

# Ladybirds Kinder Class – Safeguarding and Child Protection Policy

## 1. Policy Statement

At Ladybirds Kinder Class, we are committed to safeguarding and promoting the welfare of all children. Children have a right to protection from harm, neglect, abuse, and exploitation. Safeguarding is everyone's responsibility, and the welfare of the child is paramount.

## 2. Aims

- Provide a safe and secure environment for children, staff, and families.
- Ensure staff are trained to recognise, respond to, and report safeguarding concerns.
- Establish clear procedures for reporting concerns about children or staff.
- Work in partnership with parents, carers, and external agencies.

## 3. Designated Safeguarding Leads (DSLs)

- **DSL:** Mrs Giovanna Atkinson (Manager)
- **Deputy DSL:** Mrs Nina Simpson (Deputy Manager)

At least one DSL or Deputy DSL is available at all times. They are responsible for ensuring staff understand safeguarding procedures, liaising with external agencies, and ensuring prompt action is taken.

## 4. Safeguarding Procedures

- Concerns about a child's welfare must be reported immediately to the DSL or Deputy DSL.
- Records must be factual, dated, timed, and signed, using the Safeguarding Incident Reporting Form.
- Parents may be informed unless doing so places the child at increased risk of harm.
- The DSL will follow CYSCP procedures and, where necessary, make referrals to:
  - **City of York MASH** (01904 551900 / mash@york.gov.uk)
  - **Emergency Duty Team (Out of Hours):** 0300 131 2131
  - **Police (if immediate risk):** 999

## 5. Allegations Against Staff

- Allegations or concerns about staff, volunteers, or agency workers must be reported immediately to the DSL (Manager). If the DSL is the subject, concerns must be reported to the Deputy DSL.
- All allegations are referred to the **Local Authority Designated Officer (LADO)** within **one working day**.
  - Tel: 01904 551783
  - Email: LADO@york.gov.uk
- Ofsted must be notified of allegations within **14 days**.
- Records of allegations are kept confidentially and securely.

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## 6. Staff Training

- All staff receive safeguarding induction training on appointment.
- Ongoing annual refresher training is provided in line with CYSCP requirements.
- Staff are trained to recognise signs of physical abuse, neglect, emotional abuse, sexual abuse, and specific issues such as FGM, CSE, domestic abuse, and radicalisation.

## 7. Responding to Disclosure

Staff must:

- Listen carefully without interrupting.
- Reassure the child they have done the right thing by telling.
- Record what was said using the child's exact words.
- Report to the DSL immediately.

Staff must not:

- Promise to keep secrets.
- Ask leading questions or interrogate.
- Confront the alleged abuser.
- Cast doubt on the child's account.

## 8. Online Safety

- Children cannot access the internet directly; age-appropriate software only is available.
- Staff follow the Acceptable Use Policy, including safe use of devices, photos, and social media.
- Online safety is included in staff safeguarding training.

## 9. Prevent Duty

Ladybirds Kinder Class fulfils its duties under the **Counter-Terrorism and Security Act 2015**. Staff are alert to signs of radicalisation and extremism and follow the Prevent Duty Policy.

## 10. Partnership with Families

We will:

- Build positive relationships with families.
- Welcome children even where there are safeguarding concerns under investigation.
- Work in partnership with parents where safe and appropriate.

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## 11. Useful Contacts

- **City of York MASH:** 01904 551900
- **Emergency Duty Team (Out of Hours):** 0300 131 2131
- **LADO:** 01904 551783 / lado@york.gov.uk
- **Ofsted Complaints:** 0300 123 1231
- **School Safeguarding Advisor (City of York):** 07770 704600 / caroline.wood@york.gov.uk

## 12. Monitoring and Review

This policy will be reviewed annually or sooner if legislation or guidance changes.

**Reviewed:** July 2025

**Next Review Due:** July 2026

**Approved By:** Mrs Atkinson

