



**Updated August 2025**  
**Next Update due August 2026**

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## Policy Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to.

We maintain an attitude of “it could happen here” where safeguarding is concerned.

The purpose of this policy is to provide staff, volunteers and directors with the framework they need in order to keep children safe and secure in our pre-school and to inform parents and guardians how we will safeguard their children whilst they are in our care.

Specific guidance is available to staff within the procedure documents.

## Aims

- To provide staff with the framework to promote and safeguard the wellbeing of children and in so doing ensure they meet their statutory responsibilities.
- To ensure consistent good practice across the pre-school.
- To demonstrate our commitment to protecting children.

## Safeguarding & Child Protection Contact Numbers

### MEMBERS OF THE PUBLIC

Hampshire Children’s Services	<b>0300 555 1384</b>
(Out of Hours for the above)	<b>0300 555 1373</b>

### Or complete an online for

[https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfuF0yGnB20OQGNm8y76i6st5KjLynMWBE\\_u9UNik1R0czVDQ0UFQyQkU0UVNSMUQ3M1g5US4u](https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfuF0yGnB20OQGNm8y76i6st5KjLynMWBE_u9UNik1R0czVDQ0UFQyQkU0UVNSMUQ3M1g5US4u)

If it is an emergency and a child is in immediate danger, call 999!

### PROFESSIONALS

For children living in the Hampshire Local Authority area, professionals should complete the online [Inter-Agency Referral Form](#) for all social care referrals, information shares/requests and updates. The [Hampshire and Isle of Wight Safeguarding Children Partnerships and Children’s Trust Thresholds Chart](#) can help you to identify the risks and types of services a family may need.

**For urgent child protection enquiries, professionals can telephone: 01329 225379.**

The [FAQ](#) section includes detailed information regarding the Children’s Reception Team (CRT) and the Multi-Agency Safeguarding Hub (MASH).

More information on how to make a referral can be found on the [HIPS Procedures website](#).

### CONCERNED ABOUT SOMEONE WORKING WITH CHILDREN?

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity), contact the Local Authority Designated Officer (LADO).

This service no longer provides a telephone service, for information please refer to the Hampshire County website pages via [www.hants.gov.uk](http://www.hants.gov.uk) and type in LADO, then select the 'allegations against people in a position of trust' option. This will take you to the initial enquiry or referral form. These forms are prioritised.

For further guidance and the role of the LADO, please see Hampshire County Council's guide on [Allegations against people in a position of trust](#) and the [Allegations Against Staff or Volunteers HIPS Procedure](#).

## Definitions

Within this document:

**Child protection** is an aspect of safeguarding but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm.

The term **staff** applies to all those working for or on behalf of the pre-school, full time or part time, in either a paid or voluntary capacity. This also includes parents and directors.

**Child** refers to all young people who have not yet reached their 18th birthday. On the whole, this will apply to children of our pre-school; however, the policy will extend to visiting children and students from other establishments

**Parent** refers to birth parents and other adults in a parenting role for example adoptive parents, step-parents, guardians and foster carers.

**Abuse** could mean neglect, physical, emotional or sexual abuse or any combination of these. Parents, carers and other people can harm children either by direct acts and / or failure to provide proper care. Explanations of these are given within the procedure document.

**HSCP** refers to the Hampshire Safeguarding Children's Partnership

**DSL** refers to the Designated Safeguarding Leader

**DDSL** refers to the Deputy Designated Safeguarding Leader

**DfE** refers to the Department for Education

**KCSiE** refers to Keeping Children Safe in Education

**HCC** refers to the Hampshire County Council

**Senior Management Team** refers to the Early Years' Manager, the Deputy Early Years' Manager and the Room Leaders.

## Principles and Values

1. Children have a right to feel secure and cannot learn effectively unless they do so.
2. All children have a right to be protected from harm.
3. All staff have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm, either in the pre-school or in the community, taking into account contextual safeguarding, in accordance with the guidance.

4. We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children.
5. Whilst the pre-school will work openly with parents as far as possible, it reserves the right to contact Children's Social Care or the police, without notifying parents if this is believed to be in the child's best interests.

### Leadership and Management

We recognise that staff anxiety around child protection can compromise good practice and so have established clear lines of accountability, training and advice to support the process and individual staff within that process.

In this pre-school any individual can contact the Designated Safeguarding Lead (**DSL**) or the Deputy Designated Safeguarding Leader (**DDSL**) if they have concerns about a young person.

The **DSL** is Jenny Bounds and the **DDSL** is Karen Manley. The DDSL and the directors will receive reports of allegations against the Early Years' Manager.

As an employer we comply with the Safer Recruitment as set out in KCSiE 2025 guidance including informing shortlisted candidates that on line searches will be carried out.

### Training

All staff in our pre-school are expected to be aware of the signs and symptoms of abuse and must be able to respond appropriately. Training is provided as required via the NSPCC website, Hampshire County Council training as well as in-house training and staff meetings. Separate training is provided to all new staff on appointment via the NSPCC website, staff induction training as well as staff meetings / in-house training. The DSL will attend training at least every other year to enable them to fulfil their role.

Any update in national or local guidance will be shared with all staff in briefings and then captured in the next whole pre-school training. This policy will be updated during the year to reflect any changes brought about by new guidance.

### Referral

Following any concerns raised, the DSL will assess the information and consider if significant harm has happened or there is a risk that it may happen. If the evidence suggests the threshold of significant harm, or risk of significant harm has been reached, or if it is not clear if the threshold is met, then the DSL will contact Children's Social Care and if appropriate the police. If the DSL is not available or there are immediate concerns, the staff member will refer directly to the DDSL or Children's Social Care and the police if appropriate.

If the DSL is not sure whether to inform the parents before making a referral, advice will be sought from the Children's Social Care Professional Helpline.

N.B. The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the staff to report directly to the police. The DSL should also be made aware.

## Confidentiality

- We maintain that all matters relating to child protection are to be treated as confidential and only shared as per the 'Information Sharing Advice for Practitioners' (DfE 2024) guidance
- There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection.
- Information will be shared with individuals within the pre-school who 'need to know'.
- All staff are aware that they cannot promise a child to keep a disclosure confidential.

## As a pre-pre-school we will educate and encourage children to keep safe through:

- The content of the curriculum
- A pre-school ethos which helps children to feel safe and able to talk freely about their concerns, believing that they will be listened to and valued.

