

Safeguarding Policy

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1. Overview

Bee in the Woods fully recognises its responsibilities for Safeguarding children in our care. The Designated Safeguarding Leads (DSL) for Bee in the Woods are **Lucy Collins (All sites)**, **Lorraine Perks (Portslade)** and **Alison Hindell (Stanmer)**.

At Bee in the Woods we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and extremism and we promote acceptance and tolerance of other beliefs and cultures (*See Equalities and Inclusion Policy for more information*). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the kindergarten's other policies and procedures.

2. Statement of intent

Our setting will work with children, parents and the community to ensure the safety of children in our care and to give them the very best start in life.

The key commitments of this policy for safeguarding children are:

1. We are committed to building a 'culture of safeguarding' in which children are protected from abuse and harm in all areas of our service delivery.
2. We are committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you are worried a child is being abused'. **DfE 2015 and follow guidance outlined by the Brighton and Hove Safeguarding Children Partnership BHSCP@brighton-hove.gov.uk**
3. We are committed to promoting awareness of child abuse issues through staff training. We are also committed to empowering young children, through the early childhood curriculum, promoting their right to be strong, resilient and listened to.
4. We wish to see our staff use and make the most of the benefits of modern technology to support children's learning and development, whilst ensuring children are kept safe.

3. Aims

Our aims are to meet the key commitments of this Policy by:

- Keeping the child at the centre of all we do
- Promoting children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, which includes their heritage arising from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background;
- Promoting children's right to be strong, resilient and listened to by encouraging children to develop a sense of autonomy and independence;
- Promoting children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches;
- Helping children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
- Working with parents to build their understanding of and commitment to the principles of safeguarding all our children.

4. Method to meet key commitments

- Ensuring there is a Designated Safeguarding Lead for the setting and that all staff, parents and volunteers know the names of the designated leads and their roles;
- To provide a safe environment for the children to learn and develop;
- To identify children who are suffering or likely to suffer significant harm, and take appropriate action with the aim of making sure they are kept safe both at home and at Bee in the Woods;
- Ensuring staff are trained from their induction to understand the child protection and safeguarding policy and procedures, are alert to identify possible signs of abuse (including the signs known as softer signs of abuse), understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensuring all staff undertake Safeguarding Children training with BHCC or another body, every 3 years
- Ensuring the DSL undertakes Safeguarding for Lead Practitioners training every two years.
- Ensuring all staff complete PREVENT and British Values training.
- To provide In House Safeguarding training and updates at least once a month.
- Being aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensuring staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensuring that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need

- Making any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Brighton & Hove Safeguarding Children Partnership (BHSCP)
- Making any Prevent referrals relating to extremism to the police (or the Government helpline) in a timely way, sharing relevant information as appropriate
- Ensuring that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keeping the setting safe online, using appropriate filters, checks and safeguards, monitoring access at all times
- Ensuring that children are never placed at risk while in the charge of Kindergarten staff
- Identify changes in staff behaviour and act on these as per the Staff Behaviour Policy
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children or living or working on the nursery premises including reporting such allegations to Ofsted and other relevant authorities
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Brighton & Hove Safeguarding Children Partnership.
- To support children who have been abused in accordance with their agreed Child Protection plan;
- To prevent unsuitable people working with children at Bee in the Woods through using Safer Recruitment practice and conducting ongoing suitability checks on all staff and volunteers (see: Staff Recruitment and Induction Policy, Visitors policy, Volunteer policy for more information)

5. Primary legislation and Guidance

The legal framework for this work is:

- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2025
- Working together to safeguard children 2015 (updated 2025)
- Keeping children safe in education 2023
- What to do if you're worried a child is being abused 2015
- Counter-Terrorism and Security Act 2015.

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

6. Designated Safeguarding Lead - DSL

The Bee in the Woods DSLs are Lorraine Perks (Portslade) and Alison Hindell (Stanmer). They have been provided with relevant on-going inter-agency Safeguarding training (run by the Early Years team or Safety Net in Brighton), and this will be updated every two years.



