

Beechwood Childcare Limited

Child Protection Policy

1. It is a legal requirement that anyone caring for children should report to Social Services any concerns they may have regarding their welfare. Staff to record any and all communication to other agencies regarding this and placed into the child's person file.
2. "If providers have concerns about children's safety or welfare, they must immediately notify their local authority children's social care team, in line with local reporting procedures, and, in emergencies, the police. Providers must also take into account the government's statutory guidance 'Working Together to Safeguard Children' and 'Prevent duty guidance for England and Wales'11. All schools are required to have regard14 to the government's statutory guidance 'Keeping Children Safe in Education', and other childcare providers may also find it helpful to read this guidance. 3.10 Registered providers must inform Ofsted, or the CMA with which a provider of CoDP is registered, of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit. Registered providers must also notify Ofsted/ their CMA of the 14 Under section 175(4) of the Education Act 2002. 23 action they have taken in response to the allegations. Ofsted/the CMA must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made. A registered provider who, without a reasonable excuse, fails to do this, commits an offence15." (EYFS Sept 2025)
3. All staff are required to attend appropriate training courses and be familiar with the Local Area Safeguarding Children Procedure to enable them to carry out their duties in this respect with refresher courses repeated every 2 years or sooner if necessary. Information regarding training to be recorded as per training matrix.
4. The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interest between child and any other person, the interests of the child must be paramount.
5. Child abuse occurs in all cultures, all religions and all social classes. All children have a right to be protected.
6. Children and parents must be treated sensitively at all stages.
7. Children who have been abused need care and sensitivity regardless of whether they have been abused by a parent, carer or stranger.
8. Where children are of a minority ethnic origin, workers must provide a service compatible with the racial and cultural background of the child and family and be sensitive to the many differing factors which may need to be taken into account.
9. The responsibility to report children thought to be at risk rests with the individual who identifies the concern, regardless of their place in the organisation.
10. Any information received in the context of a Child Protection Investigation must be treated as confidential. It must not be disclosed for any other purpose without consulting the person who provided it.

Beechwood Childcare Limited

Child Protection Policy

11. Professional judgement and sensitivity must always be used. Colleagues must be mindful of children's use of language and react appropriately when necessary. Colleagues should always model professional language and behaviour.
12. If you have concerns about a child, list the reasons for your concern and discuss them with the settings designated safeguarding lead (DSL) your line manager or someone more senior. If you want advice, contact the Social Services Children's Team.
13. If you are still concerned, you **MUST** contact Social Services. Tell the Duty Social Worker that you want to discuss a child who may be at risk. They will need the following details:
 - The name, address, age and sex of the child;
 - The name, telephone number and working address of the parents;
 - Name, address and telephone number of the child's health visitor and GP;
 - The nature of the injuries observed and the need for any medical attention;
 - Your reasons for suspecting abuse.
14. It is hard to believe that adults may abuse a child and you will be very reluctant to risk making an unfounded allegation. The Social Services Children's Team will support you through the process of reporting your concerns. Remember that early intervention can help the adults as well as the child, so act promptly to share your concerns.
15. Any member of staff being investigated in any child protection issue will be immediately suspended, or relocated to another setting if appropriate; according to the conditions of registration with Ofsted, and in line with the Local Safeguarding Children Partnership LSCP.

Beechwood Childcare Limited **Child Protection Procedure**

Child Protection Procedure

At Beechwood Childcare Limited we have a duty to safeguard and promote the welfare of children. The protection of children is of paramount importance, this includes a culture of vigilance, with regards to children, parents / carers and staff members. We have ensured that our policy is in line with the Early Years Foundation Stage (2025). The DCSF National Standards summary – what to do if you are worried a child is being abused and 'Working Together to Safeguard Children 2023. We have a Designated Safeguarding Lead (DSL) and have regard to the Early Years Foundation Stage and Welfare standards within it, The Prevent Duty 2023 and incorporate the procedure from the Local Authority Safeguarding Children Board.

Beechwood Childcare Limited

Child Protection Policy

Aims

Our aims are:

- Create an environment in our setting which encourage children to develop a positive self image, regardless of race, language, religion, culture or home background.
- Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
- Encourage children to develop a sense of autonomy and independence.
- Enable children to have the self confidence and the vocabulary to resist inappropriate approaches; and
- Work with parents to build their understanding of and commitment to the welfare of all the children.

