

Child Protection and Safeguarding Policy



Golden Roots Preschool at Grangehurst
Nurturing strong roots for bright futures

Golden Roots Preschool at Grangehurst Golden Roots Early Years LTD

Date adopted: 22 March 2026
Last reviewed: 19 June 2026

This policy has been developed using the Coventry Early Years Safeguarding and Child Protection Model Policy (August 2025) and has been adapted for Golden Roots Preschool at Grangehurst.

Data Protection, Confidentiality and Information Sharing

Golden Roots Preschool at Grangehurst recognises that records relating to safeguarding, child protection, welfare and allegations are sensitive and confidential. Personal information will be processed fairly, lawfully and securely, and will only be accessed by those who need

Coventry Safeguarding Services - contact details

**Multi Agency
Safeguarding Hub
(MASH):**
MASH@coventry.gov.uk or
024 7678 8555

**MASH Emergency
Duty Team:**
024 7683 2222

**Local Authority
Designated Officer
(LADO)**
Lado@coventry.gov.uk

Prevent:
Prevent@coventry.gov.uk

Coventry Family Hubs
www.coventry.gov.uk/family-
hubs

**Early Help online
referral**
www.coventry.gov.uk/earlyhel
p

Coventry Quality, Improvement and Standards Team
Early Years Advisors
eyqis@coventry.gov.uk Tel: 024 7697 5451

Ofsted Notification Link details for significant events:
<https://www.gov.uk/guidance/report-a-serious-childcare-incident#how-to-tell-ofsted>
You should notify Ofsted as soon as practical, and in any case within
14 days of a notifiable event happening.

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1. Introduction – Creating a safeguarding culture

At Golden Roots Preschool at Grangehurst we recognise that safeguarding, child protection and promoting the welfare of children is an essential part of our duty of care to all children. As such all staff and registered person/s/director/s/owner/s/committee members, have a responsibility to provide a safe environment in which children can develop and learn.

We recognise that our setting is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. An open and positive culture around safeguarding, that puts children's interests first, will be maintained at all times.

2. Scope

This policy applies to all adults who are present in our setting, either in paid or unpaid capacity, i.e. cook, volunteers, external contract staff.

3. Purpose and Aims

- To always promote safeguarding and child protection.
- To demonstrate the commitment of Golden Roots Preschool at Grangehurst to keeping children safe and protected from harm.
- To ensure that all adults understand, recognise and respond to the indicators of abuse.
- To work with other agencies to promote safeguarding and to protect children from harm.
- To provide support to families and children as soon as a problem emerges.
- To teach children how to keep themselves safe.
- To support children's mental health and wellbeing.
- To adhere to safer recruitment guidance and legislation.
- To deal promptly with allegations of abuse against staff / adults.
- To provide staff with regular training regarding their safeguarding roles and responsibilities.
- To ensure that the Designated Safeguarding Lead (DSL) undertakes appropriate training and cascades information with staff
 - in a timely manner.
- To recognise that all children may be vulnerable to abuse at different times in their lives, particularly children with Special Educational Needs and Disabilities (SEND) and/or protected characteristics.
- To maintain a robust and secure recording system for all safeguarding and protection information

4. Statutory documents

This policy should be read in conjunction with the following statutory and non-statutory guidance:

- [Early Years Foundation Stage Statutory Framework for Group and school- based providers \(2025\)](#)
- [Working Together to Safeguard Children \(2023\)](#)
- [Prevent duty guidance for England and Wales \(2023\)](#)
- [Keeping Children Safe in Education \(2025\)](#)
- [What to do if you are worried a child is being abused: Advice for practitioners \(2015\)](#)

5. Roles and Responsibilities

5.1 Role of the Registered Person/s

5.1.1 The Registered Person/s has an overall strategic responsibility for safeguarding arrangements. As part of these overarching responsibilities, they will:

- Ensure a suitably trained DSL is appointed and supported within the setting.
- Identify a Deputy DSL (as required) to help cover these responsibilities when the DSL is absent.
- Ensure an effective safeguarding and child protection policy is in place.
- Ensure all Owner/s/ Registered Person/s or Committee members receive appropriate safeguarding and child protection training at induction which is regularly updated.

5.2 Role of the Designated Safeguarding Lead

5.2.1. Our Designated Safeguarding Lead is Almedina Foric.

The Designated Safeguarding Lead will:

- Take the overall lead responsibility for all safeguarding and child protection matters
- Undertake safeguarding training annually to maintain the knowledge and skills required to carry out this role, in line with statutory requirements
- Provide members of staff with training, support and guidance on matters relating to safeguarding and child protection, in line with statutory requirements
- Contact the police where there is an immediate risk of danger to children or adults.
- Liaise with local safeguarding partners and other agencies, and attend multi-agency and child protection meetings, as required.
- Make referrals to Coventry's Multi-Agency Safeguarding Hub (MASH) where children have been harmed or are at risk of significant harm, including any matters relating to Prevent duty.
- Update their knowledge about Coventry Early Help services; identify and support families to access relevant services at the right time.
- Work in partnership with other relevant agencies to ascertain the current and previous levels of support a family have received.
- Support the setting with regards to their responsibilities under the Prevent Duty and provide advice and support on protecting children from radicalisation.
- Liaise with the Owner/Manager regarding safeguarding cases and issues.