## Dealing with allegations against staff

If a concern is raised about the practice or behaviour of a member of staff this information will be recorded and passed to the Early Years' Manager. The Local Authority Designated Officer (LADO) will be contacted, and the relevant guidance will be followed

If the allegation is against the Early Years' Manager, the person receiving the allegation will contact the LADO, DDSL or the directors.

## Dealing with allegations against children

If a concern is raised that there is an allegation of a child abusing another child within the pre-school, the "Child on Child Abuse" guidance will be followed (Annex 6).

### Legal context

Section 175 of the Education Act 2002; the Education (Independent Pre-pre-school Standards) Regulations 2014; the Non-Maintained Special Pre-pre-schools (England) Regulations  
Children Act 2004 & 1989

### Guidance

Hampshire Safeguarding Children Partnership protocols and guidance and their procedures  
[Working Together to Safeguard Children \(2023\)](#)  
[FGM Act 2003 Mandatory Reporting Guidance \(2016\)](#)  
[Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

## Annual review

As a pre-pre-school, we review this policy at least annually in line with DfE, HSCP and HCC requirements and other relevant statutory guidance.

## Roles and responsibilities within Stockton House Pre-school

### Staff responsibilities

All staff have a key role to play in identifying concerns early and in providing help for children. To achieve this, they will:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.

- Ensure children know that there are adults in the pre-school who they can approach if they are worried or have concerns.
- Plan opportunities within the curriculum for children to develop the skills they need to assess and manage risk appropriately and keep themselves safe.
- Attend training in order to be aware of and alert to the signs of abuse.
- Maintain an attitude of “it could happen here” with regards to safeguarding.
- Be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Recognise that abuse, neglect or other adverse childhood experiences, can have an impact on the mental health, behaviour and education of children.
- Record their concerns if they are worried that a child is being abused and report these to the DSL as soon as practical **that day**. If the DSL is not contactable immediately a Deputy DSL should be informed.
- Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available.
- Follow the allegations procedures (Annex 5) if the disclosure is an allegation against a member of staff.
- Follow the procedures set out by the HSCP and take account of guidance issued by the DfE.
- Support children in line with their child protection plan.
- Treat information with confidentiality but never promising to “keep a secret”.
- Notify the DSL or their Deputy of any child on a child protection plan or child in need plan who has unexplained absence.
- Have an understanding of early help and be prepared to identify and support children who may benefit from early help (Annex 11)
- Liaise with other agencies that support children and provide early help.
- Ensure they know who the DSL and Deputy DSL are and know how to contact them.
- Have an awareness of the Child Protection Policy, the Behaviour Policy, the Staff Behaviour Policy (or Code of Conduct), procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.

### Senior Management Team Responsibilities

- Contribute to inter-agency working in line with Working Together to Safeguard Children 2023 guidance
- Provide a coordinated offer of early help when additional needs of children are identified
- Ensure staff are alert to the various factors that can increase the need for early help (para 18 KCSiE 2025)
- Working with Children’s Social Care, support their assessment and planning processes including the pre-school’s attendance at conference and core group meetings.
- Carry out tasks such as training of staff, safer recruitment and maintaining a single central record.
- Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the pre-school.
- Treat any information shared by staff or children with respect and follow agreed policies and procedures.

- Ensure that allegations or concerns against staff are dealt with in accordance with guidance from Department for Education (DfE), Hampshire Safeguarding Children Partnership (HSCP) and Hampshire County Council (HCC)
- Determine if a concern about a member of staff is “low level concern” or an allegation (See Keeping Children Safe in Education 2023 Part 4 section 2 paragraph 399)

### Director responsibilities

- Ensure the pre-school has effective safeguarding policies and procedures including a Child Protection Policy, a Staff Behaviour Policy or Code of Conduct, a Behaviour Policy and a response to children who go missing from education.
- Ensure HSCP is informed in line with local requirements about the discharge of duties via the annual safeguarding audit.
- Ensure recruitment, selection and induction follows safer recruitment practice including all appropriate checks.
- Ensure allegations against staff are dealt with by the Early Years’ Manager. Allegations against the Early Years’ Manager are dealt with by the DDSL or Directors.
- Ensure a member of the Senior Leadership Team is appointed as Designated Safeguarding Lead (DSL) and has this recorded in their job description.
- Ensure staff have been trained appropriately and this is updated in line with guidance.
- Ensure any safeguarding deficiencies or weaknesses are remedied without delay.
- Identify a nominated director for safeguarding is identified.

DSL responsibilities (to be read in conjunction with DSL role description in KCSiE (pg 171))

In this pre-pre-school:

The DSL is **Jenny Moore**

The Deputy DSL is **Karen Manley**

In addition to the role of all staff and the senior management team the DSL will:

- Refer cases to social care, and the police where appropriate, in a timely manner avoiding any delay that could place the child at more risk.
- Assist the Directors in fulfilling their safeguarding responsibilities set out in legislation and statutory guidance
- Attend appropriate training and demonstrate evidence of continuing professional development to carry out the role.
- Ensure every member of staff knows who the DSL and the Deputy are, have an awareness of the DSL role and know how to contact them.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns about a child to the DSL and concerns about an adult to the Early Years’ Manager; or to DDSL or Directors if it is regarding the Early Years’ Manager.
- Ensure whole pre-school training occurs regularly with at least annual updates so that staff and volunteers can fulfil their responsibilities knowledgeably.

- Ensure any members of staff joining the pre-school outside of the agreed training schedule receive induction prior to commencement of their duties
- Keep records of child protection concerns securely and separately from the main child file and use these records to assess the likelihood of risk
- Ensure that safeguarding records are transferred accordingly (separate from child files) and in a timely fashion when a child transfers pre-school
- Ensure that where a child transfers pre-school and is on a child protection plan or is a child looked after, their information is passed to the new pre-school immediately and that the child's social worker is informed. Consideration is given to a transition meeting prior to moving if the case is complex or on-going.
- Be aware of the training opportunities and briefings provided by HSCP to ensure staff are aware of the latest local guidance on safeguarding
- Develop, implement and review procedures in the pre-school that enable the identification and reporting of all cases, or suspected cases, of abuse
- Meet any other expectations set out for DSLs in KCSiE 2025

## Child Protection Procedures

### Overview

The following procedures apply to all staff working in the pre-school and will be covered by training to enable staff to understand their role and responsibility.

The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are concerned that a child is being harmed or is at risk of harm.

