

University of Warwick Holiday Scheme

Safeguarding and Child Protection Policy

Purpose	The purpose of this policy is to ensure that all children attending the University of Warwick Holiday Scheme are safe, protected from harm and treated with dignity and respect. It is designed to provide clear procedures for recognising, recording and reporting concerns and for responding appropriately when a child makes a disclosure or an allegation is made against an adult working with children.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

The Holiday Scheme recognises that safeguarding is everyone's responsibility. All staff must remain alert to signs that a child may be experiencing harm and must know how to report and respond to safeguarding concerns.

Our Safeguarding Principles

The Holiday Scheme will:

- Put the welfare and safety of children first.
- Provide a safe and inclusive environment.
- Listen to children and take their concerns seriously.
- Respond promptly to safeguarding concerns and disclosures.
- Ensure staff understand their safeguarding responsibilities.
- Maintain appropriate professional boundaries.
- Share safeguarding information appropriately where this is necessary to protect a child.
- Work with parents/carers and relevant agencies where appropriate.
- Maintain appropriate safeguarding records.

- Review safeguarding arrangements regularly.

Types of Abuse and Harm

Staff should understand that safeguarding concerns can take many forms.

These include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child-on-child abuse
- Bullying and discriminatory behaviour
- Domestic abuse
- Exploitation
- Online harm
- Radicalisation and extremism

Children may experience more than one form of harm at the same time. The 2026 *Working Together* guidance specifically strengthens recognition of simultaneous or multiple harms, online harms and group-based exploitation. [\[gov.uk\]](https://www.gov.uk)

If a Child Makes a Disclosure

If a child tells a member of staff that they are being harmed or makes another safeguarding disclosure, staff should:

- Listen carefully and remain calm.
- Take the child seriously.
- Reassure the child that they have done the right thing by telling someone.
- Avoid making promises of confidentiality.
- Avoid investigating the concern themselves.
- Make an accurate written record.
- Report the concern immediately to a Designated Safeguarding Lead.

Safeguarding concerns must never be ignored or delayed.

Designated Safeguarding Leads

Rachael Snell, Holiday Scheme Coordinator, holidayscheme@warwick.ac.uk

David Wilson, Assistant Holiday Scheme Coordinator, holidayscheme@warwick.ac.uk

Jo Warren, Head of Children's Services, nurseryenquiries@warwick.ac.uk

Debbie Pinkerton, Assistant Nursery Manager, nurseryenquiries@warwick.ac.uk

Reporting a Safeguarding Concern

Any member of staff who is worried about the welfare or safety of a child must report their concern promptly to a Designated Safeguarding Lead.

The DSL will consider the information available and decide what safeguarding action or referral is required in accordance with applicable local safeguarding arrangements and statutory guidance.

Where a child is in immediate danger, emergency assistance should be sought without delay.

Recording and Confidentiality

All safeguarding concerns, disclosures, discussions, decisions and actions must be recorded accurately and handled securely. The recording should include the following:

Child's details: full name, date of birth/age and group.

Date, time and location of the incident, disclosure or observation.

Date and time the concern was recorded.

Name and role of the person recording the concern.

Nature of the concern: exactly what you saw, heard or were told.

Child's own words: if the child made a disclosure, record their words as accurately as possible and clearly distinguish these from your own observations.

Factual observations: for example, behaviour or visible injuries. Avoid assumptions or personal opinions. Records should be clear, relevant, accurate and up to date. [\[thegrid.org.uk\]](https://thegrid.org.uk)

Who the concern was reported to, such as the Holiday Scheme DSL/DDSL, and when.

Information should only be shared with people who need it for safeguarding purposes.

Safeguarding a child takes priority where maintaining confidentiality could place that child or another child at risk.

Concerns About a Member of Staff

Where a member of staff believes that unsafe practice or safeguarding concerns are not being addressed appropriately, they should follow the Holiday Scheme's Whistleblowing policy 2026. That policy provides routes for raising concerns internally and, where appropriate, externally.

Staff must not attempt to investigate allegations themselves.

Child-on-Child Abuse

Children can harm other children. Concerns between children must not automatically be dismissed as joking, banter or simply part of growing up.

Staff should intervene where behaviour is harmful, unsafe, discriminatory, intimidating or otherwise raises safeguarding concerns.

Behaviour concerns that may indicate safeguarding needs will also be managed under the Holiday Scheme's Behaviour policy 2026.

Collection of Children

Children must only leave the Holiday Scheme in accordance with the agreed collection arrangements detailed in the Collection of Children Policy 2026.

Online Safety

Online safety forms part of safeguarding.

Staff must follow Holiday Scheme rules concerning:

- Mobile phones and personal devices
- Photography and images
- Internet and technology use
- Children's personal information
- Professional boundaries and communication

The Department for Education's February 2026 safeguarding guidance for out-of-school settings specifically addresses online safety, online safety policies, photography and the sharing of images. [[assets.pub...ice.gov.uk](#)]

Staff Training and Responsibilities

All staff must understand this policy and their individual safeguarding responsibilities.

Safeguarding knowledge should be kept current and staff should know:

- How to recognise possible safeguarding concerns.
- How to respond to a disclosure.
- Who the Designated Safeguarding Leads are.
- How to record and report a concern.
- What to do if the concern involves an adult working with children.
- How to use the whistleblowing procedure.
- All staff must complete the following training: Prevent, Child Protection, Induction, Anaphylaxis and First Aid.

Safer Recruitment and Suitability

The Holiday Scheme will ensure appropriate arrangements are in place to establish the suitability of adults working with children.

The Department for Education's February 2026 guidance includes recruitment, pre-employment checks, references, regulated activity responsibilities and **Disclosure and Barring Service (DBS) checks** within its section on the suitability of staff and volunteers. [[assets.pub...ice.gov.uk](#)]

University Safeguarding Officer: Internal: safeguarding@warwick.ac.uk

Coventry Safeguarding Children Board Helpline: 02476 833443

Emergency Duty Team: 02476 832222 (out of hours)

West Midlands Police Child Protection Team: 02476 539044

Children's Social Care Referral and Assessment Service: 02476 78855

LADO [contact details - web link](#) or lado@coventry.gov.uk