



Safeguarding Policy

Safeguarding DSL

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Role of the Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) has overall responsibility for safeguarding and child protection within the setting. The DSL is supported by Deputy DSLs to ensure there is always appropriate cover available.

The responsibilities of the DSL include:

- **Managing referrals**
Making timely referrals to the local authority children’s social care team, the Local Authority Designated Officer (LADO), Ofsted and the police where appropriate.
- **Keeping records**
Ensuring all safeguarding concerns, disclosures and referrals are recorded accurately, securely stored and reviewed regularly.
- **Liaising with other agencies**
Acting as the main point of contact for external agencies, including children’s social care, health professionals and safeguarding partners.
- **Supporting staff**
Providing advice, guidance and support to all staff on safeguarding concerns, ensuring staff understand their responsibilities and feel confident to act.
- **Training and updates**
Ensuring all staff receive appropriate safeguarding training and regular updates in line with current guidance.
- **Monitoring safeguarding practice**
Overseeing the effectiveness of safeguarding policies and procedures and ensuring they are implemented consistently across the setting.

Safeguarding April 2026

his policy was reviewed at a meeting of Bizzy Bees Pre school held during April 2026 and reviewed at least annually.

Signed by _____RLAVERTY_____

Date ____27/04/2026_____



Our Intent

At Bizzy Bees Preschool, we work with children, parents, external agencies and the community to ensure the welfare and safety of children as every child deserves the best possible start in life and has the right to receive support to fulfil their potential.

We also believe that children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

Everyone shares the responsibility for safeguarding and promoting the welfare of children irrespective of roles and everyone working with children should be familiar with local procedures and protocols for safeguarding the welfare of children and young people. Safeguarding children is everybody's responsibility.

At Bizzy Bees Preschool, all staff, students, visitors and supply staff are made aware of and adhere to, the policy.

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 we promote acceptance and tolerance of other beliefs and cultures.

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with our other policies and procedures.

This policy works alongside these other specific policies to cover all aspects of child protection:

- Online safety
- Prevent Duty and Radicalisation
- Looked After Children Legal framework and definition of safeguarding
- Children Act 1989 and 2004
- Childcare Act 2006
- Safeguarding Vulnerable Groups Act 2006
- Children and Social Work Act 2017
- The Statutory Framework for the Early Years Foundation Stage (EYFS) 2024
- Working together to Safeguard Children 2023
- Keeping children safe in education 2025
- Data Protection Act 2018
- What to do if you're worried a child is being abused (HMG – Current Guidance)
- Counter-Terrorism and Security Act 2015.

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Bizzy Bees Preschool Policies and Procedures

- Inspecting Safeguarding in Early years, Education and Skills settings 2019
- Prevent Duty 2023

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. (Definition taken from the HM Government document 'Working together to safeguard children 2023').

At Bizzy Bees Preschool we intend to:

- Keep the child at the centre of all we do
- Ensure staff are trained right from 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

Using this policy we intend to safeguard children and promote their welfare, we promise to:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct
- Ensure all staff are able to identify signs and indicators of abuse, including the softer signs of abuse and know what action to take
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Promote tolerance and acceptance of different beliefs, cultures and communities
- Help children to understand how they can influence and participate in decision-making and how to promote British values through play, discussion and role modelling
- Always listen to children

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Bizzy Bees Preschool Policies and Procedures

- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Share information with other agencies as appropriate.

We as preschool are vigilant in identifying signs of abuse and reporting concerns.

Our practitioners have a duty to protect and promote the welfare of children. Staff working on the frontline with children and families are often the first people to identify a concern, observe changes in a child's behaviour or receive information relating to indicators of abuse. They may well be the first people in whom children confide information that may suggest abuse or to spot changes in a child's behaviour which may indicate abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. This includes sharing information with any relevant agencies such as local authority services for children's social care, health professionals or the police.

All staff will work with other agencies in the best interest of the child, including as part of a multi-agency team, where needed.

