Little Discoverers
West Norfolk School for Parents

Child Protection Safeguarding Policy

Issue 11

Starting September 2025

This policy will be reviewed in full by the Management Committee annually.

Due for review on: ……September 2027…..…….

Signature : ……. Date: ……..
Chair of Management Committee

Policy for Safeguarding
Incorporating Child Protection Policy, Systems and Procedures

Policy Consultation & Review

This policy is referred to in our admission forms and is available on request from the Team Leader. We also inform parents and carers about this policy when their children join West Norfolk School for Parents.

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1. PURPOSE AND AIMS

1.1 The purpose of Little Discoverers (WNSfP) safeguarding policy is to ensure every child who is registered with us is safe and protected from harm. This means we will always work to:

- Protect our children from actual or potential abuse that can occur from physical injury, sexual abuse, neglect or emotional injury.
- Protect all children regardless of age, gender, racial origin, disability, sexuality or belief.
- Take into consideration the particular vulnerability of disabled children, who are at increased risk of abuse and are more vulnerable than the average child due to their developmental age and heavy dependence on adults.
- Ensure that no child or group of children will be treated less favourably than others in being able to access services which meet their particular needs.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents/carers about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at Little Discoverers.

1.3 Little Discoverers fully recognises the contribution it can make to protect children from harm and support and promote the welfare of all children who are registered at our school. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all pupils, staff, parents/carers, volunteers, Management Committee and visitors.

2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Little Discoverers will establish and maintain an ethos where our children feel secure and are safe.

2.2 Throughout our sessions we will provide activities and opportunities that will help equip our children with the skills they need to stay safe.

2.3 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

3. ROLES AND RESPONSIBILITIES

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this procedure and work in a way that will safeguard and promote the welfare of all of our children at all times.

3.2. It is the responsibility of every member of staff to understand, and to remain vigilant of, the early indicators of family stress, neglect, domestic abuse, or parental mental health struggles.

The Management Committee

3.2 The Management Committee of Little Discoverers is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Management Committee takes collective responsibility to safeguard and promote the welfare of our children, we also have a named member of the Management Committee who champions safeguarding within Little Discoverers.

3.3 The Management Committee will ensure that:

- The safeguarding policy is in place and is reviewed, approved, and endorsed annually or when legislation changes, by the Management Committee. It is referred to in our admission forms and has been written in line with Norfolk Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board policies and procedures.

- The Team Leader/named person is designated to be the Lead Safeguarding Officer having responsibility for safeguarding and child protection, attending appropriate external training to ensure knowledge is up to date in line with NSCB recommendations.

- All staff have undertaken appropriate child protection training in line with NSCB recommendations.

- Staff will attend in house refresher training on an annual basis led by the Lead Safeguarding Officer during September's staff meeting.

- Upon joining, Management Committee Members will participate in Safeguarding Training in accordance with NSCB guidelines. He/she will be required to undertake training equivalent to an 'Introduction to Child Protection' course, unless they have already undergone training and have a valid certificate dated within three years of their start date with Little Discoverers WNSfP. Once this training has been completed, each Committee Member will review the Little Discoverers Child Protection and Safeguarding Policy annually. The Team Leader shall circulate this policy to all Committee Members during the month of September, when the Child Protection Safeguarding Policy is reviewed. The Child Protection/Safeguarding Training Record Form can be viewed in Appendix 4.

- The Designated Safeguarding Leads will ensure that they are aware of any changes to legislation/guidance and will relay this information to the Committee as necessary.

- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;

- The Management committee are committed to safer recruitment practices and follow them in accordance with the requirements of Safeguarding Children and Safer Recruitment in Education 2006;

- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The Management Committee will receive a safeguarding report at Management meetings that will record training that has taken place, the number of staff attending and any outstanding training requirements. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual children.

The Team Leader

3.5 At Little Discoverers the Team Leader/named person is responsible for:

- Having the responsibility of the Senior Designated Professional (SDP);
- Ensuring that policies adopted by the Management Committee are fully implemented and followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively;
- Parents/carers are shown a copy of the Little Discoverers safeguarding policy on joining and informed where they can access this if needed.
- Having an understanding of local "Family Help" pathways (appendix 5) and to share this information with vulnerable families as appropriate to support early intervention and support where vulnerabilities are identified.

The Senior Designated Professional (SDP)

3.6 Any concern for a child's safety or welfare (child protection issues) will be recorded in writing and given to the SDP. Little Discoverers has a responsibility to pass on concerns in relation to the safety of the child to the local appropriate Children's Service. If the situation is judged to be an emergency, then the police should be called first. Parents/carers will be informed of safeguarding issues and referrals as long as there is not a concern that doing so may make the child vulnerable to significant harm or it is a concern of sexual abuse.

