

# Safeguarding Policy

## Our Vision

To give every child the best start in life.

## Our Mission

Deliver high quality childcare and exciting opportunities for learning that give every child a head start as they prepare for school.

## Our Values

**Care** We take care very seriously

**Quality** We maintain the highest standards in care and safety and provide exceptional early years education

**Service** We provide exceptional service and are integral to supporting parents bringing up children

**Value** Our people are valued and we provide outstanding value for our families



# Safeguarding Policy



## Who is this policy aimed at?

This policy is applicable to all Busy Bees employees who work in the centres, office environments and remotely in the UK. The word "we" refers to Busy Bees and the word "you" refers to employees.

## Your responsibility under this policy

It is essential that all staff have an understanding of the Busy Bees reporting procedures for child protection and staff allegation alongside their Local Authority procedures.

## Meeting your commitment to this policy

It is essential that any concern regarding the welfare of a child, the child protection flow chart is followed. In addition, any concerns regarding the behaviour of a colleague that may have harmed or have the intention to harm a child, the staff allegation flow chart is followed.

## Legal framework

This policy is based on, but is not limited to the law and guidance detailed below:

Children Act 1989	Children and Families Act 2014
United Nations Convention on the Rights of the Child 1992	Special Education Needs and Disabilities Code of Practice 2015
Education Act 2002	Working Together to Safeguard Children 2018
Data Protection Act 2018	Prevent Duty Guidance 2021
GDPR 2018	Female Genital Mutilation Act 2015
Children Act 2004 (that incorporates Every Child Matters 2003)	Keeping Children Safe in Education 2022
Safeguarding Vulnerable Groups Act 2006	Early Years Foundation Stage 2021
Equality Act 2010	Inspecting Safeguarding in Early Years 2022
Domestic Abuse Bill 2021	Common Law Duty of Care
Wales Safeguarding Procedures 2022	Social Services and Well Being Wales Act 2014

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The Children's Rights Framework	The Rights of Children and Young Person's Wales Measure 2011
The Gender Based Violence, Domestic Abuse and Sexual Violence Wales	National Minimum Standards
National Guidance for Child Protection 2021 (Scotland)	Children and Young People (Scotland) Act 2014
Getting it Right for Every Child (GIRFEC) (Scotland)	Early Years Framework (Scotland)
SSSC Code of Practice	Female Genital Mutilation (Protection and Guidance) (Scotland) Act 2020
Children (Scotland) Act 2020	United Nations Convention on the Rights of the Child (incorporation) (Scotland) Bill March 2021
Disclosure (Scotland) Act 2020	The Protection of Children and Prevention of Sexual offenses Act 2005
Human Rights Act 1998	

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents and your Local Authority policies and reporting procedures.

Busy Bees Safeguarding Handbook	Role description for the designated safeguarding lead
Child Protection Flowchart	Safeguarding Allegation Flowchart
Initial Safeguarding report form	Retention and disposal of records procedure
Code of conduct policy	Behaviour Management Policy and procedure
Information sharing policy	GDPR Policy and procedure
Safer recruitment policy and procedure	Safe handling of children procedure
Tablet policy	Bullying and Harassment policy
Complaints policy	Speak Up policy
Health and safety policies and procedures	Induction, training and supervision
Professional Boundaries policy	Health promotion procedures

# Safeguarding Policy



## We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take. All children regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

## We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a company safeguarding lead, a deputy safeguarding lead and having an established company safeguarding board.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and inducting staff and volunteers safely, ensuring all necessary checks are made.
- Training all staff in our safeguarding procedures. All designated safeguarding leads complete DSL training every two years. All educators complete a full day safeguarding course every three years with a refresher in between.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

# Safeguarding Policy



- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

## Contact Details:

Company Safeguarding Lead - Deena Billings  
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Deputy Safeguarding Lead - Wendy Morland  
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Deputy Safeguarding Lead - Toni-Marie Brown  
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We are committed to reviewing our Policy and Procedure annually or immediately in the event of changes to law, guidance or good practice.

This policy was last reviewed on: 15.02.2023

Signed: D.Billings

Name: D.Billings