



Safeguarding for Committees

Early Years and Childcare Service
Suffolk County Council

NOTE: We are drawing your attention to relevant sections of the legislation and guidance, but this does not replace the detail and content of the such documents, which must be read in their entirety.

What you need to know

Everyone on the committee is considered the registered person

The committee are therefore responsible for ensuring the Safeguarding and Welfare Requirements within the Early Years Statutory Framework (EYFS) are met. This is enforced by Ofsted (the regulatory body). These requirements include safeguarding children, safer recruitment, induction, staff training, supervision and development.

Confirm your suitability

Ofsted requires every member of a committee, as a part of the registered person, to complete a Disclosure and Barring Service (DBS) application form. It is advised to also be registered with the DBS update service. Committee members must also disclose to Ofsted any circumstances which may disqualify them from providing childcare.

Further guidance on how to complete this process can be found at the link below. If this requirement is not implemented it could affect the setting Ofsted inspection outcome.

[Committee-run childcare – what you need to know - Ofsted: early years \(blog.gov.uk\)](https://www.blog.gov.uk/2017/05/23/committee-run-childcare-what-you-need-to-know/)

Processes to follow when committee members change

Changes to Committee

At AGM new Committee members are recruited.

New members **MUST** complete an [EY2 Form](#) to notify Ofsted their intention to join the committee through the Government Gateway Account.

All new committee members **MUST** complete the DBS process online at <https://www.ofsteddbapplication.co.uk/>

Outgoing committee members **MUST** remain on the committee until suitability checks are completed

Ofsted confirms suitability of the individual to the childcare provider and individual.

Outgoing committee member resigns from the committee

The nominated individual **MUST** notify Ofsted, within 14 days, of changes to committee members, this can be done by following the process at the link below: [Report changes to registered people in your nursery or other daycare - GOV.UK \(www.gov.uk\)](#)

Notify the Local Authority of change of committee members via suffolkfis@suffolk.gov.uk

Notify relevant bodies of changes such as Charities Commission and Companies House

Safeguarding Policies and Procedures

The EYFS Statutory Framework (EYFS) states:

All settings that provide care for children aged 0-5 must meet safeguarding and welfare requirements as set out in Section 3.

3.3 Providers must take all necessary steps to keep children safe and well. The requirements in this section explain what early years providers must do to:

- Safeguard children.
- Ensure the people who have contact with children are suitable.
- Promote good health.
- Support and understand behaviour.
- Maintain records, policies, and procedures.



**Early years
foundation stage
statutory framework**
For group and school-based providers

Setting the standards for learning,
development and care for children from
birth to five

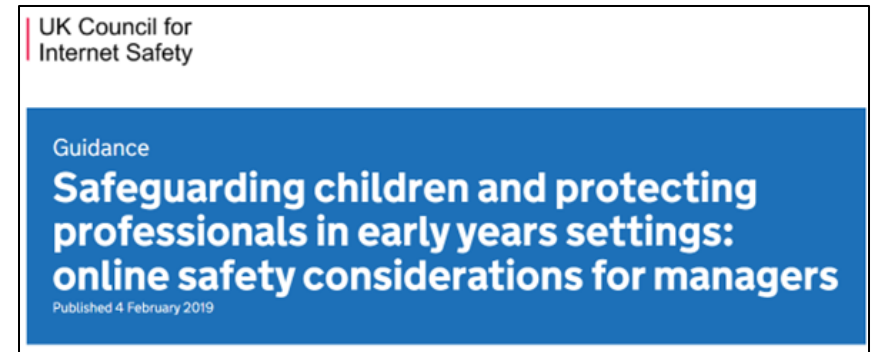
Policies and Procedures

The EYFS states:

3.5 Providers must have and implement policies and procedures to keep children safe and meet EYFS requirements. Schools are not required to have separate policies to cover EYFS requirements provided the requirements are already met through an existing policy. Where providers are required to have policies and procedures as specified below, these policies and procedures should be recorded in writing. Policies and procedures should be in line with the guidance and procedures of the relevant LSP.

