



APE fully recognises its responsibility for safeguarding children. This policy applies to all staff, management and volunteers working within the setting. Policies relating those listed below are in the policies file which all staff are required to read prior to working with the learners and yearly thereafter.

- The welfare of the children attending this setting is paramount and concerns about child abuse will be taken seriously.
- All staff will be aware of safeguarding children procedures and will be required to attend safeguarding children training regularly.
- All staff will be required to undertake safeguarding induction training within their first week of employment.
- All staff will be aware of the use and storage of mobile phones and cameras (see ICT and Mobile Phone policy) within the first week of employment. Staff must not be distracted from caring for children by using a mobile phone or other distractions.
- Personal cameras or cameras on mobile phones may not be permitted to be used. Staff must only use the pre-schools own digital camera where the images must be downloaded and deleted at the end of a session. Failure by the Staff and Management team to follow procedures will be taken very seriously and deemed as gross misconduct which could result in Disciplinary action.
- Recruitment procedures will ensure the suitability of staff and volunteers working with children and will follow EYFS welfare requirements with regard to Criminal Record Bureau (DBS) checks, Independent Safeguarding Authority (ISA) registration (when required to do so) and references.
- Procedures will be implemented for identifying and reporting concerns, or suspected cases of abuse.
- The setting will ensure a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.
- We work within the guidelines set out by the Local Safeguarding Children's Board (refer to procedure).
- We have procedures for contacting the local authority on child protection issues.
- The setting will notify the registration body (Ofsted) of any circumstances affecting the wellbeing of a child and in the event of an allegation being made against a member of staff or volunteer.
- A designated staff member will have responsibility for safeguarding issues. The designated person is:

Karen Dukes



Advice and concerns regarding safeguarding children should be directed to

- **Duty Care Team 01623520520**
Office Hours: Tel. All numbers are listed on the wall in the office for easy access
 - **Police:**
 - **Ofsted: Tel. 0300 123 1231**
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- Safeguarding children (child protection) concerns will be confidential and shared only on a need to know basis.
 - This policy will be implemented in conjunction with the safeguarding children procedure.
 - The welfare of all children is paramount and any suspicion of abuse will be dealt with immediately.



Safeguarding Children Procedure

- APE I is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to and will work within the guidelines laid down by the Local Safeguarding Children Board and current government guidance.
- We will follow the procedures set out in Interagency Procedures produced by the Nottinghamshire Safeguarding Childrens Partnership (NSCP)
 - ‘Working Together to Safeguard Children/pupils July 2018’
 - ‘Keeping Children Safe in Education September 2023
 - What to do if You are Worried a Child is being Abused March 2015’
- All staff will be aware of their responsibility as supervisors to share any concerns they have about a child with the designated named person. If a staff member feels that their concern is not being taken seriously, they have every right to share their concerns with the Safeguarding Children Board customer services unit or the Police without affecting their terms of employment (See Whistle Blowing policy).
- Staff members also have the right to share concerns *directly* with the Nottinghamshire Safeguarding Children Board Customer Services Centre or the police if they feel this is appropriate.
- All staff will be aware of possible indicators of child abuse and procedures for recording and reporting through staff training, both internal and external.
- All parent/carers will be provided with a copy of the Setting’s Safeguarding policy and procedure and made aware of the fact that APE has a legal obligation to safeguard and promote the welfare of the children in their care, and that the child’s needs will be our first concern.

Records will be kept as appropriate

When concerns are raised or worrying changes are observed in a child’s behaviour, physical condition or appearance, a specific record will be set up. All concerns will remain confidential and shared on a need to know basis and the guidance set by the Local Safeguarding Children’s Board will be followed.



Where a disclosure is made:

- Reassurance will be given to the child.
- The child will be listened to.
- The child will not be questioned.
- Promises will not be made to the child regarding sharing any of the information made in the disclosure.
- The designated person with responsibility for safeguarding children will be informed immediately and procedures followed under the guidance of the Local Safeguarding Children's Board.
- A referral to Children's Services on 0300 4564546 will be made without delay.

