



**Safeguarding Children  
Including Child Protection Policy  
First Steps Fountain of Life Pre-school**

The following statements are intended to act in addition to the Church policy statements and are specific to the pre-school.

'This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment' (Children's Workforce Development Council, 2009)

Our aims are:

- to provide a safe environment for children to learn in;
- to establish what actions the pre-school can take to ensure that children remain safe, at home as well as at school;
- To ensure all staff and regular volunteers have a clear understanding of the legal responsibility to safeguard and promote the welfare of all children, and to define their roles and responsibilities in reporting possible cases of abuse;
- to ensure effective communication between all staff on child protection issues;
- to ensure parents and carers have a clear understand of the legal responsibilities to safeguard and promote the welfare of all children.
- to identify children who are suffering, or likely to suffer, significant harm;
- to set down the correct procedures for those who encounter any issue of safeguarding

**Statement of intent**

OFSTED requires that any member of staff or volunteer working in a day care setting registered by them accepts the responsibility to pass on information and concerns regarding a child who may have been abused or is likely to be abused. First Steps Pre-school is committed to the protection, safety and well-being of the children in its care.

The pre-school will work within the framework of the Diocese guidelines relating to Child Protection and also in accordance with the Norfolk Safeguarding Child's Board (NSCB) guidance and Early Years Foundation Stage (2017

- We will liaise with other professional bodies
- We work within the Local (Norfolk) Safeguarding Children's Board and Diocese guidelines.
- We have a copy of NSCB and Diocese guidelines available for staff and parents to see.
- We ensure all staff training is kept up to date.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which affect the wellbeing of children.
- We have procedures for contacting the local authority on child protection issues, through CADS. And for any open cases, will maintain a list of contact details for specific workers to ensure it is easy to make contact with the relevant people to work together.
- We have processes by which adults can share concerns and can follow whistle-blowing and child protection referral procedures.

- If a report is to be made to the authorities, we act within the NSCB and Diocese guidance in deciding whether we must inform the child's parents at the same time.
- We work with parents to build positive relationships

### Designated persons

Lead Safeguarding Practitioner/ Setting supervisor	Alternative Safeguarding Lead Practitioner	Management Team named person
Louise Mawditt 01760 447444 <a href="mailto:Supervisor@firststepsashill.co.uk">Supervisor@firststepsashill.co.uk</a>	Lucy Vallerine 01760 447444 <a href="mailto:Deputy@firststepsashill.co.uk">Deputy@firststepsashill.co.uk</a>	Colette Wilkinson

- The named persons are responsible for coordinating child protection and liaison with local child protection agencies and Ofsted.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- We abide by Ofsted and Diocese requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including;
  - DBS disclosure reference number.
  - Date of disclosure.
  - Details of who obtained it.

### Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the NSCB and Diocese. Records are locked away and access is only given to those who need to know in order to protect children.
- All staff must sign to confirm they have read this policy and recognise the need for confidentiality.

### Abuse and neglect

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 in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Taken from 'Working Together to Safeguard Children', 2018.

Safeguarding action may be needed to protect children and learners from:

- Neglect – the persistent failure to meet a child's basic needs and/or psychological needs, including but not exclusive to failing to provide adequate food, clothing, shelter; or inadequate supervision, or inadequate responses to a child's emotional needs.
- Physical abuse – including but not exclusive to hitting, shaking, poisoning or scalding. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- Sexual abuse – including but not exclusive to forcing or enticing a child or young person to take part in sexual activities, grooming a child, or a child witnessing inappropriate behaviours causing them to act in sexually inappropriate ways.
- Emotional abuse – including but not exclusive to not giving the child the opportunity to share their views, silencing them, making 'fun' of what they say or how they communicate. Having developmentally inappropriate expectations put on the child or causing a child to feel frightened or in danger.
- bullying, including online bullying and prejudice-based bullying

- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour (in line with the Prevent Strategy)
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example sexting
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children (incapacitated parent)
- poor adult mental health
- domestic abuse either directly or indirectly
- vulnerabilities experienced by disabled children
- other issues not listed here but that pose a risk to children, young people and vulnerable adults.

Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- children’s and learners’ health and safety and well-being
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being
- online safety<sup>1</sup> and associated issues
- appropriate arrangements to ensure children’s and learners’ security, taking into account the local context.

