



The
Daffodil
Project CIC

Safeguarding & Child Protection Policy

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The Policy has been checked and approved by

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Contents

1. Policy Statement & Designated Safeguarding Lead (DSL)
2. Introduction
3. Legal Framework
4. Role and Responsibilities
5. Supporting Children
6. Dealing with Concern and Record Keeping
7. Information sharing
8. Multi-agency working
9. Safer Recruitment
10. Training
11. Whistleblowing
12. Site Security
13. Safeguarding Audits and Inspection Schedule
14. Policy Review

1. Policy Statement

This policy is based on statutory guidance and has been adapted to meet the specific needs of The Daffodil Project CIC, a therapeutic animal and nature-based centre for children with additional needs. This policy has been developed in accordance with the Keeping Children Safe in Education (KCSiE) 2024 and Working Together to Safeguard Children 2023 & Consistent with Keeping Children Safe in Education 2024

This policy must be reviewed and updated at least annually and/or following any updates to national and local guidance and procedures.

Key contacts:

- **Designated Safeguarding Lead (DSL):**
 - Magdalena van de Voort
Tel: 07712 557 959
- **Deputy DSL:** Pheobe Barling & Jennifer Brown
- **Contact Numbers:** 07447113003 & 07841 590 172

Education Safeguarding Service – Medway Council:

- Medway Integrated Front Door (MASH): 01634 334466 / Out of Hours: 03000 419191
- LADO (Local Authority Designated Officer): 01634 33965
- Email: childprotection@medway.gov.uk

NSPCC Whistleblowing Helpline: 0800 028 0285 / help@nspcc.org.uk

The Daffodil Project CIC recognises that all staff, including temporary staff, volunteers and governors, have a full and active part to play in protecting our children from harm, and that the child's welfare is our paramount concern. We believe that The Daffodil Project CIC should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of each individual child.

This safeguarding policy is one of a series in The Daffodil Project CIC's integrated safeguarding portfolio. Our safeguarding arrangements are inspected by Ofsted under the judgements for behaviour and attitudes, and leadership and management.

2. Introduction

Everyone who comes into contact with children and families has a role to play in safeguarding children. The Daffodil Project CIC is committed to safeguarding children and young people and expects everyone who works in our centre to share this commitment. Adults in our setting take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

We aim to:

- Provide a safe, secure and happy environment where children are respected and valued.

- Foster a culture where children feel confident to approach adults if they are in distress or are worried.
- Support children's development in ways that foster security, confidence and independence.
- Provide an environment in which children and young people feel safe, secure, valued and respected.
- Promote a culture where children and adults know how to report concerns and feel they will be taken seriously.
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3. Legal Framework

This policy is grounded in national legislation, statutory guidance, and local safeguarding procedures to ensure that The Daffodil Project CIC meets its legal obligations in protecting children. The framework establishes the statutory duties and responsibilities placed upon organisations and individuals working with children, ensuring a consistent, rigorous approach to child protection and welfare.

The Children Act 1989 and 2004 underpin our duty to safeguard and promote the welfare of children, recognising that the welfare of the child is paramount. These Acts set out responsibilities for Local Authorities and organisations to work together in the best interests of the child.

The Education Act 2002 places a duty on education providers to ensure that their functions are exercised with a view to safeguarding and promoting the welfare of children.

'Working Together to Safeguard Children' (2023) provides the statutory guidance on inter-agency working to safeguard and promote the welfare of children, which The Daffodil Project CIC follows in its partnership work with schools, health services, social care, and voluntary agencies.

Keeping Children Safe in Education (KCSiE) 2024 is the key statutory guidance for all schools and educational settings. Although The Daffodil Project CIC is not a school, we align fully with KCSiE expectations in line with our registration aims and our commitment to meeting Ofsted standards.

The Equality Act 2010 ensures that all children are treated fairly and with dignity, particularly those with protected characteristics. We actively promote inclusive practices and challenge all forms of discrimination.

We adhere to the General Data Protection Regulation (GDPR) and Data Protection Act 2018 to ensure all personal and safeguarding data is processed lawfully, fairly, and securely.

