Royal Naval Pre-school Learning Organisation
(RNPSLO)
Amended August sept 2026

SAFEGUARDING CHILDREN.

Jack and Jill's childcare (RNPSLO) will work with children, parents and the community to ensure the safety of children and to give them the very best start in life.
The Safeguarding commitments of the Royal Naval Pre-school Learning Organisation are –

We will endeavour to promote the well-being of all children, taking every reasonable step to minimise the risk of harm by working together with them and their families, recognising LGBTQ+ families supporting strategies promoting diversity and in partnership with other agencies, to provide a holistic and shared approach to safeguarding every child in our care.

The organisation is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with the statutory agencies in accordance with procedures that are set down in ' **Working together to Safeguard children 2026** we also refer to www.swcpp.org.uk for guidance on procedures.

Child protection Policy

RNPSLO adheres and takes reference from the Prevent Duty Departmental Advice for schools and childcare providers updated 2022.

Fulfilling the Prevent Duty

In order to protect children who may be vulnerable to radicalisation the organisation sees this as part of a wider safeguarding duty and is similar in nature to protecting children form other harms (e.g. drugs, gangs, neglect,

sexual exploitation) whether these come from the within their family or are the product of outside influences.
The document places duties on registered providers to have ' *due regard' preventing people from being drawn into terrorism'. Through registered providers 'placing an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions*.'

We will strive to build the children's resilience to radicalisation by promoting British Values and enabling them to challenge extremist views.
This will include **Democracy: making decisions togethe**r.
Encouraging children to see their role in the bigger picture, encouraging children to know their views count, value each other's views and values and talk about their feelings.
Staff to support decisions that children have made and provide activities involving turn taking, sharing and collaboration.

This will include **Rule of law: understanding rules matter**
Staff to ensure that children understand their own and others behaviours and consequences, learning right from wrong.
Staff will encourage children to create rules and codes of behaviours within the settings and then 'play ' by them.

This will include **Liberty: Freedom for all**
Children are encouraged to develop a positive sense of themselves. Staff providing opportunities to develop their self- knowledge, self esteem and increase their confidence in their own abilities.
Staff will be able to provide a range of experiences that allow children to explore language and feelings and responsibility. Reflecting on their differences and we are free to have different opinions.

This will include **Mutual Respect and tolerance: Treat others, as you want to be treated.**
The childcare settings will have an ethos of inclusivity and tolerance where faiths, cultures, and races are valued and children are engaged in the wider community.
Children will be encouraged to have appreciation of and respect for their own and other cultures. Know about similarities and differences between themselves and others and share and discuss practices, celebrations and experiences.

Staff roles are to encourage and explain the importance of tolerant behaviours such as sharing and respecting others opinions and to promote diverse attitudes and challenge stereotypes.

Risk Assessment within The Prevent Duty updated 2022.
Young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviours. The Prevent Duty does not require childcare providers to carry out unnecessary intrusion into family life but as with any safeguarding risk take action when they observe behaviours of concern.
General safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance Working together to safeguard children and Keeping children safe in education.

Staff Training in relation to The Prevent Duty updated 2022

The organisation will endeavour to access Workshop to Raise Awareness of Prevent (WRAP) training for the Designated Safeguarding officers of the childcare settings where possible and link in with the Local Authority, the Police , Health and Higher and Further Education who are accredited WRAP facilitators for advice and further guidance.

The General Channel Awareness programme is able to offer front-line workers and school staff a general awareness-training module as an introduction to what makes people vulnerable to radicalisation and intervention that may be appropriate. RNPSLO staff have undertaken the recommended training.

RNPSLO adheres to the Mandatory Reporting of Female Genital Mutilation (FGM). FGM is illegal in England and Wales under the FGM Act 2003. Section B of the 2003 Act introduces a mandatory reporting duty of FGM in children under 18 years which they identify in the course of their work to the Police.

If information relating to a girl under 18 years of age of FGM has been carried out or an observation of physical signs that an act of FGM has been carried out on a girl under 18 years of age and have no reason to believe that it was necessary for the girls physical or mental health for the purposes connected with labour or birth then further advice and guidance will be sought through the Multi Agency Hub. If a childcare worker

observes whilst undertaking intimate care what appears to be FGM they must report under the duty but do not undertake any examination.
The duty to report is a personal duty, which requires the individual professional who becomes aware of the case to make a report. The responsibility cannot be transferred. A report is made orally by calling 101, the single non – emergency Police number.

Information to have ready when making the call will be ;

- Explanation that call is to report FGM
- Your details
- Details of the organisation's designated safeguarding lead
- The girls details

Any safeguarding actions as required by the Working Together to Safeguard Children.
A reference number will be issued and this needs to be kept safe.

Childcare settings have on site a copy of the Mandatory Reporting of Female Genital Mutilation – procedural information for staff to have access to for further advice and guidance.

Modern Slavery
RNPSLO takes guidance from the Plymouth Safeguarding Board Child Exploitation Screening tool, which can be downloaded www.plymouthscb.org.uk

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession.

RNPSLO has taken guidance from Every Child Matters Safeguarding Children linked to a belief in Spirit Possession, the Governments good practice guidance.

Child abuse is not acceptable in any community , any culture or any religion. This will include child abuse that may arise through a belief in spirit possession or other sprirtual or religious beliefs.
' belief in spirit possession ' is the belief that an evil force has entered the child and is controlling them. The term witch is often used in these cases as it is believed the child is able to use an evil force to harm others.
There is also a range of other language that is connected to such abuse.

Below are some examples

Black magic, kindoki, ndoki, the evil eye, dijiins, voodoo,obeah , demons, and child socerers .
Families and children can be worried by the evil they precieve is threatening them and the abuse often occurs when attempts are made to ' exorcise' them or ' deliver ' the child.
The abuse may be carried out by the parents/ carers or other family members as well as faith leaders. Sometimes where such abuse is suspected the child may be removed from the family and placed in another family through ' foster' care.

Forms of abuse

Physical abuse - beating, shaking, burning, cutting, stabbing, strangulation, tying up the child, or rubbing chilli peppers or other substances on the child's genitals or eyes, or placing chilli peppers or other substances in the child's mouth.

Emotional/ psychological abuse – isolating the child , not allowing them eat or share a room with family members, threats to aabandon them or telling them that they are evil or possessed. The child may accept the abuse if they have been coerced into believing they possessed.

Neglect - in the form of failure to ensure appropriate medical care , supervision , regular attendance at school , good hygiene , nourishment clothing or keep the child warm

Sexual abuse – children abused in this way be particularly vulnerable to sexual exploitation , feeling that they are powerless and worthless and feel that they will not be believed should they confide that they are suffering abuse .
Staff working or in contact with children have a responsibility to recognise and know how to act on any evidence, signs or concerns that a child's health , development and saftety may be at risk of significant harm.
RNPSLO recognises that standard child safeguarding procedures apply and must be followed in all cases where neglect, or abuse is suspected including any related to a belief in spirit possession.