### **Responding to suspicions of abuse**

- We acknowledge that abuse of children can take different forms - physical, emotional, sexual and neglect.
- When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through:
  - -changes in their behaviour, or in their play,
  - -deterioration in their general well-being
  - -their comments may give cause for concern, or the things they say (direct or indirect disclosure)
  - -changes in appearance or behaviour,
  - -unexplained bruising, marks or signs of possible abuse or neglect, and;
  - -any reason to suspect neglect or abuse outside the setting.
- We take into account factors affecting parental capacity such as domestic violence or drug abuse.
- We are aware of factors which may affect children’s vulnerability such as sexual exploitation of children, abuse of disabled children and that abuse may be complex and organised.
- We are aware of the NICE (National Institute of Clinical Excellence) guidance on abuse and neglects which advises practitioners to look for “soft signs” of abuse including excessive clinginess, low self esteem and over friendliness towards strangers.
- We keep accurate records.

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<sup>1</sup> The term ‘online safety’ reflects a widening range of issues associated with technology and a user’s access to content, contact with others and behavioural issues.

Where such changes in behaviour occur, or where children's play gives cause for concern, the pre-school asks appropriate, non-leading questions and then records any suspicions on an individual child's child protection record and the concerns are discussed with or reported to the Bishop's office, the police or social services department of the local authority in accordance with the LSCB procedures without delay. The 1989 Children Act (s47) places a duty on persons or agencies involved with a child to report to social services. Any concerns about a child's safety or well being that may constitute actual or significant harm are recorded in the PLA publication "Child Protection Record". Concerns or patterns of behaviour can also be made in the Incident Book or Child Protection Record.

- We allow investigation to be carried out with sensitivity. Staff in the pre-school take care not to influence the outcome either through the way they speak to children or ask questions of children.
- Where a child shows signs and symptoms of 'failure to thrive' or neglect, we make appropriate referrals.

### **Disclosures**

Where a child makes a disclosure to a member of staff, that member of staff:

- offers reassurance to the child;
- listens to the child; and
- gives reassurance and makes clear to the child that they will need to speak to someone who can help them.

The member of staff does not question the child or promise confidentiality. The member of staff does not investigate or discuss what the child says with the person whom the child alleges has abused him/her.

A careful record is made, signed and dated and shared with the designated safeguarding leads.

Any appropriate referral or enquiry is made without delay.

### **Safer working practice**

All adults working with children at the setting have a duty of care to all children whether paid or unpaid.

All adults must adhere to the setting's code of conduct that can be seen on the safeguarding information board in the main entrance room (with the kitchen).

### **Recording suspicions of abuse and disclosures**

We follow the Diocese and NSCB guidelines regarding the recording of information and handling of disclosures.

Staff make a record of:

- The child's name;
- The child's address;
- The child's date of birth;
- Parents/carers name/s;
- Parents/carers d.o.b;
- Parents/carers address;
- Significant others names;
- Significant others relationship to the household;
- Significant others address;
- Name of person undertaking assessment;
- Role;
- Organisation;
- Date of assessment;
- Reason for assessment;
- Immediacy;
- Nature of work/support (history of support)
- **Consent gained**

These records are signed and dated and kept in a separate confidential file.

All members of staff know the procedures for recording and reporting.

(see below for contact telephone numbers)

Staff will refer information to safeguarding lead practitioner.

## **Informing Parents**

Staff work in partnership with parents/carers, ensuring that parents/carers are made aware of the safeguarding procedures and the duty to promote the protection and welfare of children.

- Parents are normally the first point of contact. We discuss concerns with parents to gain their views of events, unless we feel this may put the child in greater danger.
- We make a note of any discussions we have with parents regarding any concern. We inform parents when we make a record of concern in their child's file.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time as the report is made and consent is gained, except where the guidance of the local LSCB does not allow this such as in cases of sexual and/or physical abuse. In these cases the investigating officers will inform parents.
- Parents are given information regarding the Safeguarding policy before admission to the pre-school and again directed as part of the induction and are asked to sign to say they have had the information.
- Parents have a responsibility to inform the pre-school of any injuries when entering pre-school or circumstances that might otherwise cause suspicion which is recorded in the child's incident book.
- If a child protection concern arises, a form will be completed and stored in a locked cabinet to ensure the information collected is accurate and can be used to promote the best interests of the child.

