



**Putting families at the centre**

## **Child Protection and Safeguarding Policy & Procedure**

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## Key contacts

Role	Name	Contact details
Designated Safeguarding Lead	Sonila Deda	01273 220 323
Deputy Designated Safeguarding Lead	Clarie Thomason Raquel Gonzalez	01273 220 323
Nominated Trustee for Safeguarding and Child Protection	Christine Brady	01273 220 323
Local Authority Designated Officer (LADO)	<a href="mailto:ladoenquiries@brighton-hove.gov.uk">ladoenquiries@brighton-hove.gov.uk</a>	
Front Door for Families (Office hours: 9am-5pm Mon-Thurs 9am-4:30pm Fri)	01273 290400	
Front Door for Families Out of Hours Emergency Contact	01273 335905 / 335906	

## Guiding Principles

The [Pan Sussex Child Protection and Safeguarding Procedures Manual](#) defines safeguarding and promoting the welfare of children as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

We believe that all children have the right to protection from neglect and abuse and that their welfare is paramount.

All staff and volunteers working at Honeycroft have a duty to ensure that children are safe and protected.

We all have a duty to ensure that if there are any concerns relating to the welfare or safety of a child, the relevant authorities are informed.

We will aim to be open and honest with parents and carers unless we believe that this may cause harm to a child, then we will always put the needs of the child first.

We will work with other agencies to ensure that concerns about the safety of children at Honeycroft are properly communicated and acted upon.

We are committed to safe recruitment and selection procedures to ensure that all staff and volunteers are safe to work with children. We will ensure that all staff receive appropriate child protection training.

Under current review to include EYFS Safeguarding reforms Sept 2025 – to be signed of at AGM Jan 2026  
We aim to provide a safe environment for all children, based on respect and equality. We recognise the importance of enabling children to talk openly and to feel confident that they will be listened to.

## Legal Framework

Key statutory guidance used to develop this policy is '[Statutory framework for the early years foundation stage: Setting the standards for learning, development and care for children from birth to five](#)'. In particular Section 3; The safeguarding and welfare requirements.

In addition:

*The Children Act 1989* outlines the expectations and requirements around duties of care to children and requires all Local Authorities to:

- Take action to safeguard and promote the welfare of any child who is suffering or likely to suffer 'significant harm' and
- Safeguard and promote the welfare of any child who is 'in need'

*The Children Act 2004* places a duty on local authorities and their partners to co-operate in promoting the wellbeing of children and young people and to make arrangements to safeguard and promote the welfare of children.

*The Childcare Act 2006* outlines the requirements for early years and childcare providers as follows:

- staff should complete safeguarding training that enables them to recognise signs of potential abuse and neglect; and
- providers should have a practitioner who is designated to take lead responsibility for safeguarding children within each Early Years setting and who should liaise with local statutory children's services agencies as appropriate. This lead should also complete child protection training.

This policy and procedure has been developed in accordance with the following statutory guidance and local safeguarding procedures:

- [Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children, March 2015](#)
- *Pan Sussex Child Protection and Safeguarding Procedures Manual*  
<http://sussexchildprotection.procedures.org.uk/>

## Roles and Responsibilities

The Designated Safeguarding Lead has overall responsibility for child protection and safeguarding. The Designated Safeguarding Lead (DSL) will ensure that all staff at Honeycroft receive training, support and resources to ensure that they are equipped and alert to any issues of concern in the child's life at home or elsewhere. The Designated Safeguarding Lead will also ensure that the Child Protection and Safeguarding Policies and Procedures are implemented fully, staff are aware of their responsibilities and are given the time and support required to allow them to fulfil these. The Designated Safeguarding Lead responsible for liaison with local statutory children's services agencies, and with the LSP (Local Safeguarding Partners) and will take part in any inter-agency meetings and contribute towards child assessments, as required, and will work closely with Honeycroft's Trustee for Safeguarding and Child Protection for advice and support. All practitioners must be

## **Categories of Abuse and recognition**

'Working Together to Safeguard Children 2015' includes definitions of the four broad categories of abuse which are used for the purposes of recognition:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

These categories can overlap and an abused child can sometimes suffer more than one type of abuse.

