



Hurstpierpoint & Sayers Common Parish Council
 Email: office@hurstpierpoint-pc.gov.uk
 Website: www.hurstpierpoint-pc.gov.uk
 Telephone: 01273 833264

Village Centre
 Trinity Road
 Hurstpierpoint
 West Sussex BN6 9UY

SMALL GRANT APPLICATION (Please ensure you are using the correct application form)

Please note that this application should be accompanied by a copy of the financial details of the requesting organisation. Where relevant we will need to see account details showing income, expenditure, and the level of balances. If annual accounts are not available, copies of the bank statements or receipts for expenditure should be enclosed.

1.	Name of Organisation	Hurstpierpoint Pre-School
2.	Name, Address and Status of Contact within the organisation	Rebecca Powell - Admin Hurstpierpoint pre-school Club suite, village Centre Trinity Road, Hurstpierpoint, West Sussex, Bn6 9UY
3.	Telephone number and Email Address	[REDACTED] admin@hurstpreschool.org.uk
4.	Is the Organisation a Registered Charity? If yes, then please provide charity number	Yes - Charity number 1023326
5.	Amount of Grant Requested	£500
6.	For what purpose or project is the grant requested, what local need does it address and who would benefit? Please be as detailed as possible about how exactly the funds would be spent. If for a specific project, when would you anticipate that to complete/how long would the funds last? (Continue on a separate sheet if necessary).	Larger equipment such as Bikes and scooters as these are more expensive and cannot be covered by cake sales etc. We would love to replace several bikes at one time. It's good for the children's physical development, enabling children to do activities outside in our all year round area, especially those that do not have a garden at home.
7.	What will be the total cost of the project?	£420 for 4 Nexus bike/ scooter (they will give us a discount for 4) https://learnplaynexus.com/product/twist-scoot-black-red/ £216 for 2 Winther trike (I have printed a screen shot and included with the application)
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Our fundraisers hold cake sales so we would be able to top up the extra amount through this.

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	no
10.	Approximately how many/what percentage of those who will benefit are parishioners?	This year we currently have 38 families who live in the parish and we expect the bikes to last at least 5 years
11.	Have financial details been enclosed with the grant application?	Copy of 2024 accounts 3 Month of bank statements
12.	Please list any other supporting documents that have been included.	Details of proposed purchases Safeguarding Policy Constitution

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed...  Date... 27/5/2025

Please return this completed form, together with all relevant accompanying information to:

Office@hurstpierpoint-pc.gov.uk or via post:

Clerk to the Council

Hurstpierpoint & Sayers Common Parish Council

Trinity Road, Hurstpierpoint

West Sussex, BN6 9UY

DATA PROTECTION

We take the protection of your personal data seriously. If you contact or communicate with us we may hold your contact and other details. We will only use this information for the purposes of carrying out our Council business with you. We will not pass your details to any other person or organisation without your express permission. We are registered with the ICO (Information Commissioners Office). For details of our full privacy notices please go to our website.

HURSTPIERPOINT PRE-SCHOOL
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2024

HURSTPIERPOINT PRE-SCHOOL

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

J Harvey (Chair)

D Smith

C Tighe ✓

K Duffy

A Ferrari

Charity number

1023326

Principal address

Village Centre

Trinity Road

Hurstpierpoint

West Sussex

BN6 9UY

Independent Examiners

PRB Accountants LLP

Kingfisher House

Hurstwood Grange

Hurstwood Lane

Haywards Heath

West Sussex

RH17 7QX

Main Bankers

CAF Bank Ltd

25 Kings Hill Avenue

Kings Hill

West Malling

Kent

ME19 4JQ

HURSTPIERPOINT PRE-SCHOOL

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HURSTPIERPOINT PRE-SCHOOL

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 JULY 2024

The trustees present their report with the financial statements of the charity for the year ended 31 July 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Hurstpierpoint Pre-School is a registered provider of Pre-school education.

