

Bailey's Bumblebees Safeguarding and Child Protection Policy

For holiday activity camps caring for children aged approximately 3 to 9

England 2026 edition

Document control	Current entry
Policy owner and Designated Safeguarding Lead	Dominic Bailey
Deputy Designated Safeguarding Lead	Amanda Bailey abailey@oakwoodschool.co.uk 07 734 793 871
Approved by	Dominic Bailey, Company Lead
Approval date	22 October 2026
Effective date	22 October 2026
Version	1.1 October 2026
Next scheduled review	October 2027, or sooner following an incident, statutory change or identified weakness
Ofsted registration	URN 2 649 023 Early Years, Compulsory Childcare and Voluntary Childcare Registers

This policy contains the company's safeguarding procedures, including attendance, unexplained absence, missing children, late collection, whistleblowing, intimate care, behaviour, physical intervention and device use. Staff must also read the Staff Code of Conduct and complete the safeguarding briefing and acknowledgement.

Before each camp, the company lead must confirm that the deputy DSL is available and trained, venue-specific contacts are current and staff have practised the emergency procedures.

1 Purpose and status

Bailey's Bumblebees is committed to safeguarding and promoting the welfare of every child. The company will act in the child's best interests, respond to concerns without delay and maintain a culture in which children are listened to and adults are confident to speak up.

This policy applies to the company lead, employees, casual and agency staff, volunteers, students, contractors and any other adult working with or around children at a Bailey's Bumblebees camp. A child means anyone under 18, although the company ordinarily cares for children aged approximately three to nine.

For children within the Early Years Foundation Stage, the statutory EYFS framework for group and school-based providers is the primary regulatory framework. Working Together to Safeguard Children 2026, the Prevent duty and local West Sussex arrangements also apply. Keeping Children Safe in Education 2026 is used as relevant good practice; it is not described here as the company's primary statutory framework because Bailey's Bumblebees is not itself a school or college.

2 Safeguarding principles

- Safeguarding is everyone's responsibility. No one should assume that another person will act.
- The welfare and best interests of the child are paramount.
- Concerns are acted on immediately; certainty and proof are not required before reporting.
- Children are listened to, taken seriously and supported in ways appropriate to their age, development, communication and needs.
- Safeguarding practice is inclusive, anti-racist and anti-discriminatory, and recognises that bias and disproportionality can affect how concerns are noticed and addressed.
- Children with SEND, disabilities or communication differences may face additional barriers to disclosure and must not have signs of harm attributed automatically to their condition.
- Parents and carers are partners in safeguarding unless involving them would increase risk, cause delay or prejudice an investigation.
- Information is shared lawfully, proportionately and on a need-to-know basis. Data protection law does not prevent necessary safeguarding information sharing.
- The company learns from concerns, complaints, near misses and incidents and reviews practice promptly.

3 Roles and availability

3.1 Company lead and DSL

Dominic Bailey is the company lead and Designated Safeguarding Lead. The DSL has lead responsibility for safeguarding culture, policy, staff support, decision-making, referrals, liaison with statutory agencies, safeguarding records and review of patterns or repeated concerns.

The DSL must be contactable during every camp session. Being DSL does not make Dominic the sole person permitted to refer a concern.

3.2 Deputy DSL and venue lead

The deputy DSL is Amanda Bailey (abailey@oakwoodschool.co.uk; 07 734 793 871). A named DSL or trained deputy must be available whenever children are present. Each venue and session rota must identify the person with immediate safeguarding responsibility and show how they can contact the DSL or deputy.

3.3 All adults

Every adult must recognise, record and report concerns; follow the staff code of conduct; protect confidentiality; challenge unsafe practice; and make a direct referral where a child may be at risk and the DSL or deputy is unavailable or has not acted appropriately.

4 Recognising abuse harm and vulnerability

Staff are not expected to diagnose abuse. They must notice possible indicators, remain professionally curious and report concerns. A child may experience several forms of harm at once, at home, in the community, online or within the camp.

