



# Haddenham Pre-school



## Haddenham Pre-School Policies 2024-25

Please find enclosed in this document, a list of Haddenham Pre-school's most pertinent policies.  
Further policies, and paper copies, can be found in the foyer at the Pre-school.

### Table of contents

Safeguarding and Child Protection Model Policy, Sept 2024.....	page 2
Safeguarding and Child Protection Model Policy Appendix A.....	page 10
Admissions Policy.....	page 17
Fees Policy.....	page 19
Absence Policy.....	page 23
Late collection Policy.....	page 25
Food Safety Policy.....	page 26



# Haddenham Pre-school



## CCC Model Policies and Templates 2024

# Safeguarding and Child Protection Model Policy

September 2024

## Introduction

**Haddenham Pre-school** fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children. Our policy applies to all staff, paid and unpaid, working in the setting, including agency staff, volunteers, and students, all of whom have a vital role in safeguarding children. Concerned parents may also contact the setting's **Designated Safeguarding Leads** for Child Protection.

This policy sets out how the setting complies with their statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the setting. The policy will be reviewed regularly, annually as a minimum.

**This policy must be read alongside setting's Safeguarding and Child Protection Policy Appendix A;** which provides staff, including agency staff, volunteers, students, and parents/carers with details about specific safeguarding concerns that may change on the welfare of children in their care or living locally. As a society we all have a duty to safeguarding children, but it is particularly important that those working or volunteering with children remain vigilant to the signs and indicators of abuse, neglect, **and exploitation**. Staff, agency staff, volunteers and students should be familiar with the safeguarding procedures within the setting and know how to respond to concerns about children or adults.

We recognise that high self-esteem, confidence, supportive friends, and good lines of communication with a trusted adult help to protect children. The setting will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.
- Ensure children know that there are adults in the setting whom they can approach if they feel worried or in difficulty

## Safeguarding Practice in our Setting

### Designated Safeguarding Leads for Child Protection (DSL)

#### Designated Safeguarding Lead(s) in our setting:

**Name: Diane Langley**

**Name: Emma Milton**

- A trained **DSL** is always available and on site (wherever possible) the setting is open to be able to access relevant records and take the necessary action. Contingency arrangements will be put in place should the **DSL** not be available (another **DSL** will be on site).
- All **DSLs** will refresh their training every two years. In addition, **DSLs** knowledge and skills will be refreshed regularly (at least annually) via information sources such as the DP Knowledge Hub, Child Protection Information Networks, further relevant training and Cambridgeshire and Peterborough Safeguarding Children Partnership Board.
- The importance of the role of the **DSL** is acknowledged by ensuring they have the time and training to undertake their duties.



# Haddenham Pre-school



- The Cambridgeshire and Peterborough Safeguarding Children Partnership Board procedures, Working Together to Safeguard Children, 2023 and What to Do if You are Worried a Child is Being Abused, 2015 are adhered to. The **DSL** has contact details for Cambridgeshire Children's Social Care and the Early Help Hub readily accessible for use when needed. Bordering county Social Care and Early Help contact details are available, as required, for children who live outside of Cambridgeshire.

## Staff Members, Agency Staff, Volunteers and Students

- Have a robust induction which includes all relevant aspects of safeguarding practice.
- Know the names of the **DSLs** and what their role includes.
- Know how to record and pass on concerns about a child or adult.
- Understand their individual responsibility to refer child protection concerns to relevant agencies as a matter of urgency if there is no **DSL** present and/or they feel the child remains at risk of significant harm.
- Staff Members: Attend basic child protection training every three years as a minimum and within 6 weeks of commencing employment. Training will contain details of the local safeguarding procedures within Cambridgeshire and support staff to identify signs of possible
  - abuse, neglect, **and exploitation** at the earliest opportunity and to respond to these in a timely and appropriate way.
  - Receive regular and relevant updates on safeguarding practice, usually from their **DSL** at least annually.
  - Understand the setting policy on babysitting for families who attend the setting.
  - Ensure they are fully aware of the Use of Mobile phone, Camera's and Technological Devices Policy and support the setting in safeguarding children online.

## Management

The committee/owner fully recognises their responsibilities regarding safeguarding and promoting the welfare of children. They will:

- Appoint a committee member (where applicable) for safeguarding (a 'Safeguarding Officer') who will monitor the setting's child protection policy and overall practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the setting's **DSLs**.
- Undertake a safeguarding briefing from the **DSL** upon election/ownership
- Individual committee members/owners will comply on election with Ofsted suitability check requirements including undertaking a DBS check.
- Complete Safer Recruitment training (at least one person who has recruitment responsibility).

## Liaison with other agencies

The setting will:

- Work to develop effective links with relevant services to promote the safety and welfare of all children.
- Co-operate as required, in line with Working Together to Safeguard Children 2023, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.
- Notify the relevant Social Care team immediately if there is an unexplained absence or there is any change in circumstances to a child who is subject to a Child Protection Plan.
- Notify the relevant Social Care team immediately if there are any further abuse or neglect concerns (such as fresh marks, bruises, or injuries) where a child is already subject to a Child Protection Plan or Child in Need Plan. It will not be assumed that Social Care are already aware of these additional concerns.
- Respond to requests for information about children in the setting's care from the Education Navigator at the Multi-Agency safeguarding Hub (MASH) or a Social Worker in a timely manner.
- Link with Designated Safeguarding Leads in other settings and schools where we share families.

