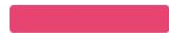


Learning Tree Pre-School
The Learning Tree
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New Addington
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Child Protection and Safeguarding Policy and Procedures.



Approved by: G L Kelleway

Date: 06.11.2018

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1. PURPOSE & AIMS

1.1 The purpose of Learning Tree Pre-School's safeguarding policy is to ensure every child is safe and protected from harm. This means we will always work to:

- Protect children and young people from maltreatment.
- Prevent impairment of children and young people's health or development.
- Identify children and young people who may be in need of extra help.
- Ensure that children and young people grow up in circumstances consistent with the provision of safe and effective care.
- Undertake a role so as to enable children and young people to have the best outcomes.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our responsibilities to safeguard and promote the welfare of all children and young people.

1.3 Learning Tree Pre-School fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of those involved with the organisation. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all those receiving services from or providing services on behalf of Learning Tree Pre-School.

2. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the Department for Education's statutory guidance, the [Statutory Framework for the Early Years Foundation Stage](#) and [Working Together to Safeguard Children 2018](#). We also comply the procedures set out by Croydon Safeguarding Children's Board.

This policy is also based on the following legislation:

- Section 39(1)(b) of the [Childcare Act 2006](#)
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- '[Mandatory Reporting of Female Genital Mutilation - procedural information](#)', Home Office (October 2015)
- [The Rehabilitation of Offenders Act 1974](#)
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#)
- [The Prevent duty: Departmental advice for schools and childcare providers'](#), DfE (2015)
The [Childcare \(Disqualification\) Regulations 2009](#) and [Childcare Act 2006](#)
- [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings'](#) (October 2015)
[What to do if you're worried a child is being abused'](#), DfE (March 2015)
- [Information sharing: advice for practitioners providing safeguarding services \(July 2018\)](#)
- Croydon Safeguarding Children's Board procedures
-

3. DEFINITIONS

Children includes everyone under the age of 18.

Safeguarding and promoting the welfare of children means:

- Protect children and young people 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
-

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is 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 known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children

Abuse is often categorised in to 3 types of harm; physical, sexual or emotional. For definitions of these individual categories of harm, see [Working Together to Safeguard Children 2018](#).

Neglect is a form of abuse and 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 material substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
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.

4. OUR ETHOS

4.1 The child's welfare is of paramount importance. Learning Tree Pre-School will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff if they are worried or concerned about something.

4.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at Learning Tree Pre-School play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

4.3 All staff and regular visitors will, through induction and training, know how to recognise emerging needs and indicators of concern, how to respond to a disclosure from a child and how to record and report this information. They will not make promises to any child and will not keep secrets. Every child will know (where possible given the level of the child's functioning) what they will have to do with any information they have chosen to disclose should it outline a safeguarding concern.

4.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children 2018](#) and Croydon Safeguarding Children's Board procedures.

5. ROLES AND RESPONSIBILITIES

Roles	Name	Contact Details
Designated Safeguarding Lead	Ginnett Kelleway	01689800780
Pre School Manager	Ginnett Kelleway	01689800780
Pre School Named Trustee for Safeguarding	Carole Bonner	07952697831

5.1 It is the responsibility of every member of staff, volunteer and regular visitor to our setting/s to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children. This includes the responsibility to provide a safe environment.

The Board of Trustees

5.2 The Board of Trustees at Learning Tree Pre-School is accountable for ensuring the effectiveness of this policy and our compliance with it. Our s take collective responsibility to safeguard and promote the welfare of our children.

5.3 The Board of Trustees will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly and has been written in line with Croydon Safeguarding Children's Board procedures.
- Learning Tree Pre-School contributes to inter-agency working in line with [Working Together to Safeguard Children 2018](#).
- A senior member of staff is designated to take the lead responsibility for safeguarding and child protection.
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct.
- All staff undertake appropriate child protection training that is updated annually.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance.
- Safer recruitment practices are followed in line with statutory requirements.
- The Board of Trustees remedies, without delay, any weakness in regard to our safeguarding arrangements that are brought to their attention.

The Designated Safeguarding Lead (DSL)

5.4 The Designated Safeguarding Lead (DSL) is a senior member of staff, who takes lead responsibility for safeguarding and child protection in our Pre School.

