



Heartfield Education
NURTURING GROWTH & FEEDING MINDS

Heartfield Education
Peredur Centre
West Hoathly Rd
Rh19 4NF

www.heartfield.org.uk
admin@heartfield.org.uk

Heartfield Education: Child Protection and Safeguarding Policy

Policy reviewed: January 2026

Next review due: January 2027

Designated Safeguarding Lead (DSL): Heather Philp

Deputy DSL(s): Nikki Puren

Centre Director: Heather Philp

Location: West Sussex, UK

1. Policy Statement

Heartfield Education is committed to safeguarding and promoting the welfare of all children and young people. We believe that:

- All children have an equal right to protection from all forms of harm, abuse, neglect and exploitation.
- Everyone working or volunteering with us has a responsibility to keep children safe.
- Safeguarding is everyone's business.

This policy applies to all staff, volunteers, contractors, visiting professionals, and students at the Centre.



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2. Legal Framework

This policy is based on and complies with:

- *Children Act 1989 & 2004*
 - *Education Act 2002 (Section 175)*
 - *Working Together to Safeguard Children 2023*
 - *Keeping Children Safe in Education 2024 (KCSIE)*
 - *The Human Rights Act 1998*
 - *The Equality Act 2010*
 - *UK GDPR and Data Protection Act 2018*
 - *Prevent Duty Guidance (2015, updated 2023)*
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3. Safeguarding Aims

Heartfield Education aims to:

- Provide a safe, nurturing, and respectful learning environment.
 - Identify and respond to safeguarding concerns early.
 - Ensure staff are trained to recognise signs of abuse, neglect, and exploitation.
 - Work in partnership with children, parents, and relevant agencies to ensure children's welfare.
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4. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Managing referrals to the West Sussex Multi-Agency Safeguarding Hub (MASH).
- Liaising with social services, police, and safeguarding partners.
- Maintaining confidential safeguarding records.
- Ensuring staff receive regular safeguarding training.
- Acting as a source of support and advice for staff.

All Staff and Volunteers

All adults working at Heartfield Education must:

- Be alert to signs of abuse, neglect, and exploitation.
 - Report any concerns immediately to the DSL (verbally and in writing).
 - Complete annual safeguarding training and updates.
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5. Recognising Abuse and Neglect

Abuse may be:

- **Physical** – hitting, shaking, burning, poisoning.
- **Emotional** – constant criticism, humiliation, intimidation.
- **Sexual** – inappropriate touching, exposure, exploitation.
- **Neglect** – persistent failure to meet a child's basic needs.

Staff should also be aware of:

- Child criminal exploitation (CCE) and county lines
 - Child sexual exploitation (CSE)
 - Radicalisation and extremism
 - Online abuse
 - Domestic abuse exposure
 - Fabricated or induced illness
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6. Child-on-Child Abuse

Heartfield Education recognises that children can be vulnerable to abuse by their peers. This includes (but is not limited to):

- Bullying (including cyberbullying)
- Physical abuse
- Sexual violence and sexual harassment
- Coercive control
- Initiation/hazing-type violence
- Upskirting and image-based abuse

Our Response

- All allegations will be taken seriously and investigated promptly.
- Victims, perpetrators, and witnesses will be supported.
- Incidents will never be dismissed as “banter” or “part of growing up.”
- The DSL will assess the level of risk and liaise with MASH or the police as appropriate.
- Restorative approaches may be used alongside formal processes, where appropriate.

7. Online Safeguarding

Heartfield Education recognises that online activity can expose young people to risks such as:



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- Grooming and exploitation
- Bullying and harassment
- Exposure to inappropriate or extremist content
- Sharing of indecent images or personal data

Our Approach

- All staff and students must adhere to our **Acceptable Use Policy (AUP)**.
 - Devices and digital platforms used in teaching will be filtered and monitored.
 - Students will receive education on digital literacy, privacy, and online consent.
 - Any concerns about online conduct (inside or outside the centre) must be reported to the DSL.
 - Parents and carers will be offered guidance on online safety at home.
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8. Reporting and Escalation of Concerns

If a child is in immediate danger:



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- Call **999** or **112** and inform the DSL as soon as possible.

If you are worried about a child's safety:

1. Record factual details of the concern (time, date, witnesses, exact words if disclosed).
2. Report to the **DSL immediately**.
3. The DSL will decide whether to refer to:
 - **West Sussex MASH** (Multi-Agency Safeguarding Hub)
 - Tel: **01403 229900**
 - Out of hours: **0330 222 6664**
 - Email: **MASH@westsussex.gov.uk**
4. If the concern relates to a member of staff:
 - Report to the Centre Director (or DSL if the Director is the subject).
 - The Director will contact the **Local Authority Designated Officer (LADO)**.
 - Tel: **0330 222 6450**
 - Email: **lado@westsussex.gov.uk**

Whistleblowing

- Staff can raise safeguarding concerns directly with MASH, the LADO, or **Ofsted (0300 123 3155)** if they believe concerns are not being acted



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upon.

- There will be no repercussions for genuine whistleblowing.
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9. Record Keeping

- All safeguarding records will be stored securely and separately from academic files.
 - Records will be factual, accurate, dated, and signed.
 - Records will be retained and transferred in line with statutory requirements.
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10. Training and Awareness

- All staff will receive safeguarding and child protection training at induction and annually thereafter.
 - DSLs will undertake training every two years.
 - Additional modules on child-on-child abuse, online safety, and Prevent will be included in ongoing CPD.
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11. Safe Recruitment

Heartfield Education follows safer recruitment practices, including:



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- Enhanced DBS checks for all staff and volunteers.
 - Verification of identity, qualifications, and references.
 - A single central record (SCR) maintained by the DSL.
 - Ongoing vigilance regarding staff conduct and suitability.
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12. Partnership with Parents and Agencies

- We work in partnership with parents/carers unless doing so would place a child at increased risk.
 - We collaborate with West Sussex Safeguarding Children Partnership (WSSCP) and follow local procedures.
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13. Review and Monitoring

This policy will be reviewed annually by the DSL and Centre Director, or sooner if:

- There is a significant change in legislation or guidance.
 - There has been a safeguarding incident or concern.
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14. Key Contacts

Role

**Name /
Organisation**

Contact



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Deputy DSL	Nikki Puren	Nikki Purén
Centre Director	Heather Philp	07352094915
West Sussex MASH	WSCC	01403 229900
LADO	WSCC	0330 222 6450
Police (non-emergency)	Sussex Police	101
Out-of-hours duty team	WSCC	0330 222 6664