Children suffering or at risk of suffering from such abuse or neglect will be identified and appropriately safeguarded if statutory procedures are implemented.

Early help and intervention

As part of the Early Help and intervention with children and families attending the childcare settings RNPSLO will ensure that setting staff will monitor children's absences . This will take the form of a phone call to the parentif no contact has been made by the parent/s to explain the reason for the child's absence/ absences , recording this information . This will be monitored and reviewed and appropriate action taken if this continues.
For any child that is on a child protection plan the allocated social worker must be notified of the absence.
A short term plan could be made to offer reduced sessions and will be made on a case by case basis considering the best interests of the child,with the childcare setting securing parental agreement for this. This will allow the childcare setting parents to work together to address the underlying issue of absences.
The childcare setting has a legal duty to ensure that the child/ children recicve their funding entitlement and reasonable adjustment made for this to continue.
RNPSLO have a separate attendance policy for staff to follow in the event that a child has regular non attendance.

We will take our responsibilities seriously and will play a full and active role in the protection of children: raising the awareness of all our practitioners through training and highlighting their own individual responsibilities in relation to safeguarding, identifying and reporting concerns. We will provide early help and intervention to families, in the form of identifying children and families that would benefit from early help and assistance. Undertaking assessments of the need for early help and to provide targeted early help to address the assessed needs of a family, which focuses on activity to significantly improve the outcomes for the child.

We will monitor the well being of all children, with particular regard to those who are vulnerable, such as those with Child Protection or Child in

need plans, looked after children, those with additional needs or who have English as an additional language using the -

Inter- Agency Threshold Continuum of Need that has four levels of need.

- **Level 1** being Universal (no additional needs, only requiring universal service support)
- **Level 2** Vulnerable (additional needs requiring targeted support)
- **Level 3** Complex (additional needs requiring integrated support or child in need (section 17) or child protection (section 47) finally
- **Level 4** Acute (additional needs requiring specialist or statutory integrated response)

POSSIBLE INDICATORS TO BEGIN EARLY INTERVENTION/HELP

Level 1

Child's health and general development is age appropriate. Child is brought up in stable circumstances where parents are able to meet their child's needs with the support of universal services.

Service response required –

Child's needs met universally through services such as health care and education and may also be able to access Sure Start programmes, Child Centres and Youth Services.

Level 2

Children's health, behaviour or emotional well being requires support. Identified issues of harassment, bullying or family relationship difficulties and issues.

Extra educational or curriculum support required. Absence from school/educational potential not being met.

Low income/asylum seeking families, Families in poverty. Families in stress. Children witnessing or experiencing domestic violence.

Service response required

A E to be considered where the needs of the child are unclear or broader than one agency can meet.

Level 3

Child is experiencing significant developmental or acquired impairments in their cognition, sensory or physical development.

Has a condition which has high probability of development delay/ whose ability to achieve their potential is impaired.

Children with chronic ill health, physical learning disability, significant behavioural or emotional issues.

Child with significant offending or anti-social behaviour, Children using substances.

Parental drug, alcohol misuse, mental health or learning disability imparting on parenting capacity.
Pattern of family offending.

Service response required

A EHAP must be completed as a minimum requirement with multi agency involvement and in put. A lead professional to be appointed.
Level of need may indicate that a statutory threshold has been met and a referral to a specialist service may be required to undertake a specialist assessment.

Level 4

Children experiencing domestic violence where safeguarding intervention is required. Children who are young carers, Homelessness.
Children/pre-birth with concerns in relation to parenting capacity.
Children, who are subject to a child protection plan, care proceedings, emergency orders or who are looked after.
Children whose parents are no longer able to care for them.
Unaccompanied minors. Privately Fostered children. Children who are homeless.
Children or infants experiencing severe domestic violence who are in need of protection.
Children living with severe drug and alcohol misuse issues.
Children with a statement of special educational needs.
Children with significant offending behaviour under a court order.
Pre-birth situations where there is a significant risk to the unborn child.

Service response required

Level of need crosses statutory threshold.
Children at the highest level of risk/risk of significant harm.
Specialist services allocate a worker.
Level of need determined via a specialist assessment/risk assessment,

We will take our responsibilities seriously and will play a full and active role in the protection of children: raising the awareness of all our practitioners and highlighting their own individual responsibilities in relation to safeguarding, identifying and reporting concerns. This will start as early as the interview, job offer and induction process.

We will monitor the well being of all children, with particular regard to those who are vulnerable, such as those with Child Protection or Child in need plans, looked after children, those with additional needs or who have English as an additional language

CARA previously known as Ecompass

The organisation has adopted the CARA safeguarding tool to ensure that settings are informed at the earliest stages of any Police /Plymouth City Council involvement with families experiencing domestic abuse outside of operating hours. This has involved staff members becoming key adults and attending training in order to be able to liaise with the Early Years Service when they ring the settings. Following an email from the Police/Plymouth City Council regarding an incident with a family and a child or children attending the setting will keep a watchful eye to make sure the child has a calm day and feels as safe and secure as is possible. Parents are given letters on joining the setting explaining the role we take in the Encompass project.

We will encourage effective information sharing protocols including the seven golden rules of information sharing, to ensure the early identification of children who are at potential risk of significant harm; maintaining confidential, accurate and factual records of any concerns, allegations or disclosures, together with the actions taken in response to these.

Working with other agencies

We work within the Local Safeguarding Children Board.

We have copies of **Working together to Safeguard Children 2026 and What to do if you are Worried a Child is Being Abused** :Advice for Practitioners within the settings for parents and staff and all staff are familiar with procedures if they have any concerns.

RNPSLO staff when appropriate to do so will initiate a Early Help Assessment Plan (EHAP) to assist in meeting the needs of the child/family. The EHAP is a national, standardised assessment framework which enables practitioners from all agencies to work together to assess and meet the needs of the children/families where they require a targeted, multi agency approach. This will be done in partnership with the parent and other outside agencies. Childcare staff will support the families as and when required.

If the concerns raised by the group are of a safeguarding nature then EHAP will be by passed and the appropriate procedure for safeguarding will be followed.

