



Safeguarding Children Policy for Pippins Daycare

Pippins Daycare abides by the duty of care to safeguard and promote the welfare of children and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We recognise the welfare of children is paramount in all the work we do and in all the decisions we take
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents carers and other agencies is essential in promoting children's welfare

Purpose:

Pippins Daycare will:

- Protect children and young people who receive our services from harm. This includes the children of adults who use our services
- Provide staff and volunteers, as well as children and their families, with the overarching principles that guide our approach to safeguarding

This policy applies to anyone working on behalf of Pippins Daycare including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Definitions

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Child Abuse: Children may be vulnerable to neglect and abuse within their family or harm outside of the family. There are four main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child criminal exploitation
- Child trafficking
- Domestic abuse

- Emotional abuse
- Female genital mutilation
- Grooming
- Neglect
- Non-recent abuse
- Online abuse
- Physical abuse
- Sexual abuse

Safeguarding children: Safeguarding children is defined in Working Together to Safeguard Children 2023 as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from <https://learning.nspcc.org.uk/>.

Thresholds

Pippins Daycare refers to and seek guidance from the Threshold Framework held by Staffordshire Safeguarding Children Partnership. The 'Right Help, Right Time' document promotes early support and timely intervention, ensuring families receive the right support at the earliest opportunity, while also defining specialist and statutory responses where risks increase.

[Right Help, Right Time - Staffordshire Safeguarding Children Partnership](#)

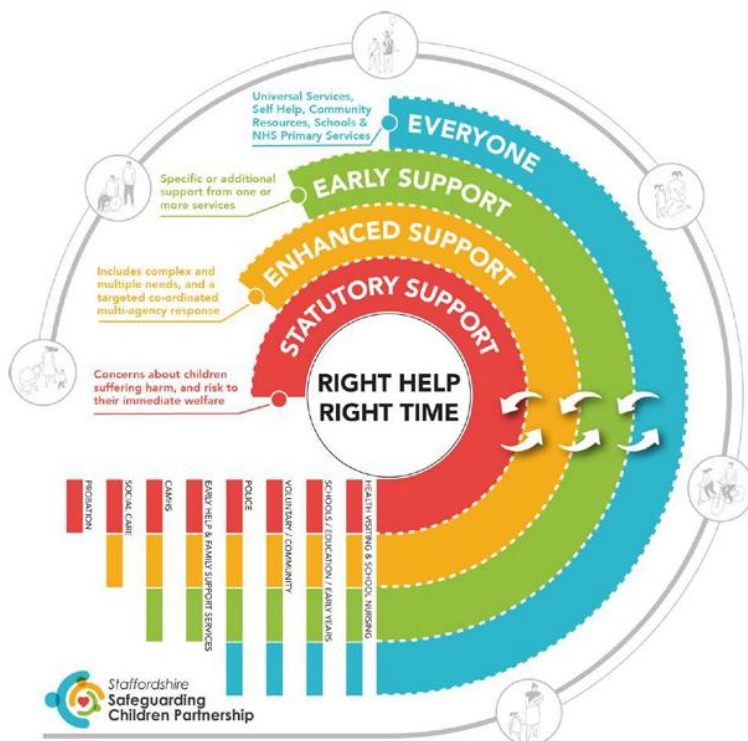
This document recognises that children and families may require different levels of support at different times. It provides a clear framework to help practitioners identify the most appropriate level of intervention in response to presenting needs, setting out expected service responses at each stage and emphasising the importance of timely, proportionate, and coordinated action.

At Pippins Daycare, we use professional curiosity, judgement and decision making and also refer to the '**Right Help, Right Time, Indicators of Need Tool.**' This should be used alongside professional judgement and form part of a wider discussion about how best to meet the needs of a specific child or family and support the consistency of response to children, young people, and their families.

We want to ensure the right and least intervention through the right service, at the right time by the right person. Children and young people can move across the levels of vulnerability according to their particular circumstances. There are four levels of need, the divisions between the levels should not be conceived as 'hard and fast'. The presence of a single or multiple combination of factors, the age of the child and family strengths and protective factors will all need to be considered.

