**Safeguarding Policy and Procedures**

**Part 1: Safeguarding Policy Aims**

**Introduction to Our Setting’s Safeguarding Children Policy Statement**

We are committed to ensuring the safety and well-being of all children in our care. This policy outlines our safeguarding responsibilities and the procedures we follow to protect children from harm in line with statutory guidance and local authority protocols.

**Purpose of the Document**

This document provides a clear framework for safeguarding and child protection procedures. It applies to all staff, volunteers, students, and visitors working with children in our setting and outlines our duty to promote children's welfare and take appropriate action when concerns arise.

**Definition of Safeguarding Children**

Safeguarding is defined as:

* Protecting children from maltreatment;
* Preventing impairment of children’s health or development;
* Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
* Taking action to enable all children to have the best outcomes.

**How We Safeguard Children**

At our setting, safeguarding is at the core of everything we do. We ensure that:

* All staff and volunteers are subject to enhanced DBS checks and complete relevant safeguarding training;
* We follow safer recruitment practices and maintain a culture of vigilance;
* Our Designated Safeguarding Lead (DSL) and Deputy DSL are trained and competent in responding to concerns;
* Risk assessments, health and safety checks, and supervision of children are carried out rigorously;
* A preventative curriculum is delivered to support children’s understanding of safety and well-being;
* Policies are updated annually in line with EYFS 2025 and local guidance such as Working Together to Safeguard Children (2023).

**Safeguarding Beyond Child Protection**

Safeguarding is broader than child protection and includes:

* Creating a safe, inclusive environment free from bullying and discrimination;
* Meeting health and medical needs;
* Promoting children's self-esteem, emotional development, and resilience;
* Early identification of additional needs with timely multi-agency support;
* Open communication with families and professionals.

**Putting This Policy into Practice**

We:

* Provide regular training for all staff;
* Foster a culture where safeguarding is everyone’s responsibility;
* Review safeguarding effectiveness continuously through audits, supervision, and feedback;
* Ensure access to all safeguarding policies for staff, volunteers, and families.

**Effective Challenge and Escalation**

If any staff member or volunteer feels a safeguarding concern has not been addressed properly, they are encouraged and expected to escalate their concerns—either internally to the DSL or externally to Sheffield Safeguarding Hub, LADO, or by using our whistleblowing procedures.

**Part 2: Safeguarding Reporting and Procedures**

**What an Adult Should Do if They Have a Safeguarding Concern**

All safeguarding concerns must be reported immediately to the DSL or Deputy DSL. Concerns should be documented clearly, signed, and dated. Adults must not promise confidentiality to a child or investigate themselves. If they feel a concern is not taken seriously, escalation is essential—this may involve contacting the LADO or referring via whistleblowing procedures.

**Role of the Designated Safeguarding Lead (DSL)**

The DSL:

* Manages and records safeguarding concerns;
* Supports staff with safeguarding matters;
* Refers to external agencies;
* Ensures policy compliance and confidentiality;
* Maintains records securely;
* Liaises with Ofsted and other regulators where required.

**Who to Contact in Other Agencies**

* **Sheffield Safeguarding Hub**: 0114 273 4855 (24/7)
* **Police (Emergency)**: 999 / **Non-Emergency**: 101
* **LADO (Sheffield)**: 0114 273 4855
* **Ofsted**: 0300 123 1231
* **NSPCC Whistleblowing Line**: 0800 028 0285

**Part 3: Responding to Child Protection Concerns**

**Scope**

Applies to all categories of abuse and neglect, including but not limited to:

* Physical abuse
* Emotional abuse
* Sexual abuse
* Neglect

**Action to Take**

* **If abuse is observed**: Ensure the child’s safety. Report to DSL immediately. Do not confront the alleged abuser.
* **If a disclosure is made**: Listen, reassure, and report to DSL. Do not investigate or ask leading questions.

**Procedures Following an Allegation Against a Member of Staff**

**Recognising and Responding**

Any allegation of harm, risk of harm, or inappropriate behaviour must be taken seriously. Immediate action includes:

* Reporting to the senior manager;
* Contacting the LADO within one working day;
* Informing Ofsted if required;
* Keeping full, confidential records;
* Considering suspension depending on the nature and risk;
* Taking disciplinary action following LADO advice;
* Referring to the DBS if needed.

**Managing the Prevent Duty**

We are committed to the Prevent Duty under the Counter-Terrorism and Security Act 2015. All staff receive Prevent training and understand the signs of radicalisation. We embed British values into our curriculum and ethos, promote inclusion and tolerance, and work with the Sheffield Safeguarding Hub and Channel Panel when concerns arise.

**Part 4: Safeguarding Adults**

**Safeguarding Adults Policy Statement**

We protect vulnerable adults within our setting by ensuring staff and volunteers are trained and understand how to recognise and report concerns.

**Main Forms of Abuse**

Includes:

* Physical
* Emotional
* Financial
* Neglect or acts of omission

**Procedure**

Concerns about adult safety must be reported to the DSL. Where necessary, referrals are made to adult social care.

**Part 5: Useful Resources**

**Local Contacts**

* **Sheffield Safeguarding Hub**: 0114 273 4855
* **Sheffield Domestic Abuse Services**
* **Childline**: 0800 1111

**National Regulatory Bodies**

* **Ofsted**: 0300 123 1231
* **NSPCC**: 0800 028 0285

**National Guidance**

* *Working Together to Safeguard Children* (2023)
* *EYFS Safeguarding and Welfare Requirements* (2025)