- Take responsibility for the accurate and timely recording of safeguarding and child protection concerns, ensuring records are up-to-date and maintained with all relevant information.
- Take overall responsibility for safeguarding and child protection files.
- Take responsibility for the transfer of safeguarding files when a child leaves the nursery.
- Monitor children's attendance and take timely and relevant action when children's attendance patterns change or when a child stops attending.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children.
- Liaise with the Local Authority Early Years Advisors (Quality, Improvement and Standards Team) regarding safeguarding cases and issues when appropriate.

5.3 Role of Staff

Safeguarding is everyone's responsibility. All staff will:

- Identify indicators of abuse, exploitation or neglect, with an awareness of safeguarding issues that put children at risk of harm and behaviours associated with these risks.
- Maintain a safe environment for all children.
- Take appropriate and immediate advice/action if a child discloses that they are being abused, exploited or neglected.
- Adhere to the safeguarding and child protection policy and systems to keep children safe from harm.
- Receive up-to-date safeguarding and child protection training including online safety, with training renewed at least every two years.
- Receive safeguarding updates throughout the year as part of continuous professional development.
- Be made aware of the process for making referrals to Children's Services (Social Care) through the MASH, understand statutory assessments and the role that they may be expected to play in such assessments.
- Be required to engage with social workers and other agencies following a referral where appropriate and necessary.
- Be prepared to make referrals to the MASH if they have concerns about a child's welfare, where appropriate and necessary, and understand the role that they may be expected to play in such assessments.
- Understand the referral process to the (LADO) and the role they play should they have concerns or allegations are made against any member of staff.
- Be prepared to follow whistleblowing procedures or make referrals to MASH/LADO and Ofsted if they have concerns about the Designated Safeguarding Lead or Persons in Charge.
- Be made aware of Early Help services and understand their role in identifying when early help would be appropriate, discussing all issues with DSL.
- Seek advice from the Designated Safeguarding Lead if they are unsure about any matter related to safeguarding.

- Bring to the attention of, and discuss with the DSL, any unplanned non-attendance and changes to a child’s attendance pattern.

6.Types of Abuse

6.1 All staff will be trained in indicators of abuse, exploitation and neglect and should be able to recognise signs of these. We recognise that abuse, exploitation and neglect along with other safeguarding issues are complex and can rarely be covered by one label. Abuse can take many forms and can involve directly inflicting harm on a child or failing to protect a child from harm. The four main types of abuse that staff are trained to recognise are:



6.2 The definitions, signs and symptoms of the four categories of abuse can be found in Appendix 3 - Glossary.

Staff are also made aware of other key safeguarding topics, these are:

Bullying and cyberbullying	Child Sexual Exploitation	Domestic abuse	Child on child abuse
Contextual safeguarding	Female Genital Mutilation	Criminal exploitation 'County lines'	Hate
Radicalisation and extremism	Trafficking	Gangs and Youth violence	Relationship abuse
Mental health	Faith -based abuse	Breast flattening	Fabricated or induced illness

7. Responding to signs of abuse

7.1 All staff will be alert to possible indicators of abuse and will report any of the following to the DSL immediately:

- Any concern or suspicion that a child has sustained an injury outside what is reasonably attributable to normal play and exploration.
- Any concerning behaviours exhibited by children that may indicate that they have been harmed or are at risk of harm, including unusual changes in mood or behaviour, concerning use of language and/or concerning drawings or stories.
- Any significant changes in attendance or punctuality.
- Any significant changes in a child's presentation or a decline in child/ren's general well-being.
- Any concerns relating to people who may pose a risk of harm to a child.
- Any disclosures/allegations of abuse that children have shared.

7.2 If a child discloses/alleges abuse directly to the Designated Safeguarding Lead or a member of staff, they will take the following action:

- Listen carefully to the child and believe what they say
- Not promise confidentiality, as information may need to be passed on.
- Only ask for clarification if something is unclear and will not ask 'leading' questions.
- Report the disclosure to the DSL as soon as possible.
- Only discuss the issue with colleagues that need to know about it.
- Accurately record factual information about the disclosure and share this with the DSL.
- Store records in line with GDPR requirements.

7.3 The DSL will decide the action that needs to be taken following a member of staff raising a concern about a child or following a direct disclosure.