The Prevent Duty (under the Counterterrorism and Security Act 2015) places a duty on providers to prevent people from being drawn into terrorism. We ensure staff are trained and know how to identify and report concerns relating to radicalisation.

Additional legal frameworks include:

- The Sexual Offences Act 2003
- The Children and Families Act 2014
- The Education (Health Standards) (England) Regulations 2003
- The Human Rights Act 1998

Locally, this policy also reflects the guidance and procedures outlined by the Medway Safeguarding Children Partnership and is reviewed annually to ensure compliance with local thresholds and pathways for support.

By embedding these frameworks into our policy and procedures, The Daffodil Project CIC ensures a proactive, preventative, and legally compliant approach to safeguarding all children in our care. has been developed in accordance with the principles established by the following:

- Children Act 1989 & 2004
- Education Act 2002
- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education (KCSiE) 2024
- What to do if you're worried a child is being abused 2015
- The Education (Health Standards) (England) Regulations 2003
- The Equality Act 209
- The Children and Families Act 2014
- The Sexual Offences Act 2003
- The Prevent Duty (Counter-Terrorism and Security Act 2015)
- General Data Protection Regulation (GDPR) and the Data Protection Act 2018

This policy also draws upon the guidance and procedures provided by Medway Safeguarding Children Partnership.

4. Roles And Responsibilities

The Director and Safeguarding Lead, Magdalena van de Voort, holds overall accountability for safeguarding at The Daffodil Project CIC. The DSL has responsibility for:

- Managing referrals
- Working with others
- Training
- Raising awareness
- Managing child protection files
- Being available during centre hours for staff to discuss safeguarding concerns

All staff have a responsibility to:

- Know the signs and symptoms of abuse
- Report concerns to the DSL
- Record information in a timely, factual and accurate manner
- Complete mandatory safeguarding training

Volunteers and visiting professionals also receive appropriate briefing on safeguarding during induction and have access to the policy on request.

5. Supporting Children

5.1. The Daffodil Project CIC recognises that safeguarding children includes protecting them from all forms of abuse and neglect. To that end, it is vital that all staff understand the four main categories of abuse as defined in statutory guidance, along with clear and practical examples that may arise in both home and community contexts.

Types of Abuse:

a) Physical Abuse: Physical abuse is when someone deliberately hurts a child, causing them pain or injury. This includes hitting, shaking, burning, poisoning, or otherwise physically harming a child. Examples include:

- Unexplained bruises, burns, bite marks or fractures
- A child flinching when approached
- Parents or carers using excessive discipline
- Fabricated or induced illness by a caregiver

b) Emotional Abuse: Emotional abuse involves the ongoing emotional maltreatment of a child. It can severely affect the child's emotional development and self-worth. Examples include:

- Repeatedly telling a child they are worthless or unloved
- Persistent criticism, threats or rejection
- Preventing a child from expressing their views or feelings
- Seeing or hearing the abuse of another person (e.g. domestic violence)

c) Sexual Abuse: Sexual abuse involves forcing or enticing a child to take part in sexual activities. It can happen online or in person and may or may not involve physical contact. Examples include:

- An adult engaging in inappropriate sexual talk, touching, or behaviour with a child
- Encouraging or forcing a child to view or produce sexual content
- A child exhibiting sexually inappropriate language or behaviour
- Grooming behaviour by adults or older children

d) Neglect: Neglect is the ongoing failure to meet a child's basic physical, emotional, or educational needs. Examples include:

- A child consistently appearing hungry, dirty, or poorly clothed
- Failing to ensure a child attends medical appointments or school
- Leaving a child alone or in unsafe environments
- Not responding to a child's emotional needs or distress

At The Daffodil Project CIC, we take all signs of abuse seriously. Staff receive regular training to help recognise and respond to signs of abuse. We maintain a culture of vigilance and open communication where children feel safe to disclose concerns.

