

## **Guidance to Writing a Safeguarding Children Policy and Procedures for Early Years Providers – April 2026**

This information is for guidance only.

***Pieces of paper do not keep children safe.  
Robust procedures and practices do keep children safe.***

**It is the provider's responsibility to ensure that all statutory legal guidance is adhered to. Consideration must be given to any changes in legislation subsequent to this guidance being produced. The content of this document should be used as a prompt to assist your thinking process and not as a step-by-step guide.**

Children have the right to be protected from harm. As defined in the Children Acts 1989 and 2004, a child is anyone who has not yet reached their 18<sup>th</sup> birthday.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families/carers has a role to play. In order to fulfil this responsibility effectively, all providers should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

### **Writing a Safeguarding Policy**

Further information is available on the North Yorkshire Safeguarding Children Partnership (NYSCP) website under the "Professionals" tab at [NYSCP one-minute-guides/writing-a-child-protection-policy](#).

It is generally good practice to publish your safeguarding policy.

### **Statutory Duties and Guidance**

When writing a safeguarding policy, refer to the latest legislation and guidance including the statutory framework for the Early Years Foundation Stage (EYFS) Section 3 – The safeguarding and welfare requirements.

- EYFS statutory framework for childminders [Early years foundation stage statutory framework for childminders](#)
- EYFS statutory framework for group and school-based providers [EYFS statutory framework for group and school-based providers](#)

## **Example Policy Content**

- Policy Introduction / Aims
- Legal Framework
- Key Definitions
- Policy Statement
- NYSCP
- Early Help
- Safer Recruitment
- Use of mobile phones, cameras, smart watches / glasses and other electronic and smart devices with imaging and sharing capabilities in the setting
- Roles and Responsibilities
- Designated Safeguarding Lead Role and Responsibility
- Safeguarding Training and Awareness of Procedures
- Recognising Abuse
- Responding to Concerns
- Staff Low-Level / Conduct Concerns
- Allegations made against staff and volunteers
- Whistleblowing
- Safeguarding Record Keeping, Information Sharing and Confidentiality
- Key Safeguarding Contacts
- Review - policy signed by the registered person, date and next review due date.
- Reference other Policies and Procedures
- Appendix A - North Yorkshire Local Safeguarding Procedures

## **Policy Introduction and Aims**

This section should make it clear of your settings aims

Example introduction

This policy applies to all adults, including volunteers, working in or on behalf of the provider or childminder. The policy provides a framework for all staff to meet their statutory duty to safeguard and promote the welfare of children and to ensure consistency of good practice.

The policy should set out:

- your commitment to protecting children
- how you will meet the statutory duties and guidance
- how you will comply with guidance and arrangements agreed by the North Yorkshire local safeguarding partners
- the policies and procedures you will put in place to keep children safe and respond to concerns about children's safety, welfare and child protection concerns. Including:
  - The action to be taken when there are safeguarding concerns about a child
  - The action to be taken in the event of an allegation being made against a member of staff.

- How mobile phones, cameras, smart watches, smart /Meta glasses and other electronic / smart devices with imaging and sharing capabilities are used in the setting
- Procedures to follow to check the suitability of new recruits
- Details of how safeguarding training is delivered and how practitioners are supported to put this into practice
- Whistleblowing procedures
- Managing child absences

Providers may also find it helpful to read 'Safeguarding children and protecting professionals in early years settings: online safety considerations'.

The policy should be in line and reference guidance and procedures of the North Yorkshire Safeguarding Children Partnership (NYSCP)

#### Things to consider: -

- What are the potential risks to children?
- Who may be a potential risk?
- What situations may arise that increase risk?
- What are the different ways someone might raise a concern about a child's wellbeing?
  
- How do you respond to concerns or allegations of harm that happens in your provision?
- Does the safeguarding policy link with more detailed child protection procedures and Threshold Guidance?
- How do you ensure everyone is aware of how to spot and respond to child protection concerns?
- How do you ensure parents and carers are fully informed about your safeguarding arrangements including what information is communicated to parents?

#### **Legal Framework**

The policy should be devised in accordance with the Department for Education (DfE) statutory guidance and comply with guidance and the arrangements agreed with North Yorkshire local safeguarding partners.

Current (as of April 2026)

- Statutory framework for the Early Years Foundation Stage – setting the standards for learning, development and care for children from birth to five. Section 3 – The safeguarding and welfare requirements
- Working Together to Safeguarding Children Working together to safeguard children: statutory guidance
- What To Do If You Are Worried A Child Is Being Abused Advice for Practitioners What to do if you're worried a child is being abuse

- Early Years inspection: toolkit, operating guide and information [Early years inspection: toolkit, operating guide and information - GOV.UK](#)
- Keeping Children Safe in Education [Keeping children safe in education - GOV.UK](#)
- Prevent Duty guidance for England and Wales [Prevent duty guidance: for England and Wales \(accessible\)](#)
- Worried about a child? Make a referral [NYSCP \(safeguardingchildren.co.uk\)](#)
- NYSCP Framework for decision making (Threshold Guidance) [NYSCP Framework for Decision Making / Threshold Tool](#)
- Safeguarding Children and Protecting Professionals in Early Years Settings: Online Safety Considerations for Managers 2019 [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK \(www.gov.uk\)](#)

### **Key Definitions**

The policy should include key safeguarding definitions:

A child is: anyone who has not reached their 18<sup>th</sup> birthday.