The prime concern at all stages must be the interests and safety of the child. Where there is a conflict of interest between the child and an adult, the interests of the child are paramount and the adult must declare that conflict of interest.

All staff are aware that very young children, those disabilities, special needs or with language delay may be more likely to communicate concerns with behaviours rather than words. Additionally, staff will question the cause of knocks and bumps in children who have limited mobility.

### **If a member of staff suspects abuse, spots signs or indicators of abuse, or they have a disclosure of abuse made to them they must:**

1. Make an initial record of the information (via the Cause for Concern Form; See Appendix 2)
2. Report it to the DSL immediately
3. The DSL will consider if there is a requirement for immediate medical intervention, however urgent medical attention should not be delayed if the DSL is not immediately available (see point 8 below)
4. Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence, of all that has happened, including details of:
  - Dates and times of their observations
  - Dates and times of any discussions in which they were involved.
  - Any injuries
  - Explanations given by the child / adult
  - What action was taken
  - Any actual words or phrases used by the child
  - The records must be signed and dated by the author
5. In the absence of the DSL or their Deputy, be prepared to refer directly to Children's Social Care (and the police if appropriate) if there is the potential for immediate significant harm contact information is on the notice boards in the (Office, Staff Room and Classrooms, this policy and the toilets within the pre-school).

### Following a report of concerns the DSL / DDSL must:

1. Decide whether or not there are sufficient grounds for suspecting significant harm, in which case a referral must be made to Children's Social Care and the police if it is in keeping with the National Police Chiefs Council ["When to call the Police"](#) guidance. The rationale for this decision should be recorded by the DSL
2. Normally the pre-school should try to discuss any concerns about a child's welfare with the family and where possible seek their agreement before making a referral to Children's Social

Care. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could have an impact on a police investigation. Where there are doubts or reservations about involving the child's family, the DSL should clarify with Children's Social Care or the police whether the parents should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child's views should also be taken into account when appropriate.

3. If there are grounds to suspect a child is suffering, or is likely to suffer, significant harm the DSL (or Deputy) must contact Children's Social Care via the Inter-Agency Referral Form (IARF) making a clear statement of:
  - the known facts
  - any suspicions or allegations
  - whether or not there has been any contact with the child's family

If there is indication that the child is suffering significant harm, a call will also be made to Children's Reception Team (CRT) on 01329 225379.

4. If a child is in immediate danger and urgent protective action is required, the police must be called. The DSL must then notify Children's Social Care of the occurrence and what action has been taken.
5. When a pupil needs *urgent* medical attention and there is suspicion of parental abuse causing the medical need, the DSL or their Deputy should take the child to the accident and emergency unit at the nearest hospital and inform Children's Social Care. Advice should be sought from Children's Social Care about informing the parents, remembering that parents should normally be informed that a child requires urgent hospital attention.
6. If there is not a risk of significant harm, the DSL will either actively monitor the situation or consider the Early Help process.
7. In cases of allegations against staff or low level concerns, the HSCP procedure or the school Low Level Concerns (LLC) procedure will be followed.

### Bruising / Injury in infants who not independently mobile

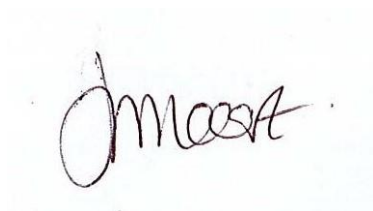
Bruising in babies who are not rolling or crawling is unusual. National and local serious case reviews have identified the need for heightened concern about any bruising in a baby who is not independently mobile. It is important that any suspected bruising is fully assessed even if the parents feel they are able to give a reason for it.

Procedures and actions to be taken will be in conjunction with the Hampshire, Isle of Wight, Portsmouth & Southampton (HIPS) *Protocol for the management of actual or suspected bruising in infants who are not independently mobile* –

<https://hipsprocedures.org.uk/assets/clients/7/HIPS%20LSCP%20Infant%20Bruising%20and%20Injury%20Protocol%20updated%20Feb%202023%20v3.pdf>

**Review**

This Procedure has been reviewed and updated on 4<sup>th</sup> August 2025 by

A handwritten signature in black ink, appearing to read 'Jenny Moore', is centered on a light blue rectangular background.

**Jenny Moore, BA EYPS  
Early Years' Manager  
Stockton House Pre-school**

# Annexes

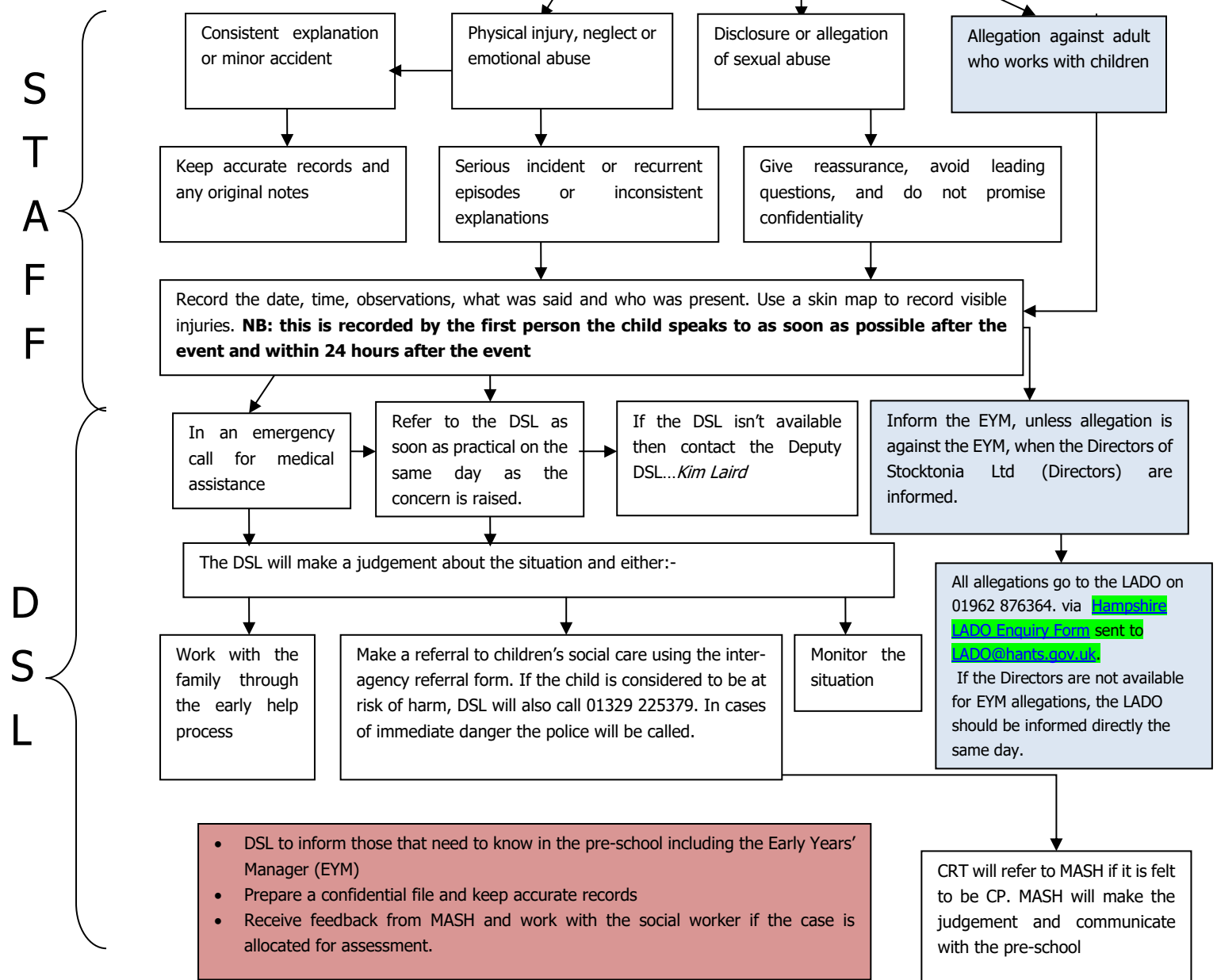
# Annex 1 – Flowchart for child protection procedures