We are committed to supporting children with diverse needs, including neurodiversity, sensory processing difficulties and emotional or behavioural challenges. Support includes:

- Individual risk assessments – Refer to Document – RA01 - TDP - Detailed Risk Assessment Pack
- A therapeutic and sensory-informed approach
- Trauma-aware practice
- Signposting to Early Help
- Clear behaviour and anti-bullying procedures
- Engaging children in PSHE, online safety, and healthy relationships education

We foster an inclusive culture where children feel safe to speak up and access help when they need it.

6. Dealing With A Concern And Record Keeping

The Daffodil Project CIC takes all concerns regarding the safety and welfare of children seriously. We have clear procedures in place to ensure that any member of staff, volunteer, or visitor who has concerns about a child knows how to respond in a timely, appropriate, and effective manner.

All concerns, no matter how small, must be reported to the Designated Safeguarding Lead (DSL) as soon as possible and within the same working day. Where the DSL is unavailable, concerns must be reported directly to the Deputy DSL or to Medway Integrated Front Door (MASH) in urgent circumstances.

6.1. Responding to a disclosure or concern: If a child makes a disclosure or a member of staff becomes concerned:

- Listen without interruption and accept what is said.
- Reassure the child that they have done the right thing by telling someone.
- Do not promise confidentiality; explain that you will need to share the information with someone who can help.
- Do not question the child, investigate, or ask leading questions.
- Stay calm and do not show shock or disbelief.

6.2. Recording a concern: Concerns must be recorded immediately using our secure recording format (either handwritten or electronic, depending on current systems in use). The record must include:

- The date and time of the concern or disclosure.
- The name of the child and other relevant parties.
- A factual account of what was said or observed.
- Actions taken and by whom.
- Any opinions or interpretations must be clearly labelled as such.
- The signature and printed name of the person recording the concern.

Safeguarding records must be stored separately from the main child file, in a secure location only accessible to the DSL and those authorised by them.

6.3. Internal referral process: All concerns are triaged by the DSL, who will:

- Review the record.
- Consider the child's wider circumstances, including previous records.
- Determine whether the concern meets the threshold for Early Help, Child in Need, or Child Protection.
- Consult with MASH or other professionals where necessary.

6.4. Contacting parents: The DSL will make every effort to inform the child's parents or carers where appropriate. However, if doing so would place the child at risk of further harm or compromise a potential investigation, parental contact will be delayed or omitted.

6.5. External referral process: Where a referral is required:

- The DSL will identify the appropriate MASH to make the referral, eg where the child lives unless it is a safeguarding incident that occurred on the premises in which case this will be Medway MASH.

- The DSL will complete a written referral to appropriate MASH with all relevant background and contextual information.
- If there is an immediate risk of harm, the DSL will call MASH directly on 01634 334466 and follow up in writing within 24 hours.
- If a child is in immediate danger, the police will be called on 999.

6.6. Monitoring and follow-up:

- Any actions taken following a disclosure will be logged and regularly reviewed.
- Where concerns persist or escalate, further action will be taken.
- Where no referral is made, the rationale will be clearly recorded.

6.7. Transfer of safeguarding records: When a child leaves The Daffodil Project CIC, their safeguarding file will be transferred to the new school or setting securely and within five working days. A confirmation of receipt will be requested, and a record of the transfer retained.

6.8. Confidentiality and information security: All safeguarding records are kept in line with GDPR and the Data Protection Act 2018. Access is strictly limited to safeguarding staff and authorised professionals. Staff are trained annually on the importance of data confidentiality and how to manage records securely.

This procedure ensures a consistent and robust approach to dealing with concerns, ensuring children are protected and that all safeguarding actions are recorded and auditable.

Staff must act immediately if they are concerned about a child.

Records will be kept securely and confidentially and transferred to new settings in accordance with data protection guidance.

7. Information Sharing

The Daffodil Project CIC recognises that effective and lawful information sharing is essential to safeguarding and promoting the welfare of children. Clear guidelines and robust protocols ensure that information is shared appropriately and securely with relevant agencies, professionals, and families.

7.1. Legal and Ethical Duty to Share: All staff must be aware that safeguarding is a shared responsibility. Information should be shared when:

- It is necessary to protect a child from significant harm.
- It supports early intervention to prevent escalation of need.
- It helps other professionals or services provide the most effective support.