We will follow the procedures detailed in the practitioners guide to the common assessment framework when completing the EHAP assessment. If we need additional guidance then we will contact the EHAP Coordinator on 01752 – 668000 EHAP process appendix A end of policy

Transfer of child protection records

When a child leaves an early years setting (either to move to another setting or to go to school) a copy of their child protection file should be transferred to the new establishment as soon as possible:

- the child protection file should be transferred separately to the child's main file and/or transfer document
- the main file or transfer document should include a discreet symbol to identify that separate child protection records exist (for example, a small red dot inside the back cover)
- consent is not required for sharing child protection information
- where child protection and safeguarding concerns are current (i.e. there are on-going concerns) and/or the case is open to Children, Young People and Families, information should ideally be shared within five working days
- where applicable, the allocated Social Worker should be informed of any move as soon as possible, prior to the move taking place. Details of the allocated Social Worker should be shared with the new establishment
- child protections records, such as minutes of Child Protection Conferences and Reviews can also be shared. Such records will usually include a statement regarding disclosure and the need to seek authorisation from the Independent Chair before reports are shared. This authorisation is not required where reports are shared between establishments responsible for educating the same child (i.e. between settings or settings and schools)
- in all cases, the receiving establishment must be made aware of any current child protection concerns prior to transfer and before the child starts. Initial contact should be made in person or by phone. Where cases are current and/or complex, a meeting may be preferable. This should be arranged between the designated persons (for safeguarding /child protection) of the originating and receiving establishments. It may also be appropriate to involve the child's key worker or teacher in these meetings

- records should subsequently be shared within five working days. Documents should ideally be delivered by hand and marked 'confidential – for the attention of the addressee only'. Where this is not possible, documents should be sent recorded delivery and a receipt obtained. If documents are to be sent electronically, they must be password protected and sent by secure email only
- if a case/concern is historic, professional judgement should be used as to whether information is shared or not, in line with data protection guidelines and child protection procedures, on a case by case basis. A chronology should be shared as a minimum in most cases, unless initial concerns were unsubstantiated and there have been no subsequent issues. The receiving establishment should be invited to request further information if needed at a later stage. The decision to share or not share and the reason for such should be recorded
- The responsibility for transfer of child protection records is always that of the originating establishment
- Where the receiving establishment is not known, the Early Years Safeguarding and Welfare Officer should be contacted in the first instance. The Early Years Safeguarding and Welfare Officer will endeavour to establish the child's new school or setting to allow for sharing of child protection information
- Where a new/receiving setting has concerns that a child has been subject to previous child protection involvement, and information has not been made available, the Early Years Safeguarding and Welfare Officer can be asked to undertake a background check. This will involve a check of child protection records held by Children, Young People and Families and/or the identification of any previous setting where applicable. This information will be shared on a need to know basis only
- Original or certified copies of all child protection records should be retained for a minimum of 25 years and held securely either hard copy or electronically. Records should be securely disposed of after this time and a record of disposal kept. Paper records should be shredded and electronic records securely deleted

where a child is referred to an early years setting by a Children's Centre, or vice versa, child protection

Escalation procedure

Occasionally situations arise when childcare workers feel that a decision made by another worker or that the situation involving the child has escalated and the child's safety are at risk. Childcare staff will follow the five stages of the escalation policy which are as follows –

Stage 1.
Professional discusses with their manager or Designated safeguarding officer to clarify their thinking.

Stage 2.
Initial attempts should be made to resolve the matter through discussion between the professionals involved.

Stage 3.
If the problem cannot be resolved at stage 2 the concerned worker should contact the senior designated safeguarding officer or the named Trustee for safeguarding within RNPSLO who will contact the equivalent manager in the other agency to discuss and seek to resolve the matter.

Stage 4
If the matter is not resolved at stage 3 the two managers involved report to their safeguarding named representative and must attempt to resolve the matter through discussion.

Stage5.
If the differences cannot be resolved at stage 4 the designated lead from the concerned agency will inform the chair of the LSCB in order that the decision can be reviewed, including the possibility of a review panel. At all stages actions/decisions must be recorded in writing and shared with the relevant persons.

Staff are encouraged to initially consult the manager to clarify their thinking or to highlight further evidence or information they have become aware of in relation to the concerns around that child.

Designated person for safeguarding

We have a *designated officer for safeguarding* (DSO) in all the settings and within the trustees; they are responsible for managing all safeguarding and child protection issues.

The Disignated Safeguarding Lead (DSL) for this group is.

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The Deputy DSL (term time) for this group is

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The Deputy DSL (extended hours) for this group is

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The names of the DSL and their deputy are displayed in the setting and parents are welcome to contact either practitioner for information, advice and assistance, or to share any relevant information at any time.
The DSL is a senior member of the team who is responsible for acting as a key point of contact for practitioners and parents, coordinating and managing all responses to disclosures and other child protection issues.
Keeping and maintaining appropriate confidential accurate, up to date records and for ensuring effective information sharing protocols are followed. Keeping their knowledge up to date to enable them to effectively fulfil their role, including attending relevant training provided.

We recognise that sharing personal information or information of a sensitive nature can be difficult; we therefore endeavour to observe confidentiality subject to our information sharing protocols. We have a duty to share any concerns relating to child protection with relevant agencies, including Young Peoples and Family Service and the Police, and in all instances the protection of the child will override any issues of maintaining confidentiality.

Parent/carers on joining the organisation agree and sign a parental contract that authorises information to be shared when appropriate to do so between ourselves and other agencies. They also are informed that by

signing the contract that should concern regarding a safeguarding issue be raised then we would share the information for the best interest of the child safety.

Useful telephone numbers

We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social services, ensuring that it is easy to locate an appropriate number should an emergency arise, for the organisation to work together with any other parties.

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Name	Number
Local Authority Designated Officer – S.Parmer	01752 306340
Contact to LADO for - **Referral form** **LADO consultation/ advice** **LADO Referral Threshold Document**	LADO@plymouth.gov.uk
South West Child Protection Procedures	Available only online – www.swcpp.org.uk

For Urgent child protection

If you have a safeguarding concern please contact the Plymouth's Multi Agency Safeguarding Hub on 01752 668000 or 01752 346984 out of hours.

FAMILIES FIRST Contact (Referral to Children's Social Care) - Plymouth Safeguarding Children Partnership (plymouthscb.co.uk)

Building Support - Plymouth Safeguarding Children Partnership (plymouthscb.co.uk) **This includes thresholds level of need within the FAMILIES FIRST .**

If you require further advice or assistance (including hypothetical situations) prior to making a FAMILIES FIRST contact, advice can be sought through the FAMILIES FIRST consultation line for professionals on **01752 304339**.

Early Help & SEND Advice Line
If you would like some advice about a family you are supporting you can now pre-book a call to the Early Help & SEND Advice Line where family support workers are available to talk about any worries or answer your questions. The service will operate from 10am to 4pm, Monday to Friday – all year around. You can book a slot using the following link Plymouth Early Help and SEND Advice line | PLYMOUTH.GOV.UK

From April 2007 the responsibility for the registering and inspecting childminders and day care providers passed to Ofsted (Offices for Standards in Education, Children's Services and Skills) whose office address is:
Piccadilly Gate
Store Street
Manchester
M21 2WD

Telephone 0300 123 1231

This number is the general number for contacting Ofsted, however if you are ringing with a child protection issue they will automatically put you through to the appropriate department.
We will notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements that may affect the well being of children attending this will be done at the earliest opportunity and within 14 days.

