



Safeguarding and Welfare Policy

Policy Statement:

At Penguin Preschool, we are fully committed to safeguarding and promoting the welfare of all children in our care. We believe that all children have a right to protection from abuse and harm, and we aim to provide a safe, secure, and nurturing environment where children aged 2 to 4 can learn, grow, and thrive.

1. Legal Framework

This policy has been developed in accordance with the following statutory and non-statutory guidance:

- Children Act 1989 & 2004
 - Education Act 2002
 - The Early Years Foundation Stage (EYFS) Statutory Framework (2024)
 - Working Together to Safeguard Children (2018, updated 2023)
 - Keeping Children Safe in Education (2023)
 - Childcare Act 2006
 - Equality Act 2010
 - Prevent Duty Guidance (2015)
 - Data Protection Act 2018 / UK GDPR
-

2. Aims and Objectives

- To ensure children are safe from harm, neglect, abuse, and exploitation.
 - To promote a culture of safeguarding throughout the preschool.
 - To work in partnership with parents, carers, and external agencies to safeguard children.
 - To ensure all staff are suitable, qualified, and trained to meet children's needs safely.
 - To provide a safe, supportive, and inclusive learning environment.
-

3. Designated Safeguarding Lead (DSL)

Penguin Preschool has a named **Designated Safeguarding Lead (DSL) Helen Noon** and at least one **Deputy DSL Sarah Fielding**.

- The DSL is responsible for safeguarding and child protection matters.
 - The DSL and deputy receive updated training every two years and maintain current knowledge through regular safeguarding updates.
 - Staff are made aware of who the DSL and deputies are.
-

4. Safeguarding Procedures

- All concerns about a child's welfare will be recorded and reported to the deputy DSL (Sarah Fielding) or DSL (Helen Noon). In their absence other onsite DSL team members are available. These are listed on the poster on the back of the staff toilet doors.
 - All staff are aware of their duty of care. That they can report directly to First Response duty line on 0116 3050005 if they feel that a child is at immediate risk of harm.
 - Concerns will be logged on CPOMS online monitoring tool as soon as possible, before the end of working day.
 - Concerns will be escalated to the Local Authority Designated Officer (LADO) or Children's Social Care when necessary.
 - Staff understand their duty to report concerns and whistleblow where management fails to take appropriate action.
-

5. Suitable People, Qualifications, Training and Skills

- All staff are subject to enhanced DBS checks, identity verification, and reference checks prior to employment.
 - Staff qualifications meet or exceed EYFS requirements:
 - The Manager holds a minimum Level 3 qualification, with leadership experience.
 - At least one person with a full Paediatric First Aid certificate is present at all times.
 - Staff receive regular safeguarding training, including:
 - Prevent Duty
 - Female Genital Mutilation (FGM) awareness
 - Online safety
 - Behaviour management
 - SEND awareness
 - All staff complete induction and ongoing CPD to enhance safeguarding and welfare skills.
-

6. Staff to Child Ratios

Penguin Preschool adheres strictly to the EYFS staff-to-child ratios:

- 2-year-olds: 1 adult to 5 children
- 3- to 4-year-olds: 1 adult to 8 children (or 1:13 if the staff member is a qualified teacher or Level 6 early years educator)

We ensure that:

- Children are adequately supervised at all times.
 - Key person systems are in place to promote individualised care and secure attachments.
-

7. Behaviour Support

- Positive behaviour is promoted through consistent strategies, praise, and encouragement.
 - The use of corporal punishment, including threats, is strictly prohibited.
 - Staff support children in understanding emotions and resolving conflict peacefully.
 - Behaviour concerns are logged, discussed with parents, and managed in partnership with external agencies if required.
-

8. Safety and Suitability of Premises and Environment

- Daily risk assessments are conducted for all rooms, outdoor spaces, and equipment.
 - Premises are secure, clean, and well-maintained, with appropriate child-proofing and security systems in place.
 - Fire drills are conducted termly, and all staff are trained in evacuation procedures.
 - Visitors are logged and supervised.
 - Health and hygiene protocols are followed in line with Public Health England guidelines.
 - Food preparation areas are regularly inspected.
 - Accessibility is ensured for children with additional needs and disabilities.
-

9. Child Protection

- All staff are trained to recognise signs of abuse and neglect, including:
 - Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Disclosures are recorded factually and escalated immediately to the DSL. The DSL will then action these in line with safeguarding procedures.
 - Allegations against staff are handled in line with LADO procedures.
 - We work in multi-agency partnership to support children at risk.
-

10. Confidentiality and Information Sharing

- All information is stored securely and shared only on a need-to-know basis.
 - The preschool follows UK GDPR requirements for data protection and privacy.
 - Concerns are shared with professionals where it is in the best interests of the child.
-

11. Inclusion and Equal Opportunity

- We provide a welcoming environment free from discrimination.
 - Cultural, religious, and linguistic needs are respected and accommodated.
 - Children with SEND or additional needs receive tailored support via Individual Learning Plans and EHCPs where applicable.
-

12. Monitoring and Review

- This policy is reviewed annually or as legislation and guidance change.
 - Incidents, concerns, and safeguarding procedures are monitored by the DSL and Senior Leadership Team.
-

Reviewed by S Fielding 17/8/2026