3.6 Safeguarding policies must include:

- The action to be taken when there are safeguarding concerns about a child.
- The action to be taken in the event of an allegation being made against a member of staff.
- How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting.
- Procedures to follow to check the suitability of new recruits.
- Detail of how safeguarding training is delivered and how practitioners are supported to put this into practice.



Providers may find it helpful to read
[Safeguarding children and protecting professionals in early years settings: online safety considerations – GOV.UK](#)

Key points outlined in the EYFS Statutory Framework relating to safeguarding also include requirements on:

Whistle blowing

Concerns about children's safety and welfare

Child Absences

Suitable People

Designated Safeguarding Lead (DSL)

Paragraph 3.4 of the EYFS states:

'In every setting, a practitioner must be designated to take lead responsibility for safeguarding children. The designated safeguarding lead (DSL) is responsible for liaison with local statutory children's services agencies, and with the Local Safeguarding Partners (LSPs). All practitioners must be alert to any issues of concern in the child's life at home or elsewhere'.

It is important as a committee member to find out who the Designated Safeguarding Lead is for your setting.

Charity trustees must ensure that a suitably trained Designated Safeguarding Lead for safeguarding is available at all times during their setting's opening hours. However, the trustees, as the registered person, are ultimately responsible for safeguarding in the provision.

For this reason, it is best practice that a member of the committee has completed DSL training to enable them to respond to any allegations against staff or fellow committee members in an effective way.

Key documents you need to be familiar with

[Early years foundation stage \(EYFS\) statutory framework – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/early-years-foundational-stage-eyfs-statutory-framework)

As stated in the EYFS Statutory Framework (2025), providers must have regard to the following legislative guidance:

- [Working together to safeguard children - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-secure-childrens-welfare)
- [What to do if you're worried a child is being abused: Advice for practitioners](https://www.gov.uk/government/consultations/what-to-do-if-youre-worried-a-child-is-being-abused-advice-for-practitioners)
- [Prevent duty guidance: for England and Wales – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/prevent-duty-guidance-for-england-and-wales)

All schools are required to have regard to the Government's [Keeping children safe in education](https://www.gov.uk/government/consultations/keeping-children-safe-in-education) and other childcare providers may also find it helpful to refer to this guidance.

[Early years inspection handbook for Ofsted-registered provision – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/early-years-inspection-handbook-for-ofsted-registered-provision)

[Safeguarding children and protecting professionals in early years settings: online safety considerations](https://www.gov.uk/government/consultations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations)

If you are concerned about a child

Some common signs that there may be something concerning happening in a child's life include:

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age
- running away or going missing
- always choosing to wear clothes which cover their body

What to do if you're worried a child is being abused

Advice for practitioners

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing.



Suffolk Multi Agency Safeguarding Hub

Professional Consultation Line

Tel: 0345 6061499

Monday – Thursday: 9:00am to 5:00pm

Friday: 9:00am to 4:25pm

You can call the professional consultation line to discuss the most appropriate and effective way of providing or obtaining help and support for a child or adult you feel is at risk of abuse.

Advice and guidance will be given without recording the name of the child or adult so consent is not required.

The consultation line is not a point of referral.

If you have an immediate safeguarding concern use this link www.suffolk.gov.uk/care-and-support/safeguarding/ or call Customer First on 0808 800 4005

For more information about the MASH visit

www.suffolk.gov.uk/MASH

Where a child and family have an allocated Social Worker you will need to contact the named Social Worker directly to discuss any concerns.

