



*The Lindens*  
*Steiner Waldorf Early Years*

## CHILD PROTECTION AND SAFEGUARDING POLICY AND PROCEDURES

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### Useful Contacts:

MASH/Practitioner Advice Line: 01452 426565 Option 1  
Emergency Duty Team (out of hours): 01452 614194  
Community Social Worker: 01452 328130  
LADO, Nigel Hatten: 01452 426994  
Police: 101 (non emergency number)

### RELATED DOCUMENTS

Admissions policy and procedure  
Child missing on site policy and procedure  
Child observation and assessment in the kindergarten  
Complaints policy and procedure  
Confidentiality notice  
Drop-off and collection, including child not collected procedure  
Emergency procedure  
Procedure for supporting families where English is an additional language  
Equal opportunities policy and procedure  
E-safety statement  
Fundamental British values policy and procedure  
General Data Protection Regulation policy  
Health and Safety policy and procedure  
Hygiene policy and procedure  
Illness policy and procedure  
Low level concerns policy and procedure  
Medicines policy and procedure  
Privacy notice  
Safer recruitment policy and procedure  
SEND policy and procedure  
Settling in policy and procedure  
Supporting positive behaviour policy and procedure  
Visitors policy and procedure  
Whistle blowing policy and procedure  
Working with parents policy and procedure



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## POLICY STATEMENT

The Lindens fully recognises it's duties and responsibilities in relation to safeguarding children and is committed to meeting the needs of all the children in their care.

The Lindens endeavours to working in line with the statutory requirements as set out in the EYFS document, as well as following the guidelines and procedures described in the Gloucestershire Safeguarding Children's Executive (GSCE) and the government guidance for child protection, "Keeping Children safe in Education" (2021), "Working together to Safeguard Children" (2018), 'What to do if you're worried a child is being abused" (2015) and Prevent duty Guidance.

We recognise and are committed to ensure that all children have a right to be safe and should be protected from all forms of abuse and neglect.

We understand that

- Safeguarding children is everyone's responsibility;
- It is better to help children as early as possible, before issues escalate and become more damaging;
- Children and families are best supported and protected when there is a co-ordinated response from all relevant agencies.

Safeguarding is not just protecting children from deliberate harm, safeguarding encompasses a broader aspect of care and education, some of which are:

- Children's health and safety and well being (including mental health)
- Offer of Early Help
- Peer on Peer abuse
- Bullying
- Children missing Education
- Meeting the needs of children who have special educational needs or physical disabilities
- Meeting the needs of children who have special educational needs or disabilities
- Meeting the needs of children with medical conditions
- Online safety
- FGM (female genital mutilation)
- CSE (Child sexual exploitation)
- The Prevent Duty

Staff at The Lindens endeavour and are committed to create a protected and safe environment for the children in their care, have an awareness when children want to communicate, are sensitive and will have a heightened awareness for children who might find it difficult to talk or children who have additional educational needs.

Staff will take appropriate and necessary action in accordance with procedures and statutory guidance.

Children should always be

- Taken seriously,



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- Listened to and heard,
- Be supported to become strong, resilient and develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their language spoken at home, their religious beliefs, cultural traditions and home background,
- Treated as individuals,
- Respected for their individuality and identity,
- Encouraged,
- Involved in decisions whenever appropriate,
- Helped to establish and sustain satisfying relationships with families, peers and other adults.

## DESIGNATED SAFEGUARDING LEAD

### Responsibilities

The Lindens has a Designated Safeguarding Lead (DSL), who ensures in conjunction with the managers, that all staff members attend appropriate child protection training and that their training is updated regularly.

The DSL will regularly bring safeguarding issues to the staff meeting and conduct training if necessary. The DSL will ensure that all staff are aware of the Gloucestershire Safeguarding Children's Executive (GSCE) procedures and where to access them.

The DSL and DDSL will complete the annual safeguarding audit sent out by the Gloucestershire Safeguarding Children Board.

The DSL and the Deputy DSL have both registered with the GSCE email alerts.

Should the DSL not be available for staff to discuss safeguarding concerns, then the Deputy DSL can be contacted at any time during the opening hours of the setting. Contact details are available on the notice board.

## PROCEDURES

Any incidents, which cause concern in respect of a child are required to be reported immediately to the Designated Safeguarding Lead.

### Recognition of Abuse

We differentiate between

- Physical Abuse
- Emotional abuse
- Sexual Abuse
- Neglect

There may be some indicative signs of abuse which include:

- Unexplained injuries.
- An injury for which there may be an inconsistent explanation from either child or adult.



