

CASTLE EARLY BIRDS

WRAPAROUND CARE

SAFEGUARDING & CHILD PROTECTION POLICY

Reviewed	September 2026
Next review	September 2027, or sooner if guidance changes
Designated Safeguarding Lead (DSL)	Mandy Brittan
Telephone	07855 632215
Email	castleearlybirds@outlook.com
Applies to	Breakfast Club, After School Club and relevant Castle Early Birds provision

1. Statement of Intent

Castle Early Birds believes that every child has the right to be safe from abuse, neglect, exploitation and harm. The welfare of the child is paramount. All staff, volunteers and students are expected to share responsibility for safeguarding and to act promptly when they have a concern.

This policy has been updated with regard to current safeguarding guidance, including Keeping Children Safe in Education 2026, Working Together to Safeguard Children 2026, the Children Acts 1989 and 2004, the applicable Early Years Foundation Stage statutory framework, Prevent duties and Hampshire Safeguarding Children Partnership procedures.

2. Relationship with the Host School

Castle Early Birds is a private wraparound provider operating on a school site. We will work with the host school's safeguarding arrangements while retaining responsibility for safeguarding children during Castle Early Birds sessions. Relevant concerns will be shared promptly and lawfully with the school DSL and/or statutory agencies where required.

3. Designated Safeguarding Lead

- The DSL is Mandy Brittan.
- The DSL receives and manages safeguarding concerns and referrals.
- The DSL liaises with Children's Services, the host school DSL, Ofsted, LADO, Police and other agencies as appropriate.
- The DSL maintains secure safeguarding records and ensures staff receive appropriate training and updates.
- If the DSL is unavailable, staff must not delay action where a child may be at risk; they should follow the setting's escalation arrangements and contact Children's Services or Police directly when necessary.

4. Safeguarding Training and Staff Responsibilities

All staff will receive safeguarding and child protection training appropriate to their role, together with regular updates. Staff must know how to report concerns, understand whistleblowing arrangements, maintain professional curiosity and recognise that children may experience more than one form of harm at the same time.

- Staff must read and understand Castle Early Birds safeguarding procedures.
- Relevant staff should be familiar with current KCSIE safeguarding expectations and the host school's procedures where these affect wraparound care.
- Safeguarding concerns must be reported immediately; staff must never assume somebody else will act.
- Staff must challenge discriminatory, racist or harmful behaviour and promote an inclusive, safe environment.

5. Recognising Abuse, Neglect and Exploitation

Physical abuse: May include hitting, shaking, throwing, poisoning, burning, suffocating or otherwise causing physical harm.

Emotional abuse: Persistent emotional maltreatment that may seriously affect a child's emotional development.

Sexual abuse: Forcing or enticing a child to take part in sexual activities, including non-contact and online activity.

Neglect: Persistent failure to meet a child's basic physical and/or psychological needs, likely to impair health or development.

6. Child-on-Child Abuse and Harmful Sexual Behaviour

Abuse between children will never be dismissed as 'banter', 'part of growing up' or harmless behaviour. It can occur inside or outside the setting and online.

- bullying, including prejudice-based and discriminatory bullying;
- physical abuse;
- sexual violence and sexual harassment;
- harmful sexual behaviour;
- upskirting;
- consensual or non-consensual sharing of nude or semi-nude images;
- online abuse, intimidation or harassment.

Victims will be supported and concerns recorded and referred in accordance with safeguarding procedures. The needs and safety of all children involved will be considered.

7. Exploitation, County Lines and Missing Children

Staff will be alert to child sexual exploitation (CSE), child criminal exploitation (CCE), county lines, group-based exploitation and trafficking. Indicators may include unexplained gifts or money, changes in behaviour, new or concerning associations, going missing, unexplained injuries, secrecy, fear, or signs of coercion.

A child going missing from the setting is a safeguarding concern. Castle Early Birds will follow its missing-child procedure immediately, including checking the premises, alerting managers, contacting parents and Police as appropriate, and recording/reviewing the incident.

8. Domestic Abuse and Coercive Control

Children may be victims of domestic abuse in their own right, including through seeing, hearing or experiencing the effects of abuse. Staff will be alert to domestic abuse, coercive and controlling behaviour and the impact these can have on a child's safety and wellbeing.

9. Online Safety

Online safety is part of safeguarding. Staff will remain alert to risks including sexual exploitation, grooming, bullying, harmful content, coercion, extremist material and inappropriate sharing of images. Any use of devices within Castle Early Birds will be appropriately supervised and managed.

10. FGM, Forced Marriage and Honour/Faith/Belief-Based Abuse

Staff must report concerns about female genital mutilation (FGM), forced marriage or so-called honour-based abuse to the DSL immediately and follow statutory reporting/referral requirements applicable to their role. A child must never be subjected to mediation or family intervention where this could increase risk.