The aims of the charity are as follows

- To ease the transition from home and family and provide an environment that celebrates individuality and diversity.
- To widen the children's world by providing a range of stimulating resources and equipment.
- To encourage creativity and independence through constructive, child led play.
- To allow play without interruption and encourage positive, caring relationships.
- To enlarge the children's vocabulary and develop communication skills.
- To acknowledge individual interests and celebrate the child's early years.
- To involve families in the pre-school and have an 'open door' policy.

Public benefit

In setting objectives and planning activities the Trustees have given careful consideration to the Charity Commission's general guidance on charitable purpose and public benefit, and in particular its supplementary guidance on the advancement of education.

Volunteers

We encourage parents to join in with pre-school life, perhaps helping out in sessions or at fundraising events or by joining the Committee. We also get involved with local events and community groups, like the St. Lawrence Fair and the Hurstpierpoint Horticultural Society. This partnership with parents and the community is really important to us and contributes to a varied, fun and educational experience for our children.

Achievements and performance

HPP Preschool continues to offer high quality, affordable Early Years childcare and education to the local community.

All families are welcome to join our lively active Preschool. Forest school is offered to all our oldest children, year-round, offering unique outdoor learning experiences.

Future Plans

In 2025 we plan to continue to offer quality childcare at affordable costs whilst managing major changes to the funding and childcare offer to parents of young children.

Risk

The charities main risk is difficult financial climate which all Early Years providers are facing, however the fact that we are popular local Preschool with high levels of occupancy, mitigates this risk.

Financial review

The Preschool continues to offer affordable childcare to all families in our local area. We continue to face uncertainty as major changes to the funding structure and rates paid to Early Years settings are not confirmed and costs such as wages and rent are increasing.

Reserves Policy

The Trustees operate a Contingency fund policy to ensure the continued ability for the charity to meet its objectives in this challenging and uncertain financial climate, as a result of this the preschool has a policy of keeping a reserve of £20,000 for unexpected costs and redundancies and £10,000 for outdoor equipment maintenance and repairs. At the end of July 2024 we hold a total of £32,789 free reserves (2023: £45,917) and are acting in line with the reserves policy.

HURSTPIERPOINT PRE-SCHOOL

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 JULY 2024

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity (registered charity number 1023326) is controlled by its governing document, a deed of trust and

The trustees serving during the year and since the year end were as follows:

J Harvey
D Smith
K Duffy
C Tighe
A Ferrari

Trustees' responsibilities in relation to the accounts

The trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and

In preparing these accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on and signed on its behalf by:

C Tighe
Trustee

HURSTPIERPOINT PRE-SCHOOL
INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF HURSTPIERPOINT PRE-SCHOOL

Independent examiner's report to the trustees of Hurstpierpoint Pre-School.

I report to the trustees on my examination of the accounts of Hurstpierpoint Pre-School for the year ended 31 July 2024.

Responsibilities and basis of report

As the trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report.

Christopher Whitley-Jones

Independent Examiner

For and on behalf of PRB Accountants LLP

Kingfisher House, Hurstwood Grange, Haywards Heath, RH17 7QX

Date:

HURSTPIERPOINT PRE-SCHOOL
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 JULY 2024

	Notes	Total 2024 £	Total 2023 £
Income from:			
Donations and legacies		3,419	740
Charitable activities	4	119,999	115,978
Other trading activities	5	129	24
Other	6	1,795	1,844
Total Income		125,342	118,586
Expenditure on:	7		
Raising funds		535	489
Charitable activities:			
Funds generated for Pre-school		137,935	108,032
Total expenditure		138,470	108,521
Net income/(expenditure)		(13,128)	10,065
Fund balances at 31 July 2023		45,917	35,852
Fund Balances at 31 July 2024		32,789	45,917

All funds in 2024 and 2023 are unrestricted.