### **Safeguarding and promoting the welfare of children means:**

Safeguarding and promoting the welfare of children - defined for the purposes of this guidance as: ***'Working Together to Safeguard Children.'***

- 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

**Child Protection** - Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including in foster care and residential care, as well as online.

**Abuse** - 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including physical abuse, sexual abuse, emotional and psychological abuse, coercive and controlling behaviour and economic or financial abuse, where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial context by those known to them or, more

rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children. This includes in teenage relationships, or under the guise of 'honour' based abuse including forced marriage and female genital mutilation, or abuse related to faith or belief such as allegations of demonic possession.

### **Policy Commitment Statement**

The policy statement should set out your provision's beliefs and commitment to promoting the welfare and safety for children in your settings.

It should include: -

- How staff and volunteers should respond to concerns about a child's safety and wellbeing
- How your provision's policy and procedures are in line with NYSCP's guidance and procedures
- How your provision will respond to allegations of abuse made against a child by an adult
- How your provision will respond to allegations of abuse made against a child by another child
- How your provision will respond to allegations of abuse made about an adult who works or volunteers in the provision
- How the setting contributes to multi-agency working in line with [Working Together to Safeguard Children](#) and meets their statutory duty to co-operate and will act in accordance with the arrangements published by the Safeguarding Partnership.
- How your provision will respond to staff low-level conduct concerns and how this will be recorded and monitored
- Sharing of intelligence, where necessary, with North Yorkshire Police via the Police Community Intelligence Portal – guidance on how and when then this should be accessed is available here: [NYSCP \(safeguardingchildren.co.uk\)](https://www.nyscp.org.uk/safeguardingchildren.co.uk)
- How your provision follows safer recruitment procedures
- How your provision ensures there are enough adults to supervise children appropriately
- How staff recognise the additional needs of children from minority ethnic groups, children with special educational needs and/or disabilities (SEND) and the barriers they may face especially around communication
- How your provision uses photographs and images and ensures photographs and images of children are stored and shared appropriately including social media sites
- How mobile phones, cameras, smart watches, smart / Meta glasses and smart technology and other digital equipment will be used in the setting and expectations of staff outside the setting. A business mobile phone should be used wherever possible separate to a personal mobile
- A code of conduct for all staff and volunteers

- A statement about equality and a commitment to anti-discriminatory practice
- A statement about Prevent Duty and how staff undertake Prevent Awareness training. Include how staff protect children from the risk of radicalisation.
- A statement about how staff refresh their knowledge and skills and how staff keep up to date with developments relevant to their role
- A statement about relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulations (GDPR)
- A statement about keeping detailed, accurate, secure written records of concerns and referrals
- A statement about how records will be shared with parents and relevant professionals
- A statement about the safe storage of child protection records
- A statement regarding online safety and how staff provide advice to children about keeping safe online as well as an expectation of how staff and volunteers behave online
- A statement about how staff will be supported if a child makes a disclosure
- A statement about how your provision's safeguarding policy is made available to parents and staff
- A whistleblowing statement and procedure
- How concerns and complaints are dealt with including details about how to contact Ofsted or CMA if parents/carers believe the provider is not meeting the EYFS requirements
- How each child is assigned a Key Person and what the role and responsibilities are
- A statement about the need for at least one person who has a current paediatric first aid certificate to be always on the premises when children are present and must accompany children on outings
- A statement that whilst children are eating there will always be a member of staff in the room with a valid paediatric first aid certificate
- A statement about the use of photographs and videos
- A statement about staff use of social media including setting's own social media sites/websites.
- A statement on attendance expectations and how children's absences will be followed up.
- A statement about the use of CCTV and how this will be monitored by the setting, if applicable.

### **North Yorkshire Safeguarding Children Partnership (NYSCP)**

The policy should set out the role of the NYSCP and how you will implement their procedures and work with other agencies to safeguard children:

The North Yorkshire Safeguarding Children Partnership (NYSCP) consists of three statutory safeguarding partners - North Yorkshire Council (NYC), Health (North Yorkshire Integrated Care Board) and North Yorkshire Police.

NYSCP Procedures, Practice Guidance and One Minute Guides – Providers need to have a working knowledge of procedure and documents and to refer to relevant sections as needed. These are all collated onto the following page on the NYSCP website: [NYSCP \(safeguardingchildren.co.uk\)](http://safeguardingchildren.co.uk)

Please note that it is not advised that guidance documents and procedures are saved in files as this may become out of date. Best practice is to link to the relevant webpage which will be updated by the partnership business unit when necessary.

NYSCP Learning for Professionals: Part of the role of North Yorkshire Safeguarding Children Partnership is to carry out reviews of individual cases, undertake multi-agency audits, and provides briefings on specific safeguarding issues. It is important that this is captured and vital that it is then shared with professionals who work with children and young people to improve practice when it comes to keeping children safe, happy, healthy and achieving.