If you are concerned about a child, you must follow the process set out by the SSP

Concerned — Suffolk Safeguarding Partnership
(suffolksp.org.uk)

If you would like to discuss whether or not a referral is required, please call the

Professional Consultation Line on 03456 061 499 to speak with a MASH (Multi-Agency Safeguarding Hub) social worker

If you are concerned that someone working with children may be putting them at risk



LADO – Local Authority Designated Officer

[LADO — Suffolk Safeguarding Partnership \(suffolksp.org.uk\)](http://suffolksp.org.uk)

Paragraph 3.10 of the [Statutory framework for the EYFS](#) states:

Registered providers must inform Ofsted, with of any allegations of serious harm or abuse by anyone living, working, or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit. Registered providers must also notify Ofsted of actions they have taken in response to the allegations. Ofsted must be notified as soon as is reasonably practicable, but in any event within 14 days of the allegations being made. A registered provider who, without a reasonable excuse, fails to do this, commits an offence.

If you are concerned that someone working with children may be putting them at risk then you must follow the safeguarding [referral process](#) for the Local Authority Designated Officer (LADO).

Local Authority Designated Officers can be contacted via email on LADO@suffolk.gov.uk or using the LADO central telephone number 0300 123 2044 for advice and consultation

**Concerned about
a member of staff?**

Concern

If you are concerned about the conduct or behaviour of a member of staff, in any capacity (whether paid, unpaid, volunteer, casual, agency, student or anyone self-employed) speak confidentially to your manager or Designated Safeguarding Lead. **Do not discuss** with other members of staff. Refer to your setting's Whistleblowing policy.

If your concerns are about the conduct or behaviour of your manager, then you can contact the Local Authority Designated Officers (LADOs) directly yourself – please see details in the 'Consult' box further down the page.

Please refer to your setting's Whistleblowing Policy and the LADO guidance document, [Arrangements for Managing Allegations of Abuse Against People Who Work With Children](#).



Record

Your manager may ask you to put your concerns in writing, and they may complete a record of your concern for the staff file (in line with your setting's Whistleblowing Policy).

Your manager will begin to investigate your concerns (and involve those responsible for the governance of the setting, such as the committee or owner, if applicable) and decide as to whether the staff member has set out to intentionally cause significant harm to the child, or not, or has acted unprofessionally and intentionally caused reputational harm to the setting.



Consult

If there is a concern that intentional significant harm may have been caused to a child, your manager, or those responsible for the governance of the setting, such as the committee or owner, may consult with the Local Authority Designated Officers (LADOs) on their consultation line, telephone number 0300 123 2044 or by email at: LADO@suffolk.gov.uk Please be aware that your setting are responsible for security classification for this email (to put Official-Sensitive in the subject line).

If the concern is regarding the manager, then the referrer may also ring the consultation line, as above.



Action

If the referrer is concerned intentional significant harm has been caused by a staff member, then they will make a referral to the LADO. [Local Authority Designated Officer Referral Form](#)

On receipt of the referral the LADO will advise the manager of the setting (or the referrer) what actions are to be taken.

Those with responsibility for governance of the setting, should also notify Ofsted of any significant incident.

[Report a serious childcare incident - GOV.UK \(www.gov.uk\)](#)

If your manager does not act upon your concerns about the staff member and you still have these concerns, you can contact the LADO directly yourself and explain this.



What next?

The manager will continue to monitor the staff member, unless the LADO have advised that they should be suspended pending investigations.

Safer Recruitment

Paragraph 3.13 of the EYFS

Providers must ensure that people looking after children are suitable; they must have the relevant qualifications, training and have passed any required checks to fulfil their roles. Providers must take appropriate steps to verify qualifications, including in cases where physical evidence cannot be produced. Providers must also ensure that any person who may have regular contact with children (for example, someone living or working on the same premises the early years provision is provided), is suitable.