The preschool aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develops children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships.
- Ensure staff are trained right from 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
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND) and other vulnerable or isolated families and children
- Ensure 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
- Ensure that all staff are familiar and updated regularly with child protection training and procedures and kept informed of changes to local/national procedures, including thorough annual safeguarding newsletters and updates
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by Leicestershire LA

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- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that children are never placed at risk while in the charge of Preschool 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 preschool premises including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of child protection policies and procedures when they register with the preschool and are kept informed of all updates when they occur
- 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 Leicestershire LA

We will support children by offering reassurance, comfort and sensitive interactions. We will devise activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers

- **Emergency Services (Police/Ambulance/Fire):** 999
- **Police (non-emergency):** 101
- **First Response (Children's Social Care):** 0116 305 0005
- **Ofsted:** 0300 123 1231
- **Ofsted Whistleblowing Helpline:** 0300 123 3155
- **LADO (Local Authority Designated Officer):**
Email: CFS-LADO@leics.gov.uk
- **NSPCC Helpline:** 0808 800 5000
- **NSPCC Whistleblowing Helpline:** 0800 028 0285
- **Crimestoppers (anonymous):** 0800 555 111
- **Child Exploitation Hub:** 0116 305 9521
- **Children and Families Wellbeing Service (Triage):** 0116 305 8727

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How we Implement our intentions

Staffing and Volunteering

Staffing and volunteering EYFS 2024 states that each provider must have a designated safeguarding lead, who must provide advice, guidance and support to any other staff and must attend child protection training. Providers must take all necessary steps to keep children safe and well and must have regard to statutory guidance 'Working Together to Safeguard Children'.

Our policy is to provide a secure and safe environment for all children. We only allow an adult who is employed by the nursery to care for children and who has an enhanced clearance from the Disclosure and Barring Service (DBS) to be left alone with children.

We will obtain enhanced criminal records checks (DBS) for all volunteers and do not allow any volunteers to be unsupervised with children.

All staff are provided with an initial DBS by the preschool. The staff must then independently pay to be included on the update service. This must be paid by the individual staff member annually and it is their responsibility to uphold. Should this not happen, staff must then purchase their own new DBS and ensure it is kept on the update service thereafter.

All staff will read the safeguarding policy as part of their induction to the setting.

Staff understand that the policy is reviewed regularly and will be explored at each supervision.

Staff must complete training to include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the preschool.

During induction staff will be given contact details for the LADO (local authority designated officer), the local authority children's social care team and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

The Preschools DSLs liaise with the local authority children's social care team, undertakes specific training, including a child protection training course, and receives regular updates to developments within this field. They in turn support the ongoing development and knowledge update of all staff on the team.

Although, under the EYFS, we are only required to have one designated lead for safeguarding, for best practice and to ensure cover at all times, we have three designated leads in place. This enables safeguarding to stay high on our priorities at all times. There will always be at least one designated lead on duty at all times our provision is open. This will ensure that prompt action can be taken if concerns are raised.

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As Safeguarding Leads, we provide adequate and appropriate staffing resources to meet the needs of all children. Safeguarding information is regularly reviewed and staff are constantly challenged to ensure that their understanding is clear.

Applicants for posts within the preschool are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information

We give staff members, volunteers and students regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life that may impact upon their suitability to work with children, this information is also stated within every member of staff's contract

We request DBS checks on all staff who come into direct contact with children. We now use the DBS update service as mentioned above to re-check staff's criminal history and suitability to work with children

We abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for staff, students and volunteers, to ensure that all staff, students and volunteers working in the setting are suitable to do so

We ensure we receive at least two written references BEFORE a new member of staff commences employment with us

All students will have enhanced DBS checks conducted on them before their placement starts

Volunteers, including students, do not work unsupervised

We abide by the requirements of the Safeguarding Vulnerable Groups Act 2006 and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern

We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children

All visitors/contractors will be supervised whilst on the premises, especially when in the areas the children use

As a staff team we will be fully aware of how to safeguard the whole preschool environment and be aware of potential dangers on the preschool boundaries such as drones or strangers lingering. We will ensure the children remain safe at all times

The Staff Behaviour Policy sits alongside this policy to enable us to monitor changes in behaviours that may cause concern. All staff sign up to this policy too to ensure any changes are reported to management so we are able to support the individual staff member and ensure the safety and care of the children is not compromised

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All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner

Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately.