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- The child describes an abusive act or situation.
- Unexplained changes in behaviour.
- Sexually explicit behaviour or sexual awareness.
- Distrust of adults.
- Not being allowed to take part in normal activities.
- Constantly hungry, smelly or dirty clothes.
- Children who are missing on repeat occasions and do not regularly attend the sessions.

If a child says something or acts in a way that abuse is suspected (disclosure) the person receiving the information is required to:

- React in a calm and considered way but show concern.
- Tell the child that it is right for them to share this information and that they are not responsible for what has happened.
- Take what the child says seriously.
- Only ask questions to determine whether there is a concern but not interrogate the child.
- Listen to the child and do not interrupt if the child is recounting significant events.
- Offer reassurance that the problem will be dealt with.
- Do not promise to keep the information confidential, explain that you will have to tell those people that need to know this information.
- Make a detailed record of what is said and done on an Incident form as soon as possible and before leaving work.

The report should include:

- The name, and date of birth of the child
- A record of the child's account in the child's words.
- Details of the nature of the allegation or concern.
- Description of any injury.
- Dates, times or places and any other information that may be useful.
- The incident, allegation or concern should be reported immediately to the Designated Safeguarding Lead.
- The DSL will then act accordingly with strict regard to the regulations and flowchart available from the GSCE.

## SPECIFIC SAFEGUARDING ISSUES

### Early Help

The teachers at The Lindens understand that Early Help means providing support as soon as a problem emerges at any point in a child's life.

Staff will discuss Early Help requirements with the DSL in the first instance. Early Help might include guidance on parenting, language development, dietary advice, listening to the voice of the child to identify FGM, or promoting fundamental British values.

The DSL and the SENDCo are aware and understand the Graduated pathway Of "my plan" and "my plan +".

### Peer on Peer Abuse



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We recognize that children can abuse other children. This may be described as Bullying (see below) but can also take other forms. In an early years setting it would mostly show as physical abuse, e.g. hitting, biting, pulling hair, kicking etc.

### Sexual Behaviour in Kindergarten (Peer on Peer)

Staff recognizes that children may display, as part of their development, a natural curiosity about their own bodies and the bodies of other children. However, this curiosity can be expressed in inappropriate ways in kindergarten and must be approached in a calm, understanding yet clear manner.

Examples may include:

- Toilet talk.
- Going to the toilet in inappropriate places.
- Fondling of one's own genitals.
- Exposing one's own genitals.

When incidences of toilet talk and exposure of genitals occur the child will be asked if they need to use the toilet. Children will be reminded that hands stay out of pants in kindergarten. Incidents will be noted and parents/carers informed.

Sometimes incidents can occur that raise child protection concerns. If and when this happens the DSL will instigate the appropriate safeguarding procedures.

Example may include:

- Disclosure
- Repeated incidents of exposure.
- Showing an inappropriate level of knowledge.
- Forcing others to participate.

(This is not a comprehensive list.)

Staff at The Lindens will endeavour to prevent incidents by curtailing opportunity, and we have a written risk assessment in place. We only allow one child at a time in the toilet and children know to let an adult know when they are going to use the toilet.

Children are reminded that houses and dens must have at least one window (to be able to see inside).

Outside, the staff have an overview of the garden to ensure that there are no blind spots where children cannot be seen.

Children are taught and encouraged to use their words and be clear if another child is doing something they do not want, such as saying "stop" and "I don't like it".

Children are encouraged to always tell a member of staff if something happens that they are uncomfortable with.

### Anti-Bullying

We acknowledge the existence of bullying and understand that being bullied means, where one or more children are being exposed, repeatedly and intentionally to negative and hurtful actions by one, two or a group of children.

In the kindergarten, this may be seen as:

Emotional: being unfriendly, excluding, tormenting, threatening gestures,



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Physical: pushing, kicking, pinching, hitting, scratching, punching, biting, snatching things,  
Racists: racial taunts and remarks, gestures,  
Sexual: unwanted physical contact, sexually abusive comments,  
Verbal: name calling, teasing, exclusion, using intimidating, discriminatory and homophobic language.

We are committed to ensure that every child is free to develop naturally. It is absolutely essential to respond appropriately and effectively in order to ensure a secure and safe environment for all children.

