



## **Safeguarding children and young people policy and procedure**

### **Policy statement**

The core purpose of this policy is the safeguarding of all children, and the promotion of their welfare and health – both mental and physical – to create an environment in which children feel secure and valued. At Bailey's Bumblebees, we are committed to safeguarding and we expect everyone who works for Bailey's Bumblebees to share this commitment. All staff take all safeguarding and welfare concerns seriously and encourage children to talk to us about anything that worries them. We will always act in the best interest of the child.

### **Aims**

We aim to safeguard and promote the welfare of children by following any guidance issued by the Secretary of State, as well as compliance with government publications. Our policy recognises the need for a designated practitioner to take lead responsibility for safeguarding children within the EYFS (Early Years Foundation Stage) setting. In accordance with the EYFS Statutory framework, a report is made to Ofsted within 14 days if there is an allegation of serious harm or abuse by any person living, working or looking after children at the premises or elsewhere, or any other abuse on the premises. The lead, Dominic Bailey takes the responsibility of safeguarding and protection of the welfare of children very seriously. It is also clear that safeguarding is **everyone's** responsibility and that anyone can make a referral to Children's Social Care if they feel such action is required.

### **Guiding Principles**

Our designated safeguarding lead (DSL) who coordinates our response to safeguarding and child protection concerns is: **Dominic Bailey** (1 Laburnum Villas, South Bank PO198DY Tel: 07966502059). Dominic Bailey is the most appropriate person to advise on concerns. We provide adequate and appropriate staffing resources to meet the needs of children. We ensure all staff and parents are made aware of our safeguarding policies and procedures. Should parents request a

copy of the policy it is available on request (via email) or on the company's website. There is also a copy on the notice board as you enter the main pre-prep building doors.

### **Safe recruitment (there is also a separate policy document)**

- The lead/ DSL have both completed the necessary training in 'Safer Recruitment in Education' (NSPCC Learning) and 'Leading on Child Safeguarding Course' (SAFEcio).
- Potential staff are interviewed and references, evidence of relevant training and qualifications are all checked. A file for each member of staff is kept in a secure location.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure & Barring Service (DBS) before posts can be confirmed.
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and DBS checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Volunteers do not work unsupervised.
- We abide by the Protection of Vulnerable Groups Act requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- Staff are trained and aware of the additional vulnerabilities and risks to children and young people, including the main categories of abuse and other risks in paragraph 12 Inspecting Safeguarding in early years education and skills (2021)
- A Google drive to 5min PDFs of relevant training is available to all staff and this is added to and tweaked regularly. More detailed training Power Points are also available for staff to view at any point they, or when the lead feels sufficient.

### **Visitors to the site**

- All visitors to the setting are recorded. They are asked to report to the main reception (big red doors at entrance to the pre-prep) and are asked to sign in and out of using the Visitor Book. Visitors are requested to book a visit beforehand.

- Any unknown adults, without a visitors' badge, will be challenged by any member of staff.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.

### **A Safe, Happy and Nurturing Environment**

Staff encourage a culture of listening to children and take account of their wishes, concerns and feelings. There is a 'Being Safe and Happy' talk given by the lead to all children at the start of the week. Photos of the grounds, potential dangers and behavioural expectations are discussed. Likewise pastoral care is discussed. All children are made aware of all the staff they can talk too (or in the morning if they arrive mid-week). A 'Safe Space' box is located in all age group areas. Children can write their concerns or simply draw a sad face and their name and staff will follow up any concerns. The DSL (Dominic Bailey) is also informed. Mindfulness sessions, Yoga and circle time is given every day and this is also a chance for children to express their feelings or concerns.

The 'Westbourne Way' (listen to people', 'be kind and helpful', 'share', 'be gentle', 'forgive others', 'look after property', 'be honest and kind') is discussed with all children at the start of the week and refereed too when needed. It is also displayed on walls around the building.

### **Responsibilities of staff and staff behaviour**

All staff are provided with the company's terms and conditions

- In accordance with Section 548 of the Education Act 1996 as amended by section 131, School Standards and Framework Act 1998, Bailey's Bumblebees maintains a ban on any form of corporal punishment;
- Corporal punishment is never used nor is its use ever threatened as this may constitute assault and a crime being committed; the defence of reasonable chastisement is not available to school staff;
- Dominic Bailey and other fully qualified teachers are allowed to use reasonable force to control or restrain pupils under certain circumstances (Ref: DfE Guidance – Use of Reasonable Force 2011);
- Each time EYFS statutory framework is updated, this is re-distributed to staff and they acknowledge that they have read and understood the contents thereof;
- All staff are alert to the signs of abuse and neglect and know that they must immediately report any safeguarding and welfare concerns to **Dominic Bailey**;

- All staff are given up to date guidance about conduct and safe practice; and must adhere to the procedures set out here;
- the designated lead will act as a source of support, advice and expertise for all staff.
- All staff are alert to the specific needs of children in need, those with special educational needs or medical needs;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;
- Staff understand the importance of information sharing
- Never view, download or share any suspect imagery yourself, or ask a child to share or download – this is illegal.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL.
- Do not delete the imagery or ask the young person to delete it.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSL.

