerns you, listen to the child, reassure the child that you have listened to them and then report the incident to the DSL immediately. If appropriate, use open questions or words of support to comfort a child. Eg., 'has something happened?'. Never tell a child that you won't tell anyone. A written report of the disclosure or observation will always be made (forms to do this are in the concerns file in the locked cupboard in the office), using the exact words spoken by the child where possible, the name of the person reporting the concern, date and time of disclosure, observation, and name of any other persons present at the time. The information in this record must be factual, without opinions or elaborations. Records will be signed and dated and remain on file attached to the individual child's notes.

Confidentiality

Information sharing protocol is supported by flo-chart in the main safeguarding file.

- Ladybirds recognises that all matters relating to safeguarding children are confidential
- The DSL will disclose information to other members of staff on a need to know basis
- All members of staff are aware of their responsibilities to share any concerns they have, for the welfare of a child, with the DSL or other agencies or professionals and to follow the flow chart of key principles for information sharing. This is displayed in the office.
- We will share information with parents/carers if it is our intention to refer a child to C-SPA, however, should this put the child at further risk of harm or undermine the prevention, detection or prosecution of a serious crime, or interfere with any potential investigation, we will seek further advice from C-SPA.
- When contacted by an outside agency, the member of Ladybirds staff must ascertain the identity of the contact before giving any information. This may require a call back to the agency on the general number. Parent permission should be sought before sharing information with outside agencies except in the case of the police requiring information as part of an ongoing investigation or where it could put the child at risk of further harm. for health visitors 0300 247 0025 and Social workers 0300 470 9100.

Operation Encompass

The nursery is part of Surrey Police Operation Encompass. Surrey Police will inform all professionals enrolled in the Op Encompass, when any domestic abuse incidents have occurred that may impact a child at the nursery.

Key adult in nursery is Candace Earle who has undertaken the Operation Encompass training. Karen Wormley has also undertaken the training and will act on Candace's behalf if she is unavailable.

The email used for reporting between Surrey Police and Langshott Ladybirds Nursery is dsl@langshott-ladybirds.co.uk.

This email is restricted access only, any notifications are to the nursery manager/DSL and will be forwarded to the Deputy DSL where appropriate.

Supporting and safeguarding Children

- The nursery will maintain current statutory ratios of staff to children as legislated in the latest Statutory Framework for the Early Years Foundation Stage.
- The nursery manager will foster a culture of safeguarding by:
 - Ensuring all staff model safeguarding in everyday interactions, being warm, respectful, use positive language, active listening, reassurance and responding promptly to any worries raised so that children know what safe looks like.
 - Make safeguarding visible and understood by all by teaching children "you can say no", "your body belongs to you", ensuring everyone knows how to report worries including whistleblowing and build trusting relationships with children so that they feel safe to share their feelings and worries.
 - Prioritise strong partnerships with families through greeting families at drop-offs and pickups, keeping communication channels open through daily chats, newsletters or emails.
 - Having a no blame reporting culture, being available for staff to share concerns.

- Empowering staff at every level through sharing policies, regular reflective staff discussions and quizzes and practice scenarios.
 - Making the environment physically and emotionally safe, having conversations with children and responding to them calmly and without judgement, having well-organised routines and transitions.
 - Teach children to name and express their feelings and reinforce the idea of seeking help from adults.
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- Job applicants are clearly informed that the post is exempt from the Rehabilitations of Offenders Act 1974
 - The nursery will operate a policy for safe recruitment and provide an induction process for all new staff members. (separate policies for these are in our policies file)
 - The nursery will obtain an enhanced DBS certificate for child workforce with barred list check or up to date DBS check prior to a staff member starting employment and will require 3 references, one being from the candidates most recent employer. References will be checked to validate who and where they came from.
 - Staff will attend relevant safeguarding training every 2 years and will receive regular supervisory meetings with regard to safeguarding. On completion of Safeguarding training any updates will be shared with the rest of the staff at staff regular meetings as previously mentioned.
 - The gate to the main boundary is locked with a padlock whilst children are on site and all other gates will be bolted from the outside.
 - We have procedures for recording address and contact details from visitors to our nursery, prior to them visiting.
 - Visitors to Ladybirds will be required to have an appointment prior to their visit and to confirm their identity before being allowed onto the premises.
 - Visitors without appointments will be asked for proof of identity. If the visitor is unable to produce proof of identity they will be asked to wait outside the nursery site whilst their identity and reason for visit is confirmed by phoning their company. Visitors who we are unable to identify will be asked to make an appointment and bring suitable identification with them for their visit.
 - Visiting parents and carers of children in attendance will never be left alone with either, their own, or other children.
 - Staff take steps to ensure that our policy and procedures for the use of cameras and mobile phones (this will include all electronic devices with imaging and sharing capabilities) in the nursery is maintained and upheld and visitors will be asked to either turn their devices off or they will be put into the locked cupboard in the office.
 - Daily risk assessments for inside and outside will be carried out at the start and end of the day.
 - Risk assessments with regard to specific activities or equipment will be carried out and referred to regularly.
 - When children are eating they must sit at a table and a member of staff will always be present at the table with them.
 - We will maintain children's privacy relating to toileting and nappy changes by ensuring window film in the cloakroom is intact, the privacy screen is used and it is not discussed in the room. The screened off changing area is still within sight of staff.
 - We require 2 emergency contacts for all children and these will be used to find out why a child is absent in the event that we cannot contact the primary contacts.
 - We will listen to children and value their views.
 - We will introduce how to keep ourselves safe (including online) as part of our planning for PSE development, supporting and encouraging children to build self-confidence and resilience. *Parents may be asked to tell us how*

