

Safeguarding Policy and Procedures

Ben Rhydding Pre-School

September 2025

Signed by Chairperson(s):



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Key Legislation

This safeguarding policy is underpinned by key legislation including:

- Children Act 1989 and 2004
- Education Act 2002
- Department for Education
- Children's Wellbeing and schools Bill 2024: policy summary
- Keeping Children Safe in Education (2024)
- Working Together to Safeguard Children (2018, updated 2023)
- Early Years Foundation Stage (EYFS) Framework (2025)
- Data Protection Act 2018 and UK GDPR
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Domestic Abuse Act 2021
- Equality Act 2010

Aim

Ben Rhydding Pre-School is committed to safeguarding and promoting the welfare of all children. We aim to create a safe and nurturing environment where children feel secure, valued, and supported. This policy outlines our approach to safeguarding and ensures compliance with statutory requirements and local authority guidance.

Designated Safeguarding Leads

DSL Lead	Sarah Irwin	Pre-School Manager
DSL Lead	Helen Northway	Business Manager

The DSL is responsible for liaising with local statutory children's services agencies, the Bradford District Safeguarding Children Partnership, and other relevant professionals. DSLs must attend appropriate training every two years and provide ongoing advice and guidance to staff.

All staff are trained to understand their safeguarding responsibilities, to identify concerns, and take appropriate action in line with this policy and current legislation. Staff are updated regularly through refresher training, policy reviews, and staff meetings. Formal training using the EECQO's e-learning is renewed every two years in line with the criteria set out in Annex C of the Early Years Foundation Stage Statutory Framework.

Identifying Signs of Abuse, Harm and Neglect

Types of Abuse and Neglect (PENS)

All practitioners must be alert to any issues of concern in a child's life and feel confident to respond in a timely appropriate way.

Abuse and neglect fall into four categories:

- **Physical Abuse:** Physical harm or injury to a child, which may be deliberate or result from neglectful practices. This can include hitting, shaking, burning, or causing other injuries. Staff should be aware of bruises, burns, fractures, or other injuries that cannot be explained by the child's age or developmental stage.
- **Emotional Abuse:** This can involve persistent emotional maltreatment that can harm a child's emotional development. It includes verbal abuse, threats, excessive criticism, bullying, or denial of affection. Children may display fear, anxiety, low self-esteem, or a withdrawal from activities or relationships.
- **Neglect:** The failure to provide a child with basic needs, such as food, clothing, shelter, medical care, or supervision. This may result in malnutrition, delayed development, lack of medical care, or emotional harm. It is important to observe signs such as poor hygiene, frequent absences, or a child being consistently hungry or tired.
- **Sexual Abuse:** Any form of sexual activity or exploitation involving a child, whether through direct contact or online means. Indicators may include unexplained knowledge of sexual matters, inappropriate sexual behaviour, or physical signs of injury in the genital area.

Signs of Abuse, Harm and Neglect (See Appendix A for further detail)

Staff are trained to take any unexplained or unusual changes seriously and are expected to identify indicators such as:

- Sudden or extreme changes in behaviour
- Physical injuries that are inconsistent with the child's explanation, age, or developmental stage – including unexplained bruises, burns, or marks, especially in areas typically covered by clothing
- Comments from children indicating fear, discomfort, or disclosure of harm

Practitioners are also trained to recognise indicators of specific risks, including FGM, using the NSPCC's Recognising FGM guidance. Bradford's Neglect Toolkit, Non-Mobile Baby Injury Protocol, and Body Maps are used to assess and record injuries. Photographs of injuries must not be taken.