## Record keeping

The setting will:

Keep clear, detailed written records of concerns about children's welfare using the Log of Concern Form. Records should include:



# Haddenham Pre-school



- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.
- Records will be kept in individual child welfare files
- Records will be stored securely and confidentially.
- During registration of each new child, ask for information about other settings the child currently or previously attended. The **DSL** will make contact to request relevant safeguarding and welfare information is shared. This will be ongoing where children attend more than one setting concurrently.
- Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.
- Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be (in line with Information Sharing Guidance, 2024).

## When a child leaves or moves to another setting

Their individual child welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be sent as soon as possible after the child has moved setting and marked 'Confidential, Addressee Only' and sent to the **DSL**, if known, of the receiving setting/school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm they have received the file. The setting will keep a record that the file has been received to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred unless this would place the child at risk of acute harm.
- The setting will not keep a copy of transferred records, unless there are younger siblings for whom there are similar concerns about but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth.
- All actions and decisions will be led by what is considered to be in the best interests of the child **and rationales are included for all discussions and decisions made.**

## Confidentiality and information sharing

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. The **DSL** will be guided by the Department for Education (DfE) Guidance 'Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents, and carers' **April 2024.**

Fears about sharing information will not stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. The UK General Data Protection Regulations (UK GDPR) and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe:

- 'Information will be shared legally without consent, if the **DSL** or a member of staff is unable to or cannot be reasonably expected to gain consent from the individual, or if to gain consent could place a child at risk.'
- relevant personal information will be shared lawfully if it is to keep a child or individual at risk safe from neglect or physical, emotional, or mental harm, or if it is protecting their physical, mental, or emotional well-being.'

(Information Sharing)

### What information will be shared?

When taking decisions about what information to share, **the DSL** will consider how much information they need to release and the impact of disclosing information on the information subject and any third parties. Information should be proportionate to the need and level of risk.

Only information that is relevant to the purposes will be shared with those who need it. This allows others to do their job effectively and make informed decisions.



# Haddenham Pre-school



Information sharing decisions must be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom. If the decision is not to share, the DSL will record the reasons for this decision and discuss them with the person requesting the information.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest with the child and explain that it will be necessary to tell someone else in order to help them and to keep them safe.

A note will be made of what information has been shared and with whom.

## Communication with Parents

The setting will:

- Undertake appropriate discussion with parents prior to involvement of another agency unless the circumstances may put the child at further risk of harm.
- Contact Children's Social Care first if the setting believes that notifying parents about a safeguarding concern may place the child or another person at immediate risk of harm or prejudice the prevention or detection of crime. Further guidance on this can be found in the 'Effective Support for Children and Families in Cambridgeshire and Peterborough document.'
- Ensure that all parents/carers understand the responsibility placed on the setting and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the setting.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not (circumstances may include if the DSL is unable to or cannot be reasonably expected to gain consent from the individual, or if gaining consent could place a child at risk of harm such as potential physical or sexual abuse).

## Supporting Children

We recognise that any child may be subject to abuse or witness abuse and 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. Children may also find it difficult to develop a sense of self-worth and trust those around them. Some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The setting will support children through:

- Activities to encourage self-esteem, self-motivation, and resilience.
- An ethos that actively promotes a positive, supportive, and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. The setting will ensure that the child knows that some behaviour is unacceptable, but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child and family such as Children's Social Care and District Teams and Early Help/ Targeted Support.
- Promote supportive engagement with parents/carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g., Children's Social Care, when necessary.

## Privately Fostered Children

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more. The setting will follow the mandatory duty to inform the Local Authority of any 'Private Fostering' arrangements and refer to the Specialist Fostering Team.



# Haddenham Pre-school



## Promoting a protective ethos

The setting will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk, and they are listened to.

This will be achieved in the following ways:

- All staff, including the **DSLs**, are trained regularly to ensure skills and knowledge are up to date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.
- Using personal safety programmes, such as Protective Behaviours and the NSPCC PANTS campaign.
- Working with parents to build an understanding of the setting's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e., the use of mobile phones and cameras, behaviour management, intimate care, whistleblowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure, and this is actively supported within the setting.
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers in line with our setting's staff code of conduct/behaviour policy.
- Ensuring the **Designated Safeguarding Leads** keep themselves up to date with safeguarding concerns in the local area and disseminates this to the staff as relevant.

## Preventing unsuitable people from working with children and young people

The setting has a duty to ensure that people looking after children are suitable to fulfil the requirements for their role. The setting will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The setting will not allow people, whose suitability has not been checked, to have unsupervised contact with children.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). This is checked and recorded during supervisions to ensure ongoing suitability.

### These members of staff/committee have undertaken Safer Recruitment training:

*Kelly Murphy*

*Emma Milton*

---

## Whistleblowing

The setting has a separate Whistleblowing Policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse;
- Safeguarding children and young people;
- Reducing the potential risks to others.



# Haddenham Pre-school



The earlier a concern is raised, the easier and sooner the setting can take action. The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students, and volunteers.

## Allegation against a person who works or volunteers with children

An allegation may relate to a person who works or volunteers with children who has:

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

If an allegation is made against a person who works or volunteers with children, the following action will be taken (refer to: 'Allegation against a person who works or volunteers with children' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will **not** start to investigate but will immediately contact the Local Authority Designated Officer (LADO): 01223 727967.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g., police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- The setting will notify Ofsted of a significant event
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter themselves, gaining HR advice as required.