### Physical Abuse

Causing physical harm to a child, for example through hitting, shaking, burning or poisoning. Indicators include obvious signs of injury, injuries which are unusual or unexplained and injuries, which while explained are frequent. Physical abuse can also be when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### Emotional Abuse

Persistent emotional ill treatment of a child which can include continuous denial of love, affection or approval, telling children they are worthless or inadequate, extreme overprotection or limiting learning or exploration. It can also include seeing or hearing the ill treatment of another person for example, domestic violence. Emotional abuse is often present in other forms of abuse. Indicators include low self-esteem, unhappiness, fear, distress or anxiety, attention seeking behaviours and emotional developmental delay.

### Sexual Abuse

This is the involvement, by force or otherwise, of a child in sexual activity. Sexual abuse can involve physical contact, including penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. It can also include non-contact activities such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or grooming a child in preparation for abuse (including via the Internet). Indicators include inappropriate sexualised conduct, sexually explicit behaviour, play or conversation, inappropriate to the child's age, and physical indicators such as vaginal discharge or itching/pain around the genital area.

### Neglect

Neglect is defined as a chronic inattention to basic needs such as failing to provide adequate food, clothing or shelter. It can also be the failure to protect a child from physical and emotional harm or danger or failing to respond to medical needs. Indicators include a dirty or scruffy appearance, hunger, physical and intellectual developmental delay and low self-esteem.

## **Equality, Diversity & Anti-Discrimination**

- Zero tolerance for discrimination, harassment, bullying, or radical/extremist influence.
- Equality of opportunity in participation, learning, and employment.
- Diversity as strength - celebrate differences, cultures, and backgrounds.
- Safeguarding first - discrimination or extremist influence may constitute a child protection concern.
- Education & awareness - children and staff are supported to develop respect, empathy, and understanding.
- 

If a child, staff member, or parent displays or experiences discriminatory behaviour or extremist influence:

### **Immediate safeguarding response**

- Protect any child at risk.
- Remove harmful material or restrict access if safe to do so.

- Call **999** in case of immediate threat.

#### **Report to DSL**

- All incidents must be reported to the Designated Safeguarding Lead.
- DSL assesses whether referral to Children's Social Care, Prevent team, or police is needed.

#### **Record keeping**

- Document facts, witnesses, actions, and outcomes in safeguarding logs.
- Keep records confidential and secure.

#### **Parent / Carer under the influence of drugs & or alcohol at pick up / drop off**

- The child's welfare is paramount (Children Act 1989, Section 1).
- Staff have a legal duty to act if a child may be at risk of harm.
- Never release a child to someone who appears unfit to care for them.
- Call police (999) if a crime or immediate danger exists.
- Inform the DSL immediately and record everything factually.

#### **Online Safety and Technology Use in a Childcare Setting**

To protect children from online harm, misuse of digital devices, and exposure to inappropriate content while ensuring technology is used safely and educationally within the setting.

- All digital devices (computers, tablets, cameras, phones) used within the setting must be secure, password-protected, and used only for professional purposes.
- Children should be always supervised when accessing technology.
- Only age-appropriate content and applications should be used (e.g. educational software, EYFS learning apps).
- Internet access should be filtered and monitored to prevent access to harmful or inappropriate material.
- Staff personal devices (phones, tablets, smartwatches with cameras) must not be used to take photos, videos, or communicate with children or parents.
- Immediate reporting of any online concern or risk to the DSL.
- Partnership with parents to promote digital safety at home and in the setting.

#### **Trauma-Informed Practice**

To ensure all children, families, and staff are supported with understanding and care when trauma affects wellbeing or behaviour. We recognise that behaviour is communication and always respond with empathy and safety in mind.

Trauma is a distressing event or ongoing experience that overwhelms a child's ability to cope and can affect emotions, behaviour, and learning.

Types include:

- Acute: one-off event (e.g., accident, sudden loss)
- Chronic: ongoing stress (e.g., abuse, neglect, domestic violence)
- Complex: multiple traumas over time
- Developmental: disrupted early attachment or care
- Systemic / Structural: harm due to poverty, discrimination, or marginalisation

- Transgenerational / Generational: trauma passed across generations through family experiences or learned behaviours
- Truncated: interrupted or incomplete emotional development due to early adversity or inconsistent care

### Key Principles (6 R's)

1. **Realise** what trauma is and its effects.
2. **Recognise** the signs in children and families.
3. **Respond** with empathy and safety.
4. **Resist re-traumatisation** - avoid harsh or shaming practices.
5. **Relationships** built on trust and consistency.
6. **Resilience** - support recovery and strengths.