Methods

In order to achieve these aims, we have regard to the following:

- The legal framework for the work is:
 1. Common law duty of confidence
 2. The Children Act 1989
 3. Human Rights Act 1998
 4. Data Protection 2018
 5. The Protection of Children Act 1999
 6. Children Act 2004 and Childcare Act 2006
 7. The Prevent duty 2023
 8. Working Together to Safeguard Children 2025
- Liaison with other bodies:
 1. We work within the Local Safeguarding Children Board's guidelines
 2. We have a copy of the publication 'what to do if you're worried a child is being abused', for parents and staff to see and 'working together to safeguard children 2025
 3. We notify the registration authority (Ofsted) of any incident or serious accident and changes in our arrangements which affect the wellbeing of the children
 4. We keep the phone numbers and contact details of the Social Services – Children's Team, the Police Child Protection Team and the Local Prevent Team.
 5. If a report is to be made to the authorities, we act within the Area Child Protection Guidance in deciding whether we must inform the child's parents at the same time.

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Beechwood Childcare Limited

Child Protection Policy

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8. The responsibility to report children thought to be at risk rests with the individual who identifies the concern, regardless of their place in the organisation.
9. Any information received in the context of a Child Protection Investigation must be treated as confidential; it must not be disclosed for any other purpose without consulting the person who provided it.
10. Professional judgement and sensitivity must be used at all times
11. If you have concerns about a child, list the reasons for your concern and discuss them with the settings DSL, your line manager or someone more senior. If you want advice, contact Social Services Childrens Team.
12. The Designated Safeguarding Lead (DSL) responsible for co-ordinator for Child Protection issues is: _____ who has attended child protection training courses and is responsible for liaising with the Local Child Protection Agencies and Ofsted in any child protection situation. In the event of this person being absent, please contact the next line manager.
13. Staff to monitor child absences, highlight any concerns and inform their DSL for further investigation
14. If you are still concerned, you MUST contact the Local Safeguarding Children Board – tell them that you want to discuss a child who may be at risk. They will need the following details:
 - The name, address, age and sex of the child
 - The name, telephone number and working address of the parents
 - Name, address and telephone number of the child’s health visitor and GP
 - The nature of the injuries observed and the need for any medical attention
 - Your reasons for suspecting abuse
15. It is hard to believe that adults may abuse a child, and you will be very reluctant to risk making an unfounded allegation. The DSL or senior management will support you through the process of reporting your concerns. Remember that early intervention can help the adults as well as the child, so act promptly to share your concerns.
16. Any member of staff being investigated in any child protection issue will be immediately suspended or relocated to another setting according to the conditions of registration with Ofsted, and in line with the Local safeguarding Children Board ie:

Beechwood Childcare Limited

Child Protection Policy

- We follow the guidance of the Local Safeguarding Children Boards procedure when investigating any complaints or allegation against a member of staff or volunteer. Working Together to Safeguard Children 2025. The LADO (Local Authority Designated Officer) **01926 742376** will be able to offer support with this matter.
- Volunteers 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 otherwise have led to dismissal, for reasons of child protection concerns. Where a member of staff or volunteer is dismissed from the setting, or internally disciplined because of misconduct relating to a child, we notify Ofsted, Social Services, and a referral may be made using the Disclosure and Barring Service referral form. A guide of when to refer can be found at: <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Disclosure and Barring Service
PO Box 3963
Royal Wootton Bassett
SN4 4HH
Telephone:- 03000 200 190

- We have a visitors book 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.
- We will respond to all suspicions of child abuse.
- We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
- We recognise that children suffering from any form of abuse can demonstrate this through changes in their behaviour, or in their play. Where there is cause for concern, the setting will investigate. (EYFS 2025)
- We allow investigation to be carried out with sensitivity. Staff take care not to influence the outcome either through the way they speak to children or ask questions of children. We do not attempt to investigate the allegation of abuse. We also communicate with the child in a way appropriate to their age, understanding and preference.
- Where a child makes a disclosure to a member of staff, that member of staff must inform the DSL and :
 1. Offers reassurance to the child
 2. Listens to the child
 3. Gives reassurance that she or he will take action
 4. Does not question the child
 5. We will not promise confidentiality
- When a disclosure is made or there is suspicion of abuse, the staff member will make a record of:
 1. The child's name
 2. The child's address
 3. The age of the child
 4. The date and time of the observation or disclosure