On January 1st 2008 the Safeguarding Children Unit replaced the Joint Consultancy Team. Contact details (01872-254549)

It is important to remember to refer to the area office in which the child lives and to follow up any referral in writing. If you are only ringing for advice make this very clear to the admin officer who will take your initial call and ask to speak to the Access Duty worker or the Access Practice Manager.

Multi Agency Safeguarding Hub (FAMILIES FIRST)

After sending the *FAMILIES FIRST contact form to Families First @plymouth.gov.uk.*

FAMILIES FIRST decides if there is a need to carry out a child in need assessment or child protection enquiry if they believe that a child or young person is at risk of, or is being hurt, abused or suffering neglect. They support practitioners to deliver the right help at the right time and work in an integrated way with children, young people and their families.

All telephone referrals to the FAMILIES FIRST team must be followed up as soon as possible with a written electronic referral.

A referral will not be accepted by the FAMILIES FIRST team until it has been followed up in writing **unless** a child is deemed to be at immediate risk of significant harm. If a referral has not been accepted it will not be acted upon – therefore referrals should be submitted immediately.

The out of hours service is an emergency duty social care team, working with vulnerable children and adults outside of normal working hours. There areas of responsibility are child protection, adult safeguarding, supporting vulnerable adults, undertaking emergency Mental Health Act assessments, emergency housing, supporting families in crisis, supporting young people who have offended and emergency financial support.

Before making an enquiry in to the Multi – Agency Hub (FAMILIES FIRST) or Out of hours service you need to consider if the child or young person's needs can be met by services from within your own agency, or by other professionals already involved with the family, for example by completing the Early Help Assessment Tool or conta ting the *Plymouth Early Help and SEND Advice line.*

Any child protection and safeguarding issues meeting the threshold for referral in accordance with the Plymouth Assessment Framework should continue to be sent directly to the Multi Agency Hub/ Out of Hours Service.

Plymouth's Multi-Agency Hub (FAMILIES FIRST) Telephone number for professionals- 01752 668000

NSPCC safeguarding

The helpline team are available 24/7 via phone and online have access to a wealth of local information. Any adult worried about the welfare of a child, or seeking advice on any concern at all, can call the NSPCC's Helpline on 0808 800 5000, email help@nspcc.org.uk, or visit the NSPCC website at www.nspcc.org.uk/neglect

Child abuse whistleblowing helpline

A new national child abuse whistle blowing helpline has been launched by the Home Office. The helpline will provide advice to employees who feel unable to raise concerns about the way their organisation is dealing with cases of child abuse, or who feel they have exhausted all avenues with their employer directly.

The NSPCC will deliver this service, which includes a helpline and email support.

NSPCC child abuse helpline:
Call: 0800 028 0285 (line is available from 8am to 8pm, Monday to Friday)
Email: help@nspcc.org.uk

This helpline is available if you feel all other procedures have been followed and you are concerned about the way these cases have been dealt with.

Ofsted provides guidance on how to make complaints about a childcare provider :Complaints procedure – Ofsted- GOV.UK(www.gov.uk)

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- where child protection and safeguarding concerns are current (i.e. there are on-going concerns) and/or the case is open to Children, Young People and Families, information should ideally be shared within five working days
- where applicable, the allocated Social Worker should be informed of any move as soon as possible, prior to the move taking place. Details of the allocated Social Worker should be shared with the new establishment
- child protections records, such as minutes of Child Protection Conferences and Reviews can also be shared with the appropriate people. Such records will usually include a statement regarding disclosure and the need to seek authorisation from the Independent Chair before reports are shared. This authorisation is not required where reports are shared between establishments responsible for educating the same child (i.e. between settings or settings and schools)
- in all cases, the receiving establishment must be made aware of any current child protection concerns prior to transfer and before the child starts. Initial contact should be made in person or by phone. Where cases are current and/or complex, a meeting may be preferable. This should be arranged between the designated persons (for safeguarding /child protection) of the originating and receiving establishments. It may also be appropriate to involve the child's key worker or teacher in these meetings
- records should subsequently be shared within five working days. Documents should ideally be delivered by hand and marked 'confidential – for the attention of the addressee only'. Where this is not possible, documents should be sent recorded delivery and a receipt obtained. If documents are to be sent electronically, they must be password protected and sent by secure email only

- if a case/concern is historic, professional judgement should be used as to whether information is shared or not, in line with data protection guidelines and child protection procedures, on a case by case basis. A chronology should be shared as a minimum in most cases, unless initial concerns were unsubstantiated and there have been no subsequent issues. The receiving establishment should be invited to request further information if needed at a later stage. The decision to share or not share and the reason for such should be recorded
- the responsibility for transfer of child protection records is always that of the originating establishment
- where the receiving establishment is not known, the Early Years Safeguarding and Welfare Officer (EYSWO) should be contacted in the first instance. The EYSWO will endeavour to establish the child's new school or setting to allow for sharing of child protection information
- where a new/receiving setting has concerns that a child has been subject to previous child protection involvement, and information has not been made available, the EYSWO can be asked to undertake a background check. This will involve a check of child protection records held by Children, Young People and Families and/or the identification of any previous setting where applicable. This information will be shared on a need to know basis only
- original or certified copies of all child protection records should be retained for a minimum of 25 years and held securely either hard copy or electronically. Records should be securely disposed of after this time and a record of disposal kept. Paper records should be shredded and electronic records securely deleted
- where a child is referred to an early years setting by a Children's Centre, or vice versa, child protection information should be shared, including a chronology as a minimum requirement.

Procedure for responding to an allegation against a member of staff, or a volunteer.

We understand that a child may make an allegation against any practitioner within a setting. We recognise that dealing with such allegations is difficult but we will endeavour to take such incidents seriously and deal with them carefully and fairly.

We will instigate an investigation where it is alleged that they have –

Behaved in a way that has harmed a child or may have harmed a child.
Possibly committed a criminal offense against a or related to a child
Behaved in an appropriate way towards a child which may indicate that they are unsuitable to work with children.

We may also apply such procedures where –

- There are concerns about a practitioner's behaviour towards their own children or children they work with.
- Children unrelated to their employment or voluntary work and where there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to those they work with.
- When an allegation is made about abuse that took place some time ago and the accused practitioner may still be working or having contact with children.