Area	Examples and possible indicators
Physical abuse	Unexplained or patterned injuries, inconsistent explanations, fear of an adult, flinching, poisoning, burning, shaking or fabricated or induced illness.
Emotional abuse	Persistent humiliation, threats, rejection, coercive control, scapegoating, serious bullying or exposure to domestic abuse; anxiety, withdrawal or marked changes in behaviour.
Sexual abuse	Age-inappropriate sexual knowledge or behaviour, pain or injury, sexualised contact, grooming, coercion, exposure to sexual material or technology-assisted abuse.
Neglect	Persistent unmet needs for food, clothing, shelter, supervision, healthcare, emotional care or education; poor hygiene, hunger, tiredness or unexplained absence.
Additional harms	Domestic abuse, child sexual or criminal exploitation, trafficking, modern slavery, radicalisation, FGM, forced marriage, honour- or faith-based abuse, online harm, parental substance misuse or serious mental ill-health, and harm linked to racism or discrimination.

Absence can be a safeguarding indicator. A child's attendance pattern, late collection, changes in presentation or behaviour, and information from siblings or family members must be considered together rather than in isolation.

5 Responding to a concern about a child

1. If there is an immediate danger or medical emergency, protect the child, call 999 and provide first aid within competence.
2. Listen calmly. Allow the child to speak freely. Do not display shock, promise secrecy, interrogate, investigate or ask leading questions.
3. Use only open prompts needed to clarify what the child is communicating, such as 'Tell me what happened' or 'What happened next?'
4. Reassure the child that they were right to tell, that the matter is not their fault and that information will be shared only with people who need to help.
5. Explain in age-appropriate language what will happen next.
6. Report immediately to the DSL or deputy and make a factual, dated record as soon as possible. Preserve any original notes.
7. The DSL or deputy will assess the immediate risk and consult or refer to the Integrated Front Door, police, LADO, Prevent route or another appropriate agency without delay.
8. If the DSL or deputy is unavailable, implicated or does not act and risk remains, the staff member must contact the appropriate statutory agency directly and then record what they did.

A concern must never be held until the end of the day merely for convenience. The former 'within 24 hours' approach is not used.

6 Recording safeguarding concerns

Records must be factual, contemporaneous where possible, legible and securely stored separately from routine child records. They must include:

- the child's full name and identifying details; date, time and location;
- the child's exact words where possible and any questions asked;
- observable facts, injuries, demeanour and relevant context, distinguishing fact from professional opinion;
- the names of people present and the person making the record;
- actions, advice, decisions, referrals, reasons and follow-up;
- a body map where useful, without asking a child to undress or taking a photograph of an injury; and
- the signature or secure electronic identifier of the recorder and DSL review.

Decisions not to refer must be recorded with reasons and kept under review. The DSL maintains a chronology and considers patterns involving a child, family, adult, venue or activity. Access is limited to those who need the information to safeguard children.

7 Referrals parents and information sharing

Where a child may be in need or at risk, the DSL will follow West Sussex thresholds and procedures. A referral to children's social care or police does not require parental consent. Parents will usually be told about concerns and referrals, but not where consultation with the statutory agency indicates that doing so could increase risk, cause delay, lead to evidence being lost or prejudice an investigation.

Relevant information may be shared without consent where necessary and proportionate to safeguard a child. Staff must not allow fear of breaching UK GDPR or the Data Protection Act 2018 to obstruct appropriate sharing. The basis, purpose, recipients and content of the sharing must be recorded.

8 Child on child abuse

Bailey's Bumblebees has a zero-tolerance approach to child-on-child abuse. This does not mean every incident has the same severity or response; it means harmful behaviour is not dismissed as banter, experimentation or children being children.

Abuse may include bullying, prejudice-based abuse, physical assault, coercion, sexual harassment, harmful sexual behaviour, initiation-type conduct, taking or sharing images and online abuse. It may occur outside camp but still affect safety within the setting.

- Separate children where necessary without creating shame or using premature labels.
- Support every affected child and consider their age, development, SEND, power differences and the possibility that a child displaying harmful behaviour is also at risk.
- Record and report the concern immediately; consult children's social care or police where thresholds may be met.
- Complete and review a proportionate risk assessment and safety plan.
- Involve parents unless doing so would increase risk or interfere with an investigation.
- Do not mediate, obtain apologies or use restorative work where this could minimise abuse or pressure a child.

9 Sexual images and online incidents

If a child may possess or have shared a nude or semi-nude image, staff must not view, copy, print, save, forward, screenshot or ask the child to send the image. They must not search a device unless authorised under a separate lawful procedure. If an image is seen accidentally, the staff member must stop viewing, preserve the device without further access where safe, and report immediately to the DSL.

Staff must not blame or shame any child. The DSL will follow current UKCIS and statutory guidance, consider immediate risk and contact police or children's social care where appropriate.