**DSL** – Designated Safeguarding Lead **DDSL** – Deputy Designated Safeguarding Lead

**MASH** – Multi Agency Safeguarding Hub

**CRT** – Children’s Reception Team

**CP** – Child protection



***In the cases of known FGM, the teacher who was made aware will also make contact with the police***

## Annex 2 – Cause for Concern Form

Number
--------

**CAUSE FOR CONCERN FORM**

**This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.**

**Details of Child:**

Child's Name:

Child's Date of Birth:

**Details of the person reporting concerns:**

Full Name:

Post:

**Do these concerns relate to a specific incident/disclosure?**

**If YES complete Section A; If NO, omit section A and move straight to Section B**

**Section A:**

Date and time of incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Other persons present:

**Section B:**

Details of concern/disclosure/incident:

(What was said, observed, reported)

Action taken:

(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed:

Date:

**For completion by the Designated Safeguarding Lead (DSL):**

DSL Response:

Any Action taken by DSL:

Yes	No
-----	----

Information shared

Yes	No
-----	----

Information shared with

MASH	Yes	No
LSCB	Yes	No
LADO	Yes	No
OFSTED	Yes	No
POLICE	Yes	No
Children's Services	Yes	No
Any Other	Yes	No

If information was not shared please state why not?

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL:

Date:

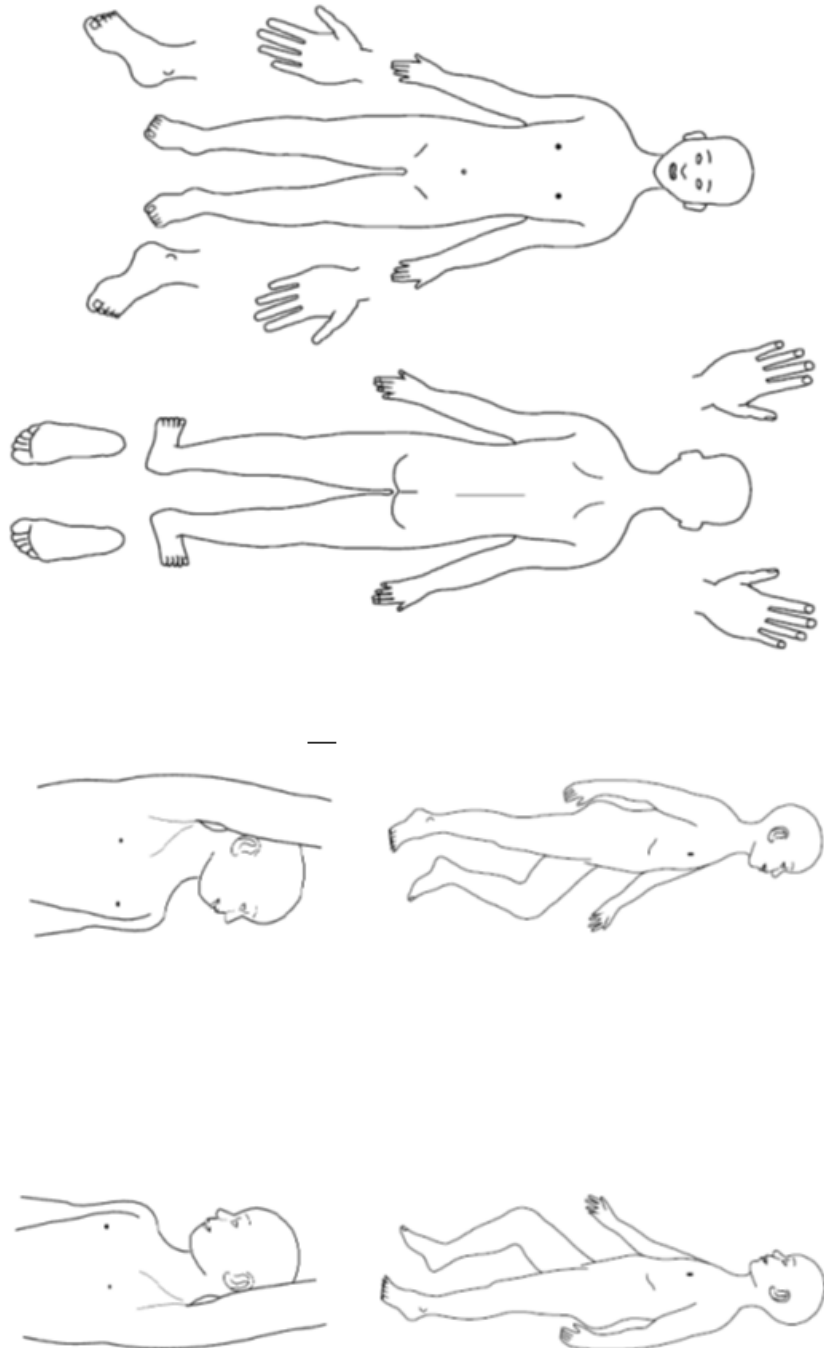
Full Name:

**Checklist for DSL:**

- ✓ Concern described in sufficient detail?
- ✓ Distinguished between fact, opinion and hearsay?
- ✓ Child's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)
- ✓ Jargon free?
- ✓ Free from discrimination/stereotyping or assumptions?
- ✓ Concern recorded and passed to DSL in a timely manner?

