



1.1 New Ark Safeguarding Policy: Safeguarding Children and Adults at Risk

1. Policy Statement

Newark Play Association Ltd (New Ark) is committed to safeguarding and promoting the welfare of all children and adults who visit our setting and use our services. We recognise our statutory responsibility to implement robust arrangements to safeguard and promote the welfare of children and adults at risk of abuse, neglect, exploitation or harm ('adults at risk').

We are committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient, and listened to. We encourage and support our children to develop essential life skills and a positive sense of self, within safe and trusted relationships in the setting and beyond.

We aim to create an environment where children feel safe, valued and respected, and where adults at risk are protected and empowered.

Safeguarding is everyone's responsibility and this policy applies to all New Ark staff, volunteers, students, management committee members, parents, carers, visitors and contractors.

Awareness and individual accountability for safeguarding is promoted throughout our staff and volunteer recruitment, induction, training and supervision procedures.

We understand the importance of working in partnership with other agencies in accordance with Working Together to Safeguard Children guidance and seek to establish effective working relationships with parents, carers and other professionals to develop a holistic approach to safeguarding.

2. Legal and Statutory Framework

This policy is informed by the following national guidance and legislation:

Children

- Working Together to Safeguard Children (2026)
- Statutory Framework for the Early Years Foundation Stage (EYFS) (2025)
- What to do if you're Worried a Child is Being Abused (2015)

- Keeping Children Safe in Education (2025) - applicable to out-of-school and early years settings
- Information Sharing: Advice for Safeguarding Practitioners (2024)
- Prevent Duty Guidance for schools and childcare providers England and Wales (March 2024)
- Multiagency Statutory Guidance on Female Genital Mutilation (July 2020)
- Child Sexual Exploitation, Definition and Guidance (February 2017)
- Children Act 1989 & Children Act 2004
- Education Act 2002 (Section 175)
- Counter-Terrorism and Security Act 2015 (Prevent Duty)
- Serious Crime Act 2015 (FGM mandatory reporting duty)
- UK General Data Protection Regulation (GDPR) and Data Protection Act 2018

Adults at Risk

- Care Act 2014
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Domestic Abuse Act 2021

We work in accordance with the **Cambridgeshire and Peterborough Safeguarding Partnership Board** procedures and guidance.

www.safeguardingcambspeterborough.org.uk

Peterborough Children Services professional consultation line **01733 864180** (Mon-Fri 9am-5pm)

Peterborough Adult Social Care **01733 747474, option 4** (9am to 5pm Monday to Friday)

adultsocialcare@peterborough.gov.uk

Child and adult out of hours Emergency Duty Team **01733 234724**

3. Definitions

Child

Anyone under the age of 18.

Adult at Risk

An adult who has care and support needs and is unable to protect themselves from abuse or neglect.

Types of Abuse

We are aware that abuse includes physical, emotional and sexual abuse, neglect, exploitation, domestic abuse, online abuse, bullying, discriminatory abuse, female genital mutilation (FGM), fabricated or induced illness, breast ironing, honour based violence, Child Sexual Exploitation (CSE), county lines, radicalisation, grooming, financial abuse, organisational abuse, cuckooing, human trafficking and modern slavery.

4. Designated Safeguarding Leads (DSLs)

New Ark has **Designated Safeguarding Leads (DSLs)** who:

- take lead responsibility for safeguarding and child protection
- liaise with children's social care and adult safeguarding teams
- ensure staff training and policy compliance
- maintain secure safeguarding records
- support staff with concerns

Our DSLs who co-ordinate child, young person and vulnerable adult safeguarding issues are: **Samantha Brown** (New Ark Manager) and **Denise Jinks** (Pre-school Supervisor).

Our designated person for the management committee who oversees this work is: **Jo Curphey** (Management Committee Chair)

5. Setting Arrangements

Children in our pre-school have a key person to build a relationship with, and all children are supported and encouraged to articulate any worries, concerns or complaints that they may have in an age appropriate way.

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff.

Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

We introduce key elements of keeping children safe into our programmes to promote the personal, social and emotional development of all children, so that they may grow to be strong and resilient, developing an understanding of why and how to keep safe. We ensure that everything we do is carried out in a way that is developmentally appropriate for children.

