



SAFEGUARDING & CHILD PROTECTION POLICY

Safeguarding Statement

Play, Learn, Grow! Cannock is fully committed to safeguarding and promoting the welfare of babies and children. The safety, wellbeing and protection of children is paramount in all aspects of our provision.

Although sessions are parent/carer accompanied, safeguarding responsibilities remain. Any concerns regarding the welfare of a child will always be taken seriously and responded to appropriately.

All staff working within Play, Learn, Grow! Cannock are required to have a valid and up to date DBS check.

This policy operates in line with:

- Working Together to Safeguard Children (UK Government)
- Keeping Children Safe in Education (guidance principles)
- Staffordshire Safeguarding Children Board guidance
- Staffordshire Children's Advice and Support Service (CASS)

Designated Safeguarding Lead

The session leader at Play, Learn, Grow! Cannock (*Rebecca Marfell*) acts as the Designated Safeguarding Lead (DSL).

Responsibilities include:

- Responding to safeguarding concerns
- Recording concerns accurately
- Seeking advice where necessary
- Contacting appropriate services
- Maintaining confidentiality

Parent/Carer Responsibility

Parents and caregivers remain responsible for:

- Supervision of their baby
- Safe handling of their baby
- Monitoring their child's wellbeing
- Informing of any welfare concerns

However, this does not remove the responsibility of Play, Learn, Grow! Cannock to report safeguarding concerns.

Recognising Safeguarding Concerns

Safeguarding concerns may include, but are not limited to:

- Unexplained marks or injuries
- Repeated minor injuries
- Signs of neglect



- Poor hygiene
- Inappropriate adult behaviour
- Distress beyond developmental expectations
- Aggressive or unsafe handling of a baby
- Disclosure from a parent
- Concerns raised by another parent

It is important to note that Play, Learn, Grow! Cannock does not have exclusive use of most of their venues, as there are several rooms booked out at one time. In order to mitigate any risks, the class leader is to explain this to parents via email once sessions have been booked, as well as at the beginning of classes. This is to ensure that babies are not left on their own around unknown individuals, and to make parents/carers aware that there are unknown individuals within the premises.

Should there be any concerns, these are to be immediately raised with the class leader who shall handle the situation appropriately. This may include liaising with the site manager of the venue, or the appropriate adult involved in another site booking.

Responding to a Concern

If a safeguarding concern arises from another parent/carer attending the session:

1. The concern will be observed and recorded
2. No assumptions will be made
3. No leading questions will be asked
4. The concern will be documented factually
5. Advice may be sought from Staffordshire safeguarding services
6. A referral may be made if required

Recording Concerns

Records will include:

- Date
- Time
- Nature of concern
- Observations
- Actions taken
- Any conversations

Records are stored securely and confidentially. A log of concerns shall be kept which can only be accessed by the DSL, to ensure that 'pieces of the puzzle' are not missed.

Confidentiality

All safeguarding information will be:

- Treated confidentially
- Shared only when necessary
- Stored securely
- Recorded professionally



Allegations

If an allegation is made against the session leader:

- The concern will be taken seriously
- Advice will be sought from Staffordshire safeguarding services
- Appropriate procedures will be followed

In order to alleviate potential allegations, it is crucial that the session leader is not left unattended with babies attending the session, without their parent/carer there at minimum. Should such situations arise, e.g., a parent/carer arriving early to a session and wanting to leave the room, it is the responsibility of the parent/carer to not leave their child unattended.

It is also crucial that the class leader does not handle babies within the session, to alleviate allegations of harm, e.g., marks upon their body, have resulted from contact with the class leader.

Photography Safeguarding

To safeguard all children:

- Parents must not photograph other babies, only their own
- Photos taken by the class leader may only be taken with permission from parents/carers
- Images and captions used online will not identify children
- Consent must be obtained before use

Staffordshire Safeguarding Contacts

If a safeguarding concern requires escalation, contact may be made with:

Staffordshire Children's Advice and Support Service (CASS) Telephone: 0300 111 8007

Out of hours: 0345 604 2886

In an emergency, 999 will be called.

Date of Current Safeguarding Training: September 2024

Date of renewal: September 2026

Date of Policy: April 2026

Date of Policy Renewal: April 2027

Signed: Rebecca Marfell

8th April 2026