The DSL may consider the following options:

- Manage support for the child by working with parents directly.
- Seek advice from MASH.
- Complete the online Multi-Agency Referral Form (MARF) and submit this to the MASH.
- Suggest Early Help Assessment/Services to provide multi-agency help to a family.
- In cases where children are deemed to be at significant risk of harm, the DSL will refer cases to the MASH for consideration for statutory intervention.
- Parental consent will be obtained wherever possible before referring cases to the MASH. However, if we are worried that telling parents will mean the child is at greater risk of harm, we may do this without informing them.
- If parents do not consent to a referral but the DSL believes that a child is at significant risk of harm, a referral will still be made to Children's Services (Social Care)
- See Appendix 1 Safeguarding flow chart

For further information about the Coventry Safeguarding Children Partnership's 'Effective support for children and families' guidance, which will be used to make decisions about protecting children, please visit: [effective-support-for-children-families](#)

8. Multi-Agency Safeguarding Hub (MASH)

8.1 To raise concerns about children, members of staff should contact the Multi-Agency Safeguarding Hub (MASH) by telephone to discuss the referral. They should then complete the online Multi-Agency Referral Form (MARF) and submit this to the MASH. The setting will follow up referrals if we do not receive feedback from Childrens Services (Social Care).

MASH Telephone number: 024 7678 8555

MASH online referral form: <http://www.coventry.gov.uk/safeguardingchildren>

Out of hours Emergency Duty Team: 024 7683 2222

Prevent/Channel Referrals: Refer to MASH and to CTU_GATEWAY@west-midlands.pnn.police.uk

Referrals should be submitted using the [Prevent referral form](#)

8.2 If a child's situation does not appear to be improving following a referral, the DSL will re-refer the child. We will also use the [CSCP's Escalation Policy](#) to ensure that our concerns have been addressed and that the situation improves for the child.

9. Child Absences

9.1 Repeated and unexplained absence from the setting can be a concern for a number of reasons:

- it is a potential indicator of abuse or neglect
- it can significantly impact on a child's progress and / or wellbeing

Although government guidance is specific to children who are of compulsory school age, it is vital that we as Early Years providers understand the similarities to children accessing early education.

9.2 A child absent from our setting is not always a safeguarding matter. There may be an explanation for a child not attending their expected session.

However, regular attendance is important and expected. Unexplained non-attendance can be an early indicator of risk and vulnerability.

- Golden Roots Preschool at Grangehurst will always follow up on absences in a timely manner. If a child is absent for a prolonged period, or if a child is absent without notification from the parent or carer, attempts will be made to contact the child's parents and/or carers and alternative emergency contacts.
- Golden Roots Preschool at Grangehurst will also consider patterns and trends in a child's absences and their personal circumstances and use their professional judgement when deciding if their absence should be considered as prolonged.

Consideration is given to the child's unique circumstances, including their vulnerability, parent's and/or carer's vulnerability and their home life. A child's first absence could be a cause for concern.

- Any concerns must be referred to local children's social care services and/or a police welfare check requested.
- To ensure all children are kept safe, we will monitor all children's attendance patterns to ensure they are consistent and are not cause for concern.

9.3 The intention is not to stop parents/carers spending time with their children, and our setting already has systems in place whereby parents and carers inform us of any planned absences.

9.4 Our setting has an Attendance Policy and a Child Missing in Early Education procedure.

10. Mental Health

10.1 Our setting recognises that safeguarding and promoting the welfare of children includes preventing the impairment of children's mental health or development.

10.2 All staff will be aware that any changes in mental health may be an indicator that a child is suffering or is at risk of suffering abuse, neglect or exploitation.

10.3 Staff will not attempt to make a diagnosis where a mental health concern is identified unless they are appropriately trained.

10.4 We recognise that staff are well-placed to observe behaviour that may indicate that a child is experiencing a change in their mental health. If staff are concerned that a child needs support with their mental health, they should talk to their setting Special Educational Needs Coordinator (SENCO) to discuss making a referral for support.

10.5 If staff are concerned that a child is experiencing a significant change to their mental health problem which may also be a safeguarding concern, they must report this to the Designated Safeguarding Lead immediately.

11. Online Safety

11.1 Our setting recognises that children need to be safeguarded from potentially harmful and inappropriate online material. All staff receive training in this area.

11.2 Staff and children's use of the internet will be monitored by the Designated Safeguarding Lead.

11.3 Parental controls have been activated on networks to prevent access to inappropriate material.

11.4 Parents will be informed if children attempt to access, or are exposed to inappropriate material online in the setting.

11.5 Any concerns about children's online activity should be directed to the Designated Safeguarding Lead.

11.6 All staff will ensure that their social media profiles are private, and it is prohibited for these staff to be 'friends' or 'follow' parents / young people or children on social media.