10 Concerns and allegations about adults

10.1 Harm threshold

An allegation may meet the harm threshold where an adult has behaved in a way that harmed or may have harmed a child; possibly committed a criminal offence against or related to a child; behaved towards a child in a way indicating they may pose a risk of harm; or behaved or may have behaved in a way indicating they may not be suitable to work with children. Conduct outside work and transferable risk must be considered.

10.2 Immediate reporting routes

Concern concerns	Report immediately to
A member of staff, volunteer, contractor or student	DSL or deputy DSL
Dominic Bailey as DSL or company lead	Jo Rich, independent nominated person (jrich@westbournehouse.org; 07 834 474 450), and/or LADO/Integrated Front Door directly; Ofsted where required
The deputy DSL	Dominic Bailey, or LADO directly if this is unsafe or inappropriate
An adult and a child is in immediate danger or a crime may be in progress	Police on 999, then DSL/LADO as appropriate

No internal investigation, witness interview or confrontation of the subject will take place before LADO or police advice, except for immediate action needed to make a child safe. The company will consider proportionate interim arrangements; suspension is not automatic and must not be used as a presumption of guilt.

Ofsted will be notified of any allegation of harm or abuse by a person living, working or looking after children at the premises, whether the incident occurred on the premises or elsewhere, as soon as reasonably practicable and always within 14 days. Other significant-event notifications will be made as required.

11 Low level concerns

A low-level concern is any concern, however small, that an adult may have acted inconsistently with the staff code of conduct, including conduct outside work, even where it does not meet the harm threshold. The term does not mean the concern is insignificant.

- Examples include over-familiarity, favouritism, humiliation, inappropriate language or touch, unnecessary one-to-one seclusion, unauthorised transport or contact, boundary-blurring with families, and personal-device or social-media breaches.
- Concerns must be reported promptly to the DSL. Concerns about the DSL must follow the independent route in section 10.
- The DSL records the concern, context, response and decision; reviews for patterns; and seeks LADO advice whenever the threshold is uncertain.
- Self-referral is encouraged where an adult recognises that their conduct may have been misinterpreted or fell below expected standards.
- Records are confidential, retained securely and considered in references where legally relevant and fair.

12 Whistleblowing

Staff must raise concerns about poor or unsafe safeguarding practice, failure to act, concealment, systemic risk or wrongdoing. A genuine concern raised in the public interest will be treated seriously and the worker will not be victimised for raising it.

1. Raise the concern with the DSL/company lead unless the concern relates to that person or this is unsafe.
2. Where it concerns the DSL/company lead, contact Jo Rich, independent nominated person (jrich@westbournehouse.org; 07 834 474 450), and/or the LADO, Integrated Front Door, Ofsted or police as appropriate.
3. If an internal concern has not been addressed and risk remains, escalate externally without delay.
4. Record what was reported, to whom, when and any response. Confidentiality will be protected as far as possible, but anonymity cannot be guaranteed.

External advice is available from the NSPCC Whistleblowing Advice Line on 0800 028 0285. Ofsted complaints may be made using its current published route. Workers may also obtain independent advice from Protect.

13 Safer recruitment and ongoing suitability

Only suitable adults may work with children. Recruitment decisions will be documented and made by people who understand safer recruitment.

- Use a written application, role description and person specification and scrutinise complete employment history, gaps and inconsistencies.
- Verify identity, right to work, qualifications and role-specific requirements.
- Obtain and verify appropriate references directly from referees, preferably before appointment, and resolve concerns or vague information.
- Complete enhanced DBS checks and barred-list checks where legally required by the role, together with appropriate overseas checks.
- From 1 September 2026, do not allow a new employee to commence employment before the required criminal-record check is received.
- Obtain enhanced criminal-record checks for volunteers, including supervised volunteers, in accordance with the current EYFS requirements.
- Do not permit unsupervised access to children until all required checks and suitability decisions are complete.
- Keep a central record of checks, dates, decisions and any risk assessment.
- Require staff to disclose promptly any conviction, caution, court order, disqualification, police involvement, investigation or other circumstance that may affect suitability, as defined by current law and EYFS requirements.

Where a person is removed from regulated activity because they harmed or posed a risk of harm to a child, or would have been removed had they not resigned, the company will make a DBS referral where the statutory criteria are met. A Teaching Regulation Agency referral will be considered where applicable.

14 Induction training supervision and conduct

No adult will have unsupervised contact with children until they have completed safeguarding induction appropriate to their role. All staff must complete safeguarding training meeting the EYFS criteria at least every two years, with updates whenever guidance, risks or practice change. The DSL and deputies must maintain role-appropriate training and knowledge.