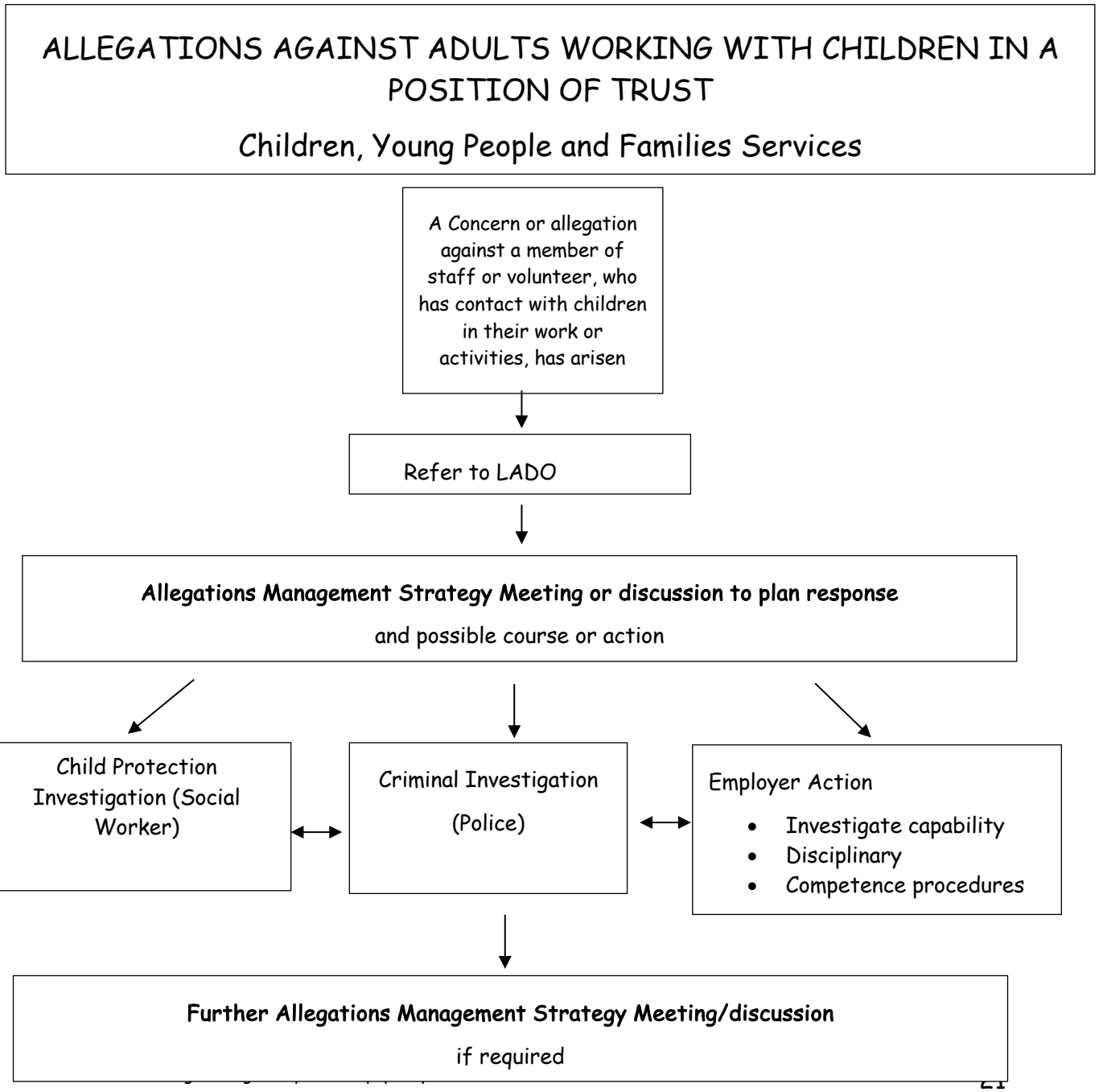
In some cases we will be clear that we must take immediate referral to advice and assessment.

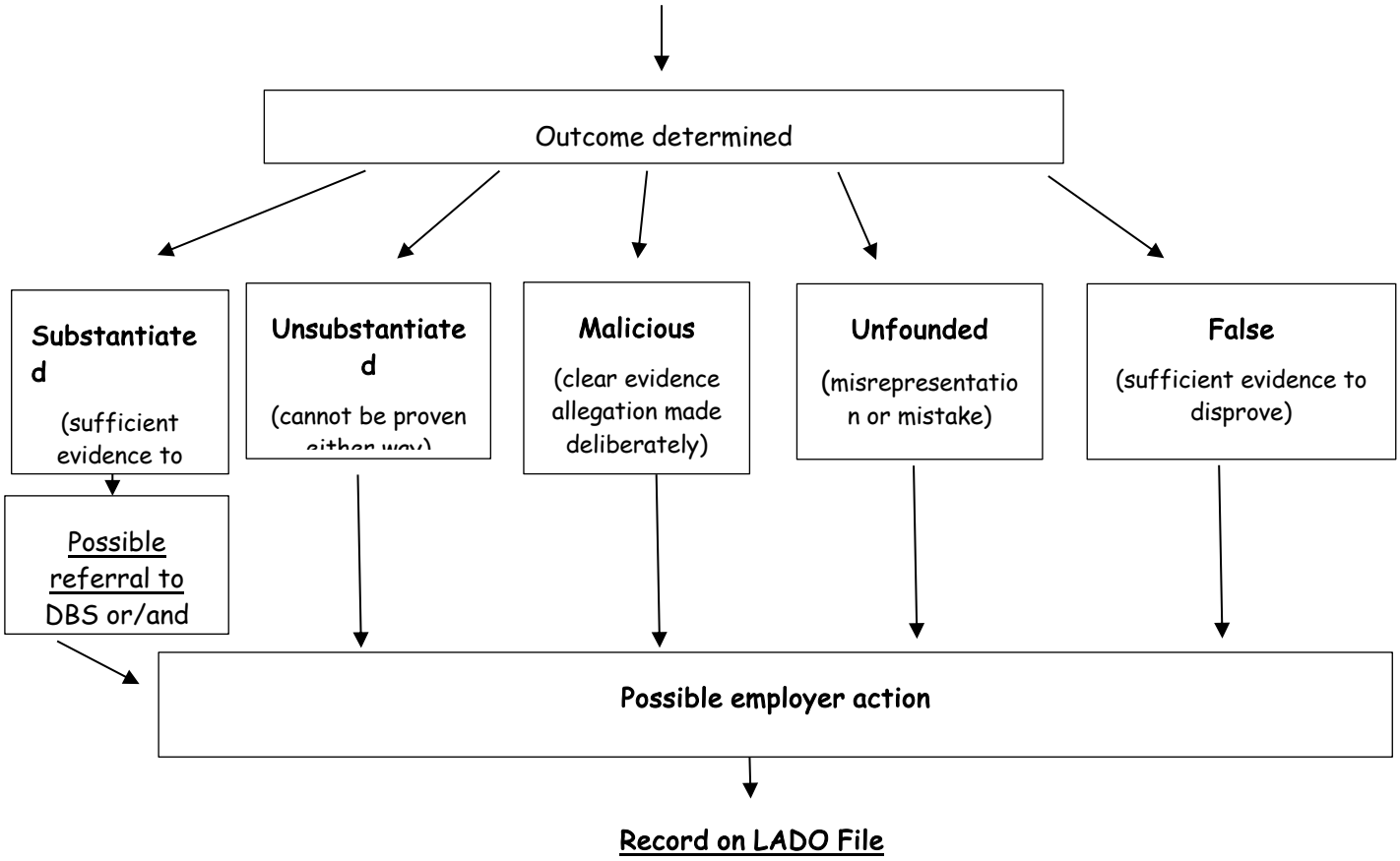
- The Local Authority Designated Officer (LADO) should be informed within one working day. The LADO is responsible for managing allegations against anyone who works with children in an employed or voluntarily capacity.
- For cases where allegations against a staff member which are considered inappropriate but not harmful the PCC LADO Dealing with Allegations against Adults that Work with Children,LADO Threshold Document will be reffered to .Taking into the consideration the indicators matrix LADO , Tiers 1 -4 to provide guidance on further actions.
- Ofsted will be informed as the regulator of any allegation or concern made against a member of staff in any day care establishment.