11.7 Any contact between parents / young people or children and staff should be made using appropriate and secure channels.

12. Record-Keeping

12.1 All concerns, discussions and decisions made will be recorded in writing, kept confidential and stored securely.

12.2 Information required to keep children safe will be shared with other agencies.

12.3 In the event that a child moves from our setting, the safeguarding file will be transferred to the new setting securely. A meeting with the receiving provider's Designated Safeguarding Lead will be arranged, if required. Once the transfer has been received and documented, we will not retain the safeguarding information.

Sample records transfer form can be found here - [Records transfer form](#)

12.4 All data processed is done so in line with the General Data Protection Guidelines and the Data Protection Act (2018).

Further information regarding information sharing and data processing in relation to safeguarding can be found in:

[Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers \(May 2024\)](#)

13. Use of cameras, photography and images

Most people who take or view photographs or videos of children do so for acceptable reasons. However, due to cases of abuse to children through taking or using images, we must ensure that we have safeguards in place.

To keep our children safe, we will:

- always obtain consent from parents/carers for photographs or video recordings to be taken, used, or published, including on our website or displays,
- only take photographs of children when consent has been sought from parents and when the reason for doing so is clear and has been communicated to parents. Images of children will not be stored on personal mobile phones
- allow parents to withdraw consent at any time and notify us if they do not wish their child's photographs to be used
- ensure only the setting's designated cameras are used when photographing or videoing children.

- ensure that children are appropriately dressed if photographs or videos are to be taken.
- ensure that children's names are not displayed alongside any photographs in a public space.
- ensure that personal devices including cameras, mobile phones, tablets, smart watches, or other such technology are not used to take photographs, video, or audio recordings in our setting without prior explicit written consent from the setting.
- ensure that all images are stored securely and in accordance with statutory guidance.
- ensure retention and destruction of photographs of children will be processed in line with the General Data Protection Regulation.
- ensure where professional photographers are used, that the appropriate checks, such as those with the Disclosure and Barring Service, references and parental consent are obtained prior to photographs being taken.

14. Staff Training

14.1 In order for staff to be able to understand and implement their safeguarding and child protection duties, all staff members will be made aware of our safeguarding policies and procedures.

14.2 All new staff have a comprehensive induction; this includes reading and understanding:

- Keeping children safe in education (2025)
- Providers must have regard to the government's statutory guidance 'Working Together to Safeguard Children' (2023)
- 'What to do if you're worried a child is being abused' 2015 guidance
- Whistleblowing Policy
- Behaviour Policy
- Attendance Policy
- Missing Children Policy
- Staff Code of Conduct
- Use of images and digital media

14.3 A variety of training and learning materials on safeguarding are made available to ensure staff continually develop their understanding and practice around safeguarding, these include:

;

- Online learning
- Posters in the staff room detailing referral processes and key topics
- Staff handbook
- Staff induction pack
- Safeguarding induction checklist
- Standing agenda item staff meetings
- Training
- Videos
- NSPCC website

14.4 All learning and training is recorded on a training matrix and is kept in staff members personnel file to ensure training is provided at least every two years. Further training and development needs are identified as part of the supervision and appraisal process.

14.5 As part of the induction process all new staff must undertake compulsory safeguarding training.

15. Safer Recruitment

15.1 Golden Roots Preschool at Grangehurst is committed to providing children with a safe environment, in which they can learn. We take safer recruitment seriously and all staff are subject to the following suitability checks:

- Identity check
- DBS clearance
- Barred List check
- Reference check (two references required prior to appointment)
- Qualification's check (depending on the post applied for)
- Right to work in the UK check
- Further checks for those who have lived outside the UK
- Disqualification Under the Childcare Act 2006 checks (as required)
- Verification of the candidate's health and suitability may also need to be sought

15.2 The Provider/Management of Golden Roots Preschool at Grangehurst are responsible for ensuring that the setting follows safer recruitment processes. This includes not allowing anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children being cared for.

15.3 An enhanced criminal records check will be obtained for every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who:

- Works directly with children.
- Lives on the premises on which the childcare is provided (unless there is no access to the part of the premises when and where children are cared for) and/or
- Works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).

15.4 All new members of staff will be required to obtain DBS clearance. We reserve the right to re-check DBS clearance for any member of staff where information is received that indicates that they may pose a risk to children and may request candidates to register on the DBS update service.

15.5 The Provider/Management of Golden Roots Preschool at Grangehurst is responsible for ensuring that the setting maintains an accurate Single Central Record. This includes a record of information about staff qualifications and the identity checks, vetting processes and references that have been completed (including the criminal records check reference number, the date a check was obtained and details of who at the setting obtained it).

15.6 An additional criminal records check (or checks if more than one country) will also be made for anyone who has lived or worked abroad.

