Childcare for children,
Childcare for you!

Safeguarding Policy Autumn 2026

We ensure all children and adults are kept safe, protected and promote the welfare of all children in its care.

SAFEGUARDING IS EVERYONE'S RESPONSIBILITY.

If a parent or member of staff has a safeguarding concern, they must contact the DSL or a senior member of staff; Vron, Georgia, Anna or Helen, who will take immediate action.

Our policy is written with reference to the Children's Act 1989, Working together to safeguard children, Prevent Duty guidance for England and Wales, Keeping safe in Education, Work in partnership with Parents.

External support details;

o Cornwall and Isles of Scilly Safeguarding Children Partnership (OSCP).

o Multi Agency Support and Safeguarding Hub (MASSH) – 0300 123 1116

o Emergency Out of Hours Social Services - 01208 251300

o Local Authority Designated Officer- LADO- 01872 326 536

o Prevent Devon and Cornwalll Police 01392 225130 or Safer Cornwall 03001234232

In order to ensure the best safeguarding measures are in place and that our children are protected, we adhere to our all policies and procedures.

In particular;

· Children in Care policy and liaise closely with the Social Worker.

· Complaints policy and follow advice given by LADO.

· If there is a concern over staff; DBS and OFSTED.

· Acceptable Use Policy for safe use of Images, Recordings and Internet usage to ensure we have online safety.

· Lost child policy, if a child is unaccounted for on the premises or whilst out on a trip.

· Student policy, to ensure students are safe to be on site but also ensure they are kept safe as young adults.

· Suitable Person policy, to ensure all staff are relevantly trained, have DBS checks and no prior safeguarding issues in previous employment.

· Whistleblowing policy, to make sure all staff can raise concerns without repercussions and be safe in the knowledge that all concerns are taken seriously.

· SENCO policy, to offer a safe environment for those with additional needs and keep all children and staff safe alongside them.

· Health and Safety policy, making sure all equipment and areas are safe to use, kept clean and are appropriate. This includes risk assessments.

· GDPR and confidentiality policies, for sensitive information being stored appropriately and not shared unnecessarily.

· Positive Behaviour policy, to keep children and staff safe. Staff will always set good examples to the children remaining polite and fair to adults and children alike.

Procedures

· All visitors to the setting will sign in and have ID checked, all mobile devices will be stored in the office. Staff, Students and regular visitors will also be made aware of our Electronic Communications Guidance and our acceptable use agreement for online communications.

· Our designated safeguarding leads (Vron, Anna, Helen and Vicky) are signposted as safeguarding leads on our staff Information wheel/board in the entrance to our settings and on our website, so visitors know who to speak to.

· For new staff an induction is carried out by a senior staff member including who our Designated safeguarding leads are, where information is stored including phone numbers and where 'what to do if a child is being abused' books are kept.

· An up-to-date safeguarding folder is situated within the office at each setting with a section highlighting signs and indicators of abuse. All staff have access to this paper copy or if necessary can ask for the digital copy by speaking with their senior staff member. Copies of 'what to do if a child is being abused' books are kept in the offices at the respective settings.

· Posters are in each of the settings so all employees will know what to do if they are concerned about a child. These documents include who to contact and the telephone numbers in which to use.

o In Launceston it is inside the cupboard door.

o In Trethorne it is on the wall by the small window in the office.

o In Egloskerry, it is in the staff room/office on the noticeboard

· Anna, Vicky, Georgia and Helen regularly review and update our information using the CIOSSCP/OSCP websites. They also ensure that the relevant folders are updated and that staff are informed of any changes at monthly staff meetings, or immediately where necessary.

· Our registration forms contain information on acceptable use for images, recordings and internet use which parents must read and on registration accept, prior to their child starting. This is also in our induction booklet for staff and students.

· We adhere to the content of the 'Working together to Safeguard Children 2026' and pay particular attention to page 110-114.

· We use the CIOSSCP and Cornwall Council's Child Protection and Safeguarding resources to access up-to-date information. Staff regularly update our Safeguarding folder using these resources and follow advice from our local authority contacts.

· We are aware of and have training in PREVENT and/or WRAP to safeguard from threat of terrorism and understand our role within it.

· The definitions of the four main types of child abuse are found in the Safeguarding information folder under section signs and indicators.

· We are also aware of the signs of other forms of abuse for child and adult safeguarding.

o Physical

o Psychological

o Sexual

o Neglect

o Self-neglect

o Financial or material

o Discriminatory

o Organisational

o Domestic

o Modern slavery

o FGM

o Faith of belief (inc. witchcraft)

If Anyone is Concerned About A Child Or Adults' Safety You Must:



The designated safeguarding lead will, wherever practicable;

· Seek the parents views,

· If the matter requires further investigation, contact the safeguarding duty officer for the area where the child lives, keeping the child's welfare as the paramount consideration. Follow the guidance in "What to do if you're worried a child is being abused", copies of which are available in the safeguarding folder.

