

Beams of Light

Safeguarding Policy

Designated Safeguarding Lead: ANITA PILLAY

MASH Team Number: 020 8871 6622 (9am-5pm) 020 8871 6000 (after hours)

LADO Telephone Number: 07974 586 461

Email: LADO@wandsworth.gov.uk

NSPCC Number: 0808 800 5000 (Mon – Fri 8am-10pm) (9am – 6pm Weekends)

<https://www.nspcc.org.uk/keeping-children-safe/our-services/nspcc-helpline/>

Childline Number: 0800 1111

<https://www.childline.org.uk/>

[Levels of need framework 2023](#)

At Beams of Light, Safeguarding and promoting the welfare of children is:

- Protecting children from harm
- Preventing children's health or development being diminished
- Making sure children are growing up in surroundings that are safe and have effective care
- Empower those children to have the best life chances and to enter adulthood positively and efficaciously.

Child Protection is also a part of safeguarding and promoting welfare. This talks about what is needed to protect certain children who are suffering, or that are at risk of suffering, substantial maltreatment

Universal Values at Beams of Light

Beams of Light aims to ensure that all children are prepared and able to reach and accomplish their full potential. It is important that their, intellectual, physical and social growth has been encouraged and not hindered in any way. Beams of Light aims to achieve this by:

- working with parents and carers
- recognising the specific needs of the individual children that are active in the service.
- creating a service that is inclusive of different cultures and races
- keeping an eye on the delivery of the service to guarantee effectiveness and competence.
The service has to meet the needs of the children and their families.
- The service is run by professional and qualified staff.

Child Protection Principles

The service for children must adhere to the Children Act 1989 and Beams of Light has an obligation, under that Act to safeguard children and promote their welfare. Beams of Light have a responsibility

to act if they have a reason to believe that a child is suffering or likely to suffer significant harm. The staff member/s will inform and discuss their concerns with the Designated Safeguarding Lead – Anita Pillay.

The core values of Beams of Light are:

- I – INSPIRE
- C – CHALLENGE
- A – ACHIEVE
- R – RESPECT
- E – ENJOY

Guidelines for Intervention

Beams of Light is committed to safeguarding and promoting the welfare of all children in our care. These guidelines outline how we respond to safeguarding concerns and work with children, families, and external agencies in accordance with the EYFS 2025 and Wandsworth Safeguarding Children Partnership (WSCP) guidance.

Key Principles:

- Every child has the right to safety, protection, and respect, regardless of background, ability, identity, or circumstances.
- Staff have a duty of care to act if they believe a child is at risk of harm, and must report concerns immediately to the Designated Safeguarding Lead (DSL) or a senior manager.
- If a child may be at risk of significant harm, the DSL will refer to the Wandsworth Multi-Agency Safeguarding Hub (MASH) without delay.
- We acknowledge that most children's needs are best met within their own families. Where additional support is needed, we may work with families to access Early Help services.
- We value partnership with parents/carers and will engage them openly and respectfully unless this would increase risk to the child.
- Staff must remain sensitive, non-judgmental, and professional when raising concerns with families.
- The child's voice is central to our safeguarding approach. We will always consider their views and emotional needs in any response.
- In cases where abuse is historic or no longer poses immediate risk, support services may still be offered to aid the child's wellbeing and reduce future harm.
- Where a referral is made, and the outcome does not meet the threshold for social care involvement, the DSL will consider appropriate next steps (e.g. Early Help, targeted support).
- Families and referring staff will be informed of outcomes where appropriate, in line with confidentiality and safeguarding protocols.
- For more detailed information on identifying levels of need and intervention, we follow the Wandsworth Threshold Guidance for Intervention.

Child Abuse

Signs and Indicators

Definition: Child abuse is when anyone under the age of 18 is being harmed, exploited, or not properly cared for. There are four main categories of abuse: physical abuse, emotional abuse, sexual abuse, and neglect.

At *Beams of Light*, all staff must remain alert to the signs of abuse and take prompt action to protect children.

Any concern, no matter how small, must be reported to the Designated Safeguarding Lead (DSL) without delay.

Everyone has a responsibility to act to protect children. We recognise that abuse may occur in families experiencing stress or hardship, and we are committed to working with families in a supportive and non-judgmental way wherever possible.

