



Registered Charity No. 1035670

Safeguarding Children Policy and Procedures

Beckley Preschool and Northiam Nursery believes that children have the right to be completely secure from both the fear and reality of abuse and we are committed to protecting all the children in our care from harm.

The appointed team members responsible for Safeguarding are;

The designated Committee member :

Angie Lewis 01797 260286 Chair

Beckley Preschool Acting Manager / Deputy

Sharon Parker / Trish James 01797 260582

All safeguarding concerns relating to allegations against staff and volunteers should be reported to this individual and recorded. If the concerns relate to the lead person then the Registered Person (Jill Brain) should be contacted.

Safeguarding and promoting the welfare of children is defined for the purpose of Statutory guidance under the Childrens Acts 1989 and 2004 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 ; and**
- **undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully**

Agency's Values and Principles

Children and young people have the right to be protected from neglect and abuse. **Everyone** has a responsibility to protect children and young people and to report concerns. Children's needs are paramount and take precedence over the needs of adults in any conflict between the two. These Settings policy and procedures are to safeguard all children, to ensure they are all equally valued and to give them the best start in life.

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All allegations and concerns are taken seriously and dealt with appropriately in accordance with this policy and procedure.

These settings have a comprehensive set of policies and procedures that are available to Parents/carers in the settings at all time.

This policy must be adhered to by all staff,volunteers, trustees, committee members, employees (contracted and non-contracted), trainees, service providers, contractors etc

Legal Framework

This policy has regard to the following laws and statutory guidance:

Children Acts 1989 and 2004 define 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, and
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

Working together to Safeguard Children (2018) sets out how organisations and individuals must work together to safeguard and promote the welfare of children and young people in accordance with the Children Acts 1989 and 2004

Local Safeguarding Children Board (LSCB) Child Protection and Safeguarding Procedures

- ensures that there are prompt methods for alerting, reporting, investigating and managing a child's protection. The Procedures for Brighton and Hove, East Sussex and West Sussex Local Safeguarding Children Boards are available at <http://pansussexscb.proceduresonline.com/chapters/contents.html>

Statutory framework for the Early Years Foundation Stage 2017

- the mandatory framework for all early years providers , maintained schools, non-maintained schools, independent school and all providers on the Early Years Register. The safeguarding and welfare requirements are given legal force by regulations made under Section 39(1) (b) of the Childcare Act 2006

Roles and Responsibilities

- The Ofsted "Registered Person" is named on the first page and has overall legal responsibility for safeguarding. If concerns relate to the "Registered Person" Ofsted should be contacted through their whistle-blowing policy. Contact details for Ofsted are on the last page of this document

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- The Lead person will usually be responsible for passing on concerns, or making referrals to SPOA. In their absence the next most senior member of staff on will assume responsibility
- All staff, volunteers or contractors must adhere to the procedure for reporting concerns to the Lead person or Registered Person
- All staff, volunteers or contractors and visitors to the setting must sign a register and record their exact time of arrival and departure

Reporting Procedures and Making a Referral

- The Police will be informed immediately if it is suspected a criminal offence has been committed
- The Lead Person will contact SPOA to either discuss a concern or report an incident.
- The timing of referrals will reflect the level of perceived risk and will **always** be within **one working day** of recognition of risk
- All referrals made verbally must be confirmed in writing by the referrer within 24 hours (the next section defines how records will be kept)
- Any allegation or concern about a member of staff or volunteer must be reported immediately to the Local Authority Designated Officer (LADO) by the named Lead Person

Record Keeping and Records Management

- All staff will record concerns on an Incident Form and share them immediately with the Lead Person. Concerns should be monitored daily and discussed with SPOA.
- The Lead Person will telephone SPOA to notify them of a safeguarding concern and follow instructions on completion of paperwork. All referrals should include:
 - The Child's name
 - Address
 - Gender
 - Date of Birth
 - Name(s) of Person(s) with parental responsibility (for consent purposes) and primary carer(s) if different
 - Details of all concerns regarding the child including witness statements etc
 - Where concerns relate to an allegation against a member of staff, volunteer or contractor , the referral should include the first four items listed above together with full details of the complaint/allegation including witness statements
 - All records will be held confidentially but will be shared with other agencies eg the Police, children's Social care, Ofsted where this assists an ongoing investigation. Records will be held for a reasonable period of time after children or staff have left the provision in case they are needed for any future investigation

