

# Rainbow Pre-School & Extended Services



## Safeguarding Children and Child Protection Policy

### Policy statement

Rainbow Pre-school & Extended Services will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy. We are committed to building a 'culture of safety' in which children are protected from abuse and harm in all areas of our service delivery.

Our **Designated Safeguarding Lead** who oversees our child protection issues is:

**Leanne Stewart- Head of Compliance**

Our **Deputy Designated Safeguarding Leads** are **Vikki Cuthbert- Head of SEND, Sue Dymoke- Head of Site East, James Seaman and Mandy Caslake- Managers at East, Ami Barton- Room Leader at East, Hannah Thrussell – Head of site West, Emma Davies and Rachel Barnes- Managers at West.**

**The members of our Senior Management Team (SMT) are:**

Director of Rainbow Pre-School & Extended Services  
Head of Teaching & Child Development - Rainbow Pre-School & Extended Services  
Manager of Rainbow Pre-School & Extended Services-East  
Manager of Rainbow Pre-School & Extended Services-West  
Head of SEND - Rainbow Pre-School & Extended Services

### Procedures

When a disclosure is made to us:

Where a child makes a disclosure to a member of staff, that member of staff will:

- offer reassurance to the child
- listen to the child
- provide reassurance that she or he will raise the concern.
- inform the DUTY MANAGER
- record the disclosure if requested

***The member of staff does not ask probing questions but uses the TED approach to discuss the child's comments with them (Tell me about/ Explain to me/ Describe to me) – the golden rule is to observe and listen but do not probe.***

The staff will make a record of:

- The child's name and date of birth;
- The date and time of the observation or the disclosure;

- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time;
- The names of any other person present at the time.

After discussing and recording the incident with the **Duty Manager**, the duty manager will then **call an emergency meeting with the DSL, the Director, one member of the SMT from the opposite site and one staff member from outside the management team** where a decision will be made about the next steps to be taken. This discussion may either be face to face or by telephone, depending on which site the incident took place and where the SMT are based at the time of the incident. After the action is taken, the SMT will be re-called to discuss results and if any further action is needed. The meetings and the decisions made will be recorded on a Safeguarding Log.

These records are signed and dated and kept in a separate, locked, confidential file. Each file will include a chronology of events. These records will be shared with the lower school that the child transfers to, as part of the transition process. In line with local procedure set out by Central Bedfordshire Local Safeguarding Partners and following the requirements of 'Keeping Children Safe in Education September 2024', a signed receipt will be obtained for these files. RPS&ES will keep a copy in line with GDPR.

If a child's safety is at risk the Integrated Front Door (Children's Services) will be contacted immediately. We will take advice from them regarding information that is then given to parents. In a case where a child is not in immediate danger, we try to discuss the matter with parents before making any referrals (if a child has named a parent we will speak to that parent as a preference). However, it is the welfare of the child which is paramount and this is at the forefront of all our actions. We are aware that many children have suffered because of lack of communication between agencies, and that government guidance now encourages the full sharing of information. We shall therefore use our professional judgement in sharing information with the agencies that 'need to know', being open and honest with parents and children as to why we feel we need to share the information. When an outcome has been communicated about the referral, the SMT will discuss this and decide if they agree. If they do not agree, they can refer to the Pan Bedfordshire Disagreement and Escalation Procedure.

Full records of conversations will be maintained when any referrals or discussions are held with any other agencies or with parents prior to a referral. These records will include dates and times of the conversation, who we speak to, and the advice we were given.

### **Informing Parents**

We will always aim to involve parents in any referrals before they are made. However, if a suspicion of abuse is recorded, and the child is considered at risk an immediate referral will be made to the Intake and assessment team and we will take their advice on informing parents.