Wider Context to Safeguarding

Safeguarding encompasses a wide range of risks. As part of ongoing training and development, all staff are familiar with wider safeguarding concerns, including but not limited to:

- County lines and Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM)
- Grooming, both online and offline
- Domestic abuse, including coercive control
- Online safety and digital harm
- Children's mental health
- Cultural and contextual safeguarding factors – including risks from home, peers, or the wider community

Safeguarding Training

All staff undertake statutory and ongoing training which includes:

- All practitioners are trained in line with the criteria set out in Annex C of the Early years foundation stage statutory framework every two years.
- Specialist training on Prevent, FGM, and whistleblowing
- Regular updates through INSET, supervisions, and meetings
- Access and annual refreshers of the statutory guidance:
 - What to do if you're worried a child is being abused (DfE) (Appendix G)
 - Keeping Children Safe in Education
 - Bradford Local Safeguarding Children Partnership protocols and local updates

Practitioner Responsibilities and Conduct

All practitioners are trained to:

- Identify and respond to inappropriate behaviour by any adult working with or around children (including staff, assistants, childminders, household members, or volunteers). This includes:
 - Inappropriate sexual comments
 - Excessive one-to-one attention
 - Inappropriate sharing of images
- **Recognise signs of abuse or neglect** outside the setting, including:
 - Physical or emotional abuse
 - Domestic abuse and its effects on children
 - Indicators that a child may be at risk of or has undergone FGM

(For FGM concerns, staff are advised to visit the NSPCC website on recognising FGM and refer to government guidance on mandatory reporting).

The Prevent Duty

In line with the Prevent Duty (Counter-Terrorism and Security Act 2015), our setting is committed to safeguarding children from the risk of radicalisation and extremist influences.

Staff must:

- Recognise signs of radicalisation
- Follow the 'Notice, Check, Share' procedure (Appendix B)
- Promote British Values through the curriculum

Our approach includes:

- All staff receiving Prevent training at induction, ensuring they understand how to identify and respond to concerns
- The DSL undertaking enhanced Prevent training every two years, including Channel referrals, and providing regular guidance to the team
- All staff report concerns to the DSL, considering the individual's behaviour and wider contextual factors.
- The 'Notice, Check, Share' approach (see Appendix B) is followed to ensure that concerns are addressed proportionately and appropriately.
- A written record is kept of all concerns, discussions, decisions, and the rationale behind actions taken.
- Staff understand that radicalisation is a safeguarding risk, and is considered alongside other potential harms such as neglect, exploitation, gangs, drugs, and county lines – whether arising from inside or outside the home.
- Any Prevent-related concerns are managed using the same procedures as child protection concerns, including contacting the Practitioner Advice and Referral Line via the Bradford Children's Services Integrated Front Door.

Bradford Children's Services Integrated Front Door (IFD) 01274 433999
Out of hours Emergency Duty Team - 01274 431010

The Fundamental British Values (Further details in our Promoting Inclusion Policy)

Our curriculum actively promotes the Fundamental British Values of:

- Democracy: making decisions together
- Rule of Law: understanding rules matter
- Individual liberty: freedom for all
- Mutual respect and tolerance: treat others as you want to be treated.

These values are embedded through planned activities, routines, and interactions to help children develop positive character traits, critical thinking, and an understanding of diversity and inclusion. By fostering these values from the early years, we aim to build resilience in children against radicalisation and extremist narratives.

Concerns About Children's Safety or Welfare Procedure

If staff have concerns about a child's welfare, they must act immediately:

Staff must:

- Record concerns in writing the same day
- Report to the DSL without delay
- The DSL assesses whether to inform parents or make an immediate referral.
- Referrals are made to Bradford Children's Services Integrated Front Door (IFD) **01274 433999**. Parental consent is sought unless it increases the risk to the child.
- If a child is in immediate danger, call 999 (Police).

Mobile Phones, Cameras, and devices, including CCTV.

The use of personal mobile phones, smartwatches, and electronic devices is strictly controlled to protect children's safety and promote professional conduct within the setting.

Personal Devices

- All adults, including staff, students, volunteers, and visitors, must store personal mobile phones and electronic devices (including smartwatches with communication or imaging capabilities) in the mobile phone box in the foyer or in the kitchen, or in their handbag in the office.
- Smartwatches must be switched to airplane mode before entering any area where children are present.

Use of Mobile Phones

- Mobile phones may only be used in the kitchen, office, or outside the building perimeter, and only in cases of emergency or with prior approval from the Management Team.
- These areas must be free of children at the time of any mobile phone use.
- Staff are expected to model safe and appropriate use of technology and always maintain professionalism.

