

Safeguarding Policy

Brighton Evolving Education Hub Ltd ("Beehub") | Version: September 2026
To be read alongside the Beehub Terms and Conditions and Code of Conduct



1. Purpose and commitment

- 1.1 Beehub is committed to building a culture of safety in which the children in our care are protected from abuse, harm and radicalisation.
- 1.2 Beehub will respond promptly and appropriately to all incidents or concerns regarding the safety of a child. Our child protection procedures comply with all relevant legislation and with guidance issued by the Brighton and Hove Safeguarding Children Partnership (BHSCP).
- 1.3 Our procedures are in line with Working Together to Safeguard Children (2023), and all staff are familiar with What To Do If You Are Worried A Child Is Being Abused (2015).

2. Who is responsible

- 2.1 A Designated Safeguarding Lead (DSL) is available at all times while Beehub is in session. The DSL coordinates safeguarding and child protection issues and liaises with external agencies such as children's social care, the local authority and Ofsted. Beehub's DSL is the General Manager, Ruth Lovegrove.
- 2.2 Where the DSL is not available, concerns must be shared with the Deputy Designated Safeguarding Lead, Tom Smith (Director).
- 2.3 Safeguarding is the responsibility of every member of staff, not only the DSL. Any member of staff may contact children's social care, the police or the NSPCC directly if they believe a child is at immediate risk and the DSL and Deputy DSL are unavailable.

3. Child abuse and neglect

- 3.1 Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of abuse and neglect are set out below.
 - **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone.
 - **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
 - **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
 - **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision, or to allow access to medical treatment.

4. Signs of abuse and neglect

4.1 Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general wellbeing
- unexplained bruising or marks
- comments made by a child which give cause for concern
- reasons to suspect neglect or abuse outside the setting, for example in the child's home, or that a girl may have been subjected to, or is at risk of, female genital mutilation (FGM), or that the child may have witnessed domestic abuse
- inappropriate behaviour displayed by a member of staff or any other person, for example inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of

images

5. If abuse is suspected or disclosed

5.1 When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the staff member will take action
- record the incident as soon as possible, as set out in section 10

5.2 If a member of staff witnesses or suspects abuse, they will record the matter straightaway on a Logging a Concern form and share it with the DSL.

5.3 Staff will not promise a child that they will keep a disclosure secret, and will explain in age-appropriate terms that they need to pass the information on in order to keep the child safe.

6. Female genital mutilation

6.1 FGM is an illegal and extremely harmful practice, and a form of child abuse. It is dealt with as part of our existing safeguarding procedures. All staff receive training in how to recognise when girls are at risk of FGM, or may have been subjected to it.

6.2 Where FGM is suspected or disclosed, we follow the same procedures as set out in section 5.

7. Child-on-child abuse

7.1 Children are vulnerable to abuse by their peers. Child-on-child abuse is taken seriously by staff and is subject to the same child protection procedures as other forms of abuse. Staff are aware of the potential uses of information technology for bullying and abusive behaviour between children, and will not dismiss abusive behaviour as normal between young people.

7.2 The presence of one or more of the following in relationships between children should always trigger concern about the possibility of child-on-child abuse:

- sexual activity of any kind between children, including the sending of sexual images or messages
- one of the children is significantly more dominant than the other, for example much older
- one of the children is significantly more vulnerable than the other, for example in terms of disability, confidence or physical strength
- there has been some use of threats, bribes or coercion to ensure compliance or secrecy

7.3 Where child-on-child abuse is suspected or disclosed, we follow the same procedures as set out in section 5.

8. Extremism and radicalisation

8.1 All childcare settings have a legal duty under the Prevent Duty to protect children from the risk of radicalisation and being drawn into extremism. A child might be vulnerable to radicalisation for many reasons, including feeling alienated or alone, seeking a sense of identity, struggling with their mental health, wanting adventure or to be part of a larger cause, or associating with others who hold extremist beliefs.

8.2 Signs that a child might be at risk of radicalisation include changes in behaviour such as becoming withdrawn or aggressive, claiming that terrorist attacks and violence are justified, viewing violent extremist material online, or possessing or sharing violent extremist material.

8.3 If a member of staff suspects that a child is at risk of becoming radicalised, they will record their observations on a Logging a Concern form and refer the matter to the DSL.

9. Other specific safeguarding issues

9.1 Beehub recognises that children may be vulnerable to specific forms of abuse and exploitation. Staff are trained to recognise the signs of the issues set out below and to respond in accordance with section 5.

9.2 **Child sexual exploitation (CSE)** is a form of sexual abuse where children are sexually exploited for money, power or status. Children may be tricked into believing they are in a loving relationship, or may be groomed before being exploited. Signs may include unexplained gifts, money or new possessions, going missing regularly, associating with older individuals or groups, unexplained changes in behaviour or sexually explicit behaviour, signs of physical or sexual assault, or involvement in criminal activity.

9.3 Child criminal exploitation (CCE) and county lines. CCE is where individuals or groups exploit children to commit crimes. County lines is a form of CCE in which children are exploited to transport drugs between locations. Signs may include unexplained money, clothes or mobile phones, excessive texts or calls, relationships with controlling older individuals or groups, leaving home without explanation, evidence of physical injury, carrying weapons, or a significant decline in learning.

9.4 Sexual violence and sexual harassment between children can occur between children of any age and gender. Signs may include physical signs of assault, difficulty walking or sitting, torn or stained clothing, bruises in unusual places, regression in behaviour, knowledge of sexual topics inappropriate for the child's age, or inappropriate sexual behaviour or language.