Beechwood Childcare Limited

Child Protection Policy

5. An objective record of the observation or disclosure
 6. The exact words spoken by the child
 7. The name of the person to whom the concern was reported, with the date and time
 8. The name of any other person present at the time
 9. Any discussions as a result of these concerns
- Suspicions of child abuse, neglect or radicalisation will be made to:
 - Education & Children's Service Duty, Children's Team – working hours – **01926 414144**
 - Out of hours emergency duty team – 01926 886 922
 - Child abuse investigation unit (Police) - 01926 415834
 - LADO (Local Authority Designated Officer) **01926 742514**
 - Prevent Team – prevent@warwickshireandwestmercia.pnn.police.uk
 - If a referral is made by telephone, we will confirm this in writing within 48 hours (form C2). This should be acknowledged by Social Services within one working day. If not we will re-contact them after 3 days. All information should be recorded and stored securely / added to the child's personal folder.
 - If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Boards (LSCP) does not allow this. This will usually be the case where the parents are the likely abuser or if telling parents would put staff / children in danger. In these cases, the investigating officer will inform parents (if appropriate).
 - We will provide relevant information to social services or the police about the child and or family member.
 - All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the LSCP
 - 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 LSCP.
 - With the proviso that the care and safety of the child is our first priority we will do all in our power to support and work with the child's family.
 - Every member of staff will have a Disclosure & Barring Services (DBS) enhanced check carried out prior to employment with Beechwood Childcare Limited. The information received will be duly noted, the disclosure number and date of issue recorded. All information will be stored securely at Head Office as per our Data protection policy number P35 and settings having individual disclosure numbers to hand, for inspection purposes. All our procedures and policies adhere to the DBS Code of Practice, the DBS Referral Guidance and the EYFS 2025. Please refer to the recruitment and retention policy No. P25.
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Beechwood Childcare Limited

Child Protection Policy

- New staff Candidates are informed of the need to carry out checks 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.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unfit person works at settings or have unsupervised access to children.
- We have a culture of vigilance, with regard to appropriate behaviour around children. Staff are encouraged to “whistle blow” should they have concerns about their colleagues behaviour. They should report this to their DSL, immediate line manager, if concerns are regarding their manager, they should go to senior staff (EYFS 2025) <https://www.gov.uk/whistleblowing> and our Whistle Blowing Policy P49.
- In the event of a nominated person not being available, should an incident occur, the deputy or senior member of staff should contact the Senior Managers who will support and guide the individual through the process.
- Beechwood Childcare Limited is committed to Safeguarding all children, families and staff, and therefore staff are required to update their training and education on a regular basis, as per section 3- The Safeguarding And Welfare Requirements in Early Years Foundation Stage, Statutory Framework (2025)
- The use of personal mobile telephones, cameras, or any other electrical devices containing cameras is not permitted around the children. Company mobiles, cameras and tablets are provided, these devices should not be taken into the children’s toilet and changing area at any time.
- If staff members choose to wear smart watches whilst at nursery, they must turn off their photo syncing capabilities between their mobile phone and smart watch and turn their personal mobile phones off during their working hours.
 - If smart watches are cellularly connected, they must be on aeroplane mode during working hours.
 - Staff may turn their mobile phones on during their lunch break whilst out of the room, but must turn them off again when their break finishes.
 - If photo syncing cannot be turned off, staff refuse to turn off their mobile phones or refuse to put cellular connected smart watches on aeroplane mode, staff members must not wear their smart watches around the children.
 - Setting managers are allowed to keep mobile phones turned on for the purpose of Beechwood Childcare Manager WhatsApp groups, but must turn off the photo syncing capabilities between their smart watch and mobile phone. If this cannot be done, they must not wear their smart watch around the children.
 - Staff may be subjected to random checks to ensure that they are following this procedure. If they are proven to not be following the procedure, they will no longer be allowed to wear their smart watch in the setting.

Beechwood Childcare Limited

Child Protection Policy

E-SAFETY

- Staff to supervise children whilst using ICT equipment to monitor and ensure only age appropriate programmes and information are accessed.
- Only company ICT equipment to be connected to the company WIFI. No personal devices or devices of visitors to connect to be connected to the WIFI.
- Parent's to complete permissions on registration form to say whether or not photographs of their child are able to be published online. If they deny permission, no photographs containing their child's face are to be used, unless their face is blocked.
- Parents to complete permissions on registration form in regards to adding their child to Tapestry. Staff to follow Tapestry policy.
- Staff are prohibited from gathering parents as friends on social media. This is to safeguard the welfare of the children in our care. Should you mention confidential information on social media, this will be considered a breach of policy and is subject to disciplinary procedure.

STOP AND SEARCH

The Company reserves the right to carry out searches of employees and their property (including vehicles) whilst they are on Company premises. These searches are random and do not imply suspicion in relation to any individual concerned.

An employee may be asked to remove the contents of their pockets, bags, vehicles etc. If this should happen, and if practical, the employee may be accompanied by a third party who is on the premises at the time the search takes place, or at the time that any further questioning takes place.

Whilst every employee has the right to refuse to be searched, refusal may lead to inferences being drawn and could result in disciplinary action being taken.