- Induction covers this policy, signs of abuse and neglect, immediate action, recording, child-on-child abuse, allegations, low-level concerns, whistleblowing, information sharing, online safety, Prevent, attendance and missing children.
- Training must be understood and applied, not merely distributed. The company will use questions, scenarios, supervision and observation to verify understanding.
- Supervision gives staff confidential opportunities to discuss children, families, professional boundaries, workload and concerns about colleagues.
- Training content, provider, date, attendance, assessment and refresher due date will be recorded.

15 Attendance absence and emergency contacts

This section is the company's attendance policy and must be shared with parents and staff. Accurate registers must show which children are expected, present, temporarily away from the group and collected. They must record actual arrival and departure times and the authorised adult handing over and collecting each child.

- Obtain at least two emergency contacts for each child where reasonably possible. Where this cannot be achieved, record the efforts made and agree an alternative safety plan.
- Follow up an unexpected absence promptly using the parent and emergency contacts.

- Consider repeated, unexplained or prolonged absence as a possible safeguarding indicator and review patterns across siblings and camp periods.
- If contact cannot be made or welfare concerns arise, consult the DSL immediately and consider the Integrated Front Door, police welfare check or emergency services.
- Record contacts, decisions, escalation and outcomes.
- Use headcounts at every transition and reconcile them against named children on the register, including before and after transport, swimming, outdoor activities, meals and movement between buildings.
- Apply the missing-child and late-collection procedures below immediately when relevant.

15.1 Missing child procedure

A child is missing when their location is not immediately known and they are not where they should be. Staff must act immediately and must not wait for a fixed period before escalating.

1. Alert the venue lead and DSL. Give the child's name, age, description, last known location, time last seen and any specific risks.
2. Call 999 immediately if the child may have left the premises, is especially vulnerable, is near water, roads or another serious hazard, may have been taken, or circumstances otherwise indicate immediate danger.
3. Keep the remaining children safely supervised. Do not reduce their supervision to conduct a search.
4. Assign adults to search agreed zones systematically, including toilets, changing areas, secluded spaces, exits, vehicles and the last known route. Checks must not delay police contact.
5. Contact the parent or carer as soon as this can be done without delaying emergency action and follow police advice.
6. When the child is found, check welfare, obtain medical help if needed, update police and parents, preserve evidence and make separate factual records of the timeline and decisions.
7. The DSL will review supervision, ratios, premises, registers, handovers and risk assessments and make any required Ofsted or agency notification.

15.2 Late collection and uncollected child procedure

A child remains in Bailey's Bumblebees' care until handed directly to an authorised collector. A child must never be left alone, sent home with an unauthorised person or transported by staff as an improvised solution.

1. Keep the child supervised in the agreed safe area, with at least two adults on site where practicable, and reassure the child without criticising the parent.
2. Check messages and collection instructions. Contact the primary parent or carer, then emergency contacts and authorised collectors.
3. Verify the identity and authority of any alternative collector using the agreed secure process. Do not rely solely on a call from an unknown number.
4. Tell the DSL or deputy promptly if contact is not established, the explanation causes concern, the child is distressed or lateness is repeated.
5. If no suitable arrangement can be made, the DSL will contact the West Sussex Integrated Front Door or Emergency Duty Team. Call 999 for immediate danger or 101 where non-emergency police assistance is required.
6. Do not take the child home, invite them to a staff member's home, disclose their address to another parent or transfer responsibility to unauthorised venue staff.
7. Record all times, calls, advice, decisions, the collector's identity and final handover. Review repeated lateness as a possible welfare concern.

16 Mobile phones cameras smart devices and images

The safeguarding rules apply to phones, tablets, cameras, laptops, smart watches, wearable devices and any equipment capable of recording, storing or sharing images, audio, video or location data.

