



Safeguarding Children Policy and Procedures

“Safeguarding is Everyone’s Business”

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide an environment in which children and adults feel safe, secure, valued, and respected. We want children and adults to feel confident to talk if they are worried, believing they will be effectively listened to.

The purpose of this policy is to provide Staff and Committee with the framework they need to keep children safe and secure in our setting. The policy also informs parents and carers how we will safeguard their children whilst they are in our care.

Key Personnel -

**Designated Safeguarding Lead (DSL) -
Deputy DSL -
Chairperson -**

**Lisa Selwood
Kerrie Curtis
Cornel Williams
cornelheathersidepreschool@gmail.com**

**(Rooms) 07778 835156
(Hall) 07778 835165**

**Surrey Children’s Single Point of Access (CSPA) 0300 4709100 Mon – Fri,
9am to 5pm
Out of Hours 01483 517898
(for concerns about children)
South East Safeguarding hub for advice/referral 0300 123 1620**

Local Authority Designated Officer (LADO)

The Duty LADO Service is available on **0300 123 1650** (option 3) and all new referrals should continue to be made to this number or LADO@surreycc.gov.uk

C-SPA contacts: Telephone: **0300 470 9100**

The Police in all cases - Call 101 or 999

Emergency Duty Team (EDT) 01483 517898

Out of hours between 6pm and 8am and at weekends

OFSTED

General Helpline

0300 123 1231

Whistle Blowing

0300 123 3155

Principles, values and aims

The Early Years Foundation Stage states 'Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.'

Heatherside Pre-school will demonstrate a commitment regarding Safeguarding and Child Protection to children, parents, and other partners. We will maintain an attitude of 'it could happen here', where the welfare of the child is paramount.

All children have a right to be protected from harm and abuse. All staff have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm, either in Heatherside Pre-school or in the community, taking into account contextual safeguarding, in accordance with statutory guidance.

We acknowledge that working in partnership with other agencies protects children and reduces risk and we will engage in partnership working to protect and safeguard children.

Whilst Heatherside Pre-school will work openly with parents as far as possible, we reserve the right to contact Social Care or the Police, without notifying parents if this is believed to be in the child's best interests.

Related Safeguarding Policies

This policy should be read in conjunction with:

- Anti-Radicalisation
- E Safety
- Whistleblowing

Supporting children

We recognise that Heatherside Pre-school may provide a safe place and the only stability in the lives of children who have been abused or who are at risk of harm.

We recognise that a child who is abused or witnesses abuse and/or violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

We recognise that Heatherside Pre-school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends, and an ethos of protection.

Heatherside Pre-school will support all children:

- By treating each child as an individual so that they can learn, be resilient, capable, confident and self-assured
- By teaching children to be strong and independent through positive relationships
- By establishing and maintaining an ethos where children feel safe and secure, and are encouraged to share their thoughts and feelings through conversation, storytelling and role play
- Ensure that all children know there is an adult in Heatherside Pre-school whom they can approach if they are worried
- Reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.
- We will encourage self-esteem and self-awareness, through the Early Years Foundation Stage and through positive relationships within the community
- We will respond sympathetically to any requests for quiet time
- We will liaise and work in partnership with other support services and agencies involved in Early Help and the safeguarding of children
- We will notify Social Care immediately if there is a significant concern

Operation Encompass

Since January 2017 Surrey schools have worked in partnership with Surrey Police using the Operation Encompass scheme. Since September 2019 the scheme has been delivered centrally by Surrey Police Single Point of Access Team (PSPA).

The scheme's priority is to safeguard and support children and young people who are involved in or affected by incidents involving domestic abuse by swiftly sharing information between partner agencies. This is a nationwide scheme which has been adopted in many policing areas to date.

From September 2024 Heatherside Pre-school will be involved in this partnership as an early year's settings in Surrey.

We will be contacted through the scheme, the morning after an event where police have been called to child's address, for whatever reason. We will be given details which we will document and keep on file. We will show compassion and consideration for parents and for the child who is attending our setting and may present with emotional or physical signs. We are here to work with families, and our door is always open for discussion of any nature.

Safer recruitment

We will ensure that:

Heatherside Pre-school operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children including verification of their identity, qualifications, disqualification by association regulations and a satisfactory DBS check (according to EYFS requirements). We comply with the [Disqualification under the Childcare Act 2006](#) guidance issued in August 2018.

Heatherside Pre-school will obtain an enhanced criminal records check (DBS) in respect of every person aged 16 and over including for unsupervised volunteers, and supervised volunteers who provide personal care who:

- work directly with children

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

Heatherside Pre-school ensures that there is at least one person on every recruitment panel who has completed safer recruitment training, if there is not a panel conducting interviews then the individual will have completed the safer recruitment training.

