

2. Safeguarding and Promoting the Welfare of Children Policy

EYFS 2025 Statutory Guidance: Safeguarding and Welfare Requirements

Guidance for this policy has been taken from the EYFS Statutory Framework (DfE, 2025), Working Together to Safeguard Children (HM Government 2026) and Staffordshire and Stoke on Trent Safeguarding Partnerships. Multi Agency Statutory Guidance on FGM, (HM Government, 2020). The Prevent Duty Guidance (DfE, 2023). Information Sharing Advice for Practitioners Providing Safeguarding Services (DfE, May 2024). Inspecting safeguarding in early years, education and skills settings (Ofsted, 2022). Safeguarding children and protecting professionals in early year's settings (UK council for Internet Safety, 2019).

Signed by (Trustee): Diane McVey

Date: 10.06.26

Next Review Date: 10.06.27

Review date	Description	Proposed by	Approved by
19.12.23	Sources of information guidance updated. Minor amendments made	Sadie Clarke (Centre Manager)	Diane McVey
22.02.24	Added in information regarding photographs taken on iPad's	Sadie Clarke (Centre Manager)	Diane McVey
12.03.25	Updated whistleblowing section around staff reporting to LADO if concerned allegations are not being dealt with properly, following completion of SSAS tool. Added information about reporting in the event of any serious accident, illness or injury or death of a child while in care of the Centre into this policy as well as being in health and safety policy, following completion of SSAS tool.	Sadie Clarke (Centre Manager)	Diane McVey
03.05.25	Updated Stoke safeguarding board contact information	Sadie Clarke (Centre Manager)	Diane McVey
07.05.25	Added in the nursery laptop	Sadie Clarke (Centre Manager)	Diane McVey

21.08.25	Added in NSPCC contact details for whistleblowing concerns	Sadie Clarke (Centre Manager)	Catherine Cook (CEO)
21.08.25	Updated policy re child absence following updated EYFS, 2025. Updated Centre mobile phones and training to be renewed every 2 years	Sadie Clarke (Centre Manager)	Catherine Cook (CEO)
30.09.25	Updated safeguarding contact details	Sadie Clarke (Centre Manager)	Catherine Cook (CEO)
18.12.25	Updated around use of Ipads in the nursery bathroom, and updated about when media is deleted, and management carrying out monthly checks on all devices.	Sadie Clarke (Centre Manager)	Catherine Cook (CEO)
25.03.2026	Updated with new Guidance from Working Together to Safeguard Children (HM Government, 2026) LADO information included for all areas working alongside following completing SSSAT Added in information re references being required for all new staff including students following completion of SSSAT and updated EYFS 2025.	Kirsty Perry (Family Support Manager)	Catherine Cook (CEO)
10.06.2026	Updated to include phone no. to contact DSL or deputies in the event of a safeguarding concern Changes to Guidance Minor changes to wording	Kirsty Perry (Family Support Manager)	Catherine Cook (CEO)

Review of Policy

The Centre Manager will review the content of this policy every year or earlier in the event that there are changes in legislation or as a result of a change in good practice. Every effort will be made to give reasonable notice of any changes to this Policy but the right is reserved to make amendments without further notice should circumstances warrant it.

Safeguarding is Paramount

The Peter Pan Centre recognises and understands that safeguarding children is everyone's responsibility and is fully committed to safeguarding and promoting children's welfare. All organisations should work together effectively to promote the welfare and safety of children and to prevent harm and exploitation, as all children deserve the opportunity to achieve their full potential into adulthood.

This includes all children, including:

- Those living with their birth or extended family
- Those in kinship care, including special guardianship (SGO)
- Adopted and looked-after children in foster or residential settings
- Unborn children where there are concerns

This policy applies to all persons in the Centre including children and families, employees, volunteers, students and visitors to the Centre. All practitioners working within the Peter Pan Centre are subject to the same safeguarding responsibilities, this includes all volunteers, employees and students.

The safety and welfare of the children using the Centre is paramount, all Centre policies promote this through day to day practice including; recognising the significance of 'the child's voice', fostering a listening culture and engaging in dialogue with children appropriate to their age and stage of development, clear accountabilities and responsibilities within the organisation, robust and effective recruitment and supervision arrangements, a clear understanding of how to work together and effective procedures to manage allegations of abuse made against persons in the Centre. Included in this policy are the arrangements for working together and information sharing and whistle blowing. In the event of concerns being raised, action will be taken to record the concerns and share this record with the appropriate agencies. This may include professionals working with the child and family, and a referral to other services such as the local authority. Children's Services contact details are included within this policy.