- It is usually the combination of several signs, rather than one isolated sign, that may indicate abuse.
- Even when multiple signs are present, this does not always mean abuse has occurred — it may suggest that the family needs support.
- Be alert to less obvious signs and ongoing patterns of concern.
- Be aware of possible links between abuse and domestic violence, mental health difficulties, or substance misuse.
- Listen carefully to what the child says and observe their behaviour.
- Observe how carers speak and act toward the child.
- Remember: behaviour or physical signs may have an innocent explanation. Consider both the strengths and difficulties within the family when sharing concerns.
- All forms of abuse include an emotional component that affects the child's wellbeing.
- If a child is believed to be in immediate danger, staff must contact 999 and inform the DSL as soon as possible.

Categories of Abuse and Their Indicators

1. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Possible signs and indicators:

- Bruising to the head, face, or torso.
- Bruising that appears to show fingertip pressure or grip marks.
- Bruises or injuries of different ages (various stages of healing).
- Linear marks suggesting use of an implement (e.g., belt, cord, stick).
- Burns or scalds, including cigarette burns or immersion burns.
- Human bite marks or extensive scratch marks.
- Fractures or other injuries for which there is no plausible explanation.
- The child flinches from contact or shows fear of adults.
- The child appears watchful, on alert, or withdrawn.
- The child appears to be under the influence of drugs or alcohol.

- A history or risk of female genital mutilation (FGM) within the family or community.
- The child shows fear of other children or young people, which may indicate peer-on-peer abuse or bullying.

2. Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child understands what is happening. This includes both contact and non-contact abuse (such as online exploitation).

Possible signs and indicators:

- The child displays inappropriate sexual knowledge or behaviour for their age.
- Sudden changes in mood or behaviour, such as withdrawal or fear of certain people.
- Difficulty walking or sitting, or complaints of soreness in genital areas.
- Urinary tract infections (UTIs), sexually transmitted infections (STIs), or other unexplained genital injuries.
- Pregnancy in a young person where there are concerns about age or consent.
- The child avoids being alone with specific adults or older children.
- The child exhibits sexualised drawings, talk, or play.
- Nightmares, bedwetting, or regression in behaviour.
- Sudden loss of appetite or changes in eating habits.
- The child becomes anxious, depressed, or self-harming.

3. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child that causes severe and long-lasting adverse effects on their emotional development.

It may involve conveying to a child that they are worthless, unloved, or only valued when meeting another's needs.

Possible signs and indicators:

- Extreme or unpredictable behaviour (aggression, anxiety, withdrawal).
- Fear of adults or specific individuals.
- Difficulty forming relationships with peers or siblings.
- The child appears socially isolated.
- Developmental delay without a clear medical reason.
- Low self-esteem, excessive compliance, or need for approval.
- Frequent tantrums or hostility.
- The child becomes depressed, withdrawn, self-harming, or runs away.
- Fear of other children or young people, possibly due to bullying.
- Parents/carers show little warmth or affection, use humiliation, threats, or blame.

4. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or emotional needs, likely to result in serious impairment of their health or development.

It can occur during pregnancy as a result of maternal substance misuse, and once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, or shelter (including exclusion from home or abandonment).
- Protect the child from physical and emotional harm or danger.
- Ensure adequate supervision, including the use of inappropriate carers.
- Ensure access to appropriate medical care or treatment.
- Respond to the child's basic emotional needs.

Possible signs and indicators:

- The child is consistently dirty, unkempt, or poorly clothed.
- The child appears underweight, pale, or unhealthy.
- Untreated medical issues, such as infections, dental decay, or infestations.
- Constant hunger or stealing food.
- Fatigue or falling asleep in class or activities.
- Lack of supervision or being left with inappropriate carers.
- Poor school attendance or punctuality without explanation.
- Home environment is unsafe, unsanitary, or hazardous.
- Delayed development due to lack of stimulation or interaction.
- Parents/carers appear indifferent to the child's needs or fail to engage with professionals.
- Parental substance misuse impacting consistent care.

Understanding and Identifying Neglect in Context

Complexity of Neglect:

Signs of neglect can be difficult to identify and interpret.

Poverty and neglect are not the same. Poverty affects material conditions, but not necessarily the quality of care or emotional warmth a child receives.

Neglect can occur in any household, regardless of financial circumstances.

Children in materially comfortable homes may still experience neglect if their emotional needs, care, or supervision are not met appropriately for their age.