Heatherside Pre-school will record information about staff qualifications and the identity checks and vetting processes that have been completed. This is kept in a staff folder in a locked cabinet on the premises

Heatherside Pre-school will make a referral to the Disclosure and Barring Service and Ofsted where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm ([Safeguarding Vulnerable Groups Act 2006](#)).

Training and Induction

All staff receive information about the safeguarding arrangements upon induction, the safeguarding statement, staff behaviour policy (code of conduct), Child Protection policy, the role and names of the DSL and their deputy.

The name of the DSL and DDSL for Safeguarding and Child Protection, are clearly advertised on the notice board and at the top of this document and their role in Appendix 1 & 2 of this policy.

All staff will have access to Part 1 and Annex B of [Keeping Children Safe in Education 2021](#) and will sign to say they have read and understood it.

All staff receive Safeguarding and Child Protection training at induction in line with advice from [Surrey Safeguarding Children Partnership](#) which is regularly updated.

All staff are trained in and receive regular updates in online safety and reporting concerns (for example, via email, e-bulletins and staff meetings), as required, but at least annually.

Heatherside Pre-school will advise all staff that they must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. We will ensure that staff members only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. All medication on the premises is securely stored, and out of reach of children, at all times.

Heatherside Pre-school will advise staff disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, and warnings.

All staff and Committee have regular Child Protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse and neglect.

All staff have access to a copy of our setting's behaviour management and physical intervention policy.

All staff will be made aware of the expectations relating to use of mobile technology within the setting, including mobile phones and cameras. All staff will be made aware of the professional risks associated with the use of social media and electronic communication. Staff will adhere to relevant setting policies including Staff Code of Conduct policy and E policy.

Staff support and Supervision:

Heatherside Pre-school will follow their legal responsibilities under the [Equality Act 2010](#) including the fair and equal treatment of practitioners regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Heatherside Pre-school has in place supervision for all staff members who have contact with children and families, in line with Early Years Foundation Stage 2021.

The Early Years Foundation Stage states that 'effective supervision provides support, coaching and training for the practitioner and promotes the interests of children'. Supervision should foster a culture of mutual support, teamwork, and continuous improvement, which encourages the confidential discussion of sensitive issues.

Supervision will provide opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being, including Child Protection concerns
- identify solutions to address issues as they arise
- receive coaching to improve their personal effectiveness

See our Mental Health and Wellbeing policy

Safeguarding and Child Protection procedures

At Heatherside Pre-school if a member of staff suspects abuse, spots signs or indicators of abuse and neglect, or they have a disclosure of abuse made to them they must:

- Listen positively and try to reassure the child
- Only use open questions to clarify information eg. Tell, Explain, Describe (TED)
- Not promise confidentiality
- Explain that they need to pass information to the DSL/other professionals to help keep the child and/or other children safe.

(Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with children in a way that is appropriate to their age, understanding and preference.)

1. Make an initial record of the information related to the concern.
2. Report it to the DSL immediately.
3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available.
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
 - Dates and times of their observations
 - Dates and times of any discussions in which they were involved
 - Any injuries
 - Explanations given by the child / adult
 - Rationale for decision making and action taken
 - Any actual words or phrases used by the child

5. The records must be signed and dated by the author or / equivalent on electronic based records
6. In the absence of the DSL or their Deputy, staff must be prepared to refer directly to C-SPA (and the Police if appropriate) if there is the potential for significant harm

In all cases, if staff are unsure, they will always speak to the DSL (or deputy).

Following a report of concerns the DSL must:

[Use the SSCP Levels of Need document](#), to decide the relevant actions to be taken.

If we suspect a child is suffering, or is likely to suffer, harm or abuse the DSL must contact the C-SPA. By sending a [Request for Support Form](#) by secure email to: cspa@surreycc.gov.uk.

If a child is in immediate danger and urgent protective action is required, the Police (dial 999) must be called. The DSL must also notify the C-SPA of the occurrence and what action has been taken made to the C-SPA and the Police if it is appropriate. If there is not a risk of significant harm, the DSL will either actively monitor the situation or consider offering Early Help.

The DSL may seek advice or guidance from the C-SPA consultation line before deciding next steps.

When a child needs urgent medical attention and there is suspicion of abuse the DSL or their Deputy should take the child to the accident and emergency unit at the nearest hospital, having first notified the C-SPA. The DSL should seek advice about what action the C-SPA will take and about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.