The Designated Safeguarding Lead (DSL) for the Centre is Sadie Clarke, Centre Manager who has lead responsibility for safeguarding and child protection.

In their absence, safeguarding concerns should be directed to one of the Deputy Designated Safeguarding Leads: Kirsty Perry, Family Support Manager or Alice Holford, Deputy Centre Manager. Michelle Ely, Senior Specialist Practitioner and Demi Cooke are also experienced and qualified to support the designated safeguarding lead team in the absence of any DSL. Any Safeguarding concerns should be reported in a timely manner to the Designated Safeguarding Lead

The DSL or the deputies can be contacted via 01782 715219

If a safeguarding concern arises and the DSL or deputies are not immediately available, staff should follow the Centre's escalation procedures and contact external safeguarding agencies as outlined in this policy.

Every Child Matters

Every Child Matters (2003) is no longer promoted by the Government; however, the Peter Pan Centre believes the outcomes noted below are relevant to our aims:

- o Be healthy
- o Stay safe
- o Enjoy and achieve
- o Make a positive contribution
- o Achieve economic wellbeing

Families may meet these needs in different ways and patterns of family life can vary, this is respected and valued by the Peter Pan Centre.

Indicators of Abuse

It is the professional responsibility of the Peter Pan Centre to be aware of indicators of abuse and to refer any concerns to Children's Social Care or explore these indicators if appropriate. Below are some indicators (this list is not exhaustive):

Abuse and Neglect: are forms 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 institutional or community setting, by those known to them or, more rarely by a stranger. They may be abused by an adult or adults or another child or children, and it is important to be aware that children are capable of abusing their peers.

Physical Abuse: may involve hitting, shaking, throwing, poisoning, burning, scalding drowning or suffocation a child or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or induces illness in a child.

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 children that they are worthless, unloved, and inadequate or valued only insofar that 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, this can include interactions that are beyond children's developmental capacity 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 and can include bullying, including cyber bullying and causing children 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, although it may occur alone.

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 a child is aware of what is happening. The activities may involve physical contact including assault by penetration (e.g. rape, oral sex) or non-penetrative acts such as masturbation, kissing,

rubbing and touching outside of clothing. They may also include no 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 abuse (including via the internet). Any illegal images relating to child sexual abuse material should be reported to the Internet Watch Foundation.

Fabricated or Induced illness (FII): this is also a type of abuse, where a child is presented with an illness that is fabricated by the parent or carers. This may include exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing illness. This can also include presenting false allegations of abuse or encouraging the child to appear ill or disabled to obtain unnecessary treatment or specialist support.

Female Genital Mutilation (FGM): The Department of Health recognises this as an illegal, extremely violent, harmful and abusive practice against girls and women. Indicators of this may include; family members known to have undergone FGM, families known to originate from communities practicing FGM, influential elder females in the family being involved in the care of girls, isolation from the wider community, suggestions of spending prolonged periods abroad, attendance to travel clinics for vaccinations, reference to FGM or other terminology (see Multi agency statutory guidance on FGM, HM Government, 2020), information missing from the child's red book, requests to withdraw children from PHSE lessons, disengagement of the family with professionals, other safeguarding alerts regarding the family, children or siblings asking for help, disclosure of a concern that FGM may be carried out by adults or children, children discussing "special occasions/procedures" and discussing "becoming a woman/to become like my mum/sister). The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

Exposure to Domestic Abuse: is described by the home office as any single incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial and emotional abuse is a widespread issue for many families. Children who may have been exposed to or are living in an environment of Domestic Abuse may teach children negative things about relationships. Younger children may experience bedwetting, nightmares, feelings of guilt and blame, insecurity, fear, emotional confusion and problems at school. Children may also demonstrate a lack of respect for a parent or overprotectiveness of a parent, loss of confidence, difficulties forming own relationships and may develop behavioural and emotional problems. The risks of harm of children being exposed directly or indirectly to domestic abuse are known to be significant. The negative impact of domestic abuse is made worse when combined with substance misuse and poor mental health.