Safer Workforce

All management, staff, volunteers and contractors working at this childcare setting will undergo rigorous suitability checks including:-

- Compliance with vetting and Barring regulations (see www.gov.uk -"Employing People")
- At least 2 satisfactory references at least one of which is from a former employer
- Proof of qualifications
- A health check
- All staff will have clear job descriptions and person specifications that explicitly reference the individual's safeguarding responsibilities
- All staff will be required to undergo safeguarding training as part of their Induction and to have read and understood this Safeguarding Policy and procedure
- All staff participating in recruitment processes such as Short-listing, interviewing or induction will be provided with "Safer Recruitment" training
- Any allegations against employees or volunteers will be dealt with immediately and recorded appropriately (covered in more detail in the Safeguarding Procedures)

Training and Development

We are committed to ensuring all staff are qualified, have opportunities for professional development and have relevant up to date training in safeguarding children

- all new staff, volunteers and students will participate in an induction programme before taking up their duties and will be allocated an experienced member of staff to mentor them for the duration of the induction
- All staff will be required to complete Local Authority approved Level 1 Safeguarding training upon appointment and then after annually e-learning child protection training
- All volunteers and students will be required to complete the on-line child protection training
- The Designated Lead Safeguarding Practitioner will be required to complete Local Authority approved Level 1 and 2 Lead Safeguarding training
- All training must reflect the requirements of *Working Together to Safeguard Children 2018* and informed by the East Sussex Safeguarding Children Board training strategy and plans
- Staff are required to up to date their knowledge by attending Local Authority approved training every two years
- Staff supervision meetings will record discussions regarding continued professional development and subsequent identification and planning of training to meet those needs

Information Sharing and Working Together with other Agencies

The setting respects confidentiality at all times and complies with Data Protection Law (Data Protection Act 1998)

However the setting will share information as part of its day to day work in order to safeguard and protect children from harm but also to work together to support families to improve outcomes for all. This may involve liaison with the Police, Children 's Social Care, participation in multi-agency meetings e.g. case conferences and participation in Serious case Reviews if requested to do so.

Quality Assurance

This setting is registered with Ofsted on the Early Years Register and Childcare register and is required to meet the requirements of the Early Years Foundation stage 2014 and the Childcare Register. These Registers clearly state the minimum requirements that must be met by law.

As a subsequence the setting is subject to routine and regular inspection by Ofsted. The most recent Ofsted report is available to view in the setting or on-line at www.ofsted.gov.uk.

Commissioning and Procurement

Any external agencies visiting the premises must respect this setting's policies and procedure at all times and must not discuss overheard conversations or information regarding children or families outside the setting. Any concerns regarding safeguarding must immediately be advised to the Lead Safeguarding Practitioner or if concerns relate to that member of staff the complainant must contact the Local Authority Designated officer. Contact details are provided at the end of this document.

Breaches of this Safeguarding Policy by external contractors or visitors will be taken very seriously and appropriate action will be taken.

Whistle-blowing and Complaints

- A separate complaints procedure exists which should be followed by any individual that has concerns about staff or practice in the setting.
- All concerns regarding Safeguarding must be directed to the Lead Safeguarding Practitioner
- If the complaint relates to the Lead Safeguarding Practitioner the complaint must be directed to the Registered Person
- If the complaint relates to the Registered Person (the Committee) the complainant must contact the Local Authority Designated Officer (LADO) and Beckley Preschool, Beckley Village Centre, Main Street, Beckley, TN31 6RL 01797 260582

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Ofsted. Contact details are provided at the end of this document.

Breaches of Policy

Breaches of this policy will be taken very seriously and disciplinary action will ensue for members of staff.. A separate Code of Conduct describes this process in detail.

Policy Review

This policy will be reviewed annually and involve participation of staff in order to promote continuing awareness of safeguarding policies and procedures. Parents will be informed when the policy has been renewed.

Related Policies

The following policies are required by law and also support safeguarding at this setting:-

- Recruitment including vetting and induction
- Complaints
- Missing Child
- Failure to collect a child
- Photographs and digital images
- Mobile telephones
- Social networking and e-safety
- Confidentiality and secure data in transit
- Equality of opportunities
- Behaviour management
- Communicating with parents
- Supporting children with learning difficulties and disabilities
- Emergency evacuation
- Administering medicines
- Ill or infectious children/Infection control
- Health and Safety including Risk assessment
- Smoking
- Drugs, Alcohol and medication for adults
- Sun Safety
- Healthy eating
- Prevent Duty

Safeguarding children procedures

The procedures provide detailed instructions on what employees, volunteers and others should do to ensure they safeguard children appropriately and comply with the setting's Safeguarding policy.