Setting-Owned Devices

- Only school-provided devices may be used for photography, video, or communication related to children's learning or the running of the setting.
- All school-owned devices have parental controls enabled, and children only access them under 1:1 staff supervision.
- A designated mobile phone without internet access is used for emergency purposes during outings.
- The setting's main phone is maintained by the Leader(s) and used for all routine communication with parents/carers.

Photography and Images

- Written consent is obtained from parents/carers before any images of their child are taken or used for educational or display purposes.
- Images are never shared online or used in public-facing platforms without explicit written authorisation.
- Parents are not permitted to take photos or videos during events such as performances or trips, unless specifically authorised by the Management Team.
- Parents are reminded not to share any images of children (their own or others) on social media.

Visitors and Parent Helpers

- Visitors, contractors, and parent helpers are informed of the setting's mobile phone policy when signing the visitor logbook.

- All visitors must store their devices in the visitor mobile phone box (located on the fridge) and may not use devices on site unless authorised.

Monitoring and Conduct

- Staff are trained to avoid any situation that may be misinterpreted or compromise professional boundaries.
- Staff must remain vigilant about the behaviour of other adults in the setting and challenge or report any inappropriate use of devices.
- Concerns regarding mobile phone use or image sharing must be immediately reported to the DSL or Management Team, who will take appropriate action in line with safeguarding procedures.

CCTV

- Ben Rhydding Pre-School does not use CCTV on the premises. Therefore, there is no associated data capture, storage, or access policy regarding CCTV.

Data Protection, Record Keeping, and Access to Records Policy

Ben Rhydding Pre-School is registered with the Information Commissioner's Office (ICO) and adheres to the principles of the Data Protection Act 2018. All staff are trained in data protection and confidentiality, and the setting maintains systems and policies to:

- Ensure secure storage of all personal data
- Limit access to authorised personnel only
- Obtain parental consent for all relevant data processing activities
- Share information only on a need-to-know basis in line with safeguarding requirements

Parents receive a Privacy Notice and complete Consent Forms upon enrolment, which clearly explain:

- What data we collect and why
- How data is stored and how long it is retained
- Who data may be shared with (e.g., local authority, health professionals)
- Parents' rights to withdraw consent at any time

Client Access to Records Procedure

Parents and those with parental responsibility have the right to request access to their child's records. This may include:

- Written developmental observations
- Safeguarding records (where appropriate)
- Incident and accident reports
- Any physical intervention
- Choking incidents that require intervention

Access Procedure:

- Requests must be submitted in writing to the Management Team
- Acknowledged within 5 working days
- Records provided within 14 days unless the case is complex
- Any third-party data will be redacted unless consent is given
- A meeting will be arranged to view and discuss the file

Note: Some safeguarding information may be withheld if releasing it could place a child or another individual at risk. Legal advice may be sought if necessary.

Record Keeping

All staff must maintain accurate, factual, and timely records related to safeguarding and child welfare. This includes:

- Registers and records of regular absences (see Attendance Policy)
- Safeguarding concerns and disclosures
- Changes in behaviour, appearance, or emotional wellbeing

- Accident, incident, and choking reports
- Pre-existing injuries (recorded using body maps with parent/carers and, where appropriate, the child's account)
- Medication records
- Behaviour and physical intervention logs
- Notes from safeguarding meetings or communications with parents/carers and professionals

(Appendix D)

Photos of injuries must never be taken by staff. Only medical professionals, social workers, or police may take photographs as part of an official investigation. Staff must instead provide detailed written accounts and use approved body maps.

The DSL and Management Team review safeguarding records monthly to ensure they are complete, accurate, and up to date. These reviews help identify emerging patterns and support early intervention where concerns arise. Findings are used to strengthen safeguarding practices and ensure effective responses to children's needs.

Who Records:

- The staff member who directly observes, hears, or receives a concern or disclosure.

When to Record:

- As soon as possible, but no later than the same day. Staff should not interrupt a disclosure but must write records immediately after.

