

Safeguarding Policy

Updated for September 2026 safeguarding requirements

Children's Safeguarding Policy for Little Monkeyz abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of children's mental and physical health or development,
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Purpose:

Little Monkeyz will:

• Protect children and young people who are in our care.

This policy applies to anyone working on behalf of Little Monkeyz, including Directors, paid staff, volunteers and students. Failure to comply with the policy and related procedures will be addressed without delay which will include a formal investigation to ascertain all relevant information regarding the case. Following the conclusion of the investigation appropriate action will be taken in line with safeguarding best practice and could result in disciplinary action or dismissal from the organisation.

Legal Framework:

Little Monkeyz has arrangements in place that reflect the importance of safeguarding and promoting the welfare of children. Our safeguarding arrangements, policies and procedures are reviewed against the legal and statutory framework relevant to our registration and provision. Staff are required to complete safeguarding training, read this policy and confirm that they understand the procedures they must follow.

The legal and statutory framework includes, as applicable to our provision:

• Children Act 1989 and Children Act 2004.

• Childcare Act 2006 and relevant childcare registration requirements.

• Early Years Foundation Stage (EYFS) statutory framework applicable to our provider type, including the framework in force from 1 September 2026.

• Working Together to Safeguard Children (current statutory guidance).

• Keeping Children Safe in Education (KCSIE) 2026, where applicable to school-based arrangements, and the safeguarding procedures of the schools in which we operate.

• Prevent duty guidance and relevant duties relating to radicalisation and extremism.

• Data Protection Act 2018 and UK GDPR, including lawful and necessary information sharing for safeguarding.

• Birmingham Safeguarding Children Partnership procedures, including Right Help, Right Time, and local referral/escalation arrangements.

From 1 September 2026, Little Monkeyz will follow the updated EYFS safeguarding and welfare requirements relevant to its registration, including the requirement to have regard to the Department for Education guidance on children's screen use in early years settings.

Roles and Responsibilities:

Safeguarding is everyone's responsibility. All Little Monkeyz staff, volunteers and students must remain alert to concerns about a child's welfare, act without delay and follow this policy and the setting's safeguarding procedures.

The Directors/management team are responsible for ensuring safeguarding arrangements are implemented, staff are suitable for their roles, required checks and training are completed, policies are reviewed, and appropriate action is taken when concerns arise.

The Designated Safeguarding Leads (DSLs) take lead responsibility for safeguarding. They receive and review concerns, maintain safeguarding records, liaise with schools and statutory agencies where appropriate, make or support referrals, and ensure concerns are followed through.

Club Managers/Lead Supervisors must ensure staff know who the DSL or alternative safeguarding contact is during Breakfast Club and After-School Club operating hours, that registers and handovers are accurate, and that safeguarding concerns are passed on immediately.

All staff must recognise and report concerns, listen appropriately to children, make factual records, maintain appropriate confidentiality, follow attendance and collection procedures, and report concerns about the conduct of adults. Staff must not investigate safeguarding concerns themselves.

Volunteers, students, visitors and external providers must follow Little Monkeyz safeguarding expectations and report any concern immediately to the Club Manager/Lead Supervisor or DSL.

Confidentiality and Information Sharing:

Little Monkeyz expects all employees to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

We will respect the wishes of our children and parents however if we have reasonable cause to suspect that a child /children is likely to or be suffering from significant harm will be passed our concerns onto Birmingham's children's trust via CASS or or contact the police if they are in immediate danger, or a crime has been committed. In some situations, we will use the Safeguarding Children Partnership Framework Right Help Right Time (RHRT) consent and information chart (appendix 1) to know what information we can share.

Recording and Record Keeping:

A written record must be kept about any concern regarding a person with safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made. All concerns will be reported on our notice of concern form which are always located in a folder behind daily register (appendix 2). These forms are always located in a folder behind the daily register. The report must include details of the child/children involved and the nature of the concern. All reports must be signed and dated by the staff member reporting the concern.

All concerns will be logged, filed, and passed onto Little Monkeyz Designated Safeguarding leads (DSL). Who will then decide whether the concern needs any further action. This decision for further action will work in line with Birmingham's Safeguarding Children Partnership Framework Right Help Right Time (RHRT) (appendix 3). Little Monkeyz will also notify the Schools Designated Safeguarding team.

