


Document Reference and Title	DTCH-P-01.2 Safeguarding children, Young People and Vulnerable Adults Policy			
Document Type	Policy			
Revision History	H	March 2024	Dottie Tots Leadership and Management Team	
	I	April 2025	Dottie Tots Leadership and Management Team	
	J	September 2025	Dottie Tots Leadership and Management Team	

This policy is based on the statutory requirements of the Early Years Foundation Stage (EYFS, September 2025), Working Together to Safeguard Children (2023), and Keeping Children Safe in Education (2024). It is also aligned with the procedures and thresholds of the Surrey Safeguarding Children Partnership (SSCP), which all staff are required to follow.

In developing and reviewing this policy, we also draw on sector guidance, including resources from the Early Years Alliance, to ensure our approach reflects current best practice in safeguarding and child protection.

In line with the EYFS statutory requirements, the nursery has a safeguarding and child protection policy and procedures. Safeguarding is broader than child protection: it includes protecting children from maltreatment, preventing impairment of health or development, ensuring children grow up in safe and secure circumstances, and taking action to enable all children to have the best outcomes. Child protection is part of safeguarding and refers specifically to the actions taken to protect children who are suffering, or likely to suffer, significant harm.

Designated Safeguarding Lead (DSL): Nursery Manager

Deputy Designated Safeguarding Lead (DDSL): Deputy Nursery Manager

Designated Safeguarding Officer is (DSO): Sarah Harvey – Head of Nurseries

The Designated Safeguarding Lead (DSL) is responsible for implementing child protection procedures, making referrals to children’s social care via the Children’s Single Point of Access (C-SPA), and acting as the main point of contact for safeguarding concerns. The DSL reports to the Designated Safeguarding Officer (DSO), who has

overall responsibility for monitoring and overseeing all safeguarding and child protection matters within the setting.

The DSL (or deputy in their absence) has lead responsibility for safeguarding and child protection, including online safety. This responsibility cannot be delegated. The DSL ensures that staff receive and understand safeguarding training, can apply it in practice, and that safeguarding policies and procedures are implemented consistently across the setting.

The DSL maintains detailed, accurate and secure records of concerns and referrals, and ensures that decisions are made in line with the Surrey Safeguarding Children Partnership (SSCP) Continuum of Support guidance and indicators. The DSL also acts as the primary point of contact with external agencies, including Surrey Children's Services via C-SPA, the police, health services, and the Local Authority Designated Officer (LADO) in relation to allegations against staff.

The DSL is given the time, training, support and resources required to fulfil this role effectively. The DSL role is set out in a written job description which clearly identifies the scope of their safeguarding responsibilities and is reviewed regularly to reflect statutory updates and best practice guidance.

Policy statement

Our nursery school works in partnership with children, parents, staff and the wider community to safeguard and promote the welfare of every child. We are committed to ensuring that all children are safe, protected from harm, and enabled to thrive.

Safeguarding in our setting includes: monitoring attendance and child absence; implementing safer recruitment practices; supervising eating and intimate care routines safely; and addressing contextual safeguarding risks, including those that occur beyond the home and online.

This policy is underpinned by the statutory requirements of the Early Years Foundation Stage (EYFS, September 2025), Working Together to Safeguard Children (2023), and Keeping Children Safe in Education (2024). It is aligned with the procedures and thresholds of the Surrey Safeguarding Children Partnership (SSCP) and reflects the three key commitments of the Early Years Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure that we meet the three key commitments of the Early Years

Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Procedures – Key Commitment 1: Creating a Culture of Safety

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Leadership & Accountability

- We have a Designated Safeguarding Lead (DSL) (Nursery Manager) and a Designated Safeguarding Officer (DSO) (Sarah Harvey, Head of Nurseries).
- A suitably trained deputy DSL is always available when the DSL is off-site; the DSL/DSO are contactable by telephone at all times.
- The DSL (or deputy in their absence) has lead responsibility for safeguarding and child protection, including online safety, and this responsibility cannot be delegated.
- The DSL maintains secure safeguarding records, makes referrals to children's social care via the Children's Single Point of Access (C-SPA), and liaises with external agencies including Surrey Children's Services, the police, health services, and the Local Authority Designated Officer (LADO) in relation to allegations against staff.
- The DSL role is defined in a written job description, reviewed regularly in line with statutory updates and Early Years Alliance guidance.
- The DSL is given sufficient time, resources and support to fulfil their role effectively, including attending safeguarding networks and DSL forums run by the Surrey Safeguarding Children Partnership (SSCP).
- The DSO oversees all safeguarding matters and supports the DSL with advice, guidance, supervision and resources.

