

Catholic Children's Society

Safeguarding and Child Protection Procedures

Early Years Foundation Stage Settings

This document is for any Catholic Children's Society (CCS) staff, volunteers or consultants/contractors working in Early Years Foundation Stage (EYFS) settings. It sets out detailed guidance on how to respond to, report, record, and monitor actions relating to safeguarding and child protection concerns. It should be read in conjunction with the following documents:

- CCS Safeguarding and Child Protection Policy
- The Local Authority safeguarding and child protection policies and guidance
- CCS policies for mobile phones and cameras in EYFS settings
- CCS Safe Touch Policy

CCS's Senior Designated Safeguarding Lead (SDSL) is the Head of School Services & Safeguarding. The Designated Safeguarding Lead (DSL) for both St Francis Family Centre and St Mark's Stay & Play is the St Francis Family Centre Coordinator. The contact details for the SDSL and DSL are included in the [CCS Safeguarding Contact Sheet](#)

1. Immediate action when a disclosure is made/concern is apparent

- Treat the concern seriously and take all reasonable steps to protect the child.
- Call an ambulance if urgent medical attention is needed and immediately inform the setting's Designated Safeguarding Lead (DSL), or the appointed deputy.
- Talk to the child according to age, understanding and special needs.
- Explain to the child that what it is you have noticed, or what they have told you, that makes you concerned for them.
- Do not ask leading questions and keep an open mind.
- Do not interrupt, make assumptions, offer suggestions or alternative explanations.
- Repeat back to the child what you heard them say, in their words to ensure that you have understood what they have told you.
- Do not attempt to investigate the concern.
- Tell the child what will happen next and include them in the process as much as is possible and appropriate.
- Reassure the child that they have done the right thing by telling you and that their safety is important to you.
- Do not give false reassurance; where you are not sure what will happen you must be honest.
- Inform the named DSL in the setting, who should then inform CCS's Senior Designated Safeguarding Lead (SDSL) (or designated deputy) by telephone.

2. Actioning the safeguarding concern

- A written record of the concern must be made recording only the facts, in the child's words where this is appropriate. Include the date, time and persons present.
- The setting's DSL will record the concern as a 'Safeguarding Case' on the CCS Salesforce CRM. Only the facts will be recorded and the concern must be recorded concisely.
- Local arrangements for safeguarding in the EYFS will be published by the 'Local Safeguarding Partnership' and these must be followed when making a decision on what action should be taken in response to any concerns raised. These will include contact details of social care.
- If the DSL is in any doubt around what action to take then they must take advice from the 'Local Safeguarding Partnership', this may be known as Multi-Agency Safeguarding Hub (MASH) or Local Safeguarding Children Partnership (LSCP).
- It is good practice that concerns about children should be discussed with parents/carers, and agreement sought for any referral to social care. However, if such a discussion is likely to place the child at further risk of significant harm, either through delay or the actions/reactions of parents, then this should not take place. The DSL's reasons for not discussing the concern with parents/carers should be documented on the CCS Salesforce CRM and in any referral to social care.
- If parents/carers withhold permission, then they should be informed of why a referral has been made against their wishes, and this should be included in the referral. This should also be documented on the CCS Salesforce CRM.
- If the allegation is made about an adult working or volunteering at the setting then the Local Authority Designated Officer (LADO) must be consulted, and the correct course of action agreed. CCS's SDSL must also be informed.
- Where an allegation is made against a member of staff or volunteer who works at St Francis Family Centre then the SDSL will contact the CEO immediately and they will inform Ofsted.

All the above actions should take place on the day that the concern is raised. The SDSL (or designated deputy) should be informed if there are any actions outstanding.

3. Monitoring the safeguarding concern

- The DSL will monitor and record all initial, and subsequent, actions to safeguard the child which have been completed, either by external agencies or the parents/carers.
- Record all monitoring action on the CCS Salesforce CRM.
- Once the DSL is satisfied all appropriate actions have been taken they must submit an 'Approval Request' to the SDSL via the CCS Salesforce CRM.
- The DSL may seek support from the SDSL to consider any further support the child and family may need after a safeguarding concern has been actioned. The impact of the actions taken on the relationship with the family should be explored.