If we have a concern about a child or children we will telephone the Children's Advice and Duty Service (CADS) on 0344 800 8021 immediately. We will be put through to a social worker who will take all the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the multi-agency safeguarding hub (MASH) for further investigation, the police or for work with early help. We will not investigate and will be led by the local authority and/or the police.

We will make careful records of all conversations, in ink, including the dates and times of who we spoke to, the information shared, and the action agreed. We do not need to send a written referral.

Full details on this process can be found at www.norfolklscb.org under 'How to Raise a Concern'.

We understand if we are unhappy about a decision made by CADS or MASH we can use the Resolving Professional Disagreements policy on www.norfolklscb.org and contact the Safer Programme for more advice on this process.

Police contacts are detailed under Contacts section 12.
MASH (Multi Agency Safeguarding Hub) number – 0344 800 8020
Children's Services LADO – 01603 223 409
Cambridgeshire Children's Services – 0345 045 5203 (8-6pm Monday
To Friday) 01733 234 724 (out of hours)
Lincolnshire Children's Services – 01522 782 111
Just One Number for Norfolk – 0300 300 0123

3.7 The SDP/Named Management Committee Member from Little Discoverers will represent us at child protection conferences and core group meetings and the SDP will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedures that they need to follow.

3.8 The SDP will maintain written records and child protection files ensuring that they are kept confidentially and stored securely.

3.9 The SDP will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction.

4. PROCEDURES

Role	Name	Contact details
Senior Designated Professional	Team Leader Chloe-Rose Cole	07805427044
Alternate SDP	Team Member Pauline Bennett	07824707917
Named Management Team Member	Alex Hodson	01553 762965
Chair of Management Team	Hazel Colley	07966626232

4.1 All concerns about a child or young person should be reported without delay and recorded in writing.

4.2 The Senior Designated Professional (SDP) should be used as a first point of contact for concerns and queries regarding any safeguarding concern at Little

Discoverers. If the SDP is not available, the alternate SDP should be contacted regarding any concerns.

4.3 When new staff, volunteers or regular visitors join Little Discoverers they will be informed of the safeguarding arrangements in place. They will be given a copy of this safeguarding policy and told who our Senior Designated Professional for Safeguarding is.

4.4 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child/parent, how to record any issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at Little Discoverers and the remit of the role of the Senior Designated Professional. The consequences of breaching this responsibility will be made clear and linked to disciplinary procedures.

4.5 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be given a brief introduction to safeguarding and will then be trained with the rest of the staff team annually.

4.6 All regular visitors and volunteers to Little Discoverers should be made aware of and a set of safeguarding procedures will be available; they will be informed of whom our SDP and alternate staff members are and what the recording and reporting system is (Appendix 1).

4.7 When new children join, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is referenced in the admission forms. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services. A safeguarding section is included in the Welcome Pack including telephone numbers for concerns to be reported to; this is given to parents annually.

5 TRAINING

5.1 All members of staff will undertake appropriate safeguarding training every year in accordance with their roles and responsibilities as well as attending external training as advised by the NSCB every three years.

5.2 Our Management Committee will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all the children at Little Discoverers.

5.3 We actively encourage all our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on www.nscb.norfolk.gov.uk The SDP will also provide regular safeguarding updates for staff.

6 CHILD PROTECTION CONFERENCES

6.1 From time to time staff members may be asked to attend a child protection or child in need conference on behalf of Little Discoverers in respect of individual children. Usually the person representing the school will be the SDP or the alternative SDP. In any case, the person attending will need to have as much relevant up to date information about the child as possible.

6.2 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

6.3 All reports for child protection conference will be prepared in advance using the guidance and report template provided by Children's Services. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at Little Discoverers.

6.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

7 RECORDS AND INFORMATION SHARING

7.1 Members of staff will record any areas of concern in a safeguarding folder, the statements will be dated and signed. If members of staff are concerned about the welfare or safety of any child they will record their concern on the agreed report form (Appendix 1). They should ensure that the report is signed and dated. Any concerns should be passed to the SDP without delay.

7.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the SDP. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

7.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files

will include a chronology, contents front cover and will record significant events in the child's life.

7.4 If a child leaves Little Discoverers and a referral has been made, the SDP will make contact with the SDP at the new school and the file will be forwarded in an appropriately agreed manner.