### **How we ensure that children are safe and protected**

- We ensure that all staff and parents are made aware of the safeguarding policies and procedures.
- Our staff have receive training in Safeguarding Children, The Prevent Duty and FGM (Female Genital Mutilation) alongside other safeguarding topics with all staff receiving update training every two years alongside refresher training in house each year.
- Adopt safe recruitment practices to check suitability of staff (Safer Recruitment Policy)
- We take action to enable ALL children to have the best outcomes.
- We follow the guidelines laid down by the Local Safeguarding Partners

- We have a copy of Working Together to Safeguard Children (2018) available for staff to use if required and for parents to see if they wish.
- In consultation with parents/carers we are able to refer children for additional help through the Early Help Assessment process (EHA). We do this with the support of other professionals and the EHA Support and Information Team
- We notify the registration authority (Ofsted) of any incident or accident which affects the wellbeing of children.
- We have procedures for contacting the local authority's Integrated Front Door team on safeguarding children issues
- If a report is to be made to the authorities, we take advice from the Integrated Front Door team in deciding whether we must inform the child's parents at the same time.
- We support children who are vulnerable in accordance with agreed child protection/care plans.
- We focus on children's personal, social and emotional development as laid out by The Early Years Foundation Stage framework. Children are steered away from extremist views in an age appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes. We provide a safe environment where children can discuss sensitive topics, including extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.

### **Staffing and volunteering**

- There is a designated officer who coordinates safeguarding children issues and is responsible for the filtering and monitoring of all cases. They access training to enable them to provide support, advice and guidance to all other staff about safeguarding issues.
- We provide appropriate staffing resources to meet the needs of children.
- All staff understand they have a duty to maintain the wellbeing of children in their care.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974 and Safer Recruitment Procedures are followed. Candidates are informed of the need to carry out DBS checks and take-up references before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Current staff are informed that they must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during employment. All staff sign a declaration every year.
- We abide by Ofsted requirements in respect of references and police checks for staff and regular volunteers, to ensure that no disqualified person or unfit person works at the setting or has access to the children.
- Volunteers and un-vetted persons do not work unsupervised.
- We abide by the Protection of Children Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of safeguarding children concern.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

### **Disciplinary action**

Where a member of staff or a volunteer is dismissed from the Setting or internally disciplined because of misconduct relating to a child, we notify Ofsted, the LSP and if required the ISA. We are under a legal duty of the Safeguarding Vulnerable Groups Act 2006 to notify the ISA of relevant information, so that individuals who pose a threat to vulnerable children can be identified and barred from working with these groups.

Please also see our 'Allegations Against a Member of Staff' policy and procedure.

## **Training**

All of our staff have received training on Safeguarding Children Issues including but not limited to Safeguarding, Prevent and Radicalisation, FGM, County Lines and Child Criminal Exploitation, ACES. Safeguarding training is renewed every 2 years. It is sourced through local authority approved providers and through our comprehensive induction procedure. We seek out training opportunities for all adults involved in the Setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, neglect, radicalisation and awareness of inappropriate staff behaviour. They are aware of the local authority guidelines for making referrals and which organisations that can contact for guidance or support. We ensure that all staff are aware of the procedures for reporting and recording their concerns in the setting. Safeguarding is a regular item on staff meeting agendas.

## **Complaints**

- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse.
- We have a procedure on allegations made against a member of staff
- We notify the Local Authority Designated Officer (LADO) team when we receive an allegation made about a member of staff, in line with our procedure and then follow the guidance received.
- We follow all the disclosure and recording procedures when investigating an allegation that a member of staff or volunteer has abused a child as if it were an allegation of abuse by any other person.

## **If we suspect abuse or radicalisation**

- Staff are fully aware that abuse of children can take different forms - physical, emotional, verbal, sexual and neglect
- Staff are fully aware of their duty to have due regard to the need to prevent children from being drawn into terrorism by following extremist views under the Counter- Terrorism and Security Act 2015. Staff are alert to harmful behaviour by other adults in the child's life. We adopt a risk based approach to monitoring radicalisation following the three guidance themes: Leadership, Working Partnerships and Capabilities. We understand the definition of extremism to be: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs, which includes calls for the death of members of our armed forces".
- When children are suffering from physical, sexual, emotional abuse or radicalisation this may be demonstrated through changes in their behaviour, or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, we will seek support and advice.
- We allow investigation to be carried out with sensitivity. Staff in the setting take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of radicalisation, 'failure to thrive' or neglect, we make appropriate referrals. We seek parent's permissions before making a referral unless by seeking this permission we put a child at risk.
- We work co-operatively with the parent unless this is inconsistent with the need to ensure the child's safety.
- All concerns are recorded.