The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the setting to report directly to the Police. The DSL should also be made aware.

At Heatherside Pre-school we will make all attempts to discuss any concerns about a child's welfare with the family and where possible to seek their agreement before making a referral to the C-SPA. Where there are doubts or reservations the DSL should clarify with the C-SPA or the Police as to whether the parents should be told about the referral and, if so, when and by whom.

However, if it is suspected that by informing the parents will place increased risk to the child or impede a Police investigation, advice will be sought from the C-SPA and or the Police about next steps.

What happens next?

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the DSL what has happened following a report being made. If they do not receive this information, they should seek it out.

If we have concerns that the disclosure has not been acted upon appropriately, we will follow Surrey's [Inter-Agency Escalation Policy and Procedure](#).

Record Keeping

At Heatherside Pre-school we maintain records and obtain and share information (with parents and carers, other professionals working with the child, the Police, social services and Ofsted, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

At Heatherside Pre-school we record any concerns about a child's welfare or safety on paper. This record will include the child's words and factual information. A body map will be completed if injuries are observed.

The record will always be signed and dated by the person making the report and will be shared immediately with the DSL. If there is an immediate concern the member of staff will discuss the concern with the DSL first to ensure the safety of the child and then will complete the report after.

The DSL will record any discussions, decisions, and reasons for those decisions on the child's Safeguarding and Child Protection file.

Information sharing and managing the Child Protection file

At Heatherside Pre-school we ensure:

Safeguarding and Child Protection files are kept up to date. Information will be kept confidential and stored securely. Safeguarding and Child Protection concerns, and referrals will be kept in a separate Child Protection file for each child.

The file is only accessed by trained staff who need to see it and where the file or content within it is shared, in line with information sharing advice.

Where children leave the setting (including in year transfers) the DSL will ensure their Safeguarding and Child Protection file is transferred to the new setting or school as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving settings and schools should ensure key staff such as DSLs and SENCOs are aware as required.

If the setting is unable to locate the new setting/school the file will be kept until the child is 25 (this is seven years after they reach the school leaving age) (Information and Records Management Society (IRMS), 2019).

Confidentiality and Information Sharing

At Heatherside Pre-school all matters relating to Child Protection will be treated as confidential and only shared as per the [‘Information Sharing Advice for Practitioners’ \(DfE 2018\) guidance](#).

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 1998 and GDPR are not a barrier to sharing information where a failure to do so would place a child at risk of harm. There is a lawful basis for Child Protection concerns to be shared with agencies who have a statutory duty for Child Protection.

Information will be shared with staff within the setting who ‘need to know’.

Relevant staff have due regard to GDPR principles which allow them to share (and withhold) information.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child’s safety or wellbeing.

All staff will always undertake to gain parent/carers consent to refer a child to Social Care unless to do so could put the child at greater risk of harm or impede a criminal investigation.

It is a requirement by the General Data Protection Regulations (GDPR) to ensure that our setting is compliant with all matters relating to confidentiality and information sharing.

Allegations against/concerns raised in relation to a member of staff or volunteer

Heatherside Pre-school will follow [Surrey Safeguarding Children’s Partnerships procedure for allegations against adults who work with Children](#).

This procedure should be used in all cases which may meet the harms threshold in which it is alleged a member of staff, including agency staff, volunteer, or another adult who works with children 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 he or she 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.*

The last bullet point above includes behaviour that may have happened outside of setting, that might make an individual unsuitable to work with children, this is known as transferable risk.

Allegations against a member of staff who is no longer at the setting should be referred to the Police. Historical allegations of abuse should also be referred to the Police.

Where settings identify a child has been harmed, that there may be an immediate risk of harm to a child or if the situation is an emergency, they should contact children's social care and as appropriate the Police immediately.

In dealing with allegations or concerns against an adult, staff must:

- Report any concerns about the conduct of any member of staff, volunteer or other adult to DSL – Lisa Selwood & Kerrie Curtis – Manager immediately.
- If an allegation is made against the Manager/DSL, the concerns need to be raised with Alex Constantine - Chairperson as soon as possible. If not available, then the LADO should be contacted directly.
- Once an allegation has been received by the Manager/Proprietor or Chairperson they will contact the LADO (as part of their mandatory duty) on 0300123 1650 option 3 LADO or Email: LADO@surreycc.gov.uk immediately and before taking any action or investigation.
- Following consultation with the LADO inform the parents of the allegation unless there is a good reason not to.

In liaison with the LADO, the setting will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the Police.

Heatherside Pre-school have a duty to inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We must also notify Ofsted of the action taken in respect of the allegations. Notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. We understand that if we fail to comply with this requirement, we will commit an offence.

