



busy bees
PRESCHOOL

SAFEGUARDING & CHILD PROTECTION POLICY

Our Approach

At Busy Bees Preschool, safeguarding and promoting children's welfare is our highest priority. We are committed to providing a safe, secure, nurturing and inclusive environment where every child is valued, listened to, respected and protected from harm.

Safeguarding is everyone's responsibility and is part of our everyday practice. We recognise that some children, including children with SEND, disabilities or communication difficulties, may be more vulnerable and may need additional support to help keep them safe.

We work in partnership with families and relevant professionals to promote children's welfare. All safeguarding concerns are taken seriously and acted upon in accordance with current legislation, EYFS requirements and West Sussex safeguarding procedures.

Our Designated Safeguarding Leads

Our safeguarding team is responsible for coordinating safeguarding arrangements and responding to concerns.

- **Designated Safeguarding Lead (DSL):** Jenna Cooper, Preschool Manager
- **Deputy Designated Safeguarding Lead (DDSL):** Ellie Hedgecock-Grant, Deputy Manager and SENCO
- **Committee Chair:** Heather McKay — for concerns involving the Manager/DSL

A DSL or DDSL will be available during preschool sessions.

Parents and carers should speak to the DSL or DDSL if they have concerns about a child's welfare. If a concern relates to the Manager/DSL, it should be raised with the Committee Chair or the appropriate external safeguarding agency.

Recognising and Responding to Concerns

Safeguarding concerns can arise in many ways, including changes in a child's behaviour, unexplained injuries, a child's comments or disclosures, concerns about their home circumstances, or information shared by a parent or professional.

Concerns may relate to physical, emotional or sexual abuse, neglect, domestic abuse, exploitation, online harm, discriminatory behaviour or other circumstances that could place a child at risk.

We listen carefully to children, take their concerns seriously and respond calmly and sensitively. Staff do not investigate concerns themselves. Information is passed to the DSL/DDSL so that appropriate action can be taken.

Where necessary, we seek advice or make referrals to children's social care, the police or other safeguarding agencies. If a child is in immediate danger, emergency services will be contacted.

Working with Parents and Carers

We value parents and carers as important partners in keeping children safe. Wherever appropriate, we will discuss concerns with families and work together to support their child's welfare.

However, there may be circumstances where information must be shared with safeguarding agencies without parental consent or before informing a parent or carer. This may be necessary where sharing information could increase risk to a child or interfere with safeguarding action.

Information is handled sensitively and shared only where there is an appropriate lawful reason.

Safer Recruitment and Suitable Adults

The safety of children depends on the suitability and conduct of the adults around them. Busy Bees follows appropriate safer recruitment and suitability procedures for staff and other adults working with children.

Staff, students, volunteers and visitors must follow our safeguarding expectations and professional boundaries. Visitors are appropriately managed, and children are not left with unauthorised adults.

All adults working with children are expected to act responsibly, treat children with dignity and respect, and report any concerns about a child's safety or an adult's conduct.

Staff Conduct, Phones and Photographs

We expect all adults to maintain appropriate professional boundaries with children and families.

Personal devices must not be used to photograph or record children. Photographs and videos may only be taken using authorised preschool equipment and in line with the appropriate permissions and safeguarding procedures.

Staff must not share children's images or confidential information through personal social media or messaging accounts. Any concerns about inappropriate behaviour or unsafe practice must be reported promptly.

Children's Behaviour and Individual Needs

We recognise that safeguarding concerns can arise between children, including physical aggression, bullying, discriminatory behaviour or inappropriate sexualised behaviour.

We respond in an age-appropriate way, taking account of children's development, communication, SEND and individual circumstances. Our priority is to protect and support all children involved.

We also consider each child's individual vulnerabilities and make appropriate adjustments to help them communicate their needs, express their feelings and access support.

Attendance and Missing Children

We monitor attendance and follow up unexplained absences or other attendance concerns where appropriate, considering whether there may be a safeguarding issue.

If a child goes missing from the setting or during an outing, we follow our Missing Child Policy and take immediate action to safeguard the child and the other children in our care.

If a child is not collected, we follow our Uncollected Child Procedure to ensure they remain safely supervised.

Wider Safeguarding Responsibilities

Our safeguarding responsibilities include recognising the possible effects of domestic abuse, online harm, exploitation, radicalisation and other risks to children's welfare.

Busy Bees participates in Operation Encompass and follows relevant safeguarding procedures when information is received that may help us support a child affected by domestic abuse.

We promote equality, inclusion and respect, and challenge discriminatory or prejudicial behaviour. We also maintain appropriate supervision and follow our health, safety, safer eating, medication and emergency procedures to help protect children's wellbeing.

Confidentiality and Information Sharing

Safeguarding information is handled securely and confidentially. It is shared with relevant staff and professionals where necessary to protect or support a child, meet legal responsibilities or respond to a safeguarding concern.

Confidentiality and data protection must not prevent appropriate safeguarding action. Records are maintained securely in accordance with our safeguarding and data protection procedures.

Raising a Concern

Parents and carers are encouraged to speak to the DSL or DDSL if they have any concerns about a child's welfare or safeguarding at Busy Bees.

If you believe a child is at immediate risk of serious harm, contact the police on **999**.

You can also contact the relevant West Sussex safeguarding services directly.

West Sussex Integrated Front Door (IFD)

Office hours: 01403 229900

Out of hours: 0330 222 6664

Local Authority Designated Officer (LADO)

0330 222 6450

West Sussex Safeguarding Children Partnership

0330 222 5296

Ofsted

0300 123 1231

Last reviewed: September 2026

Next review: September 2027