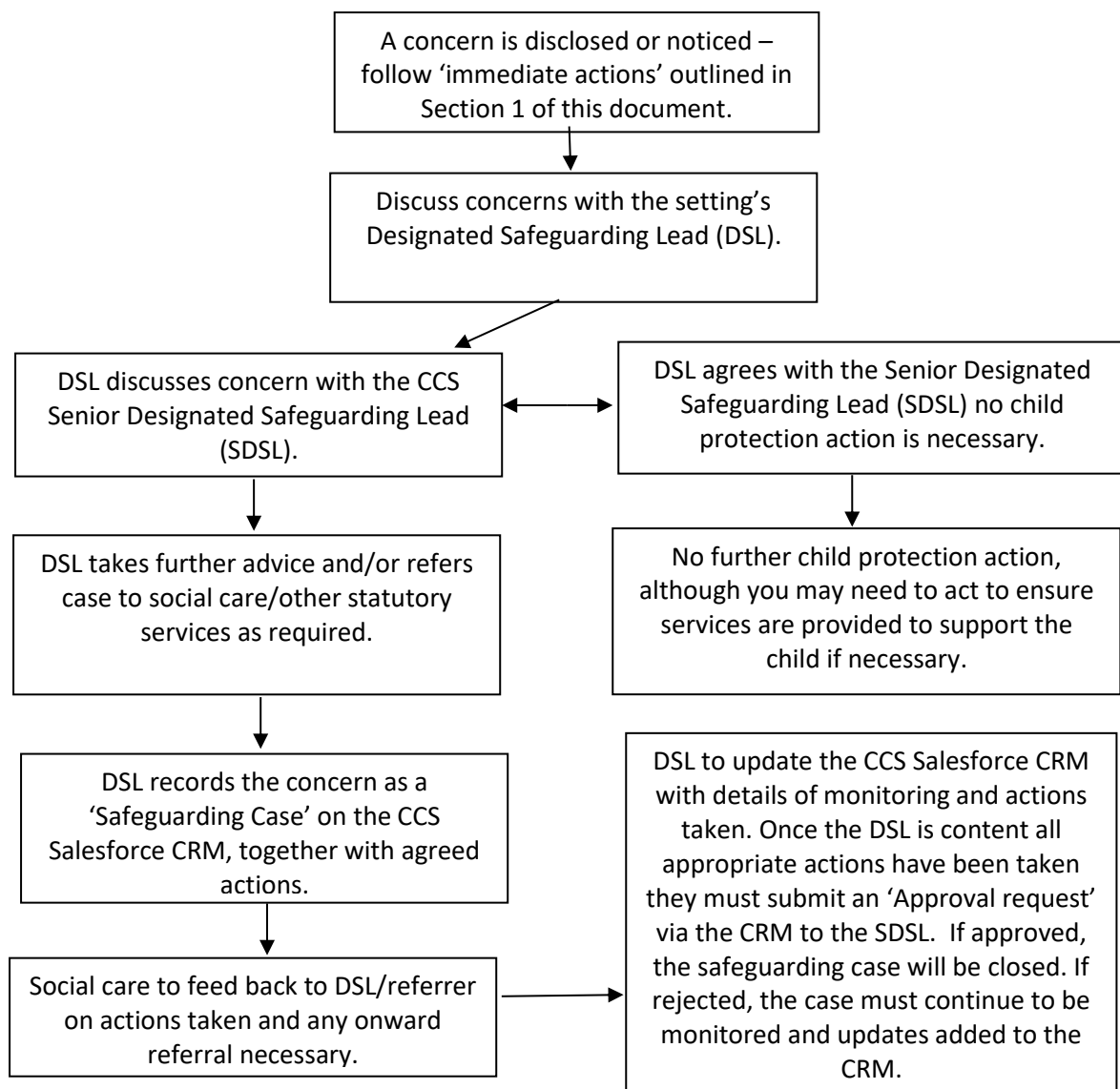
4. Confidentiality and information sharing

- Information must be shared with external agencies in line with appropriate legislative and statutory frameworks. See the CCS Safeguarding & Child Protection Policy for more details.
- Any electronic transmission of documents must be secure. This will require documents to be password protected. Personal email addresses must never be used to share information.

5. Recording safeguarding information & allocating thresholds

- Detailed guidance on how to capture safeguarding information on the CCS Salesforce CRM, including monitoring actions, is available [here](#)

6. Flow chart: Safeguarding procedures – Early Years Settings



CCS reserves the right to escalate the concern where agreement cannot be reached on the actions taken.