Records will be made to include:

- The child's name, full address, date of birth.
- Date and time of the disclosure/observation.
- Exact record of disclosure (in child's own words).
- Name of person to whom disclosure was made.
- Name of any third party present.
- Records will be kept separately and securely from the child's main records with limited access.

Where an allegation is made against a staff member:

- The setting will cooperate fully with any enquiry
- Detailed records will be taken
- The settings disciplinary procedure will be followed where necessary
- The appropriate school will be informed

If an allegation against a member of staff who works with children that causes concern that they have:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child; or,
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Procedures for dealing with allegations against staff:

- Priority will be given to ensure the immediate safety of the child and any other children affected or in contact with the individual (including their own children).



- Reassurance will be given to the child
- The staff member will not be questioned
- The designated person with responsibility for safeguarding children will be informed immediately and procedures followed under the guidance of the Local Safeguarding Children's Board, unless the allegation involves the designated person whereby the School Liaison Officer will be contacted
- A referral to The Local Authority Designated Officer (LADO) through the Local Safeguarding Children's Board Customer Services Centre will be made without delay
- The employer should inform the accused person about the allegation as soon as possible after consulting the LADO. However, where a strategy discussion is needed, or it is clear that police or children's Services may need to be involved, that should not be done until those agencies have been consulted, and have agreed what information can be disclosed to the person. If the person is a member of a union or professional association s/he should be advised to seek support from that organisation.
- The Management Committee will consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned as to whether suspension would be implemented (See Disciplinary policy).

Records will be made to include:

- Adults name who the allegation is made against
- Adult's address
- Adults date of birth
- Employer
- Employers address
- Date of incident and date allegation made
- Nature of allegation
- Details of any third party present
- Records will be kept separately and securely with limited access.
- **NB: Failure by the Staff and Management team to follow the above procedures will be taken very seriously and deemed as gross misconduct which could possibly result in the revoking of their contract with immediate effect. (See Disciplinary procedure).**

Supporting families:

- **We acknowledge that parents will be the first point of contact and they will be informed of any suspicions unless this is deemed likely to put a child at risk.**



- We follow the guidelines laid down by the area Safeguarding Children’s Board.
- The setting, through the Safeguarding Children policy will inform parents of their role and responsibility regarding safeguarding children.
- The setting will continue to welcome children and work with parents throughout any investigation.

Important Safeguarding Contacts

	Name, email and telephone number and online referral link
Designated Safeguarding Lead (DSL)	Karen Dukes Tel: 07981312720
Local Authority Designated Officer (LADO)	Eva Callaghan Tel: 0115 8041272. eva.callaghan@nottsc.gov.uk
Director, Children/pupils Specialist Services	Ruth Hardy Tel: 01623 520520
Safeguarding Advisor (LA)	Cheryl Stollery Tel: 0115 8041047 e-mail: Cheryl.stollery@nottsc.gov.uk
Referral and Response / Front Door services/ MASH Team (Emergency Duty Team)	Nottinghamshire MASH Tel: 0300 500 80 90 Safeguarding children - Multi-Agency Safeguarding Hub (MASH) Nottinghamshire
Out of hours Emergency Team	EDT – 0300 456 4546
CME Team Children missing education	Glen Scruby Tel: 0115 8041045 glen.scruby@nottsc.gov.uk
CSE Team Child sexual exploitation	MASH – 0300 456 4546 TETC Team - Sarah Lee, 07903 266718 sarah.lee@nottsc.gov.uk
Early Help Team/Hub	Tel: 0115 804 1248 https://www.nottinghamshire.gov.uk/care/early-years-and-childcare/childcare-providers/early-help-assessment-form



Safeguarding Children Policy

Review Date 13-10-2023

Prevent local contact	Tel: 101 Ext 8002962/3
Local Police	
School Nursing service	Single Point of Access - Tel: 01777 274422
Sexual Health Team	Single Point of Access - Tel: 01777 274422
Drug and alcohol services	Bassetlaw Drug and Alcohol Service, Larwood Surgery, Worksop Tel: 01909 500233