



## A1 – Safeguarding Policy

*At Roots for Life, we understand the vital importance of safeguarding in ensuring all children have the chance to grow, learn, and develop in a safe and happy environment.*

All children have a legal and moral right to be safe and protected from harm. Therefore, the welfare and safety of every child in our care is our highest priority. All staff at Roots for Life have a duty to follow current safeguarding legislation and guidance, to record and report any concerns promptly, and to always act in the best interests of the child.

### **Legislative Framework**

Our policy is based on and complies with the following key legislation and guidance:

- Children Act 1989 & 2004
- The Education Act 2002
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)
- Statutory Framework for the Early Years Foundation Stage (EYFS 2024)
- What to do if you're worried a child is being abused (HM Government 2015)
- Data Protection Act 2018 and UK GDPR

We review this policy annually or sooner if legislation or local safeguarding procedures change.

### **Partnership with Parents and Carers**

At Roots for Life, we aim to work in partnership with parents and carers to keep children safe and are happy to offer support and guidance wherever possible to help parents feel confident in their parenting role.

We will always keep parents informed about any concerns regarding their child's wellbeing, unless doing so would place the child at further risk of harm. In such cases, we are legally obliged to share relevant information with external agencies without parental consent, where a child is believed to be at immediate or significant risk.

A clear, concise written record will be kept of all safeguarding concerns. These will be stored securely and shared only with appropriate bodies as required.

### **Staff Training and Responsibilities**

To ensure strong safeguarding knowledge and practice across our team, we:

- Have an appointed Designated Safeguarding Lead (DSL), who oversees all safeguarding matters and ensures our training, practice and policies remain current and compliant.

## Safeguarding and Child Protection

- The DSL completes Level 3 Early Years Designated Safeguarding Lead training with OSCB every two years.
- Have an appointed Deputy Designated Safeguarding Lead (DDSL), who covers in the DSL's absence and also completes Level 3 training every two years.
- All staff and volunteers receive a safeguarding induction on their first day, covering:
  - Recognising signs of abuse and neglect
  - Reporting and recording procedures
  - Whistleblowing and professional conduct
- All staff complete a recognised safeguarding course. Ideally before starting work, but always within the first six months of employment.
- The DSL ensures refresher updates are provided via staff briefings and training opportunities.
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### **Recognising Abuse**

According to *Working Together to Safeguard Children (2023)*, abuse is defined as a form of maltreatment that may involve inflicting harm or failing to act to prevent harm.

A child may be abused by an adult or another child, within the family, the community, or online.

The four main categories of abuse are:

#### **Physical Abuse**

- Deliberate physical harm or failure to prevent injury.  
Indicators may include:
- Unexplained injuries, bruising, or burns
- Frequent injuries with unlikely explanations
- Fear of physical contact
- Aggressive or withdrawn behaviour

#### **Emotional Abuse**

- Persistent emotional ill-treatment that causes severe and adverse effects on emotional development.  
Indicators may include:
- Low self-esteem
- Overreaction to mistakes
- Fear of new situations
- Developmental delay
- Aggressive behaviour

#### **Sexual Abuse**

Forcing or enticing a child to take part in sexual activities, including both contact and non-contact abuse.

Indicators may include:

- Inappropriate sexualised behaviour
- Sudden changes in mood or behaviour
- Low self-worth
- Fear of certain people or situations

### **Neglect**

- Persistent failure to meet a child's basic physical and/or emotional needs. Indicators may include:
- Hunger or tiredness
- Poor hygiene or appearance
- Frequent absence or lateness
- Untreated medical issues

*See our Safeguarding Glossary for more detailed information.*

### **Responding to Safeguarding Concerns**

#### **Recording**

- If you witness or suspect anything that gives cause for concern:
- Record the concern in writing immediately.
- Include date, time, location, and factual details (not opinions).
- Quote exact words spoken by the child if relevant.
- Do not ask leading questions.
- Do not promise confidentiality.
- Pass your written record to the DSL or DDSL as soon as possible.
- All records are stored securely and retained according to our data protection policy.

#### **Reporting**

All safeguarding concerns must be reported to one of the following:

- DSL: Rachel Johnson
- Owner: Cassie Glyn-Jones
- Deputy DSL: Charlotte Bryson

### **Types of Concerns and Actions**

#### **Emerging Concerns**

When a child or family may need additional support it will be discussed with the parent/carer. For advice we may contact LCSS on 0345 050 7666.

#### **Immediate Concerns**

When a child is at Risk of Significant Harm. We will discuss this with parents/carers if we feel it is safe to do so. We will contact MASH on 0345 050 7666 for advice or referral. If MASH cannot be reached and somebody is in immediate danger, we will call 999.

#### **Existing Open Cases**

When we have new concerns about a child already part of an open case then we will make direct contact with the assigned social worker. We will also continue to record and share information appropriately.

### **Concerns About Staff Behaviour**

If a concern involves an allegation against a staff member, volunteer, or student:

## Safeguarding and Child Protection

- Report immediately to the DSL, DDSL, or Owner.
- The DSL/Owner must contact the Local Authority Designated Officer (LADO) within one working day:
- Jo Lloyd
- Tel: 01865 815956 / 07584 581180
- Email: jo.lloyd@oxfordshire.gov.uk
- If you do not feel able to report internally, you may contact the LADO directly. Ofsted must also be informed within 7 working days of the concern being raised.

*See also our Policy A8: Complaints, Whistleblowing, and Allegations Against Staff.*

### **Working with Open Cases and External Agencies**

When a child or family is receiving support from social care or another agency, Roots for Life will:

- Work cooperatively with all professionals involved.
- Attend meetings and provide reports as required.
- Share relevant information lawfully and responsibly.
- We recognise that safeguarding cases can be emotionally challenging. Management will always be available to provide support for staff, parents, and carers involved in such situations.

### **Useful Contacts**

Contact	Role / Description	Details
Rachel Johnson	Manager & Designated Safeguarding Lead	Tel: 07787 775486 Email: rootsforlife0@gmail.com
Charlotte Bryson	Deputy Designated Safeguarding Lead	Tel: 07787 775486 Email: rootsforlife0@gmail.com
Cassie Glyn-Jones	Owner / DSL trained support	Tel: 07788 211928 Email: rootsforlifethame@gmail.com
LCSS	Advice for emerging concerns	Tel: 0345 050 7666
MASH	For immediate safeguarding referrals	Tel: 0345 050 7666
LADO (Jo Lloyd)	Allegations against staff / professional advice	Tel: 01865 810603 Email: jo.lloyd@oxfordshire.gov.uk
ESAT / Safeguarding Support	Advice and oversight for early years settings	Tel: 01865 810603

## Safeguarding and Child Protection

<b>Contact</b>	<b>Role / Description</b>	<b>Details</b>
		Email: esat.safeguardingchildren@oxfordshire.gov.uk
Ofsted	Notification of serious safeguarding incidents	Tel: 0300 123 1231