

LAMPHEY PLAYGROUP AND NURSERY.

Safeguarding Policy.

Designated Safeguarding Officer - Mr S. Thomas

The Lamphey Playgroup will create an environment in which children are safe from harm and abuse; in which the welfare of the child is paramount and any suspicion of abuse is responded to promptly and appropriately.

In order to do this the group will:-

- Exclude known abusers.
- Training
- Prevent abuse by means of good practice.
- Keep accurate records.
- Liaise with other bodies.
- Support families.
- Respond appropriately to suspicion of abuse.

Exclude known abusers.

All staff, volunteers and responsible persons shall hold current DBS Enhanced Disclosures; these will be updated as required.

Staff or volunteers who are in the process of being vetted will be closely supervised at all times.

All applicants for work within the group, both paid and unpaid, will be interviewed before appointment and asked to provide at least one reference from someone who has experience of their work with children. All references will be followed up.

All appointments, both paid and unpaid, will be subject to a probationary period and will not be confirmed unless the group is confident the applicant can be safely entrusted with children.

Students will be closely supervised at all times.

All allegations of abuse made against members of staff or volunteers will be taken seriously and fully investigated.

Training.

The group will ensure all staff and volunteers have knowledge of, and access to, the current Wales Safeguarding Procedures and are informed of any amendments. All persons working with, or caring for children, are aware of safeguarding and child protection issues, including physical abuse, neglect,

emotional abuse and sexual abuse and are able to implement the producers as identified in this policy.

The group will ensure all staff and volunteers have knowledge of, and access to, local authority Child Protection courses; or any other courses deemed appropriate by CIW.

Staff can access Dewis when needed to find training.

Staff and volunteers will be required to attend Child Protection training sessions to enable them to recognise signs of abuse.

Prevent abuse by means of good practice.

Anyone known to have a proven record of abuse will be excluded from visiting the group. It is the responsibility of all staff and volunteers to inform the playleader/manager/responsible person/registered person of any known abuser.

Children will be supervised at all times by a responsible adult. Children will never be punished by smacking, slapping, or shaking. Neither will humiliating and/or frightening methods of punishment be used. This is in accordance with Behaviour Management Policy.

Adults, who have not been registered as a 'fit' person, will not take children unaccompanied to the toilet or be left alone with a child, under any circumstances.

Children will not be left alone with students or visitors to the group.

Children are accompanied and closely supervised at all times by authorised adults when taking part in groups' external activities, e.g. walks, visits, carnivals, swimming, and considering the adult – child ratio.

Children will only be collected from the group by an authorised adult whose details are held by the group.

All staff and volunteers receive induction training when they start at the group, this ensures that they know their roles and responsibilities and know about local safeguarding and child protection procedures.

The group will keep accurate records.

The group will hold regular meetings with all staff and volunteers working in the group to facilitate the raising of any concerns.

The group leader will regularly review the accident book, incident reports and any other recorded concerns to monitor or identify possible safeguarding issues.

Keeping accurate records.

Whenever worrying changes are observed in a child's behaviour or physical condition, or if there is an existing injury, a confidential record should be set up. The records will include:

- Child's name.
- Child's address.
- Child's age.
- Date and time of observation of child's behaviour/appearance, without comment or interpretation.
- Exact words spoken by the child may be recorded, time, date and signed by the recorder.
- Explanation given by parents/carers for existing injuries.

Such records will be kept confidential and should not be accessible to anyone in the group other than the supervisor/play leader/registered person, or other staff as appropriate and parents.

Statutory information about the child/children will be required for each child before their admission such as names, dates of birth, addresses, gender, names of persons with parental responsibility, legal contact and who the child normally lives with. This information will be stored in a locked cabinet and will be updated by the playgroup leader as and when needed. This information will then be shared to the next setting at the time of transition.

Respond Appropriately to Suspicion of Abuse.

All suspicions/investigations/referrals will be kept and shared only with those who need to know. These would usually be a member of staff, the play leader and the registered person.

The group supports the principles of openness and honesty with families. It is therefore, considered good practice for any issues of concern to be discussed with the family first.

However, this will not be done if it is felt that this would further endanger the child, sexual abuse is suspected or disclosed, or it is felt that the family would not co-operate. Appropriate advice and consultation will be sought on this before the family is informed.

