



# 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

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## 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.



## 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.

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## 7. Online Safeguarding

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



- 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:**



- 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



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:



- 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**

<b>Role</b>	<b>Name / Organisation</b>	<b>Contact</b>
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**Heartfield Education**  
NURTURING GROWTH & FEEDING MINDS

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Deputy DSL	Nikki Puren	<a href="#">Nikki Purén</a>
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