The setting will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable. For further information, refer to the setting's safer recruitment policy.

## Adoption and annual review of the policy

*Haddenham Pre-school*

held on:

10<sup>th</sup> Jan 2025

Signed on behalf of the  
Management Committee / Proprietor:

*Ibolya Magen*

*Chair of Committee*

This policy was  
reviewed on:

24 Feb 2025





# Haddenham Pre-school



## Useful contacts

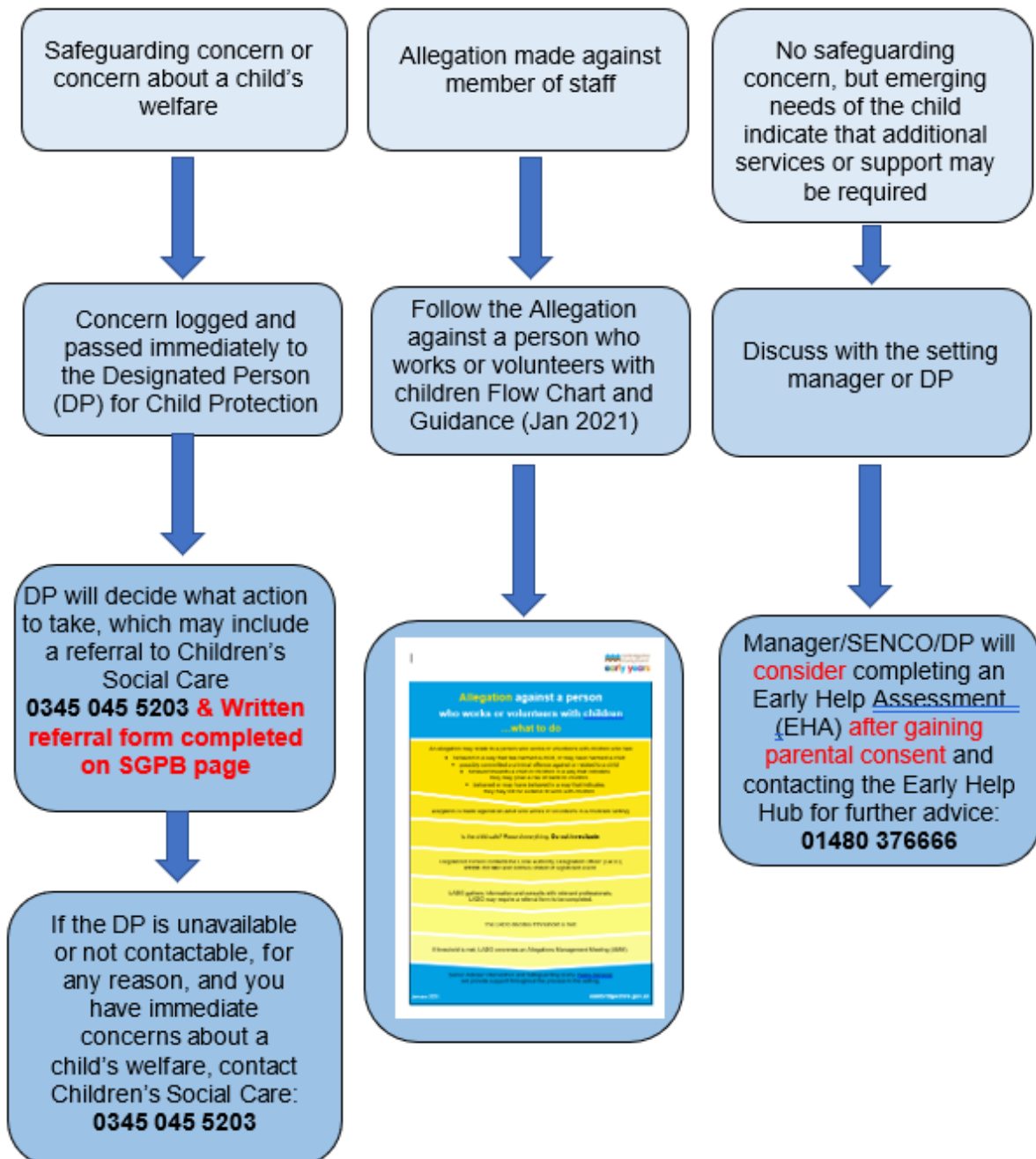
### Children's Social Care:

Contact Centre (for telephone referrals)	0345 045 5203
Emergency Duty Team (out of office hours)	01733 234724

<b>Early Help Hub</b>	01480 376666
<b>Local Authority Designated Officer (LADO)</b>	01223 727967
<b>Ofsted</b>	0300 123 1231
<b>Senior Adviser Intervention and Safeguarding (Gemma Hope)</b>	01223 714760
<b>Early Years' Service</b>	<a href="mailto:earlyyears.service@cambridgeshire.gov.uk">earlyyears.service@cambridgeshire.gov.uk</a>



## Safeguarding Flowchart September 2024





## Safeguarding and Child Protection Model Policy Appendix A - Safeguarding Concerns

September 2024

**Appendix A must be read alongside the setting's Safeguarding and Child Protection Policy.** The following information provides staff, agency staff, volunteers and students with details about specific safeguarding concerns that may impact on the welfare of children in their care or living locally. As a society we all have a duty to safeguarding children, but it is particularly important that those working or volunteering with children remain vigilant to the signs and indicators of abuse and neglect. Staff, agency staff, volunteers and students should be familiar with the safeguarding procedures within the setting and know how to respond to concerns about children or adults.