Unexplained Changes in Behaviour

An additional indicator that can be a cause for concern is significant changes in children's behaviour. We recognise that many things can impact on children's behaviour such as a change at home, changes in the family dynamics or death of a loved one or pet. However, we are also aware that children experiencing abuse can present with significant changes in behaviour such as demonstrating challenging behaviours, becoming withdrawn, self-harming or harming others for example. We seek to maintain a positive relationship with families to enable families to be confident in sharing information with us that may impact upon children's behaviour safe in the knowledge it will be treated in the strictest confidence.

The Prevent Duty

As a provider, the Peter Pan Centre is obliged to assess the risk of children being drawn into terrorism or radicalisation. The existing policies and procedures support this and referrals may be made to the Prevent team with a view to the Channel programme if children are identified as at risk of this or to Children's Services if this is considered to be appropriate.

The Peter Pan Centre is committed to building children's resilience to radicalisation and extremism by providing a safe environment to learn and explore such issues and to promote fundamental British values.

Due to the nature of the needs of children attending the Peter Pan Centre, we recognise it is unlikely that children will present with behaviours to indicate these risks, however we remain vigilant to this and also to siblings and other family members who we are aware of through the Centre.

Children missing from education

Children who leave education with no explanation, or with suspicious circumstances, and children who leave and return frequently, may be at risk of exploitation including child trafficking. In early years, signs of this are likely to be non-attendance. However, as children get older signs such as new possessions, gifts, associating with others engaged in exploitation, having older girlfriends or boyfriends, mood swings, drug and alcohol use, sexually transmitted infections and sexualised behaviour.

If a child does not attend for their session as normal the Peter Pan Centre take the following procedure to ascertain why this may be;

1. After 30 minutes the key person will call/ message the people with parental responsibility, if this is out of the ordinary for the individual the key person may contact the child's other setting, key professionals
2. If no contact has been made and the child does not attend for the following session, contact will be made with the child's other setting if applicable and key professionals
3. The Peter Pan Centre take signs of children missing from education seriously and will attempt to re contact the people with parental responsibility to ascertain the reason for not attending the setting. In the event of being unable to contact parents, or any key professionals involved with the child, we will also take into account patterns and trends in a child's absence, if this is considered as prolonged or suspicious circumstances are raised, a referral to Children's Services will be made, and/ or a police welfare check requested. We will take into consideration any vulnerabilities of the child, parents and or/ carers and their home life.

Children's Safety Online and Mobile Technology (Phones, tablets, laptops etc.)

The Peter Pan Centre are aware of the risks to children and young people through online material and the communication channels that can be accessed online. As the children are very young at Peter Pan, full supervision is the most appropriate way to keep children safe online. We also offer advice and guidance for Parents to encourage safe access online outside of the setting and to inspire Parents to take a proactive approach to online safety for

the future. As children grow older, it becomes more appropriate to teach children how to stay safe online and why this is important.

The Centre operates a strict policy regarding cameras and mobile telephones and other technology such as tablets and laptops.

No cameras or mobile devices including mobile phones with cameras, mobile phones without cameras, tablet computers and laptops are permitted in the nursery rooms without express prior consent from the Centre Manager or Deputy Centre Manager, for example the local newspaper for an article, Ofsted to use a laptop for inspection notes, a professional making notes. The decision will be made dependent on the individual circumstance. This will be based on reasons for need to use the equipment, and whether we feel the external companies' policies and procedures surrounding the use of such equipment are robust enough to continue our commitment to safeguarding children.

The exceptions to this rule are the Centre mobile phone (Centre Manager's phone, white iPhone SE, Deputy Centre Manager's phone, black iPhone 15), the children's iPad (2 black iPad minis, a silver and a grey iPad, and a grey iPad that family support use), the emergency phone kept in the nursery kitchen (iPhone Xr), Family support manager's phone (iPhone 15 black), Family support practitioner's phone (iPhone SE black), Centre and Deputy manager laptops, nursery laptop and the computer that the magic carpet runs off in the sensory room. In addition to this, exceptions may be made for children supported by external staff, for example who need their work phone to contact emergency services or the hospital, mobile phones used to monitor children's health exclusively. All centre devices are securely stored away each evening and are protected by password.

The iPad's used within the centre for the children are both connected to the internet, via Wi-Fi, children are fully supervised when using the iPad to ensure they are safe online. Safety features are used on the iPad however we understand that this alone is not enough to protect the children, therefore full supervision is the most appropriate way to keep the children safe. Any apps that are downloaded for use with the children are pre checked by staff before use.