We encourage partners to explore the learning and take the opportunity to share among teams and reflect on what the outcomes mean for how they work with children, young people and families across North Yorkshire.  
[NYSCP \(safeguardingchildren.co.uk\)](http://safeguardingchildren.co.uk)

### **Early Help**

The policy should include a section on how the setting will promote the NYSCP Early Help strategy:

All staff must be aware of NYC's Early Help strategy and how to complete an Early Help Assessment Form Details of which can be found on the NYSCP Webpage: [NYSCP \(safeguardingchildren.co.uk\)](http://safeguardingchildren.co.uk)

### **Safer Recruitment / Suitable Staff**

This section should outline the registered persons duty and commitment to ensuring that people looking after children are suitable. There must be a reference on how relevant qualifications, training and required checks are completed to fulfil their roles. As outlined in the EYFS guidance section 3.

### **Roles and Responsibilities**

This section should outline the overall responsibility of the registered provider to ensure that all necessary measures are in place to safeguard children. Refer to Section 3 – The safeguarding and welfare requirements of the EYFS.

The policy should: -

- Set out how the safeguarding arrangements will be monitored including completion of the NYSCP Safeguarding Audit Tool.
- State how NYSCP guidance and procedures are followed.

- State staff are equipped to fulfil their safeguarding duties including child protection and Prevent Duty training.
- State the training all staff need to undertake to fulfil their duties and how and when this is updated. NYSCP training can be found on the NYSCP website at [NYSCP \(safeguardingchildren.co.uk\)](http://NYSCP(safeguardingchildren.co.uk))
- State how the registered provider ensures safer recruitment measures are in place including completion of Safer Recruitment training.
- State how providers ensure people looking after children are suitable to fulfil the requirements of their roles.
- State what arrangements are in place if there is an allegation made against a person working or volunteering with children and what procedures to follow.
- State how a comprehensive induction ensures all staff are confident in their duties including safeguarding children.
- State how measures are in place regarding safe use of equipment and internet services provided by the setting, the safe use of internet-enabled personal devices and refer to acceptable use policy and online safety guidance.
- State how appropriate General Data Protection Regulations (GDPR) is in place.
- Ensure that staff supervisions and appraisals include opportunities to discuss welfare concerns and any professional development needs required to fulfil safeguarding responsibilities.
- Ensure that the registered provider notifies Ofsted, or childminder agency (CMA), of any allegations of serious harm or abuse in accordance with
- Ensure that the registered provider notifies Ofsted or CMA of any serious accidents, illness or injury to, or death of, any child and actions taken in accordance with the EYFS framework.
- Ensure that the registered provider notifies Ofsted or CMA of any changes in accordance with the EYFS framework.
- Ensure that the registered provider makes information available to parents and carers in accordance with the EYFS framework. Includes details of the provider's policies and procedures relating to procedures to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from the setting.
- Ensure that the registered provider, shares guidance on the use of mobile phones, cameras, smart watches, smart / Meta glasses and other electronic / smart devices with imaging and sharing capabilities in the setting.

### **Designated Safeguarding Lead (DSL) Role and Responsibility**

The policy should give the name of the DSL and the Deputy Designated Safeguarding Lead (DDSL) and outline how they will fulfil their safeguarding role.

The registered provider must ensure there is a named Designated Safeguarding Lead (DSL) who takes lead responsibility for safeguarding children and child

protection and that there is a named Deputy Designated Safeguarding Lead (DDSL) in their absence.

The DSL must have the appropriate training, resources and support to be able to fulfil their duties. Annex C: Criteria for effective safeguarding training.

Providers, including the DSL, must provide support, advice and guidance training to all staff to understand the safeguarding policy and procedures and ensure all staff have up to date knowledge of safeguarding issues. Annex C: Criteria for effective safeguarding training.

The DSL must take responsibility for liaison with local statutory children's services agencies, the NYSCP and take part in inter agency meetings.

The DSL should have the knowledge and understanding to keep children who are Looked After and/or previously Looked After children safe. [One-Minute-Guide-Virtual School](#)

### **Safeguarding Training and Awareness of Procedures**

This section should outline the safeguarding training all staff and volunteers should complete, how often it will be updated and how this will be monitored.

- All staff must receive appropriate child protection and safeguarding training in line with the criteria set out in Annex C of the EYFS guidance
- Training must be renewed every two years. Providers may consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting
- All staff meetings and staff supervisions should include safeguarding discussions
- All staff should know what to do if a child tells them they are being abused or neglected and know how to manage the situation. Staff should never promise a child that they will not tell anyone about a report of abuse
- All staff should be aware of the process for making referrals to child's social care and for statutory assessments under the Children Act 1989 section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) along with the role they might be expected to play after making a referral
- All staff should be aware of the signs of abuse, neglect and radicalisation so that they are able to identify cases of children who may be in need of help or protection including possible cases of female genital mutilation [Free FGM Training Online | Recognising & Preventing FGM Free Course | Virtual College](#)
- All staff should maintain an attitude of professional curiosity i.e. "it could happen here," where safeguarding is concerned.
- Staff should always act in the best interests of the child. Further guidance on this is available here [NYSCP \(safeguardingchildren.co.uk\)](http://www.nyscp.org.uk/safeguardingchildren.co.uk).