### Signs of Trauma

- Changes in mood or behaviour (withdrawn, aggressive, anxious)
- Regression (e.g., toileting, speech)
- Difficulty concentrating or trusting adults
- Physical complaints (tummy aches, tiredness)

### Staff role

- Use calm, predictable routines and safe spaces.
- Support children to name and manage feelings.
- Avoid punishment or exclusion for trauma-related behaviour.
- Attend trauma-awareness and safeguarding training.
- Support for Families
- Work with parents in a kind, non-judgemental way.
- Share information about local wellbeing or trauma support services.
- Keep confidentiality but always prioritise child safety.

### Particularly vulnerable children

We recognise that for a number of reasons, some children are particularly vulnerable to abuse. As an Early Years setting, many of our children are still learning to speak and will be less able to tell people about abuse happening to them. Staff and volunteers at Honeycroft must be aware that babies and toddlers, children with special needs and children for whom English is an additional language, may require extra consideration.

### Action to be taken when there are safeguarding concerns about a child

If any staff, volunteer, contractor, parent or other adult at Honeycroft has a concern about a child, this should be discussed with the Designated Safeguarding Lead or Deputy as soon as possible and before the child goes home for the day.

If the Designated Safeguarding Lead or Deputy is not available, and the concern involves a member of staff you should call Front Door for Families 01273 290400 for advice on what actions should be

taken. The Designated Safeguarding Lead or Deputy should be informed of this as soon as possible. If you have witnesses

The Designated Safeguarding Lead or Deputy is not available, and the concern involves a disclosure made by the child about abuse that has happened to them, or if you are concerned that the child has been subject to abuse you should immediately call Front Door for Families on 01273 290400. The Designated Safeguarding Lead or Deputy should be informed of this as soon as possible.

If the Designated Safeguarding Lead or Deputy believes the child is in immediate danger or a crime has been committed she will contact the police.

If Front Door for Families accept the referral, the [safeguarding referral form for professionals](#) will be completed and sent across within 24 hours.

The Designated Safeguarding Lead or Deputy will generally inform the parents/carers of the child prior to making the referral unless it is believed that doing so will put the child in additional danger.

### **What to do if a child makes a disclosure to you**

- Listen, allow the child to talk freely
- Do not interrupt, ask leading questions or complete their sentences
- Let the child know they are believed
- Do not promise to keep it a secret but explain that there are people who can help them
- Discuss immediately with the Designated Safeguarding Lead or Deputy
- Follow up your concerns in writing.

### **What to do if you witness a crime within your setting - "Quick-Response" Flow**

- Ensure child safety / prevent further harm
- If crime is serious / immediate, call 999
- Report immediately to the DSL / Deputy DSL
- DSL / senior staff determine whether referral to police (if not already), or children's social care, or LADO
- Preserve evidence, make written notes
- Cooperate with investigations (police, children's social care)
- Internal allegation / disciplinary actions if staff implicated
- Internal review and support
- Maintain confidentiality, record everything

### **Attendance**

At Honeycroft, we promote good attendance and punctuality to support every child's safety, wellbeing, and learning. We share attendance expectations with our families to keep accurate daily records, which monitor patterns and promptly follow up any unexplained absences. Authorised

Absences are when parents inform us, and include child or family illness, medical appointments, family holidays or visits abroad.

Attendance is recorded daily, as required by the EYFS (Sections 3.11 & 3.12). Any patterns of non-attendance are reviewed as part of our safeguarding duties. Repeated or unexplained absences may trigger further checks or referrals to partner agencies.

### **Procedure If a Child is Absent**

1. Attendance is marked at the start of the session.
2. If absent with no reason given:
  - We will message parents via Family.
  - If no response within 30 minutes, we will call all listed contacts.
  - If still no contact, we may inform Health Visiting, Children's Services, or, in urgent cases, request a police welfare check.

### **Late or Non-Collection**

- Parents must call if delayed and, if needed, arrange a known adult to collect using an agreed password.
- If a child is not collected within 30 minutes and no contact is made:
  - The manager will attempt all contact numbers every 10 minutes.
  - After one hour, Children's Social Care will be informed.
  - Staff will stay with and comfort the child until collected.
  - Ofsted will be notified, and a late collection fee may apply.

### **action to be taken in the event of an allegation being made against the [the member of staff**

In the event that an allegation of abuse is made against a member of staff or other adult at Honeycroft, the Centre Manager will seek advice from the Local Authority Designated Officer for Child Protection (LADO) and will agree the procedure to be followed.

Parents/carers of a child allegedly abused by a member of staff or another adult at Honeycroft will be kept informed of the progress and outcome of any investigation.