Neglect may be linked to:

- Large family size and the pressures of multiple dependents.
- Long-term poverty or unemployment.
- Repeated family illness, bereavement, or crises that diminish a carer's capacity to meet needs.

Not all children in a family are affected equally. Younger children or those with disabilities may be more vulnerable because they are more dependent on adult care or have limited ability to seek help.

Statutory Context

Under Section 17 of the Children Act 1989, *Children's Social Care* has a duty to safeguard and promote the welfare of children in need.

Children living in families with multiple or complex challenges may receive help under this section to prevent harm and promote wellbeing.

When neglect is suspected, the Designated Safeguarding Lead (DSL) should consider consultation with Wandsworth Children's Social Care (MASH) to explore early help or targeted support under Section 17 before concerns escalate.

Additional Indicators of Neglect

- The child appears dirty, malodorous, or inappropriately dressed.
- The lack of adult care results in social isolation.
- The child appears underweight or listless.
- The child lacks confidence or displays poor self-worth.
- The home environment is hazardous or unhygienic.
- There is insufficient warmth or food, impacting the child's health or development.
- Children are left unsupervised or at risk (e.g., near fires, roads, or unsafe adults).
- Health appointments are regularly missed or ignored.

Peer and Child-to-Child Abuse

Abuse can be caused by an adult or another child. Where a child is suspected of causing harm to another, safeguarding procedures must apply to both the victim and the child causing harm, ensuring that each receives appropriate support and protection.

Children Who May Be Especially Vulnerable

Certain children are recognised as being at greater risk of abuse or neglect.

The London Child Protection Procedures identify these groups as particularly vulnerable:

- Children Looked After (in care)
- Young Carers
- Children with Disabilities and/or Special Educational Needs (SEND)
- Children living with domestic abuse
- Children missing from home, school, or care
- Sexually active children where there are concerns about exploitation or consent

Children with Disabilities may be especially at risk because:

- They depend on multiple carers and may require intimate care.
- They may be less able to communicate distress or disclose abuse.
- Some hold incorrect assumptions that disabled children "feel less pain" or "don't understand abuse."
- Carer stress can increase risk if adequate support is not provided.

Cultural Sensitivity and Anti-Discriminatory Practice

All staff must ensure that safeguarding practice is culturally sensitive, inclusive, and anti-discriminatory. Families from ethnic minority backgrounds may have experienced racism, discrimination, or mistrust of statutory services, which can affect engagement and openness. Practitioners must:

- Avoid stereotyping or making assumptions based on culture or background.
- Provide equal protection and respectful support to every child and family.
- Recognise that families from all backgrounds can experience stress, trauma, or vulnerability.
- Ensure language barriers never prevent effective safeguarding communication.

If a family's first language is not English, an independent interpreter must always be considered and provided where required.

Key Reminder

When concerns arise about possible abuse or neglect, staff must always:

- Record their observations accurately and factually.
- Report immediately to the Designated Safeguarding Lead (DSL).
- The DSL will follow *Beams of Light's Safeguarding and Child Protection Procedures* and, where necessary, liaise with the Wandsworth Multi-Agency Safeguarding Hub (MASH).
- If a child is believed to be in immediate danger, contact 999 and inform the DSL as soon as possible.

Female Genital Mutilation (FGM)

Definition: Female Genital Mutilation (FGM), also known as *female circumcision* or *female genital cutting (FGC)*, refers to any procedure where the female genitalia are deliberately cut, injured, or altered for non-medical reasons. FGM has no health benefits and causes severe physical and emotional harm.

FGM is a form of child abuse and violence against women and girls and is illegal in the United Kingdom.

Under the Female Genital Mutilation Act 2003, it is a criminal offence to:

- Perform FGM in the UK.
- Assist or arrange for FGM to be performed abroad.
- Fail to protect a girl from risk of FGM.

The maximum penalty is 14 years' imprisonment.

Our Commitment

At *Beams of Light*, we are committed to ensuring that every child is protected from harm.

We recognise that FGM most commonly affects girls from certain African, Middle Eastern, and Asian communities, including but not limited to:

Egypt, Somalia, Kenya, Ethiopia, Sierra Leone, Sudan, Nigeria, Eritrea, Yemen, Indonesia, and Afghanistan.

All staff have a statutory duty to report known or suspected cases of FGM.