# Annex 3 – Skin Map

## Child Protection Policy – Skin Map



<b>Name of Child:</b>		<b>Date of birth:</b>	
<b>Date of recording:</b>		<b>Name of completer:</b>	
<b>Any additional Information:</b>			

## Annex 4 – Dealing with disclosures

### All staff should:

A member of staff who is approached by a child should listen positively and try to reassure them. They cannot promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the child or other children safe. The degree of confidentiality should always be governed by the need to protect the child.

Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

All staff should know who the DSL is and who to approach if the DSL is unavailable. Ultimately, all staff have the right to make a referral to the police or social care directly and should do this if, for whatever reason, there are difficulties following the agreed protocol, e.g. they are the only adult on the pre-school premises at the time and have concerns about sending a child home.

### Guiding principles – the seven Rs

#### Receive

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said and take it seriously
- Make a note of what has been said as soon as practicable

#### Reassure

- Reassure the child, but only so far as is honest and reliable
- Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' or 'I'll keep this confidential'
- Do reassure e.g. you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'

#### Respond

- Respond to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details
- Do not ask 'leading' questions i.e. 'did he touch your private parts?' or 'did she hurt you?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court
- Do not ask the child why something has happened.
- Do not criticise the alleged perpetrator; the child may care about him/her, and reconciliation may be possible
- Do not ask the child to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the child that it will be a senior member of staff

#### Report

- Share concerns with the DSL as soon as possible

- If you are not able to contact your DSL or the Deputy, and the child is at risk of immediate harm, contact the children's services department directly
- If you are dissatisfied with the level of response you receive following your concerns, you should press for re-consideration

### Record

- If possible, make some very brief notes at the time, and write them up as soon as possible
- Keep your original notes on file
- Record the date, time, place, persons present and noticeable nonverbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words
- Complete a body map to indicate the position of any noticeable bruising
- Record facts and observable things, rather than your 'interpretations' or 'assumptions'

### Remember

- Support the child: listen, reassure, and be available
- Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues
- Try to get some support for yourself if you need it

### Review (led by DSL)

- Has the action taken provided good outcomes for the child?
- Did the procedure work?
- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

### **What happens next?**

It is important that concerns are followed up and it is everyone's responsibility to ensure that they are. The member of staff should be informed by the DSL what has happened after the report being made. If they do not receive this information, they should be proactive in seeking it out.

If a staff member believes that their concerns have not been dealt with effectively or that the child remains at risk, they should initially ask the DSL to reconsider ensuring that the risks are understood. If this does not result in a satisfactory outcome, or the DSL rationale appears to miss the risk to the child, then the Whistleblowing procedures of the pre-school should be followed. If the DSL is unhappy with the response from Children Social Care, they should consider following the HSCP escalation protocol.

Receiving a disclosure can be upsetting for the member of staff and pre-schools should have a procedure for supporting them after the disclosure. This might include reassurance that they have followed the procedure correctly and that their swift actions will enable the allegations to be handled appropriately. For some staff, use of an employee-based counselling service may be appropriate.

## Annex 5 – Allegations against adults who work with children

Working Together to Safeguard Children (2023) states that organisations should have clear policies for dealing with allegations against people who work with children. Those policies should make a clear distinction between an allegation, a complaint or a concern about the quality of care or practice.

Allegations as defined by KCSiE (2025) should be reported to the LADO. Complaints or concerns can be managed independently by the pre-pre-school under internal procedures.

### **Complaints could include: -**

- Breaches of the code of Conduct
- Any breach of data protection or confidentiality
- Poor behaviour management
- Inappropriate use of social media
- Misadministration of medication

### **Concerns could include: -**

- Inappropriate use of language, shouting or swearing
- Discussing personal or sexual relationships with, or in the presence, of pupils
- Making (or encouraging others to make) unprofessional comments which scapegoat, demean or humiliate children, or might be interpreted as such.

Lower Level Concerns LLC's , which do not reach the allegations harm threshold (or complaints criteria) should be dealt with under a pre-pre-school LLC procedure.

Further guidance on contacting the LADO can found at: [Allegations against adults in the children's workforce | Children and Families | Hampshire County Council](#)

### **Procedure for Allegations that meet the harm threshold.**

This procedure should be used in all cases when it is alleged a member of staff, supply staff, volunteer, Director, or another adult who works with children has either:

- **behaved in a way that has harmed a child, or may have harmed a child; or**
- **possibly committed a criminal offence against or related to a child; or**
- **behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children; or**
- **behaved or may have behaved in a way that indicates they may not be suitable to work with children.**

When considering allegations of suitability, (the fourth criteria above) the LADOs would consider the following situations:

- Parents of children who are placed on a Children in Need (CIN) plan or are receiving Early Help;
- Arrests for offences against adults;
- Presentation to other professionals around mental health, domestic abuse and/or substance misuse;
- Extreme political or religious viewpoints which could be considered Hate Crime;
- Concerns about behaviour in their private lives which may impact on children

In any of these situations the LADO criteria for intervention will be assessed against the likelihood and impact of transferable risk to children.

In line with our referral process:

- Staff will report any concerns about the conduct of any member of staff, supply staff or volunteer to the Early Years as soon as possible.
- If an allegation is made against the Early Years Manager / DSL, the concerns need to be raised with the Directors / DDSL as soon as possible. If the Directors are not available, then the LADO should be contacted directly.
- There may be situations when the Early Years Manager / Directors will want to involve the police immediately, if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.
- Once an allegation has been received by the Early Years' Manager or Directors, they will contact the LADO on 01962 876364 or [Hampshire LADO Enquiry Form](#) sent to [LADO@hants.gov.uk](mailto:LADO@hants.gov.uk) as soon as possible **and before carrying out any investigation into the allegation.**
- Inform the parents of the allegation unless there is a good reason not to once LADO has been informed.