HURSTPIERPOINT PRE-SCHOOL

BALANCE SHEET

AS AT 31 JULY 2024

	Notes	2024	2023
		£	£
Current Assets			
Stocks	10	904	252
Cash at bank and in hand		<u>57,537</u>	<u>64,843</u>
		58,441	65,095
Creditors: amounts falling due within one year	11	<u>(25,652)</u>	<u>(19,178)</u>
Net current assets		32,789	45,917
Total assets less current liabilities		<u>32,789</u>	<u>45,917</u>
Funds			
Unrestricted funds		32,789	45,917
		<u>32,789</u>	<u>45,917</u>

The financial statements were approved by the Board of Trustees and authorised for issue on and were signed on its behalf by:

C Tighe
Trustee

HURSTPIERPOINT PRE-SCHOOL

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2024

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

Hurstpierpoint Pre-School meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s). There are no material uncertainties about Hurstpierpoint Pre-School's ability to continue as a going concern.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest pound.

1.2 Cash Flow Statement

In accordance with Section 7 of FRS 102 the charity is claiming exemption from the requirement to prepare a cash flow statement on account of its size.

1.3 Income

All income is included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be quantified with reasonable accuracy and there is probability over the receipt of the income.

1.4 Expenditure

Expenditure is accounted for on an accruals basis, inclusive of VAT, and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include independent examination fees and costs linked to the strategic management of the charity. These are included within support costs under the Charities SORP (FRS 102).

1.5 Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

1.6 Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

1.7 Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments. The Trustees seek to use short term deposits where possible to maximise the return on monies held at the bank and to manage cash flow.

HURSTPIERPOINT PRE-SCHOOL
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

Accounting Policies (continued)

1.8 Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably.

1.9 Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

1.10 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

1.12 Judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised.

The trustees do not consider that there are any critical estimates or areas of judgement that need to be brought to the attention of the readers of the financial statements.

2 Taxation

The charity is a registered with the Charities Commission (number: 1023326). All of the charity income falls within the exemptions set out in part 11 of the Corporation Tax Act 2010.

3 Trustee Remuneration

All the trustees donate their time spent running the charity on a voluntary basis and do not receive any remuneration for their work.

4 Income from Charitable Activities

	2024	2023
	£	£
Funds generated for Pre-school		
Fees	24,631	18,904
Funding	95,368	97,074
	<u>119,999</u>	<u>115,978</u>

HURSTPIERPOINT PRE-SCHOOL

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2024

5 Other trading activities

	2024 £	2023 £
Shop income	<u>129</u>	<u>24</u>

6 Other income

	2024 £	2023 £
Coronavirus Job Retention Scheme Grant	-	-
Other income	1,795	1,844
	<u>1,795</u>	<u>1,844</u>

7 Expenditure

	2024 £	2023 £
Raising Funds		
Shop and fundraising costs	<u>535</u>	<u>489</u>
Charitable activities		
Activities undertaken directly	126,559	99,474
Support costs	11,376	8,558
Total cost of charitable activities	<u>137,935</u>	<u>108,032</u>
Total Expenditure	<u>138,470</u>	<u>108,521</u>

Included within support costs is £780 (2023 £780) in relation to independent examiners fees.

8 Trustees remuneration and benefits

Carey Tighe, the Preschool Manager, receives remuneration at market rate salary and acts as a trustee. There are no other trustees' remuneration or other benefits or reimbursed expenses for the year ended 31 July 2024 nor for the year ended 31 July 2023.

9 Employees

The average monthly number of employees during the year was as follows:

	2024 £	2023 £
Supervisors	<u>9</u>	<u>9</u>

No employees received emoluments in excess of £60,000. (2023: none).

10 Stocks

	2024 £	2023 £
Finished goods	<u>904</u>	<u>252</u>

HURSTPIERPOINT PRE-SCHOOL
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 31 JULY 2024

11 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade Creditors		-
Accruals	780	780
Deferred income	23,812	17,437
Other creditors	1,060	961
	25,652	19,178

Deferred income represents a payment from WSCC which relates to the following year.