7. Responsibilities of the DSL

Arranging training for all staff, and part time staff, every two years and training for all new volunteers and members of staff as part of their induction training;

- Producing and updating Bee in the Woods Safeguarding Policy and Procedures;
- Keeping all staff and volunteers updated with current procedure through induction training, weekly team meetings and annual refresher training carried out in staff meetings;
- Providing support and advice for staff and volunteers;
- Maintaining accurate and secure child protection records;
- Remedying any deficiencies or weaknesses in the settings safeguarding arrangements without delay;
- To liaise appropriately with relevant professionals such as Social Workers, Health Visitors, police, LADO and other settings
- To decide when to make a referral and to who.
- To attend core groups and case conferences when required
- To report to the Disclosure and Barring Service (DBS), within one month of leaving the school any person (whether employed, contracted, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children.

8. Staffing at Bee in the Woods

Bee in the Woods operates Safe Recruitment Procedures. In order to minimise the risk of employing or engaging an individual who poses any risk to the children at Bee in the Woods, the following procedures are followed (please also refer to Bee in the Woods Staff Recruitment Policy):

- Bee in the Woods applies to the Disclosure and Barring Service (DBS) to check for all staff, including the Proprietors and regular volunteers (including parents) to verify their declaration concerning any convictions, cautions or bind overs, which they have

incurred. If a disclosure comes back the DSL will assess whether the disclosure will affect the role the applicant has applied for.

- Staff identity is checked by seeing the applicant's passport, or if unavailable, other photographic identification;
- References are always taken up and are always obtained directly from the referee. Two written references are followed up, one of which includes the last employer. The referee is asked to comment on the applicant's suitability to work with children and to give any details of disciplinary procedures the applicant has been subject to;
- We conduct on-going suitability checks on all staff and volunteers including disqualification by association.
- Assurances are obtained from external organisations that appropriate safeguarding checks have been carried out on any staff working with the nursery's pupils on a site other than the school;
- Adequate staff ratios at all times within the nursery;
- Constant supervision of the children when outside the nursery or on trips;
- Supervision of children is by DBS checked members of staff. Any parental volunteers will undergo DBS checks and contract workers are never left unsupervised with the children. DBS checks are obtained for any adult who could potentially have unsupervised access to the children throughout the school day (see our Visitors Policy);
- A staff induction policy, which includes information and training on safeguarding;
- Regular Supervision meetings are provided to all staff, where safeguarding is a standing issue to discuss their key children and support with the emotional impact of safeguarding work.
- Weekly meetings among staff are held and safeguarding topics covered

9. The Prevent Duty

Bee in the Woods is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty and to ensure that we adhere to and achieve the Prevent Duty we will;

- Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation
- We will build the children's resilience to radicalisation by promoting fundamental British Values and enabling them to challenge extremist views (for Early Years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)

- We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology
- We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way.
- We will be aware of the online risk of radicalisation through the use of social media and the internet
- As with managing other safeguarding risks, our staff will be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly
- We will work in partnership with our BHSCP, EMAS Team, Prevent Police Officers and other settings for guidance and support
- We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation)
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms
- We will ensure that our staff will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff
- We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively

10. Staff Responsibilities (for Prevent)

All practitioners must be able to identify children who may be vulnerable to radicalisation.

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology, but staff should be alert to changes in children's behaviour, including even very young children, which could indicate they may be in need of help or protection.
- These behaviours can be evident during circle time, role play activities and quiet times. Quiet times is a good time for children to make disclosures as this is the period that children are closest to their key persons.
- People from any walks of life can be drawn into radicalisation and not necessarily from a particular religion or ethnicity. Terrorism is not promoted by any religion.

The Prevent Duty does not require childcare providers to carry out unnecessary intrusion into family life but we are required to take action when behaviours of concern are observed.

People's dress codes like hijabs, nikabs, abayas and jilbabs are not indicative factors that they are at risk of being radicalised.