All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

Allegations against a Staff Member:

1. If anyone makes an allegation of abuse against a member of our staff, Our Designated safeguarding officers will be informed immediately. The Club Manager will investigate the allegations Within 1 working day of an incident arising (They will gather any evidence from who was present when the allegation was made) our safeguarding lead if needed will contact *Local Authority designated Officer (LADO) 0121 675 1669.*

LADO will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

2. Both DSL`s will complete the attached form (appendix 4) for recording allegations or complaints made against a member of staff.

3. They will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Services.

4. All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.

5. If Children's Social Services and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out. We could also invoke our disciplinary procedure.

6. Suspension will not be automatic but will be considered in each case to ensure the safety of both children and staff.

7. We will not carry out an investigation ourselves UNLESS Children's Social Services and the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

Attendance and Unexplained Absence:

Little Monkeyz recognises that unexplained or repeated absence can be a safeguarding indicator. Accurate daily registers will be maintained for children attending Breakfast Club and After-School Club.

If a child is expected to attend but does not arrive, staff must not simply assume that the child has remained at home or made alternative arrangements. The Club Manager/Lead Supervisor will follow the agreed attendance procedure to establish the child's whereabouts.

For Breakfast Club, this may include contacting the parent/carer and, where appropriate, confirming with the host school whether the child has arrived at school. For After-School Club, staff must check the handover/register information and promptly establish why an expected child has not arrived from school or the agreed collection point.

Unexplained absence, repeated patterns of absence, inability to contact parents/carers, conflicting information, or any other welfare concern must be reported to the DSL and recorded. Where there is reason to believe a child may be at immediate risk, staff must follow emergency safeguarding procedures and contact the appropriate statutory service or police.

Attendance information will be shared with the host school, parents/carers and safeguarding agencies where necessary and lawful to protect a child. Actions, decisions and outcomes must be recorded.

Online Safety and Screen Use:

Little Monkeyz recognises that safeguarding includes protecting children from harm online. Staff must be alert to risks including inappropriate or harmful content, online bullying, grooming and exploitation, sharing of intimate images, unsafe contact, scams, misinformation and emerging technology risks.

Only authorised devices, apps, websites and digital content should be used with children in accordance with Little Monkeyz procedures and any host school requirements. Personal staff phones or devices must not be used to photograph, film or communicate with children unless expressly permitted by an approved setting procedure.

From 1 September 2026, the EYFS frameworks require providers to have regard to Department for Education guidance on screen use in early years settings. For children aged 2–5, the guidance advises limiting total screen time to up to 1 hour a day, and less where possible. Staff must remember that a child may already have had screen time at home or school, so screen use within Little Monkeyz should be limited, carefully planned and purposeful.

For children aged 4–5 in our care, screen use should support a clear purpose and should not replace physical activity, outdoor play, conversation, social interaction, stories, creative play or rest. Passive/background screen use should be avoided. Content must be age appropriate and staff should actively engage with children when screens are used.

The one-hour early-years recommendation should not be presented as a statutory daily limit for children aged 5–11. For older children, Little Monkeyz will continue to use screens in short, purposeful and age-appropriate sessions, with regular screen-free alternatives and appropriate online-safety controls.

The early-years screen-time limits do not apply to screen-based assistive technology required by children with SEND or communication needs. Reasonable adjustments will be made to support individual children.

Department for Education early-years guidance advises avoiding children's use of AI tools, AI-enabled toys or chatbots in early-years provision until better evidence is available. Staff must not introduce such tools for early-years children without management approval and a safeguarding/risk assessment.

Any online-safety concern must be recorded and reported to the DSL in the same way as any other safeguarding concern.

Handover:

Little Monkeyz safeguarding practice we make sure we release the care of our children to the correct individual. This is achieved by creating a relationship with parents / guardians who drop off and collect their children. If an unknown person comes to collect a child, we have a procedure in place that all parents, when signing up to afterschool club will inform us of a 'safe word'. This 'safe word' will be located inside a folder which will be held by the lead supervisor throughout the duration of the club.