- All staff should know how to make a referral using the online universal referral form which must be submitted within 24 hours.
- All staff should know who their DSL and DDSL is and how to report concerns.
- All staff should know how to report concerns if they feel the DSL or DDSL is not taking the concern seriously or not taking appropriate action.
- All staff should know the procedure when there are concerns about another member of staff.
- All staff should know the procedure when there are concerns about the Manager, DSL, DDSL or owner.
- All staff should know the procedure about raising concerns about poor or unsafe practices. (Low-level concerns and whistleblowing procedures)
- All staff must know when and how to contact the duty Local Authority Designated Officer (LADO).
- All staff must know that concerns must be referred to the LADO within one working day. [LADO Notification Form](#)
- All staff should know when and how to contact Ofsted [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](#)
- All staff should know whistleblowing procedures [Reporting concerns and whistleblowing about children's social care services - GOV.UK \(www.gov.uk\)](#)  
See also [NYSCP \(safeguardingchildren.co.uk\)](#)

### **Use of mobile phones, cameras, smart watches, smart/ Meta glasses and other electronic devices with imaging and sharing capabilities in the setting**

This section should outline the settings use of electronic devices by staff and visitors.

### **Responding to Concerns**

This section should set out staff's awareness of abuse and what to do if they have a concern.

### **Abuse, Neglect and Exploitation**

All staff should be aware of indicators of abuse, neglect and exploitation and be able to identify children who may need help or protection from ([Keeping children safe in education - GOV.UK](#) and [What to do if you're worried a child is being abused, Advice for practitioners](#))

All staff should have an awareness of the four main category of abuse and the wider abuse and safeguarding categories:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE)
- Domestic Abuse

- So called honour based including Female Genital Mutilation (FGM) and forced marriage
- Mental Health
- Preventing radicalisation
- Serious Violence
- Child on child Abuse
- Sexual Harmful behaviour

### **Staff Low-Level Conduct Concerns**

The policy must include an explanation of low-level concerns and the action staff, and the setting must take where a low-level concern has been made against a member of staff, or against anyone who works or volunteers with children. The setting must have clear procedures in place to report, record and monitor low-level concerns.

Definition of low-level concerns

The term 'low-level' concern does not mean that it is insignificant.

A low-level concern is any concern no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt,' that an adult working in or on behalf of the setting, may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and:
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the Designated Officer in the Local Authority (LADO)

### **Allegations made Against Those Who Work or Volunteer with Children**

The policy must include an explanation of the action to be taken in the event of an allegation being made against a member of staff or against anyone who works or volunteers with children. This includes if an allegation is received that a person 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 or may have behaved in a way that indicates they may not be suitable to work with children
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

You should undertake appropriate conduct and disciplinary procedures. If the member of staff leaves the organisation following an allegation but before the conclusion of any conduct and disciplinary proceedings, you should continue with any disciplinary action.

The policy must state that the Local Authority Designated Officer (LADO) should be contacted directly, and the LADO Notification form completed within 24 hours  
[NYSCP \(safeguardingchildren.co.uk\)](http://www.nyscp.org.uk)

If, following any conduct and disciplinary, the allegation is substantiated and the person is dismissed or the regulated activity provider or personnel supplier ceases to use the person's service or the person resigns (either before or at the conclusion of the conduct and disciplinary proceedings) or otherwise ceases to provide his/her services, there is a legal duty for the regulated activity provider or personnel supplier to make a referral to the DBS.

More information regarding managing allegations against staff can be found at:

[NYSCP procedures-practice-guidance-and-one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children/](http://www.nyscp.org.uk/procedures-practice-guidance-and-one-minute-guides/managing-allegations-against-those-who-work-or-volunteer-with-children/)

The policy must state that providers must inform Ofsted or CMA of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).

The policy must state that the registered provider must also notify Ofsted or CMA of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

### **Whistleblowing**

Each provider should have their own Whistleblowing Policy. Refer to Whistleblowing guidance on the NYSCP website for guidance

<https://www.safeguardingchildren.co.uk/professionals/procedures-practice-guidance-and-one-minute-guides/whistleblowing/>

The policy should detail how staff can raise a concern about poor or unsafe practices in the provision's safeguarding regime i.e. whistleblowing. This can be through Ofsted or NSPCC: -

Ofsted Whistleblowing Hotline: 0300 123 3155

Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Write: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD

NSPCC Whistleblowing Helpline: 0800 028 0285

Website: [Whistleblowing Advice Line | NSPCC](http://www.nspcc.org.uk/whistleblowing)

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**If you think a child is in immediate danger – don't delay. Call the Police on 999.**

### **Safeguarding Record Keeping, Information sharing and confidentiality**

*This section should set out how the setting maintains and monitors safeguarding information.*

It is recommended that providers maintain and monitor records in relation to individual children who are known to Children and Families Service (Early Help and Children Social Care), who are Looked After, or have been previously Looked After, about any for whom there are any welfare concerns and for children with SEND. This information should be kept in a welfare file separate to the child's learning journey file and separate to the provider's main file.