If the matter is investigated internally, the LADO will advise the setting of who is able to provide support within the local authority, in line with the SSCP procedures.

Low level concerns that do not meet the allegation/harm threshold

At Heatherside Pre-school we have a policy and process in place to deal with low level concerns (including allegations) which do not meet the allegation/harm threshold set out above.

Concerns may arise in several ways and from several sources. For example: suspicion; complaint; or disclosure made by a child, parent, or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

Whistle blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of Safeguarding and Child Protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in setting's safeguarding arrangements.

Staff are encouraged to use an external, independent and confidential service provided by Navex Global, who can be contacted on their freephone helpline number 0800 069 8180 and through the [Navex Global web pages](#).

The NSPCC whistleblowing advice line is available for staff to call who do not feel able to raise concerns regarding Child Protection failures internally or have concerns about a way a concern is being handled by their setting. 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk

Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH. Ofsted provides guidance on how to make complaints about a provider. Complaints procedure - Ofsted - GOV.UK (www.gov.uk).

See Whistleblowing Policy

Physical Abuse

While a clear focus of peer on peer/child on child abuse is around sexual abuse and harassment, physical assaults and initiation violence and rituals from children to children can also be abusive.

These are equally not tolerated at Heatherside Pre-school and if it is believed that a crime has been committed, will be reported to the Police.

The principles from the anti-bullying policy will be applied in these cases, with recognition that any Police investigation will need to take priority.

Mental Health

At Heatherside Pre-school, staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff are aware of how children's experiences, can impact on their mental health, behaviour, and education.

Safeguarding Children with Additional Needs and Disabilities

At Heatherside Pre-school we acknowledge that children with additional needs or disabilities can face additional safeguarding challenges. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- The potential for children with additional needs and disabilities or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges.

The DSL will work closely with the SENCOs, Lesley Bailey and Karen Jones to plan support as required.

Please see our Additional Needs Policy for further information

Online Safety

At Heatherside Pre-school we have an online safety policy which explains how we try to keep children safe in our setting and how we respond to online safety incidents. 'E Safety' Policy

We ensure that appropriate filtering and monitoring systems are in place.

Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 years old or 18 years old if the child is disabled.

Looked After Children by the local authority or those who are placed in residential school/colleges, children's homes or hospitals are not considered to be privately fostered.

Private fostering occurs in all cultures and children may be privately fostered at any age.

Heatherside Pre-school recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care immediately. However, where a member of staff becomes aware that a child may be in a private fostering arrangement, they will raise this with the DSL and the DSL will notify the C-SPA immediately.

Looked After Children

The most common reason for children becoming looked after is because of abuse and neglect.

Heatherside Pre-school will ensure that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

The Designated Staff member is Kerrie Curtis, and she will have the appropriate level of training to equip them with the knowledge and skills to undertake the role.

The Designate Staff member for looked after children and the DSL have details of the child's social worker and the name and contact details of [Surrey County Council's Head of Virtual School](#).

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. [A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s](#), which are identified in the course of their professional work, to the Police.

The duty applies to all persons at Heatherside Pre-school who are employed in the setting.

The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the DSL; however, the DSL should be informed.

If a staff member is informed by a little girl in the setting that an act of FGM has been carried out on her or if a staff member observes physical signs which appear to show that an act of FGM has been carried out on a in the setting and they have no reason to believe the act was necessary for the girl's physical or mental, the staff member should personally make a report to the

Police force in which the girl resides by calling 101. The report should be made immediately.

Staff at Heatherside Pre-school are trained to be aware of risk indicators of FGM.

Concerns about FGM outside of the mandatory reporting duty will be reported using our Child Protection procedures. Staff will be particularly alert to suspicions or concerns expressed by female children about going on a long holiday during the summer holiday.

There will also be consideration of potential risk to other girls in the family and the wider community. Where there is a risk to life or likelihood of serious immediate harm the staff member will report the case immediately to the Police, including dialling 999 if appropriate.

There will be no circumstances in which a member of staff will examine a girl.

Prevent

[The Prevent Duty for England and Wales \(2015\)](#) under section 26 of the [Counter Terrorism and Security Act 2015](#) places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.

Staff at Heatherside Pre-school are clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern.

Our staff receive [training](#) to help identify early signs of radicalisation and extremism.

Opportunities are provided in the curriculum to enable children to discuss issues of religion, ethnicity, and culture. The setting promotes and embeds the fundamental British value in the setting through activities and within policies.