The member of staff will be offered appropriate support, being kept informed of the progress and outcome of any investigation. Every effort will be made to maintain confidentiality while the allegation is being investigated. While the parents and accused person will be kept up to date with progress of the case, information should be restricted to those who have a need to know. In accordance with the Pan Sussex Safeguarding procedures, Ofsted will be notified of the allegation.

While the Centre Manager will deal with any allegations of abuse against staff, any allegations of abuse against the Centre Manager will be dealt with by the Child Protection and Safeguarding Trustee.

### **Whistle blowing**

We expect all colleagues (including all staff, students and volunteers) to act professionally and report any concerns that could put children or others at risk. Whistleblowing is when a staff member reports wrongdoing that is in the public interest, such as: Criminal offences, health and safety risks, breaches of legal obligations (e.g. EYFS, Equalities Act) or radicalisation or threats to national security

## How to Report a Concern

1. **Speak to your line manager** as soon as possible.
2. If your concern involves your manager, contact **the Centre Manager or Child Protection and Safeguarding Trustee**.
3. For safeguarding or child protection concerns, follow the **Safeguarding and Child Protection Policy** and use the Whistleblowing Safeguarding Concerns Flowchart.

All reports will be taken seriously, treated confidentially, and investigated thoroughly. No employee will suffer any detriment for raising genuine concerns. Malicious or false allegations may lead to disciplinary action. Managers will handle whistleblowing issues promptly and appropriately.

Where a staff member feels unable to raise an issue with their employer, or feels that their genuine concerns are not being addressed, they should use the other channels 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](mailto: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
- Ofsted provides guidance on how to make complaints about a provider: Complaints procedure - Ofsted - GOV.UK ([www.gov.uk](http://www.gov.uk) )
- General guidance on whistleblowing can be found via: Whistleblowing for employees  
<https://www.gov.uk/whistleblowing>

## Allegations of abuse made against other children

Children at Honeycroft should be free from harm from other children as well as adults. The [Pan Sussex Child Protection and Safeguarding Procedures Manual](#) provides guidance on how to determine whether an action by a child towards another child which affects the well-being of that child is abusive.

Key indicators of an abusive situation could be that one child is older than the other, if the allegedly abused child is physically or mentally vulnerable, or if sexual assault has occurred. Honeycroft recognises that in any instance of peer on peer abuse, the abusing child may also be a victim of abuse themselves. If it is considered that there is a case for child protection, the Designated Safeguarding Lead or Deputy Front Door for Families for advice.

If it is decided that the case is one of bullying or unacceptable behaviour, the Designated Safeguarding Lead or Deputy will follow the procedure set out in Honeycroft's Anti Bullying and Behavioural Policy.

## Safe Recruitment

Honeycroft recognises that safe recruitment procedures are key to keeping the children in our care safe. When recruiting staff and volunteers we will:

- Obtain an enhanced criminal records check for all staff and volunteers working at Honeycroft
- Obtain further criminal record checks for any staff member or volunteer who has worked overseas
- Make clear to all candidates our priority for the safeguarding of children in our care at interview
- Include clear safeguarding responsibilities in all staff job descriptions

- Not allow any person whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with children at Honeycroft
- Make a referral to the Disclosure and Barring Service where a member of staff is dismissed because they have harmed a child or put a child at risk of harm.

### **Safer Working Practices**

Honeycroft understands that to ensure children are safe it is important to have clear guidelines for all adults about safe working practices. These standards help to protect the children at Honeycroft and also protect staff from being vulnerable to allegations.

- Staff should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children.
- Staff will maintain professional boundaries when engaging in physical contact with children. The needs of the child will be the only consideration when hugging or holding hands etc.
- Adults will not share personal contact information with children or attempt to contact children in a personal capacity for example mobile phone numbers, social media accounts or email addresses.
- Staff will not take mobile phones into working areas used by children.
- Photographs of children will only be used when the parent has given consent. Photographs that are used for publicity purposes will never name the child or the parent.
- All adults collecting children from the nursery will have to be nominated and identified beforehand and will need to quote an agreed password
- Honeycroft understands that sometimes staff will provide babysitting services to families. In these situations, staff should continue to maintain professional boundaries and will only share personal contact information with the parents/carers. In these situations, it should be understood that staff are not representing Honeycroft nor are they the responsibility of Honeycroft.

### **Staff Induction, Training and Development**

The Designated Safeguarding Lead and or Deputy will coordinate yearly child safeguarding training for all staff with the assistance of Honeycroft's Trustee for Child Protection and Safeguarding.