The iPad's are not taken into the children's bathroom, the only exception to this is, if one is needed as a last resort to help calm a child if they are very distressed, in this situation two staff are present. The Yoto box may be taken into the children's bathroom to help as a calming distraction.

The iPad's are also used to take photographs or record video's of the children to form part of their ongoing assessment. Photographs are uploaded onto the server and individual child Family accounts, they are then deleted within 30 days, off of the iPad. Early years management carry out regular spot checks of all nursery tablets each month, including checking search history and app and website activity in settings.

Practitioners are permitted to wear smart watches (to track steps and health data etc.) on the condition that they are not connected to Bluetooth whilst with the children. This is subject to review.

The Amazon Alexa is linked to the iPad's, the Alexa is used under full supervision at all times.

Some children also bring their own iPad, as this may be a way for parents and carers to motivate them to attend the Centre and can help children to feel more secure when attending. On these occasions and for example if a parent or carer needs to show us

something on their mobile phone (E.g. footage of a child having a seizure, update a telephone number etc.) practitioners have authority to use their discretion. In these cases, practitioners will always be with the parent or carer and able to supervise the usage of the mobile phone. In the event of parents or carers using their mobile telephone for an inappropriate reason, practitioners will not hesitate to challenge this and report this to a senior member of staff for action.

On some occasions, the Centre Manager's and deputy centre managers Centre iPhone (black iPhone 15), family support Manager's phone (iPhone 15 black) and Family support practitioner's phone (iPhone SE black), may be used to take photographs for social media; these photographs will be taken in the presence of other practitioners and only with written consent from parents and carers. Once the photographs are published, they will be deleted from the phones. These phones will also be made available to check the contents, if deemed necessary.

All employees remain vigilant regarding mobile phones and other technology, the Centre Manager and Deputy Centre Manager reserve the right to check the photographic contents of mobile devices if there is reason to believe photographs have been taken in the nursery room or in the case of outings, photographs taken of children in the care of the Centre.

Accidents, Incidents and Injury on Arrival

The Peter Pan Centre recognise that accidents can happen as a result of children leading playful and enjoyable lives, and knocks, scrapes and bruises are part of this.

To monitor this appropriately the Centre completes "Existing Injury" forms. We ask you to inform us on arrival of any injuries your child may have, although we do recognise children may have bumps and bruises that you are not always aware of, or that develop after the event. We will ask you to fill in and sign an Existing Injury form before you leave the Centre with details such as when the child sustained the injury, what happened, and what the injury is. Please note in accordance with Safeguarding Guidance, we will not speculate as to what the injury is or how it happened but will ask you to describe it.

As earlier noted, injuries do not always present themselves immediately, for this we have "Late Discovery of an Existing Injury" forms. Please note in accordance with Safeguarding Guidance, on discovery we will telephone you to ask you about the injury, and again will not speculate as to what the injury is or how it happened and ask you to describe it. We will then ask you to fill in the form and sign it on collection of your child.

The welfare of children is paramount, in the event of the Centre having concerns regarding a child's welfare we are obliged to make a referral to the Local Authority's Social Care department. This will be done with or without the consent of parents and carers. We will make every effort to communicate openly and honestly with you, although, if the Centre considers that obtaining consent will place the child at risk, we do not attempt to obtain consent. Written records of decisions to refer and referrals and observations will be kept by the Centre and will be stored securely. Should there be concerns surrounding a child, the Designated Safeguarding Lead may contact the Education Safeguarding Advice service (ESAS) for advice as to whether the presenting evidence/ situation warrants a referral to Staffordshire Families Integrated Front Door Service (SFIFD).

In the event of any serious accident, illness or injury or death of a child while in care of the Centre, OFSTED will be notified as soon as reasonably practicable, but within 14 days and

the Local Safeguarding Children Partnership will be notified, other agencies such as HSE may also be notified and the Centre will act on any advice received from those agencies

Working Together with Outside Agencies

Due to the nature of children attending the Peter Pan Centre, children rarely have needs that are met by Level 1 services and more often have needs met by a range of agencies and services at levels 2, 3 and 4. There is often a significant number of professionals supporting the children attending Peter Pan resulting in a Team around the Child (TAC) or Early Help (EHA) or needs at level 4 including Child in Need (CIN) for example. The Peter Pan Centre aims to enable communication between all agencies supporting families whilst maintaining confidentiality and will work collaboratively with the teams and agencies supporting children and families to obtain the best possible outcome for the child.