## **Staff and volunteering**

- All staff complete an annual self-declaration and are expected to disclose any convictions, cautions, court orders, reprimands or warnings which may affect their suitability to work with children (whether received before or during employment at First Steps).
- Volunteers do not work unsupervised. Volunteers are asked to sign a written agreement to work within the Diocese guidelines.
- Volunteers and parents are asked to read the pre-school's information relating to child protection and to sign to confirm their understanding.
- We include safeguarding questions in staff supervisions and in staff meetings.
- We consider safeguarding when writing a risk assessment for student placements and take into account the need to protect the students on placement.
- We abide by the Protection of Children Act and the Safeguarding Vulnerable Groups Act (2006) requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the pre-school.
- We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.
- Staff/volunteer phones, or other electronic devices with imaging and sharing capabilities are kept in the kitchen area on the windowsill or hanging pockets in the porch at all times.
- We take steps to ensure that children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. We use a camera with an SD card with no sharing capabilities specifically for pre-school use. Parents sign a consent form and have access to records holding visual images of their child.

## **Training**

We seek out training opportunities for all adults involved in the pre-school to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse and neglect and so that they are aware of the guidelines for making referrals. All paid staff attend mandatory safeguarding training to ensure their knowledge remains up to date. We ensure that all staff know the procedures for reporting and recording their concerns in the pre-school.

Opportunities to discuss safeguarding concerns, and for information regarding updates are provided at each team meeting with the knowledge that information should be shared with the Lead Safeguarding Practitioner at the time of the concern.

Safeguarding information is shared at induction and new staff are given the policy to read then sign as confirmation.

### **Staff taking medication/other substances**

- Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking medication which may affect their ability to care for children, those practitioners should seek medical advice. Providers must ensure that those practitioners only work directly with children if medical advice confirms that the medication is unlikely to impair that staff member's ability to look after children properly. Staff medication on the premises must be securely stored, and out of reach of children, at all times.

### **Whistleblowing**

#### **Managing allegations or concerns against a member of staff or a volunteer**

First Steps is committed to ensuring all adults involved in the setting will prioritise the safeguarding of all children. All staff are clear that they have a duty to share information if concerned about the conduct of another adult or member of staff at the setting.

We follow the 2008 NSCB guidelines and the new LADO guidelines (February 2016) shown on the notice board. Reporting concerns against a member of staff is included in the safeguarding leaflet for parents/carers/visitors/volunteers. Concerns about the behaviour of a member of staff should be discussed with the Safeguarding Lead or named person for the Fountain of Life.

A referral should be made to the LADO team via their website, filing a referral or consultation form and waiting for a member of the LADO team to contact us **before** an investigation is carried out.

We also follow Diocese guidelines.

Where at all possible concerns should normally be raised with the Supervisor, this is dependent upon, the seriousness and sensitivity of the issues involved and who is suspected of any wrongdoing (if necessary outside agency advice and guidance can be sought). Staff can also raise concerns with any individual within the management team. Concerns should preferably be expressed in writing stating the history of the concern, names involved, dates and, places and any other information that is relevant to the concerns they wish to be investigated: the more details that are provided will allow the investigation to be completed in more detail and as promptly as reasonably possible. Although a member of staff is not expected to prove beyond doubt the truth of the allegation, they will need to demonstrate that they have an honest and reasonable suspicion that malpractice has occurred, is occurring or is likely to occur.

#### **Procedure/Investigation**

The action taken will depend on the nature of the concern. The appropriate person/s will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days. The response should include details of how the matter was investigated, conclusions drawn from the investigation, and whom to contact should the individual raising the complaint be unhappy with the response and wish to raise the matter. If the investigation cannot be completed within the timescale above, the individual raising the complaint should receive a response that indicates:

- progress to date
- how the matter is being dealt with
- how long it will take to provide a final response.

In order to protect individuals, initial enquiries (usually involving a meeting with the individual raising the concern), will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that raise issues that fall within the scope of other policies/procedures, will be addressed under those procedures. Some concerns may be resolved at this initial stage simply, by agreed action or an explanation regarding the concern, without the need for further investigation. If you do not feel that the complaint has been dealt with effectively or you still have concerns, you have a right to refer your concerns to Ofsted.

