

Safeguarding and Child Protection Policy

Policy statement. Morning Glory Pre-School is committed to safeguarding and promoting the welfare of every child in our care. In keeping with our ethos — where every child is seen, heard and celebrated, we provide a safe, nurturing environment and act on any concern about a child's welfare without delay. This policy sets out how we recognise, record, report and respond to safeguarding concerns.

Scope

This policy applies to everyone connected with the setting — all staff, students, volunteers, visitors and committee or company members — and to every child in our care. Safeguarding is everyone's responsibility, and all adults are expected to act on any concern about a child.

Legal Framework

This policy is informed by national legislation and statutory guidance, including:

- EYFS Statutory Framework for group and school-based providers (effective 1 September 2025)
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education 2025
- Children Act 1989 and 2004; Childcare Act 2006
- Childcare (Disqualification) Regulations 2018
- Counter-Terrorism and Security Act 2015 (Prevent duty)
- Equality Act 2010 and the UN Convention on the Rights of the Child
- Waltham Forest Safeguarding Children Partnership procedures

Roles and Responsibilities

Our Designated Safeguarding Lead (DSL) is Abioseh Gibson and our Deputy DSL is Timara Palmer. The DSL takes lead responsibility for safeguarding and is the first point of contact for staff, parents and external agencies. The DSL is responsible for:

- Ensuring all staff understand and follow this policy and know how to raise a concern
- Receiving and acting on safeguarding concerns, and making referrals to the local authority
- Keeping up to date through appropriate DSL-level training, refreshed at least every two years
- Maintaining secure, accurate safeguarding records and liaising with partner agencies

All staff are responsible for being alert to the signs of abuse and neglect, recording and reporting concerns promptly, and never promising a child that they will keep a worry secret. The Owner and Director are responsible for ensuring effective safeguarding arrangements are in place and resourced.

Recognising Abuse and Neglect

All staff are trained to recognise the four categories of abuse and the signs that a child may be at risk:

- Physical abuse — for example unexplained injuries, bruising or marks
- Emotional abuse — for example fearfulness, withdrawal or low self-worth
- Sexual abuse — for example age-inappropriate knowledge or behaviour
- Neglect — for example poor hygiene, hunger, or unmet medical or developmental needs

Reporting a Concern About a Child — Step by Step

- Step 1 — Respond: stay calm and listen. Do not ask leading questions, investigate, or promise confidentiality. Reassure the child.

- Step 2 — Record: write down what was seen or heard factually on the same day, using the child's own words where possible, then sign and date it.
- Step 3 — Report: pass the concern to the DSL (or Deputy DSL) immediately. A concern is never held overnight.
- Step 4 — Refer: the DSL decides on next steps and, where the threshold is met, refers to the Waltham Forest MASH. If a child is in immediate danger, call 999 without delay.
- Step 5 — Review and follow up: all actions and outcomes are recorded and the DSL follows up referrals. Any member of staff who feels a concern has not been acted upon may refer directly to the MASH or Ofsted.

If a Child Makes a Disclosure

If a child tells a member of staff something that raises concern, the member of staff:

- Stays calm, listens carefully and gives the child their full attention
- Reassures the child that they have done the right thing in telling someone
- Does not promise to keep it secret, and explains gently that they need to tell someone who can help
- Does not ask leading or probing questions, interrupt, or put words to what the child is saying
- Records exactly what the child said, in the child's own words, as soon as possible, and reports it to the DSL straight away

Key Contacts

- Waltham Forest MASH: 020 8496 2310
- Emergency: 999 | Police non-emergency: 101
- LADO (allegations against staff): 020 8496 4600 (see Allegations Against Staff Policy)
- Ofsted: 0300 123 1231 | NSPCC Helpline: 0808 800 5000

Specific Safeguarding Issues

- Female genital mutilation (see FGM Policy)
- Radicalisation and extremism (see British Values and Prevent Duty Policy)
- Child sexual and criminal exploitation, including county lines
- Domestic abuse, including children witnessing abuse in the home
- Neglect, which is the most common reason for a child protection plan in young children
- Online harms (see Online Safety and Social Media Policy)
- Fabricated or induced illness, and concerns arising from a child's presentation or attendance
- Bruising or any injury in a child who is not yet independently mobile, which is always treated as a safeguarding concern and referred

Low-Level Concerns About Adults

We maintain an open culture in which staff feel able to share any concern about an adult's behaviour towards children, however small or "below the threshold" it may seem. Low-level concerns are shared with the manager or DSL, recorded, and reviewed so that any pattern is identified early. Where a concern meets the threshold of an allegation, we follow the Allegations Against Staff Policy.

Child-on-Child Behaviour

We recognise that young children are still learning to manage their feelings and behaviour. Where one child hurts another, we respond with care for both children and consider whether there are any underlying welfare needs, following our Behaviour Management and, where needed, our safeguarding procedures.

Safeguarding Training



The DSL and Deputy DSL undertake DSL-level training, refreshed at least every two years. All staff complete safeguarding training at induction and regular updates in line with the minimum safeguarding training requirements introduced in the EYFS (September 2025), so that every member of the team can identify and report concerns confidently.

Safer Recruitment, Records and Information Sharing

- All staff are recruited and vetted in line with our Safer Recruitment Policy, including enhanced DBS and suitability checks
- Safeguarding records are kept securely, separately from the child's general file, and retained in line with our Confidentiality and Data Protection Policy
- Information is shared on a need-to-know basis; the law (UK GDPR and Working Together 2023) permits sharing without consent where this is necessary to safeguard a child

Reviewed: May 2026 | Next review: May 2027