- If a member of staff discovers (either through disclosure or observation) that an act of FGM appears to have been carried out on a girl under 18, they must personally report this to the police (in line with the Mandatory Reporting Duty, Serious Crime Act 2015).
- The Designated Safeguarding Lead (DSL) must also be informed immediately.
- Where a girl is at risk of FGM (but not yet subjected to it), a referral must be made to the Wandsworth Multi-Agency Safeguarding Hub (MASH).

Key Points

- FGM is not a religious practice.
- Most commonly performed on girls aged 5–15 years.
- Illegal in the UK since 1985, with amendments in 2003 making it an offence to take a girl abroad.
- Penalties include up to 14 years in prison.

Possible Reasons for the Practice

- Cultural identity: seen as initiation into womanhood.
- Gender identity: viewed as enhancing femininity.
- Sexual control: to reduce female sexual desire.
- Perceived hygiene: belief that uncut women are “unclean”.

Risk Indicators

- Family has low level of integration into UK society.
- Mother or sister has undergone FGM.
- Withdrawal from PSHE or RSE lessons.
- Visiting female elders from country of origin.
- Long holidays to the family’s home country.
- References to a “special ceremony” or becoming a woman.

High-Risk Periods

FGM often occurs during school holidays, particularly the summer, when girls can have several weeks to recover.

Schools must be vigilant where:

- Families request extended leave or authorised absences before or after holidays.
- Girls from at-risk groups return from long absences showing signs of discomfort, distress, or behavioural changes.

Possible Post-FGM Symptoms

- Difficulty walking, sitting, or standing.
- Spending excessive time in the toilet or bathroom.
- Behavioural changes after a period of absence.
- Reluctance to undergo medical or intimate examinations.
- Indirect disclosures or seeking help without being explicit.

Long-Term Consequences

- Chronic pain, urinary issues, or incontinence.
- Frequent infections (urinary or pelvic).
- Menstrual problems or complications in childbirth.
- Cysts, scarring, infertility, and sexual difficulties.
- Emotional trauma, anxiety, and depression.

Action to Take

- Immediate danger: contact 999 and inform the DSL.
- If FGM has been carried out: the staff member must personally report to the police and inform the DSL.

- If FGM is suspected or a girl is at risk: refer to Wandsworth MASH following safeguarding procedures.
- Record all concerns factually and promptly.

Bullying Policy

Anti-Bullying Policy

At *Beams of Light*, we are committed to ensuring that all children and staff are safe, valued, and respected. Bullying in any form is unacceptable and will not be tolerated. Everyone has the right to feel safe, supported, and included.

Definition:

Bullying is any repeated, intentional behaviour that degrades, threatens, or undermines an individual. It can be physical, emotional, social, or digital, and may target a person because of race, religion, gender, sexual orientation, disability, appearance, or other characteristics.

Cyberbullying includes bullying via text messages, social media, chat rooms, or online gaming.

Forms of Bullying

Bullying can take various forms, including:

- Physical assault – hitting, kicking, pushing.
- Verbal abuse – name-calling, teasing, threats.
- Social bullying – exclusion, spreading rumours, damaging relationships.
- Property damage – stealing, hiding, or destroying belongings.
- Cyberbullying – harassment, denigration, flaming, impersonation, outing, trickery, cyberstalking, exclusion.

Bullying can also come from staff or peers, and harassment or intimidation in any form is treated seriously.

Impact of Bullying

Bullying can have serious consequences, including:

- Emotional distress, anxiety, and depression
- Low self-esteem and confidence
- Social withdrawal or isolation
- Poor school attendance or participation
- Physical illness or psychosomatic symptoms
- Self-harm or suicidal thoughts

It may also lead to social, financial, or sexual exploitation.

Responsibilities and Reporting

All staff have a responsibility to recognise, record, and report bullying.

- Concerns must be reported to the Designated Safeguarding Lead (DSL) immediately.
- The DSL will assess whether the incident requires internal resolution, disciplinary action, or referral to Wandsworth Children's Social Care (MASH).
- Staff may also report concerns to their line manager, but the DSL has ultimate safeguarding responsibility.

- The victim's safety is always the priority.

Where staff bullying or harassment is suspected, it will be fully investigated, and disciplinary or safeguarding measures will be implemented if necessary.

Bullying as a Safeguarding Concern

Under the Children Act 1989, if there is *reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm*, a bullying incident is treated as a child protection concern.