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Definitions

The following are commonly used terms used in relation to safeguarding children and provide information on the different categories of abuse

Children and young people

The definition of a child for safeguarding purposes is anyone under 18 years of age, regardless of circumstances, as defined in the Children Act 1989.

a poor attachment to the Significant Harm

- *Harm* means ill treatment, or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill treatment of another
- *Development* means physical, intellectual, emotional, social or behavioural development
- *Health* means physical and mental health
- *Ill treatment* means Sexual abuse and forms of ill treatment which are not physical, and
- where the question of whether the harm the child has suffered is *significant* turns on the child's health and development, his/her health and development must be compared with that which could reasonably be expected of a similar child.

Types of Abuse

Abuse and neglect are forms of maltreatment of a child. The following categories overlap and an abused child does frequently suffer more than one type of abuse. For more detailed information, see the [Sussex Child Protection and Safeguarding Procedures](#).

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

VISIBLE SIGNS:

- injuries to the body
- the child who finds it painful to walk, sit down, move its jaws or is in some other kind of pain
- injuries which are not typical of the bumps and scrapes associated with children's activities
- the regular occurrence of unexplained injuries
- a child who is often injured, even when apparently reasonable explanations are given
- BEHAVIOURAL SIGNS:
- Guarded secretive behavioural
- Uncharacteristic aggression or withdrawn behavioural
- Compulsive eating or sudden loss of appetite
- the child who suddenly becomes ill co-ordinated

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- the child who finds it difficult to stay awake
- the child who is often absent

WHAT TO LISTEN FOR :

- listen for confused or conflicting explanations of how the injuries happened
- listen carefully to what is said and ideally record it word for word as much as possible and,
- consider if the explanation is in keeping with the nature, age and site of the injury

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 a child feel worthless, unloved or inadequate (high criticism and/or low warmth)
- conveying to the child that they are only there to meet another's needs
- inappropriate age or developmental expectations
- overprotection and limitation of exploration, learning and social interaction
- seeing or hearing the ill-treatment of another (domestic violence)
- serious bullying causing children frequently to feel frightened or in danger, or
- exploitation or corruption

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

WATCH FOR PARENT/CARER BEHAVIOURS:

- a poor attachment relationship with the child
- unresponsive or neglectful behaviour towards the child's emotional or psychological needs
- persistent negative comments about the child
- inappropriate or inconsistent development expectations of the child
- parental problems that supersede the needs of the child
- dysfunctional family relationships including domestic violence

WATCH FOR CHILD BEHAVIOURS:

- emotional indicators such as low self-esteem, unhappiness, fear, distress, anxiety
- behavioural indicators such as attention-seeking, opposition, withdrawn, insecurity
- physical indicators such as failure to grow at a normal rate or significant delay in achieving developmental, cognitive or educational milestones

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of sexual images, including the

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internet, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

There may be no recognisable signs of sexual abuse but the following indicators may be signs that a child is or has been sexually abused:

PHYSICAL SIGNS:

- Signs of blood or other discharge on the child's underclothes
- Awkwardness or discomfort in walking or sitting down
- Tummy pains
- Return to wetting when the child has been dry
- Tiredness

BEHAVIOURAL SIGNS:

- Extreme variations in behaviour eg. Anxiety, aggression or withdrawal
- Sexually provocative behaviour or knowledge that is incompatible with the child's age and understanding
- Drawings and/or written work which are sexually explicit(indirect disclosure)
- A Direct disclosure - It is important to recognise that younger children have neither the experience or the understanding to be able to make up stories about sexual activities

Neglect is the persistent failure to meet a child's basic physical and or/ psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve the parent failing to:

- provide adequate food, clothing and shelter(including exclusion from home and abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care givers), or
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Indicators of neglect are recognisable in the child, in the parent/carer's behaviours and within the home environment.