Staff Training, Awareness & Culture

- All staff receive induction and refresher training in safeguarding, including recognising the four categories of abuse: physical, emotional, sexual, and neglect.
- Staff are trained to understand:
- Additional vulnerabilities linked to inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- Wider social factors increasing risk: domestic abuse (including coercive control), parental mental ill-health, substance misuse, parental learning disability, poverty/social exclusion, and radicalisation/extremism.
- Different forms of significant harm and contextual safeguarding risks: fabricated/induced illness, faith-

linked abuse, CSE, CCE (trafficking, gangs, county lines), FGM and honour-based abuse, peer-on-peer abuse, online harms, and extra-familial exploitation.

- Training is refreshed regularly and supported through supervision and team discussions, so staff can apply learning in practice.
- All staff understand the principles of early help and can identify and support families below the threshold of significant harm, in line with the SSCP Continuum of Support & Levels of Need guidance.
- Staff know how to escalate concerns if they feel the setting or Surrey Children's Services has not taken adequate action.
- Low-level concerns: All staff must share any concerns about colleagues' conduct, even if below the threshold for an allegation. Concerns are recorded, reviewed for patterns, and managed under safer working practice.
- Staff can also use the Whistleblowing Policy to raise concerns, including to external bodies (Ofsted, NSPCC).
- Staff are encouraged to be respectfully sceptical, to ask questions, and not to take things at face value.
- Staff understand what the organisation expects in terms of conduct and behaviour, following our policies on positive behaviour, online safety, whistleblowing and dignity at work.
- All staff follow our Code of Conduct and safer working practice guidance (based on national guidance and Early Years Alliance resources).

Early Help, Attendance & Thresholds

- The DSL and DSO understand the Surrey Safeguarding Children Partnership (SSCP) Continuum of Support & Levels of Need guidance and know how to access support for families both above and below the threshold for significant harm.
- Staff are trained to support families to receive early help by sharing information with other agencies in line with statutory requirements.
- We monitor daily attendance and unexplained absence. Absence patterns are tracked, and unexplained or prolonged absence is escalated by the DSL in line with SSCP procedures.

Safer Recruitment & Suitability

- Recruitment is carried out in line with our Safer Recruitment Policy. Applicants are informed posts are exempt from the Rehabilitation of Offenders Act 1974.
- All references are obtained directly from the applicant's most recent employer, training provider or education institution, verified for authenticity, and any discrepancies followed up before employment begins.

- We record vetting checks including DBS disclosure numbers, overseas certificates of good conduct, dates obtained, and who carried out the checks.
- Staff and volunteers must disclose any convictions, cautions, court orders or warnings that may affect their suitability to work with children.
- We notify the DBS of any dismissal/resignation where safeguarding concerns apply.
- Volunteers:
 - Must be 17 or over, considered competent, inducted and supervised.
 - Must be familiar with policies and procedures.
 - Must be fully vetted if they may have unsupervised access to children.
- Students and trainees under 17 are always supervised and never included in ratios. Those aged 17 and over are only included in ratios if they are assessed as competent and, from September 2025, hold a current Paediatric First Aid certificate.
- Staff have regular supervision meetings including safeguarding discussions, and expectations of conduct are reinforced in the staff handbook.

Safe Working Practices & Environment

- Adequate staffing levels are maintained at all times.
- Children have a key person and are supported to articulate worries or complaints in an age-appropriate way.
- Staff follow policies on positive behaviour, including managing aggression safely.
- Safeguarding includes safe supervision of children during mealtimes and intimate care routines, in line with EYFS 2025 welfare requirements.
- Security procedures control entry to the setting; visitor details are recorded.
- Mobile phones are not used in areas where children are present.
- Children are not photographed or filmed except with parental consent and for developmental purposes; staff use only nursery devices, not personal equipment.
- The DSL ensures a robust Online Safety Policy is in place, covering safe use of technology by staff, parents and children.
- Risk assessments are carried out, signed by relevant staff, and regularly reviewed.
- Complaints and safeguarding concerns are logged and reviewed.

