



SAFEGUARDING & CHILD PROTECTION POLICY

Event Childcare Group

Policy Version: 2026

Policy Owner: Kimberley Bhagat

Designated Safeguarding Lead (DSL): Kimberley Bhagat

Applies To: All employees, self-employed childcare professionals, temporary staff, volunteers, agency workers, contractors and third parties working on behalf of Event Childcare Group

Review Date: 01/04/2026.

1. Statement of Commitment

At Event Childcare Group safeguarding children is our highest priority.

We provide professional childcare services for weddings, destination weddings, luxury events, private celebrations, hotel childcare, mobile crèches, and family occasions throughout London, the UK, and internationally.

We are fully committed to:

- Protecting children from harm, abuse, neglect, exploitation, and discrimination
- Providing a safe, secure, nurturing, and inclusive environment
- Ensuring all childcare professionals understand their safeguarding responsibilities
- Promoting children's emotional wellbeing, happiness, dignity, and safety
- Following safer recruitment and professional conduct procedures
- Working in partnership with parents, venues, and external agencies where necessary

We believe every child has the right to:

- Feel safe and protected
- Be listened to and respected
- Enjoy safe and positive experiences
- Receive care tailored to their individual needs
- Be treated equally regardless of age, race, religion, gender, disability, culture, or background

We operate a strict zero-tolerance approach toward:

- Abuse
- Neglect
- Bullying
- Unsafe practice
- Discrimination
- Intimidation
- Inappropriate staff conduct

2. Purpose of This Policy

This policy outlines:

- Safeguarding responsibilities
- Child protection procedures
- Staff conduct expectations
- Procedures for identifying and responding to concerns
- Safer recruitment procedures
- Wedding and event safeguarding arrangements
- Reporting and escalation procedures

This policy should be read alongside:

- Health & Safety Policy
- Risk Assessment Procedures
- Missing Child Procedure
- Behaviour Management Policy
- Mobile Phone & Camera Policy
- GDPR & Confidentiality Procedures
- Complaints Procedure

3. Legal Framework

This policy is informed by:

- Children Act 1989 & 2004
- Working Together to Safeguard Children
- The Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education
- Human Rights Act 1998
- Equality Act 2010
- Data Protection Act 2018
- UK GDPR
- UN Convention on the Rights of the Child

4. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is:

Kimberley Bhagat

Director – Event Childcare Group

The DSL is responsible for:

- Managing safeguarding concerns
- Recording safeguarding incidents
- Liaising with safeguarding authorities
- Supporting staff safeguarding awareness
- Reviewing safeguarding procedures
- Ensuring compliance with safeguarding obligations
- Maintaining confidential safeguarding records

In the absence of the DSL, safeguarding responsibilities may be delegated to a suitably experienced senior childcare professional.

5. Scope of Services Covered

This policy applies during:

- Weddings
- Wedding receptions
- Wedding breakfasts
- Destination weddings
- Engagement parties
- Hotel nanny services
- Family celebrations
- Luxury events
- Private childcare events
- Mobile crèche services
- Evening childcare
- Overnight childcare
- Travel nanny services

Safeguarding procedures apply:

- On-site at venues
- During supervised travel arrangements
- Within hotels and accommodation
- During outdoor activities
- During off-site childcare excursions where applicable

6. Safer Recruitment

Event Childcare Group is committed to safer recruitment practices.

All childcare professionals are expected to:

- Hold Basic Enhanced DBS checks where applicable – Depending on the level of care required – All Childcare leads and non-support require enhanced – Support Trainees Require a minimum of Basic DBS
- Provide references
- Complete safeguarding onboarding
- Demonstrate suitable childcare experience
- Maintain professional conduct standards
- Understand safeguarding responsibilities

Where applicable, team members may also hold:

- Childcare qualifications
- Paediatric First Aid
- SEN training
- Early years qualifications
- Behaviour management experience

We reserve the right to refuse work opportunities to individuals considered unsuitable to work with children.

7. Staff Training & Awareness

All team members are expected to:

- Understand safeguarding responsibilities
- Recognise signs of abuse and neglect
- Follow safeguarding procedures
- Maintain professional boundaries
- Escalate concerns immediately

Safeguarding awareness forms part of onboarding and ongoing company expectations.

8. Professional Conduct & Boundaries

All staff must:

- Treat children with warmth, kindness, patience, and respect
- Maintain appropriate professional boundaries
- Promote positive behaviour
- Use age-appropriate communication
- Respect children's privacy and dignity
- Avoid situations where they are alone with a child where possible

Staff must never:

- Use physical punishment
- Shout aggressively
- Humiliate or intimidate children
- Use inappropriate language
- Consume alcohol or drugs whilst working
- Exchange personal contact details with children
- Share confidential information
- Take unauthorised photographs

- Post images of children online

9 Conference & Event Safeguarding Procedures

Due to the nature of weddings and events, additional safeguarding measures are implemented.