If for any circumstances the child's parent/ carer cannot collect their child and other arrangements have been made, then the person collecting the child will have to provide the correct 'safe word' that was provided by the child's parents / carers in order for staff to dismiss the child / children from their care.

Uncollected child/children:

If no one collects a child/child within ten minutes of clubs finishing a member of staff will contact the parents/carers. If no one can be contacted and the child/children are still at club after 45 minutes the lead supervisor will apply the procedures for uncollected children.

This procedure will mean contacting the police and Children's Advice & Support Service (CASS) on 0121 303 1888 or (EDT) Emergency Duty Team on 0121 675 4806 for advice (Appendix 5). The child/children will stay in the care of staff until the child is safely collected either by the parents or by the police. Social Care / police will aim to find the parent or carer if they are unable to do so, the child/ children will be looked after by the local authority.

Under no circumstances do Little Monkeyz staff go to look for the parent, nor do they take the child/ children home with them. A full written report of the incident will be recorded on Little Monkeyz notice of concern form.

Safe Recruitment & Selection:

Little Monkeyz is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them. In making sure all employees are safe we make sure all staff have an UpToDate DBS certificate (Disclosure and Barring service) and relevant first aid and safeguarding training.

Visitors or workshops:

Little Monkeyz want to provide the best possible experience for children. This included having external providers to broaden children's experiences. In making sure all our providers are safe to work with children all external members of staff before being on site with the children must bring photographic ID and their DBS certificate. This is then entered onto our visitor sign in sheet along with a signature from the induvial who has attended our club. Our visitor sheet is then safely stored away to for us to keep a record of who has been on site.

Appendix 1 : Safeguarding Children Partnership Framework Right Help Right Time (RHRT) consent and information chart.

Right Help, Right Time	If I have concern for a child?	What information can I share?	Further action / what could this lead to?
Additional Needs	Have a conversation with the family and the child to understand their needs and implement help and support. Gain consent to share information with other professionals to co-ordinate help and support. If help and support is refused, consider whether this gives you reasonable cause to suspect a child is at risk of serious harm.	Child's name, DOB and address, the context of the current welfare concerns and any other relevant information. Always seek consent to share information or make a referral using the Request for Support form, unless doing so would place a child at further risk of significant harm. Full details of your concern through completion of the Request for Support Form: https://bit.ly/rfsupportform	Continue to work with the family and other professionals and consider whether to seek advice or support from CASS. To access the Early Help Locality Teams click or type this link into your web browser: https://bit.ly/familycf and complete the Family Connect Form. To access help from CASS click or type this link into your web browser: https://bit.ly/rfsupportform and complete the Request for Support form, ensuring that you follow the guidance.

Right Help, Right Time	If I have concern for a child?	What information can I share?	Further action / what could this lead to?
Complex / Significant Needs 'serious risks to their health or welfare'	Discuss concerns with the family unless doing so would place the child at risk of further significant harm.	Child's name, DOB and address, the context of the current welfare concerns and any other relevant information.	This could lead to a social work family assessment. Multi-Agency Child Protection Strategy discussion.
Complex / Significant Needs 'risk of significant harm'	Seek advice or support from CASS. Is there information (eg assessments or screening tools) that would assist in assessing safety and the risk of harm? To access help from CASS click or type this link into your web browser: https://bit.ly/rfsupportform and complete the Request for Support form, ensuring that you follow the guidance.	Always seek consent to share information or make a referral unless doing so would place a child at further risk of significant harm. Full details of your concern through completion of the Request for Support form: https://bit.ly/rfsupportform	

Appendix 2: Safeguarding Notice of Concern Form

LITTLE MONKEYZ

Bound Book
Reference Number:

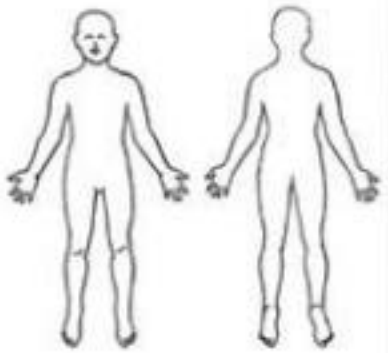
Notice of Concern / Incident Form

Child's Name:	
Date of incident:	Time of incident:

This form must be completed, signed and dated by any member of staff who identifies a possible child protection or safeguarding concern:

- All child protection concerns must be reported immediately to the designated Safeguarding Lead.
- Record the facts and do not make judgements. Record dates, times, places, actual words, what was observed, who was present and questions asked.
- Any concerns about staff should be reported directly to the designated Safeguarding Lead.

