



1.23 Safeguarding children and child protection policy

Policy statement

The Bumblebee Children's Charity works with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life. We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults, visitors and/or participants in our activities and events. This policy applies specially to children and young people under the age of 18.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Safeguarding and promoting the welfare of children is defined in the "Working Together to Safeguard Children 2023" guidance as:

- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

A summary of the key legislation and guidance is available from <https://learning.nspcc.org.uk/child-protection-system/england> and draws principally from the following legislation and guidance:

- [What to do if you're worried a child is being abused: advice for practitioners 2015](#)
- [Working together to safeguard children 2023](#)
- [Keeping children safe in education 2024](#)

We believe that:

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



We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, special educational needs and/or disability or other issues.
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

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

- valuing, listening to and respecting them.
- appointing a nominated Designated Safeguarding Lead for children and young people, a deputy and a trustee for safeguarding (see contact details below.)
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies and procedures.
- confidently and competently recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance.
- sharing information about safeguarding and good practice with children and their families.
- making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- ensuring that we have effective complaints and whistleblowing measures in place.



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- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- following the Prevent Duty guidance in responding to concerns about radicalisation.
- being alert to threats children may face from outside their families, such as those posed by online use, gang culture and sexual exploitation.

Contact details:

Designated Safeguarding Lead (DSL): Bernadett Patai

Email: bernadett@bumblebeechildren.org.uk

Deputy Designated Safeguarding Lead (DDSL): Lauran Collins

Email: Lauran@bumblebeechidren.org.uk

Safeguarding trustee: Ivana Barron

Email: ivana.barron@icloud.com

Training

The charity ensures that all staff are trained in Safeguarding knowledge and procedures suitable for staff working with 0-5 year olds and that staff are confident to implement the charities Safeguarding policies and procedures on an ongoing basis. Training is renewed every 2 years and the Safeguarding trustee and the DSL will provide support, advice and guidance to all staff on an ongoing basis, and on any specific safeguarding issue as required within this 2 year period. In addition:

- We seek out regular training opportunities for all adults involved in The Bumblebee Children's Charity to ensure that they are able to recognise and respond to the signs of possible physical, emotional and sexual abuse, neglect and contextual safeguarding issues (such as County Lines, Female Genital Mutilation, Witchcraft, Online safety, British Values, Radicalisation and Child Sexual Exploitation as per our a safeguarding procedures.) and that they are aware of the Local Authority guidelines for making referrals.

The children and families the charity works with can be affected by, and exposed to harm in, the different environments and communities where they live and work. Contextually some of the Safeguarding concerns that currently arise in Suffolk are related to:

- County Lines and drug trafficking and related gangs and gang culture



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- Cuckooing - the practice where professional drug dealers/Crime Gangs take over the property of an adult at risk and use it as a place from which to run their drugs business/ crime activity.
- The rise in cases of neglect. The numbers of children receiving free school meals continues to rise year on year which is an indicator of rising social deprivation which can fuel cases of neglect.

By working together with families who use the charity, and being responsive to their needs and concerns, the charity can help keep vulnerable children safe and take action when they are not.

- We ensure that all staff, trustees and volunteers know the procedures for reporting and recording their concerns at The Bumblebee Children's Charity.

Environment

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.
- There is an adequate number of toilets and hand basins available – there should usually be separate toilet facilities for adults. There are suitable hygienic changing facilities for changing any children who are in nappies. Children's privacy is considered and balanced with safeguarding and support needs when changing nappies and toileting. There is an adequate supply of clean bedding, towels, spare clothes, and any other necessary items.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within The Bumblebee Children's Charity a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We embed the British Values (Democracy, Rule of Law, Individual Liberty, Mutual respect and tolerance) into our programme.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Child absences:

- We will follow up on absences in a timely manner. If a child is absent for a prolonged period of time, or if a child is absent without notification from the parent or carer, attempts



will be made to contact the child's parents and/or carers and alternative emergency contacts.

- We will consider patterns and trends in a child's absences and their personal circumstances and use our professional judgement when deciding if their absence should be considered as prolonged. Consideration will be given to the child's vulnerability, parent's and/or carer's vulnerability and their home life.
- We will report concerns about child absences in line with our attendance policy and safeguarding procedures.

Safer Eating and choking:

- Whilst children are eating there will always be a member of staff in the room with a valid paediatric first aid certificate.
- Before a child is admitted to the setting will obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information will be shared with all staff involved in the preparing and handling of food. At each mealtime and snack time staff must be clear about who is responsible for checking that the food being provided meets all the requirements for each child.
- Staff will have ongoing discussions with parents and/or carers about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with. Assumptions must not be made based on age. When staff prepare any food it must be done in a suitable way for each child's individual developmental needs, working with parents and/or carers to help children move on to the next stage at a pace right for the child.
- Staff have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and intolerances. This information must be kept up to date by the and shared with all staff.
- The administrator must ensure that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods which is sometimes called complementary feeding or weaning.
- Babies and young children should be seated safely in a highchair or appropriately sized low chair while eating. Where possible there should be a designated eating space where distractions are minimised.