Information Sharing & Data Protection

- The DSL and DSO ensure compliance with the Data Protection Act 2018 and UK GDPR.
- Information about children and families is shared lawfully and transparently with the SSCP and other

agencies when required to safeguard children.

- Families are supported to access early help through lawful and appropriate information sharing.
- We are transparent about how we process data and ensure it is used only in line with safeguarding legislation.

Escalation & Professional Challenge

- All staff understand how to escalate concerns if they believe the local authority or the setting has not acted adequately.
- Staff follow SSCP escalation and professional challenge procedures to resolve disputes.

Key Commitment 2: Responding to Concerns and Working with Agencies

We are committed to responding promptly and appropriately to all safeguarding concerns, allegations or incidents of abuse. All concerns are taken seriously, recorded, and acted upon in line with statutory guidance and local procedures. The Designated Safeguarding Lead (DSL) ensures that referrals are made without delay to Surrey Children's Services via the Children's Single Point of Access (C-SPA), or, where appropriate, to the Local Authority Designated Officer (LADO), the police, or other relevant agencies.

We work in partnership with statutory agencies, including those set out in *Working Together to Safeguard Children (2023)*, the *Early Years Foundation Stage (2025)*, the *Care Act (2014)*, and the Surrey Safeguarding Children Partnership (SSCP) procedures. Staff understand their duty to cooperate fully with child protection investigations, child in need processes, and safeguarding enquiries, ensuring the welfare of the child is always paramount.

Recognising Abuse and Vulnerability

- Abuse can take the form of physical, emotional, sexual abuse, or neglect.
- Staff are trained to recognise additional vulnerabilities, including those linked to SEND, race, gender, language, religion, sexual orientation, or culture.
- Indicators of possible abuse may include:
 - Significant changes in behaviour or well-being;
 - Comments or disclosures that cause concern;
 - Changes in appearance, play, or social interaction;
 - Unexplained bruising or injuries;
 - Any reason to suspect harm, neglect, or abuse outside the setting.
- Staff are alert to wider safeguarding issues such as fabricated or induced illness, spirit possession, child

sexual exploitation (CSE), child criminal exploitation (CCE, including gangs, trafficking and county lines), female genital mutilation (FGM), honour-based abuse, radicalisation/extremism, modern slavery, forced marriage, organised abuse, and online harms.

- In relation to radicalisation and extremism, we follow the Prevent Duty guidance, with the DSL undertaking Channel/Prevent/WRAP training in line with SSCP protocols.
- Staff are aware of the mandatory duty on teachers and health professionals to report FGM, and that early years practitioners must follow SSCP safeguarding procedures to respond to FGM and other concerns.
- We take account of the safeguarding needs of young people aged 16–19 who may be students, apprentices, young employees, or young parents. Where abuse is suspected, we follow the same safeguarding procedures as for younger children.

Early Help, Referrals and Escalation

- We identify children who may need early help and ensure access to services.
- Where a child meets the *Children Act 1989 s17 child in need* definition, a referral is made to Surrey Children's Services via C-SPA.
- Where a child may be at risk of significant harm, a referral is made immediately to C-SPA.
- We are alert to the 'hidden harm' agenda (parental substance misuse, domestic abuse, radicalisation, mental ill-health, social exclusion, parental learning disability).
- We are aware of private fostering arrangements and notify Surrey Children's Services if we know a child is privately fostered.
- If a child is absent when expected and no explanation is provided, the DSL acts immediately to contact parents. If there are concerns for the child's welfare, emergency contacts are called, and if needed, C-SPA and/or police are informed the same day, in line with SSCP procedures.
- All staff know how to escalate concerns if they feel the setting or Surrey Children's Services has not acted appropriately, following SSCP escalation and professional challenge procedures.

Recording and Sharing Concerns

- Any concerns, suspicions, or disclosures are recorded promptly, dated, and signed, including the child's exact words where possible.
- Staff listen carefully, offer reassurance, and avoid leading questions. Clarification may be sought, but questioning is avoided.
- Concerns are reported to the DSL without delay and within one working day.
- Records are stored securely and confidentially in the child's safeguarding file.