Our setting takes effective measures to prevent and tackle discriminatory and derogatory language, including racist language and derogatory remarks about disabled people. (See Equal Opportunities Policy)

All children involved in incidents, as well as the parents/carers, need to be acknowledged and reassured that they are safe and can feel secure, that this is not behaviour that should be imitated and that the kindergarten does not tolerate this type of behaviour.

Help will be given, both within the kindergarten and at home, where possible. Children need to be helped to learn different ways of behaving within the kindergarten and if necessary within their own homes.

A plan of action will be drawn up, specifying time scale and approach (see Supporting Positive Behaviour Policy).

Then in order to educate and prevent the recurrence we will make all efforts to act immediately and deal with the situation. This may include in the first instance:

- Constructive activities.
- Educational stories to help understanding of the deed.
- Finding ways of healing the relationship between the children involved.

### Use of Reasonable Force

There are circumstances when it is appropriate to use reasonable force to safeguard children. This may be to lead a child safely away from being hurt, to have to restrain a child from being violent or hurting another child. "Reasonable" means no more force than is needed in these circumstances.

A record is kept of any occasion where reasonable force is used, and parents are informed.

### Children missing from Education

The staff members at The Lindens are mindful that if children miss kindergarten sessions frequently and repeatedly, this can be a warning sign of a range of safeguarding issues.

This may include abuse and neglect or any other form of abuse.

Procedure:

- Children's days at The Lindens are recorded
- Register is taken daily
- When a child misses a day of kindergarten without reasonable explanation, or repeatedly misses the same session, the teacher will make every effort to communicate with the parent/carer to establish the reasons for the absences. In case no satisfactory explanation is given, the usual safeguarding procedures will be adhered to.



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## Female Genital Mutilation - FGM

Staff at The Lindens receive yearly training in Female Genital Mutilation Awareness and are aware of the signs that a child might become subject of FGM. Staff at The Lindens know that they must act either by contacting the Practitioners Advice Line and follow their guidance, or report the suspicion to the police before the child leaves.

If a teacher in the course of his/her work in the profession discovers that an act of FGM appears to have been carried out on a girl (under the age of 18), the teacher must report this to the police.

Contacts:

MASH/Practitioner Advice Line: 01452 42 6565 Option 1

Local Police phone number: 101

## Child Sexual Exploitation - CSE

Child sexual exploitation is a form of sexual abuse, where children are sexually exploited for money, power or status.

Staff at The Lindens are aware that some children are more vulnerable and need extra protection for keeping safe, these are children with special educational needs, with parents who are in prison or drug users, children living with domestic abuse, children in care etc. Staff will have a heightened awareness of these children, and help the children through play-based activities to show and talk about their feelings. The children will be listened to and practitioners do know where to turn for appropriate help. (The voice of the child)

Contacts:

MASH/Practitioner Advice Line: 01452 42 6565 Option 1

Local Police phone number: 101

## Prevent Duty

The Counter Terrorism and Security Act from 2015 (issued by the Home Office) places a duty also on early years providers "to have due regard to prevent people from being drawn into terrorism" (Prevent Duty).

Statutory guidance on the duty is available at:

[www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)

This means that protecting children from radicalisation is part of our safeguarding duties and all members of staff at The Lindens are aware of the Duty and have been trained in it. All concerns will be recorded in line with our safeguarding procedures and advice will be sought from the MASH team.

Useful Contacts:

Gloucestershire PREVENT Partnership Board Coordinator 01452 888766

Local police non-emergency phone number: 101

DfE helpline for Prevent: 02073407264

Email: [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

MASH/Practitioner Advice Line: 01452 42 6565 Option 1

## Personal Care

Personal care refers to helping children clean up and change clothes after "accidents," wiping bottoms, rearranging clothing after going to the toilet and putting on/taking off



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waterproofs. Best practice requires that before carrying out personal care, staff should inform other members of staff what they are going to do.

The staff are committed to provide personal care in ways that:

- Maintain the dignity of the individual child.
- Are sensitive to the child's needs and preferences.
- Maximise safety and comfort.
- Protect from intrusion and abuse.
- Respect the child's right to give or withhold consent.
- Encourage the children to care for themselves.
- Staff will always encourage and support children to learn to manage by themselves.
- All members of staff must be appropriately trained in safeguarding and be familiar with our policy.

### Looked after Children

All members of staff are committed to doing all they can to enable "looked after" children in their care to achieve and reach their full potential. Definition of Looked after children (LAC): "If a child has been taken into care by the Local Authority or has been accommodated by the LA (a voluntary care arrangement)."