All staff are encouraged to report low-level concerns about themselves or others without fear of repercussions, as part of our open and honest safeguarding culture. Low-level concerns are behaviours that do not meet the threshold for harm but may indicate a pattern or give cause for concern. All concerns must be recorded, shared with the Designated Safeguarding Lead (DSL) and monitored to ensure a safe and transparent safeguarding culture. This helps to identify any emerging patterns of behaviour and ensures that appropriate action can be taken at an early stage.

All staff will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support

We use peer on peer and manager observations in the setting to ensure that the care we provide for children is at the highest level and any areas for staff development are quickly highlighted. Peer observations allow us to share constructive feedback, develop practice and build trust so that staff are able to share any concerns they may have. Any concerns are raised with the designated lead and dealt with in an appropriate and timely manner

The deployment of staff within the preschool allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Staff complete a competency form annually, this is completed as an ongoing document where they can identify good safeguarding practices they have completed and knowledge learnt through own research, courses or professional discussions.

Phones and Other Electronic Devices and Social Media policy which states how we will keep children safe from these devices whilst at Preschool. This also links to our Online Safety policy.

Early Help

What is an Early help referral – Promoting the welfare of the children rather than reacting later. Providing support as soon as a problem emerges at any point in a child's life.

- Identify children and families who would benefit from early help
 - Undertake an assessment of need for early help
 - Provide targeted early help services to address the assessed needs of a child and their family which focuses on activity to improve the outcomes for the child
- Practitioners should, in particular, be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs

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- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is a privately fostered child
- has a parent/carer in custody

You can find the Early help referral form on the MARF form here:

<https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/multi-agency-referral-form-for-early-help-and-social-care-services-marf>

Types of abuse and particular procedures followed

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or a stranger. This could be an adult or adults, another child or children. For further information, please refer to: What to do if you're worried a child is being abused (advice for practitioners – HMG- Current guidance). The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Safeguarding concerns may fall into the following main categories of abuse:

- **Physical abuse** – causing physical harm to a child, including hitting, shaking, burning or fabricating illness.

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- **Emotional abuse** – persistent emotional maltreatment that impacts a child’s emotional development, such as humiliation, rejection or exposure to domestic abuse.
- **Sexual abuse** – forcing or enticing a child to take part in sexual activities, including online abuse and exploitation.
- **Neglect** – the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in serious harm to their health or development.

We recognise that abuse can occur in a range of contexts and may involve other risks such as child sexual exploitation (CSE), child criminal exploitation (CCE), county lines, online abuse and peer-on-peer abuse.

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:

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed

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- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Peer on peer abuse

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 we do for adults abusing children and will take advice from the appropriate bodies on this area; to support for both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Physical abuse

A form of abuse which 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 fabricates the symptoms of, or deliberately induces illness in a child.

All children can suffer injuries during their early years as they explore and develop. If an explanation of how a child received their injury doesn't match the injury itself or if a child's injuries are a regular occurrence or there is a pattern to their injuries then you must report your concerns.

Fabricated illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation; they may exaggerate a real illness and symptoms or deliberately induce an illness through poisoning with medication or other substances or they may interfere with medical treatments.

Fabricated illness is a form of physical abuse and any concerns will be reported in line with our safeguarding procedures.

Female genital mutilation

FGM can also be known as Female Genital Cutting. FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause

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severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death (definition taken from the Multi-agency Statutory Guidance on Female Genital Mutilation) The 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. FGM is child abuse and is illegal in the UK. It can be extremely dangerous and can cause:

- Severe pain
- Shock
- Bleeding
- Infection such as tetanus, HIV and hepatitis B and C
- Organ damage
- Blood loss and infections
- Death in some cases

If you have concerns about a child or family, you should contact children's social care team in the same way as other types of physical abuse. We have 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.