The decision to share information without consent should never be taken lightly. However, where gaining consent could place a child at risk, hinder an investigation, or is not possible, information will be shared in accordance with statutory guidance.

7.2. Consent:

- Wherever possible, and where it does not increase risk, consent from parents or carers will be sought before information is shared.
- Children and young people will also be asked for their views where it is appropriate to do so, depending on their age, understanding and maturity.

- The child's safety and welfare are the primary considerations when determining whether to share information.

7.3. Principles of Information Sharing: Staff must follow the seven golden rules of information sharing:

1. Remember that the Data Protection Act is not a barrier to sharing information.
2. Be open and honest with individuals about how information will be used.
3. Seek advice if you are in doubt.
4. Share with consent where appropriate.
5. Consider the child's safety and well-being.
6. Ensure information shared is necessary, proportionate, relevant, accurate, timely and secure.
7. Keep a record of your decision and the reason for it.

7.4. Safeguarding-Specific Considerations:

- Concerns about significant harm must be referred to the DSL immediately.
- If a child is at immediate risk, information must be shared with MASH or emergency services without delay.
- The DSL will document all decisions regarding information sharing, including rationale, outcomes, and whether consent was obtained or not.

7.5. Secure Handling and Storage:

- All sensitive information must be stored in secure, access-controlled systems.
- Safeguarding files must be kept separate from general pupil files and only accessible to authorised staff.
- Electronic communications about safeguarding must be sent through secure platforms and clearly marked as confidential.

7.6. Training:

- All staff will receive training on data protection, confidentiality, and lawful information sharing as part of their safeguarding induction and annual refresher training.

7.7. Working with Other Agencies:

- We will proactively share information with children's social care, schools, health professionals, and the police where appropriate.
- The DSL will attend multi-agency meetings prepared with accurate, relevant information to support safeguarding planning.

By embedding strong information-sharing practices, The Daffodil Project CIC ensures children receive timely and coordinated support and protection.

Staff understand the importance of sharing information appropriately:

- Where a child is at risk of harm, information will be shared without consent
- Parents will be informed unless doing so places the child at greater risk
- All information sharing will be done in line with GDPR and safeguarding protocols

8. Multi-Agency Working

The Daffodil Project CIC recognises that no single agency can have a complete picture of a child's needs and circumstances. Effective safeguarding requires collaborative and coordinated multi-agency working. We are committed to fostering strong partnerships and proactive communication with all relevant professionals and services involved in supporting our children.

8.1. Purpose of Multi-Agency Working:

- To ensure that all concerns and identified needs are assessed holistically.
- To provide timely and appropriate support to children and families.
- To share relevant information in accordance with safeguarding and data protection laws.
- To promote early intervention and avoid duplication of services.

8.2. Engagement and Participation: We will actively make every effort to participate in a range of multi-agency processes and meetings if this is required including:

- Child Protection Conferences
- Core Group Meetings
- Child in Need (CIN) meetings
- Strategy Discussions
- Early Help Assessments (EHA)
- Team Around the Child (TAC) meetings
- Education, Health and Care Plan (EHCP) reviews

8.3. Contribution and Information Sharing: The DSL or a designated representative attends all relevant meetings, prepared with up-to-date records, observations, and input from staff to support a full understanding of the child's situation. Where appropriate, we contribute written reports ahead of meetings.

We share information in line with our information-sharing protocol, ensuring decisions are informed, risk is assessed appropriately, and children's welfare is prioritised. Where consent is required, we seek this from parents/carers, unless this would place the child at risk.

8.4. Working Relationships: We maintain open and constructive relationships with:

- Social workers and Children's Services
- Educational professionals from local schools and SEND teams
- Health practitioners including GPs, CAMHS and school nurses
- Police, LADO, and youth offending teams where relevant
- Charitable organisations and local authority services providing family support

8.5. Escalation of Concerns: If concerns are not addressed appropriately within multi-agency frameworks, the DSL will initiate escalation procedures in line with Medway Safeguarding Children Partnership guidance. This includes:

- Seeking senior manager discussions
- Submitting formal escalation using local dispute resolution protocols
- Ensuring the child's voice remains central throughout any escalation

By embedding multi-agency working into our safeguarding culture, we ensure children at The Daffodil Project CIC receive comprehensive, timely, and coordinated support from a range of trusted professionals.