The Manager and the DSL will assess the level of risk within the setting and put actions in place to reduce that risk.

If any member of staff has concerns that a child may be at risk of radicalisation, they will speak with the DSL in the first instance. They will then follow the safeguarding procedures and refer cases by e-mail to preventreferrals@surrey.pnn.police.uk following the [Prevent referral form](#). If the matter is urgent then Police will be contacted by dialling 999.

In cases where further advice from the Police is sought dial 101 or 01483 632982 and we will ask to speak to the Prevent Supervisor for Surrey.

Prevent Supervisor - 07795043842

What is abuse and neglect?

We hear the words 'Abuse' and 'Neglect' but do we really understand their meaning?

Abuse and neglect are forms 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 known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or even another child or children.

- **Physical abuse**

Physical abuse 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.

- **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent 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 cyber bullying), 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 in isolation.

- **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 online).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Neglect**

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.

Appendices 1 Roles and Responsibilities

Appendices 2 Abuse

Appendices 3 Sharing Explicit photos

Safeguarding Children information and resources

C-SPA team (Single Point of Access) 0300 4709100

FGM Helpline 0800028 3550 fgm.help@nspcc.org.uk

[Female genital mutilation - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused

www.surreycc.gov.uk/eycpractitioners

www.surreycc.gov.uk

www.ofsted.gov.uk/contact-us/whistleblower-hotline

[Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

www.ico.org.uk

www.acas.org.uk or 08457 474747 (Advisory; Conciliation; Arbitration Service)

Public Concern at Work (whistleblowing charity) 0207 404 6609
Email: helpline@pcaw.co.uk

www.stopitnow.org.uk Free phone Helpline 0808 1000 900

www.childline.org.uk

www.nspcc.org.uk

www.unicef.org

www.pacey.org.uk (professional association for childcare and early years)

Links to legislation

Sex Discrimination Act 1975

Race Relations Act 1976

Sex Discrimination Act 1986

Children Act 1989

<http://www.legislation.gov.uk/ukpga/1989/41/contents>

Convention on the Rights of a Child, UNICEF 1989

Sex Offenders Act 1997

<http://www.legislation.gov.uk/ukpga/1997/51/contents>

Safeguarding Children Policy and Procedures

Data Protection Act 1998

Human Rights Act 1998

<http://www.legislation.gov.uk/ukpga/1998/42/contents>

Sex Discrimination (Gender Reassignment Regulations) 1999

Freedom of Information Act 2000

Race Relations Amendment Act 2000

Human Rights Act 2000

[Human Rights Act 1998 \(legislation.gov.uk\)](http://www.legislation.gov.uk/ukpga/1998/42/contents)

Adoption and Children Act 2002

<http://www.legislation.gov.uk/ukpga/2002/38/contents>

Education Act 2002

<http://www.legislation.gov.uk/ukpga/2002/32/contents>

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

Female Genital Mutilation Act 2003

<http://www.legislation.gov.uk/ukpga/2003/31/contents>

Domestic Violence, Crime and Victims Act 2004

<http://www.legislation.hmso.gov.uk/acts/acts2004/20040028.htm>

Children Act 2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Serious Organised Crime and Police Act 2005

<http://www.legislation.gov.uk/ukpga/2005/15/contents>

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

Children and Adoption Act 2006

<http://www.legislation.gov.uk/ukpga/2006/20>

Early Years Foundation Stage 2007

UNICEF Convention on the Rights of a Child 2007

Forced Marriage Act (Civil Protection) 2007
<http://www.legislation.gov.uk/ukpga/2007/20>

Children and Young Persons Act 2008
<http://www.legislation.gov.uk/ukpga/2008/23>

Criminal Justice and Immigration Act 2008
<http://www.legislation.gov.uk/ukpga/2008/4>

Safeguarding Children Policy and Procedures

Borders, Citizenship and Immigration Act 2009
<http://www.legislation.gov.uk/ukpga/2009/11>

Apprenticeships, Skills, Children and Learning Act 2009
<http://www.legislation.gov.uk/ukpga/2009/22>

Education Act 2011
<http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>

Domestic Violence Crime and Victims (Amendment) Act 2012
<http://www.legislation.gov.uk/ukpga/2012/4/contents/enacted>

Protection of Freedoms Act 2012
<http://www.legislation.gov.uk/ukpga/2012/9/contents/enacted>

Early Years Foundation Stage amendment 2024

Working together to Safeguard Children 2023

Reviewed & re-agreed at AGM held 04th October 2024 Chair Alex Constantine

Reviewed & re-agreed at AGM held 10th October 2025 Chair Alex Constantine