Breast Ironing/ Flattening

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear, or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage.

Breast Ironing/Flattening is a form of physical abuse and can cause serious health issues such as:

- Abscesses
- Cysts
- Itching
- Tissue damage
- Infection
- Discharge of milk
- Dissymmetry of the breasts
- Severe fever.

Sexual abuse

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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. If a child is being sexually abused you may see both emotional and physical symptoms.

Emotional signs:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Personality changes such as becoming insecure or clingy
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer
- Becoming worried about clothing being removed
- Suddenly drawing sexually explicit pictures or acting out actions inappropriate for their age
- Using sexually explicit language

Physical Signs:

- Bruises
- Bleeding, discharge, pains or soreness in their genital or anal area
- Sexually transmitted infections
- Pregnancy

Child sexual exploitation

(CSE) Keeping Children Safe in Education (2025) describes CSE as: CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child 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. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual

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activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media). Signs and indicators may include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if you suspect they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language that you wouldn't expect them to know
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.

The Phoenix Exit team can be contacted for further advice if a member of staff suspects that child sexual exploitation is taking place.

Child Criminal Exploitation

(CCE) CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology. CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

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- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

Emotional abuse

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. Signs and indicators may include:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Overreaction to mistakes
- Extreme fear of any new situation
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression
- Appear unconfident or lack self-assurance.

County Lines

The National Crime Agency (NCA) describe county lines as a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into

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county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Signs and indicators to be aware of include:

- Changes in the way young people sometimes unaffordable new things (e.g. clothes, jewellery, cars etc.
- Missing from home or schools and/or significant decline in performance
- New friends or relationships with those who don't share any mutual friendships with the victim or anyone else
- May be carrying a weapon
- Receiving more texts or calls than usual
- Sudden influx of cash, clothes or mobile phones
- Unexplained injuries
- Significant changes in emotional well-being
- Young people seen in different cars/taxis driven by unknown adults
- Young people seeming unfamiliar with your community or where they are
- Truancy, exclusion, disengagement from school
- An increase in anti-social behaviour in the community
- Unexplained injuries

- Gang association or isolation from peers or social networks.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to criminally exploit them as a base for drug dealing, often in multi-occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home; windows covered or curtains closed for long periods, family not being seen for extended periods; signs of drug use or an increase in anti-social behaviour at the home. If we recognise any of these signs, we will report our concerns as per our reporting process.

Contextual safeguarding

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. As part of our safeguarding procedures we will work in partnership with parents/carers and other agencies to

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work together to safeguard children and provide the support around contextual safeguarding concerns.

Domestic Abuse / Honour Based Abuse / Forced Marriages

We look at these areas as a child protection concern. Please refer to the separate policy for further details on this.

Extremism

The Prevent Duty Under the Counter-Terrorism and Security Act 2015 we have a duty to safeguard at risk or vulnerable children under the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn into terrorism and refer any concerns of extremism to the police (In Prevent priority areas the local authority will have a Prevent lead who can also provide support). Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism. It’s a gradual process so young people who are affected may not realise what’s happening. Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
 - Exposure to violent material and other inappropriate information
 - The risk of physical harm or death through extremist acts

We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

Online Safety

We take the safety of our children very seriously, including their use of and exposure to online technologies. We recognise that safeguarding extends to digital environments and that children may be vulnerable to online abuse, exploitation and inappropriate content.

To ensure children are protected, we implement the following measures:

Use of devices and technology

- Only setting-owned devices (such as tablets or cameras) are used to take photographs or record observations of children.
- Personal mobile phones are not used to access, photograph or record children at any time.
- All devices are password protected and securely stored when not in use.

Use of apps and online systems

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- Any apps or online learning journals used to record children's development are secure, password protected and comply with data protection requirements.
- Access to children's information is restricted to authorised staff and parents/carers only.

Staff use of social media

- Staff must not share any information, images or details about children, families or the setting on personal social media accounts.
- Staff are expected to maintain professional boundaries at all times when using social media.
- Any breaches of this will be treated as a safeguarding concern and may result in disciplinary action.