much internet access their child has at home and given advice on how to keep their child safe online and screen time limits.

- We will support children as they learn the language of feelings and responsibility
- We will actively promote inclusion and tolerance
- We will create and promote a culture of respect for individuals, their ideas, beliefs, culture, faith, family and community and tolerance of others through role modelling.
- A respect for property and belongings will be promoted
- Support children as they learn right from wrong, support turn taking, sharing and negotiation.
- Promote the nursery rules and an understanding of the need for rules.
- We will challenge stereotypes, intolerance of others and discriminatory behaviour, promoting the value and diversity of others' experiences.
- We will provide resources and activities that challenge gender, cultural or racial stereotyping.
- We will keep a careful and confidential record of accidents and incidents, including all changes to children's clothing. Parents/carers will be asked to sign the incident slip and will receive a copy. The nursery copy of both accident and incident slips are stored overnight in a locked cupboard.
- We will work and liaise closely with outside professionals and agencies involved in safeguarding children
- We will provide continuing support to a child for whom there have been or are ongoing concerns following guidance in continuum of support guidance in Surrey and Statutory guidance from The Surrey Safeguarding Children Partnership and Working Together to Safeguard Children.

Online Safety

Staff will follow the procedure for child protection if they have a concern regarding the online safety of a child. Please also see our Policy for ICT which is in conjunction with this policy.

Staff recruitment and retention

- The nursery manager will organise and maintain a safe recruitment and retention programme for all staff, following our recruitment and induction policies. All staff/volunteers will have an enhanced DBS checks for child workforce with barred list check prior to employment, staff are required to sign up for the update service and this will be checked and at regular intervals during the time they are employed at Ladybirds Nursery.
- Staff are required to disclose any arrests, charges, convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children which have been received either before or during their employment at Ladybirds Nursery. Staff are asked to sign termly agreeing to disclosures and to agree to the manager accessing their DBS check via the update service.
- Positive references for new staff (minimum of 3), one being their most recent employer must be received and include a statement on the applicant's suitability to work with children before employment at Ladybirds Nursery. All references will be checked to make sure they meet the criteria set out in our recruitment policy. References applied for by other employers with regard to staff or ex staff of the nursery are to be completed by the Nursery Manager/DSL, will include the facts of any substantiated safeguarding concerns or allegations that meet the harm threshold and will be dealt with promptly.

- New members of staff will be provided with induction and training prior to starting and throughout the first six months of probationary employment. The initial induction process will include ways to spot abuse and what to do if you suspect any member of staff of abuse, neglect or inappropriate behaviour and they will be shown where our whistle blowing policy is displayed.
- Where Ladybirds Nursery becomes aware of relevant information which may put a child at harm or risk of harm of an employee or the registered provider, the nursery will contact LADO, OFSTED, DBS and the Surrey funding team.
- In the event that a person is disqualified from working with children, they will not be allowed to continue in the employ of Langshott Ladybirds Nursery.

For further information please see our Staff recruitment policy and induction process

Allegations made against individuals who work or volunteer at Langshott Ladybirds Nursery:

Allegations that a staff member or volunteer

The harm threshold (external reporting required)

- Behaved in a way that has or may have harmed a child
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicated they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children (including conduct outside of the workplace).