8 SAFER RECRUITMENT

8.1 At Little Discoverers we will use the recruitment and selection process to deter and reject unsuitable candidates. Adults working (voluntary or paid) will be made aware that Little Discoverers work is exempt from the provision laid down in the

Rehabilitation of Offenders Act 1974. All potential workers will provide references, attend an interview and sign an agreement for a Disclosure and Barring Service (DBS) check to be carried out to an enhanced level and agree to attend Child Protection Training.

8.2 We will maintain a Single Central Register of all Safer Recruitment checks carried out in line with statutory requirements.

9 SAFER WORKING PRACTICE

9.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

9.2 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in Safer Working Practices for Adults who work with Children and Young People in Education Settings, DCSF, March 2009.

10 MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

10.1 Our aim is to provide a safe and supportive environment which secures the well-being and best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

10.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

10.3 We will take all possible steps to safeguard our children and to ensure that the adults at Little Discoverers are safe to work with our children. We will always ensure that the Norfolk Safeguarding Children Board Protocol 27; Allegations against Staff, Carers and Volunteers is adhered to and will seek appropriate advice from the Local

Authority Designated Officer (LADO) when concerns arise. The LADO can be contacted on 01603 223 409.

10.4 If an allegation is made or information is received about an adult who works in our setting which indicates they are unsuitable to work with children, the Member of staff receiving the information should inform the Team Leader immediately. Should

an allegation be made against the Team Leader, this must be reported to the Chair of the Management Committee.

10.5 Neither the Team Leader nor any other member of staff or Management Committee
will investigate these matters. The Team Leader or Chair of the Management Committee will seek advice from the LADO at the earliest opportunity.

11 STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- Working Together to Safeguard Children, DCSF, 2010
- Safeguarding Children and Safer Recruitment in Education, DfES 2006
- Norfolk Safeguarding Children Board procedures
- Briefing for section 5 inspectors on Safeguarding Children, Ofsted, September 2010
- Protocol 27: Allegations Against Staff, Carers and Volunteers, Norfolk Safeguarding Children Board
- Safer Working Practices for Adults who work with Children and Young People in Education Settings, DCSF, March 2009

12 CONTACTS

MASH (Multi agency safeguarding hub) – 0344 800 8020
Children's Services LADO – 01603 223 409
Cambridgeshire Children's Services – 0345 045 5203 (8-6pm Monday
To Friday) 01733 234 724 (out of hours)
Lincolnshire Children's Services – 01522 782111
Police Norfolk 101
Cambridgeshire 101
Lincolnshire 101
NSCB (Norfolk Safeguarding Children Board) website – www.nscb.norfolk.gov.uk
Norfolk community named nurse for safeguarding children can be contacted on 01603 216 999]

If you are a professional, i.e. working with a child or young person in a formal or voluntary setting and not a family member or member of the public, you can contact the Children's Advice and Duty Service on their direct line: 0344 800 8021 8am-8pm Monday to Friday At other times 0344 800 8020.

13 OTHER RELATED POLICIES

- Health and safety
- Complaints procedure
- Disabled access
- Equal opportunities
- Positive behaviour
- Risk assessment
- Standards of conduct

Appendix 1: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at West Norfolk School for Parents we take this responsibility seriously.

If you have any concerns about a child at WNSfP, you must share this information immediately with our Senior Designated Professional or the alternate post holder.

Any concerns related to child protection, for example, physical, emotional, sexual abuse or neglect; you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of any relevant information is attached to this and others can be obtained from the Team Leader. Please ensure you complete all sections as described.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Team Leader. If an allegation is made about the Team Leader you should pass this information to the Chair of the Management Committee.

The people you should talk to at WNSfP are:

- Senior Designated Professional: Team Leader
  Contact Number: **07805427044**
- Alternate Designated Professional: Team Member
  Contact Number: **07824707917**
- Chair of Management Committee: Hazel Colley **07966626232**
- Senior Designated Professional (Committee): Alex Hodson **01553 762965**

At West Norfolk School for Parents we strive to safeguard and promote the welfare of all of our children.

Little Discoverers, West Norfolk School for Parents, Address: Little Discoverers, West Norfolk School for Parents, c/o Alive Lynnsport, Greenpark Avenue, King's Lynn, PE30 2NB. Tel: 07805427044
email: teamleader@littlediscoverers.co.uk.
website: www.littlediscoverers.co.uk.

Little Discovers, West Norfolk School for Parents is a Registered Charity No: 1125400

Appendix 2: Safeguarding Form and Body Map

Staff, volunteers and regular visitors are required to complete this form and pass it to the Team Leader if they have a safeguarding concern about a child at West Norfolk School for Parents.