Image sharing and photography

- Written parental consent is obtained before any images of children are taken or used.
- Images are only used for their intended purpose (e.g. learning journals or displays) and are stored securely.
- Images are not shared on personal devices or platforms.

Filtering and monitoring

- Where children have access to online content, appropriate filtering and monitoring systems are in place to restrict access to unsuitable material.
- Staff supervise children at all times when using any form of technology.

Awareness and training

- Staff receive training and updates on online safety to ensure they are aware of current risks, including online grooming and exploitation.
- Online safety is promoted in an age-appropriate way to help children begin to understand how to stay safe.

This section should be read in conjunction with our Online Safety Policy, Mobile Phone Policy and Data Protection Policy.

Human Trafficking and Slavery

Please refer to our Human Trafficking and Slavery policy for detail on how we keep children safe in this area.

Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation by following the same procedures as child sex exploitation.

Up skirting

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Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune.

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 preschool 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 preschool. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

Reporting Procedures

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

- Staff will report their concerns to the DSL (in the absence of the DSL they will be reported to the Deputy DSL)

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- Any signs of marks/injuries to a child on entry will be documented on a 'pre-existing injury form' and stored in the child's own section of the safeguarding file.
- Any disclosures or welfare concerns will be written on a 'welfare concern form' and stored in the child's own section of the safeguarding file.
- 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:

- Tell the parents about the referral if possible and appropriate
- Contact the local authority children's social care team to report concerns and seek advice (if it is believed a child is in immediate danger we will contact the police)
- Complete a MARF referral form – Multi Agency referral form can be found on the Leicestershire Council website –

<https://resources.leicestershire.gov.uk/education-and-children/child-protection-and-safeguarding/multi-agency-referral-form-for-early-help-and-social-care-services-marf>

This form collates all the information you have on the child, their family and the concerns you have. This then gets sent to Social Services for them to take further action.

- Inform Ofsted (if appropriate- use the notification guidance to determine need)
- Record the information and action taken relating to the concern raised
- The designated safeguarding lead will follow up with the Local Authority children's social care team if they have not contacted the setting within the timeframe set out in Working Together to Safeguarding Children (2023). We will never assume that action has been taken.

Keeping children safe is our highest priority. If, for any reason, a staff member feels unable to report concerns to the Designated Safeguarding Lead (DSL) or Deputy DSL, or feels that concerns are not being taken seriously or acted upon appropriately, they must escalate their concerns.

This may include contacting:

- the local authority children's social care team
- the NSPCC whistleblowing helpline
- Ofsted

Staff have a duty to act and must not delay in reporting concerns if they believe a child is at risk. Contact details for these agencies are displayed within the setting.

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Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse they may be experiencing then staff will:

- Give full attention to the child or young person
- Keep body language open and encouraging
- Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'you've shown such courage today'
- Take time and slow down: we will respect pauses and will not interrupt the child – let them go at their own pace
- Recognise and respond to their body language
- Show understanding and reflect back
- Make it clear you are interested in what the child is telling you
- Reflect back what they have said to check your understanding – and use their language to show it's their experience
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

Any disclosure will be reported to the nursery manager or DSL and will be referred to the local authority children's social care team immediately, following our reporting procedures. The nursery expects all members of staff to co-operate 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 and all staff, students and volunteers read and sign the confidentiality policy as part of their induction; this is reviewed yearly.

Recording Suspicions of Abuse and Disclosures

Staff should make an objective record of any observation or disclosure, supported by the nursery manager or designated safeguarding lead (DSL). This record 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, location
- Exact words spoken by the child (word for word) and non-verbal communication

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- Exact position and type of any injuries or marks seen
- 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 *manager/ *DSL/ *supervisor, dated and kept in a separate confidential file.

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 is not the nursery's role to investigate, it is the role of statutory services to complete this. Staff involved in a safeguarding case 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 co-operate with the 16 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, child or member of staff. 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 local authority children's social care team/police does not allow this to happen. 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.