What to do if you suspect that children are at the risk of radicalisation:

- The DSL can also contact the local police force or dial 101 (the non-emergency number). Or email **prevent@sussex.pnn.police.uk** They will then talk in confidence about the concerns and help to access support and advice.
- Contact the EALTS (English as an additional language and traveller support service) team and Brighton and Hove City Council for advice on 01273 292521 or EMASadmin@brighton-hove.gov.uk
- Make a Prevent referral using the form stored on the Drive and send to PreventReferralsbrightonandhove@sussex.pnn.police.uk (Brighton and Hove), PreventReferralseastsussex@sussex.pnn.police.uk (East Sussex), PreventReferralswestsussex@sussex.pnn.police.uk (West Sussex) https://drive.google.com/open?id=1IH8LscAd_hK-AV7IQ8H6CTZicAI7CneE
- Contact Channel@sussex.pnn.police.uk for general advice and help with completing a referral.
- Although referrals are made through Sussex Police, contact the Front Door for Families for advice and support on 01273 290400 or email FrontDoorforFamilies@brighton-hove.gov.uk during working hours (9am - 5pm, Monday to Thursday and 9am - 4.30pm on Fridays). For outside of working hours, please contact the Emergency Duty Service on 01273 335905 or 01273 335906.

11. Signs of Child Abuse and Neglect

- **What is abuse and neglect?**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

- **Physical Abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face (see Non-Accidental Injuries document on the Drive for more information).

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

- **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Action should be taken if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

- **Sexual Abuse**

Action needs to be taken if the staff member has witnessed an occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive preoccupation with sexual matters or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes. **The Brook Traffic Light tool can be used to assess behaviours using a color coded system.**³

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing the procedure below will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the nursery manager or DSL
- The matter will be referred to the local authority children's social care team E.G. Front Door for Families or MASH ([see reporting procedures](#))

- **Child sexual exploitation (CSE)**

Working Together to Safeguard Children 2015 (2018 updated version) defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology."

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

- **Neglect**

Action should be taken if the staff member has reason to believe that there has been any type of neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment, when required, on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

- **Female Genital Mutilation (FGM)**

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. This procedure may be carried out shortly after birth and during childhood as well as adolescence, just before marriage or during a woman's first pregnancy and varies widely according to the community. Symptoms may include bleeding, painful areas, acute urinary retention, urinary infection, wound infection, septicaemia, incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as well as physiological concerns. If you have concerns about a child relating to this area, you should contact children's social care team in the same way as other types of physical abuse. There is a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18, we will ensure this is followed in our setting (See FGM leaflet on Drive for more information).

- **Fabricated illness**

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

12. Indicators of child abuse

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

- Low self-esteem
- Wetting and soiling
- Recurrent nightmares
- Aggressive behaviour
- Withdrawing communication
- Habitual body rocking
- Indiscriminate contact or affection seeking
- Over-friendliness towards strangers
- Excessive clinginess
- Persistently seeking attention.
- Frequent absences

We are aware that peer on peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies in this area. (See Behaviour and Wellbeing Policy and Anti-Bullying Policy for more information).

13. Responding to Suspicions and Evidence of Child Abuse

Once a part of Bee in the Woods, members of staff have an important role, which includes: daily contact with the children, observing the children's work, drawings, watching them play and noticing changes in their behaviour. Through conversation alone, the child may disclose information to someone at the setting who they trust. This may be a leader or volunteer, and therefore all staff and volunteers need to be aware of the appropriate action, should any indications become apparent.

Staff and volunteers must be careful to take note of anything which may give cause for concern, irrespective of how trivial it may seem at the time. Note keeping enables Bee in the Woods to build up a rounded picture and a context within which to assess anything that

concerns us about the particular child. Note taking should be completed on the 'Notes' Section of the child's profile on Famly, clicking on 'Safeguarding Concern' and take into account the date, time, place, people present and what was said. The note will be confidential, but the DSLs will be alerted to the concern raised immediately.