In liaison with the LADO, the pre-school will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.

When receiving information from outside agencies about pre-school staff, the LADO will assess the potential for transferable risk, and make a disclosure to the pre-school where there is the likelihood of transferable risk to children and there is a pressing need.

If the matter is investigated internally, the LADO will advise the pre-school to seek guidance from their personnel/HR provider in following procedures set out in chapter 4 of 'Keeping Children Safe in Education' (2023) and the HSCP procedures.

### **Supply Staff**

While supply staff are not employees of the pre-school, it is still required that the pre-school report the allegation to the LADO.

If the matter requires an internal investigation, this will be carried out by the pre-school in liaison with an HR rep (acting as the employer) from the supply agency.

### **Lower Level Concerns (LLCs)**

The LLC policy is part of the whole pre-school approach to safeguarding. The purpose of the policy is to encourage an open and transparent culture, which enables the pre-school to identify concerning, problematic or inappropriate behaviour at an early stage. It should also empower staff to share LLCs with the DSL. LLCs will be managed independently by the pre-school under internal procedures.

Examples of LLCs include, but is not limited to:-

- being over friendly with children;
- having favourites;

- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

The LLC policy will:-

- Ensure that staff are clear about what constitutes appropriate behaviour, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- Empower staff to share any low-level safeguarding concerns with the DSL
- Address unprofessional behaviour and support the individual to correct this at an early stage.
- Provide a responsive, sensitive and proportionate handling of such concerns when they are raised.
- Help identify any weakness in the pre-school safeguarding system.

In line with the LLC policy:-

- All LLCs will be shared responsibly with the DSL, recorded in writing and dealt with in an appropriate and timely manner.
- All LLCs will be reviewed, so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.
- If LLCs are found to be escalating and are reaching the harm threshold, a referral will be made to the LADO.

**If there is any doubt about the level at which behaviour needs to be addressed, LADO advice will be taken.**

## Annex 6 – Sexual violence and sexual harassment between children in pre-schools and colleges

### Peer on Peer Abuse

It is hoped that Early Years' children would neither suffer peer pressure nor be a perpetrator of it. It is necessary, however, for staff to be aware that this could happen and that there is a procedure to follow.

### Context

Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment as well as their emotional well-being. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and offline (both physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support.

Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children and Pre-school staff are supported and protected as appropriate.

### Policy

We believe that all children have a right to attend pre-pre-school and learn in a safe environment. Children should be free from harm by adults in the pre-school and other children.

We recognise that children are capable of abusing their peers and this will be dealt with under our child protection policy and in line with KCSiE (2025)

We are clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up

We will minimise the risk of peer on peer abuse by:-

### Prevention:

- Taking a whole pre-school approach to safeguarding & child protection
- Providing training to staff
- Providing a clear set of values and standards, underpinned by the pre-school's behaviour policy and pastoral support system, and by a planned programme of evidence-based content delivered through the curriculum.
- Engaging with specialist support and interventions.

**Responding to reports of sexual violence and sexual harassment:**

- Children making a report of sexual violence or sexual harassment will be taken seriously, kept safe and be well supported.
- If the report includes an online element staff will be mindful of the Searching, Screening and Confiscation: advice for pre-schools (DfE 2018) guidance.
- Staff taking the report will inform the DSL or their Deputy as soon as practicably possible but at least within 24 hours.
- Staff taking a report will never promise confidentiality.
- Parents or carers will normally be informed (unless this would put the child at greater risk).
- If a child is at risk of harm, is in immediate danger, or has been harmed, a referral will be made to Children's Social Care (01329 225379).

**Risk Assessment**

Following a report, the DSL will make an immediate risk and needs assessment on a case-by-case basis.

The Risk assessment will consider:

- The victim, especially their protection and support.
- The alleged perpetrator, their support needs and any discipline action.
- All other children at the pre-school.
- The victim and the alleged perpetrator sharing classes and space at the pre-school.

The risk assessment will be recorded and kept under review.

Where there has been other professional intervention and/or other specialist risk assessments, these professional assessments will be used to inform the pre-school's approach to supporting and protecting children.

**Action: The DSL will consider:**

- The wishes of the victim.
- The nature of the incident including whether a crime has been committed and the harm caused.
- Ages of the children involved.
- Developmental stages of the children.
- Any power imbalance between the children.
- Any previous incidents.
- Ongoing risks.
- Other related issues or wider context.

**Options: The DSL will manage the report with the following options:**

- Manage internally
- Early Help
- Refer to Children's Social Care
- Report to the police (generally in parallel with a referral to Social Care)

**Ongoing Response:**

- The DSL will manage each report on a case by case basis and will keep the risk assessment under review.
- Where there is a criminal investigation into a rape, assault by penetration or sexual assault, the alleged perpetrator should be removed from any classes they share with the victim.
- The DSL will consider how best to keep the victim and perpetrator a reasonable distance apart on pre-school premises and on transport where appropriate.
- Where a criminal investigation into a rape or assault by penetration leads to a conviction or caution, the pre-school will take suitable action. In all but the most exceptional of circumstances, the rape or assault is likely to constitute a serious breach of discipline and lead to the view that allowing the perpetrator to remain in the same pre-school or college would seriously harm the education or welfare of the victim (and potentially other children or students).
- Where a criminal investigation into sexual assault leads to a conviction or caution, the pre-school or college will, if it has not already, consider any suitable sanctions in light of their behaviour policy, including consideration of permanent exclusion. Where the perpetrator is going to remain at the pre-school or college, the principle would be to continue keeping the victim and perpetrator in separate classes and continue to consider the most appropriate way to manage potential contact on pre-school and college premises and transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases.
- The victim, alleged perpetrator and other witnesses (children & adults) will receive appropriate support and safeguards on a case-by-case basis.
- The pre-school will take any disciplinary action against the alleged perpetrator in line with behaviour and discipline in pre-schools.
- The pre-school recognises that taking disciplinary action and providing appropriate support are not mutually exclusive actions and will occur at the same time if necessary.

**Unsubstantiated, unfounded, false, or malicious reports**

- If a report is determined to be unsubstantiated, unfounded, false or malicious, the designated safeguarding lead should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and whether this is a cry for help. In such circumstances, a referral to children's social care may be appropriate.
- If a report is shown to be deliberately invented or malicious, the school or college, should consider whether any disciplinary action is appropriate against the individual who made it as per their own behaviour policy.