Who to Share With:

- Records must be shared with the Designated Safeguarding Lead/s (DSL) immediately. Information may be shared externally (e.g., Children's Services, Police) in line with safeguarding procedures.
- Concerns should also be shared with parents/carers unless doing so would place the child at risk.
- If a staff member feels their concern is not being taken seriously, they may escalate to a senior staff member or use the whistleblowing procedure.

Storing and Retaining Records

- All safeguarding and child records are stored in confidential files in a locked cabinet, accessible only to the management / DSL and other authorised personnel.
- Records are retained according to the Bradford Local Authority retention schedule and ICO guidance:
 - Safeguarding records: until the child reaches 25 years of age
 - Accident and incident reports: minimum of 3 years
 - Other records: in line with local authority guidance and the Pre-School's privacy notice
- After retention periods, paper records are securely shredded and digital records are permanently deleted.

Prevention and Early Help

Prevention and Early Help are key approaches used to support children and families.

- Prevention focuses on stopping problems from arising.
- Early Help focuses on responding early to emerging needs, preventing issues from escalating into more serious concerns.

Early Help is not a standalone service, but a way of thinking and working. It involves a collaborative, multi-agency approach to supporting families as soon as a problem is identified, from conception through to age 18 (or 24 for SEND). We work proactively with families, and in partnership with Bradford's local services, to provide timely and proportionate responses.

Bradford's Family Hubs

Bradford is supported by four Family Hubs that bring services together to deliver an integrated offer. The Family Hub for Ben Rhydding and Ilkley falls under the Keighley & Shipley Family Hub area. This hub provides a range of services, including early years support, parenting advice, health visiting, and family wellbeing.

Contact: familyhubkeighleyshipley@bradford.gov.uk | 01535 618005

Continuum of Need and Risk Identification Tool (Appendix G)

The Continuum of Need and Risk Identification Tool is used across Bradford to help practitioners determine the level of need and identify the appropriate service response. Needs may change over time, so this framework is flexible and not rigid.

The four levels are:

1. **Level 1 – Universal**
No additional needs. Support is provided through universal services such as GPs, dentists, schools, health visitors, and childcare settings.
2. **Level 2 – Universal Plus**
Children/families requiring some additional support. This may involve single-agency or light-touch multi-agency input (e.g., food bank, housing support).
3. **Level 3 – Targeted/Partnership Plus**
Complex needs requiring coordinated multi-agency support. Families at this level may be supported through Early Help plans.
4. **Level 4 – Statutory/Specialist/Child Protection**
High-risk concerns, including significant harm or neglect. Requires statutory intervention by Children's Services and other specialised support.

The Referral Process

If the concern is at Level 1 or 2:

- The DSL/Management Team will work with parents to complete the Pre-School Early Help Form and, if needed, the Bradford Early Help Assessment (EHA).
- The assessment is submitted to the Early Help Coordinator in the local area (see Appendix F).
- Parent/carer consent is always required for Early Help unless there is a risk of harm.

If the concern is at Level 3 or 4:

- The DSL/Management Team will contact Bradford Children's Services Integrated Front Door (IFD).
- Following discussion, the IFD will advise on the next steps.

KEEPING CHILDREN SAFE IS EVERYONE'S RESPONSIBILITY

- Bradford Children's Services Integrated Front Door (IFD) – 01274 433999
- Out of hours Emergency Duty Team – 01274 431010
- If a child is in immediate danger – 999
- Members of public wishing to share concerns – 0800 9530966
- Website: <http://saferbradford.co.uk>

Child Absences

Our attendance expectations and procedures are set out in our Attendance Policy, which is shared with all parents/carers. Parents are expected to notify the setting of any absence by 9:15am. If a child is absent without explanation, we will make prompt efforts to contact the parent or carer. If contact cannot be made, we will follow up with alternative emergency contacts.