All persons involved within the setting will recognise the needs of children from minority ethnic groups and disabled children and the barriers that they may

face, especially around communication. They will be trained to spot the signs and advocate on their behalf.

Procedures for Responding to a child who makes a disclosure

- Remain calm and listen carefully to what the child is saying, allowing the child to speak freely and at their own pace.
- Reassure the child that they have done the right thing by telling you, but do not promise to keep secrets.
- Avoid asking leading questions or pressing the child for more information than they volunteer.
- Let the child know that you will need to share the information with the designated safeguarding officer to help keep them safe.
- Record the disclosure as soon as possible, using the child's own words, noting the date, time, and any other relevant details.
- Report the disclosure immediately to the designated safeguarding officer (Simon Thomas), following the setting's safeguarding procedures.
- Maintain confidentiality and only share information with those who need to know, in line with safeguarding policy and data protection requirements.
- Continue to offer support to the child as appropriate, ensuring their immediate safety and well-being.

Further advice can be sought from:

Childcare Assessment Team
01437 776444

Police Family Protection Unit
0845 330 2000

Think carefully about the appropriateness of speaking with or involving the family. It is good practice to ensure that the family is aware of any concerns and how they are being dealt with unless this would put the welfare of the child in jeopardy, e.g. in the case of suspected sexual abuse.

If, after considered, it is agreed that there is concerns about the safety of a child, this concern should be passed to an investigation agency. This may be in the first instance the social worker involved with the family or the local Social Services Offices.

If the incident is out of office hours and it is difficult to contact Social Services, contact the out of hours number: 0300 333 2222.

Liaise with other Bodies.

The following information should be gathered together to make a referral:-

- Details of the concern/need/risk and the source of that information,
- Names and dates of birth of children.
- Family address/es.
- Names of those having parental responsibility for the children.
- Anyone else involved in the care of the children (e.g. step-parent, co-habitees)
- GP/Health Visitor.
- School attended by other children (if known).
- Any known movements regarding the family (working hours, etc).

After a referral has been made, **record:-**

- What have you been told?
- Who have you spoken to (always ask for the name)?
- The action you have agreed.
- The reason for them.

This should be done as soon as possible after you have completed the action whilst it is fresh in your mind.

In an Emergency.

If a child is potentially seriously injured: ensure the child receives medical attention as soon as possible. It is essential that anxiety about how an injury was caused does not get in the way of recognising the need for a child to receive medical treatment.

If a child is alone or someone is threatening to harm the child: Ring 999 or the local Police Station 0845 330 200 and ask for Duty Inspector of the Family Protection Unit.

The Police are empowered to act immediately to protect a child without having to obtain a Child Protection Order. Social Services are not empowered to act in the same way.

Child Protection Initial Conference.

If following the enquiry, concerns about the child are not yet allayed, and s/he is felt by professionals to be in need of protection for the time being, a child protection initial conference is convened by Social Services and every professional involved with the child and his/her family will be invited to attend.

The child, if it is felt s/he wishes to participate, will be invited to the conference, parents and sometimes other family members or friends who regularly have care of the child, will be invited.

The Role of the Group.

Statutory and voluntary sector workers invited to the conference as part of their work with a family **cannot** act as their supporters or advocates. The Play leader is sometimes invited to the conference in this capacity.

Time should be set aside for preparation, as it is essential to the conference. Following a discussion the Play leader should prepare a report for the conference, the contents of which should be shared with the family **before** the case conference takes place. Nothing contained in this report should be a surprise to the family at the conference! This will ensure a less stressful event for the family.

Contribution by Participants.

The conference is a confidential forum, and it is essential that all information about the family, which has any bearing on the child's future safety, be shared. Individual conference members have to address themselves to three separate tasks in contributing by:

- Giving information to the conference about the child and family, from personal knowledge and from group records.
- Enabling opinions to be formed about whether or not abuse has occurred, whether there is continuing risk to the child and, therefore, whether there is need for a protection plan for the immediate future.
- Thinking about whether they should be offering to contribute to a child protection plan, if so, how to do it.

Suspicious against a member of staff or volunteer.