15.7 The Provider/Management of Golden Roots Preschool at Grangehurst will ensure that there is at least one person involved in the whole recruitment process who has completed safer recruitment training.

15.8 Job adverts and job descriptions will explain about safeguarding roles and expectations.

15.9 References are obtained in-line with the statutory requirements of the EYFS. The setting will also provide references upon request in a timely manner which confirms the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold, in line with the requirements of the EYFS.

15.10 The Provider/Management of Golden Roots Preschool at Grangehurst is committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in settings.

15.11 All staff should disclose any reason that may affect their suitability to work with children that could be a transferable risk to their role. This includes staff disclosing 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).

15.12 Safeguarding requirements will be set out in any contracts between organisations and the setting. This will include the need for any DBS checks as appropriate. Any contractors, commissioned services or others working on site will be made aware of our Safeguarding Policy and procedures.

15.13 Any visitor to the setting who has not been subject to the necessary checks will be supervised at all times and a risk assessment completed.

16. Managing Allegations Against Adults who Work with Children (in a paid or unpaid capacity)

16.1 Golden Roots Preschool at Grangehurst takes all allegations against persons in a position of trust seriously and will manage them in line with CSCP Guidance.

Persons in a position of trust include all staff, students, volunteers, agency staff, contractors and those living and/or working on the premises.

Allegations or concerns may include:

- Staff having behaved in a way that has harmed a child, or may have harmed a child.
- Staff possibly committing a criminal offence against or related to a child.
- Staff behaving towards a child or children in a way that indicates that he or she may pose a risk of harm to children.

- Staff behaving or possibly behaving in a way that indicates they may not be suitable to work with children (including behaviour outside of work). This is known as ‘Transferable risk’.

16.2 If a concern or allegation of abuse arises against any member of staff, agency staff, student, volunteer, contractor or those living and/or working on the premises, it must be reported to the Registered Person, Manager/ DSL without delay and not discussed directly with the person/s involved.

16.3 If a concern or allegation of abuse arises against the Registered Person, Manager, or DSL it must be immediately reported to the LADO and Ofsted.

16.4 Concerns relating to a position of trust issue will be referred to the Local Authority Designated Officer (LADO) promptly and within 24 hours. Immediate referrals can be made via the following link:

https://www.coventry.gov.uk/info/206/coventry_safeguarding_children_partnership/2628/local_authority_designated_officer_lado

This may be by the Register Person, Manager, Designated Safeguarding Lead or Staff. Advice and guidance can be sort from the LADO where the setting is not sure if the concern or allegation meets the harms threshold for Designated Officer intervention.

16.5 Golden Roots Preschool at Grangehurst understands it is important that the DSL/Manager/Registered Person or any other member of staff does not start to investigate the allegation and any discussions with the subject of the concern will be kept to a minimum until the Local Authority Designated Officer (LADO) has been informed. The LADO must be consulted on the initial planning and whether the member of staff should be informed of the allegation.

16.6 Golden Roots Preschool at Grangehurst understands concerns must be reported to Ofsted promptly.

16.7 If a child has suffered or may have suffered abuse or harm, a MASH referral and/or a referral to the police will also be made.

16.8 The Local Authority Designated Officer will provide information and support to Golden Roots Preschool at Grangehurst where a decision has been made to manage the allegation internally.

16.9 A referral to the Disclosure and Barring Service and/or Ofsted will be made if a person in a position of trust is dismissed or removed from their post as a result of safeguarding concerns, irrespective of whether they have resigned.

The following policy provides further guidance and information:

Early Years Procedures – Managing Allegations against adults who work with children:

[Managing Allegations against adults who work with children](#)

17. Whistleblowing

17.1 Golden Roots Preschool at Grangehurst operates an open and positive culture of safeguarding. All staff, students and volunteers must report any concerns about poor or unsafe practice, or about the setting's safeguarding arrangements, without delay to Almedina Foric, Director/Manager and Designated Safeguarding Lead (DSL). Where the concern relates to Almedina Foric, it must be reported directly to Mohammed Adepoju, Director of Golden Roots Early Years Ltd, and to the Local Authority Designated Officer (LADO) where the concern relates to conduct towards a child or suitability to work with children. Where the concern relates to Mohammed Adepoju, it must be reported directly to Almedina Foric and to the LADO where appropriate. Where the concern relates to both directors, staff should report directly to the LADO, Ofsted, or the NSPCC whistleblowing helpline.

17.3 In the event that an individual is unable to raise an issue with the Designated Safeguarding Lead, they can find further guidance from:

- NSPCC whistleblowing advice line Tel; 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. help@nspcc.org.uk.
- Ofsted guidance on how to make a complaint: [Complaints procedure - Ofsted](#)
- General guidance on whistleblowing can be found via: [Whistleblowing for employees](#).