It is the responsibility of the DSL or Manager to maintain each safeguarding file. They should maintain a register of all children for whom a welfare file is being kept, the reason for maintaining the file and whether parental consent has been gained for maintaining the file.

Safeguarding files should only contain collated up to date and relevant information including: -

- Whether there is a separate child protection file
- Relevant assessments from Children and Families Service
- Relevant documents relating to children with SEND
- Minutes and notes from meetings/contact with parents including 'phone calls, texts or emails
- Minutes and notes from meetings with professionals
- Documents relating to any welfare concerns that have been raised

Safeguarding files should be shared with relevant professionals after appropriate permission is in place. Providers should share with parents any concerns unless doing so places a child at risk of significant harm.

All sensitive and child protection records must be held securely, kept confidential and only accessible to those who need to know.

When sharing confidential information about a member of staff or child, providers must have regard to the data protection principles which allows them to share personal information as provided for in the Data Protection Act 2018, the GDPR and the Freedom of Information Act 2000.

**Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.**

When a child leaves the provision, their safeguarding /child protection file(s) should be transferred to the ongoing provider. These should be transferred separately from the child's learning journey file. Written acknowledgement of safe receipt of these files must be provided by the ongoing provider and retained by the outgoing provider.

When the provider retains a child's safeguarding/child protection file(s), these should be stored securely in line with the provider's data storage arrangements for the appropriate length of time.

If a provider closes or resigns, the safeguarding files should be stored in line with the provider's data storage arrangements for the appropriate length of time.

## **North Yorkshire Local Authority Key Safeguarding Contacts**

### Current Contact Details (as of April 2026)

It is important that your policy only has up to date contact details in. These should be checked regularly. All current and up to date contact details can be found on the NYSCP website [NYSCP \(safeguardingchildren.co.uk\)](http://safeguardingchildren.co.uk)

<b>Early Help Contacts</b>	
North Yorkshire Council Children & Families Service: Early Help Locality Telephone Numbers	
<b>Early Help East</b> Scarborough, Whitby, Ryedale	01609 534852
<b>Early Help West</b> Harrogate, Craven, Knaresborough, Ripon	01609 534842
<b>Early Help Central</b> Hambleton, Richmondshire, Selby	01609 534829
<b>Making a referral to the Multi-Agency Screening Team (MAST)</b>	
<b>Where there are significant immediate concerns about the safety of a child, contact the police on 999.</b> If you believe the situation is urgent but does not require the police, call <b>0300 131 2 131</b> to make a telephone contact. Outside of business hours (Monday – Friday / 9am-5pm) please still call <b>0300 131 2 131</b> to speak to the Emergency Duty Team. <b>Professional’s Consultation Line 01609 535070</b> is available between 10am and 4pm. Leave a voicemail if there is no response and you will be contacted as soon as possible. Link to online referral form - NYSCP	
For making a referral outside of North Yorkshire this online tool directs you to the relevant local children’s social care contact number.	
<b>North Yorkshire Police</b>	
In an emergency call 999 / For all non-emergencies call 101 <a href="http://www.police.uk">Home   Police.uk (www.police.uk)</a>	
<b>Designated Officers for Managing Allegations (LADOs)</b>	
Duty LADO contact details (consultations, new referrals, and urgent matters)	<b>01609 798005</b> lado@northyorks.gov.uk LADO Notification Form LADO information and contacts
<b>NYSCP Safeguarding Business Unit</b>	
NYSCP Business Unit	01609 535123 nyscp@northyorks.gov.uk www.safeguardingchildren.co.uk
<b>OFSTED</b>	
To inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (where the allegations relate	0300 123 1231 <a href="mailto:enquiries@ofsted.gov.uk">enquiries@ofsted.gov.uk</a> <a href="#">Contact form</a>

to harm or abuse committed on the premises or elsewhere)	<p><a href="#">Childcare: significant events to notify Ofsted about - GOV.UK</a></p> <p>Notification to Ofsted of Early Years Provision Incident Form available at: <a href="https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml">https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml</a></p>
<b>Ofsted Whistleblowing Helpline</b>	
Ofsted Whistleblowing Hotline	<p>0300 123 3155</p> <p>Email: <a href="mailto:whistleblowing@ofsted.gov.uk">whistleblowing@ofsted.gov.uk</a></p> <p>Write: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD</p>
<b>NSPCC Whistleblowing</b>	
	<p>Helpline (worried about a child) 0800 028 0285</p> <p>Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p> <p>NSPCC Whistleblowing Helpline (worried about workplace safeguarding practices) 0800 028 0285</p> <p>Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p>

**The policy should be reviewed, signed and dated:**

- Following any occasion when any part of the procedure has been implemented
- Whenever changes to legislation are produced
- At least annually
- The policy and procedure need to be signed by the registered person, include reviewed date and next review due date
- If any changes are made to the policy when reviewed, the staff and parents must be informed.

