

06 – Safeguarding Children, Young People & Vulnerable Adults procedures

06.1 – Responding to Safeguarding or Child Protection Concerns

Our Approach

At Peekaboo Childcare, keeping every child safe is our biggest responsibility. This policy explains exactly what staff do if they are ever worried about a child's safety, notice an injury, or if a child shares something that concerns us. It also explains how we work with outside professionals and when we must report concerns.

Who Are Our Safeguarding Leads?

- Designated Safeguarding Lead (DSL): Alexandra Morton
- Deputy DSL: Charlotte Johnson
- Back-Up DSLs: *Room Leaders* (if Alexandra or Charlotte are not available)

There is always a trained safeguarding lead available.

Our Safeguarding Responsibilities

- ✓ All staff know how to recognise signs of abuse or neglect

They act immediately if worried about a child.

- ✓ All concerns are reported

Staff must report any safeguarding or welfare concerns to:

- Alexandra (DSL)
- Charlotte (Deputy DSL)
- A Room Leader (Back-Up DSL) if neither are available

- ✓ The DSL coordinates all safeguarding actions

This includes working with Children's Services, the Local Safeguarding Partnership (LSP) and following all local procedures.

- ✓ We ALWAYS prioritise the safety of a child

If the DSL cannot be reached straight away, staff act first, then inform them later.

- ✓ Ofsted & other reporting requirements

The DSL decides when Ofsted should be informed about certain incidents. Health & safety incidents that may fall under RIDDOR follow the organisation's legal duties.

When Staff Notice a Mark or Injury

If a staff member sees an injury on a child or is told about one:

When a parent mentions an injury at drop-off:

- Staff record it on an Incident Form (Family)
- Tick "noticed on arrival"
- Inform the Room Leader → who informs the DSL if there are concerns
- The form is automatically sent to Harry/Charlotte to acknowledge

If staff notice a mark later in the day:

- Parent is contacted via Family or phone
- An Incident Form is completed
- Concerns are passed to the Room Leader and DSL

If a parent believes the injury happened at nursery:

- It is recorded as an Accident Form
- Details of the discussion are added to the child's Notes on Family

Responding to Signs of Abuse

Staff follow the Safeguarding Flow Chart (displayed in every room).

Steps include:

1. Speak to the DSL immediately
If not available → Deputy DSL → Back-Up DSL.
2. Complete a Safeguarding Form
 - Form is on Google Drive
 - Copy it into a Family Note

- Tick the Safeguarding box
- Submit it
- 3. Inform the DSL after submitting
DSL can be contacted even off-site: 07787 518526
- 4. If a child is at immediate risk
 - Contact Social Care straight away
 - If a crime may have been committed → call 101 (or 999 in emergency)

If a Child Makes a Disclosure (Tells Us Something Concerning)

Staff aim to gather *only enough information to take action*. They:

- ✓ Listen calmly
- ✓ Do NOT ask leading questions

(They may say “Tell me more” or “Show me again” if unclear.)

- ✓ Report to the DSL immediately

Recording the disclosure:

- Use the Safeguarding Form (Google Drive)
- Upload to Family as a Safeguarding Note
- Use the child’s exact words
- Include the staff member’s exact replies
- If physical marks are seen:
 - Use the room’s body map (draw with whiteboard pen, photograph, attach to Family note)

How We Decide What to Do Next

(Using the Local Safeguarding Partnership Thresholds)

The DSL will judge whether a referral is needed:

- Level 1 – Universal: needs met, no extra support required
- Level 2 – Universal Plus: extra support required
- Level 3 – Targeted Early Help: multiple/complex needs
- Level 4 – Statutory Intervention: child at risk of significant harm

Staff alert the DSL if they think a family may benefit from early help and complete a

safeguarding form.

If a criminal offence may have occurred → police via 101.

Consent for Early Help Referrals (Tier 2 or 3)

Parents are usually asked for permission before sharing information with Early Help services.

