

# UK Safeguarding Policy

## UK Safeguarding Policy Statement

As a leading childcare provider, we insist on upholding the highest standards of quality and care for every child in our care. The Busy Bees vision is to give every child the best start in life, underpinned by our values of Care, Quality, Service and Value. Our commitment to these values is reflected in this Safeguarding Policy (the "policy") providing a guide to help us protect children and young people in our care.

The principles set out in this policy are not exhaustive and should be read in conjunction with the appropriate safeguarding processes and procedures.

This policy will be reviewed annually, and any necessary and appropriate revisions will be made and issued to you.

## 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

<b>Care</b>	We take care very seriously.
<b>Quality</b>	We maintain the highest standards in care and safety and provide exceptional early years education.
<b>Service</b>	We provide exceptional service and are integral to supporting parents bringing up children.
<b>Value</b>	Our people are valued, and we provide outstanding value for our families.



## 1. Scope and aim of the policy

This policy sets out how Busy Bees' should operate in order to protect children and young people in our care, including our colleagues' children, from harm. It is to provide staff and volunteers, as well as children and young people and their families with the overarching principles that guide our approach to safeguarding.

This policy is aimed at and applicable to all Busy Bees employees who work in the centres, office environments and/or remotely in the UK, including directors, and others, such as temporary or agency workers, or contractors.

## 2. Your responsibility and commitment under this policy

We are all responsible for safeguarding within Busy Bees. It is essential that all employees working at Busy Bees:

- have read and understand the applicable Busy Bees reporting procedures for safeguarding concerns, serious incidents, child protection matters and/or employees' misconduct (including safeguarding allegations made by or against colleagues);
- understand their applicable Local Authority reporting procedures for safeguarding or child protection concerns.
- follow the "Child Protection" flowchart whenever any concern regarding the welfare of a child is identified;
- follow the "Staff allegation" flow chart whenever they have any concerns regarding a colleague that may have harmed, or has the intention of harming, a child; and
- investigate all safeguarding allegations appropriately and in accordance with Busy Bees' policies and procedures.

We take compliance with this policy very seriously and failure to comply puts children at risk. Any failure to follow this policy, any of our internal procedures, or external reporting requirements, will result in disciplinary action being taken which could result in dismissal for misconduct or gross misconduct.

## 3. Compliance with laws and policies - Supporting information

We are committed to complying with all laws and regulations applicable to our business. This policy is written in accordance with the appropriate legislation. Further guidance can be found within associated company policies, procedures and training.

## 4. 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 practice in a way that protects them

## 5. 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.

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

- Valuing, listening to and respecting them and not tolerating animosity towards children or young people in any form
- Supporting children and young people to protect themselves and their personal boundaries
- Appointing appropriate safeguarding leads, and having an established Safeguarding Board where learnings are evaluated, and transparency is embedded practice
- Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Providing effective management 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 staff understanding and their professional development
- Recruiting and inducting staff and volunteers safely, ensuring all necessary checks are made and reference sought to ensure suitability.
- Ensuring all staff receive effective safeguarding training in line with regulatory requirements, encompassing relevant legislation and guidance, roles and responsibilities, indicators of abuse and appropriate recording and reporting procedures
- All designated safeguarding leads complete Local Authority and Busy Bees DSL training a minimum of every two years.

- Recording, storing, and using information professionally and securely, in line with data protection legislation and guidance, including children's attendance and absences.
- 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 with policies to support
- 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.

## 7. Contact Details:

If you have any questions about this Policy or Safeguarding in general, you can contact:

UK Safeguarding Lead – Deena Billings  
Deputy UK Safeguarding Lead – Wendy Morland  
Assistant Safeguarding Lead – Toni-Marie Brown

[deena.billings@busybees.com](mailto:deena.billings@busybees.com)  
[wendy.morland@busybees.com](mailto:wendy.morland@busybees.com)  
[toni-marie.brown@busybees.com](mailto:toni-marie.brown@busybees.com)



**Signed:** Chris McCandless - Chief Executive Officer

**Chris McCandless**  
Chief Executive Officer  
July 2025