Details of Concern/Incident:



Immediate Actions by staff:

at:	Date:
Action taken by Designated Safeguarding Lead:	
Any other relevant information:	
Signed: Print:	Date:
Office use only – additional notes:	**Bound Book Reference Number:** Linked incidents **Right Help Right Time** ☐ Universal ☐ Universal+ ☐ Additional ☐ Complex/Significant

☐ Nil Action needed ☐ Incident Record ☐ Early Help ☐ Health & Safety ☐ MARF referral

Appendix 3: Birmingham's Safeguarding Children Partnership Framework Right Help Right Time

Universal needs - a range of services such as maternity services/ health visiting services, school nursing, GP practices, early years, school and education settings, housing and youth services are provided as a right to all children including those with universal plus, additional and complex needs.

These services are also well placed to recognise and respond when extra support may be necessary. This may be because of the child's changing developmental, health and wellbeing needs or because of parental or family circumstances.

Children with **Universal Plus** needs are best supported by those who already work with them such as health professionals, children's centres, school settings, organising additional support with local partners as needed. This can be through an Early Help Assessment and an Our Family Plan. The Early Help Locality Teams can support the lead professional and family in a more intensive way. To access the Early Help Locality Teams click or type this link into your web browser: https://bit.ly/familycf and complete the Family Connect Form.

For children with **Additional** needs a co-ordinated multi-disciplinary approach is usually best led by a professional already known to the family. The lead professional will engage the family and other professionals to co-ordinate support through one plan. Where the support needed is more than a Lead Professional can organise effectively, CASS will direct the best way to access support. To access help from CASS click or type this link into your web browser: https://bit.ly/rfsupportform and complete the Request for Support form, ensuring that you follow the guidance.

Children with **Complex and Significant** needs are those whose health and development may be impaired without the provision of services, or who are disabled, or those where there is reasonable cause to suspect they may be at risk of significant harm. Examples of specialist services include children's social care, accessed via CASS; Child and Adolescent Mental Health Services (CAMHS), accessed via Forward Thinking Birmingham; and Youth Offending Services. To access help from CASS click or type this link into your web browser: https://bit.ly/rfsupportform and complete the Request for Support form, ensuring that you follow the guidance.

Appendix 4 : Form for Allegation against Staff Member

Name and position of staff who is the subject of allegation/complaint	
Is the complaint WRITTEN/VERBAL? (Delete as necessary)	
Complaint made by	
Relationship to child	
Name of child	
Age and date of birth of child	
Parent's/carers name(s) and address	

Date of alleged incident/s	
Did the child attend this/these date/s YES/NO (Delete as necessary)	
Nature of complaint (if received in writing see guidance)	
Other relevant information (continue on a separate sheet if needed)	
Local Authority safeguarding officer contacted YES/NO (time and date)	
Ofsted contacted (time and date)	
Further actions advised Area Children's Officer or Children's Social Services (continue on a separate sheet as necessary)	

Appendix 5: Children's Advice & Support Services Contacts







If you have concerns about the safety and/ or welfare of a child or young person telephone the Children's Advice & Support Service (CASS) on **0121 303 1888** (option 2, option 2)

Office Hours

Monday - Thursday 8.45am to 5.15pm
Friday 8.45am to 4.15pm

Outside of these hours, including weekends and Bank Holidays, contact the **Emergency Duty Team (EDT) on 0121 675 4806.**

In an emergency where a child's safety is at immediate risk of significant harm, **contact West Midlands Police on 999.**

To access all of the documents and guidance referred to within Right Help, Right Time visit the websites below for the latest versions:

www.lscpbirmingham.org.uk for the Request For Support form

www.localofferbirmingham.co.uk for the Early Help Handbook and Family Connect Form

Birmingham City Council

BIRMINGHAM CHILDREN'S TRUST

NHS

Appendix 6: Visitors Sign in sheet

Visitors Name	Company Name	Check DBS	DBS Number	ID Checked	Reason for Visiting	Visitors Signature