- The venue lead may authorise named staff to carry a personal phone for emergency communication, including when a group is at Forest School, the lake, swimming pool or another part of the site. The phone must be locked, kept securely on the staff member, set to silent and used only for essential camp or emergency communication while supervising children.
- Walkie-talkies should be used where available, but a group must not rely on them as its only means of obtaining emergency help where coverage is unreliable.
- A personal phone or other personal device must not be used to photograph, film or make an audio recording of a child unless Dominic Bailey or the venue lead has given the named staff member express prior permission for a specific camp purpose. Personal use, including messages, calls, social media and browsing, is not permitted while supervising children.
- Before any authorised image is taken, the staff member must check the current parental permission list, ensure automatic personal or cloud backup is disabled, and use the device only for the agreed purpose. A company-controlled device should be used where reasonably available.
- Images and recordings must be necessary, kept to a minimum and must never be taken during toileting, changing, intimate care or in a situation that could cause embarrassment or compromise dignity.
- Images must be transferred promptly by the approved route to Dominic Bailey or the approved company-controlled account or storage. They must not be shared through a personal social-media account or retained in personal cloud backup. Only Dominic Bailey or another expressly authorised leader may publish images through a company channel.
- After secure transfer has been confirmed, an image taken on a personal device must be deleted immediately from the device, recently deleted folder and any synced location. Images on a company device must be removed once securely transferred and no longer operationally required, subject to the company's data-protection arrangements.
- Children should not bring personal devices unless an individual arrangement is agreed with parents. Any device brought in will be managed under the camp rules.
- Consent does not override safeguarding, privacy or data-security requirements.
- Any loss, unauthorised access, inappropriate use or concerning content must be reported immediately to the DSL and data-protection lead.

17 Screen use online safety and Prevent

For EYFS children, the setting will have regard to the current DfE screen-use guidance. Screen use will be purposeful, limited, supervised, age-appropriate and will not displace active play, communication, relationships or direct teaching. Internet access and filtering arrangements will be proportionate to the activities and devices in use.

Bailey's Bumblebees will have due regard to the Prevent duty. Staff will be trained to notice and report concerns that a child or family may be susceptible to radicalising influence. Prevent concerns remain safeguarding concerns and will be considered alongside early help, social care, police and Channel routes. Staff must not make assumptions based on religion, ethnicity, political discussion or protected characteristics.

18 Intimate care toileting and privacy

Children will be supported respectfully and safely. Care must preserve dignity while ensuring adults are observable and accountable.

- Agree individual intimate-care arrangements with parents where support is foreseeable and include the child's communication, medical, SEND and cultural needs.

- Explain what will happen, seek the child's cooperation and respect refusal unless immediate safety requires intervention.
- Use appropriate facilities and protective equipment; never make degrading comments or leave a child unnecessarily exposed.
- Maintain appropriate oversight without denying privacy. Avoid closed, isolated one-to-one situations and follow the venue's visibility arrangements.
- Record significant or unusual care, injuries, distress, disclosures or changes in presentation and report safeguarding concerns immediately.
- Never take photographs of injuries or intimate areas on a personal or setting device for safeguarding records.

19 Physical intervention and behaviour

Corporal punishment, threatened corporal punishment and any punishment that adversely affects a child's wellbeing are prohibited. Behaviour support will be developmentally appropriate, inclusive and consistent with this policy and the Staff Code of Conduct.

Physical intervention may be used only where necessary to prevent immediate injury or serious damage and must be reasonable, proportionate and stopped as soon as the risk ends. It must never be used as punishment, humiliation or to obtain compliance for convenience. Every use must be recorded, reported to the DSL and reviewed; parents will be informed unless doing so would create a safeguarding risk. The child's needs and any referral or revised support plan will be considered.

A child will not automatically be excluded for the rest of a session because their behaviour created risk. The immediate safety plan and any decision about continued attendance must take account of the individual child, SEND and equality duties, the safety of others and the provider's ability to manage risk.

20 Safer premises visitors collection and activities

- Maintain secure entry and exit arrangements, visitor identification and a visitor record.
- Challenge unknown or unauthorised adults and never allow them unsupervised access to children.
- Release children only to authorised collectors, following the password or identity-checking process where used.
- Risk assess toilets, changing spaces, secluded areas, external providers, transport, off-site activities and mixed-age groups.
- Before each camp, confirm whether animals may be present. Registered childcare must not be provided at premises where a banned dog breed is kept or present.
- Apply current safer-sleep requirements wherever a child may sleep, including monitoring and recording arrangements appropriate to the child and environment.

21 Supporting children and families

Children will be shown how to identify trusted adults, express discomfort, understand age-appropriate boundaries and seek help. Staff will adapt communication for younger children, children with SEND and children who communicate non-verbally.

The company will work respectfully with parents and other professionals and consider early or family help where needs do not meet a child-protection threshold. Existing family-help, child-in-need, child-protection, care or education plans will be followed where relevant and lawfully shared.