**Reference other policies & procedures:**

- Whistle blowing
- Staff training and development
- Staff supervision and appraisal
- Grievance
- Disciplinary
- Recording of Information
- Illness, injury and accident
- Inclusion
- Health and safety
- Emergency evacuation and lockdown procedures

- The reproduction of images of children
- Safe use of internet and social media
- Behaviour (including any potential use of physical intervention)
- Parents as partners
- Security and supervision of children and adults
- Recruitment
- Data Protection including GDPR.
- Privacy Notice
- Safe handling and storage of records
- Medical procedures and medical interventions
- Threshold Guidance

# Appendix A

## North Yorkshire Local Safeguarding Procedures

### What staff must do if they are concerned about a child

All staff and volunteers working within North Yorkshire should follow the [NYSCP Child Protection Procedures and Practice Guidance](#) which is consistent with [Early years foundation stage \(EYFS\) statutory framework](#); [Keeping Children Safe in Education](#); [Working Together to Safeguard Children](#) and [What To Do If You Are Worried A Child is Being Abused](#) .

For guidance regarding how to make a referral to the Children and Families Service in North Yorkshire please visit: [NYSCP \(safeguardingchildren.co.uk\)](http://nyscp.safeguardingchildren.co.uk)

### Responding to a concern

All staff must maintain an attitude of 'it could happen here' and must always act in the best interests of the child.

Disclosures or information may be received from pupils, parents, or other members of the public. Such information cannot remain confidential, and staff will immediately communicate what they have been told to the DSL and make a contemporaneous record. If in doubt about recording requirements, staff should discuss this with the DSL.

### Principles

Staff must **not** investigate but will, wherever possible, elicit enough information to pass on to the DSL in order that they can make an informed decision of what to do next.

Staff must immediately report: -

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g., significant changes in behaviour, worrying drawings or play).
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse, neglect or exploitation.

- Any significant changes in a child's presentation, including non-attendance.
- Any hint or disclosure of abuse, neglect or exploitation received from the child, or from any other person, including disclosures of abuse, neglect or exploitation perpetrated by adults outside of the family or by other children or young people.
- Any concerns regarding person(s) who may pose a risk to children (e.g., staff in the setting or person living in a household with children present) including inappropriate behaviour e.g., inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- Any concerns related to exploitation and serious crime, including knife crime.
- Any concerns relating to child-on-child abuse.
- Any concerns relating to youth produced sexual imagery (sexting); and
- Any concerns relating to a child's engagement with extremist groups or ideologies.

**Staff should:**

- Stay calm
- Listen to and take seriously any disclosure or information
- Try not to show signs of shock or disbelief
- Do not express feelings or judgements
- Allow the child to talk freely and avoid asking leading questions (TED questions are advised – tell me, explain and describe)
- Reassure the child and explain that they have done the right thing in telling you.
- Never promise confidentiality, you have a duty to refer
- Explain to the child, what you have to do next and who you have to contact
- Record the information / disclosure immediately in the child's 'own words'
- Record the facts and do not put your own judgement within the record. Always record who was present, date, time, the questions you asked and what the child has said in their own words.
- Report the incident to the DSL
- Do not disclose this information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

**If you discover that Female Genital Mutilation (FGM) has taken place, or a child is at risk of FGM.**

If a member of staff suspects a child is at risk of, has already undergone, or receives a disclosure about FGM, they must be careful to respond in an appropriate and sensitive manner. The member of staff should discuss it with the DSL and follow the settings policy and procedures. Efforts should be made to establish the full facts from the child before any action is taken.

Staff should not attempt to investigate the case themselves or attempt to speak to the child's parents, as this may place the child at an increased risk of harm.

**Female Genital Mutilation (FGM)** - Statutory duty to report under 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 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. Those failing to report such cases will face disciplinary sanctions.

In these circumstances, the DSL will support the staff member to report the matter to the Police. The DSL will complete the referral to MAST.

It is not the responsibility of the staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All staff have a duty to recognise concerns and maintain an open mind. All concerns indicating possible abuse or neglect should be recorded and discussed with the DSL prior to any discussion with parents.

## Referrals

Providers should ensure that all staff are familiar with the process for making referrals to the local authority, in line with Working Together to Safeguard Children.

## Actions by the DSL

The following actions must be taken where there are concerns about significant harm to any child, including where there is already an open case to Children’s Social Care, (e.g., Looked after Child).