PHYSICAL SIGNS:

- Failure to grow at a normal rate and level
- Underweight or obesity
- Recurrent infections
- Unkempt, dirty appearance
- Smelly
- Inadequate, inappropriate or unwashed clothes
- Hunger
- Listlessness

BEHAVIOURAL SIGNS:

- Attachment disorders

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- indiscriminate friendliness
- Poor social relationships
- Poor concentration
- Developmental delays
- Low self-esteem

ENVIRONMENTAL SIGNS:

- Insufficient food, heating and ventilation in the home
- Risk from animals in the household
- Inappropriate sleeping arrangements and inadequate bedding
- Dangerous or hazardous environment

Adults behaviour which might be a sign of abuse or neglect

Inappropriate behaviour displayed by other members of staff, or any other person working with the children, might be a sign of abuse or neglect.

For example;

- Inappropriate sexual comments
- Excessive one-to-one attention beyond the requirements of their usual role and responsibilities
- Inappropriate sharing of images

WHAT TO DO IF CHILD ABUSE IS SUSPECTED: RECOGNITION AND REFERRAL

Any concern regarding safeguarding must immediately be reported to the Lead Safeguarding Practitioner

18.1 in an emergency immediate steps must be taken to ensure the safety of the child:

- if it is suspected that a criminal offence has been committed or that the child is in need of immediate protection, telephone the Police **immediately**
- request medical assistance if required
- telephone SPOA (Single Point Of Advice) 01323 464222
- notify [parents or legal guardians if appropriately
- **In other circumstances the following steps must be taken to safeguard the child:**
- the Lead Safeguarding Practitioner must:
- Speak to the parents if this is felt this will not put the child at further risk
- inform SPOA 01323 464222
- Make referrals relevant to the perceived risk but **at least within one working day of the recognition of the risk**
- Ensure clear information is provided regarding the child, including:
- The Child's name
- Address

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Email : info@beckleypreschool.co.uk

Website : www.beckleypreschool.co.uk

- Gender
- Date of birth
- Name of person(s) with parental responsibility (for consent purposes) and primary carer(s) if different
- Details of all concerns regarding the child including witness statements etc
- Ensure clear records are kept and that verbal notifications are followed up by a written confirmation within 48 hours
- Ensure that information is shared on a "need to Know" basis only and that, where appropriate , parents are kept informed and/or supported appropriately
- Keep records of concerns confidentially in a lockable filing cabinet
- Participate in on-going enquiries or multi-agency meetings as appropriate

OFSTED will be informed of any allegations of abuse against any member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

Dealing with allegations or concerns against any employee or volunteer

Allegations may arise in a number of ways, eg. A report from a child, a complaint from a parent/carer, or a concern raised by another adult within the organisation. An allegation might concern someone's behaviour or actions either within his/her employment or a voluntary activity or within his/her family or private life.

The person receiving the allegation should treat the matter seriously. It is important not to make assumptions or offer alternative explanations.

It is essential to act quickly and effectively if an allegation is made, or if there is a suspicion or concern about a professional or volunteer's relationship with a child, young person or group of children/young people, particularly if they have:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to, a child
- Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children

If an allegation is made, or a concern arises about a member of staff or volunteer, ensure that the Setting's Named Person is informed immediately; **the Named Person must immediately contact SPOA on 01323 464222**

They will provide advice or support in any allegation process, including advising whether or not immediate suspension of the person concerned should be initiated.

Records should be secured and will be strictly limited to relevant staff and external professionals on a need to know basis only.

An accurate written record should be made to include time, date, place and any witnesses and should include as much as possible the child/adult's words. The matter should be reported to the Safeguarding Lead who should seek advice from SPOA to make a decision whether or not the allegation indicates that someone has:

- behaved in a way that has, or may have harmed a child
- possibly committed a criminal offence against or related to a child

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- behaved in a way that indicates he/she is unsuitable to work with children

The member of staff or volunteer should be treated fairly and honestly, helped to understand the concerns expressed, the process being followed and any outcomes of the process. The member of staff will be suspended on full pay whilst the investigation is on-going. This is necessary in order to protect both parties.

Senior Managers should seek advice from SPOA or the Police before informing the person who is subject to the allegation.

Record Keeping

The Lead Safeguarding Practitioner will:

- keep full and contemporaneous notes, signed and dated, of child protection concerns, referrals, inform shared (with or without child's/ parent's consent), multi-agency discussions and agreed actions on the child's record
- record decisions regarding safeguarding on the parent's/carer's records (if these are kept separate from the child's) as well as the child's record
- identify family members and other significant individuals in the child's record to enable cross-referencing
- protect the confidentiality of personal information and abiding by the setting's information security standards

records relating to safeguarding should be kept in line with national guidelines - this currently stands at 21 years and 3 months.

