

A guide about what to include on your staff safeguarding noticeboard – this list is not exhaustive - Updated January 2024

1. A reminder that **safeguarding is everyone's responsibility**. Everyone working with children and families has a responsibility to identify concerns early, provide help and prevent concerns from escalating. **Early help** means providing support as soon as a problem emerges, at any point in a child's life.
2. The name of the **Designated Lead and Deputy Designated Lead on duty**, their contact number and when they last completed their Safeguarding training.
3. Display copies or make reference to **Key National Documents**– [Working together to safeguard children](#) updated 2023, [Keeping children safe in education](#), [What to do if you are worried about a child](#),
4. Display Copies of **important local documents** – [Threshold of Needs](#), [Thrive-Child-Needs-and-Parental-Responses-2022](#)
5. Include a copy of your **safeguarding policy** and other relevant policies such as Whistleblowing, Staff Code of Conduct – Is your safeguarding policy up to date?
6. The **categories of abuse** and **identifying possible signs** of them
7. **What to do if a concern is identified** e.g. tell DSL, complete concern form, complete body map forms (find on OSCB)
8. **Phone number and referral information for MASH** (Multi Agency Safeguarding Hub) - This is who you would call if you have **immediate safeguarding concerns** about a child
9. Display information, contacts and news stories from **Oxfordshire Safeguarding Children Board (OSCB)** and other national organisations such as NSPCC Talk Pants, NSPCC helpline 0808 800 5000, Childline phone number 0800 1111
10. State your **policy on mobile phones, cameras and other electronic devices** with imaging and sharing capabilities
11. Phone number for the [Locality and community Support service \(LCSS\)](#)
12. Phone number for the **LADO team** - this is who you would call if there was an allegation against a member of staff or someone in a management role
13. Display information on **The Prevent Strategy** (it is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified) - [Prevent duty guidance \(updated 2023\)](#) and [The Prevent duty: safeguarding learners vulnerable to radicalisation \(www.gov.uk\)](#)
14. Display information about **FGM** - <https://www.oxfordagainstcutting.org/>
15. Display what to do if a child is **choking** - [Food safety - Help for early years providers - GOV.UK \(education.gov.uk\)](#)
16. **Paediatric First Aid Information** – e.g. photos of who is trained, when they trained, display (or make available to parents) staff PFA certificates or a list of staff who have a current PFA certificate (EYFS 3.33).
17. **Allergen information**
18. **Safer sleep** information [Safer-Sleep-Awareness-A-Guide-For-Childminders-Foster-Carers-Nannies-and-Nursery-Settings.pdf \(lullabytrust.org.uk\)](#)

Displays can quickly become wallpaper and people stop noticing them so ensure you draw staff attention to the information by:

- ✓ discussing the items regularly at staff meetings
- ✓ challenging staff to find something new to display

ENSURE the information is kept up to date, especially telephone numbers and national and local documents, as these can frequently change.

You can keep up to date by following OSCB on X (Twitter), attending Early Years monthly meetings and termly briefings, attending the Termly EY DSL Forum, checking out the [Early Years Facebook Page](#) and signing up to foundationyears.org.uk and the [NSPCC](#).