The Role and Responsibility of the Designated Safeguarding Lead

· Liaising with statutory children's services and the Cornwall and Isles of Scilly Safeguarding Children Partnership (CIOSSCP), soon to become Safeguarding Partners.

· Providing support, advice and guidance for staff. This should be on an on-going basis and cover specific safeguarding issues as required.

· Attending a child protection courses that enables them to identify, understand and respond appropriately to signs of abuse and neglect.

· Keep themselves and staff up to date with news or changes.

All staff understand the importance of remaining vigilant and taking swift action in relation to vulnerability, radicalisation and extremism. They recognise how these issues can affect both children and staff and are aware of the signs to look out for. All staff have completed PREVENT training.

In Particular all staff are aware of the following definitions of concern:

Child protection-one part of safeguarding and promoting welfare. It refers to the activity undertaken to protect specific children who are suffering, or may be suffering, from significant harm.

Radicalisation-the act or process of making a person more radical or favouring extreme or fundamental changes in political, economic, or social conditions, institutions or habits of the mind.

Extremism-holding of extreme political or religious views.

Radicalisation and Extremism Indicators to be aware of:

o Spending more time in the company of suspected extremists

o Change of style or appearance in accordance with extremist groups

o Day to day Behaviour, focusing on an extremist ideology, group or cause

o Loss of interest in friends or activities not associated with the group

o Possession of materials or symbols relating to extreme cause

o Attempts to recruit others

o Communications with others that suggest identification with group, cause, or ideology, sharing their views

o Using insulting or derogatory names for other groups

o Increase in prejudice related incidents committed by that person, may include:

o Physical or verbal abuse

o Provocative Behaviour

o Damage to property

o Derogatory name calling

o Possession of prejudice related materials

o Prejudice related ridicule or name calling

o Inappropriate forms of address

o Refusal to co-operate

o Attempts to recruit to prejudice related organisations

o Condoning or supporting violence towards others

o Racial, discriminatory, derogatory, or homophobic language or Behaviour

In the case of suspected extremism or radicalization; including peer pressure, influence from other people or the internet, bullying, crime and anti-social Behaviour, family tensions, race/hate crime, lack of self-esteem or identity, prejudicial Behaviour, and personal or political grievances.

· Staff need to follow the Cause for concern flow chart. ANY incidences of the above indicators are to be recorded on cause for concern sheets. These will be recorded in chronological order.

· This will go to Vron, Vicky, Helen, Georgia or Anna for full investigation.

· This investigation will be recorded on our safeguarding forms and kept in line with safe- guarding procedures.

· Parents/carers will be contacted (if this does not put anyone in danger) discussed in detail to identify motivating factors, change in circumstances, parental views and to assess whether the incident is referred further. The record of this is kept in the filing cabinet/cupboard in the offices.

· The referral will be followed up for a period of 4 weeks to assess whether there is a change in Behaviour and/or attitude. A further meeting will be held with the parents/carers after this time, logged and filed in the safeguarding folder

Serious incidents need to be referred both;

MASSH 0300 123 1116

Devon & CORNWALL Police PREVENT TEAM 0139225130

Safer Cornall 03001234232

101 or 999 if in immediate danger

Definitions:

Child abuse-children are not prevented from harm

Neglect-persistent failure to meet a child's basic and/or psychological needs

Indicators to be aware of:

- Underweight or small in height and head circumference
- Failure to thrive
- Faltering weight
- Persistent trips to casualty/repeated accidents at home/untreated infections
- Failure to reach developmental milestones
- Delayed speech and language development/ limited concentration span
- Indiscriminately friendly/ seek physical contact with strangers
- Wet unchanged nappies/dehydration
- Soiled/inappropriate clothing
- Serious dental decay
- Unusual anxiety levels
- Hunger

- Fatigue
- Frequent collection by caregivers who aren't known very well
- Left in a confined space for prolonged periods
- Poor attachment with the parent
- Poor home condition

Definitions:

Emotional abuse-when a child is not given love and affection or are constantly threatened or humiliated. Undermines a child's confidence and sense of self-worth.

- Indicators to be aware of:
- Unnaturally quiet and passive
- Angry and aggressive
- Withdrawn and lacking confidence
- May respond differently to new, difficult or strange situations
- Obsessive behaviours
- Attention seeking beyond what is age appropriate
- May reject praise
- Talk of failure repeatedly/ make negative comments about themselves
- Eating problems including lack of eating or overeating
- Fatigue
- Irritability/tearfulness
- Difficulty forming friendships
- Lacks creativity

Definitions:

Physical abuse-physically harming a child

- Indicators to be aware of:
- Injuries to pre-mobile babies
- Unexplained recurring injuries such as bruises or burns
- Frequent trips to A&E
- Frequent/ recurring injuries
- Injuries that match the shape of an implement such as an iron or a tidemark burn
- Injury explanations that change or don't match the parent explanation
- Finger bruising to the trunk
- Injuries to the mouth/ cheeks
- Fear of undressing/ changing

- Aggression or bullying towards other children
- Significant behaviour changes
- Large amounts of crying
- Physical discomfort

Definitions:

Sexual abuse-forcing or enticing a child to take part in sexual activities whether or not the child isaware of what is happening. Encourages children to behave in sexually in appropriate ways.