This will apply where a child has appeared to have been hurt or at risk of harm, or where a criminal act appears to have been committed.
In some cases it may be difficult to make a judgement based on information available and allegations may relate more to inappropriate, unprofessional behaviour rather than abuse.
We do not have a duty to investigate such allegations or the power to make an assessment of whether a concern relates to abuse or

inappropriate behaviour. We therefore treat all such allegations seriously, dealing with them objectively in a timely manner, and referring to the LADO for further advice. We will act on the advice of the LADO at all times.

If it is deemed as a result of an allegation a child has been injured or there is clear evidence of significant harm or risk of significant harm we will make an immediate referral to advice and assessment or to the Police in line with our child protection procedure





Suspension

We consider suspension as a neutral act and does not indicate whether an accused practitioner is guilty or not. Suspension is considered a necessary step, prior to and during any investigation which may be outsourced to an outside agency.
The Trustees will be informed and authorisation sought before any acts of suspension. Ofsted will be informed and kept uptodate of the investigation and any actions that may follow from it.

An immediate suspension of the staff or a staff member will happen to allow time for guidance and possible instruction from the LADO to prevent any further consequences happening during the investigation.
We will seek the necessary legal advice and ensure guidelines are followed in line with our settings policies and procedures.

Any staff member suspended following an allegation if proven to be unfounded will be assured that it will have no bearing on their employment and staff record and will be paid for the duration of the suspension.

We will consider suspension where –

- Whistleblowing within the childcare setting regarding concerns that are raised by staff.
- There is a cause to suspect, or it is clearly evident that a child is at risk or has suffered significant harm.
- The allegation warrants a police investigation
- The allegation is so serious that it might be grounds for dismissal.
- The continued presence of the accused practitioner at the setting may hinder or impinge on any investigations carried out by CSC and the Police.

We will evaluate the possible risk to children by the accused practitioner and how the situation can be effectively managed in order to ensure safety of the individual child involved, and all children within the setting.

We will also consider if suspension is necessary in the best interest of the accused practitioner, to protect them from harassment or any of the undue treatment.

If allegations are substantiated we will proceed with our disciplinary procedures, only after liaison with the LADO and the Police where appropriate, to avoid any interference with or jeopardy to any on going external investigations. We will report the incident to the safeguarding children's unit as appropriate.

Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where practitioners fail to do so, and therefore we have a formal whistle blowing policy and procedure which all staff have access to.

We encourage practitioners to feel confident in raising concerns and to question and act upon them, there is a separate Whistle blowing policy for staff / volunteers. Copies of the policy are displayed within the settings.

RNPSLO has enrolled in an Employee Assistance programme to support staff with counselling, advice guidance, occupational health, financial advice and support as well as other benefits.

Safer recruitment
Vetting

We adopt safer recruitment practices and will not agree or commence on individual's employment or voluntary work until a satisfactory Disclosure and Barring (DBS) check has been obtained and other checks, such as references have been received. For the purpose of potential employees visiting and undertaking ' taster' sessions they are paired with a lead member of staff for the duration of the visit and remain in constant view at all times, no intimate care is undertaken by them during this time. All offers of employment are subject to the satisfactory completion of such checks. Changes to legislation regarding vetting means that are two ways for applicants to register with U-Check on line vetting service (self – registration) U-check is our chosen agency to undertake DBS checks.

Disqualification

The Childcare (Disqualification) Regulations 2007 require registered providers to inform Ofsted of any court order, determination or conviction or any other grounds for disqualification from registration applying to them.

The government has amended rules regarding disqualification by association. The changes come into effect from September 2018. The change in the disqualification by association rules applies to schools and non-domestic registered settings e.g. early years and out of school settings.
This means that from September 2018, staff will no longer be disqualified

from providing or working in non-domestic childcare settings because someone who lives or works in their household is disqualified. From September 2018 **providers should NOT ask their staff questions about the cautions or convictions of someone living or working in their household.** Non-domestic settings who have collected any data that has been retained for the purposes of disqualification by association will need to destroy the information that they have collected about third parties, unless any information is required for safeguarding purposes.
NB - Disqualification by association continues to apply for individuals providing and working in childcare in domestic settings (e.g. where childcare is provided in a childminder's home). It also still applies under all registrations on domestic premises, including where an assistant works in a non-domestic setting for up to 50% of their time. This means that disqualification by association still applies to childminders and their staff.
NB – Although disqualification by association has been removed for staff in early years settings, the arrangements continue to disqualify individuals working in domestic and non-domestic settings if they themselves have been found to have committed a relevant offence.

There are a number of reasons that a person may be disqualified from working with children under the Childcare Act 2006. These may be grouped under the following, general headings:

- grounds in relation to the care of children
- offences against children
- offences against adults
- inclusion on the list held by the Disclosure and Barring Service
- having registration refused or cancelled (does not apply for registrations cancelled for non-payment of fee)
- offences include those committed overseas that, had the offence been committed in the UK, would disqualify that person from registration, regardless of how the offence is described in the law of the country.

Disqualification by Association (guidance from DfE)
The Statutory Framework for the Early Years Foundation Stage (EYFS) makes it clear that 'providers must ensure that people looking after children are suitable to fulfil the requirements of their roles..
It is a requirement in paragraph 3.11 of the EYFS that providers 'must tell staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work

with children (whether received before or during their employment at the setting). Providers must not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

We inform prospective employees and employed staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.
If through undertaking the vetting process disqualification of a registered person, a person living in the same household or a person employed in that household, then that person must not continue as an early years provider nor be directly concerned in the management of such provision.