5.5 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

5.6 During opening hours, the DSL will always be available for staff in the Pre School to discuss any safeguarding concerns. If, in exceptional circumstances, a DSL is not available in person, we will ensure that they are available via telephone and any other relevant media.

5.7 The DSL at Learning Tree Pre-School will represent our Pre School at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions, other interagency meetings and contribute to the assessment of children.

5.8 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

5.9 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and that appropriate training needs are identified.

6. TRAINING & INDUCTION

6.1 When new staff join our organisation, they will be informed of the safeguarding arrangements in place. They will be given a copy of Learning Tree Pre-School's safeguarding policy along with the staff code of conduct and told who our DSL and any deputies are (where applicable). All staff are expected to read these key documents. They will also be shown the recording form, given information on how to complete it and who to pass it to.

6.2 Every new member of staff or volunteer will receive safeguarding training during their induction period. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record, and the remit of the role of the DSL. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children.

6.3 Guidance about acceptable conduct will also be given to all staff during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action

6.4 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in the [Statutory Framework for the Early Years Foundation Stage](#). In order to achieve this we will ensure that:

- All members of staff undertake appropriate safeguarding training in accordance with statutory requirements and their respective roles.
- All staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively.

6.5 All regular visitors, temporary staff and volunteers will be given a set of our safeguarding procedures. They will be informed of whom our DSL and any deputies are (where applicable) and what the recording and reporting system is.

6.6 The DSL, and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will ensure relevant training to the role is completed. The DSL and deputies (where applicable) will complete Designated Safeguarding Lead training. In addition to formal training, the DSL and any deputies will ensure that they update their knowledge and skills at regular intervals, to keep up with any developments relevant to their role.

6.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation as well as guidance accessible via Croydon Safeguarding Children's Board.

6.8 Our Board of Trustees will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at Learning Tree Pre-School.

7. PROCEDURES FOR MANAGING PATHWAYS TO HELP AND SUPPORT

7.1 Learning Tree Pre-School adheres to safeguarding and child protection procedures that have been agreed locally with Croydon Safeguarding Children's Board. Where we identify children and families in need of support, we will carry out our responsibilities in accordance with Croydon Safeguarding Children's Board thresholds guidance.

7.2 Every member of staff including volunteers working with children at Learning Tree PreSchool are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

7.3 All staff are encouraged to report and record any worries and concerns that they have and not see these as insignificant. On occasion, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, worries and concerns accumulate over a period of time and are evidenced by building up a picture of harm; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on worries and concerns in accordance with this policy to allow the organisation to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

7.4 At times, a child's needs may not be able to be met by universal interventions alone and will best be met through a more targeted response. At this point the child's needs will still be considered as 'emerging' and will therefore be below the threshold for specialist or statutory interventions.

When indicators of needs that fall under this category are identified, Learning Tree PreSchool will take responsibility for exploring issues with the child and family, with guidance and support as necessary from the Local Authority's Children's Services.

Where the input of more than one agency is required (a multi-agency response) to support the family's circumstances, a lead practitioner within the organisation will be identified.

7.5 It is not the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

7.6 The DSL should be used as a first point of contact for worries, concerns and queries regarding any safeguarding concern at Learning Tree Pre-School. Any member of staff or visitor who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to a deputy DSL (where applicable). In the absence of either of the above, the matter should be brought to the attention of the Pre School manager.

7.7 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed procedures.

7.8 Following receipt of any information raising concern, the DSL will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented.

7.9 The DSL will decide whether to consider offering 'Early Help' to support the family or to make a referral to Children's Services when there are complex needs or child protection concerns. Learning Tree Pre-School will use Croydon Safeguarding Children's Board threshold guidance to inform our decision making.

7.10 If a referral to Children's Services has not met the threshold for targeted support or statutory intervention the DSL will make a full written record of the decision and outcome.

7.11 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Pre School manager. Concerns should always lead to help for the child at some point.

7.12 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services or the Police if:

- The situation is an emergency and the DSL, their deputy (where applicable) and the Pre School manager are all unavailable.
- They are convinced that a direct report is the only way to ensure the child's safety.

7.13 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Pre School's lead for safeguarding. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact Children's Services directly with their concerns.

7.14 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same use Croydon Safeguarding Children's Board threshold guidance will apply in respect of any child who is suffering or likely to suffer significant harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse.