**Guidance for staff who have concerns that a child may be in need (see Appendix ‘5 Key Points’):**

All staff are given the ‘5 Key Points’ (appendix 1) to help clarify steps.

Any member of staff concerned about a child’s welfare must inform the Designated Safeguarding Leads (DSL – Dominic Bailey) immediately. The member of staff must record factual information regarding their concerns on the same day. The record must be a clear, concise and factual account of the observations. These should be signed and dated. The Designated Safeguarding Lead (DSL), may communicate with MASH whenever an allegation or disclosure of abuse has been made. Contact will be made within 24 hours of a disclosure or suspicion of abuse. If there is a risk of immediate serious harm to a child, a referral will be made to Children’s Social Care and / or the Police immediately and all allegations will be reported to MASH immediately and within one working day at the latest. When a referral is made to Social Services, the Designated Safeguarding Lead (DSL) will ensure that a written report of the concerns is forwarded.

In the event of suspicion or direct disclosure about child-on child (peer abuse), all children involved, whether perpetrator or victim, are treated as being at risk. The safety of the children is paramount

in all situations. If a child's behaviour endangers the safety of others, the member of staff stops the activity and prevents the child from taking part for the rest of that session. If a child threatens, hurts or bullies another pupil, the member of staff records the incident and informs the lead (Dominic Bailey). If a child repeatedly acts in a way that disrupts or upsets others, we will contact the child's parents to discuss the situation. It is important that all members of staff should be aware and alert to possible outward signs of abuse or neglect.

When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.

Signs of abuse may include one or more of the following:

- An injury that is not typical of the bumps and scrapes associated with everyday activities, or an injury that is not consistent with any explanation given.
- Frequent injuries even when apparently reasonable explanations are given.
- Anxiety or low self-esteem.
- Knowledge of sexual matters beyond what would normally be expected, or sexual behaviour that is unusually explicit or inappropriate to the child's age.
- Disclosure of an experience in which the child may have been significantly harmed.

### **Responding to a disclosure (See '5 Key Points' appendix 1)**

- Take contemporaneous notes or make handwritten notes as soon as possible after the conversation.
- Do not destroy the original notes in case they are needed by a court.
- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but do not make promises which it might be impossible to keep.
- Do not promise confidentiality, as it might be necessary to refer the case to Social Services.
- It is not a requirement to seek parental or pupil consent for a referral to statutory agencies/MASH/ LADO.
- Reassure the child that what has happened is not their fault and stress that it was right to talk.

- Listen rather than ask direct questions; ask open rather than leading questions.
- Record the date, time place and any noticeable non-verbal behaviour and the words used by the child.
- Record statements and observations, not interpretations or assumptions.
- Explain what has to be done next and who has to be told.
- When dealing with abuse by one or more pupils against another pupil (peer on peer abuse) when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm' a referral will be made to the local authority as a child protection concern.

### **Making and managing referrals**

- In most circumstances, the designated lead (Dominic Bailey) is the person who makes referrals to local authority children's social care;
- Staff who have raised concerns about a child are supported through effective supervision
- Any cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- Cases where a crime may have been committed is referred to the Police as required;

### **Working with others**

- We liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies; and
- the designated lead will act as a source of support, advice and expertise for all staff.
- All staff are alert to the specific needs of children in need, those with special educational needs or medical needs;
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation;
- understand the importance of information sharing
- encourage a culture of listening to children and taking account of their wishes and feelings.

### **Informing parents**

- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Partners does not allow this. This will usually

be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.

- We work within the Local Safeguarding Partners guidelines.
- We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together.
- We notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

### **Responding to allegations about a member of staff**

We recognise the possibility that adults working for the company may harm children, such as:

- Behave 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 he or she may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Any allegations against staff, volunteers or the DSL with responsibility for safeguarding must be reported to the MASH (for advice at the very least), as fast as reasonably possible, which will benefit all concerned. In case of serious harm, the police should be informed from the outset. If a child or parent makes an allegation of abuse against another member of staff, the person receiving the complaint must take it seriously and immediately inform the DSL. Any member of staff who has reason to suspect that a child may have been abused by another member of staff, must immediately inform the DSL. A record of the concerns must be made, including a note of any witness to the incident or allegation.

Following an allegation or disclosure, all unnecessary delays will be eradicated. An investigation will

not be undertaken without prior consultation and instruction to do so from MASH. The Designated Safeguarding Lead (DSL) will not make their own decision over what appears to be borderline cases but rather the doubts and concerns will be discussed with MASH. MASH will provide advice and preside over the investigation of any allegation or suspicion of abuse directed against anyone working for the company. Where and when appropriate, the DSL will have informal discussions with MASH to decide appropriate courses of action.