Ofsted would be informed of the following information as soon as reasonably practicable but at least within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006.
- The date of the order, determination or conviction, or the date when the other ground for disqualification arose
- The body or court which made the order, determination or conviction and the sentence (if any) imposed.
- A certified copy of the relevant order (in relation to an order or conviction).

Where applications are rejected because of information that has been disclosed. Applicants have the right to know and to challenge incorrect information.

We as an organisation abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.

RNPSLO use the DBS update service to undertake termly checks on all staff to ensure that they remain suitable to work with children along with the staff handbook informing them that it is their responsibility to inform

the organisation if they become aware of a disqualified person living with them . RNPSLO would then act accordingly.

Volunteers/ visitors will not work unsupervised with the children.
Staff/volunteers will not work with children unsupervised until all DBS security checks have been returned and deemed suitable to do so.

The organisation will abide by the Protection of Children Act in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern.

Visitors

The organisation has procedures for recording the details of visitors to the setting.
Each visitor is issued with a visitors sticky badge and given a visitors form which informs the visitor who the registered persons are, ie the Trustees, who the manager of the setting is and who the deputy of the setting is. The Area Coordinator's contact number, The Chair of Trustees name and contact and the settings designated safeguarding person and deputy.
On procurement of agency staff for occasional days work, we require them and the manager of the setting to complete a key information form before starting work in the setting. This form gives vital information to the agency worker on important aspects, routines and procedures of the setting.
The organisation takes security steps to ensure that we have control over who comes into the setting; so that no unauthorised persons have un supervised access.

Mobile phones and Smart Watches

Use of mobile phones are not allowed during the staff's working hours and all mobiles are either turned off and kept in staff's handbags or remain on and kept in a specific place in full view, with the supervisor taking responsibility for their staff's phones during session times.

Smart watches are considered be to tiny smart phones worn on the wrist as they can send, receive messages and emails along with make phone calls and connect to social net working sites. Some of the devises can take

photos through mini cameras built into them and can collect information from internal or external sensors and may control . or retrieve data from other instruments or computers. Therefore Smart watches in a childcare setting will be treated the same as a mobile phone.

Staff found to be using mobile phones / smart watches **during** the working session would be disciplined. There is a separate policy for use of mobile phones whilst in the setting for visitors and contractors. Parents are asked not to use their phones whilst in the setting or within the grounds of the settings either dropping off or collecting their children. There are clear and understandable signs in every setting alerting all visitors to a no use of mobile request.

Camera and taking images.
RNPSLO has a separate policy for the use of camera's and taking images within the settings. See separate policy.

Social net working
RNPSLO has a separate policy for the staff's use of social net working sites such as face book. See separate policy

Parental contracts

Parents are requested to complete a parental contract on joining the group which has permission and authorisation signatures for various activities, events and procedures that may, could or do happen whilst their child is using RNPSLO settings, within this document is a notice to parents that if relevant to do so, information will be shared and a signature is required to do so along with if the occasion arises information will be shared without their consent. This would be a safeguarding issue only. RNPSLO staff work within the seven golden rules for information sharing these being

1. Remember that the Data Protection Act is not a barrier to sharing information.
2. Be open and honest
3. Seek advice

4. Share with consent where appropriate
5. Consider safety and well being
6. Necessary, proportionate, relevant. Accurate, timely and secure
7. Keep a record.

If we have a concern about a child's welfare/ abuse and neglect.

If we have concerns about a child's welfare or whether they are being abused we will -

- The staff member will discuss the concern with the DSL, following this conversation the concern will either remain the same or be escalated .
  Staff referring to '*What to do if you're worried a child is being abused edition for guidance , PCC Threshold Guidance for Safeguarding Children and young Children or Working Together to Safeguard Children Dec 2026*

- If after discussion the concern remains the same the DSL will determine whether the child/family would benefit from other services. The DSL will determine whether the child is at significant risk Section 47 or is a child in need Section 17.

- If the DSL considers the child is at risk or **significant harm** a referral will be made at the earliest opportinty (before the end of the session) to the FAMILIES FIRST . If the DSL considers a child to be in immediate danger they will also notify the Police (before the end of the session)

- Where possible the DSL will notify the parents before making the referral to the FAMILIES FIRST however if the child would be placed in increased danger/ risk the parents will not be notified. Advice and assessment (MASH) will advice before making this decision.

- If the DSL considers the child is a child in need they will consider whether targeted services could be provided through a Early Help Assessment Plan (EHAP) with full consent from the parents.

- If parental consent is refused then the DSL will consider whether such a response constitutes increased risk to the child

, if such a risk is considered then a referral to FAMILIES FIRST will be made.

- The DSLwill contact the FAMILIES FIRST if the parents have not yet been informed and the DSL will agree with advice given over the phione with regards to the next steps.

- A referral will be followed up in writing at the end of the child's setting and will forward any relevant documentation as appropriate for example EHAP form and copies of any records. FAMILIES FIRST should acknowledge the referral within one working day. If this acknowledgement is not received or any contact made to the childcare setting the DSL will follow up the referral again.

- The DSL will discuss the concerns with staff members to ensure that information is shared and all appropriate forms are completed in order to develop a further understanding of the child's needs and further actions.

The organisation acknowledges that abuse of children can take different forms – physical, emotional, and sexual as well as neglect.
The organisation will respond when children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) Or through changes in their appearance, their behaviour, or their play.

Multi-Agency Hub (FAMILIES FIRST) Telephone number - 01752 66800

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Physical

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

Emotional

Emotional abuse is the persistent emotional maltreatment of a child as to cause severe and persistent adverse effects on the child's emotional development. For example telling the child that they are worthless or unloved. It may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children to feel frightened or in danger. Some levels of emotional abuse are involved in all types of maltreatment of a child although it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (for example rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities such as involving children looking at or in the production of sexual on line images, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.
Once born the parent may fail to provide adequate food, clothing. And shelter, including exclusion form home or abandonment.

Protect a child from physical and emotional harm or danger; fail to ensure adequate supervision (including the adequate care givers).

Domestic violence can have a serious impact on a child's development and emotional well being, we will therefore take appropriate action if we believe any child is directly or indirectly a recipient of this type of abuse. We will also take action if a child presents with a significant unexplained injury that may have occurred either at home or in the setting.

Disclosure

If a child discloses information, we will communicate with them in a way that is appropriate to their age, understanding and preference. The nature of how we respond will also depend on the substance and seriousness of the concerns and we may seek advice from advice and assessment or the Police to ensure that neither the safety of the child nor any subsequent investigation is jeopardised. Where concerns are raised from information given by a child we recognise the importance of offering reassurance but we cannot give confidentiality.