Confidentiality

All suspicions, enquiries and external investigations are kept confidential and shared only with those who need to know. All records are stored confidentially and information is processed in-line with our GDPR Policy, which all parents receive on entry to the nursery and is shared in line with guidance from the local authority. Support to families The nursery takes every step in its power to build up trusting and supportive relations among families, staff, students and volunteers within the nursery. The nursery 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 nonjudgmental manner whilst any external investigations are carried out in the best interest of the child.

Record Keeping

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 and in line with guidance of the local authority 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. The Nursery keeps appropriate records to support the early identification of children and families that would benefit from support. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs. Allegations against adults working or

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

Child Absences

In the first instance, you should attempt to contact parents. If this is not possible, contact the emergency contact. See attendance policy for more information.

Procedures:

- Children's attendance is monitored through daily registers. All absences and reasons given for them are recorded.
- Parents are asked to inform us in person, by phone or by text, if their child will not be attending for any reason, as soon as possible. If we are not contacted, we will contact parent, and if that fails will contact emergency contacts (at least two emergency contact numbers to be kept on record) in order to understand why the child is not present. If we cannot get hold of anyone, we will keep trying sporadically throughout the day. Using our professional judgement, if we have cause for immediate concern, we will contact other services for extra support, i.e. known social worker or emergency services.
- All absences will be recorded, and frequent absences (75% attendance or less) will be investigated and further action or monitoring considered. We will always discuss our concerns with parents and endeavour to enable children to attend as regularly as possible.
- Absence is also monitored for the health and well-being of children, for example so that we are aware of outbreaks of illness which need to be investigated, or to warn parents of infections such as German measles.
- Monitoring attendance and use of government funded hours may be passed on at the local authority's request.
- If a child is missing from Preschool on several occasions or stops attending the setting with no explanation, staff are alert to the possibility of risk of abuse or neglect, we will liaise with outside agencies regarding these.
- Please see attendance policy for more information

An allegation against staff member

An allegation against a member of staff/student/volunteer/supply staff or any other person may relate to a person who has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;

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- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or behaved or may have behaved in a way that indicates they may not be suitable 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 instead. This is often referred to as 'The 1st 5 Minutes' The Local Authority Designated Officer (LADO) and Ofsted 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
- 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) to determine how this will be handled
- The nursery will follow all instructions from the LADO and Ofsted 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
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.
- For access to an easy to follow flowchart, please refer to Appendix C Monitoring children's attendance As part of our requirements under the statutory framework and guidance documents we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern. Parents should please inform the nursery prior to their children taking holidays or days

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off, and all sickness should be called into the nursery on the day so the nursery management are able to account for a child's absence. If a child has not arrived at nursery within one hour of their normal start time the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe. Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safeguarded. 18 This should not stop parents taking precious time with their children, but enables children's attendance to be logged so we know the child is safe. Looked after children As part of our safeguarding practice we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- The legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- Contact arrangements for the biological parents (or those with parental responsibility)
- The child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- The details of the child's social worker and any other support agencies involved
- Any child protection plan or care plan in place for the child in question. Please refer to the Looked After Children policy for further details.

LADO Processes

Leicestershire County Council LADO only accepts request for **advice** and **referrals** via the attached referral form.

All contact with LADO must start with the referral being completed and sent to the LADO email.

CFS-LADO@leics.gov.uk

This allows us them to review the information, complete record checks and respond based on the risk and needs of the case.

Before You Make A Referral:

It's important to consider if a referral to LADO is required. Referrals to LADO must fall within the LADO criteria below. If these criteria do not apply, then the matter will likely fall outside of our remit.

In all cases, the adult of concern **must** work / volunteer with children, within the Leicestershire County. If the answer is yes to both points, then consider the below.