## **Physical Abuse**

While a clear focus of peer on peer abuse is around sexual abuse and harassment, physical assaults and initiation violence and rituals from children to children can also be abusive.

These are equally not tolerated and if it is believed that a crime has been committed, will be reported to the police.

The principles from the anti-bullying policy will be applied in these cases, with recognition that any police investigation will need to take priority.

References:  
KCSiE (DfE 2025)

## Annex 7 – Whistleblowing

### Whistleblowing in a safeguarding context

Every pre-school should have a whistleblowing procedure. Whistleblowing procedures protect staff members who report colleagues they believe are doing something wrong or illegal, or who are neglecting their duties.

This does not replace the whistleblowing policy and should be read in conjunction with the pre-school policy.

The whistleblowing policy is not designed to be used for concerns that fall under statutory procedures (for example child protection or allegations against staff) as these should be reported under the relevant procedures. However, the whistleblowing policy will apply if there is good reason to believe that the relevant procedure is not being followed or will not be followed effectively.

Within Stockton House Pre-School, the Early Years' Manager is the senior manager and responsible for all staff. If you are concerned that any member of staff within the pre-school is not following safeguarding processes or behaving in a way that is placing children at risk, you should make them aware.

If your concern is about the Early Years' Manager, you should raise this with the Directors or the DDSLs

If you would prefer to raise your concerns outside the school environment you can contact Children's Social Care by calling 0300 555 1384 (office hours) or 0300 555 1373 (outside of office hours) or the Local Authority Designated Officer on 01962 876364 or at [LADO@hants.gov.uk](mailto:LADO@hants.gov.uk).

## Annex 8 – Briefing sheet for temporary and supply staff

### **For supply staff and those on short contracts in Stockton House Pre-school**

While working in Stockton House Pre-school, you have a duty of care towards the children here. This means that, at all times, you should act in a way that is consistent with their safety and welfare.

In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the pre-school designated safeguarding lead (DSL), who is Mrs Jenny Bounds, EYM, and can be found in Office.

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing behaviour that leads you to be concerned about a child or young person.
- a child or young person telling you that they have been subjected to some form of abuse.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the DSL as soon as possible and no longer than 24 hours later. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it and mention anyone else who was present. Then sign it and give your record to the designated person/child protection officer, who should contact Children's Social Care if appropriate.

The pre-school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, in the Office.

If your concern involves the DSL or a member of the senior staff, contact the LADO on 01962 847364 or via [Hampshire LADO Enquiry Form](#) sent to [LADO@hants.gov.uk](mailto:LADO@hants.gov.uk).

**Remember, if you have a concern, report it!**

## Annex 9 – What is child abuse?

The following definitions are taken from *Working Together to Safeguard Children* HM Government (2018). In addition to these definitions, it should be understood that children can also be abused by being sexually exploited, honour-based violence, forced marriage or female genital mutilation. To support the local context, all staff have access to the HSCP threshold chart.

### **What is abuse and neglect?**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

### **Physical abuse**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

## **Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision (including the use of inadequate caregivers)
- d) ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The HSCP Neglect Strategy Toolkit (<https://www.hampshirescp.org.uk/toolkits/neglect/>) is used to provide a more detailed summary of neglect and the local thresholds for referrals.

## Indicators of abuse

### Neglect

#### The nature of neglect

Neglect is a lack of parental care, but poverty and lack of information or adequate services can be contributory factors.

Far more children are registered to the category of neglect on child protection plans than to the other categories. As with abuse, the number of children experiencing neglect is likely to be much higher than the numbers on the plans.

#### Neglect can include parents or carers failing to:

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision or stimulation
- ensure access to appropriate medical care or treatment.

#### NSPCC research has highlighted the following examples of the neglect of children under 12:

- frequently going hungry
- frequently having to go to pre-school in dirty clothes
- regularly having to look after themselves because of parents being away or having problems such as drug or alcohol misuse
- being abandoned or deserted
- living at home in dangerous physical conditions
- not being taken to the doctor when ill
- not receiving dental care.

Neglect is a difficult form of abuse to recognise and is often seen as less serious than other categories. It is, however, very damaging: children who are neglected often develop more slowly than others and may find it hard to make friends and fit in with their peer group.

Neglect is often noticed at a stage when it does not pose a risk to the child. The duty to safeguard and promote the welfare of children (*What to do if You're Worried a Child is Being Abused* DfE 2015) would suggest that an appropriate intervention or conversation at this early stage can address the issue and prevent a child continuing to suffer until it reaches a point when they are at risk of harm or in significant need.

Neglect is often linked to other forms of abuse, so any concerns pre-school staff have should at least be discussed with the DSL.

#### Indicators of neglect

The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm. It is important to recognise that indicators alone cannot confirm whether a child is being abused. Each child should be seen in the context of their family and wider community and a proper assessment carried out by appropriate persons. What is important to keep in mind is that

if you feel unsure or concerned, do something about it. Don't keep it to yourself. **The HSCP neglect strategy provides a more detailed list of indicators of neglect and is available to all staff.**

### **Physical indicators of neglect**

- Constant hunger and stealing food
- Poor personal hygiene - unkempt, dirty or smelly
- Underweight / Overweight
- Dress unsuitable for weather
- Poor state of clothing
- Illness or injury untreated

### **Behavioural indicators of neglect**

- Constant tiredness
- Frequent absence from pre-school or lateness
- Missing medical appointments
- Isolated among peers
- Frequently unsupervised
- Stealing or scavenging, especially food
- Destructive tendencies

## Emotional abuse

### **The nature of emotional abuse**

Most harm is produced in *low warmth, high criticism* homes, not from single incidents.

Emotional abuse is difficult to define, identify/recognise and/or prove.

Emotional abuse is chronic and cumulative and has a long-term impact.

All kinds of abuse and neglect have emotional effects although emotional abuse can occur by itself.

Children can be harmed by witnessing someone harming another person – as in domestic violence.

It is sometimes possible to spot emotionally abusive behavior from parents and carers to their children, by the way that the adults are speaking to, or behaving towards children. An appropriate challenge or intervention could affect positive change and prevent more intensive work being carried out later on.

### **Indicators of emotional abuse**

#### Developmental issues

- Delays in physical, mental and emotional development
- Poor pre-school performance
- Speech disorders, particularly sudden disorders or changes.