Full Name of Child:	Date of Birth:	Your Name and Position:
Nature of Concern/Type of Suspected Abuse/Disclosure		
Please include where you were when concerns were raised, what you saw, who else was there, what the child did or said and what you said.		
Was there an injury? Yes/No		Did you see it? Yes/No
Describe the injury:		
Have you filled in a body plan to show where the injury is and its approximate size? Yes/No		
Was anyone else with you? Who?		
Has this happened before? Yes/No	Did you report the previous incident? Yes/No	
Who are you passing this information to? Name: Position:		Date: Time:
You signature: Date:		

Action taken by SDP:

Referred to…?

Police ☐ Social Service ☐ Other ☐

Parents informed? Yes/No (If No, state reason)

Feedback given to…?

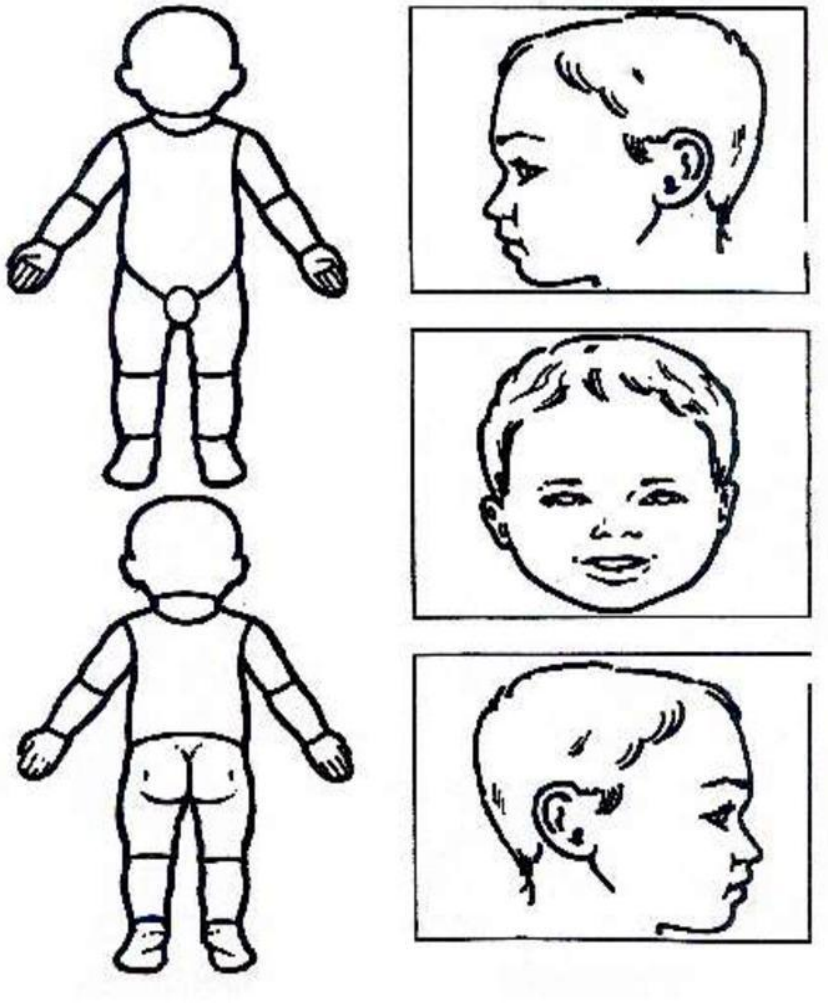
Chair of MG ☐ Designated MG Member ☐ Person who recorded disclosure ☐

Full Name:

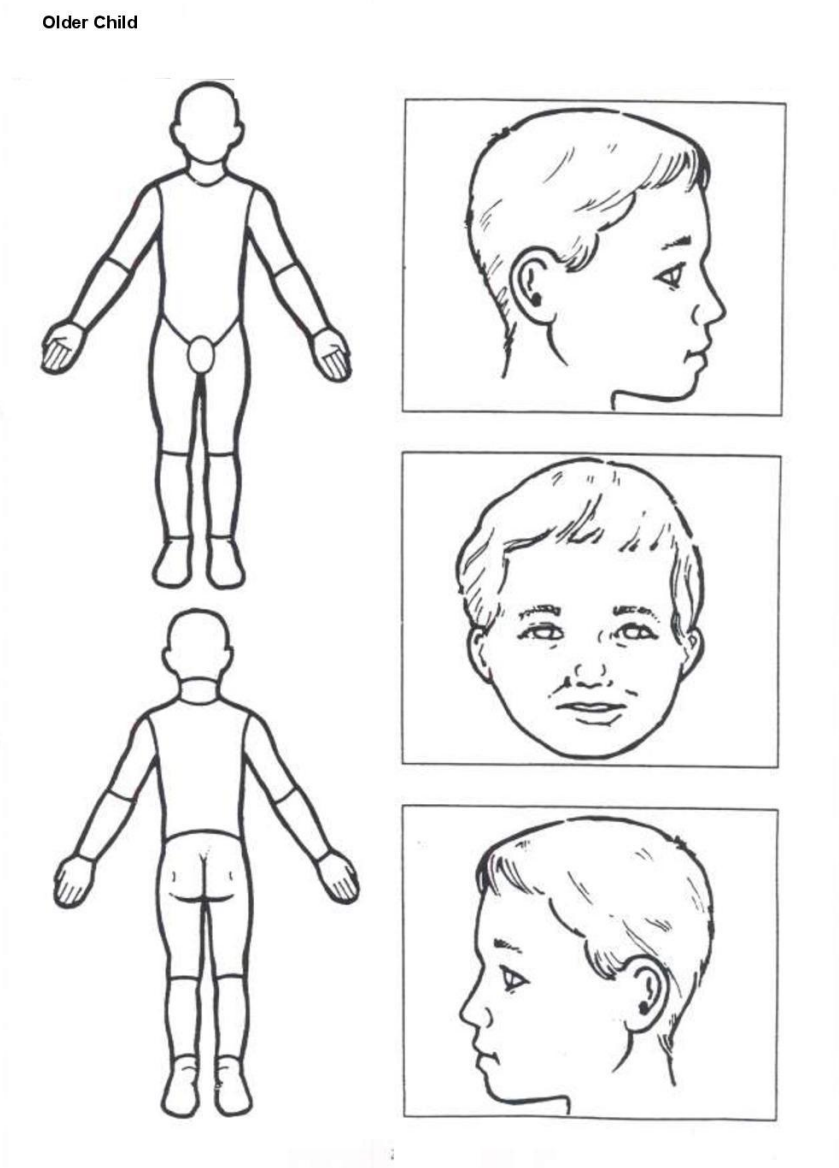
SDP Signature:

Body Map

Young Child



Body Map



Appendix 3: Government Child Protection and Safeguarding guidelines – "Keeping Children Safe in Education Part 1"
(To be updated with the current guidelines annually)

Please visit: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

APPENDIX 4

CHILD PROTECTION / SAFEGUARDING TRAINING RECORD

Statement from the Child Protection Safeguarding Policy : Management Committee Members to attend Child Protection Safeguarding Training equivalent to an 'Introduction to Child Protection' course, unless they have already undergone training and have a valid certificate dated within three years of their start date with Little Discoverers. Once this training has been completed, each Committee Member will familiarise themselves with the current Government Child Protection Safeguarding guidelines **annually**. Documents containing this information shall be circulated to all by the Team Leader during the month of September, when the Child Protection Safeguarding Policy is reviewed.

LITTLE DISCOVERERS
SAFE GUARDING RECORD

Name of staff member / Job Title	Course title	Awarding body	Date awarded

APPENDIX 5

LOCAL FAMILY HELP OFFER

Norfolk offers family help mainly through its Best Start Family Hubs, Early Help services, and the Family Information Service, which provide support for children 0–19 (or up to 25 with SEND), including parenting advice, childcare guidance, health support, and referrals for more specialist help.

What Support Is Available

1. Early Help (Norfolk County Council)

- Supports families with children up to 18 (25 with SEND).
- Offers advice on parenting, finances, mental health, and early intervention.
- Aims to prevent small issues from becoming bigger problems. Norfolk County Council

2. Best Start Family Hubs

- Central access point for parenting, health, childcare, and wellbeing support.
- Available online and in person across Norfolk.
- Covers ages from pregnancy to 19 (or 25 with SEND).
- Provides help with child development, home life, money, housing, and emotional wellbeing.
- Contact via **Just One Number: 0300 300 0123**. justonenorfolk.nhs.uk

3. Family Information Service (FIS)

- Free, confidential information for parents, carers, and professionals.
- Helps with childcare options, early education, SEND support, and home learning.Contact: **fis@norfolk.gov.uk** or **0344 800 8020**. Norfolk County Council

4. Requesting Support

- Families, professionals, or volunteers can submit a request for support online.
- Early Help advisors triage and direct families to the right services.
- Includes access to ECFS (Early Childhood & Family Service), Home-Start Norfolk, and the Healthy Child Programme.