All new staff will receive this policy as part of their induction and will know where to find further copies. Following the induction new staff will understand what to do if they are concerned about a child.

All short-term staff and volunteers will be shown this Child Protection and Safeguarding Policy and Procedure and understand what to do if they are concerned about a child.

The Designated Safeguarding Lead and or Deputy will receive appropriate training for Safeguarding Leads every 2-3 years.

### **Information sharing and consent**

At Honeycroft we aim to be open and honest with parents about what information we are sharing and why. We will always aim to seek parental agreement to this, unless doing so could put the child or others at risk of significant harm.

We will always prioritise a child's safety and welfare when making decisions on whether to share information about them.

We will ensure information is accurate, up-to-date, necessary for the purpose for which we are sharing it, and share it only with those who need it.

We will always respect the wishes of children or families who do not consent to share confidential information unless we believe that to do so will put that child at significant risk.

We will always record our decisions about whether or not to share information and our reasons behind them.

Honeycroft understands that the Data Protection Act is not a barrier to sharing information, but is in place to ensure that personal information is shared appropriately.

## **Record Keeping**

At Honeycroft we will ensure that all records are factual, accurate, relevant, up to date and stored securely. Although safeguarding and welfare records on individual children do not have to be shown to parents or carers requesting to see a child's file, parents and carers may see these records unless to do so would put a child at significant risk. Good practice suggests that if anything is significant enough to be recorded it should be discussed with parents and carers unless this increases risks for the child or damages the potential for the collection of evidence.

Any welfare and child protection records will be passed on to the child's primary school when they leave Honeycroft or if the child is already at primary school, these records will be shared.

## **Intimate Care Statement**

Honeycroft supports all children in our care and ensures their welfare in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

In addition, intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support.

In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's keyworker, with the exception of the first aid treatment that will be conducted by a qualified first aider.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently.

Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support
- Conduct thorough inductions for all new staff to ensure they are fully aware of all nursery procedures relating to intimate care routines
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training
- Working closely with parents on all aspects of the child's care. This is essential for intimate care routines which require specialist training or support. If a child requires specific support the nursery will arrange a meeting with the parent to discover all the relevant information relating to this to enable the staff to care for the child fully and meet their individual needs
- Ensure all staff have an up-to-date understanding of safeguarding and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner
- The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The management will support this by ensuring staff feel confident in raising worries as they arise to safeguard the children in the nursery
- The management team regularly conducts working practice observations on all aspects of nursery operations to ensure that procedures are working in practice and all children are supported fully by the staff. This includes intimate care routines to ensure appropriate safeguarding is in place to ensure the safety of all involved.

## **Special Areas of Concern**

### Domestic Violence

The NSPCC reports that one in five children have been exposed to domestic abuse. Honeycroft understands that witnessing domestic abuse can be very distressing for a child and can cause serious harm. Children living in a home where domestic abuse is happening can also be at risk of other types of abuse. Children can be harmed by experiencing domestic abuse or violence in a variety of ways including:

- seeing the abuse
- hearing the abuse from another room
- seeing a parent's injuries or distress afterwards
- being hurt by being nearby or trying to stop the abuse

Staff should be aware that any disclosures made by children may involve domestic abuse and that this abuse may be part of an overall pattern of abuse or violence in the family. Any concerns about children being involved in domestic abuse should be treated in the same way as any other safeguarding matter and the safeguarding procedure should be followed.

### Female Genital Mutilation (FGM)

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. It is estimated that around 10,000 girls under the age of 15 in the UK have undergone FGM, either here or abroad. Children at risk of FGM can be very young and can sometimes be babies. Honeycroft staff should treat concerns about FGM as they would any other safeguarding issue and should refer any concerns about girls being at risk of FGM to the Designated Safeguarding Lead.

New rules introduced in 2015 now mean that any *known cases* of FGM happening to girls, either through the girl disclosing the information or staff seeing the physical signs that FGM has taken place should be reported immediately to the Police.

### *Preventing Radicalisation*

From 1 July 2015, under the Counter-Terrorism and Security Act, all schools including early years childcare providers, are expected to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent Duty.