Following any information which raises a concern, the DSL will follow local procedures. (See below)

Worried about a child	Who to contact
Where there are significant, immediate concerns about the safety of a child.	Contact the <b>Police</b> on <b>999</b> Refer to the guidance, ‘When to call the Police’ <a href="#">here</a>
If you believe the situation is urgent but does not require the Police. E.g. Has suffered significant harm and /or. Is likely to suffer significant harm.	Contact the Multi-Agency Screening Team ( <b>MAST</b> ) on <b>0300 131 2 131</b>
If your call is out of business hours (Mon-Fri 9am to 5pm)	Contact the Emergency Duty Team on 0300 131 2 131
If you need to report a crime that does not need an emergency response.	You should call North Yorkshire Police on 101
Following the telephone call to 0300 131 2 131, a universal referral form must be completed and submitted within 24 hours of your call.	<a href="#">Refer a child to North Yorkshire Children and Families Service</a> or Send form to <a href="mailto:social.care@northyorks.gov.uk">social.care@northyorks.gov.uk</a> Link to universal referral form <a href="#">here</a>

<p>You do not need to make a telephone contact prior to submitting a written referral, should the situation not be urgent e.g. The child has developmental, and welfare needs, which are likely only to be met through provision of family support services (with agreement of the child's parent).</p>	
<p><b>MAST / Professional Consultation Line</b> The consultation line should be used when you have concerns about a child's safeguarding situation, and you are unsure of how to proceed with the next steps. The concerns should be of a higher threshold than of what can be supported by Early Help.</p>	<p>When contacting the North Yorkshire Multi-Agency Screening Team (MAST) for a consultation, you will be put through to a qualified social worker where your query will be discussed, with the child's details remaining anonymous.</p> <p>Professional's Consultation Line number is available between 10am and 4pm on <b>01609 535070</b></p>
<p><b>Early Help –</b> Should you wish to speak with your local NYC Children &amp; Families Service: Early Help, in relation to a child, young person or family who may require Early Help</p>	<p>Contact: <b>Early Help East (Scarborough, Whitby, Ryedale):</b> 01609 534852 <b>Early Help West (Harrogate, Craven, Knaresborough, Ripon):</b> 01609 534842 <b>Early Help Central (Hambleton, Richmondshire, Selby):</b> 01609 534829</p> <p>For further information and resources on Early Help in North Yorkshire, visit the dedicated page <a href="#">Early Help</a></p> <p>Link to Early Help Information and Early Help Assessment form <a href="#">here</a></p> <p>Link to the Framework for decision-making: Right help, at the right time by the right person <a href="#">here</a></p>
<p>If you believe that the child, you are worried about is already open to <b>Children's Social Care</b> please contact the locality team directly:</p>	<p><b>Children's Social Care</b> contact the locality team directly:</p> <ul style="list-style-type: none"> <li>• Scarborough Town – 01609 534888</li> <li>• North Ryedale and Whitby – 01609 797280</li> <li>• Scarborough South, South Ryedale and Filey – 01609 533518</li> <li>• Selby – 01609 535633</li> <li>• Ripon and Rural – 01609 535212</li> <li>• Harrogate Town – 01609 535218</li> <li>• Craven – 01609 535471</li> <li>• Richmondshire – 01609 536737</li> </ul>

	<ul style="list-style-type: none"> <li>• Hambleton - 01609 534258</li> <li>• Consult with Early Help within Children and Families Service and where necessary contact MAST on 0300 123 2131 (24 hours)</li> <li>• Contact Ofsted where necessary on 0300 123 1231.</li> <li>• Consider the child's wishes, fears or concerns.</li> <li>• Ensure that the child is safeguarded and protected.</li> </ul>
<p><b>CAMHS Crisis Service</b> Where there are urgent concerns regarding a child or young person's mental health, please call CAMHS Crisis Service in the appropriate locality.</p>	<p><b>Northallerton, Hambleton and Richmondshire:</b> TEWV All age Line: - 0800 0516171 (Option 2, then option 3) 7 days a week, 24 hours <b>Harrogate, Knaresborough and Ripon:</b> TEWV All age Line: - 0800 0516171 (Option 2, the option 1) 7 days a week, 24 hours <b>York and Selby:</b> TEWV All age Line: - 0800 0516171 (Option 2 then option 2) 7 days a week, 24 hours. <b>Scarborough, Whitby &amp; Ryedale:</b> TEWV All age Line: - 0800 0516171 (Option 2 then option 4) 7 days a week, 24 hours. <b>Craven:</b> BDCT First response 0800 952 1181 7 days a week, 24 hours</p>
<p><b>Healthy Child Service for children 0-6 years old</b> Anyone who is expecting a child or who has a child up to the age of 6 will have a named Health Visitor.</p>	<p>Parents and carers can contact their local <b>0-6 Healthy Child Service (Health Visiting Team)</b> directly for information by calling 03003 030 916.</p> <p>Professionals can also contact the service by calling 03003 030 916.</p>
<p><b>Healthy Child Service for children and young people 6-19 years old</b> The healthy child programme for older children, is aimed at those children who: need safeguarding support. need support for emotional wellbeing and resilience and alongside other local services, in reducing risk taking in young people. are in care</p>	<p>Parents, carers and young people themselves can access the <b>Emotional Wellbeing and Resilience Service</b> for support and information by calling 03003 030 916.</p> <p><b>For more information about the Healthy Child Service visit:</b> <a href="http://www.northyorks.gov.uk/healthy-child-service">www.northyorks.gov.uk/healthy-child-service</a></p>

To make a referral, the online universal referral form [NYSCP](#) must be completed. You must ensure that all relevant information, including parental consent or clear reasons why this has not been obtained, is provided to ensure that the referral can be progressed as effectively as possible. You will receive acknowledgement of your contact being received. Should you not receive this, please follow up to ensure your information has been received.