17.4 Further information can be found in the Whistleblowing Policy.

18. Promoting safeguarding and welfare in the curriculum

18.1 We recognise the importance of teaching children how to stay safe and look after their mental health and are committed to equipping children with the skills and knowledge to have successful and happy lives.

18.2 Safeguarding and safety learning opportunities which are age and stage appropriate will be provided within our curriculum.

19. Looked After Children/A Child in Care

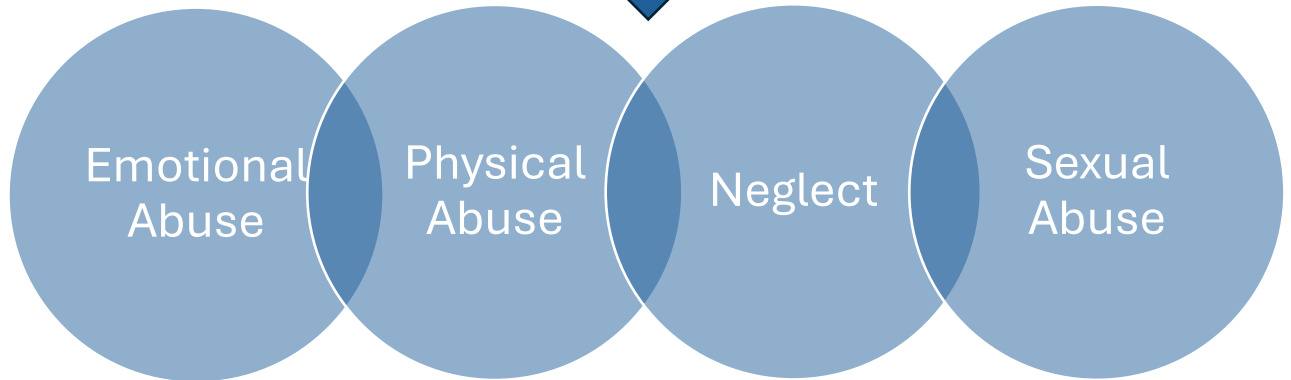
19.1 A common reason for children to be looked after is because they have experienced abuse and/or neglect. We recognise that looked after children/a child in care may have additional vulnerabilities by virtue of this and Golden Roots Preschool at Grangehurst are committed to working with other agencies to ensure that looked after children/a child in care or previously looked-after children receive the best possible support and care.

19.2 Staff will take into account the needs of a child when responding to concerns of abuse or when taking a disclosure. We recognise that some children require specialist intervention to communicate and advice from our SENCO will be sought in these circumstances.

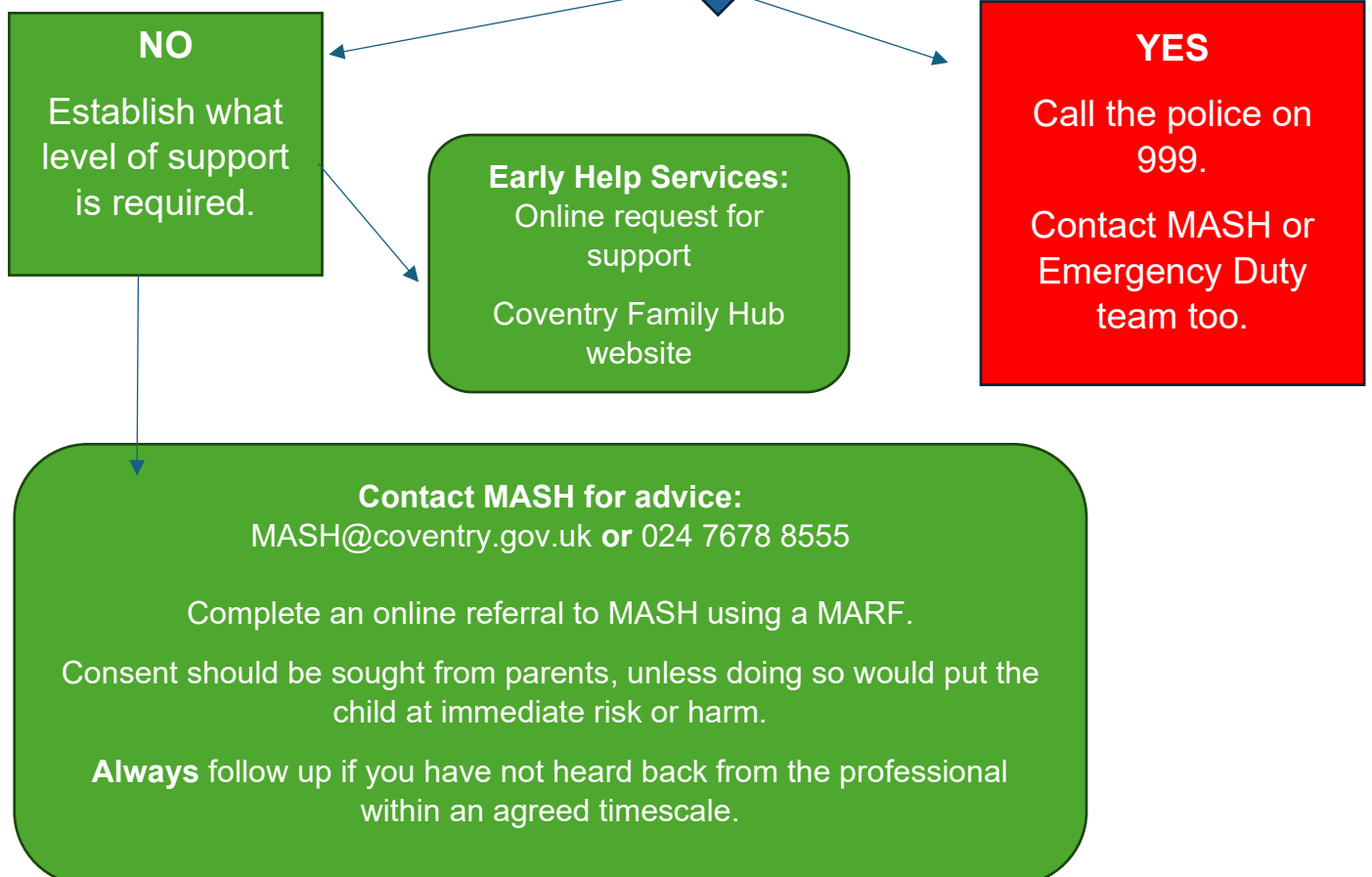
19.3 Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it.