7.15 We recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- Children with SEND can be disproportionately impacted by things like bullying- without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers.

7.16 At Learning Tree Pre-School we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with Police and Children's Services.

7.17 Where FGM has taken place, there is a mandatory reporting duty placed on teachers and healthcare professionals (since 31 October 2015). Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Staff are expected to report concerns or suspicions of FGM practice to our DSL. Further information on when and how to make a report can be found in the following Home Office guidance: '[Mandatory Reporting of Female Genital Mutilation - procedural information](#)' (October 2015).

7.18 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other form of vulnerability in today's society. At Learning Tree Pre-School, we will ensure that:

- Through training, staff and volunteers have an understanding of what radicalisation and extremism is, why we need to be vigilant and how to respond when concerns arise.
- There are systems in place for keeping children safe from extremist material when accessing the internet in our Pre School by using effective filtering and usage policies.
- The DSL has received Prevent training and will act as the point of contact for any concerns relating to radicalisation and extremism.
- The DSL will make referrals to Children's Services and will represent our organisation at Channel meetings as required.

7.19 When Dealing with Disagreement and Escalation of Concerns, the DSL or other appropriate member of staff will:

- Contact the line manager in children's social care if they consider that the social care response to a referral has not led to the child being adequately safeguarded and follow this up in writing
- Contact the line manager in children's social care if they consider that the child is not being adequately safeguarded by the child protection plan and follow this up in writing
- Use the Local Authority Escalation Policy if this does not resolve the concern

8. RECORDS AND INFORMATION SHARING

8.1 If staff are concerned about the welfare or safety of any child at our Pre School they will record their concern on the agreed reporting procedure. Any worries or concerns should be passed to the DSL without delay.

8.2 Any information recorded will be kept in a separate named file, in a secure cabinet or electronically and not within any other file associated with the child. These files will be the responsibility of the DSL. Child protection information will only be shared on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

8.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core group meetings and reports will be stored here. All our 'Early Help' and safeguarding files will include; a chronology, contents front cover and record of significant events in the child's life.

8.4 When a child leaves our Pre School to move to another setting, the DSL will make contact with the DSL at the new setting and will ensure that the child protection file is forwarded to the receiving setting in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving organisation and/or evidence of recorded delivery. Where a parent elects to remove a school-age child from the Pre School to home educate, arrangements will be made to pass any safeguarding concerns to the relevant department within the Local Authority.

9. WORKING WITH PARENTS & CARERS

9.1 Learning Tree Pre-School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

9.2 When children join Learning Tree Pre-School, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available within the pre-school. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

9.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

9.4 We will seek to work together with parents to support any worries or concerns we may have about their child unless to do so may place a child at increased risk of harm.

9.5 In order to keep children safe and provide appropriate care for them, Learning Tree Pre-School requires parents/carers to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.
- Full names and contact details of all persons with parental responsibility (if different from above) and contact details of a significant adult.
- Emergency contact details (if different from above).
- Full details of any other adult authorised by an individual with parental responsibility to collect the child (if different from the above).

Learning Tree Pre-School will retain this information on file. Information about children will only be shared with adults who have parental responsibility for that child or with those for whom an individual with parental responsibility has given permission and we have been supplied with the adult's full details in writing.

10. CHILD PROTECTION CONFERENCES

10.1 In some circumstances, all professionals involved with a child will be expected to support statutory agencies to provide information relating to the welfare of a child and explore how to support a child/children and their parent/s or carer/s. One such example is at a child protection conference. There may be circumstances whereby Learning Tree Pre School may be asked to participate in Child Protection processes pursuant to the Children Act 1989.

10.2 Children's Services will convene an Initial Child Protection Conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

10.3 Staff members may be asked to attend a child protection conference or core group meetings on behalf of Learning Tree Pre-School in respect of individual children. Usually the person representing the Pre School at these meetings will be the DSL, or Pre School manager. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

10.4 All reports for child protection conferences will be prepared in advance using the guidance and template report provided by the Croydon Safeguarding Children's Board. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at Pre School. In order to complete such reports, all relevant information will be sought from staff working with the child.