## **Consent**

It is good practice that agencies work in partnership with parents and carers and they are informed of your concerns with consent obtained for referrals. Consent is always required for referrals to services such as the Early Help Service, without it, the services available to the family may be limited.

Consent is not required should you believe informing the parents or carers would place a child at significant risk of harm.

Where consent has not been obtained and professionals feel that after speaking with their safeguarding lead, that a referral is still warranted, professionals should submit a referral detailing their actions and inform parents and carers of their actions.

In cases of suspected Child Sexual Abuse in the family and Fabricated or Induced Illness it is best practice NOT to inform the family of the referral.

All information and actions taken, including the reasons for any decisions made, should be fully documented.

## **Action following a child protection referral.**

It is the responsibility of all staff to safeguard children. It is the role of the DSL to attend multi-agency meetings and provide reports for these.

The DSL should:

- Make regular contact with Children's Social Care.
- Contribute to the Strategy Discussion and all assessments.
- Provide a report for, attend and contribute to any subsequent Child Protection Conferences.
- Contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences.
- Where possible, share all reports with parents prior to the meetings.
- Where there is a disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, information can be found [here](#).
- Where there are significant safeguarding concerns in respect of a child subject to a Child Protection Plan, or the child moves/goes absent from/is removed from settings or fails to attend setting, the DSL must **immediately** inform the key worker or their manager in Children's Social Care.

## **Recording and Monitoring**

The importance of accurate record keeping cannot be overstated and is frequently highlighted as an area for improvement in both national and local Child Safeguarding Practice Reviews.

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing using the setting's agreed processes. Records should include:

- A clear and comprehensive summary of the concern completed in a timely manner.
- Details of how the concern was followed up and resolved.

The DSL should review all monitoring arrangements in the timescale and manner determined by circumstances and ensure that this is recorded and clearly understood by all concerned.

### **Professional Resolutions**

Professional disagreements may arise between any agencies and resolving problems is an integral part of co-operation and joint working to safeguard children. As part of the shared responsibility for safeguarding children, all partners must be prepared to challenge each other if they feel that responses to concerns, assessments, or the way in which plans are implemented are not safeguarding the child and promoting their welfare.

Local professional resolution procedures for raising concerns in respect of poor practice are outlined [here](#).

### **Allegations Made Against Staff and Volunteers**

Staff identifying a concern should follow the setting's own procedures.

#### Immediate response

The person to whom an allegation or concern is first reported, should treat the matter seriously and keep an open mind. They should not:

- Investigate or ask leading questions.
- Make assumptions or offer alternative explanations.
- Promise confidentiality.

Allegations involving an immediate risk to a child or a safeguarding concern that requires an urgent response, should be reported immediately to the police by calling 999 (emergency) or 101 (non-emergency).

In all other cases (not reported directly to the police) the action should follow the setting's procedures, which should include the following:

- Making a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said.
- Signing and dating the written record.
- Secure any relevant CCTV.

All allegations about staff, volunteers and/or contractors should be reported without delay to the person in charge (Childminder, Manager Owner of the setting). Where there is a conflict of interest in reporting the matter to the person in charge, this should be reported directly to the Committee or Nominated Individual or the local authority designated officer(s) (LADO).

Where the person in charge is the subject of an allegation, the report should be made directly to the Committee or Nominated Individual. In the event of a concern/allegation about the person in charge, where the person this should be reported directly to the local authority designated officer(s) (LADO).

The person in charge, the Committee or Nominated Individual should review the information and:

- Identify whether it meets the harm /risk of harm threshold (above) and is therefore an allegation. If so, they should follow the NYSCP procedures and make a referral to the NYC LADO.
- If the person in charge is unclear whether it meets the harm / risk of harm threshold, they should seek advice from the Duty LADO.

Setting staff are reminded that the LADO should be contacted within one working day when concerns have been raised, that meet or may meet the allegation definition or threshold outlined above.

The NYC 'Managing Allegations Against Those Who Work or Volunteer with Children' procedures can be found [here](#).

Any incident not meeting the above definition of an allegation, should be managed via the setting's own low level concerns process.

## **Procedures and notifications**

Notifications to the LADO can be made using the notification form [here](#). NYC LADO will be able to support case managers to lead any investigations that meet the threshold.

Where a child may have suffered significant harm, the settings will also need to submit a referral to Children's Social Care using the universal online referral form.

## **NYSCP Referral forms and Information**

The following forms are available on the NYSCP website [NYSCP \(safeguardingchildren.co.uk\)](https://www.nyscp.org.uk)

1. LADO Notification Form [NYSCP](#)
2. Online Universal Referral Form [NYSCP](#)
3. Notify NYSCP of Child Death
4. Partnership Information Sharing Form
5. Reports for initial and review Child Protection Conference
6. Early Help Assessment