9.5 Modern slavery and human trafficking. Children can be trafficked for sexual exploitation, forced labour, domestic servitude or criminal activity. Signs may include appearing malnourished, unkempt or withdrawn, isolation from community and family, inability to move around freely, reluctance to seek help, fear of law enforcement, not being in possession of identity documents, or signs of physical or sexual abuse.

9.6 Mental health and wellbeing. Mental health problems can be both a cause and a consequence of abuse, neglect and other adverse childhood experiences. Signs may include significant changes in behaviour, mood or personality, self-harm, persistent sadness, anxiety or aggression, social withdrawal, or a marked decline in engagement with learning. Staff are not expected to diagnose, but are expected to record and share concerns.

9.7 Children missing from education. Children who are absent from education for prolonged periods may be at increased risk of abuse or neglect. We monitor attendance patterns, follow up unexplained absences, discuss irregular attendance with parents, and report concerns to the appropriate authorities where required.

9.8 Online safety. Children may be at risk of abuse online through social media, gaming platforms and other digital channels. Risks include cyberbullying, grooming by online predators, exposure to inappropriate content, the sharing of inappropriate images, and online radicalisation.

10. Logging a concern

10.1 All information about suspected abuse, a disclosure, or a concern about radicalisation, is recorded on a Logging a Concern form as soon as possible after the event. The record must include:

- the date of the disclosure, incident or observation causing concern
- the date and time at which the record was made
- the name and date of birth of the child involved
- a factual account of what happened; where recording a disclosure, the child's own words must be used
- the name, signature and job title of the person making the record

10.2 The record is given to the DSL, who decides on the appropriate course of action.

10.3 For concerns about child abuse, the DSL will contact BHSCP and make a referral if the concerns meet the threshold set out by BHSCP. The DSL will follow up all referrals in writing within 48 hours.

10.4 If a member of staff believes an incident has not been dealt with properly, they may contact BHSCP directly and ask about its escalation procedure.

10.5 For minor concerns regarding radicalisation, the DSL will contact the Local Authority Prevent Co-ordinator. For more serious concerns the DSL will contact the police on 101 or the anti-terrorist hotline. For urgent concerns the DSL will contact the police on 999.

11. Allegations against staff

11.1 If anyone makes an allegation of child abuse against a member of staff, the allegation will be recorded on an Incident Record form. Any witnesses to the incident should sign and date the entry to confirm it.

11.2 The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise whether other agencies, such as the police, should be informed, and Beehub will act on that advice. Any telephone report to the LADO will be followed up in writing within 48 hours.

11.3 Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation. Suspension is a neutral act and is not a disciplinary sanction.

11.4 Where appropriate, Beehub will make a referral to the Disclosure and Barring Service.

11.5 Where an allegation concerns the DSL, it must be reported directly to the Deputy DSL and to the LADO. Where an

allegation concerns both Directors, it should be reported directly to the LADO and to Ofsted.

12. Low-level concerns and whistleblowing

- 12.1 A low-level concern is any concern about the behaviour of an adult working at Beehub that does not meet the threshold for a referral to the LADO, but which sits uncomfortably with our expectations of staff conduct.
- 12.2 Staff, parents and volunteers are encouraged to share low-level concerns with the DSL or a Director. Concerns are recorded, kept under review, and considered together so that any pattern of behaviour can be identified early.
- 12.3 Anyone who feels unable to raise a concern internally, or who feels a concern has not been acted on, may contact the LADO, Ofsted or the NSPCC directly. No member of staff will be penalised for raising a safeguarding concern in good faith.

13. Staff awareness and training

- 13.1 Beehub promotes awareness of child abuse and the risk of radicalisation through staff training. Beehub ensures that:
- the DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel programme and how to access it
 - DSL and Deputy DSL training is refreshed at least every two years
 - all staff receive safeguarding training to Level One, and Class Guardians and teachers in closer contact with children receive Level Two training
 - staff safeguarding training is refreshed annually
 - all staff receive basic training in the Prevent Duty
 - safe recruitment practices are followed for all new staff, as set out in our Safe Recruitment Policy
 - all staff have a copy of this policy, understand its contents, and are vigilant to signs of abuse, neglect and radicalisation
 - all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse and concerns about radicalisation
 - safeguarding is a permanent agenda item at all staff meetings

14. Mobile phones and cameras

- 14.1 Photographs are only taken of children where their parents have given permission, and only on the Beehub device kept for that purpose. Neither staff, nor children, nor visitors may use a personal mobile phone to take photographs at Beehub.
- 14.2 Beehub is a phone-free setting for children. The arrangements for children's phones are set out in section 9 of our Code of Conduct.

15. Related policies

- 15.1 This policy should be read alongside our Code of Conduct, Missing Child Procedure, Safe Recruitment Policy, Health and Safety Policy, Data Protection Policy, Exclusion Policy and Complaints Policy, all of which are published at beehub.uk.

16. Contacts

Front Door for Families	01273 290400
Out of hours Emergency Duty Service	01273 335905
LADO	ladoenquiries@brighton-hove.gov.uk or via Front Door for Families, 01273 290400
Prevent Co-ordinator	01273 290584 or 07717 303292
Police	101 (non-emergency) or 999 (emergency)
Anti-terrorist hotline	0800 789 321
NSPCC helpline	0808 800 5000
Ofsted	0300 123 1231 (Beehub registration 2793276)

Reviewed and updated by Tom Smith (Director) and Ruth Lovegrove (General Manager and Designated Safeguarding Lead). Version: September 2026. Next review: September 2027.

Brighton Evolving Education Hub Ltd is a company limited by guarantee, registered in England and Wales, company number 14900560. Registered office: 85 Church Road, Hove BN3 2BB. Sessions take place at One Church, Florence Road, Brighton.