- Children must always be within sight and hearing of a member of staff whilst eating. Choking can be completely silent therefore it is important for staff to be alert to when a child may be starting to choke. Where possible, staff should sit facing children whilst they eat so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions. When a child experiences a choking incident that requires intervention, providers should record details of where and how the child choked and parents and/or carers made aware. The records should be reviewed periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking. Appropriate action should be taken to address any identified concerns.

Online safety:

Children use mobile phones and tablets from a very early age and are therefore at risk of seeing harmful content or connecting with strangers online. The charity will help raise awareness of these issues when talking with parents and direct them to the NSPCC website for advice to help parents consider online safety in the home environment; such as using parental controls, blocking pop-ups and how to support their children as they grow up: <https://www.nspcc.org.uk/keeping-children-safe/online-safety/#advice>

Dealing with disclosures and concerns about a child or young person

We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect. When children are suffering from abuse this may be demonstrated through the things they say or through changes in their appearance, their behaviour, or their play.

Where such evidence is apparent, the staff member will notify the Designated Safeguarding Lead or deputy who will:

- call 999 if the child is in immediate danger
- call Customer First if they are concerned about an immediate risk to the safety of a child
Customer First 0808 800 4005
- make a dated record of the details of the concern and discuss what to do with the Designated Safeguarding Lead. These records will be kept in a separate confidential file.
- Use the [Suffolk Children's Threshold Matrix](#) to guide decision making.



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- refer concerns to the MASH Professional Consultation Line 0345 606 1499 and/or webchat and co-operate fully in any subsequent investigation.
- use the detailed procedures and reporting format taken from the [Suffolk Safeguarding Partnership guidance](#) and submit a **Multi-agency referral form** through the [Suffolk Children and Young People's Portal](#)
- report to the Safeguarding trustee who may be required to notify the Charity Commission of a serious incident in line with the [charity commission requirements](#)

Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect that member of staff will:

- listen to the child, offer reassurance and give assurance that she or he will take action
- use open questions to get the context around the disclosure, such as “*when did this happen?*” “*where did this happen?*” and “*who was involved?*”
- make a written objective record of the observation or disclosure that includes:
 - the date and time of the observation or the disclosure
 - the exact words spoken by the child (as far as possible)
 - description of how the child gave the information if not through verbal expression (e.g. indicating being touched in their private parts on a doll.)
 - the name of the person to whom the concern was reported, with date and time.
 - the names of any other persons present at the time.
 - complete a body map to indicate sites of any bruises, marks etc..

These records are signed and dated and kept in a separate file which is kept securely and confidentially.

Local Authority Designated Officer (LADO) Referrals

If you have concerns about an adult working with a child under the age of 18 that you would like to report, please follow this link for the [Arrangements for Managing Allegations of Abuse Against People Who Work With Children](#).

It is essential that any allegation of abuse made against a person who works with children and young people including those who work in a voluntary capacity are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports



the person who is the subject of the allegation. The framework for managing allegations is set out in statutory guidance contained in Working Together to Safeguard Children 2023.

Local Authority Designated Officers can be contacted for allegations against all staff and volunteers via:

- Email on LADO@suffolk.gov.uk or
- LADO central telephone number 0300 123 2044

Whistleblowing Procedures

We have whistleblowing procedures in place for staff to raise concerns about poor or unsafe practice in the setting's safeguarding provision. These are set out in the staff handbook.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other channels are open to them:

- NSPCC whistleblowing advice line is available. Staff can call 0800 0280285 – 08:00 to 20:00, Monday to Friday and 09:00 to 18:00 at weekends. The email address is: help@nspcc.org.uk. Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.
- General guidance on whistleblowing can be found via: [Whistleblowing for employees](#).

Supporting information:

This policy should be read alongside our organisational policies, procedures and guidance and other related documents found on the Bumblebee Children's charity [website](#) such as:

- Safeguarding children and child protection procedures
- Privacy policy
- Children's Rights and Entitlements
- Achieving positive behaviour
- Manual handling and need to touch
- Children's records
- Photography policy and procedure



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- Working in partnership with other agencies
- Safeguarding adults at risk of harm

Find out more about Safeguarding at these useful links:

- [Suffolk Safeguarding Partnership](#)
- [National Society for the prevention of cruelty to children \(NSPCC\)](#)
- [NSPCC Contextual Safeguarding](#)
- [Radicalisation and the Prevent Duty](#)
- [British Values and the Prevent Duty](#)
- [Keeping children safe online](#)
- [safeguarding children who come from Black, Asian and minoritised ethnic communities](#)
- [safeguarding Deaf and disabled children and young people](#)
- [safeguarding LGBTQ+ children and young people](#)
- [safeguarding children with special educational needs and disabilities \(SEND\).](#)
- [Safeguarding support for parents – tips and advice to help keep your kids safe](#)

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed annually.

Name of signatory	Lindsay Warne
Date	29 th January 2025
Role of signatory	Charity Administrator
Signed on behalf of the Trustees	