Providers must take all necessary steps to keep children safe. They must safeguard children, and this means undertaking checks on staff who work or have contact with children to ensure they are suitable to fulfil the requirements of their roles. Such checks include:

- Checking their identity
- Checking their right to work in the UK
- Seeking references from previous employers (refer to requirements set out in paragraph 3.20 and 3.21 of the EYFS)
- Verifying the candidate's mental and physical fitness to carry out their work responsibilities as set out in the Education (Health Standards) (England) Regulations 2003
- Checking and ensuring that any medication taken by staff members is unlikely to impair the staff member's ability to look after children properly
- Checking that a person's qualification meets the approved 'full and relevant' criteria for early years qualifications
- An enhanced criminal records disclosure (DBS check) including checks against the children's barred list must be obtained for all adults who undertake 'regulated activity' with children, which includes most individuals in childcare roles

Further information about safer recruitment can be found in the resources:

[Safer recruitment best practice guidance](#)

[Recruitment and retention roadmap](#)



Safeguarding training



Annex C: Criteria for effective safeguarding training

1. Training is designed for staff caring for 0-5 year olds and is appropriate to the age of the children being cared for.
2. The safeguarding training for all practitioners must cover the following areas:
 - What is meant by the term safeguarding.
 - The main categories of abuse, harm and neglect.
 - The factors, situation and actions that could lead or contribute to abuse, harm or neglect.
 - How to work in ways that safeguard children from abuse, harm and neglect.
 - How to identify signs of possible abuse, harm and neglect at the earliest opportunity. These may include:
 - Significant changes in children's behaviour.
 - A decline in children's general well-being.
 - Unexplained bruising, marks or signs of possible abuse or neglect.
 - Concerning comments or behaviour from children.
 - Inappropriate behaviour from practitioners, or any other person working with the children. This could include inappropriate sexual comments; excessive one-to-one attention beyond what is required through their role; or inappropriate sharing of images.
 - Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a child may experience emotional abuse or physical abuse because of witnessing domestic abuse or coercive control or that a girl may have been subjected to (or is at risk of) female genital mutilation.
 - How to respond, record and effectively refer concerns or allegations related to safeguarding in a timely and appropriate way.
 - The setting's safeguarding policy and procedures.
 - Legislation, national policies, codes of conduct and professional practice in relation to safeguarding.
 - Roles and responsibilities of practitioners and other relevant professionals involved in safeguarding.
3. Training for the designated safeguarding lead (DSL) should take account of any advice from the local safeguarding partners or local authority on appropriate training courses. In addition to the areas set out in paragraph 2, training for the DSL must cover the elements listed below:
 - How to build a safe organisational culture.
 - How to ensure safe recruitment.

The EYFS states:

3.30 Providers must ensure that all practitioners are trained in line with the criteria set out in Annex C. Providers must ensure that practitioners are supported and confident to implement the setting's safeguarding policy and procedures on an ongoing basis. Providers should read 'What to do if you're worried a child is being abused: Advice for practitioners.'

3.31 The DSL must provide support, advice and guidance to all practitioners on an ongoing basis, and on any specific safeguarding issue as required. The DSL must attend a training course consistent with the criteria set out in Annex C.

3.32 Training must be renewed every two years. Providers may consider whether any staff need to undertake annual refresher training during any two-year period to help maintain basic skills and keep up to date with any changes to safeguarding procedures or as a result of any safeguarding concerns that occur in the setting

Safeguarding training for committee members and early years practitioners



Early Years Workforce Development

The following courses are available to book via Suffolk CPD Online

- Safeguarding Children - introduction / refresher
- Designated Safeguarding Lead (DSL) – Roles and responsibilities
- Designated safeguarding leads forum
- Safer recruitment practice

More information about Safeguarding training and how to book can be found on [Suffolk Learning – Courses](#)

Additional Training

Free Government training on the Prevent duty can be found here: [Prevent duty training: Learn how to support people vulnerable to radicalisation | Prevent duty training \(support-people-vulnerable-to-radicalisation.service.gov.uk\)](#)

Further information relating to Suffolk safeguarding procedures in relation to radicalisation can be found here: [Radicalisation — Suffolk Safeguarding Partnership \(suffolksp.org.uk\)](#)