### Behaviour

- Acceptance of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation (I'm stupid, ugly, worthless etc)
- Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking)
- Self-mutilation
- Suicide attempts
- Drug/solvent abuse
- Running away
- Compulsive stealing, scavenging
- Acting out
- Poor trust in significant adults
- Regressive behaviour – e.g., wetting
- Eating disorders
- Destructive tendencies
- Neurotic behaviour
- Arriving early at pre-school, leaving late

### Social issues

- Withdrawal from physical contact
- Withdrawal from social interaction
- Over-compliant behaviour
- Insecure, clinging behaviour
- Poor social relationships

### Emotional responses

- Extreme fear of new situations
- Inappropriate emotional responses to painful situations ("I deserve this")
- Fear of parents being contacted
- Self-disgust
- Low self-esteem
- Unusually fearful with adults
- Lack of concentration, restlessness, aimlessness
- Extremes of passivity or aggression

## Physical abuse

### The nature of physical abuse

Most children collect cuts and bruises quite routinely as part of the rough and tumble of daily life. Clearly, it is not necessary to be concerned about most of these minor injuries. But accidental injuries normally occur on the *bony prominences* – e.g., shins. Injuries on the *soft* areas of the body are more likely to be inflicted intentionally and should therefore make us more alert to other concerning factors that may be present.

A body map (annex 3) can assist in the clear recording and reporting of physical abuse. The body map should only be used to record observed injuries and no child should be asked to remove clothing by a member of staff of the pre-school.

Indicators of physical abuse / factors that should increase concern

- Multiple bruising or bruises and scratches (especially on the head and face)
- Clusters of bruises – e.g., fingertip bruising (caused by being grasped)
- Bruises around the neck and behind the ears – the most common abusive injuries are to the head
- Bruises on the back, chest, buttocks, or on the inside of the thighs
- Marks indicating injury by an instrument – e.g., linear bruising (stick), parallel bruising (belt), marks of a buckle
- Bite marks
- Deliberate burning may also be indicated by the pattern of an instrument or object – e.g., electric fire, cooker, cigarette
- Scalds with upward splash marks or *tide marks*
- Untreated injuries
- Recurrent injuries or burns
- Bald patches.

**In the social context of the pre-school, it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So, most of all, concern should be increased when:**

- the explanation given does not match the injury
- the explanation uses words or phrases that do not match the vocabulary of the child (adult words)
- no explanation is forthcoming
- the child (or the parent/carer) is secretive or evasive
- the injury is accompanied by allegations of abuse or assault

**You should be concerned if the child or young person:**

- is reluctant to have parents/carers contacted
- runs away or shows fear of going home
- is aggressive towards themselves or others
- flinches when approached or touched
- is reluctant to undress to change clothing for sport
- wears long sleeves during hot weather
- is unnaturally compliant in the presence of parents/carers.
- has a fear of medical help or attention.
- admits to a punishment that appears excessive.

## Sexual abuse

### The nature of sexual abuse

Sexual abuse is often perpetrated by people who are known and trusted by the child – e.g., relatives, family friends, neighbours, babysitters, people working with the child in pre-school, faith settings, clubs or activities. Children can also be subject to child sexual exploitation.

Sexual exploitation is seen as a separate category of sexual abuse. Indicators of CSE can be found in the Pre-pre-school's Safeguarding Policy, Procedures & Guidance.

### **Characteristics of child sexual abuse:**

- it is often planned and systematic – people do not sexually abuse children by accident, though sexual abuse can be opportunistic
- grooming the child – people who abuse children take care to choose a vulnerable child and often spend time making them dependent
- grooming the child's environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

Most people who sexually abuse children are men, but some women sexually abuse too.

### Indicators of sexual abuse

#### **Physical observations**

- Damage to genitalia, anus or mouth
- Sexually transmitted diseases
- Unexpected pregnancy, especially in very young girls
- Soreness in genital area, anus or mouth and other medical problems such as chronic itching
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

#### **Behavioural observations**

- Sexual knowledge inappropriate for age
- Sexualised behaviour or affection inappropriate for age
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Inexplicable decline in pre-school performance
- Depression or other sudden apparent changes in personality as becoming insecure or clinging
- Lack of concentration, restlessness, aimlessness
- Socially isolated or withdrawn
- Overly-compliant behaviour
- Acting out, aggressive behaviour
- Poor trust or fear concerning significant adults
- Regressive behaviour,
- Onset of wetting, by day or night; nightmares
- Onset of insecure, clinging behaviour
- Arriving early at pre-school, leaving late, running away from home
- Suicide attempts, self-mutilation, self-disgust

- Suddenly drawing sexually explicit pictures
- Eating disorders or sudden loss of appetite or compulsive eating
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Become worried about clothing being removed
- Trying to be 'ultra-good' or perfect; overreacting to criticism.

## Annex 10 - Useful Contacts

Key Personnel	Name(s)	Telephone No.
DSL	Jenny Moore, Early Years' Manager	01252 616 323 (Mobile – all staff have this)
Deputy DSL(s)	Karen Manley Deputy Early Years' Manager	01252 616 323 (Mobile – all staff have this)
Pre-school's named "Prevent" lead	Jenny Moore, Early Years' Manager	
Nominated Safeguarding Director	Directors of Stocktonia Ltd	
Children's Reception Team	-	01329 225379
Out of hours social care	-	0300 555 1373
Police	-	101 or in emergencies 999
Safeguarding advisors / Local Authority Designated Officers (LADOs)	You will speak to the duty LADO	HCC Safeguarding Unit 01962 876364 <a href="mailto:Child.protection@hants.gov.uk">Child.protection@hants.gov.uk</a> <a href="mailto:LADO@hants.gov.uk">LADO@hants.gov.uk</a>

## Annex 11 – What is Early Help and what staff should look out for

***It is important for all school staff to have a clear understanding of what early help is and that any child may benefit from this. In addition, it is important that staff should be particularly alert to the potential need for early help for a child who:***

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care plan)
- has a mental health need
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and associations with organised crime groups or county lines
- is frequently missing/goes missing from education, home or care
- has experienced multiple suspensions, is at risk of being permanently excluded from schools, colleges and in Alternative Provisions or a Pupil Referral Unit
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation
- is at risk of being radicalised or exploited
- has a parent or carer in custody, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing alcohol and other drugs themselves
- is at risk of so-called 'honour' based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child