General signs and indicators of abuse and neglect may include:

- Significant changes in children's behaviour.
- Deterioration in children's general well-being.
- Unexplained bruising, marks, injuries or other signs of abuse or neglect.
- Children's comments during their play or otherwise which give cause for concern.
- Pattern of absences or frequent absences.
- Any other reasons to suspect neglect or abuse outside the setting for example in the child's home, **online or in their community.**
- Inappropriate behaviour displayed by other members of staff or any other person working with the children.

### Domestic Abuse (DA)

The Domestic Abuse Act 2021 introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse (DA) on children, as victims in their own right, if they see, hear or experience the effects of abuse.

All children can witness and be adversely affected by domestic abuse in the context of their home life where DA occurs between family members. Experiencing DA and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience DA within their own intimate relationships. This form of Child-on-Child abuse is sometimes referred to as 'teenage relationship abuse.' Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16).

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence, or abuse between those aged 16 or over who are 'personally connected' regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial, and emotional, coercive or controlling behaviour.

The setting will follow the procedures outlined in this policy if DA concerns arise. The DP will monitor vigilantly the welfare of children living in DA households, offer support to them and their parents/carers and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.

The setting will have awareness of the Statutory Domestic Abuse Guidance -July 2022 and have shared with practitioners.



# Haddenham Pre-school



## **Early Years Settings - DA**

Our setting is working in partnership with the Police and Cambridgeshire County Council (CCC) to identify and provide appropriate support to children who have experienced DA; this scheme is called Operation Encompass.

To achieve this, CCC Education Safeguarding Team will share Police information of all DA incidents, to which Police have been called where a child (attending our setting) was present, with our **DSL**. On receipt of any information, the **DSL** will decide on the appropriate support the child may require.

The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information. All information sharing and resulting actions will be undertaken in accordance with the 'Cambridgeshire and Peterborough Joint Agency Protocol for Domestic Abuse – Notifications to Schools, Colleges and Early Years settings'.

If our setting understands that a sibling/s of the child attend other provision such as a breakfast club, after school club or holiday scheme, we will contact the **DSL** in this setting to share relevant and proportionate information about the DA concern.

## **Bruising, marks or injuries in pre-mobile babies**

Research indicates that severe child abuse is six times more common in babies aged under one year than in children aged one to 4 years, and 120 times more likely than in the 5 – 13-year-old age group. Our setting adheres to the Bruising in Pre-Mobile Babies Protocol published by Cambridgeshire and Peterborough Safeguarding Children Partnership Board and has a copy onsite which all staff are aware of.

Bruising, marks, or injuries are the most common presenting features in physical abuse in children. The younger the child the higher the risk that the bruising, mark, or injury is non-accidental, especially where the child is under the age of 6 months. Bruising, marks, or injury in any child who is 'not independently mobile' should be taken as a matter for inquiry and concern by the **DSL**. This is also relevant to older children who are not independently mobile by reason of a disability.

It is accepted that marks could be the result of birth trauma, birth marks or areas of skin pigmentation such as 'Mongolian Blue Spots.' The setting will ensure that parents/carers are requested upon registration to inform them of any distinguishing marks that the child may have.

The setting recognises that concerns may be raised about pre-mobile babies or older children, who are not independently mobile by reason of a disability, who do not attend the setting. These concerns may arise when younger siblings are present during drop off or collection of children who attend the setting. The above protocol will also be used as required in these circumstances.

## **Children with Special Educational Needs and/or Disabilities (SEND)**

We recognise that, statistically, children with additional needs, special educational needs, emotional and behavioural difficulties, and disabilities are most vulnerable to abuse. Setting staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

Children with communication difficulties are also vulnerable to abuse because they are unable to express themselves to others. Instead, such children will often exhibit changes in behaviours or other signs and indicators of abuse. Staff will be trained to recognise these indicators. Where necessary, the setting will seek advice from other professionals and specialist services and provide additional training to staff in the use of Makaton, PECS, BSL or other communication systems.

## **Parents/Carers Misusing Drugs and/or Alcohol**

Misuse of drugs and/or alcohol is strongly associated with the risk of significant harm to children, particularly when combined with other features such as domestic violence.



# Haddenham Pre-school



If the setting has concerns about drug and/or alcohol abuse by a child's parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children.
- Children exposed to unsuitable caregivers or visitors, e.g., customers or dealers.
- The effects of drugs and/or alcohol leading to an inappropriate display of sexual and/or aggressive behaviour.
- Chaotic drug and/or alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance.
- Disturbed moods as a result of withdrawal symptoms or dependency.
- Unsafe storage of drugs and/or alcohol or injecting equipment.
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

## Children Misusing Drugs or Alcohol

The discovery that a young person is misusing legal or illegal substances or reported

evidence of their substance misuse is not necessarily sufficient in itself to initiate child

protection proceeding. The setting will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- To believe the young person's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- Where the misuse is suspected of being linked to parent/carer substance misuse
- Where the misuse indicates an urgent health or safeguarding concern
- Where the young person is perceived to be at risk of harm through any substance associated criminality

## Children with Family Members in Prison

The setting is committed to supporting children/young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child. The setting recognises that children with family members in prison are at risk of poor outcomes including poverty, stigma, isolation, poor mental health and poor attendance. The setting will treat information shared by the family in confidence and it will be shared on a 'need to know' basis. The setting will work with the family and the child to minimise the risk of the child not achieving their full potential.