We are committed to collaborative safeguarding:

- Attending strategy, CIN and CP meetings
- Sharing reports and records to support assessments
- Working with schools, health, social care, and police
- Using escalation procedures when children's needs are not met

9. Safer Recruitment

The Daffodil Project CIC is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers, trustees, and contractors to share this commitment. We adopt a robust and rigorous safer recruitment process that ensures all individuals working or volunteering with children are suitable, competent, and safe.

Our approach to safer recruitment includes preventative measures that reduce the risk of appointing someone unsuitable. It also promotes a culture of vigilance where concerns about staff conduct can be raised and addressed promptly.

9.1. Recruitment process follows safer recruitment procedures across all appointments including paid staff, volunteers, sessional workers, and external providers. All recruitment panels include at least one person who has completed accredited safer recruitment training. This is provided via Kent & Medway School Training programme.

Every stage of the recruitment process includes consideration of safeguarding. This includes:

- A clear job description and person specification that outlines the safeguarding responsibilities of the post.
- An application form requiring a full employment history and explanation of any gaps.
- Scrutiny of application forms for discrepancies, anomalies, or incomplete information.
- A structured shortlisting process against the person specification.
- Face-to-face interviews with safeguarding-focused questions and behaviour-based assessments.

9.2. Pre-Employment Checks Before any appointment is confirmed, the following checks must be completed:

- Enhanced DBS check, including children's barred list information where appropriate.
- Identity verification (original photographic ID and proof of address).
- Three separate references, including one from the most recent employer, verified by phone.
- Right to work in the UK.
- Verification of professional qualifications where relevant.
- Childcare disqualification declaration (where applicable).
- Overseas criminal record checks or a letter of good conduct (for those who have lived/worked abroad).
- Online checks (social media and public online presence) as part of due diligence.

9.3. Single Central Record (SCR) We maintain an up-to-date and accurate Single Central Record which includes:

- All staff (including volunteers and trustees)
- Date of DBS check and barred list check (where required)
- Evidence of identity, references, and right to work
- Qualifications where required
- Record of Safer Recruitment training for recruitment panel members

9.4. Contractors and Agency Staff Contractors and agency staff working with children must also meet our safer recruitment standards:

- We will obtain written confirmation from the agency that the individual has been vetted to the required level.
- Identity is checked upon arrival.
- The agency must comply with our safeguarding policy and procedures.

9.5. Volunteers All volunteers undergo appropriate vetting according to their level of supervision and contact with children:

- Enhanced DBS checks are completed where the volunteer is in regulated activity.
- Risk assessments are carried out for each volunteer role.
- Volunteers are supervised unless their role meets the criteria for unsupervised access.

9.6. Induction and Probation. All new starters must complete a structured induction process, which includes:

- Reading and understanding our safeguarding policy, code of conduct, and behaviour management policy.
- Completion of induction safeguarding training.
- Supervised probationary period with regular reviews.

9.7. Ongoing Safeguarding Culture: We ensure that:

- Safeguarding is embedded in HR and performance management processes.
- Any safeguarding concerns raised during employment are dealt with in line with our Managing Allegations procedures.
- Staff understand their responsibility to disclose any matters that may affect their suitability to work with children.

By following a comprehensive and consistent safer recruitment policy, The Daffodil Project CIC aims to deter and prevent unsuitable individuals from working with children and young people, thereby creating a safer and more transparent environment.

We follow safer recruitment principles for all roles:

- Enhanced DBS checks
- Barred list checks
- Two references
- Identity and right-to-work verification
- Childcare Disqualification checks where appropriate
- Maintenance of a Single Central Record (SCR)

10. Training

All staff at The Daffodil Project CIC must complete a comprehensive programme of safeguarding training to ensure a strong culture of safety and vigilance. This training is essential not only to meet legal requirements but to ensure that every adult working in the setting understands how to protect children, recognise risks, and respond appropriately.