- Indicators to be aware of:
- Bruises, bites, or marks on the body
- Discomfort when sitting down or walking
- Scratches, injuries, abrasions, or persistent infections in the anal or genital regions
- Age-inappropriate sexual awareness
- Frequent or obsessive masturbation
- Attempts to teach other children about sexual activity
- Attempts to coerce children into sexualized games or behaviour
- Refusal to stay with certain people or go to certain places
- Indication that the child has been exposed to age-inappropriate sexualized activity
- Withdrawing from friends
- Tearfulness, anger, aggression, anxiety

If any member of staff notices any of these indicators OR has concerns about older siblings or parents affecting the younger children, they will report it to following the flow chart for investigationand referral. The child protection staff will instigate early help following child protection plans and children in need plans. All information will be recorded following our confidentiality and our GDPR policies and procedures.

Allegations of abuse made against staff –

If any parent or member of staff wished to make an allegation of child abuse against an employee of Smiley Happy People, they should contact Veronica Walters (proprietor) directly, who would take immediate action by contacting LADO

Vron can be contacted on:

- 01566 700960 (work)
- 07920062920 (mobile)

In Vron's absence, a DSL—Anna, Helen or Vicky—will take immediate action. If no DSL is available when a concern is raised, Georgia, as manager, will pass it on to a DSL promptly.

Vron, Anna, Helen, Georgia or Vicky would contact LADO (Local Authority Designated Officer) on 01872 326536 / 07516 112601/ email: lado@cornwall.gov.uk.

Immediately ask for advice and would contact CRB/DBS referral helpline number and RECORD the outcome of this advice and ask for it to be confirmed via email. Depending on the advice sought from LADO, the staff member would either be suspended from the workplace, whilst an investigation took place or only permitted to work under full supervision. Veronica Walters would respond to the complaint within 3 working days and undertake to inform OFSTED, our registering body, and the local safeguarding Children Board for Guidance. Alternatively, a parent or member of staff may wish to take this directly to LADO themselves.

LSCB, Cornwall & Isles of Scilly Safeguarding Children's Board, 3 West, New County Hall, Truro, TR1 3AY

Safer recruitment

- All new employees are interviewed by management.
- All new staff and regular volunteers must obtain at least 2 referees prior to commencing work. 1 of these should be from their most recent childcare position. If this is not possible it should be their most recent employment. Referees cannot be family. Employees and volunteers cannot be at Smiley Happy People until both references are received and deemed appropriate.

- All new staff, volunteers and work experience students aged over 16 must have an enhanced DBS check completed prior to working at Smiley Happy People.
- Smiley Happy People keep a record of DBS numbers and carry out a termly staff check in alongside peer-to-peers with all staff to review suitability.
- Visitors are to sign in and be chaperoned by a staff member.
- If an employee is suspended or resigns due to risk of harm it will be reported to DBS on 03000 200 190 to give the relevant information
- Students and visitors are never left alone with children.
- Ratios are always adhered to; it is the staff's responsibility to ensure they are in ratio by moving the children to a different space OR ask for another staff member to join them.
- Ensure two members of staff minimum are always on duty.

All staff keep up to date with regular safeguarding training, at least once every 2 years, which includes child protection information. Staff will be updated with latest changes or news through monthly staff meetings. Documents are shared regarding safeguarding updates.

All information regarding children in our care remains confidential and we abide by our Confidential policy.

If a child is already known to social services, you should still make a new referral

Inform the parents of the referral unless informing them would place the child, professional or others at risk of harm or unless sexual or multiple abuse is suspected. If in doubt ask for advice from Anna, Vicky, Helen, Vron, Georgia or MASSH.

Follow up the referral in writing within 48hrs.

MASSH will advise on the appropriate course of action within 1 working day, and you will be informed of the outcome of the action taken.

You must always follow up any advice given in writing to the agency who advised it.

In the event of known domestic abuse we will pass the helpline number for Safer Futures 0300 777 4777 (9am – 5pm, Mon – Fri) & Cornwall Refuge Trusts 24hr helpline 01872 225629 to the parent/carer and give them a two-week window to contact them and we will follow it up. If they do

not use the helpline number or take action, we have to give them our safeguarding procedure to show how this affects a child and seek advice from MASSH.

To ensure we are kept up to date with changes we have joined with reconstruct to receive information, research, reports, summaries referring to childcare and child protection.

Vron, Anna, Vicky, Helen and Georgia will keep up to date with new training available through reconstruct and other training providers.