We work to create a culture of value and respect for all individuals, having positive regard for their heritage arising from their ethnicity, faith, languages spoken at home, cultural and social background.

We encourage open communication and believe in building trusting and supportive relationships with children, families, staff and volunteers to support and improve the welfare of everyone who uses New Ark.

We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.

6. Safer Recruitment and Vetting

New Ark follows safer recruitment practices in line with the EYFS, Working Together to Safeguard Children, and the Safeguarding Vulnerable Groups Act.

Recruitment Procedures

- Job adverts include a safeguarding statement and safer recruitment commitment.
- Application forms require full employment history and explanation of gaps.
- References are sought before appointment.
- Interviews include safeguarding-specific questions.
- Identity, right to work, qualifications and professional registration are verified.

Disclosure and Barring Service (DBS)

- All staff, volunteers and management committee members involved in regulated activity require an **enhanced DBS with barred list check**.
- DBS checks are renewed as required or maintained via the Update Service.
- No individual works with unsupervised access to children or adults at risk until all checks are complete.

7. Induction, Training and Supervision

New Ark clearly sets out what is expected of staff in terms of their required behaviour and conduct, and expects all staff to follow our policies and procedures on positive behaviour, online safety (including use of electronic devices with cameras and mobile phones), whistleblowing and dignity at work.

Induction

All new staff and volunteers working with children or adults at risk receive safeguarding induction covering:

- this safeguarding policy
- code of conduct and professional boundaries
- whistleblowing procedures
- recognising signs of abuse
- reporting concerns
- safer working practice

- Prevent Duty
- confidentiality and information sharing

Training

- DSLs receive **advanced safeguarding training** at least every two years.
- All staff receive **annual safeguarding training** and regular updates.
- Volunteers receive training proportionate to their role.

Supervision

- Staff supervision includes safeguarding, wellbeing and conduct.
- Staff are supported to raise concerns and reflect on practice.
- Concerns about staff conduct are addressed promptly by the New Ark manager, overseen by the New Ark management committee.

8. Staff Conduct and Accountability

All staff and volunteers must:

- treat all children and adults with dignity and respect
- maintain professional boundaries
- never use physical punishment
- follow behaviour management guidance
- avoid being alone with a child where possible
- use mobile phones only in permitted areas
- follow intimate care and safer working practice guidance
- report any safeguarding concern immediately
- report concerns about colleagues (whistleblowing)
- maintain confidentiality and share information appropriately

Breaches may result in disciplinary action, referral to the DBS, or notification to external agencies.

9. Recognising and Responding to Concerns

We are aware of a range of factors that affect children's and adults' vulnerability, including special educational needs and disabilities. We are aware of the additional vulnerabilities that arise from inequalities of race, gender, language, faith, sexual orientation and culture.

We are aware of the risk to children's safety, welfare and wellbeing where parents or carers have issues with drug and/or alcohol misuse, have mental and/or physical health needs, and

learning disabilities. We consider other factors affecting parental capacity and risk, such as poverty, social exclusion, domestic violence, and radicalisation.

We are aware that some children are affected by gang activity, by complex, multiple or organised abuse, forced marriage or honour based violence, or may be victims of child trafficking. While this may be less likely to affect the youngest children in our care, we may become aware of any of these factors affecting older children who we may come into contact with, or their relatives and friends.

In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales.

We are aware of our mandatory duty to report cases of Female Genital Mutilation to the police.

If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism and seek advice from the local authority and/or police.

We are alert to signs of abuse, neglect or exploitation. Concerns may arise from:

- a disclosure
- physical signs – such as unexplained injuries
- changes in appearance, behaviour, language or play
- unexplained absence
- deterioration in wellbeing
- concerns raised by others
- online behaviour
- environmental or familial factors

We understand the thresholds of significant harm and how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by Cambridgeshire and Peterborough Safeguarding Children Partnership Board.

We understand the principles of early help (as defined in Working Together to Safeguard Children) and are able to identify those children and families who may be in need of early help and enable them to access it.

