

Safeguarding and Child Protection Policy

Written by: Louise Lloyd-Evans

Date Written: 28 July 2025 **Next Review Due:** August 2026 **Our Values**

At Young Friends Kindergarten, safeguarding is at the heart of everything we do. Every child has the right to grow up safe, healthy, and protected from harm. We know that children thrive when the adults around them are vigilant, well-trained, and committed to acting in their best interests at all times.

- **Sustainability** – We protect children and uphold ethical practice for the long term.
- **Respect** – Every child is treated as an individual whose voice is valued.
- **Authenticity** – We address concerns with honesty, transparency, and integrity.
- **Supportive Leadership** – All staff are empowered and supported to act when concerned.
- **Community** – Safeguarding is everyone's responsibility; we work together to keep children safe.

Policy Statement

Every child at Young Friends Kindergarten has the right to grow up safe, healthy and protected from harm. Safeguarding is the responsibility of all staff, and our duty of care is always to the child. This policy outlines the systems, procedures and responsibilities we have in place to safeguard every child in our setting. **Our**

Designated Safeguarding Leads (DSLs) are:

- Jasmin Clay Joyce
- Louise Lloyd-Evans
- Libby Payne

Legal Framework

This policy reflects the:

- Children Act 1989 & 2004
- Statutory Framework for the EYFS (2024)
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2021)
- Prevent Duty Guidance (2021)
- Safeguarding Vulnerable Groups Act (2006)

Definition of Safeguarding

means:

- Protecting children from maltreatment
- Preventing impairment of physical or mental health or development
- Ensuring safe and effective care
- Taking action to enable children to have the best outcomes

Key Principles

- All children, regardless of background or identity, are entitled to protection
- Safeguarding is everyone's responsibility
- Staff are trained to notice and respond to even low-level concerns
- The child's voice and welfare are always central
- Staff must escalate concerns if unsure about DSL decisions

General Safeguarding Procedures

We follow the Pan Sussex Safeguarding Procedures and Brighton & Hove's Front Door for Families guidance.

Key practices include:

- Using the BHSCP Threshold Document to assess risk
- Recording low-level concerns and reviewing them regularly on Family
- Creating Safeguarding Concern Records for all incidents
- Locking all safeguarding documents on our secure OneDrive
- Monitoring attendance patterns and unexplained absences
- Using monthly leadership meetings to raise safeguarding concerns
- Recording existing injuries on Family and identifying patterns
- Maintaining open communication with children and families
- Following the Graded Care Profile 2 tool for concerns around neglect
- Recording all concerns, including those not referred, for accountability
- Ensuring all concerns are shared with Louise and action agreed

Everyday Safeguarding Expectations

To support the effectiveness of our safeguarding approach, all staff are required to uphold specific day-to-day expectations:

- **Gate Security:** The main entrance gate must always be pulled closed slowly and firmly. Staff must double-check the gate is fully latched each time. The second safety gate must also be shut firmly. Reliance on secondary safety measures is not permitted. Failure to follow this protocol will result in a formal written warning.
- **Family Use:** Family must only be accessed on-site and on authorised devices. Off-site or personal device access is not allowed.
- **Collection of Children:** Only authorised staff may hand over children to parents/carers. Students, volunteers, new staff members or unauthorised individuals must not carry out handovers.
- **Phone Policy:** Mobile phones and smartwatches capable of taking photographs must never be on the floor or in use in child-facing areas. They must be stored in the designated secure box in the kitchen and only accessed in line with the Online Safety Policy.
- **DSL Awareness:** All staff must know who the DSLs are and how to escalate concerns immediately.
- **Whistleblowing:** Any safeguarding concern must be reported immediately — if unsure, escalate it.
- **Policy Familiarity:** Staff must know and follow safeguarding-related policies at all times. These are available on the website and must be re-read regularly to stay up to date.

Recognising Abuse

We are trained to identify all four categories of abuse:

- **Physical** – hitting, shaking, fabricated illness
 - **Sexual** – grooming, exploitation, inappropriate exposure
 - **Emotional** – belittling, rejecting, over-controlling
 - **Neglect** – persistent failure to meet basic needs
- We are also alert to:
- Domestic abuse
 - Substance misuse
 - Mental health issues
 - Children with a parent in prison
 - Exploitation (CSE/CCE), County Lines, Radicalisation

Responding to Concerns

- All staff record disclosures in the child's words and do not investigate
- Concerns are recorded immediately using the safeguarding form and reported to the DSL
- We contact Front Door for Families if the risk meets threshold
- Whistleblowing is encouraged — staff can escalate to LADO, Ofsted, or NSPCC
- All disclosures are kept secure, shared only on a need-to-know basis

Staffing and Suitability

- Safer recruitment principles are followed for all new staff
- DBS checks are maintained and reviewed annually
- The Single Central Record is monitored by leadership

- All staff are trained at induction and refreshed yearly
- DSL training is updated every 2 years
- Suitability is monitored through supervision and appraisal
- Staff must not work with children if under the influence of substances or medication that affects performance

Staff Ratios

We meet or exceed statutory staff-to-child ratios outlined in the EYFS:

- Under 2 years — 1:3
- 2 years — 1:4
- 3 years+ — 1:8 (or 1:13 if led by a qualified teacher, EYT, or EYP) We ensure:
- Children are always within sight or hearing
- Deployment maintains safeguarding and quality of interaction
- Staff are counted in ratio only after full safer recruitment checks and induction • Apprentices may be included in ratio if:
 - They are 17+
 - Assessed as competent by a senior leader
 - Working under supervision of a qualified staff member
- Volunteers and students are only included if they meet EYFS criteria
- Breaks and absences are always covered

Prevent Duty

We are committed to preventing radicalisation and extremist influence:

- Staff remain alert to behaviour, language, or attitude changes
- We recognise radicalisation can affect anyone, from any background
- Concerns are reported to the DSL (Prevent Lead)
- Concerns are recorded and referrals made to Channel/Front Door where thresholds are met

Allegations Against Staff If

an allegation is made:

- LADO is contacted immediately for advice
- Ofsted is informed within 14 days
- Suspension is considered only if necessary
- Detailed records are kept
- See Whistleblowing Flowchart

Record-Keeping and Monitoring

- All records are logged securely on OneDrive
- DSLs review and share concerns as appropriate
- Staff meetings highlight children of concern
- Leadership plans and tracks safeguarding actions

External Safeguarding Contacts

(Include numbers for FDF, LADO, NSPCC, Prevent Lead)

Linked Policies

- Whistleblowing
- SEND Policy
- Key Person
- Safer Recruitment
- Online Safety & Acceptable Use
- Behaviour Management
- Accidents & Emergencies

- Information & Records
- Prevent Duty