If the DSL decides this is justified, he must make the referral directly to the local Social Services Department. If the allegation constitutes a serious criminal offence, it will be necessary to contact Social Services before informing the member of staff involved.

Bailey's Bumblebees undertakes to promptly report to the Disclosure and Barring Service (DBS) any person whose services are no longer used for regulated activity and the DBS referral criteria are met, that is, they have caused harm or posed a risk of harm to a child. The company recognises the need to respond to requests from the DBS for information held and would consider making a referral to the Teaching Regulation Agency (TRA) – an executive agency of the Department for Education.

We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.

### **Disqualification from working in childcare**

For staff, we ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. Staff are required to notify the school immediately if there are any reasons why they should not be working with children. Where a member of staff or a volunteer is dismissed from the setting because of misconduct relating to a child, we notify the Independent Barring Board administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

### **Contact Details for Local and National Safeguarding Children Organisations:**

There is a single countywide phone number, known as the 'Children's Access Point', or CAP. Phone: 01403 229900. You can also contact the CAP by:

Email: [cap@westsussex.gcsx.gov.uk](mailto:cap@westsussex.gcsx.gov.uk) (secure email address for professionals only) Write to:

County Hall North Chart Way

Horsham

West Sussex

RH12 1XH

Emergencies out of office hours: Phone: 01903 694422 (weekdays between 5.00 pm and 8.00 am, this helpline also cover weekends and bank holidays 24 hours a day.

There is also single country-wide phone number, known as '**MASH**': 01403 229900 – Monday to Friday between 9am-5pm. At all other times, including nights, weekends and Bank Holidays, an Out of Hours Emergency Team can be contacted: 0330 222 6664 Email: [mash@westsussex.gov.uk](mailto:mash@westsussex.gov.uk)

### **Contact Details for our Local Safeguarding Children Board (LSCB) - West Sussex Safeguarding**

**Children Partnership:** Mrs Anne Geffen (Independent Listener) – 01243 532026

- **West Sussex County Council Multi Agency Safeguarding Hub (MASH)/LADO Service:** 01403 229900
- **West Sussex Safeguarding Children Partnership:** 0330 222 7799 [wsscp@westsussex.gov.uk](mailto:wsscp@westsussex.gov.uk)
- **WSCC LADO:** Miriam Williams, Donna Tomlinson, Sally Arbuckle (Assistant) Phone: 0330 222 6450  
Email: [LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk)
- **WSCC Safeguarding in Education Enquiries Line:** 0330 222 4030
- **WSCC Safeguarding in Education Manager:** Jez Prior – 0330 222 7618 / Mobile: 07850 537364  
Email: [jez.prior@westsussex.gov.uk](mailto:jez.prior@westsussex.gov.uk)
- **Designated Nurse Safeguarding Children (West Sussex):** 07770 800 247

**National Organisations:**

- **Sussex Police:** 08456070999
- Police – 101 and ask for the Safeguarding Investigations Unit, alternatively in an emergency dial 999
- Child Line – 0800 1111    NSPCC – 0808 800 5000 (NB: also runs a Whistleblowing helpline on behalf of the Government on the same telephone number)
- Public Concern at Work (Whistleblowing)–02074046609

## APPENDIX ONE – THE 5 Key Points of Safeguarding where there are concerns about a c



### Safeguarding at Bailey's Bumblebees

#### 5 Key Points if you suspect, or are told of, any form of abuse at Bailey's Bumblebees

- Stop and listen straight away
- Write brief notes immediately or asap
- Don't guarantee confidentiality
  - Explain that you may have to tell someone in order to get help
- Do not ask leading questions; ask "what do you want to tell me?"
- Immediately inform the DSL: Dominic Bailey (07966502059)

If, at any point, there is ***a risk of immediate serious harm*** to a child, a referral should be made to the MASH (Multi-Agency Safeguarding Hub) immediately and/or the Police should be contacted.

All staff should be aware that they could raise concerns directly to MASH (Multi-Agency Safeguarding Hub) if they were worried about a member of staff or if a child protection matter was not being taken seriously by 'Bailey's Bumblebees'. Concerns regarding the group leader should be addressed to the LADO (Local Authority Designated Officer).

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| • <b>Dominic Bailey</b>                            | <b>DSL:</b> | <b>07966502059</b> |
| • <b>Contact Details for Agency Involvement:</b>   |             |                    |
| • (WSCC LADO)                                      |             | 0330 222 3339      |
| • West Sussex Safeguarding Children's Partnership: |             | 0330 222 7799      |
| • MASH   |             | 01403 229900       |
| • WSCC Help Line                                   |             | 01243 777100       |
| • Sussex Police                                    |             | 0845 60 70 999     |
| • ISI  |             | 020 7710 9902      |
| • NSPCC  |             | 0808 8005000       |
| • Child Line                                       |             | 0800 1111          |
| • Public Concern at Work (Whistle Blowing)         |             | 0207 404 6609      |