However, the DSL may override consent if:

- A child would be at risk without help
- A parent refuses but risk remains
- Seeking consent could delay essential support

Parents are informed that a referral is being made unless doing so increases risk.

Informing Parents in Child Protection Cases

Parents are not informed if doing so could:

- Put the child at further risk
- Jeopardise a police investigation
- Involve sexual abuse, fabricated illness, FGM or forced marriage
- Risk another person's safety
- Not be possible without delay

If safe and appropriate, parents are informed after the referral, following Social Care instruction.

Making a Referral

The DSL or Deputy will follow LSP procedures.

If neither is on site, the senior staff member present makes the referral.

If a child is in immediate danger:

- Police/Social Care contacted immediately
- If the child remains at nursery, staff call the DSL for support

Record Keeping

We record:

- All safeguarding forms (Family)
- Discussions with parents
- Conversations with Social Care
- Decisions made & outcomes
- Follow-up steps

Files are:

- Stored securely
- Kept up to date
- Accessible to the DSL at all times
- Archived confidentially on Google Drive

Each staff member involved writes their own statement.

Disagreements & Escalation

If a staff member disagrees with the DSL's decision:

1. Discuss with DSL
2. If unresolved → Local Authority Designated Officer (LADO)
3. If still unresolved → follow Whistleblowing procedures

Supervision can be used to reflect but must not delay action.

Whistleblowing

Staff must follow this process if:

- A criminal offence may be happening
- Policies/legislation are not being followed
- Health & safety is at risk
- Serious concerns are being covered up

Steps:

1. Check the Safeguarding Flow Chart
2. Speak to DSL or Deputy (or Room Leader as backup)
3. Complete a Staff Concerns Form (Google Drive)
4. DSL reviews and decides whether to contact LADO

If still concerned:

- Contact LADO – Torbay Council
 - 01803 208541
 - 07920 247310
 - Out of hours: 0300 456 4876

If concerns remain unresolved:

- NSPCC Whistleblowing Helpline: 0800 028 0285

Managers are responsible for ensuring concerns are treated confidentially, investigated properly, and acted upon.

Female Genital Mutilation (FGM)

FGM is illegal. Staff are trained to recognise signs:

Possible indicators include:

- Difficulty walking/sitting
- Painful urination
- UTIs
- Behaviour changes after absence
- Extended travel plans
- Family history of FGM

If FGM is suspected:

- Police are contacted immediately
- Children's Services are notified
- LSP guidance is followed
- DSL informs staff about cultural risk factors

FGM Helplines:

- NSPCC FGM Helpline: 0800 028 3550
- Email: fgmhelp@nspcc.org.uk
- Government info: gov.uk/female-genital-mutilation

Extremism or Radicalisation

Staff are trained to spot concerns and follow Prevent Duty guidance.

The DSL:

- Knows LSP procedures
- Knows how to refer to Channel
- Ensures staff complete Prevent Duty & Equality/Children's Rights online courses
- May complete WRAP training
- Understands local terrorism risks

Parental consent for referrals:

- Usually good practice
- Not required if it places a child at risk
- Channel engagement always requires consent

If someone is already involved in terrorism:

- Anti-Terror Hotline: 0800 789 321
- Police: 101 or 999 in emergencies

Gang Activity / Serious Youth Violence

While very young children are unlikely to be involved, family involvement (siblings, parents) may place a child at risk.

DSL follows LSP guidance when concerns arise.

Forced Marriage & Honour-Based Abuse

Forced marriage is illegal. Signs may include:

- Sudden travel plans
- Discussions about upcoming weddings
- Fear of family behaviour
- Older siblings previously forced into marriage

In an emergency: 999

Forced Marriage Unit (professionals & victims):

- 020 7008 0151
- Email: fmu@fco.gov.uk



Further Guidance (All original references included)

- Accident Record (Alliance)
- Multi-Agency Practice Guidelines: Forced Marriage (HMG 2014)
- Developing an Effective Safeguarding Culture (EYA)