12 Control

The charity is under the control of the Trustees

13 Related party transactions

There were no related party transactions during the period, or preceding year that require disclosure.

CAF Bank

Statement

Registered office: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
T: 03000 123 456 E: cafbank@cafonline.org W: www.cafonline.org/banking

CafCash Account



000620 C5FSTATD_2025_05_02_09_32_36 1/4



Hurstpierpoint Pre School
Mrs Carey Tighe
Hurstpierpoint Pre School
Village Centre
Trinity Road, Hurstpierpoint
BN6 9UY

385



Account Name: Hurstpierpoint Pre School
Date: 1 May 2025
Sort Code: 40-52-40
Account Number: 00025213
IBAN: GB61CAFB40524000025213
Statement Number: 134
Page Number: 1

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 8.60

Date	Particulars	Debit	Credit	Balance
01/04/25	Brought forward			29,981.74
02/04/25	POS FreePrints Chandler's Mrs C Tighe BACS NMRU-N225738H-2025 DH WFRU	3.99	32.85	30,010.60
03/04/25	POS TESCO STORES 2163 FP Alex Levene JANINE EVANS FP MJAC61155 NATIONAL SAVINGS A FP ZAK - SNACK M Phillips FP MJAC61155 NATIONAL SAVINGS A	42.51	27.00 39.00 15.00 156.00	30,205.09
04/04/25	POS HPI INSTANT INK UK Ea BACS NMRU-N225738H-2025 DH WFRU FP BEATRICE SELLWOOD S Sellwood	11.99	16.15 84.50	30,293.75
08/04/25	DD SMART PENSION LTD TN4QTP4	271.03		30,022.72
09/04/25	BACS 1000 9702526377 K WEST SUSSEX COUNTY		25,943.90	55,966.62
10/04/25	DD EE LIMITED T12144935610061905 Online transfer to Paperplus 111389	32.32 27.54		55,906.76
11/04/25	POS POST OFFICE COUNTER 8 Mrs C Tighe	13.92		55,892.84
15/04/25	Monthly Account Fee	5.00		55,887.84
16/04/25	Online transfer to HMRC Cumbernald 334PE001302532512	1,159.38		
16/04/25	Carried forward			54,728.46

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Accrued Interest is £ 8.60

Date	Particulars	Debit	Credit	Balance
16/04/25	Brought forward			54,728.46
22/04/25	FP FREYA HALLIFAX Hallifax Zoe		177.75	
	FP FREYA HALLIFAX Hallifax Zoe		51.00	
	FP AHEW37642 NATIONAL SAVINGS A		9.00	54,966.21
24/04/25	DD BT GROUP PLC	72.16		
	SD43426827-000121			
	Online transfer to Carey Tighe Hurst Preschool	2,308.31		
	Online transfer to L Marsh Hurst Preschool	1,366.89		
	Online transfer to V Russell Hurst Preschool	480.90		
	Online transfer to N.D.Pullen Hurst Preschool	1,096.97		
	Online transfer to M Myles Hurst Preschool	662.76		
	Online transfer to Emma Smith Hurst Preschool	431.67		
	Online transfer to Miss Ella L Wheatley Hurst Preschool	1,084.25		
	Online transfer to Rebecca Powell Hurst Preschool	884.37		
24/04/25	Carried forward			46,577.93

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Accrued Interest is £ 8.60

Date	Particulars	Debit	Credit	Balance
24/04/25	Brought forward			46,577.93
	Online transfer to L Marsh	21.44		
	Forest school gloves			
	Online transfer to vektor	518.25		
	INV-29975			
	Online transfer to Carey	7.98		
	Tighe office stationery			
	FP B.machan apr-may Elouise		58.50	46,088.76
	Bond & Mat			
25/04/25	POS TESCO STORES 2163	24.70		46,064.06
28/04/25	POS AMAZON.CO.UK Mrs C Tighe	2.48		
	POS AMAZON.CO.UK Mrs C Tighe	21.32		
	POS AMAZON.CO.UK Mrs C Tighe	2.59		
	POS AMAZON.CO.UK Mrs C Tighe	2.99		
	FP MATILDA INVOICE Smith		121.88	
	Emma			
	FP MATILDA INVOICE Smith		12.00	
	Emma			
	FP BEA SELLWOOD S Sellwood		253.50	
	FP REGGIES SNACKS E Burgess		27.00	46,449.06
29/04/25	FP B.machan clothing Elouise		25.00	
	Bond & Mat			
	FP A NEWMAN Snack EMMA		24.00	
	NEWMAN			
29/04/25	Carried forward			46,498.06