Right Help, Right Time sets out four levels of children's needs:

1. **Everyone – Thriving**
2. **Early Support – Additional Support**
3. **Enhanced Support for Children & Families**
4. **Statutory – Children have suffered or are likely to suffer significant harm and children with complex disabilities.**



We as professional practitioners, should wherever possible, discuss concerns with the family and, where possible seek the family's agreement to making a referral *unless* this may, either by delay or the behavioural response it prompts or for any other reason, place the child at increased likelihood of suffering Significant Harm.

A decision by any professional not to seek parental permission before making a referral to SFIFD should be approved by the DSL where possible, recorded and the reasons given.

Where a parent has agreed to a referral, this must be recorded and confirmed as part of the referral.

Where the parent is consulted and refuses to give permission for the referral, further advice and, or approval should be sought from the Directors, unless to do so would cause undue delay. The outcome of the consultation and any further advice should be fully recorded.

After taking full account of parent's wishes, if it is still considered that there is a need for a referral:

- The reason for proceeding without parental agreement must be recorded.
- SFIFD should be told that the parent has withheld her or his permission.
- The parent should be contacted by the referring professional to inform her or him that after considering their wishes, a referral has been made.

Practitioners may also refer to the **Child Neglect Screening Tool** which should be used in all cases where neglect is suspected. This tool aids practitioners in deciding whether a GCP2 tool should be completed. The tool is intended for practitioners working with children and families in all partner agencies to quickly identify areas of concern which may indicate a child/young person is being neglected. [Neglect-Screening-Tool-1.docx](#)

What should I do if I think a child is at risk of significant harm

CALL

Staffordshire Families Integrated Front Door (SFIFD)

0300 111 8033

9.00am – 5.00pm Monday to Thursday

9.00am- 4.30pm Friday

or

Emergency Duty Service (out of hours) Tel No. 0345 604 2886

Or email: eds.team.manager@staffordshire.gov.uk

Non-emergency – call Staffordshire Police on 101

The Prevent Duty

Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counter terrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the Prevent duty. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations
- Other organisations may also have Prevent duties if they perform delegated local authority functions

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. More information available on the Staffordshire Safeguarding Children Partnership website <https://www.staffsscp.org.uk>.

Safeguarding training & awareness:

Pippins Daycare will ensure an appropriate level of safeguarding training is available to its trustees, employees, volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors). Training must be renewed every two years.

The DSL must attend a training course consistent with the criteria set out in Early years foundation stage statutory framework Annex C.

Pippins Daycare must ensure that all practitioners/ assistants are trained in line with the criteria set out in the Early years foundation stage statutory framework Annex C.

The Designated safeguarding lead (DSL) must provide, support, advice and guidance to all practitioners/assistants on an ongoing basis.

Pippins Daycare staff are encouraged to undertake annual refresher training during the two-year period to help maintain basic skill and keep up to date with any changes to safeguarding procedures.

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what meant by the term safeguarding is and their role in safeguarding children
- Understand the difference between safeguarding children and child protection
- How to identify the signs of abuse and neglect and what are the main categories of abuse and factors that could lead to abuse, harm or neglect
- How to respond to the indicators of abuse, neglect and keep children safe
- How to spot signs of significant changes in children's behaviour

- How to identify unexplained bruising, marks or possible signs of abuse or neglect
- Inappropriate behaviour from practitioners, or any other person working with the children.
- Any reason to suspect neglect or abuse outside the setting, for example in the child's home or that a child may experience emotional abuse or physical abuse, witness domestic abuse or coercive control.
- Understand dignity and respect when working with children
- Have knowledge of the Staffordshire safeguarding children partnership procedures and guidance section

Staffordshire Safeguarding Children Board provide safeguarding children training for Early Years sectors Learning Zone – Staffordshire Safeguarding Children Partnership (staffsscp.org.uk)

Allegations and whistle blowing

Concerns or allegations about the behaviour of an adult in the children's workforce may arise in a number of different ways. For example:

- An allegation made directly by a child or parent/carer.
- An allegation made by a colleague or member of staff.
- Information from the police or children's social care e.g. information arising from child protection enquiries about a worker's own children (see para.69).
- Information from a third party or member of the public.
- Information disclosed anonymously or online.
- Concerns generated through an employment relationship.