These include:

- Parent registration procedures
- Child sign-in and sign-out systems
- Collection password systems where appropriate
- Emergency contact information
- Allergy and medical information collection
- Venue-specific risk assessments
- Supervised toilet procedures
- Controlled access to childcare spaces
- Regular headcounts
- Safe sleep/rest arrangements
- Staffing based on venue layout and risks

Children remain supervised at all times within agreed childcare areas.

9. Child Supervision & Ratios

Staffing ratios are determined based on:

- Age of children attending
- Number of children
- Venue environment
- Activities planned
- Individual child needs
- SEN or medical requirements

Additional staff may be allocated for:

- Babies and toddlers
- Water features/outdoor venues
- Large-scale events
- Multi-room venues
- Evening or overnight childcare

The safety and wellbeing of children always determines staffing levels.

10. Recognising Abuse

Staff should remain vigilant to signs of:

Physical Abuse

Including hitting, shaking, burning, inappropriate restraint, or unexplained injuries.

Emotional Abuse

Including intimidation, humiliation, threats, rejection, or emotional harm.

Sexual Abuse

Including inappropriate touching, grooming, exploitation, or exposure to inappropriate material.

Neglect

Including lack of supervision, poor hygiene, hunger, unsafe environments, or unmet medical needs.

Concerns may arise through:

- Child disclosures
- Injuries
- Behaviour changes
- Emotional distress
- Parent interactions
- Unsafe environments

Staff are not responsible for investigating concerns but must report concerns immediately.

11. Responding to Safeguarding Concerns

If a safeguarding concern arises:

1. Stay calm
2. Listen carefully
3. Reassure the child
4. Do not promise confidentiality
5. Record information accurately
6. Report immediately to the DSL
7. Escalate to safeguarding authorities or emergency services where required

All safeguarding concerns will be documented confidentially.

12. Allegations Against Staff

Any allegation made against a staff member will be:

- Taken seriously
- Reported immediately
- Investigated appropriately
- Escalated where necessary

The welfare of children will always remain the priority.

Staff may be removed from duties during investigations where appropriate.

13. Mobile Phones, Photography & Social Media

To protect children:

- Personal phone use is restricted during childcare sessions
- Photos/videos require parental consent
- Images are stored securely

- Staff may not post children online
- Client confidentiality must always be maintained

Any marketing photography used by the company requires explicit consent.

14. Missing Child Procedure

In the unlikely event a child goes missing:

- Immediate searches begin
- Venue management informed immediately
- Parents/guardians informed immediately
- Emergency services contacted where necessary
- Incident documented fully
- Internal review conducted afterwards

The child's safety remains the priority throughout.

15. Behaviour Management

We promote positive behaviour through:

- Calm communication
- Positive reinforcement
- Age-appropriate expectations
- Emotional support
- Redirection and distraction techniques

We do not permit:

- Physical punishment
- Humiliation
- Isolation as punishment
- Aggressive behaviour from staff

16. Inclusion & SEN

Event Childcare Group welcomes children of all backgrounds and abilities.

We aim to support:

- SEN requirements
- Disabilities
- Neurodiverse children
- Medical needs
- Cultural and religious requirements

Reasonable adjustments will be made where possible.

17. Health, Safety & Medical Needs

We maintain safe childcare environments through:

- Venue risk assessments
- Hygiene procedures
- Equipment safety checks
- Allergy awareness
- Emergency evacuation planning
- First aid provision

Parents are responsible for informing us of:

- Allergies
- Medical conditions
- Medication requirements
- Dietary requirements
- Emergency contacts

18. Medication Administration

Medication will only be administered:

- With written parental consent
- According to provided instructions
- By authorised staff where appropriate

Medication records will include:

- Time administered
- Dosage
- Staff signature
- Parent acknowledgment where possible

Emergency medication must remain accessible.

19. Sleep & Rest Procedures

Where children require naps or rest:

- Safe sleep arrangements will be provided
- Children will remain supervised
- Quiet areas will be created where possible
- Parents' routines will be followed where practical

20. Confidentiality & GDPR

Safeguarding information is:

- Confidential
- Shared only when necessary
- Stored securely
- Managed in accordance with UK GDPR

Records may include:

- Incident forms

- Safeguarding reports
- Accident records
- Medication forms
- Attendance registers

21. Complaints Procedure

Complaints relating to safeguarding or childcare practice will:

- Be taken seriously
- Be investigated fairly
- Be documented appropriately
- Be responded to professionally

Where necessary, concerns may be escalated externally.

22. Policy Review

This safeguarding policy will be:


- Reviewed annually
- Updated following legislative changes
- Updated following safeguarding incidents where appropriate

24. Contact Details

Event Childcare Group

 info@eventchildcare.co.uk

 <https://www.eventchildcare.org>

 07525 773 659

Designated Safeguarding Lead:

Kimberley Bhagat