When To Refer:

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You should make a referral or contact Leicestershire LADO if there is **reasonable cause** to believe that **a person who works with or has responsibility for children**, in connection with his / her employment or voluntary activity, **has**:

- Behaved in a way that has **harmed, or may have harmed, a child**
- Possibly **committed a criminal offence** against, or related to, a child; or
- **Behaved towards a child** or children in a way that indicates s/he is **unsuitable to work with children**
- **Behaved or may have behaved** in a way that indicates they may be **unsuitable** to work with children (KCIS Guidance 2023)

The employer or agency should report allegations and concerns to the LADO within 1 working day.

Once completed, please return your form marked '**For the Attention of the LADO**' via secure email to: CFS-LADO@leics.gov.uk

Only once you have completed an Allegations Referral Form, will a LADO contact you if more information is required.

The Procedures:

The procedures for dealing with allegations need to be applied with common sense and judgment. Many cases may well not meet the criteria set out, or may do so without warranting consideration by LADO.

The procedures for employers, police and social care are below:

https://llrscb.proceduresonline.com/p_alleg_staff.html?zoom_highlight=allegations+against+staff

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. We follow safer recruitment practices (see separate policy) including obtaining references and all staff employed to work with children will have enhanced criminal record checks from the Disclosure and Barring Service (DBS) before being able to carry out intimate care routines or be left unsupervised with children. We will obtain enhanced criminal records checks (DBS) for volunteers in the setting. Volunteers and visitors will never have unsupervised access to children.

All staff will attend child protection training and receive initial basic child protection training during their induction period. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery.

See annex c for training criteria:

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Annex C: Criteria for effective safeguarding training

1. Training is designed for staff caring for 0-5 year olds and is appropriate to the age of the children being cared for.

2. The safeguarding training for all practitioners must cover the following areas:

- What is meant by the term safeguarding.
- The main categories of abuse, harm and neglect.
- The factors, situation and actions that could lead or contribute to abuse, harm or neglect.
- How to work in ways that safeguard children from abuse, harm and neglect.
- How to identify signs of possible abuse, harm and neglect at the earliest opportunity. These may include:
 - Significant changes in children's behaviour.
 - A decline in children's general well-being.
 - Unexplained bruising, marks or signs of possible abuse or neglect.
 - Concerning comments or behaviour from children.
 - Inappropriate behaviour from practitioners, or any other person working with the children. This could include inappropriate sexual comments; excessive one-to-one attention beyond what is required through their role; or inappropriate sharing of images.
 - Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a child may experience emotional abuse or physical abuse because of witnessing domestic abuse or coercive control or that a girl may have been subjected to (or is at risk of) female genital mutilation.
- How to respond, record and effectively refer concerns or allegations related to safeguarding in a timely and appropriate way.
- The setting's safeguarding policy and procedures.
- Legislation, national policies, codes of conduct and professional practice in relation to safeguarding.
- Roles and responsibilities of practitioners and other relevant professionals involved in safeguarding.

3. Training for the designated safeguarding lead (DSL) should take account of any advice from the local safeguarding partners or local authority on appropriate training courses. In addition to the areas set out in paragraph 2, training for the DSL must cover the elements listed below:

- How to build a safe organisational culture.
- How to ensure safe recruitment. 53
- How to develop and implement safeguarding policies and procedures.

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- If applicable, how to support and work with other practitioners to safeguard children.
- Local child protection procedures and how to liaise with local statutory children's services agencies and with the local safeguarding partners to safeguard children.
- How to refer and escalate concerns (including as described at paragraph 3.9 of the EYFS).
- How to manage and monitor allegations of abuse against other staff.
- How to ensure internet safety

During induction staff will be given contact details for the local authority children's social care team's, the local safeguarding children partnership and Ofsted to enable them to report any safeguarding concerns, independently, if they feel it necessary to do so.

Ongoing suitability of staff is monitored through:

- regular supervisions
- peer observations
- annual declaration of staff suitability (or following any significant change in circumstances)
- safeguarding competency checks
- regular DBS status checks via the DBS Update Service (where applicable)

Policy adoption and review

This policy was adopted and signed on behalf of the preschool on: 27/04/2026

Date for next review: April 2027

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this policy was reviewed at a meeting of Bizzy Bees Pre school held during April 2026 and reviewed at least annually.

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