In such cases, the DSL will refer to Wandsworth MASH and work with social services to ensure the child is protected.

Prevention and Education

Beams of Light promotes an anti-bullying culture by:

- Embedding positive behaviour, respect, and inclusion across the centre
- Delivering regular PSHE and online safety education
- Encouraging children to speak openly about their concerns
- Providing training for staff on identifying and responding to bullying
- Supporting both victims and children displaying bullying behaviour, recognising that perpetrators may also need safeguarding or pastoral support

Bullying of staff by pupils, parents, or colleagues is also unacceptable and will be treated with the same seriousness.

Beams of Light – Child Protection and Safeguarding Procedures

1. Designated Safeguarding Lead (DSL)

Beams of Light has a named Designated Safeguarding Lead (DSL): Anita Pillay

The DSL is responsible for:

- Providing guidance and advice to staff on child protection concerns.
- Ensuring child protection procedures are followed consistently.
- Liaising with Wandsworth Multi-Agency Safeguarding Hub (MASH) and other agencies on child protection matters.

All staff are accountable for reporting, recording, and acting on any concerns about the safety or wellbeing of children.

2. Recording Procedures

Staff must ensure that:

- Records are clear, factual, and evidence-based, detailing what was observed, said, and done.
- Each record includes dates, times, and signatures.
- Records are stored securely but may be shared with children, parents, or safeguarding agencies where appropriate.
- Staff should not investigate concerns themselves; their role is to report and record.

3. Responding to Concerns of Abuse

Immediate Threat to a Child

If a child is in immediate danger:

1. Take necessary action to ensure the child's safety.
2. Complete a Beams of Light Initial Assessment Form.
3. Notify your line manager and the DSL.
4. If the DSL or manager is unavailable, contact MASH:
 - 020 8871 6622 (9am–5pm)
 - 020 8871 6600 (after hours)
5. Do not investigate further unless instructed by the DSL or Duty Social Worker.

Concerns about a Child

Concerns arise when:

- Staff observe abuse or neglect.
- A concerning pattern or multiple incidents occur.
- A child discloses possible abuse.

Important: Staff cannot promise confidentiality to children. All disclosures must be reported to the DSL or manager. The DSL will determine whether to refer to MASH. All referrals must be followed up in writing within 24 hours.

4. Children with a Child Protection Plan

- Beams of Light will be informed by Children's Specialist Services when a child under a plan uses the service.
- The DSL or manager must liaise with the local authority to ensure the child's safety and compliance with the plan.

5. Allegations Against Staff or Others

- Allegations against staff, volunteers, or other adults working with children are managed by the Local Authority Designated Officer (LADO).
- Contact LADO immediately to report concerns.
- Allegations must be taken seriously, recorded, and investigated promptly and impartially.
- Suspension may be used as a precaution, not as an assumption of guilt, with support provided to the staff member.
- Beams of Light will follow disciplinary procedures alongside any child protection investigation.

6. Maintaining Safe Practice

To safeguard children and staff:

- Avoid being alone with a child where unseen by others.
- Record and report any inappropriate behaviour by children or adults.
- Ensure injuries during activities are recorded.
- Physical contact for comfort is permitted but must be appropriate. Avoid contact that could be misinterpreted.

- Treat all children fairly and equally.
- Maintain clear boundaries: do not invite children to your home, accept gifts, or form close personal relationships.
- Staff uncertain about conduct should seek guidance from their line manager or DSL.

7. Investigations and Child Protection Meetings

- If a referral leads to a child protection investigation, a strategy discussion will be convened by Children's Specialist Services.
- Investigations may involve the police and social services.
- The purpose is to determine if significant harm has occurred or is likely, and to decide on protective action.
- The DSL or manager will provide reports as required under London Child Protection Procedures.
- Beams of Light will ensure support for all staff involved during investigations.

8. Safer Recruitment

Beams of Light follows safer recruitment practices in line with KCSIE 2025, EYFS 2025, and Wandsworth guidance.

Pre-Employment Checks

- Enhanced DBS check with Children's Barred List.
- Declaration of spent/unspent convictions or pending charges.
- Self-declaration of suitability signed by staff/volunteers.
- Original ID verification (photo, address, right to work).

References and Screening

- Minimum two written references, one relating to work with children.
- References verified, and employment gaps explored.
- Social media checks may be conducted as part of due diligence.