22 Confidentiality records retention and transfer

Safeguarding information is confidential but not secret. It will be held securely with access restricted to those who need it. Records will be retained for a reasonable and lawful period, taking account of safeguarding, insurance and limitation requirements, then disposed of securely. Where a child moves to another relevant provider, the DSL will consider secure, timely transfer of safeguarding information and record the transfer.

Staff must not discuss concerns socially, use personal messaging accounts, keep unofficial copies or tell the subject of an allegation unless authorised by the DSL, LADO or police.

23 Complaints review and monitoring

Parents and children may raise safeguarding concerns through the complaints procedure, directly with the DSL, Ofsted or a statutory agency. A complaint does not replace immediate safeguarding action.

The DSL will review this policy before each camp period and at least annually, and immediately following a serious incident, allegation, complaint, statutory change, learning review or identified weakness. Reviews will consider safeguarding records, attendance patterns, low-level concerns, recruitment, training, complaints and feedback while protecting confidentiality.

24 Key contacts

These details must be checked against current official sources before every camp period. Venue teams must keep an accessible copy that does not expose confidential child information.

Service	Current contact and use
Emergency services	999 where a child is in immediate danger, urgent medical help is needed or a crime is in progress
Sussex Police	101 for non-emergency police contact
West Sussex Integrated Front Door	01 403 229 900 wschildrenservices@westsussex.gov.uk child safeguarding referrals and consultation
Emergency Duty Team	0330 222 6664 outside normal hours
West Sussex LADO	Use the current West Sussex LADO referral route for allegations and transferable-risk concerns; verify the live web form before camp
Safeguarding in Education advice	0330 222 4030 safeguarding.education@westsussex.gov.uk
Deputy DSL: Amanda Bailey	07 734 793 871 abailey@oakwoodschool.co.uk
Independent contact: Jo Rich	07 834 474 450 jrich@westbournehouse.org for concerns about Dominic Bailey
Ofsted	Use the current GOV.UK serious childcare incident notification service; notify as soon as reasonably practicable and within 14 days where required
NSPCC Whistleblowing Advice Line	0800 028 0285
Childline	0800 1111

Appendix A Immediate response guide

Situation	Immediate action
Child in immediate danger or urgent medical need	Protect the child, call 999, give first aid within competence, inform DSL and record.
Disclosure or concern about a child	Listen, do not investigate, report immediately to DSL/deputy, make a factual record, refer without delay where needed.
Concern about a worker or volunteer	Make the child safe; report to DSL. Do not investigate or alert the subject before LADO/police advice.
Concern about Dominic Bailey	Contact Jo Rich (07 834 474 450; jrich@westbournehouse.org) and/or LADO/Integrated Front Door directly; contact Ofsted or police as appropriate.
DSL unavailable or fails to act	Contact Integrated Front Door, police, LADO or Ofsted directly according to the risk; record the action.
Possible sexual image	Do not view, copy, forward, delete or ask the child to send it. Secure the situation and report to DSL immediately.
Child unexpectedly absent or missing	Follow attendance/missing-child procedure immediately; contact parents and emergency contacts; escalate on welfare concerns.

Appendix B Safeguarding concern record minimum fields

- Child's name, date of birth, camp, venue and session
- Date, time and place of event or disclosure
- Exact words used by the child and exact open questions asked
- Factual observations, including behaviour and injuries
- Other people present or involved
- Immediate safety action and medical attention
- Person reported to and time of report
- Agency advice, referral details and reference numbers
- Parent contact or recorded reason for not making contact
- Decision, rationale, follow-up date and DSL review
- Recorder's name, signature or secure identifier, and date

Sources and review basis

This edition was prepared against the following official sources current on 22 October 2026. The live versions must be checked at each review:

- Department for Education, Early Years Foundation Stage statutory framework for group and school-based providers, effective 1 September 2026.
- Department for Education, Working Together to Safeguard Children 2026.
- Department for Education, Keeping Children Safe in Education 2026, used as relevant good practice for a non-school holiday provider.
- Home Office, Prevent duty guidance for specified authorities in England and Wales.
- Ofsted, Report a serious childcare incident, updated 1 September 2026.
- Department for Education, Help for early years providers safeguarding materials, including attendance, whistleblowing, screen use and safer recruitment.
- West Sussex County Council and West Sussex Safeguarding Children Partnership current safeguarding and LADO procedures.

This policy sets operational expectations but does not replace case-specific advice from children's social care, the LADO, police, Ofsted or a suitably qualified legal adviser.