Low level concerns that do not reach the threshold for referral initially are monitored, reviewed and discussed with parents.

Bee in the Woods is obliged to inform FDfF if we are aware of any private fostering arrangements.

14. Reporting Procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the designated safeguarding person (DSL) as soon as possible.

- Staff will report their concerns to one of the DSLs
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely on the Famly software system in Notes.
- If appropriate, the incident will be discussed with the parent/carer, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The Designated Safeguarding Lead will contact the following within **4 hours** of the allegation being made (Monday to Friday 9:00am to 5pm):

- Front door for Families to report concerns and seek advice (if it is believed a child is in immediate danger we will contact the police) they can be contacted on 01273 290400 or email FrontDoorforFamilies@brighton-hove.gcsx.gov.uk
- The team should refer to the 'Threshold Framework' document on the Drive to help use the correct language to make the referral.
- Front Door for Families has an online form to complete for referrals.
[Tell us if you are worried about a child \(brighton-hove.gov.uk\)](https://www.brighton-hove.gov.uk/tell-us-if-you-are-worried-about-a-child)
- Outside of our working hours please contact the Emergency Duty Service on 01273 335905
- Brighton & Hove BHSCP-01273 292379 BHSCP@brighton-hove.gov.uk
- Inform Ofsted: 0300 123 1231 / 08456 404040 (as soon as possible and within 14 days of the allegation being made).
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by LA's Children's Social Care team)
- The Designated Safeguarding lead will follow up action taken by the LA Social Children's Care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2015).

Bee in the Wood's primary concern at all times is to safeguard the child's welfare.

Urgent referrals should be made if anyone suspects actual physical injury, disclosure of abuse, or clear evidence of neglect. It is vital that members of staff do not seek to take on the role of investigators and that the setting's procedures are followed strictly.

15. Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the Kindergarten manager or DSL. This record will be written in 'Notes' section on the Family Platform and should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen (body map)
- Exact observation of any incident including any concern was reported, with date and time; and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate).

These records should be signed by the person reporting this and the DSL. The DSL will then create a separate chronology of events, which will be stored separately in the Safeguarding/CP file within the password protected Google Drive.

If a child starts to talk to an adult about potential abuse, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought necessary that through discussion with all concerned the matter needs to be raised with the Local Authority Children's Social Care team and Ofsted. Staff involved may be asked to supply details of any information/concerns they have with regard to a child. The nursery expects all members of staff to cooperate with the Local Authority Children's Social Care, police, and Ofsted in any way necessary to ensure the safety of the children.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent or member of staff.

16. Informing parents

Parents are normally the first point of contact. 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 BHSCP/ Front Door for Families/police does not allow this. This will usually be the case where the parent or family member is the likely abuser or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

17. Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance from the BHSCP.

18. Support to families

The Kindergarten takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery.

The kindergarten continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the BHSCP with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

19. Allegations against Bee in the Woods members of Staff and volunteers (on premises or elsewhere)

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the Kindergarten premises, regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

We ensure that all parents and members of staff know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse; Allegations may involve behaving in a way that has harmed or may have harmed a child; possibly committing a criminal offence against or related to a child; or behaving towards a child or children in a way that indicates s/he is unsuitable to work with children

The allegation should be reported to the senior manager on duty. If this person is the subject of the allegation then this should be reported to the owner or DSL instead. See Whistle blowing policy for more information.

The Local Authority Designated Officer (LADO), Ofsted and the BHSCP will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance using the referral form (found on Drive). This is currently an email to an office rather than an individual.
ladoenquiries@brighton-hove.gov.uk

- If, as an individual, you feel this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, BHSCP) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, BHSCP and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated
- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry

20. Disciplinary Action Against a Member of Staff

The 'alleged' person may be suspended on full pay, after careful consideration if this is deemed the best course of action until the allegation is resolved. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process;

Where an allegation is proved to be without foundation, DSL will decide whether disciplinary actions are required. Child protection enquiries take priority over disciplinary investigations and the disciplinary process must be clearly separated from the child protection enquiries.