## Young Carers

The setting recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.

The setting will: seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help/Targeted Support or Social Care as required if concerns arise.

## Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world. Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being.

The issues can be categorised into four areas of risk:

- **Content** – being exposed to illegal, inappropriate or harmful material.
- **Contact** – being subjected to harmful online interaction with other users.



# Haddenham Pre-school



- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm.
- **Commerce** - risks such as online gambling, inappropriate advertising, phishing and/or financial scams

## **Best practice:**

- **Whole setting approach** – staff recognise and are aware of e-safety issues and the management team make online safety a priority.
- **Policies** – online safety policies and procedures are in place and implemented.
- **Monitoring and evaluation** – risk assessment is taken seriously and used to promote online safety. There are appropriate filters and monitoring systems in place to protect children from harmful online material.
- **Management of Personal Data** – data is managed securely and in accordance with the requirements of the GDPR and Data Protection Act 2018.

## **Honour- Based Abuse (HBA):**

So called 'honour-based' abuse encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including:

- Female Genital Mutilation
- Breast Ironing
- Forced Marriage

The setting takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBA through training. Staff are required to treat all forms of HBA as abuse and follow the procedures outlined in this policy.

## **Female Genital Mutilation (FGM)**

FGM is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK. Any indication that a child is at risk of FGM, where FGM is suspected, or where the woman is over 18, will be dealt with under the child protection procedures outlined in this policy. Staff will report concerns to the DP, who will make appropriate and timely referrals to social care. In these cases, parents will not be informed before seeking advice and the case will still be referred to social care even if it is against the child or young person's wishes. The Multi-agency statutory guidance on female genital mutilation, 2020 will be followed

In accordance with the Female Genital Mutilation Act, it is a statutory duty for professionals to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police.

## **Breast Ironing**

Breast ironing also known as 'Breast Flattening' is the process whereby young pubescent girls breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education. Much like FGM, Breast Ironing is a harmful cultural practice and is child abuse and is classified as physical abuse.

## **Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some perpetrators use perceived cultural practices as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

The legal age of marriage was raised in February 2023 to 18 years. It means that 16 and 17 year olds will no longer be allowed to marry or enter a civil partnership, even if they have parental consent. It is now illegal and a criminal offence to exploit vulnerable children by arranging for them to marry, under any circumstances whether or not force is used.

### **Child Exploitation:**

#### **Extremism and Radicalisation**

In 2010 the Government published The Prevent Strategy. This highlighted the need to safeguard children, young people and families from violent extremism and radicalisation.

The setting recognises that children and young people are susceptible to extremist ideology and radicalisation and that protecting children from this risk forms part of the setting's safeguarding procedures. [The Prevent Duty:safeguarding learners vulnerable to radicalization](#) (2023) and [Prevent Duty Guidance: for England and Wales,' HM Government \(2024\)](#) will be followed.

Staff are required to be alert to changes in children's behavior which could indicate they need help or protection. The committee/owner will ensure that the all staff have undertaken Prevent training (online). The setting [DSLs](#) should be aware of local procedures for making a Prevent referral.

#### **Child Sexual Exploitation (CSE)**

CSE 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. CSE does not always involve physical contact; it can also occur through the use of technology. (Child Sexual Exploitation, Definition and Guide: DFE, 2017)

CSE can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups. CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Potential indicators of CSE will be addressed within staff training, including raising awareness with staff that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse. Staff will follow the procedures outlined in this policy if concerns of CSE arise.

#### **Child Criminal Exploitation (CCE)**

CCE is a form of harm that is a typical feature of county lines activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas. CCE can occur even if activity appears to be consensual.

The setting will address indicators of CCE with staff through training. Staff will follow the procedures outlined in this policy if concerns of CCE arise.

The [DSL](#) will complete the Safeguarding Partnership Board Exploitation Risk Assessment and Management Tool and refer to Children's Social Care if there is a concern that a young person may be at risk of CCE.

#### **Child Sex Trafficking (CST)**

CST is a repeated process involving two or more adults in which a child is recruited and transferred to a location in order to be sexually exploited.

#### **Child on Child Abuse**

Children and young people may be harmful to one another in a number of ways, this is classified as Child on Child abuse this can include:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying)





# Haddenham Pre-school



- Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm
- Sexual bullying
- Consensual and non-consensual sharing of nudes and semi-nude images and/or videos
- Sexual violence and sexual harassment
- Abuse within intimate partner relationships
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Upskirting – where someone takes a picture under a person’s clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

The setting will:

- Be clear that child on child abuse, sexual violence and sexual harassment will not be tolerated.
- Provide training for staff on how to manage and report concerns.
- Make decisions on a case-by-case basis.
- Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe.
- Record any risk assessments and keep them under review.
- Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations
- Liaise closely with external agencies, including police and social care, when required.
- Ensure staff are aware that some groups are potentially more at risk. Evidence shows girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk.

## Sexual Violence and Harassment

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary age and beyond. It can also occur online. 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 them and will be exacerbated if the alleged perpetrator(s) attends the same setting. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally) and are never acceptable.