Interviews and Job Clarity

- Formal interview with safeguarding-focused questions.
- Clear job description including safeguarding responsibilities.

Conditional Offers

- Employment conditional on completion of all checks.
- No applicant with relevant convictions may be employed without proprietor approval.

9. Ongoing Suitability and Training

- All staff complete initial safeguarding training and refresh at least every two years.
- Staff are expected to:
 - Participate in regular supervision.
 - Follow safeguarding and whistleblowing policies.
 - Report concerns immediately regarding children or adults

Beams of Light ensures all staff receive appropriate safeguarding training, in line with the EYFS 2025 and Wandsworth safeguarding procedures.

- Safer Recruitment Training: All staff involved in hiring must complete safer recruitment training before taking part in recruitment processes.
- Induction: All new staff and volunteers complete an induction which includes our safeguarding policies, recognising signs of abuse, reporting concerns, and whistleblowing.
- Mandatory Training: All staff must complete basic safeguarding awareness training, renewed at least every two years. Annual updates are encouraged.
- Designated Safeguarding Lead (DSL): The manager and DSL must complete enhanced safeguarding training and attend refresher training annually, in line with Annex C of the EYFS.
- Ongoing Training Plans: Every staff member will have a safeguarding training plan reviewed annually. Training records are kept up to date.
- Budget Commitment: Beams of Light allocates funding to ensure all staff can access necessary safeguarding training, including local Wandsworth courses.

Safer Eating for EYFS Children

Beams of Light is committed to promoting safe and healthy eating practices as part of its safeguarding responsibilities under the EYFS 2025 framework.

We recognise that mealtimes present potential risks, especially for our youngest children, and we take appropriate steps to minimise choking hazards, manage allergies, and ensure safe supervision during all eating times.

Key Practices:

- Allergies and dietary needs are clearly recorded, regularly reviewed, and communicated to all relevant staff. Children with known allergies are monitored closely, and food is checked against individual care plans.
- A paediatric first aider is always present when EYFS children are eating.
- Food is cut to appropriate sizes and prepared in line with current choking prevention guidance.
- Children are supervised at all times during meals and snacks. Staff are trained to respond quickly to any emergency, including choking.
- Safer eating practices are reviewed as part of staff safeguarding training and discussed regularly in team meetings.
- We follow all local and national food safety regulations and maintain clear hygiene procedures during food handling and serving.

This policy reflects the strengthened safeguarding standards introduced in EYFS 2025, and Beams of Light remains committed to creating a safe and inclusive environment for all children during mealtimes.

Privacy and Supervision of Children

Beams of Light ensures all children are supervised appropriately and cared for with respect and dignity, especially during personal care routines.

- Children are never left unsupervised, and staff maintain appropriate sight/hearing at all times.
- Personal care (e.g. toileting, changing) is done with sensitivity, respecting privacy while ensuring safeguarding standards are upheld.
- One-to-one interactions take place in visible, open areas unless risk-assessed otherwise.
- All care routines are logged, and any concerns are reported to the Designated Safeguarding Lead (DSL).
- Staff receive training on professional boundaries and safe supervision practices.
- Environments are arranged to allow visibility and reduce risk during all child interactions.

These procedures follow the requirements of EYFS 2025 and local Wandsworth safeguarding guidance to protect children and support safe, respectful care.

Attendance and Safeguarding – Wraparound Care

Beams of Light recognises that consistent attendance is a key safeguarding factor. As a wraparound care provider working with EYFS children, we follow the updated EYFS 2025 guidance and Wandsworth safeguarding expectations regarding attendance.

- All expected absences must be reported by parents/carers in advance.
- Where a child is scheduled to attend but does not arrive, staff will make reasonable attempts to contact parents/carers promptly.
- Unexplained absences will be monitored and may be escalated to the Designated Safeguarding Lead (DSL) if concerns arise.
- We encourage all families to provide at least two emergency contacts to ensure we can act swiftly in the event of unexplained absence or late collection.
- Staff are trained to understand the link between absence and safeguarding and will record and report patterns of concern.
- Our attendance procedures are reviewed regularly to ensure they remain effective and compliant with EYFS and local safeguarding guidance.

This approach ensures that all children are accounted for, and that any potential risks to their welfare are identified and addressed quickly.