- The DSL uses the Surrey Request for Support Form when making referrals.
- Information is shared in line with the UK GDPR, Data Protection Act 2018, HM Government *Information Sharing: Advice for Practitioners* (2018), and SSCP protocols.
- We recognise that safeguarding information may only make sense when shared collectively, so staff and volunteers are trained to contribute to multi-agency working.

Making a Referral

In all cases, it is vital to take every action needed to safeguard the child, children or young person(s). Immediate action may be necessary in the following situations:

1. Emergency medical attention

- Call 999 for an ambulance or take the child/young person to the nearest Accident & Emergency department.
- Inform the DSL as soon as possible.

2. Immediate danger

- Call the police on 999.
- Inform the DSL/DSO as soon as possible.

3. Safeguarding concerns (suspicion, allegation, or disclosure)

- Any concern must be reported immediately, or as soon as practicably possible on the same day, to the Designated Safeguarding Lead (DSL).
- Concerns may arise from:
 - A disclosure by a child;
 - A comment that causes concern;
 - Physical evidence such as bruising or injury;
 - A significant change in behaviour or wellbeing;
 - Knowledge of inappropriate behaviour;
 - An unexplained or repeated absence (which is treated as a safeguarding concern).

4. Recording the concern

- The staff member records the concern using the Reporting Form, writing the child's exact words where possible, dated and signed.
- The DSL adds their own record and stores it securely and confidentially in the safeguarding file.

5. Referral process

- The DSL is responsible for ensuring that a copy of the Incident Report or Request for Support Form <https://www.surreyscp.org.uk/working-with-children/concerns-about-a-child/> is completed and submitted to Surrey Children's Services via the C-SPA.

- If the DSL is absent, the DSO takes responsibility.
- If neither is available, staff must not delay — they must contact C-SPA directly (see details below).

6. C-SPA contact details (office hours)

- Children's Single Point of Access (C-SPA): 0300 470 9100 (Mon–Fri, 9am–5pm)
- Email: cspa@surreycc.gov.uk

7. Out-of-hours referrals

- For urgent safeguarding concerns outside office hours, contact the:
 - Emergency Duty Team (EDT): 01483 517898
 - Email: edt.ssd@surreycc.gov.uk
 - EDT is available 5pm–9am Mon–Fri, and 24 hours a day at weekends.

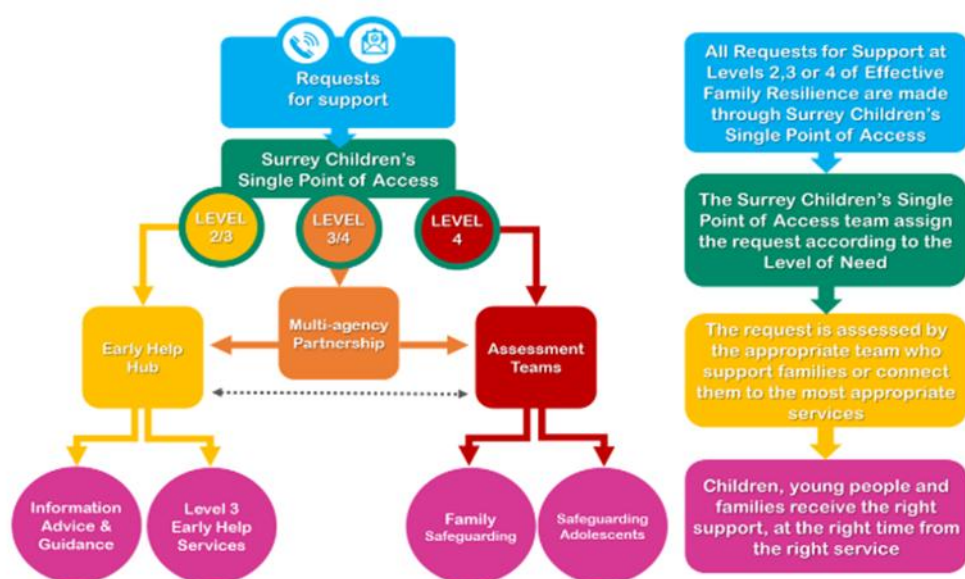
8. After the referral

- The DSL/DSO informs the staff member who raised the concern of action taken and outcomes, where appropriate.
- The DSL/DSO ensures partner agencies are informed as required and in line with Surrey Safeguarding Children Partnership (SSCP) information-sharing protocols.