Unexplained or prolonged absences are monitored closely and considered in the context of safeguarding. We assess attendance patterns alongside any known vulnerabilities within the child's family. If concerns arise, we may refer to Bradford Children's Services Integrated Front Door (IFD) or request a police welfare check. All absences are recorded, and any safeguarding concerns are referred in line with our Safeguarding Policy.

Children Missing in Education

We recognise that children missing from early education can be an indicator of abuse, neglect, or other safeguarding concerns. In line with the EYFS 2025, we closely monitor attendance and take swift action to follow up on unexplained or prolonged absences. Where there are concerns about a child's welfare, we will follow our safeguarding procedures and may make a referral to Bradford Children's Services Integrated Front Door. Please refer to our Attendance Policy for full procedures on managing absence and ensuring children remain safe and engaged in education.

Uncollected Child

We take the welfare of every child seriously and have procedures in place if a child is not collected at the expected time.

Parent/Carer Contact Information

At registration, parents/carers must provide:

- Their full name, home address, and at least one working telephone number
- Where possible, at least two emergency contacts
- The names and contact details of all authorised adults who may collect the child (e.g. relatives, childminders)
- A collection password to be used by unfamiliar authorised adults

Parents must inform the setting if:

- They will be unavailable via their usual contact details
- Someone else is collecting the child, providing the person's full name and using the collection password

Procedure if a Child Is Not Collected

If a child is not collected at the end of their booked session:

1. Attempt to contact parents/carers immediately via all known phone numbers
2. If unreachable, staff contact all emergency contacts
3. During this time, the child will remain at the setting with two members of staff, including at least one with paediatric first aid training
4. If no contact has been made after **one hour**, we will:
 - **Contact Bradford Children's Social Care** for safeguarding advice:
Integrated Front Door (IFD): 01274 433999
 - Inform **Ofsted** of the incident using the **Serious Childcare Incident online form**
5. Staff must never take the child home or leave the premises with them

Record-Keeping

- A full written record is made of the incident, including times, contact attempts, and advice received
- This is stored securely in the child's safeguarding file

Allegation Management

Responding to Direct Disclosure

If a child alleges that someone living, working, or looking after them (either at the setting or elsewhere) has harmed them or put them at risk, this is a direct disclosure. **This MUST be acted upon immediately.**

When a child discloses abuse:

- Listen carefully and reassure the child
- Ask open-ended, fact-finding questions (do not ask leading questions)
- Record the disclosure verbatim
- Report to the Designated Safeguarding Lead (DSL) without delay
- Consider whether speaking to the parent/carers would increase the child's risk
- If a child later retracts the disclosure or if a parent gives a plausible explanation, a referral must still be made

Contact:

- **Bradford Children's Services Integrated Front Door (IFD) – 01274 433999**
- **Police (immediate danger): 999**

What is an Allegation?

An allegation is when someone (including a child, practitioner, parent, or member of the public) alleges that a person living, working, or looking after children at the premises (whether on-site or elsewhere) 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
- Behaved towards a child in a way that indicates they may pose a risk of harm
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

All allegations MUST be taken seriously and dealt with sensitively and promptly.

What is Whistleblowing?

Whistleblowing allows staff to raise concerns about poor or unsafe practices, including concerns about safeguarding failures. Concerns may relate to:

- Unsafe safeguarding practices
- Failure to follow procedures
- A colleague's conduct with children

All staff are aware of and feel confident using our whistleblowing procedures.

Staff can report concerns to:

- The setting's DSL or management
- Ofsted using the serious childcare incident online form
- The Local Authority Designated Officer (LADO): 01274 435600
- The NSPCC Whistleblowing Advice Line: 0800 028 0285 | help@nspcc.org.uk

Additional information and guidance is available via:

- NSPCC Whistleblowing Advice Line
- Ofsted Complaints Procedure

Responding to Allegations Against a Member of Staff

All allegations against staff must be recorded and acted upon without delay:

- Listen to and record the allegation
- Report the concern immediately to the DSL or Management Team
- Contact the Duty Local Authority Designated Officer (LADO) immediately for advice and guidance by phone **01274 435600**.
- Take immediate steps to safeguard the child(ren) involved

Alternatively, an email can be sent to **LADO@bradford.gov.uk** asking for the LADO to phone back. Include in the email, name and role of person emailing, name of the setting, and a contact number. Please note if the LADO is not available when ringing **01274 435600**, an email will have to be sent instead, as detailed above.