It is important to remember that a **complaint** regarding a member of staff may be or may not be an allegation of abuse. A complaint is often rectified informally by allowing parties to come together to discuss the issue.

An **allegation of abuse** occurs where there is an allegation that a child is not being adequately cared for or is being harmed by an identified adult who is working in a position of trust.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. Whistleblowing procedures are now governed by the Public Interest Disclosure Act 1998 in providing protection to staff who have raised concerns. The SSCP outlines that employees and staff are often the first to realise that there may be something wrong within their organisation however they may choose not to express their concern as they feel that by speaking out it would be disloyal to their superior, colleagues or organisation or they fear harassment or victimisation.

Culture of Openness: At Pippins Daycare, we strive to build an environment of openness by building staff relationships, supporting well-being and regular 'checking in' during meetings, daily conversations and supervisions/appraisals. Staff should be encouraged and enabled to raise serious concerns within their organisation without fear of reprisal.

Pippins Daycare has a procedure in place for all staff (including students and volunteers) to raise concerns about poor or unsafe practice and provide ways for practitioners/assistant to know they can use other channel if they feel their concern are not being addressed.

Making a Disclosure:

- In the first instance, staff should normally raise concerns with the Designated Safeguarding Lead (DSL) or deputy DSL at Pippins Day Care
- If a staff member is unable to discuss their concerns with the DSL or deputy, the issue should be discussed with Pippins Daycare Directors, L Dunn and Mr N Cox or the Staffordshire LADO. [Staffordshire LADO referral form](#)
- SSCP would encourage staff to put their names to allegations because concerns expressed anonymously are much less powerful. However, the organisation also recognised that some staff would not wish to do this. Where a concern is expressed anonymously it will be considered at the discretion of the Local Authority including the factors – the seriousness of the issue or issues raised, the credibility of the concern, the likelihood of confirming the allegation from attributable sources.
- All staff are encouraged to read the full SSCP policy and this is available on the SSCP website : www.SSCP.org
- Staff can also seek further guidance from the NSPCC whistleblowing helpline 0800 028 0285 and also the independent charity Public Concern at Work. This charity operates a helpline and a mediation service and can be contacted on 0207 404 6609. They can give free, confidential advice at any stage in the process of raising concerns.

At Pippins Daycare we ensure our DSL attends a training course on managing allegations of abuse made against a person works with children and cascade to all practitioner /assistants.

Further information on 'Allegations of abuse made against a person working with children' visit [Staffordshire Safeguarding Children Partnership website](#).

(Contact details for the Staffordshire Integrated Front Door can be found via [Staffordshire Safeguarding Children Website](#). This is where you will find information about the most up to date ways to make a safeguarding referral.)

Staffordshire Police can be contacted via 101/999

To make a referral to the Duty Local Authority Designated Officer (LADO) please complete the online referral form: [LADO Referral form](#) .

In other cases, 'Working Together to Safeguard Children 2018' states that the Local Authority Designated Officer (LADO) must be informed within one working day of the allegation/concern being raised. (Chapter 4,226).

A LADO referral is separate from a safeguarding referral. There are occasions where the referrer may have concerns about someone who works with children along with safeguarding concerns about them as a parent. This will warrant a referral to LADO and SSIFD.

If you are unsure whether a concern warrants a referral to Staffordshire LADO and/or require advice and consultation about another matter, you can contact the Duty LADO using the below email address. (Consultation could result in you being asked to complete a LADO referral as per above process):

staffordshire.lado@staffordshire.gov.uk.

For referrals which require an urgent response outside of normal working hours (including week-ends and Bank Holidays), then advice should be sought from:

The Emergency Duty Service (located within the SSIFD): 0345 604 2886

It is important that, at the point of referring an allegation or concern, all available information relevant to the matter is provided so that appropriate evaluation can be undertaken. This will include name, address and date of birth of the adult subject of concern, and, when identified, the child.

Confidentiality and Information Sharing:

Pippins Daycare expects all employees, volunteers and trustees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of significant harm* or contact the police if they are in immediate danger, or a crime has been committed. For further guidance on information sharing and safeguarding contact Mr Nigel Cox, Pippins Daycare Director.

