

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



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
- United Nations Convention on the Rights of the Child 1992
- Education Act 2002
- Data Protection Act 2018
- GDPR 2018
- Children Act 2004 (that incorporates Every Child Matters 2003)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Domestic Abuse Bill 2021
- Wales Safeguarding Procedures 2022
- The Children’s Rights Framework
- The Gender Based Violence, Domestic Abuse and Sexual Violence Wales: strategy 2022 to 2026
- Wales Regulations
- National Guidance for Child Protection 2021 (Scotland)
- Getting it Right for Every Child (GIRFEC) (Scotland)
- SSSC Code of Practice
- Children (Scotland) Act 2020
- Disclosure (Scotland) Act 2020
- Human Rights Act 1998
- Children and Families Act 2014
- Special Education Needs and Disabilities Code of Practice 2015
- Working Together to Safeguard Children 2023
- Prevent Duty Guidance 2023
- Female Genital Mutilation Act 2015
- Keeping Children Safe in Education 2023
- Early Years Foundation Stage 2024
- Common Law Duty of Care
- Social Services and Well Being Wales Act 2014
- The Rights of Children and Young Person’s Wales Measure 2011
- National Minimum Standards for regulated childcare
- Curriculum for Wales
- Children and Young People (Scotland) Act 2014
- Early Years Framework (Scotland)
- Female Genital Mutilation (Protection and Guidance) (Scotland) Act 2020
- United Nations Convention on the Rights of the Child (incorporation) (Scotland) Bill March 2021
- The Protection of Children and Prevention of Sexual offenses Act 2005
- National risk framework to support the assessment of children and young people (Scotland)

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
- Child Protection Flowchart
- Initial Safeguarding report form
- Code of conduct policy
- Information sharing policy
- Safer recruitment policy and procedure
- Tablet policy
- Complaints policy
- Health and safety policies and procedures
- Professional Boundaries policy
- Mobile Devices Policy
- Operational Risk Assessment
- Role description for the designated safeguarding lead
- Safeguarding Allegation Flowchart
- Retention and disposal of records procedure
- Behaviour Management Policy and procedure
- GDPR Policy and procedure
- Safe handling of children procedure
- Bullying and Harassment policy
- Speak Up policy
- Induction, training, and supervision
- Health promotion procedures
- Intimate Care 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 where learnings are evaluated, and transparency is crucial
- 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
- Ensuring all mandatory training is completed and refreshed on a continuous basis to support staffs understanding and their professional development
- 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 Local Authority and Company 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
- Maintaining a clear understanding of Local Authority reporting procedures
- 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
- 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.
- Supporting children and young people to protect themselves and their personal boundaries
- Not tolerating any animosity towards children or young people in any form

Contact Details:

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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: 10.01.2024

Signed: D.Billings

Name: D.Billings