The setting will:

- Be clear that sexual violence and sexual harassment will not be tolerated.
- Provide training for staff on how to manage a report of sexual violence or sexual harassment.
- Make decisions on a case-by-case basis.
- Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe.
- Record any risk assessments and keep them under review.
- Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations.
- Liaise closely with external agencies, including police and social care, when required.

Further information can be gained from:

- Keeping Children Safe in Education - Part Five, 2023





# Haddenham Pre-school



- Sharing nudes and semi-nudes: advice for education settings working with children and young people, UKCIS, December 2020
- Safeguarding Partnership Board: Child Sexual Behaviour Assessment Tool

## Adoption and annual review of Appendix A

*Haddenham Pre-school*

**held on:**

*10<sup>th</sup> Jan 2025*

**Signed on behalf of the  
Management Committee / Proprietor:**

*Ibolya Magen*

**This policy was  
reviewed on:**

*24 Feb 2025*

*Chair of Committee*



# Haddenham Pre-school



## **Admissions Policy 2024-25**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair, and clearly communicated procedures.

### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible and provided in written and spoken form.
- We hold open days throughout the year.
- We will provide translated written materials where language needs of families suggest this is required. Where necessary, we will try to provide information in Braille, or through British Sign Language.
- We arrange our waiting lists in birth order and in school year's.
- In addition, our policy may take into account the following:
  - vicinity of the home to the setting.
  - siblings already attending the setting.
- Where this is financially viable, to accommodate an emergency admission, we will keep a place open.
- We can accommodate no more than 25 children aged between 2-3 years and 28 children aged 3-4-year-olds.
- Places cannot be reserved.
- A child can start pre-school once they have turned 2.5 years old (depending on availability and staffing at the time).
- Admissions will be reviewed half termly and children turning 2.5 will be contacted to complete the registration process before the child turns 2.5 years.

### **Registration**

- In the half term before children start parent /carers will be asked to complete a session's choice form. Once this has been returned places will be allocated and registration forms must be completed. Once registration forms are complete, parent/carers are liable for the first half terms fees if they do not take up the space.
- Taster sessions will be offered if needed to assist your child settle in.
- We will contact existing parents of Caterpillar children regarding places for September in the Spring term onwards taking into account dates of birth.
- Caterpillar parent/carers will be asked to sign their child's existing registration form and amend where necessary, this will be completed towards the end of the academic year. To secure places this needs to be returned before the end of term.

### **Our setting**

- We describe our setting and its practices in terms that make it clear that it welcomes fathers and mothers, other relations, and other carers, including childminders.
- We describe how our practices treat each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe how our practices enable children and/or parents with disabilities to take part in the life of the setting.
- We make our Valuing Diversity and Promoting Equality Policy widely known.



# Haddenham Pre-school



- We consult with families about the opening times of the setting to ensure we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- We are an Early Years funded setting and offer the funded two's (working parents funding) along with the universal and extended funded hours the term after a child turns three.
- We are registered for Tax-free childcare.

**This Policy was adopted at a meeting of the Pre-School held on.....**

Signed on behalf of the Pre-School.....

Date to be reviewed.....





# Haddenham Pre-school



## Fees Policy

It is our intention to provide affordable childcare and education to children and families from all of the local community. We aim to ensure that all of our community have access to the pre-school through open, fair, and clearly communicated procedures.

The current fees are £18 per session/half day, which is £6.00 per hour. Snack charge is 80p per morning session. Breakfast and After School club are £6.80 each, for the hour, including breakfast/light snack.

Snack charges, and both the Breakfast and After School club cannot be paid for using funded hours.

If a child is unable to attend any of their sessions due to illness or family holidays the fees/snack charges are still payable due to staff and running costs of the pre-school having to be still met.

A late collection fee will be charged at £20.00, if you are 10 or more minutes late collecting your child(ren). 1 – 10 minutes after our grace period and charged £10.00 thereafter every 10 minutes. We give a 10-minute grace period. For example, if your child is due to be collected at 15:30, you have until 15:40 without being charged a late fee. For the first 1-15 minutes past the grace period (15:41-15:55), you will be charged £20.00. If a further 10 minutes go by (15:56-16:06), you will be charged another £10.00 and so on.

If you will be late collecting or dropping off your child(ren) to the pre-school, please phone the setting to let us know, as messages may not be seen in time.

Fees are reviewed annually and if an increase is decided it will be clearly notified to parent/carers including a rationale behind the increase. Two months' notice to all parent/carers must be given for any fee increase; notice is also given to parent/carers on our waiting lists due to start within the academic year.

Session fees/school clubs and snack charge are due on the last day of the month, this date is shown on all invoices. Invoices are generated from FAMLY and are issued on the first working day of each month and due for payment by the last day of the month the invoice was raised in. The invoice will show the sessions chargeable, along with snack charges, breakfast and after school club along with any ad hoc sessions purchased and any late collection fees. If a child is funded then this will also be shown on the invoice. Payments can be made via bank transfer or cash. All payments must be marked clearly with the invoice number or child's name for reconciliation purposes. Written receipts are given on request.

All families must register with FAMLY (the online learning journal app). This will be where invoices are generated from.

A child will be denied a place at the start of a term/half term if fees are unpaid in advance. It is the parent/carers responsibility to ensure invoices are paid on time.

We are registered with the Early Years Funding Scheme which means that from the term after your child's third birthday the pre-school will be able to claim the fees through the Cambridgeshire Local Education Authority. This means that any child eligible for this scheme will have their fees paid directly to the pre-school. If parent/carers choose not to use their funding with the pre-school, we will invoice the hours at our current fee rate of £6.00 an hour.