9. Information sharing

- Staff and volunteers must follow HM Government's *Information Sharing: Advice for Practitioners (2018)* and SSCP guidance.
- Information must be shared lawfully, proportionately, and only with those who need to know.
- Whilst respecting cultural differences, staff must ensure children are kept safe across all social, ethnic and cultural boundaries.

Below is a flowchart to illustrate how requests for support are made



Informing Parents

- Parents are normally informed of concerns and referrals, unless doing so may:
 - Place the child at greater risk;
 - Interfere with a police or safeguarding investigation;
 - Unduly delay action.
- In such cases, the DSL seeks advice from Surrey Children's Services or police before informing parents.
- All discussions with parents are recorded and stored in the child's file.

Liaison with Other Agencies

- We work within SSCP guidelines and cooperate fully with child protection investigations and safeguarding enquiries.
- We maintain up-to-date contact details for social workers and safeguarding partners.
- The current version of *What to do if you're worried a child is being abused* is available for staff and parents.
- Ofsted is notified of:
 - Any incident or allegation of abuse against staff or volunteers (whether on or off the premises);
 - Any event that affects the suitability of adults working with children;
 - Any incident or accident that significantly affects children's welfare.
- Notifications are made as soon as reasonably practicable, and always within 14 days.
- NSPCC contact details are available to staff and parents.

Allegations Against Staff or Persons in Positions of Trust

- All staff, volunteers, students, contractors, parents and visitors know how to raise concerns about staff or adult conduct within the setting.
- We distinguish between concerns about practice/complaints and safeguarding allegations.
- Allegations that meet the threshold (harm, risk of harm, possible criminal offence, or behaviour indicating risk) are referred immediately to the Local Authority Designated Officer (LADO) via the C-SPA initial enquiry process.
- Allegations are also reported to Ofsted within 14 days. It is an offence not to do this.
- We cooperate fully with investigations led by the LADO, Surrey Children's Services, and/or the police.
- Staff may be suspended, or, where agreed with the LADO, alternative safeguarding arrangements may be put in place. Suspension is a neutral act, designed to protect children and staff during the investigation.
- Examples of inappropriate behaviour that would trigger safeguarding action include (but are not limited to):
 - Sexual or inappropriate comments to children;
 - Excessive 1:1 attention beyond role requirements;
 - Inappropriate sharing or creation of images;
 - Breaches of safe working practice or professional boundaries.
- If staff have concerns that allegations are not being dealt with appropriately within the setting, they must follow the Whistleblowing Policy, which includes external reporting routes (Ofsted, NSPCC, Protect).

Disciplinary and Suitability Action

- We fulfil our legal duty to refer to the Disclosure and Barring Service (DBS) where a staff member, volunteer, student, or contractor is dismissed (or would have been dismissed had they not resigned) for reasons relating to child protection or where they pose a risk of harm to children.
- This statutory referral duty is made in line with the *Safeguarding Vulnerable Groups Act 2006* and the *Childcare Act 2006 (Disqualification) Regulations*.
- We also notify the DBS where there are concerns that an individual may be unsuitable to work with children, even if they have not been formally dismissed.
- This process ensures that unsuitable individuals are identified and barred from working with children or vulnerable adults.
- All staff, volunteers and others working in the setting are required to disclose any criminal convictions, cautions, court orders, reprimands or warnings, or any changes to their suitability to work with children, immediately to the DSL/DSO.

- Where a person is deemed unsuitable to work with children, they are removed from regulated activity immediately pending the outcome of investigations.
- We cooperate with Ofsted, the SSCP, and the DBS in relation to any suitability investigations or referrals.

Key Commitment 3: Promoting Awareness and Empowering Children

We are committed to raising awareness of safeguarding and child protection issues through high-quality training and professional development for all adults working in or with our setting. This ensures that staff, volunteers and parents understand their roles, responsibilities, and the wider safeguarding context.

We are equally committed to empowering children through our curriculum and daily practice. Children are supported to develop resilience, confidence and self-advocacy skills, and are encouraged to express their views, feelings and worries in an age-appropriate way. Their voices are valued and listened to, in line with their rights under the UN Convention on the Rights of the Child.