Where a member of staff or a volunteer is dismissed from the setting or internally disciplined because of misconduct from the setting or internally disciplined because of the misconduct relating to the child, we notify the Disclosing Service to provide information about individuals working with children or vulnerable adults where we consider them to have caused harm or pose a risk of harm. (See Disciplinary Procedure Policy for more information).

21. Safeguarding Staff Training

All staff are trained to understand the safeguarding policy and procedures, this training is updated regularly both at staff meetings and formal courses. This enables staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way. These may include:

- Significant changes in children's behaviour;
- Deterioration in children's general well-being;
- Unexplained bruising, marks or signs of possible abuse or neglect;
- Children's comments which give cause for concern;
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities;

22. Mobile phones and cameras

Bee in the Woods have a strict policy regarding the use of mobile phones and cameras which has been formulated with the absolute objective to safeguard children. The policy applies to staff members, parents and other visitors to the setting.

Staff must remove and put away their own personal phones and cameras in their bag for the duration of their working day. Only phones and cameras provided to staff by Bee in the Woods can be used.

Parents and visitors to the site will be asked to put their phones away and not to use them onsite. A poster with a visual representation of no phones will be with the visitor sign in book.

The only photographs taken of children will be with Bee in the Woods equipment and with the express written consent of the child's parent or carer.

23. Liaising with other bodies

We will notify the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the well-being of children.

Ofsted will be informed of any allegations of serious harm or abuse by any person working or looking after children at the nursery premises and of the action taken in respect of these allegations within 14 days.

24. Keeping children and families safe online

At our setting, the safety of our children, staff, and families is our top priority — both in person and online. While our children don't use screens during their time in the woods, we

are committed to supporting families in keeping children safe when using the internet at home. The breadth of issues classified within online safety is considerable, but can be categorised into four main areas of risk: Content: Being exposed to illegal, inappropriate, or harmful material. Contact: Being subjected to harmful online interaction with other users. Conduct: Personal online behaviour that increases the likelihood of, or causes harm. Commerce: Risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

We believe it's important for families to start conversations about online safety from an early age and continue them regularly. These conversations help children build the knowledge and confidence they need to navigate the online world safely. We will include the suggestions below in communication posts on Family regularly, to ensure parents and carers feel empowered to support their children with online safety.

Helpful resources to support these discussions:

- The Childnet website has a range of support materials available for parents and carers, teachers and professionals. The support is sorted into age categories so you can specify your search to find age appropriate support. <https://www.childnet.com/>
- **DigiDuck's Big Decision** (Childnet) – A story helping young children learn how to make safe choices online.
- **Smartie the Penguin** (Childnet) – An interactive story teaching younger children about staying safe online.
- **"Techasaurus Saves the School"** – A fun NSPCC book and video about online safety.

24. Important Contacts

- **Front door for Families** to report concerns and seek advice (if it is believed a child is in immediate danger we will contact the police) they can be contacted on 01273 290400 or email FrontDoorforFamilies@brighton-hove.gov.uk
- Front Door for Families out of hours contact the **Emergency Duty Service** on 01273 335905
- **Brighton & Hove BHSCP**-01273 292379 BHSCP@brighton-hove.gov.uk
- **Brighton & Hove LADO** - ladoenquiries@brighton-hove.gov.uk
- **Ofsted**: 0300 123 1231 / 08456 404040 (as soon as possible and within 14 days of the allegation being made).
- **The National Society for The Prevention of Cruelty to Children (NSPCC)** contacts are 0808 800 5000 / help@nspcc.org.uk
- **MASH (Multi Agency Safeguarding Hub) West Sussex** to report concerns and seek advice for children living in West Sussex email mash@westsussex.gov.uk, call 01403 229 900, or call out of hours: 0330 222 6664