Most LAC will be in foster homes, but others may be in a children's home or living with a relative.

The Lindens recognizes that children who are being looked after may have experienced traumatic situations, abuse or neglect. We recognize that whatever reason, a child's separation from their home and family disrupts their lives and has an impact on their emotional wellbeing.

### Procedures

- The managers will liaise with agencies, professionals and practitioners involved with the child and the family to ensure appropriate information is gained and shared.
- If a care plan is in place then this will be discussed prior to the child starting and reviewed regularly during the child's time at The Lindens.
- The sharing of information will be discussed with the parents/carer, the child (when appropriate) and by all professionals involved so that confidentiality can be followed.

### CODE OF CONDUCT FOR STAFF

All staff at The Lindens should act at all times to preserve the wellbeing of all children. All staff members are responsible for the safeguarding of the children and should feel responsible that the kindergarten is a safe place for the children.

Staff should acknowledge that children are individuals in their own right with differing needs, abilities and potentials and therefore should be flexible and sensitive in responding to the individual children's needs.





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The Lindens is a Steiner Waldorf Early Years setting and along with our educational principles and pedagogy we ask that teachers are moral examples for the children and that through their work they are striving to nourish, strengthen and support the growing child. We want to actively work with the principle of being good and worthy examples for the children, so that the children feel safe, and are motivated to do as the teacher does, which will strengthen the children's need for learning.

Phones/Cameras: Personal mobile phones must be switched off during the session and staff are only to use The Lindens landline or The Lindens mobile phone to contact parents. Pictures of children's activities only taken with the Lindens camera and with the permission of the parent. (See signed consent sheet.)

Staff must not give corporal punishment, nor threaten with such punishment, nor use or threaten any form of punishment which could have an adverse impact on the child's well being. Any staff who, without reasonable excuse, fails to comply with this requirement, commits an offence.

All staff are made aware of their duty to disclose information that prevents them from working in a regulated role during the recruitment process and annually, during the appraisal process.

### Staff Training

All new staff are informed of our safeguarding policy and procedures, at induction. It should be recognized that ongoing training is essential, e.g. to keep up to date with the First Aid and Safeguarding requirements. Through our membership with the Early Years Alliance we have access to a range of Educare courses and we also subscribe to noodlenow who provide a large number of courses. We also attend regular training through the Steiner Waldorf Schools Fellowship and the LEA. Updates on aspects of Safeguarding are a part of the weekly kindergarten meetings and the half termly staff meetings.

The Lindens aims to cultivate an atmosphere of mutual trust and confidence among colleagues, where each is encouraged to strengthen and further develop personal and professional skills.

### COMPLAINTS ABOUT A MEMBER OF STAFF

We ensure that all parents/carers know how to complain about the behaviour or actions of staff or volunteers within our setting through our complaints policy.

We have a whistleblowing policy and a low level concerns policy.

In case of a complaint of poor practice as witnessed by another member of staff, the issue needs to be brought to the managers of the setting. The complaint must be written down and underpinned with specific examples showing poor practice. The managers will consider the matter and if appropriate bring it to the staff meeting to be shared as a topic for educational staff training. If the complaint of poor practice is repeated and no improvement is witnessed then the staff member would need to have more frequent supervision and extra training to improve his/her practice.



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## Allegation against a member of staff

In case of an allegation against a member of staff, the DSL will immediately contact the Local Authority Designated Officer (LADO), who will deal with the allegation. It is not the responsibility of the DSL to oversee the allegation process. If necessary a Multi-agency Allegation management meeting will be convened. The allegation will be written up and a report will be stored in the Safeguarding file.

The Lindens has a duty of care towards their employees and will provide support if the member of staff needs to be suspended.

The following definitions should be used when determining the outcome of investigations.

- Substantiated - there is sufficient evidence to prove the allegation.
- Malicious – there is sufficient evidence to disprove the allegation, and there has been a deliberate act to deceive.
- False – there has been sufficient evidence to disprove the allegation.
- Unsubstantiated- there is insufficient evidence to either prove or disprove the allegation. The term therefore does not imply guilt or innocence.
- Unfounded- to reflect cases where there is no evidence or proper basis, which supports the allegation being made.

## RECORD KEEPING

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. Confidential information and records will be held securely in the safeguarding file and only available to those who have a right or professional need to see them.

When children move to another setting we will pass all safeguarding records to the DSL at the new setting.