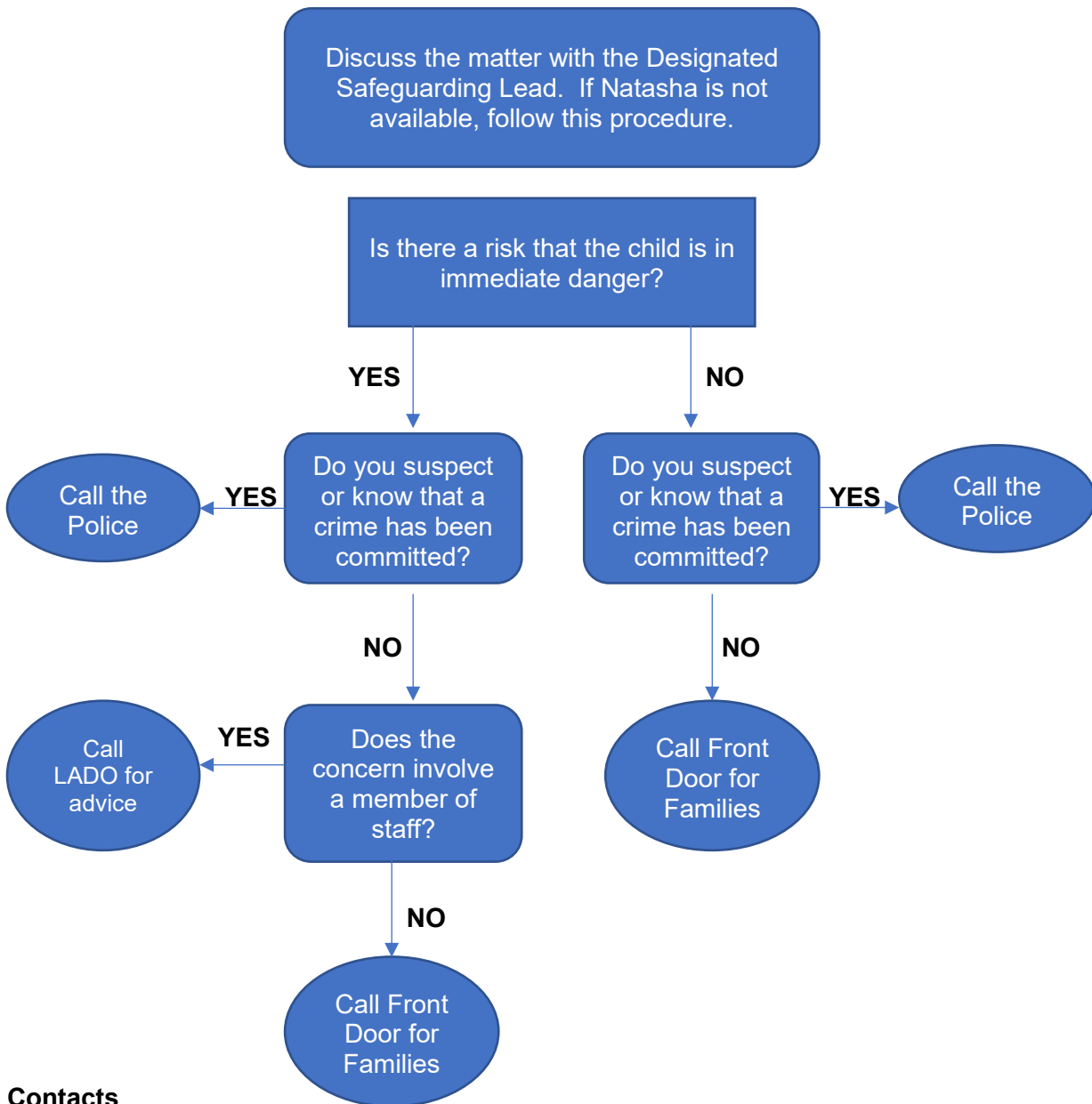
Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. Any concerns should be discussed with the Designated Safeguarding Lead and followed up through the usual safeguarding channels.

For specific advice, the Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk).

## Annex A

### Safeguarding Procedure

#### What to do if you are concerned about the safety of a child



#### Contacts

Honeycroft Designated Safeguarding Lead	Sonila Deda	Office: 01273 220 323
Local Authority Designated Officer (LADO)	<a href="mailto:ladoenquiries@brighton-hove.gov.uk">ladoenquiries@brighton-hove.gov.uk</a>	
Front Door for Families (Office hours:9am-5pm Mon-Thurs 9am-4:30pm Fri)	01273 290400	
Front Door for Families Out of Hours Emergency Contact	01273 335905 / 335906	
Police/Ambulance	999	

## Annex B Whistleblowing safeguarding concerns flowchart