10.5 Clearly child protection conferences can be upsetting for parents. We recognise that we may have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

11. SAFER RECRUITMENT

11.1 At Learning Tree Pre-School we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service (DBS) checks where required to do so and use any other means of ensuring we are recruiting and selecting the most suitable people to work with children.

11.2 We will maintain a record of all safer recruitment checks carried out in line with statutory requirements.

11.3 We will ensure that those responsible for recruiting staff have completed appropriate 'safer recruitment' training. At all times we will ensure that safer recruitment practices are followed in accordance with our statutory requirements.

11.4 For those staff who have new or historical entries on their DBS that may raise concerns of a safeguarding nature but not exclude them from being able to undertake their role, a risk assessment will be completed and kept on file outlining any measures that will be in place to manage any assessed risk.

12. SAFER WORKING PRACTICE

12.1 All staff or volunteers for Learning Tree Pre-School who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

12.2 All staff will be provided with a copy of our policy relating to conduct at induction. They will be expected to know this policy and carry out their duties in accordance with this advice.

12.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

12.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

12.5 There will be at least one person who has a current paediatric first aid (PFA) certificate on the premises and available at all times when children are present, and will accompany children on outings.

12.6 Learning Tree Pre-School will ensure that staff have sufficient understanding and use of the English language to ensure the well-being of children in their care (i.e to liaise with other agencies in English, to summon emergency help, and to understand instructions such as those for the safety of medicines or food hygiene).

12.7 Learning Tree Pre-School complies with staffing ratios for Early Years provision as outlined by the [Statutory Framework for the Early Years Foundation Stage](#).

12.8 We will agree the nature and frequency of the intimate care that a child receives whilst at our setting with parents/carers. Intimate care tasks include any tasks that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet, changing nappies or carrying out a procedure that requires direct or indirect contact to an intimate personal area. Please refer to our policy covering intimate care and toileting for further details.

13. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

13.1 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for the children we provide a service for. We do, however, recognise that sometimes allegations of abuse are made.

13.2 We recognise that allegations, when they occur, are distressing and difficult for all concerned. We also recognise that some allegations are genuine and that there are adults who deliberately seek to harm or abuse children.

13.3 We will take all possible steps to safeguard our children and to ensure that the adults in our organisation are safe to work with children. We will always ensure that the procedures outlined by [Working Together to Safeguard Children 2018](#) are adhered to and will seek appropriate advice from the Designated Officer for the Local Authority (formerly known as LADO in previous versions of Working Together to Safeguard Children which this procedure will continue to use for ease of reference). The LADO can be contacted to request a consultation or to make a referral via e-mail: or by phone on. Steve Hall 0208 255 8998 or LADO@croydon.gov.uk

13.4 If an allegation is made or information is received about any member of staff (or volunteer) who works in our setting 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.

the member of staff receiving the information should inform the Pre School manager immediately. This includes concerns relating to agency and supply staff and volunteers.

We may also seek consultation with the LADO where we believe that an individual has behaved in a way in their personal life that raises safeguarding concerns. These concerns do not need to directly relate to a child.

Should an allegation be made against the Pre School manager, this will be reported to the Chair of the Board of Trustees . In the event that the Chair of the Board of Trustees is not contactable on that day, the information must be passed to and dealt with by the Vice Chair of the Board of Trustees .

13.5 The Pre School manager or Chair of the Board of Trustees will seek advice from the LADO within one working day. No member of staff will undertake further investigations before receiving advice from the LADO.

13.6 Any member of staff or volunteer who does not feel confident to raise their concerns within the Organisation should contact the LADO directly on . Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – this line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

13.7 Learning Tree Pre-School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our Pre School, a referral will be made as

soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

14. LINK WITH OTHER POLICIES

This policy forms part of an overall set of policies and procedures that fall under our safeguarding umbrella. Please see below the additional policies in place that underpin our safeguarding practice:

LOCAL AUTHORITY DETAILS

Designated Officer for the Local Authority:

Name:	Steve Hall
Email Address:	LADO@croydon.gov.uk
Phone Number:	0208 255 2889

Adult Safeguarding Contact for the Local Authority:

Name:	Sean Olivier
Email Address:	sean.olivier@croydon.gov.uk
Phone Number:	0208 7266000

MASH/Children's Services Details:

Email Address:	childreferrals@croydon.gov.uk
Phone Number:	0208 255 2888
Out of Hours Number:	0208 726 6400