- The LADO may instruct you to make a formal referral within one day, by completing the 'LADO referral form'
- Inform Ofsted asap, or within 14 days using the serious childcare incident report online.

Legal Requirement:

- If a staff member or volunteer is dismissed, removed from working with children, or leaves the setting during an investigation into potential harm, we are legally required to make a referral to the Disclosure and Barring Service (DBS) under Section 35 of the Safeguarding Vulnerable Groups Act 2006.

Serious Incidents and Notifications to Ofsted

We are required to notify Ofsted of:

- Any serious accident, illness, injury, or death of a child while in our care.
- The action taken in response to the incident.
- Notifications must be made as soon as reasonably practicable, and within 14 days of the incident occurring.

We also notify the Bradford District Safeguarding Children Partnership if appropriate, and act on any advice received.

Staff & volunteers' recruitment

We follow safer recruitment procedures to ensure that all staff, volunteers, and regular visitors are suitable to work with children. This includes robust referencing, vetting, and Disclosure & Barring Service (DBS) checks.

- All applicants are informed that roles are exempt from the Rehabilitation of Offenders Act 1974 and subject to enhanced DBS disclosure before any appointment is confirmed.
- We do not accept open references or references from family members. All candidates must provide two references, including one from their current or most recent employer or training provider. References are verified, and discrepancies are followed up.
- Where a candidate has previously worked with children, one reference must be from that employer. References must come from a senior person with appropriate authority and be from a legitimate source.
- References are used to establish suitability to work with children. Any concerns are resolved prior to confirming an appointment.
- The Pre-School advertises job vacancies through Ilkley Chat, the Ben Rhydding Pre-School Facebook page, and internal postings.

- All new staff complete identity and qualification checks. A six-week probationary period applies to new starters (excluding zero-hours staff).
- Any person aged 17 or over who regularly spends time on site and comes into contact with children is also required to complete an enhanced DBS check.
- We comply with the Protection of Vulnerable Groups Act by notifying the DBS of any dismissal, or resignation that would have led to dismissal, due to safeguarding concerns.
- Staff are informed that under the Disqualification by Association rules, Ofsted must be notified if they live in the same household as someone disqualified from registration.
- A Single Central Record (SCR) is maintained to record vetting information, including DBS reference numbers, dates, and the person who obtained the check.

For full recruitment procedures, see our **Safer Recruitment Policy**.

Safeguarding On-Site

We maintain a safe and secure environment where children are protected from harm and always appropriately supervised. Our setting layout enables clear lines of sight, and no child is left alone in one-to-one situations without visibility or audibility to others. Staff-to-child ratios are maintained at all times, and volunteers do not work unsupervised.

Site Access and Visitors

We operate secure access systems with view panels and keypad entry to ensure only authorised individuals can enter the premises. All visitors must show identification, sign in, and leave mobile phones in a designated storage box. Contractors and external professionals must also sign in at Ben Rhydding Primary School reception and present appropriate ID.

Security and Supervision

- Children are supervised at all times while on the premises.
- At least two staff are always present when children are on site.
- Arrival and departure are monitored through robust systems including keypad-controlled doors, staff positioning, secure gate monitoring, and a group register taken by 9:15 AM.
- Parents are informed of our procedures, and a password system is used for unfamiliar collectors.
- Staff, volunteers, and visitors must sign in and out.

Risk Assessments

Regular risk assessments are conducted to ensure children are not made vulnerable by any aspect of the premises or activities. These include physical security checks and safeguarding risk reviews.

Missing Child Procedures

We have clear, structured procedures for both **on-site** and **off-site** scenarios if a child goes missing. These include:

- Immediate search and alert protocols.
- Informing parents, the police, and Ofsted where appropriate.
- Incident reporting, investigation, and review.
- Emotional support for staff, children, and families.