The Peter Pan Centre recognises that the effective sharing of information between practitioners and local organisations and agencies is essential to enable early identification of need, assessment and service provision to keep children safe. Anyone who has concerns about a child's welfare should report these in a timely manner to the Designated Safeguarding Lead. However, should the DSL not share the same concerns then the individual should make a referral to local authority children's social care and should do so immediately if there are concerns that the child is suffering significant harm or is likely to do so. Contact details are listed below.

Local Authority Contact Details

Children attend the nursery from a wide area including the local authorities listed below for ease of reference. Occasionally children may attend from another local authority, in this case the relevant contact numbers for Social Care services will be obtained for ease of reference in a critical situation.

Staffordshire Safeguarding – Staffordshire Families Integrated Front Door Service (SFIFD)

Staffordshire Families Integrated Front Door Service (SFIFD): Telephone: 0300 111 8007

If the child is not in immediate danger, but you're still concerned that they need support, make a referral to the safeguarding online form:

<https://apps2.staffordshire.gov.uk/web/formdisplay/?FormID=1343&Ref=ZWBNGQ>

Open Monday – Thursday 9.00am – 5.00pm Friday 9.00- 4.30pm

Emergency Duty Service: (out of hours)

Telephone: 0345 6042886

Staffordshire Police Prevent Team

01785 232054

prevent@staffordshire.pnn.police.uk

Education Advice Safeguarding Service: 01785 895836

esas@staffordshire.gov.uk

For LADO, contact through the SFIFD

To refer to LADO use the referral form

<https://apps2.staffordshire.gov.uk/web/formdisplay/?FormID=1308&Ref=XZQYRY>

Stoke on Trent Safeguarding – Integrated Front Door (IFD)

Integrated Front Door (IFD)

If the child is not in immediate danger, but you're still concerned that they need risk support, make a referral to the Integrated Front Door for Stoke-on-Trent Children and Family Services on the online portal:

childrensportalcs.stoke.gov.uk/web/portal/pages/marfprof

Telephone: 01782 235100 (office hours 0830 to 1700 Monday-Thursday, Friday 8.30am-4.30pm)

Emergency Duty Team: 01782 234234 (outside office hours, weekends or bank holidays)

To request information and advice:

<https://childrensportalcs.stoke.gov.uk/web/portal/pages/request>

In an emergency, you can dial 999 and ask for the police

For Local Area Designated Officer, LADO referrals are made through the Integrated Front Door service on 01782 235100.

Cheshire East Safeguarding – CHECs Team

Cheshire East consultation service

Phone: 0300 123 5012 (8.30am till 5pm) or Out of Hours: 0300123 5022

For Local Area Designated Officer. You can make a referral or request a consultation by submitting a LADO Consultation/Referral form online via Cheshire East's secure portal or via email.

<https://childrenandfamiliesportal.cheshireeast.gov.uk/web/portal/pages/lado#h1>

Shropshire Safeguarding – First point of contact

First point of contact Team on: 0345 678 9021

If you need to report concerns out of office hours please contact the Emergency Duty Team on: 0345 6789040

You can also speak to:

Protecting Vulnerable People (West Mercia Police): 0300 333 3000

NSPCC: 0800 800 5000

Childline: 0800 1111

For LADO, All allegations that meet the criteria must be reported to the LADO by contacting the First Point of Contact (FPOC) on 03456 789021.

Suitable People

The Centre has robust procedures to ensure only suitable people are employed in the Centre. This also includes volunteers, students and visitors and extends to anyone who arrives at the Centre and is considered “unfit” to be present.

All employees attend Safeguarding Awareness Level 1 training, this is formally refreshed on a 2 yearly basis and attendance is staggered over this period to ensure the Centre remains up to date with legislation. Following attendance of a course, the content is disseminated to the team to ensure best practice. The designated lead safeguarding practitioner and designated deputy lead safeguarding practitioners are qualified with Staffordshire Safeguarding Children Board to “Level 2 Multi-Agency Working Together to Safeguard Children”. This course is only completed once; the designated practitioner’s then complete specific multi-agency level 3 or level 4 refresher training on a minimum of a 2 yearly basis, and update their knowledge and skills at least annually. The team also access various resources from the local safeguarding children partnerships and online information pages to remain fully up to date with practices throughout the year.