Training and Professional Development

- All staff, volunteers and students receive induction and ongoing training to recognise the signs and indicators of:
 - Physical abuse, emotional abuse, sexual abuse (including child sexual exploitation), and neglect;
 - Extra-familial risks, such as online abuse, grooming, radicalisation and exploitation;
 - Families who may require early help;
 - Organisational safeguarding procedures, including safer working practice.
- Sarah Harvey (DSO) and nursery managers (DSLs) receive advanced safeguarding training and refresh their knowledge and skills at least annually, attending Surrey Safeguarding Children Partnership (SSCP) DSL briefings, training and forums.
- All staff are required to know and follow procedures for reporting and recording concerns.
- Safeguarding updates are provided through emails, newsletters, online training, and staff meetings at least once a year, or more frequently if required by statutory or local changes.
- From September 2025, training explicitly covers:
 - Safer eating practices and safe supervision of mealtimes;
 - Monitoring child attendance and absence as a safeguarding duty.

Safe Environment and Planning

- The layout of rooms allows for constant supervision of children.
- No child is left alone with staff or volunteers in a one-to-one situation unless within sight and/or hearing

of others.

- Staff follow the Code of Conduct and safer working practice guidance at all times.

Curriculum and Child Empowerment

- Key elements of keeping children safe are integrated into the curriculum, supporting personal, social and emotional development.
- Children are supported to:
 - Build resilience, confidence and self-esteem;
 - Understand how to keep themselves safe in developmentally appropriate ways;
 - Express their views, worries and feelings, knowing they will be listened to.
- We foster a culture of value and respect for individuals, recognising children's heritage, colour, ethnicity, language, culture and social background.
- The child's voice is promoted in line with Article 12 of the UN Convention on the Rights of the Child, ensuring children are included in decisions affecting them where appropriate.

Confidentiality and Information Sharing

- All suspicions and investigations are treated as confidential and shared only with those who need to know.
- Information is shared in line with:
 - Surrey Safeguarding Children Partnership (SSCP) guidance and procedures;
 - UK GDPR and the Data Protection Act 2018;
 - *Working Together to Safeguard Children* (2023).
- Records are stored securely and accessed only by those with authority.

Support to Families

- We build trusting and supportive relationships with families, staff and volunteers.
- Parents are informed of our safeguarding role and responsibilities, including referral duties, information sharing, monitoring, and liaison with Surrey Children's Services.
- The child and their family continue to be welcomed into the setting while investigations are ongoing, unless directed otherwise by safeguarding partners.
- We follow and contribute to statutory plans, including:
 - Child Protection Plans (set by social workers);
 - Child in Need Plans;
 - Early Help Plans.

- Confidential records are shared with parents or those with parental responsibility only when appropriate and in line with SSCP guidance.

Reference Materials and Key Information

Local Safeguarding Pathways (Surrey)

Children's Single Point of Access (C-SPA):

- C-SPA is the first point of contact for all referrals regarding child welfare and protection in Surrey.
- They receive referrals, apply the SSCP Continuum of Support & Levels of Need guidance, and decide whether to:
 - Close the case with no further action,
 - Transfer to Early Help (Levels 2/3), or
 - Escalate for further enquiries via the Multi-Agency Safeguarding Hub (MASH).
- Thresholds Guidance: SSCP Continuum of Support & Levels of Need (Accessed August 2025).

Multi-Agency Safeguarding Hub (MASH):

- MASH works alongside C-SPA where concerns require further investigation.
- It brings together social workers, police, health, and adult services.
- MASH gathers and analyses multi-agency information quickly to inform decision-making and determine whether cases should be:
 - Closed;
 - Referred to Early Help;
 - Escalated for Section 17 (Child in Need) or Section 47 (Child Protection) assessment under the Children Act 1989.