11. Radicalisation and Prevent

Castle Early Birds recognises the need to protect children from radicalisation and extremist influence. Possible indicators may include significant changes in behaviour, isolation, concerning extremist views or accessing extremist material. Concerns must be reported to the DSL, who will consider appropriate referral routes, including local safeguarding partners, Prevent/Channel or Police where necessary.

12. Responding to a Disclosure

- Listen carefully and take the child seriously.
- Remain calm and reassure the child that they have done the right thing by speaking.
- Do not promise confidentiality; explain that information may need to be shared to keep them safe.
- Do not investigate or ask leading questions. Use only necessary open prompts for clarification.
- Record as soon as possible using the child's own words where possible.
- Report immediately to the DSL or take direct safeguarding action if delay would place a child at risk.

13. Recording and Information Sharing

Safeguarding records must be factual, dated, timed where appropriate, signed/attributed and stored securely. Records should distinguish fact, observation, allegation and professional opinion.

Information will be shared on a need-to-know basis when necessary, proportionate and relevant to safeguarding. Data protection law does not prevent appropriate information sharing to protect a child. Staff must not allow uncertainty about information sharing to delay necessary safeguarding action.

14. Safer Recruitment and Regulated Activity

- Appropriate DBS and barred-list checks will be undertaken according to role and legal eligibility.
- References and identity/right-to-work information will be checked as required.
- Recruitment decisions will consider suitability to work with children.
- From 1 September 2026, Castle Early Birds will take account of the removal of the supervision exemption from the definition of regulated activity with children and will review volunteer/worker roles and DBS eligibility accordingly.
- Staff must disclose relevant changes that may affect their suitability in accordance with setting procedures and legal requirements.

15. Allegations and Low-Level Concerns About Adults

Any concern about the conduct of a member of staff, volunteer, student, manager or other adult working with children must be reported promptly. This includes allegations that may meet the harm threshold and lower-level concerns that are inconsistent with the staff code of conduct.

The DSL/proprietor will follow the appropriate procedure, including consultation/referral to the Local Authority Designated Officer (LADO) where the harm threshold may be met. The welfare of children takes priority. Suspension is not automatic and will be considered only where appropriate following advice and risk assessment.

16. Safe Professional Practice

- Maintain appropriate professional boundaries and conduct.
- Use physical contact only when appropriate to the child's needs, safety or care and in accordance with procedures.
- Where individual support is necessary, work transparently and with appropriate visibility/risk controls wherever practicable.
- Do not use personal devices to photograph children or communicate with them except where specifically authorised by policy.

- Report and record any incident, allegation, unusual interaction or concern promptly.

17. Whistleblowing

Staff have a responsibility to raise concerns about unsafe practice, failures in safeguarding or inappropriate adult conduct. Concerns should be raised without fear of victimisation. Where internal reporting is inappropriate or ineffective, staff may use appropriate external whistleblowing/safeguarding routes.

18. Allergy Safety / 'Benedict's Law' Arrangements

Allergy safety is primarily a health and welfare matter rather than a category of abuse, so Castle Early Birds maintains a separate Allergy Safety Policy. However, failure to follow a child's medical or allergy arrangements can create a serious safeguarding and welfare risk.

- Staff must know which children in their care have significant allergies and where emergency medication is kept.
- Relevant staff will receive allergy/anaphylaxis awareness training appropriate to their role.
- Individual Healthcare Plans/allergy action plans will be followed where applicable.
- Suspected anaphylaxis requires immediate emergency action and a 999 call in accordance with the child's plan and staff training.
- Castle Early Birds will liaise with the host school about its statutory allergy safety policy, emergency adrenaline auto-injector arrangements and procedures during wraparound hours.
- Allergy incidents and significant near misses will be recorded, reported and reviewed.

The statutory September 2026 allergy safety duties under the Children's Wellbeing and Schools Act 2026 apply directly to specified schools. Castle Early Birds will nevertheless align its wraparound procedures with the host school's arrangements and current DfE allergy-safety guidance.

19. Key Contacts

Contact	Details
Hampshire Children's Services / MASH – office hours	0300 555 1384
Hampshire Children's Services – out of hours	0300 555 1373
Police emergency	999
Police non-emergency	101
NSPCC Helpline	0808 800 5000
Ofsted	0300 123 1231
Hampshire LADO	01962 876364
LADO email	child.protection@hants.gov.uk

20. Review

This policy will be reviewed at least annually and sooner following changes in legislation or statutory guidance, a significant safeguarding incident, learning from a near miss, or changes to Castle Early Birds' provision.

Signed: _____ **Name:** Mandy Brittan **Position:** Proprietor / DSL

Date: September 2026 **Review date:** September 2027