Appendix 1: Safeguarding concerns flow chart

Concerned about a child's safety ?



Is the child at immediate risk of harm?

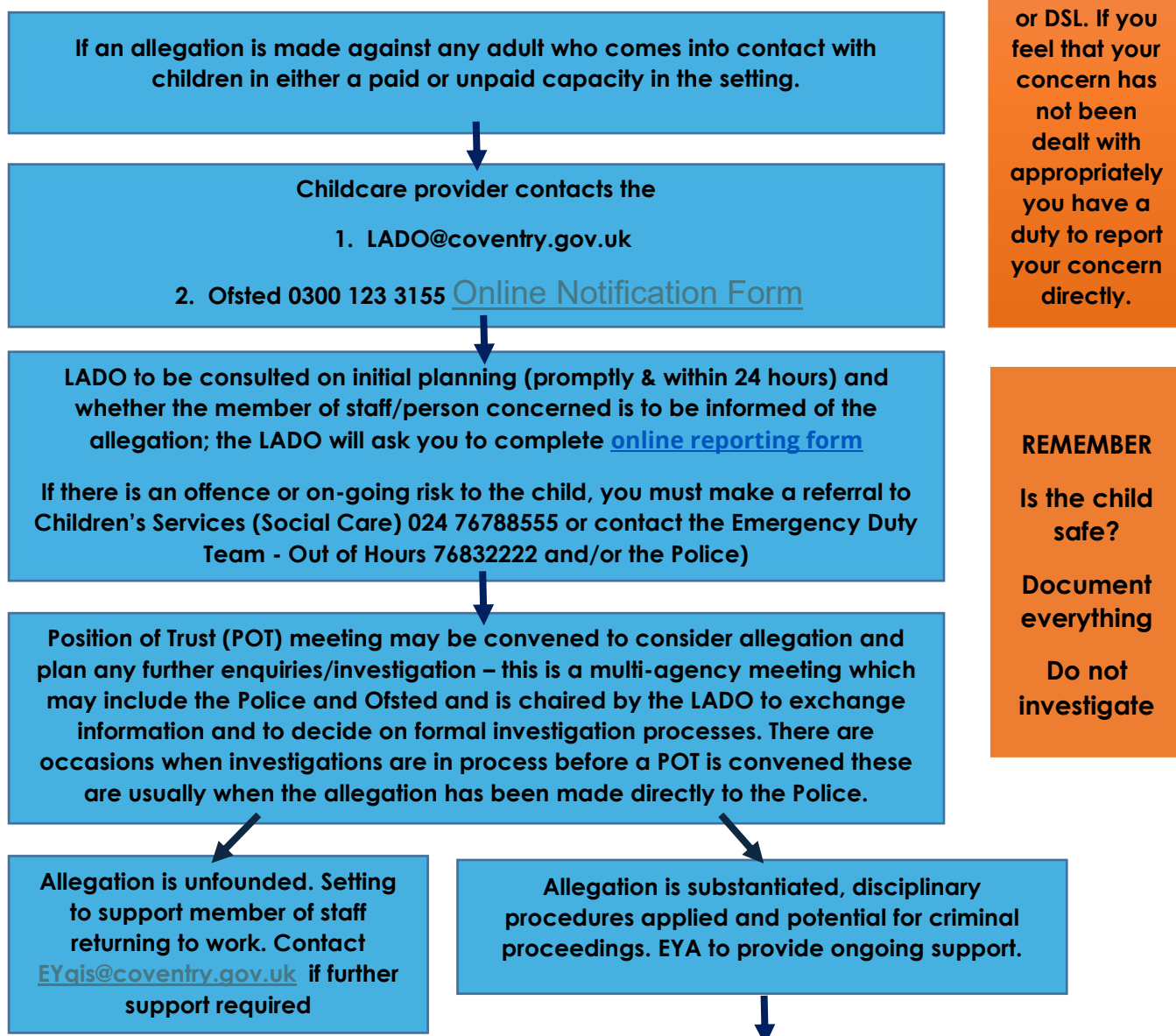


Appendix 2

Early Years Procedure, Managing Allegations Against Adults who Work with Children (in a paid or unpaid capacity) Flow Chart

An allegation may relate to a person who works with children who has:

- 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 they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.



Manager/Senior Officer to make a referral to DBS. Inform Ofsted, who will then take necessary action. The Manager/ Senior Officer will act upon any advice given.

DBS -03000 200 190

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911179/Referrals_Flowchart.pdf

Appendix 3: Glossary

A Child	A person who has not yet reached their 18 th birthday.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those who know them or, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.
Bullying & Cyberbullying	Behaviour that is: <ul style="list-style-type: none"> • repeated • intended to hurt someone either physically or emotionally • often aimed at certain groups, for example because of race, religion, gender or sexual orientation
Child Protection	Activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Child sexual exploitation	Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
Children with Special Educational Needs and/or disabilities	SEN - a child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. Disability - a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.
Contextual Safeguarding	Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse.
Criminal Exploitation	Involves young people under the age of 18 in exploitative situations, relationships or contexts, where they may be manipulated or coerced into committing crime on behalf of an individual or gang in return for gifts, these may include: friendship or peer acceptance, but also cigarettes, drugs, alcohol or even food and accommodation.

Domestic Abuse	any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial and emotional
Early Help	Intervening early and as soon as possible to tackle problems emerging for children, young people and families with a population most at risk of developing problems. Effective intervention may occur at any point in a child or young person's life.
Emotional Abuse	The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
Female Genital Mutilation (FGM)	Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but where there's no medical reason for this to be done.