Key Contacts

- Children's Services – C-SPA (office hours): 0300 470 9100
- Emergency Duty Team (out of hours): 01483 517898
- Children's Services email: cspa@surreycc.gov.uk
- Local Authority Designated Officer (LADO): via C-SPA (0300 470 9100, option 3 then option 3 again)
- Surrey Police (non-emergency): 101
- Emergency services: 999
- Ofsted (general/safeguarding enquiries): 0300 123 4666
- NSPCC Helpline: 0808 800 5000
- NSPCC Whistleblowing Advice Line: 0800 028 0285

- Childline: 0800 1111
- Women's Aid: 0808 2000 247
- Prevent Duty (Department for Education): 020 7340 7264
- Counter-Extremism Team (DfE): counter.extremism@education.gov.uk
- Surrey Safeguarding Children Partnership Procedures: <https://www.surreyscp.org.uk> (Accessed August 2025)

Legal Framework

Primary Legislation

- Children Act 1989 (s17, s47)
- Children Act 2004 (s11)
- Protection of Children Act 1999
- Safeguarding Vulnerable Groups Act 2006
- Childcare Act 2006
- Children and Families Act 2014
- Care Act 2014
- Children and Social Work Act 2017
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

Secondary Legislation

- Criminal Justice and Court Services Act 2000
- Sexual Offences Act 2003
- Equality Act 2010
- Childcare (Disqualification) Regulations 2009
- Serious Crime Act 2015
- Counter-Terrorism and Security Act 2015
- UK General Data Protection Regulation (GDPR) (2018) and Data Protection Act 2018

Statutory and Practice Guidance

- Early Years Foundation Stage (EYFS) Statutory Framework (DfE, September 2025)
- Working Together to Safeguard Children (HMG, 2023)
- Keeping Children Safe in Education (DfE, 2024) – where relevant to early years practice
- What to Do if You're Worried a Child is Being Abused (HMG, 2015)
- Information Sharing: Advice for Practitioners (DfE, 2018)
- Framework for the Assessment of Children in Need and their Families (DoH, 2000)

- The Common Assessment Framework (CAF) (CWDC, 2010)
- Prevent Duty Guidance for England and Wales (Home Office, revised 2023)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted, 2016)
- Early Years Alliance Safeguarding Resources:
 - Safeguarding Children
 - Safeguarding through Effective Supervision
 - People Management in the Early Years
 - New Early Years Employee Handbook

Key Acronyms

- **DSL** – Designated Safeguarding Lead
- **DSO** – Designated Safeguarding Officer
- **SSCP** – Surrey Safeguarding Children Partnership
- **LADO** – Local Authority Designated Officer
- **DBS** – Disclosure and Barring Service
- **FGM** – Female Genital Mutilation
- **CSE** – Child Sexual Exploitation
- **CCE** – Child Criminal Exploitation
- **UNCRC** – United Nations Convention on the Rights of the Child
- **C-SPA** – Children’s Single Point of Access (Surrey)
- **MASH** – Multi-Agency Safeguarding Hub (Surrey)
- **CAF** – Common Assessment Framework

A ‘young person’ is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.

Signatures

DTCH-P-01.2

Safeguarding children, Young People and Vulnerable Adults Policy

I confirm that I have received, read and understood the *Safeguarding Children, Young People and Vulnerable Adults Policy*.

By signing this acknowledgement, I agree that:

- I will comply with this policy and all related safeguarding procedures at all times.
- I understand my individual responsibility to safeguard and promote the welfare of children, young people and vulnerable adults, and that safeguarding is everyone’s responsibility.
- I understand and will act in line with the updated EYFS Statutory Framework (September 2025) requirements, including:
 - Monitoring and escalating concerns about child absence as a safeguarding issue;
 - Following safe practice during mealtimes and intimate care;
 - Recognising and responding to contextual safeguarding risks such as online harm, exploitation, radicalisation and extra-familial abuse.
- I will seek clarification from the Designated Safeguarding Lead (DSL) or Designated Safeguarding Officer (DSO) if I am unclear about any aspect of safeguarding.
- I understand that failure to follow this policy or safeguarding procedures may result in disciplinary action and could lead to referral to external safeguarding bodies.
- I will take responsibility for keeping my safeguarding knowledge current through training, updates, briefings and policy revisions, and I will re-sign acknowledgement whenever this policy is updated.

Name	Position	Signature	Date

This policy will be reviewed at least annually, and sooner if there are changes to legislation, statutory guidance (including the EYFS Statutory Framework), Ofsted requirements, or Surrey Safeguarding Children Partnership (SSCP) procedures. Interim reviews will also take place following any safeguarding incident, inspection feedback, or significant change in practice to ensure ongoing compliance and effectiveness.