Mobile Phones and Digital Cameras Policy

Photographs of children are taken to show evidence of their accomplishments for developmental records and displays. Staff and visitors are not allowed to use their own mobile. Only the Beams of Light centre camera may be used to take photographs for documentation or planning purposes.

Staff are not allowed to have their personal mobile phones on them while they are working. Personal mobile phones can only be used outside the school premises.

Data Procedures

Data Protection and Data Security Policy

Beams of Light is committed to ensuring all personal data is handled securely and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We take the privacy of children, families, and staff very seriously and have robust systems in place to protect their information.

1. Registration and Personal Data Collection

- Our registration process is managed through Pembee, our secure online booking provider.
- Parents/carers are required to submit personal details about themselves and their children necessary for registration and care planning.
- Pembee and Beams of Light both adhere to strict data protection standards.
➤ [Pembee Privacy Policy](#)

2. Data Storage and Access

- All paper-based child records are stored in a locked cupboard accessible only to authorised Beams of Light staff.
- Digital records are stored securely within the Pembee platform or encrypted, password-protected internal systems.
- Personal data is only accessed by staff on a need-to-know basis and is never shared externally without consent, unless legally required.

3. Use of Images and Recordings

- In line with data protection law, written parental consent is obtained before:
 - Taking photographs or video of children
 - Using images for promotional purposes (e.g. website, leaflets)
- Photographs are:
 - Stored on password-protected systems
 - Deleted when a child leaves the setting
- Photographs may include other children in the background. This is explained in the parental permission form provided at enrolment.

4. Camera and Mobile Phone Use

- Only the Beams of Light centre camera may be used to take photographs for documentation or planning purposes.
- Personal devices, including mobile phones, must be turned off and stored away during working hours. Staff are not permitted to carry phones during sessions.
- Visitors are not permitted to use mobile phones within the building. Calls must be made off premises.
- Cameras and mobile phones are strictly prohibited in toilet or changing areas.

5. Offsite Use of Images

- If photographs need to be printed and cannot be done onsite, only the manager may take the camera or memory card to a reputable photo-printing service (e.g. Boots).

- Under no circumstances may staff transfer or print images from their own devices or computers.
- All images must be deleted from the device memory after use.

6. Data Retention and Disposal

- Data is retained only for as long as legally necessary.
- Once a child leaves the setting, all personal data (including photographs) is securely deleted or destroyed.

MASH – MULTI-AGENCY SAFEGUARDING HUB

When to Contact MASH

Staff, parents, or carers should contact MASH when:

- There is reasonable cause to believe a child is suffering, or likely to suffer, significant harm caused by a parent, carer, or another adult linked to the family.
- Information from Beams of Light, combined with other sources, indicates that the child may need immediate protection or intervention.

How MASH Works

- The MASH team includes health, social services, probation, police, housing, and education professionals.
- All telephone referrals must be followed up with a written referral within 48 hours.
- Parents should normally be informed of a referral, except where doing so may cause additional significant harm.

Emergency Contact Notes

- Personal calls should generally be avoided during work hours.
- In emergencies, calls may be made through the centre's main line or mobile: 07434 765 522.
- The centre's mobile must be kept centrally, and the camera must not be used.

LADO - LOCAL AUTHORITY DESIGNATED OFFICER

When to Contact LADO

Staff must contact LADO if there are concerns about the behaviour of any adult in the establishment, including:

- Staff, volunteers, students, visiting professionals, cleaners, cooks, etc.
- Allegations or suspicions that a child has been targeted for inappropriate contact by an adult.
- Evidence of inappropriate interactions, including private touching, harsh communication, unacceptable chastisement, or evolving private relationships.
- Unprofessional staff behaviour indicating **unsuitable interest or contact with children**, including sexualised behaviour, bullying, controlling behaviour, or inappropriate language.

Key points:

- Staff may be disqualified from working with children if found guilty of harming a child or placing a child at risk.
- Staff must not have contact with other disqualified adults in a professional capacity.
- All concerns must be reported immediately to the LADO.

Staff Responsibilities

All staff at *Beams of Light* must:

- Immediately inform MASH, LADO, or the Police if they have concerns about a child's safety or wellbeing.
- Notify Ofsted promptly of any allegations involving staff or children.
- Follow the centre's child protection procedures at all times.

This policy was reviewed	Date for review
September 2025	September 2026