10.1. Induction Training:

- All new staff, volunteers, and regular visitors must complete a safeguarding induction before commencing unsupervised work with children.
- The induction includes: a review of this safeguarding policy, the code of conduct, whistleblowing procedures, behaviour management strategies, and how to report a concern.
- New staff are introduced to the Designated Safeguarding Lead (DSL) and understand their responsibilities in line with KCSiE 2024.

10.2. Core Safeguarding Training:

- All staff complete formal safeguarding and child protection training at least every two years.
- Annual refresher sessions are provided to ensure ongoing understanding of new risks, legislation, and safeguarding trends.
- Topics include identifying the signs of abuse, managing disclosures, safer working practices, information sharing, and the Prevent duty.

10.3. Role-Specific and Specialist Training:

- The DSL and any Deputy DSLs complete advanced DSL training every two years, with additional updates provided through Medway Council's Safeguarding Forums.

Magdalena Van De Voort
Designated Safeguarding Lead – Level 3
Expiry date – 28/05/2027

- Staff working closely with children with SEND receive additional training on neurodiversity-informed safeguarding, trauma-responsive practice, and communication strategies.
- Staff involved in intimate care, restraint, or therapeutic work are trained in appropriate and safe practices, including Positive Behaviour Support (PBS).

All above training will be conducted under Kent & Medway & Ofsted Approved training providers, training is reviewed annually or upon a change in staff.

10.4. First Aid and Emergency Response:

- A minimum of one Paediatric First Aider is present on site at all times when children are in attendance.
- All staff are trained in basic first aid, and at least one team member per shift holds a current 12-hour Paediatric First Aid certificate.
- First aid training includes managing allergic reactions, asthma, seizures, diabetes, and common injuries such as bites, stings, and burns.
- All incidents requiring first aid are recorded in the accident log and monitored as part of our safeguarding oversight.

10.5. Online Safety and Digital Safeguarding:

- Staff receive training in online risks including grooming, cyberbullying, and radicalisation.
- Sessions include the use of filtering, monitoring systems, and supporting safe internet use for children in our care.

10.6. Prevent Duty Training:

- All staff are trained to recognise the signs of radicalisation and how to report concerns in line with the Prevent Duty.

10.7. Additional Training Modules:

- Topics include: domestic abuse, contextual safeguarding, child sexual exploitation (CSE), child criminal exploitation (CCE), FGM, modern slavery, and the impact of parental mental health or substance misuse.

10.8. Recording and Monitoring:

- A central training log is maintained to monitor staff compliance and ensure training remains up to date.
- The DSL reviews training needs annually and updates the CPD programme accordingly.

We are committed to ensuring that every adult in our setting is confident, competent, and up to date in safeguarding knowledge, contributing to a proactive, safe environment for all children.

All staff receive:

- Induction safeguarding training
- Annual refresher training
- Online safety, Prevent and SEND-specific modules

Magdalena van de Voort, the DSL, completes full DSL training every two years and attends local forums and updates via Medway Council.

11. Whistleblowing

Staff can raise concerns internally with the DSL or Director. If the concern involves the DSL or Director, it is vital that there are alternative, transparent channels in place to ensure that safeguarding allegations or serious concerns are addressed independently and without delay. You should inform the Local Authority Designated Officer (LADO) if you're worried about someone who works with children.

The LADO threshold:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

You should report allegations to LADO within 24 hours of the incident if the allegation is against workers who are:

- paid or unpaid
- volunteers
- from an agency

- casual or self employed
- foster carers
- adoptive parents of children on Placement Order

If the LADO threshold above has been breached then:

- Staff must not delay raising a concern due to the seniority of the person involved.
- Concerns should be escalated directly to the Medway Local Authority Designated Officer (LADO) on 01634 33965, who is responsible for overseeing allegations against adults working with children.
- Staff may also contact the NSPCC Whistleblowing Helpline on 0800 028 0285 or via help@nspcc.org.uk for confidential advice.
- A written record should still be kept of the concern, including dates, facts, and any actions taken.
- No staff member will suffer discrimination or retaliation for reporting concerns in good faith, regardless of the outcome.