During the recruitment of any new employees an enhanced DBS check is required prior to commencing employment, this is then updated regularly, either through the checking the update service with consent or carrying out a new DBS check. Volunteers are also required to undergo this process prior to their placement beginning. Students have a DBS check with their training provider and this is checked by the Centre. It is made clear to all applications for employment, volunteer and student placements that all posts are exempt from the Rehabilitation of Offenders Act 1974 and that safeguarding is paramount at the Centre. References must be obtained before any staff, volunteers or students begins work.

During the day to day practice of the Centre, no adult will be left alone with a child in the Centre. The layout of the play room will permit constant supervision of adults, whilst maintaining privacy for children as is their right, always being within sight or sound.

The Centre encourages children to develop a sense of autonomy and independence through making choices and finding names and ways to express their feelings appropriately. We aim to support children to develop their confidence and vocabulary to enable them to resist inappropriate approaches or behaviours from others. The Centre actively fosters a culture in which children are listened to and respected, should a child make a disclosure, the staff will listen and make a factual record of the events and discussion. Practitioners will not ask questions and will reassure the child if necessary, children may request their information is kept a secret, in this situation the practitioner will explain in an age appropriate and sensitive manner why this is not possible.

The Centre works closely with other agencies supporting individual children and families and shares information as appropriate. This may include other settings your child attends, the local authority and health services for example.

Allegations against Adults

If we have concerns regarding the practice and conduct of a person within the setting either an employee, student, volunteer or visitor we will investigate this fully and referrals to external agencies will be made as appropriate such as a referral to the local Safeguarding partnership, Ofsted, DBS or Police for example.

In the event of a formal allegation of an employee, student, volunteer or visitor who is alleged to have:

- Behaved in a way that has harmed or may have harmed a child
- Committed a criminal offence against or related to a child
- Behaved in a way that indicates she/he is unsuitable to work with children

Immediate action will be taken in the form of a risk assessment of the hazards this poses to children. From this risk assessment, action will be taken to reduce any risks to children. This may include imposing stricter supervision procedures, removing an adult from working directly with the children and re-deploying them to another role whilst an investigation takes place or suspension from the job role.

A full investigation will be conducted and Ofsted will receive a written report within 14 days of the allegation been made. As previously stated, referrals to external agencies will be made as appropriate.

The designated lead safeguarding officer or deputy designated lead safeguarding officer will contact the LADO through the Staffordshire Families Integrated Front Door Service (SFIFD) department. In the event of the allegation being against the designated safeguarding officer, Diane McVey, Centre Trustee will consult with the LADO and may designate this role to another senior if appropriate.

The LADO will:

- Offer advice and assist with communications sitting outside of the statutory criteria
- Advice on how to investigate including referrals that need to be made and will actively support this process including issues regarding suspension, whom to tell and when and managing media interest.
- Retain oversight of individual cases ensuring they are investigated in an appropriate and timely manner and referrals are made as necessary (the LADO is not responsible for making said referrals)

Whistle Blowing

The Centre expects all employees and professional visitors to uphold the safety and welfare of children at all times, however we have a procedure for any occasions where there is reason to question this. All employees are obliged to discuss any concerns with their line

manager as soon as possible to enable issues to be resolved promptly and with minimum disruption to the children.

In the event of an employee or visitor becoming aware of a concern for example misconduct, or failing to comply with legal obligations, this MUST be reported to the appropriate person. In the first instance, Sadie Clarke and Alice Holford. In the event of this not being possible, or being inappropriate, a Trustee can be contacted on Trustee@thepeterpancentre.co.uk

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by the organisation, then they should contact Staffordshire duty Local Authority Designated Officer (LADO) directly via SFIFD. If a member of staff also feels that they are unable to raise an issue with the organisation they could also contact the NSPCC whistleblowing advice line. Staff can call 0800 0280285, 8am- 8pm, Monday- Friday and 9am- 6pm at weekends. The email address is: help@nspcc.org.uk. Alternatively staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London, EC2A 3NH.

Employees and visitors will NOT be subject to repercussions by raising concerns of this nature.

Photographs outside of the Centre

To support the Centre's charitable aims, we often take photographs at fundraising events and for fundraising purposes. Although these photographs are not taken in regulated Centre provision we follow procedures for obtaining informed consent as usual.

In addition to the devices noted above, the Chief Executive and Fundraising manager work mobile phones may be used. Photographs will be deleted from the phones after use and the phones will be made available to check the contents if deemed necessary.