Private Fostering

We are aware that children's vulnerability is potentially increased when they are privately fostered. Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 for a child with disabilities) who is cared for and provided with accommodation by someone other than:

- A parent
- A person who is not a parent but has parental responsibility
- A close relative
- A Local Authority

for more than 28 days and where the care is intended to continue. It is our statutory duty to inform the Local Authority via the Multi Agency Safeguarding Hub (MASH) where we are made aware of a child or young person who may be subject to private fostering arrangements.

Reporting Procedure

We ensure our staff and volunteers understand their responsibilities under the GDPR and the Data Protection Act 2018, understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements, and ensure that information is shared appropriately and lawfully.

Staff and volunteers must;

1. **Record** any concern factually and promptly.
2. **Report** to a DSL immediately.
3. DSL assesses risk and decides next steps.
4. DSL may:
 - monitor
 - seek advice
 - refer to children's or adult services
 - contact police if a crime is suspected

If dealing with a disclosure, staff must **not** investigate concerns themselves. They must;

- Stay calm and listen carefully and non-judgementally
- Let the child or adult at risk know that they will need to tell someone else (and never agree to keep secrets)
- Offer reassurance and give assurance that they will take action
- Avoid asking leading questions (it is OK to ask questions for the purposes of clarification)
- Make a factual written record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child or adult at risk as far as possible; the name of the person to whom the concern was

reported, with the date and time; and the names of any other person present at the time.

If we need to make a referral to children's social care, we will inform parents and carers, except where we believe that this may place the child at risk of significant harm.

9. Allegations Against Staff or Volunteers

We follow statutory guidance in **Working Together to Safeguard Children** and **Keeping Children Safe in Education**.

- All allegations are reported to a DSL or, if a DSL is implicated, to the designated person.
- The **Local Authority Designated Officer (LADO)** is contacted by the DSL or designated person within one working day.
- Suspension of a staff member may be considered to protect the child/children or adult at risk.
- Confidentiality is maintained.

LADO@peterborough.gov.uk

01733 864038 (Mon-Fri 9am-5pm)

Out of hours Emergency Duty Team **01733 234724**

10. Safeguarding Adults at Risk

We ensure that we;

- recognise indicators such as withdrawal, fear, unexplained injuries, financial concerns or self-neglect
- respect the adult's wishes and capacity under the **Mental Capacity Act 2005**
- report concerns to the DSL
- liaise with and make a referral to adult social care where appropriate

11. Prevent Duty

Under the **Counter-Terrorism and Security Act 2015**, New Ark has a duty to prevent individuals from being drawn into terrorism.

We will:

- train staff to recognise radicalisation indicators
- promote British values
- refer concerns to the DSL
- seek advice from the Prevent team where necessary

12. Online Safety

We ensure;

- safe use of digital devices
- filtering and monitoring of internet access where applicable
- staff do not share personal contact details with children
- photography and social media policies are followed
- informed consent is obtained from individuals and parents and carers of children for image creation and usage

13. Record Keeping and Information Sharing

We ensure;

- Safeguarding records are stored securely and separately.
- Records are factual, dated and signed.
- Information is shared in line with **GDPR** and **Data Protection Act 2018**, and **Information Sharing: Advice for Safeguarding Practitioners (2024)**.
- Records are transferred securely when a child moves setting.

14. Whistleblowing

Staff and volunteers must report concerns about poor practice, unsafe behaviour or organisational failures.

Concerns can be raised with:

- the DSL
- the designated person
- the Local Authority
- Ofsted

No staff member will suffer detriment for raising a genuine concern.

15. Review of Policy

This policy is reviewed **annually** or sooner if:

- legislation or national guidance changes
- local safeguarding procedures change
- an incident highlights the need for revision

16. Related Setting Policies

This policy should be read alongside the following policies:

- Behaviour (Including guidance on positive-handling)
- Bullying
- Confidentiality
- Registration
- Online and ICT Policy including:
 - Camera and Image Policy
 - Mobile Phone Policy
 - Acceptable Use Policy
- Health and Safety
- Equality and Diversity
- Outings and visits
- Code of Conduct
- Whistle Blowing
- Visitors
- Recruitment
- Information Sharing
- Legal framework

This policy was adopted by New Ark Play Association Ltd

On : 1 May 2026

Date to be reviewed : 30 April 2027

Signed on behalf of the provider :



Name of signatory : Jo Curphey

Role of signatory : Management Committee Chair and Designated Person