All staff are reminded through training and induction that safeguarding takes precedence over internal hierarchy, and all concerns—no matter how serious or who they involve—must be addressed promptly and appropriately.

- Contact Medway LADO: 01634 33965
- Use the NSPCC Whistleblowing Helpline: 0800 028 0285

12. Site Security

The centre prioritises the safety and security of all children, staff, animals, and visitors at all times. Our comprehensive site security measures are designed to ensure that no unauthorised person can access the site or be in proximity to children without proper vetting. The following procedures are strictly enforced:

- **DBS Requirement:** No adult who has not undergone an enhanced Disclosure and Barring Service (DBS) check will be permitted to enter areas where children are present. Visitors or volunteers without a DBS check must be accompanied and supervised at all times and will not be allowed unsupervised access to any child or child-only zones.
- **Controlled Access:** Entry to the premises is strictly controlled via a telecom system located at the main entrance. All visitors must identify themselves, state the purpose of their visit, and be authorised before access is granted. Staff are trained to verify identity before allowing entrance.
- **Visitor Sign-In Procedure:** All visitors, contractors, or professionals must sign in on arrival and wear a clearly visible visitor badge at all times. They are also required to sign out when leaving the site.
- **Supervision:** Children are supervised by staff members at all times. There is no circumstance in which a child is left alone with a visitor or unvetted adult.
- **Perimeter Safety:** The site is surrounded by secure fencing and gates. Regular checks are conducted to ensure that all physical boundaries remain intact and tamper-proof.
- **Animal Enclosure Safety:** Animal areas are securely enclosed and risk-assessed, with access strictly limited to staff and children under supervision. Visitors may only enter animal areas during structured, supervised sessions.
- **Emergency Procedures:** Lockdown, evacuation, and intruder response protocols are in place and practised regularly. All staff are trained to respond to security threats in a calm, coordinated manner.

- **Challenging Behaviour:** Any form of threatening or aggressive behaviour from a visitor or member of the public will not be tolerated. Such behaviour will result in immediate removal from the site and, if necessary, escalation to law enforcement.

By implementing these robust procedures, The Daffodil Project CIC ensures a safe, secure, and nurturing environment that protects every child and upholds the highest safeguarding standards. is secure and safe:

- All visitors must sign in upon arrival and sign out when leaving the premises. The sign-in process must include the visitor's full name, the time of arrival, the purpose of the visit, and the name of the staff member they are meeting. All visitors will be issued a visible identification badge, which must be worn at all times while on site and returned to staff upon departure to maintain accurate records and support overall site security. Failure to follow these procedures will result in denial of access or removal from the premises.
- Children are supervised at all times
- Animal enclosures are risk-assessed and supervised
- Any threatening behaviour by visitors will result in removal from site

13. Safeguarding Audits and Inspection Schedule

The Designated Safeguarding Lead (DSL) at The Daffodil Project CIC is responsible for organising an internal safeguarding audit on an annual basis. This internal review ensures that all safeguarding policies, procedures, staff training, safer recruitment checks, and record-keeping are compliant with current statutory guidance, including Working Together to Safeguard Children and the Statutory Framework for the Early Years Foundation Stage (EYFS).

As a registered early years and alternative provision setting, The Daffodil Project is subject to Ofsted inspection. Ofsted will:

- Carry out a first inspection within 30 months of initial registration (for early years settings).
- Conduct subsequent inspections approximately every 4 to 6 years if the setting is rated 'Good' or 'Outstanding'.
- Reinspect within 12 months if rated 'Requires Improvement', or within 6 months if rated 'Inadequate'.

These inspections assess the effectiveness of our safeguarding arrangements, including leadership and management, staff knowledge, child protection procedures, and site safety. Outcomes from both internal audits and Ofsted inspections are used to drive continuous safeguarding improvement.

15. Policy Review

This policy will be reviewed annually or following:

- Legislative changes
- Safeguarding incidents
- Feedback from external or internal audits

Signed:

Magdalena Van De Voort



Director & DSL

The Daffodil Project CIC

Date: July 2025