Children who have turned two years old and start with us at 2.5 years may be eligible for the working parents expanded entitlement. You can check eligibility on the Cambridgeshire County Council website, and the eligibility code will need to be given to the setting.



# Haddenham Pre-school



We are registered for Tax Free childcare, and this is communicated in our welcome pack and website.

**A child born between:**

**Will be eligible for a free place from:**

1<sup>st</sup> April – 31 August

The start of the **autumn term** following their 3<sup>rd</sup> birthday until statutory school age.

1<sup>st</sup> Sept – 31<sup>st</sup> December

The start of the **spring term** following their 3<sup>rd</sup> birthday until statutory school age.

1<sup>st</sup> Jan – 31<sup>st</sup> March

The start of the **summer term** following their 3<sup>rd</sup> birthday until statutory school age.

We are committed to working with families who suffer an interruption of income. We encourage families finding themselves in this situation to speak to the office to discuss payment arrangements.

**Early Years Funding claims**

If a child starts at our setting and they have had access to the EYF scheme at a previous setting, we will contact the setting to claim owed hours up until the end of that current contract. If the previous setting will not give us the owed hours in funding, due to bad payments/outstanding bills from the family, we reserve the right to arrange a meeting with the family to discuss payment being paid upfront before the child starts our setting, or on a weekly payment basis. This is at the discretion of the Pre-school.

If a child leaves our setting we require four weeks' notice in writing. If a child leaves without giving us the notice period we will invoice the notice period hours or sort EYF fees out with the new setting (if attending).

**Procedure for late payment**

If a family has used the services provided by the pre-school without payment or their payment is dishonoured the pre-school will:

1. Issue an 'Overdue Account' letter asking for payment in full within seven days. If payment is received within seven days no further action will be taken.
2. If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full in seven days plus a 10% surcharge will be added. If payment is received within seven days no further action will be taken.
3. If after seven days full payment or a payment plan, agreed by the pre-school's management, has not been received a 'Final Warning' letter will be issued. At this stage the child(ren) will be unable to attend any unfunded sessions i.e. breakfast and after school clubs or paid sessions. Snack will also be withdrawn and must be provided by the parent/carer until full payment has been received. If payment is received within seven days no further action will be taken.
4. If payment is not received within seven days the pre-school will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the pre-school is required to attend at County Court, costs will be applied at a rate of £50 per hour.



# Haddenham Pre-school



5. If a weekly payment plan has been agreed, this will need signing and dating by the parent/carer and a member of the office team. The plan will outline the fee terms and conditions.
6. If an outstanding balance had not been cleared by the time a child leaves our setting and the family have younger siblings, the younger sibling will not be offered a place at the pre-school until the outstanding balance has been cleared.

**If parents are struggling to pay the snack charge and/or school fees, please do get in touch with the Pre-school Office Manager, who will endeavour to assist in any way possible. We can discuss payment plans, weekly invoices (rather than monthly) and check eligibility for additional help with funding/fees.**

Each child's attendance at the pre-school is conditional on continued payment of any necessary fees.

Haddenham Pre-School reserves the right to withdraw a child's place, after full consultation with the parent/carer, if concerns about payment of fees cannot be resolved satisfactorily.

This policy was adopted at the committee meeting held on.....

Reviewed and signed by.....

Next reviewed date.....





# Haddenham Pre-school



## **Absence Policy**

If your child will be absent due to illness, or any other reason, please do ring the Pre-school to let us know. Staff are here from 8:20am every day. You can also log the absence yourself via Family, or via email, please state the reason for the absence, giving plenty of detail.

Please also be aware, that if your child has had sickness and/or diarrhea, they need to be 48hrs clear of the symptoms before returning to the Pre-school. We have the same 48hr period if your child has started antibiotics, in case of an adverse reaction, or if they have a fever.

### **Safeguarding children - Unexplained Absence Policy**

Children who attend pre-school regularly are more likely to feel that they belong because they understand routines and expectations. They feel more confident with the adults and the other children and have more opportunities to be valued and praised for their own special contribution.

Children who regularly miss sessions or who are often late may have a sense of having to try a little bit harder just to understand what is going on.

At Haddenham Pre-school we encourage regular attendance and being on time, as this helps many young children separate from their parents or carers and settle more readily into daily life providing them with opportunities to develop their personal, social and emotional skills.

All absences will be tracked on your child's profile on Family, holidays and messages may also be written in the diary that is kept in the main room or on the calendar in the office .

We do understand, however, that children are absent on occasion due to ill health, holidays, etc. and we have set out the procedures to follow below:

### **Illness or Injury absences**

If your child is unable to attend Haddenham Pre-school due to illness or injury, we ask that you either update family marking your child as not in or telephone the pre-school on the first day of absence to inform us of details of the illness or injury. This information will be treated with confidentiality, although if the illness is contagious, we will display a sign to inform other parents of the illness and signs to look out for, but we will NEVER use the name of the child.

### **Holiday absences**

If a child is going away and will be absent from pre-school due to a holiday, we need to be informed of the dates as soon as possible, this again can be done via family or at drop off, this is so that the absence can be recorded and means we won't be trying to phone you.