These concerns must always be reported to the DSL

Low level concerns (internal recording required, and advice sort from LADO), include but are not limited to

- Being over-friendly with children or having “favourites”
- Humiliating children
- Taking photos on personal devices
- Engaging with a child on a 1-1 basis in a secluded area or behind a closed door
- Using inappropriate or thoughtless language.

These concerns must always be reported to the DSL

Langshott Ladybirds Nursery will respond to any disclosure by children or staff or other that abuse by a member of staff or volunteer within the setting or elsewhere, may have , or is , taking place.

Any such complaint is referred immediately to LADO regardless of whether it meets the harm threshold. Alleged incidents of causing harm to a child will also be reported to Ofsted. (we are aware that it is an offence not to do this) Ladybirds staff and volunteers will be given advice on ways to protect themselves from wrongful allegations and a code of conduct at their induction.

Langshott Ladybirds has a complaints policy explaining how to complain about behaviour or actions of staff or volunteers within Ladybirds Nursery.

We respond to any inappropriate behaviour displayed by staff or any other person working with the children and pay attention to what may appear a low-level allegation.

- Staff must report to the DSL, any allegations made against other members of staff or information gained about their unsuitability to work with children whether this is on the nursery premises or elsewhere.
- **Allegations against the DSL should be reported directly to the Management Committee of Ladybirds Nursery (Chair) and OFSTED. Allegations against a member of the committee should be reported to the DSL and to OFSTED.**
- On obtaining information regarding allegations made against a member of staff the DSL will report the matter to LADO and if there is an allegation of harm to OFSTED.
- DSL will report the allegation to the Management Committee of the Ladybirds Nursery, and seek further advice from LADO before possibly suspending the staff member on full pay, or the volunteer, during any investigations. Further advice will be sought from the ACAS website to ensure the legal requirements to the business and of the staff member.
- Employee dismissal in the case of the harm threshold being met or disclosure of arrest, charges, convictions, cautions, court orders, reprimands or warnings, or, any significant event which is likely to affect the suitability of any person who is in regular contact with children at Ladybirds will be reported to LADO, OFSTED, Surrey county council funding team and to DBS via their on-line form. This will also include where a member of staff has resigned, retired or were made redundant following allegation or disclosure.
- The nursery will co-operate entirely with any investigations carried out by the police or the local authority.
- The nursery will notify OFSTED of the action taken in respect of allegations as soon as possible but always within 14 days of the allegations being made.
- Confidentiality should be maintained on a need to know basis.

Or are you concerned about poor or unsafe practice in Langshott Ladybirds Safeguarding Provision

Concerns must always be reported to the nursery manager/DSL or the Deputy manager, Deputy DSL.

All concerns raised will be investigated and any necessary changes to the nursery procedures and policies will be made.

In the case that the staff member raising the concern is unsatisfied that procedures have not been followed, they may raise a concern with OFSTED. Up to date posters are displayed around the nursery with contact details for OFSTED.

Are you concerned about a child's online safety?

Please see our ict policy

Take a look at the following sites for advice and support

- Smartie the Penguin <https://www.childnet.com/resources/smartie-the-penguin>
- Digiduck Stories <https://www.childnet.com/resources/digiduck-stories>

Policy written with information and guidance from Surrey Safeguarding Children's partnership Procedures Manual ,with regard to the EYFS Statutory Framework for group and school-based providers, download at www.gov.uk

SEN code of practice

Prevent Duty Guidance 2023 www.gov.uk

Multi-agency statutory guidance on FGM 2020

Child exploitation 2017

Information sharing advice for practitioners providing safeguarding services 2024

Local Authorities - Surrey county Council and West Sussex

The Government's statutory guidance Working Together to Safeguard Children

the Children's Act 1989 and 2004,

Children and Families Act 2014,

and Childcare Act 2006

Keeping children safe in education

More advice can be found at <http://surreyscp.org.uk>

The Children and Families Act 2014 is available at www.gov.uk

Useful contacts

The internet watch foundation <https://www.iwf.org.uk> to report illegal images and child sex abuse material

The child exploitation and Online Protection centre <https://www.ceop.police.uk/ceop-reporting> for concerns of online abuse or of the way someone is communicating online.

Policy reviewed and updated August 2026