## **Confidentiality**

First Steps will do its best to protect your identity when you raise a concern. However, it must be appreciated that, in the interests of adhering to our safeguarding policies, the investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

## **Anonymous Allegations**

You are strongly encouraged to put your name to any allegation you are raising: concerns expressed anonymously are much less powerful. Anonymous allegations will be considered and any action taken at the discretion of First Steps and in conjunction with the relevant agencies where appropriate. Keeping in line with this discretion, the following factors will be taken into account when considering how to deal with any allegations:

- The seriousness of the issues raised;
- The credibility of the allegation;
- The likelihood of confirming the allegation from attributable sources.

## **Untrue allegations**

First Steps accepts that deciding to report a concern can be very difficult and uncomfortable. If a member of staff makes an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against him/her. If, however, a member of staff makes an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.

## **How the matter can be taken further**

If the complaint has not been dealt with in a manner which is satisfactory to the employee, Parent/Carer or others involved, then they can contact OFSTED directly at the following address.

E-mail: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Telephone: General helpline - 0300 123 1231

Further information regarding whistle blowing can be found on the NSPCC whistleblowing website, their contact number is 0808 800 5000 and e-mail is [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## **Disciplinary Action**

- We notify Ofsted of any incident, or allegation against a member of staff and any changes in our arrangements which may affect the well-being of children as soon as is practically possible but within 14 days.
- Where a member of staff or volunteer has been dismissed we will notify the Independent Safeguarding Authority (ISA).

## **Complaints**

- We ensure that all parents know how to make a complaint about staff or volunteer action within the pre-school, which may include an allegation of abuse.
- We respond to inappropriate behaviour displayed by staff, volunteers or students.
- We follow the guidance of the NSCB when investigating any complaint that a member of staff or volunteer has abused a child.
- We respond to any such disclosures or allegations by first recording the details of any such alleged incident.

## **Safer recruitment**

Please see our safer recruitment policy for details of our processes.

## **Parents**

Information relating to where to find information about safeguarding is provided through half termly newsletters, policy documents, the preschool website and notice boards within the setting.

Information is to be given by parents in their registration document of pre-existing professional support. Parents must update their child's keyworker or the Lead Safeguarding person of any involvement of social workers or other professionals if their child is already in attendance.

## **Supporting Personal Development, Behaviour and Welfare**

We encourage regular and prompt attendance although recognise that attendance is not mandatory. Where there has been no information to explain a child's absence, we will contact the parents/carers on the first day of absence. Patterns of absence may also be looked into further.

## **Support to families**

- The pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
- We make clear to parents our role and responsibilities in relation to child protection.
- The pre-school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
- We follow the Child Protection Plan as set out by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the NSCB and Diocese.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.

## **Babysitting**

- Providing babysitting outside the setting is not part of a member of staff's job description and is broadly not encouraged. We recognise that relationships exist prior to and outside of preschool and these are separate to professional working relationships.
- Professional status takes precedence in this area, therefore staff should report concerns to their lead practitioner where appropriate and staff should adhere to professional expectations both within and outside of First Steps.

## **Everyday information**

### **British Values including Prevent Strategy**

Please see the additional policy for information.

### **Social Media policy**

Please see the social media policy for more information.

## **Planning**

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, they are supervised by an adult and the door is left ajar.

## **Curriculum**

- We introduce key elements of child protection into our Early Years Foundation Stage curriculum planning, so that children can develop understanding of why and how to keep safe.
- We create within the pre-school a culture of value and respect for the individual.
- We ensure that this is carried out in a way that is appropriate for the ages and stages of our children.



### Risks from other users of the setting building/ site

- A risk assessment is undertaken regarding other users of the site including adjoining church building. See also Intruder policy

### Transfer of records to other settings

- A separate child protection file is created for each child about whom there is a concern.
- The child's main file is marked to indicate there is a safeguarding file.
- Child protection files are kept in a locked cabinet accessible only to Designated Persons.
- Child protection files are transferred to the next setting.
- A record is kept of the file transfer including who holds the file, date of transfer and relevant contact details.
- Social Care are alerted if a child about whom there are concerns leaves the setting.

There are record keeping systems in place that meet legal requirements. Means of storing and sharing that information take place within the framework of the GDPR 2018.