### **Procedures for unexplained absences**

Any unexplained absences will be followed up with a telephone call on the day, if the main point of contact is unreachable, we will where possible leave an answerphone message, when there is a second main contact they will also be tried. If no contact can be made, then we will continue to attempt to make contact phoning other contacts on the registration form to ensure the child's safety. If we are unable to make contact this may result in further action being taken.

A home visit may be carried out, if it is considered safe to do so and staffing ratios allow. We may contact the local schools or other settings where any of the child's siblings attend to see if they are absent.

A prolonged unexplained absence may cause concern for the child's welfare. If concerns are raised, we will follow our Child Protection policy and procedures by logging our concerns and, if necessary, contacting the appropriate agencies for advice, guidance and further action to be taken.





# Haddenham Pre-school



This policy was adopted at a Pre-school meeting held on.....

Signed on behalf of the Pre-school.....

Date to be reviewed .....





# Haddenham Pre-school



## Late Collection Policy

This policy is to protect children who have been left at the Pre-school after the agreed collection time or after closing hours or after the end of either a morning or afternoon session.

Haddenham Pre-school have a duty of care to the children and parents to ensure that collection of young children is made at the agreed time or within normal opening hours. Late collection causes unnecessary distress to a child and the staff, as well as delaying the next phase of the childrens' day, i.e. lunch time.

Children remaining in our care after the agreed collection time, or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond parent control affecting the prompt collection of your child.

If you expect you will be late collecting your child in our care, **please call at your earliest convenience** and discuss the possible arrangements with the manager/deputy manager. When we register a child, we ask parents to complete a collection arrangement form/ password system with a list of possible adults (family/friends) who could collect the child in the instance the parents are unable to collect.

Haddenham Pre-school will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late they may be liberated from Haddenham Pre-school.

Our morning sessions ends at 12.30 pm, the afternoon session ends at 3.30 pm and our afterschool club ends at 4.30 pm. There will be a grace period of 5 minutes but after that an additional charge will be invoiced if your child is not collected on time.

The late fee charge will be added to the next invoice and payable by the due date on the invoice. This money will cover the cost of two members of staff having to stay late after their working hours (at least two staff must be present).

### **Fees payable**

We will give a 10 minute grace period.

1 – 10 minutes after the grace period we will charge **£20.00**.

**For every 10 minutes thereafter we will charge an additional £10.00**

Many thanks,

The Preschool Managers



# Haddenham Pre-school



## **Food Safety Policy**

Haddenham Pre-school is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting. All members of staff complete Level 2 Food Hygiene in the Workplace training every three years.

We are inspected by Environmental Health, to ensure health and hygiene standards are being met. We pride ourselves on a 5\* Environmental Health rating from East Cambridgeshire District Council. All evidence and records of our practice are available to view at any time.

Before preparing food, staff will observe current legislation regarding food hygiene and training by:

- Leaving personal belongings out of the kitchen
- Removing any jewellery and watches that may cause a problem when preparing food.
- Wearing a clean apron when preparing food.
- Cleaning and disinfecting work surfaces, etc. following the manufacturer's instructions when using the cleaning chemicals. Ensuring the cleaning chemicals are food safe.
- Washing hands before preparing food, turning off the tap with a piece of kitchen roll or paper towel.
- Checking the fridge temperature, (it should be 5C or less) and writing it down in the fridge temperature book.
- Checking for damaged equipment, utensils and crockery. Throwing away and replacing any that are broken or chipped.
- Staff who are unwell must not prepare food until completely well for 48 hours.
- When food is purchased, staff must carry out visual checks on the food, such as dates and condition of packaging.

During preparation staff will:

- Use separate chopping boards for different types of foods.
- Clean and disinfect surfaces as they go and in between different jobs.
- Wash hands between preparing different foods and between tasks.
- Prepare food in accordance with the manufacturer's instructions.
- Keep food wrapped/covered and stored in accordance with the manufacturer's instructions.
- Date code any high-risk open foods e.g. ham or cheese, by filling out a sticker considering shelf life and how long it is safe to eat once opened.

After preparation staff will:

- Store cooked and ready to eat foods above raw products in the fridge.



# Haddenham Pre-school



- Clean and disinfect work surfaces and touch points e.g. fridge handle.
- Clean kitchen equipment and other surfaces.
- Remove cloths for laundering.
- Remove rubbish at the end of the day from the kitchen.
- Check regularly for signs of pests.

## Temperature control

It is the policy of Haddenham Pre-school to ensure that any and all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained.

Fridge temperatures are checked and recorded daily to ensure the correct temperature is being upheld.

## Cleaning of Food Preparation Areas

All food preparation surfaces are wiped clean before and after use with an approved anti-bacterial cleaner and disposable cloths/paper towels.

All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.

All items in the fridge are checked for freshness, and all food past their use by or best before date are correctly disposed of.

The fridge is cleaned every half term, this includes:

- Shelves and drawers are removed and cleaned with warm soapy water
- The inside walls are cleaned from top to bottom with anti-bacterial cleaner
- The seals around the fridge are cleaned to ensure no spillages or stains

## Children's lunch boxes

Children's lunch boxes are stored on a trolley and kept in the foyer or large store cupboard until lunch time. We advise and encourage all parents/carers to include an ice pack in their child's lunch box to help keep the food at a cool temperature and to prevent food spoilage. We also encourage parents/carers to include foods that are low risk.

This policy was adopted at a meeting of the pre-school on .....

Signed on behalf of the pre-school .....

Date to be reviewed .....