All staff and volunteers who work directly with children or have regular contact should have frequent supervision meetings and yearly appraisals. These meetings can be used as a means of protecting children. Good management supervision procedures should be used to promote child protection and to give opportunities for staff to voice concerns at early stages. All suspicions should be investigated immediately and the member of staff to record the incident. This can be done with the support of the playgroup leader. Action taken will depend on the severity of the suspicion.

Allegation against a member of staff.

If an allegation of child abuse is made against a member of staff, it is essential that the complaint is investigated immediately, and a prompt referral is made to Social Services. In all cases of alleged child abuse, the Care Inspectorate Wales (CIW) must also be informed. CIW should additionally be notified if there is any breach of regulations.

All investigations must be conducted promptly, thoroughly, and without discrimination. If the allegation relates to child protection, the member of staff concerned should be suspended on full pay until the investigation is

completed. The organisation's discipline and grievance procedures must be followed throughout.

Further advice on employment matters can be sought from ACAS on 0845 747 4747.

If the concern relates to the designated safeguarding lead, concerns should be reported to the school's safeguarding officer or the registered person. If neither of these are available you can contact the safeguarding team in county hall. 01437 776444. Out of hours 0300 333 2222. Adult Safeguarding team 01437 776056.

Whistle Blowing.

A Whistle Blowing Policy is in place, to enable staff to disclose information relating to unacceptable behaviour by another member of staff. The process is confidential allowing the member of staff to feel completely confident.

The practitioner will aim to ensure that the staff are able to raise concerns about conduct or practice which is potentially illegal, corrupt, improper, unsafe or unethical or which amounts to malpractice, in a safe and professional way.

You are protected as a whistleblower if you:

- are a 'worker'
- believe that malpractice in the workplace is happening, has happened in the past or will happen in the future.

Designated Safeguarding Officer

Mr S.Thomas is the Designated Safeguarding Officer and responsible adult for the playgroup/nursery, in line with Care Inspectorate Wales (CIW) requirements.

The designated safeguarding officer is the main point of contact for all safeguarding and child protection concerns within the setting, ensuring that all staff understand their responsibilities and know how to report concerns.

The designated safeguarding officer develops, implements, and regularly reviews safeguarding policies and procedures to ensure compliance with CIW regulations and national guidance.

The designated safeguarding officer makes sure all staff receive appropriate safeguarding training, understand the signs of abuse, and know how to respond to concerns, maintaining accurate records of staff training. All concerns, disclosures, or allegations of abuse are properly recorded and

reported to the appropriate agencies, such as Social Services or CIW, without delay, with the designated safeguarding officer maintaining confidential records of all safeguarding issues.

As the link between the playgroup/nursery, CIW, Social Services, and other safeguarding agencies, the designated safeguarding officer ensures that information is shared appropriately, and referrals are made promptly.

The designated safeguarding officer provides support and guidance to children, parents, and staff regarding safeguarding matters, always prioritising the welfare of the children.

The designated safeguarding officer ensures the setting complies with all CIW safeguarding requirements, including the notification of incidents, allegations, or breaches of regulations as required.

Regular reviews of safeguarding practice are carried out by the designated safeguarding officer, who identifies areas for improvement and ensures that lessons learned from incidents are implemented, maintaining a safe and supportive environment for all children in the playgroup/nursery.

Prevent

- The playgroup/nursery recognises its responsibility under the Prevent duty to protect children from the risk of radicalisation.
- All staff are trained to be aware of the signs that a child or family member may be at risk of radicalisation or exposure to extremist views.
- Staff are required to report any concerns about radicalisation or extremist behaviour to the designated safeguarding officer (Simon Thomas) immediately.
- The designated safeguarding officer will assess the concern and, if appropriate, make a referral to the relevant authorities (such as the local authority Prevent team or Channel panel).
- The playgroup/nursery promotes British values such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs, as part of its curriculum and ethos.
- All concerns and actions taken in relation to Prevent are recorded and handled in accordance with the setting's safeguarding and confidentiality policies.

This policy aims to:

- encourage you to feel confident in raising serious concerns and to
- question and act upon concerns about practice;
- provide avenues for you to raise those concerns and receive feedback on any action taken;

- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied;
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

	Date	Signature
Adopted	July 2025	
To be reviewed	July 2026	