## **Confidentiality**

All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within a setting it is important that the Manager is made aware of them. However children will work with a number of different adults in a setting and they should also be made aware that there are concerns about an aspect of well-being of the child in

question. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board. Safeguarding records kept by RPS&ES will be shared with the school a child transfers to, a signed receipt will be obtained and copies kept securely by Rainbow.

### **Support to families**

- The setting takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- The setting continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the Local Safeguarding Partners.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

### **Use of camera and mobile phones and other electronic devices with imaging and sharing capabilities**

We ask parents for permission to use the photos/video of their children for the purpose of displays, publicity and in learning journeys/developmental files. We also ask parental permission for their child to be photographed by a professional photographer or by parents for special events.

Only photos taken by staff with a setting camera or tablet will be used in the setting, newsletter or for publicity.

Staff and visitors will never take photos on their own personal cameras, mobile phones or other smart devices with imaging and sharing capabilities. Mobile phones belonging to staff are kept out of all areas accessed by children along with other personal belongings which staff store in lockers. Smart watches worn by staff will only be used to tell the time in areas accessed by the children, all other features and applications on the smart watch may be used during rest breaks only and whilst the staff member is away from children, any member of staff found to be abusing these rules will be subject to performance management procedures which could result in disciplinary action.

All visitors will be asked to leave their mobile phone in the administration office until they leave, smart watches worn by visitors are permitted however every visitor will be advised that they are not allowed to operate any features or applications (other than telling the time) in areas used by the children, this includes texting and phone calls. Memory cards remain on the premises when they are not in use. Pre-school cameras and tablets are locked away in the designated area at the end of the day.

A mobile phone is provided for emergencies and outings. This mobile is locked away in a designated cabinet each night, it is not used to take photographs or access the internet. Tablets used to record children's Learning Journey's are stored in a locked cabinet at the end of each day. Internet access has been removed and only the EyLog and other educational applications are installed. Each practitioner has a password to login in with, as do parents/carers and can only view information relating to their child. Information recorded on the tablets is stored via a cloud and transferred to the web securely. All practitioners will sign the staff signing in sheet to confirm they have secured their tablet away at the end of each working day or when they leave the premises.

We discuss with parents any concerns they have with any of the photography occurring in the setting. We hope that an understanding can be reached in all situations.

### **Legal framework**

#### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006

### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Serious Crime Act 2015

### **Further guidance**

- Working Together to Safeguard Children (2025)
- What to do if you're Worried a Child is Being Abused (DfE 2015))
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: <https://www.matrixscreening.com/crvs>
- Keeping Children Safe in Education (2025)

### **Useful Telephone Numbers**

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|--|------------------------------|
| • The Hub – Children's Services Access & Referral Team | 0300 300 8585                |
| • Police   | 01234 841212                 |
| • NSPCC 24hr Helpline                                  | 0808 800 5000                |
| • Bedfordshire Police Prevent Team                     | 101                          |
| • Ofsted   | 0300 123 4666                |
| • LADO   | 0300 300 8142                |
| • LSP  | 0300 300 6455                |
| • Bedfordshire Social Care (out of office hours)       | 0870 2385465 / 0300 300 8123 |

This policy was adopted by	Rainbow Pre-school & Extended Services
Reviewed On	21.11.26
Signed on behalf of the provider	H. Adams
Name of signatory	Hannah Adams
Role of signatory (e.g. chair, director or owner)	Head of Teaching and Child Development and DSL