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Page Number: 4

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 8.60

Date	Particulars	Debit	Credit	Balance
29/04/25	Brought forward			46,498.06
	FP Bronte Snack KATHARINE FLOWER		18.00	
	FP FAND57991 NATIONAL SAVINGS A		38.50	46,554.56
30/04/25	POS AMZNBUSINESS 1 Princi Mrs C Tighe	6.03		
	POS AMZNBUSINESS 1 Princi Mrs C Tighe	8.39		
	POS FreePrints Chandler's Mrs C Tighe	3.99		46,536.15
01/05/25	POS TESCO STORES 2163 Mrs C Tighe	48.87		
01/05/25	Carried forward			46,487.28

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

* Get ready for better banking. *
* *
* We are making the final preparations for the launch of our improved banking *
* services. *
* *
* To make sure you receive our important updates, please make sure the email *
* address and mobile number registered with us is up to date. *
* *
* We are here to help. You can email us at cafbank@cafonline.org or you can *
* call us on 03000 123 456. *
* *

CAF Bank

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IBAN: GB61CAFB40524000025213
Statement Number: 133
Page Number: 1

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 0.96

Date	Particulars	Debit	Credit	Balance
01/03/25	Brought forward			36,461.85
03/03/25	FP CHASE VICTORIA STONEY		507.00	
	FP ROCHELLE M Muthakhathi		151.00	37,119.85
04/03/25	FP JessieTindaleFeb Tindale T C		146.25	
	FP BEA SELLWOOD S Sellwood		380.25	37,646.35
05/03/25	FP Polly march Bethany Gaghan		26.00	
	FP Bronte Forest Sch		22.50	
	KATHARINE FLOWER			
	FP MJAC61155 NATIONAL SAVINGS A		195.00	37,889.85
06/03/25	POS FreePrints Chandler's Mrs C Tighe	3.59		
	POS HPI INSTANT INK UK Ea	11.99		
	POS TESCO STORES 2163	52.89		
	FP BETTY ROBBINS K Robbins		185.25	38,006.63
07/03/25	Online transfer to L Marsh Forest School	56.99		37,949.64
10/03/25	DD EE LIMITED T12144935601603344	30.67		
	FP prior MATTHEW JAMES PRIO		255.75	38,174.72
12/03/25	DD SMART PENSION LTD TN4QTP4	339.49		37,835.23
13/03/25	POS TESCO STORES 2163	39.62		
	POS AMAZON.CO.UK Mrs C Tighe	22.97		
13/03/25	Carried forward			37,772.64

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Trinity Road, Hurstpierpoint
BN6 9UY

Account Name: Hurstpierpoint Pre School
Date: 1 April 2025
Sort Code: 40-52-40
Account Number: 00025213
IBAN: GB61CAFB40524000025213
Statement Number: 133
Page Number: 2