We will be mindful in all communications with a child may lead to a criminal investigation and will not ask leading questions or attempt to investigate the allegation of abuse. If a child discloses we will –

- Offer reassurance
- Believe them
- Listen
- Allow them to talk at their own pace
- Keep responses short, simple, slow, quiet and gentle and not interrogate.
- Tell them they have done the right thing and not to blame
- Remain calm and not make judgements
- Not promise to keep a secret
- Not examine them
- Be observant for any non verbal communications
- Say what we are going to do next, who we are going to contact and when
- Record any visible marks/injuries on a skin map displayed on the safeguarding log and contact the Gateway at the earliest opportunity for advice and guidance.

How we record and report

RNPSLO settings have electriconic log sheets via FAMLY to record accidents, incidents and existing injuries. Children are observed during the day and any accident / incident that happens whilst in our care is recorded.

The parent is given an instant notification of what has happened via FAMLY regarding any injury they may have sustained, the child's date of birth, what time it occurred, who dealt wit it, where it happened within the setting and two members of staff are stated as witnesses . The parent is able to acknowledge this instantly .

Entries on the incident / accident sheets would involve situations, or incidents that happen within the setting during the child's time spent with us, the staff would note child's date of birth, the time of the incident, where it happened, what happened, and two staff are stated as witnesses. The parent is able to acknowledge this instantly.

Entries on the pre- existing injury log records any injury that the child has had prior to attending the setting. A meeting with the parent would take place to enquire how the injury was sustained . If the explanation given by the Parent is consistent with the injury and the staff are content with the explanation then two members of staff are stated as witnesses and the parent is able to acknowledge this instantly.

For any **significant mark or injury** that has been witnessed on the child and classed as a pre exsisting injury a (paper) pre-exisiting injry form , Observations/ discussion sheet and chronological sheet will be completed. A meeting may be called with the parent to enquire how the injury took place , unless the child is under a section 47 in which case the injury will be immediately called through to the Gateway.
If after this explanation has been given and the staff members are not content then at the earliest opportunity
(**before the end of the session**) the DSL will ring the Gateway for advice and guidance.

RNPSLO use Safeguarding logs provided by FAMLY to record concerns, marks and incidents of a safeguarding nature.

Records are on an only those with a need to know basis for access. Confidentiality policy and practices are adopted to deal with any safeguarding issues; staff have regular reminders about confidentiality through termly policy reviews.

Safefeguarding record keeping related to any child attending the setting is kept is recorded on FAMLY with a restricted use of only those with a need to know basis having acces

Allegations against a staff member

RNPSLO 'S procedure to follow if an allegation should be made is –

To consider the safety of the child, other children, and practitioners, including the member of staff involved.

Do not automatically suspend the staff member without consulting with the Local Authority Designated Officer, S.Parmer via LADO@plymouth.gov.uk before making such a decision. (Except in an emergency situation where the decision to be made is clear)

If suspension is deemed appropriate, consult and agree the decision with the registered person and follow guidelines set out in the disciplinary procedure. Legal advice should be sought

If suspension is deemed not appropriate, it may be still be advisable to recommend the staff member takes some time off whilst the allegation is being addressed.

RNPSLO will under no circumstances investigate the allegation themselves. The duties to investigate are the responsibility of Children's, Young Peoples and Families Department and where appropriate the police.

The Local Authority Designated officer should be contacted in the first instance should any allegations be made. Ofsted should also be made aware of the situation. Information should be shared on a need to know basis only.

The local Authority Officer will advise on the next steps to take. In many circumstances a strategy meeting will be held with a number of senior professionals to determine whether a child protection investigation is required and whether any further actions are required.

RNPSLO will follow advice given by the Local Authority Designated Officer and undertake any actions recommended through the strategy meeting.

The organisation will ensure that all parents know how to complain about staff or volunteer actions whilst in the setting, which may include an allegation of abuse. RNPSLO has a separate whistle blowing policy and a separate complaints policy.

Ofsted telephone number 0300 123 1231

S. Parmer is the Local Authority Designated Officer.
Plymouth 306340 or LADO.@plymouth.gov.uk for Contact for safeguarding queries and advice within setting including the LADO referral form , LADO Consultation/ advice and LADO Threshold of need document.

The organisation will follow guidelines of the Local Safeguarding Children Boards when responding to any complaint that a member of staff or volunteer has abused a child.

The organisation will respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.

We refer any such complaint immediately to the local authority's social service department to investigate to Ofsted and to Royal Navy Royal Marines Welfare Service (RNRM)

The organisation will co-operate entirely with any investigation carried out by social services in conjunction with the Police.

The organisations policy to suspend the staff member for the duration of the investigation, this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as the children and families throughout the process.

Disciplinary action.

Where a staff member or volunteer is dismissed from the setting or internally disciplined because of misconduct relating to a child, we will notify the Department of Health administrators so that the name may be included on the list for the protection of children and vulnerable adults.

Training

The organisation will seek out training opportunities for all adults involved in the setting to ensure that they are able to recognise the signs and symptoms of possible abuse, emotional abuse, sexual abuse and neglect. This would include being vigilant whilst at work and outside of setting.
These may include

- Significant changes in children's behaviour
- Deterioration in children's general well being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which may give cause for concern
- Any reasons to suspect neglect or abuse outside of the setting
- Inappropriate behaviour displayed by other members of staff or any other person working with children. E.g. inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

Staff are aware of the local authority guidelines for making referrals and how to respond to a child who discloses information and the procedures to be followed.
We ensure all external training we access meets the requirements of Plymouth Safeguarding Children's Board.
Safeguarding and training are part of the staff's initial induction and as part of the staff's supervision and the administration office over see the booking of safeguarding courses for all staff. A regular review of the dates for each staffs qualification ensures that courses are booked within the time frame .
DSL and managers will ensure that safeguarding is discussed at staff supervision and within regular staff meetings.

Planning/delegation of staff

The Organisation will ensure the lay out of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being visible to others. Staff deployment is organised to maintain legal ratios, children under two years 1:3. Children aged 2 years 1; 4, children aged 3 and above 1; 8 there are occasions when RNPSLO will work 1; 6 in this age range. RNPSLO make every effort to ensure that staff and children are not put in compromising situations.

Curriculum

The organisation will introduce key elements of child protection into our planning to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to' and so that they develop understanding of why and how to keep safe.

The organisation will create within our settings a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background and any additional needs they may have.
We will ensure that this is carried out in a way that is developmentally appropriate for the children.

Support to families.

The organisation believes in building trusting and supportive relationships with families, staff and volunteers in the group. RNRM Welfare team are informed where a service family are involved and offered support and guidance through their team of trained workers.

The organisation makes it clear to parents its role and responsibilities in relation to Child protection from the point of joining the organisation.

The organisation when advertising posts uses a safeguarding statement alerting any candidates that we take safeguarding the children in our care of the up most importance.
The organisation is committed to staff undertaking safeguarding training and being aware of procedures to follow regarding safeguarding.