### Legal Framework

#### Primary legislation

Children's Act (1989)  
Protection of Children Act (1999)  
Data Protection Act (1998), GDPR (2018)  
The Children's Act (Every Child Matters) (2004)  
Safeguarding Vulnerable Groups Act (2006)

#### Secondary legislation

Sexual Offences Act (2003)  
Criminal Justice and Court Services Act (2000)  
Equalities Act (2010)  
GDPR (2018)  
The Counter-Terrorism and Security Act 2015 (Prevent duty guidance) and revisions inc Dec 2023

### Documents relating to Safeguarding and or Prevent

All documents below are held electronically, please ask a member of staff if you would like to view a copy.

Transferring Safeguarding files between settings (Norfolk)	Oct 2017
Working together to Safeguard Children 2023 - <a href="https://www.gov.uk/government/publications/working-together-to-safeguard-children--2">https://www.gov.uk/government/publications/working-together-to-safeguard-children--2</a>	Dec 2023
Keeping Children Safe in Education - <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a>	Sept 2023
Early Years Inspection Handbook	Sept 2023
Statutory framework for the early years foundation stage	Jan 2024
Prevent Duty Departmental Advice – V6 <a href="https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation">https://www.gov.uk/government/publications/the-prevent-duty-safeguarding-learners-vulnerable-to-radicalisation</a>	Oct 2022
Revised Prevent Duty Guidance - <a href="https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible">https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible</a>	Dec 2023

## Contacts for child protection consultations, advice or concerns

### Main contact –

#### **For a referral or consultation contact:**

Children’s Services – Children’s Advice and Duty Service (CADS) 0344 800 8021 or the police 999 if immediate action is needed. If a member of the public please dial 0344 800 8020.

Before the call gather all the family’s details including dates of birth, current address, current and working contact details and family composition along with the history and current worries. (All information to be clearly written within settings referral form within safeguarding drawer.)

A copy of the discussion will be securely emailed or posted by the consultant social worker to the referrer.

### Contact for responding to allegations of abuse against staff

**LADO** (Local Authority Designated Officer). For allegations against a member of staff. Contact LADO before starting any investigations

**01603 223473**

[LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk) or [cs.norfolkLADOsecure@norfolk.gcsx.gov.uk](mailto:cs.norfolkLADOsecure@norfolk.gcsx.gov.uk)

**[www.norfolkscb.org](http://www.norfolkscb.org) – People working with children and file a referral or consultation form.**

### **Other Contacts**

Sue Brice, Bishop’s Officer for Child and Adult Protection  
On 07958 377079

Fountain of Life Church Safeguarding officers can be found on the Safer Church Procedures poster (in the corridor), or via the FoL website <http://folchurch.co.uk/article/promoting-a-safer-church/>

NSCP – (Norfolk Safeguarding Children Partnership), [www.lscb.norfolk.gov.uk](http://www.lscb.norfolk.gov.uk) For specific concerns tel. Norfolk County Council Children’s Services Customer Services Centre – 01603 233409

Norfolk Police – Central Referral and Tasking Team  
01603 276332 or 01953 424242

### **Publications**

“What to do if you’re worried a child is being abused” (DoH 2003)

Early Years Foundation Stage (Jan 2024)

Early years inspection handbook (2023)

“Working together to safeguard children” (DfES Dec 2023)

The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)

“Safe Haven – The Protection of Children, Young People and Vulnerable Adults” Diocese of Norwich

NCC Safeguarding in early years and childcare guidance – [www.norfolkschools.gov.uk/early-years-foundation-stage/safeguarding](http://www.norfolkschools.gov.uk/early-years-foundation-stage/safeguarding)

Statutory Framework for the Early Years Foundation Stage

Prevent Guidance for England and Wales 2015

## **Norfolk County Council Guidance**

Norfolk Safeguarding Children Board (NSCB) guidance

'Safeguarding children' Section 4: What to do if you have concerns about a child

'Safeguarding children' Section 6: Concerns about adults who work with children

'Safer recruitment toolkit'

'Safeguarding workforce training' Ofsted – [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Guidance for safer working practice for those working with children and young people in education settings 2015.

### **Safeguarding procedures**

Should any concerns be raised regarding the welfare of a child, the following will occur:

Concerns will be accurately recorded using the guidance above in 'Recording suspicions of abuse and disclosures'.

These will be shared with the Lead Safeguarding Practitioner.

If for information to build a bigger picture, this will be stored in a locked safeguarding file specific to the child.

If a referral is required, information will be transferred onto the settings 'CADS information for telephone referral' document and with consent from parents if appropriate a referral will be made to CADS.