Gangs & Youth Violence	Defining a gang is difficult; They tend to fall into three categories; peer groups, street gangs and organised crime groups. It can be common for groups of children and young people to gather together in public places to socialise, and although some peer group gatherings can lead to increased antisocial behaviour and low level youth offending, these activities should not be confused with the serious violence of a Street Gang. A Street Gang can be described as a relatively durable, predominantly street-based group of children who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity. An organised criminal group is a group of individuals normally led by adults for whom involvement in crime is for personal gain (financial or otherwise).
Hate	Hostility or prejudice based on one of the following things: <ul style="list-style-type: none"> • Disability • Race • Religion

	<ul style="list-style-type: none"> • Transgender identity • Sexual orientation.
Honour-based violence	Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.
Neglect	<p>Neglect is the persistent failure to meet a child’s basic physical and/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 a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Protect a child from physical and emotional harm or danger. • Ensure adequate supervision (including the use of inadequate care-givers). • Ensure access to appropriate medical care or treatment. • It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.
Child on Child Abuse	Child on child abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in child on child abuse is under the age of 18.
Physical Abuse	A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
Private Fostering	A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (Close family relative is defined as a ‘grandparent, brother, sister, uncle or aunt’ and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)
Radicalisation & Extremism	<p>Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.</p> <p>Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.</p>
Relationship Abuse	Teen relationship abuse consists of the same patterns of coercive and controlling behaviour as domestic abuse. These patterns might include some or all of the following: sexual abuse, physical abuse, financial abuse, emotional abuse and psychological abuse.
Safeguarding and promoting the welfare of children	<ul style="list-style-type: none"> • Protecting children from maltreatment; • Preventing impairment of children’s health or development; • Ensuring that children grow up in circumstances consistent with the provision of safe and effective care • Taking action to enable all children to have the best outcomes.

Sexting	Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, and laptops - any device that allows you to share media and messages.
Sexual Abuse	Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children
Trafficking	Trafficking in persons shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control of another person, for the purpose of exploitation. Exploitation may include, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or removal of organs.

Policy name: Safeguarding and Child Protection Policy

Setting: Golden Roots Preschool at Grangehurst

Reviewed on: 19/06/2026