Consent:

Whilst professionals should in general discuss any concerns with the child, their parents / carers and where possible seek their agreement to making referrals to Staffordshire Families Integrated Front Door (SFIFD). This should only be done where such discussion and agreement-seeking will not place the child or others at increased risk of suffering significant harm. For more information see the Threshold Framework on the Partnerships website <https://www.staffsscp.org.uk>.

Consent / agreement is not required for child protection referrals; however, you, as the referring professional, would need to where possible discuss with and inform parents or

carers that you are making a referral as stated above, unless by alerting them you could be putting that child or others at risk.

Recording & Record Keeping:

A written record must be kept about any safeguarding concerns. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR). All records are stored in a lockable cupboard in the Pippins Daycare office.

Safe Recruitment & Selection:

There is a duty under Section 11 of the Children's Act 2004 for Pippins Daycare to be committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Pippins Daycare Safe Recruitment Procedure includes:

- Obtaining two references prior to employment sent by Pippins Daycare (using template as of Sept 25)
- Ensuring we obtain our own enhanced DBS
- Ensuring we check two forms of ID (checking all have the right to work in the UK)
- Ensuring all employees complete all starter forms
- Request a full employment history and question gaps
- Run internet and social media checks
- Obtain proof of training and qualifications
- A conditional job offer is subject to successful references and DBS checks
- Provide safeguarding training initially and throughout employment

We follow the three stages of safer recruitment. Those being;

1. To be vigilant
2. To promote safer practice
3. To prevent and decline

See [Safer Recruitment Means Safer Children](#).

Pippins Daycare ensures continuous ongoing suitability through observations, peer on peer, supervisions and routine monitoring. We ensure we challenge poor practice, attitudes and behaviour and we reflect on any information we receive, ensuring we respond to concerns in a timely manner. All staff are encouraged to join the DBS update service and these are annually checked.

Social Media:

All employees and volunteers should be aware of Pippins Daycare media procedures regarding the use of mobile phones and any digital technology (Social Media, Mobile Phone

& Digital Technology Policy) and the code of conduct for safeguarding children on digital platforms.

Use of Mobile Phones & Other Digital Technology:

All employees, trustees and volunteers should be aware of Pippins Daycare policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to share images and content on any digital platform without the explicit consent of the person with parental responsibilities. (Social Media, Mobile Phone & Digital Technology Policy)

Escalation:

Professionals providing services to children and their families should work co-operatively across all agencies, using their confidence, skills and experience to make a robust contribution to safeguarding children and promoting their welfare within the framework of discussions, meetings, conferences, and case management.

On occasions situations may arise where there is professional disagreement in relation to safeguarding a child. Resolution is an integral part of professional joint working to safeguard children and this policy seeks to identify how such resolution can be achieved where there are professional differences of opinion.

All professionals have a responsibility to work together and to help to prevent disagreements from escalating where possible. This policy identifies a non-exhaustive list of potential areas of disagreement, guidance on resolving disputes and procedures to be followed when disputes cannot be resolved through discussion and negotiation between professionals at front line level.

Guidance used for this policy (written Sept 2025 and updated August 2026):

[Allegations of Abuse – Staffordshire Safeguarding Children Partnership
www.staffsscp.org.uk](#)

[Right Help, Right Time - Staffordshire Safeguarding Children Partnership](#)

[Safer Recruitment Means Safer Children Guidance \(Staffordshire\)](#)

[Working Together to Safeguard Children 2023](#)

Important Contacts

Designated safeguarding Lead for Safeguarding

Name: Lisa Fellows Email Address: pippinsdaycare@gmail.com Telephone Number: 07703 616822

Deputy designated safeguarding Lead

Name: Kellie Boulton Email Address: pippinsdaycare@gmail.com Telephone Number: 07703 616822

Trustees for Safeguarding: Name: Lynn Dunn & Nigel Cox, Directors

Staffordshire Families Integrated Front Door (SFIFD)

0300 111 8033

Emergency Duty Service (out of hours) Tel No. 0345 604 2886

Or email: eds.team.manager@staffordshire.gov.uk

Police Emergency – 999 Non-emergency – 101

NSPCC Helpline 0808 800 5000