Safer Recruitment and selection

Advertisement of posts and application packs will make explicit reference to the commitment of the setting to Safeguarding, including:

- Compliance with vetting and barring regulations(www.gov.uk- "Employing People")
- Clear statements in the job description and person specification that explicitly reference the individual's safeguarding responsibilities
- Providing information about the Safeguarding policy and practices to applicants

The selection process will:

- Comply with the vetting and barring regulations (www.gov.uk -"Employing People")
- Always use application forms (Cvs should not be accepted)
- Have a minimum of 2 people checking for any gaps in employment history and explore these gaps during interview
- Ensure that at least one reference is from a previous employer and specifically ask if there have been any concerns or allegations about an applicant's behaviour towards children and/or any disciplinary action and confirm with the referee the applicant's responsibilities. Compare this information with that

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provided by the applicant: any inconsistencies or concerns regarding the information provided in a personal reference must be followed up directly with the referee

- Ensure that any concerns arising from the applicant's medical reference are followed up directly with the applicant and with the employee's doctor
- Seek to explore at the interview the applicant's attitudes towards children and young people, their motivation for pursuing the role and managing boundaries
- Always ensure that any other uncertainty or inconsistency about the information provided about the applicant is followed up and resolved
- Check qualifications are valid by requesting certificates are presented
- Check identity by requesting documentation eg passport, driving license or similar
- Ensure at least one member of the shortlisting /interviewing panel has been suitably trained on safer recruitment

Safe Caring

Beckley Preschool and Northiam Nursery will ensure that all staff understand its safeguarding procedures and have appropriate training and guidance in the principles of safe caring and that all activities will be planned and appropriate activities.

To this end:

- Every effort will be made to avoid or minimise time when members of staff, students or volunteers are left alone with a child. If staff are alone with a child, the door of the room should be kept open and another member of staff informed.
- If a child makes inappropriate physical contact with a member of staff, student or volunteer, this will be fully recorded in the Incident Record book
- All personal telephones, cameras etc. must be left in the kitchen/staffroom when the children are on the premises. You must never have any form of a personal recording device on your person in any areas which the children use when they are in attendance. Photographs taken of the children by staff for recording evidence for their journals will only be taken by the settings' devices and will be kept on the premises.
- Staff will never carry out a personal task for children that they can do themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff must not accompany children to the toilet. All staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- All activities will be planned and appropriate.
- All staff are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place to report this.
- Full written records of all reported incidents will be produced and maintained.

Information recorded will include full details of the alleged incident; details of all the Beckley Preschool, Beckley Village Centre, Main Street, Beckley, TN31 6RL 01797 260582

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parties involved; any evidence or explanations offered by interested parties; relevant dates, times and locations and any supporting information or evidence from members of staff. Beckley Preschool and Northiam Nursery will demonstrate great care in distinguishing between fact and fiction when recording suspected incidents of child abuse.

- Staff will ensure that all concerns and allegations are treated with sensitivity and confidentiality
- Any children involved in alleged incidents will be comforted and reassured.

CONTACT NUMBERS FOR EAST SUSSEX CHILDRENS SOCIAL CARE

Team	Telephone Number
SPOA (Single Point of Advice) opening hours : Monday - Thursday 8.30 am to 5pm, Friday 8.30am - 4.30pm Email 0-19.SPOA@eastsussex.gov.uk	01323 464222
LADO (Local Authority Designated Officer) Amanda Glover Assistant LADO : Susan Giles Safeguarding Unit St Mark's House Eastbourne https://www.eastsussex.gov.uk/childrenandfamilies/professional-resources/lado/	01323 466606
MASH/DAT East DatEast@eastsussex.gov.uk	01424 724144
MASH DAT West DatWest@eastsussex.gov.uk	01323 747373
OFSTED	0300 123 1231

This policy was adopted by the Management Committee of Beckley Preschool and Northiam Nursery on 22nd May 2008

It was reviewed and updated on 8th November 2013

Reviewed and updated 16th March 2020

Signed on behalf of the Management Committee

Name of signatory

Role of Signatory

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