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 0.96

Date	Particulars	Debit	Credit	Balance
				37,772.64
13/03/25	Brought forward			37,772.64
	Online transfer to learn play Nexus 25261	67.20		
14/03/25	POS REFUND WEST SUSSEX CO Mrs Carey Tighe		75.00	37,780.44
17/03/25	Monthly Account Fee	5.00		37,775.44
19/03/25	Online transfer to HMRC Cumbernald 334PE001302532511	1,219.69		36,555.75
20/03/25	POS SAINSBURYS SUPERMARKE FP Harry BK snack Burbidge-Kin	41.42	18.00	
	FP 297 Leo HODDER E F		237.00	36,769.33
21/03/25	FP INVOICE 291 Q Dawson		12.00	36,781.33
24/03/25	DD BT GROUP PLC SD43426827-000120	67.02		
	Online transfer to Rebecca Powell Hurst Preschool	742.98		
	FP Leo Parsons PANNELL		109.50	36,080.83
25/03/25	FP SKYE SMITH RANGER EB		27.00	
	Online transfer to L Marsh Forest School	32.98		
	Online transfer to N.D.Pullen Hurst Preschool	1,113.20		
25/03/25	Carried forward			34,961.65

CAF Bank

Statement

Registered office: CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ
T: 03000 123 456 E: cafbank@cafonline.org W: www.cafonline.org/banking

CafCash Account

Hurstpierpoint Pre School
Mrs Carey Tighe
Hurstpierpoint Pre School
Village Centre
Trinity Road, Hurstpierpoint
BN6 9UY

Account Name: Hurstpierpoint Pre School
Date: 1 April 2025
Sort Code: 40-52-40
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IBAN: GB61CAFB40524000025213
Statement Number: 133
Page Number: 3

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 0.96

Date	Particulars	Debit	Credit	Balance
				34,961.65
25/03/25	Brought forward	590.04		
	Online transfer to M Myles Hurst Preschool	1,323.37		
	Online transfer to L Marsh Hurst Preschool	381.28		
	Online transfer to Emma Smith Hurst Preschool	1,006.29		
	Online transfer to Miss Ella L Wheatley Hurst Preschool	2,295.47		
	Online transfer to Carey Tighe Hurst Preschool	167.95		29,197.25
	Online transfer to V Russell Hurst Preschool		17.71	
26/03/25	INTEREST TO DATE	43.26		
	POS AMZNMktplace 1 Princi Mrs C Tighe	22.78		29,148.92
	Online transfer to Paperplus 111279	53.18		
27/03/25	POS SAINSBURY'S S/MKT		121.88	
	FP MATILDA INVOICE Smith Emma		195.00	
	FP JessieTindaleMar Tindale T C	216.00		
	Online transfer to Galloways Accounting Ltd INV 12861			29,196.62
27/03/25	Carried forward			

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IBAN: GB61CAF40524000025213
Statement Number: 133
Page Number: 4

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 0.96

Date	Particulars	Debit	Credit	Balance
27/03/25	Brought forward			29,196.62
31/03/25	FP AHEW37642 NATIONAL SAVINGS A		20.00	
	FP OWIN80785 NATIONAL SAVINGS A		304.50	
	POS REFUND WEST SUSSEX CO		75.00	29,596.12
01/04/25	Mrs Carey Tighe		31.37	
	POS REFUND AMZNMktplace Mrs Carey Tighe		177.75	
	FP FREYA HALLIFAX Hallifax Zoe		176.50	
01/04/25	FP Axel nursery Yorke-Jo S&L			29,981.74
	Carried forward			

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* Get ready for better banking. *
* *
* We have listened to what you have told us and we are working on an upgrade *
* to enhance our services and improve your banking experience. *
* *
* To make sure you receive our important service updates, please let us know if *
* you change the email address or mobile phone number registered with us. *
* *
* For more help email us at cafbank@cafonline.org or call us on 03000 123 456. *
* *

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CafCash Account



Hurstpierpoint Pre School
Mrs Carey Tighe
Hurstpierpoint Pre School
Village Centre
Trinity Road, Hurstpierpoint
BN6 9UY

385



Account Name: Hurstpierpoint Pre School
Date: 1 March 2025
Sort Code: 40-52-40
Account Number: 00025213
IBAN: GB61CAFB40524000025213
Statement Number: 132
Page Number: 1

Current Gross Interest Rate is 0.20 %

Accrued Interest is £ 12.63

Date	Particulars	Debit	Credit	Balance
01/02/25	Brought forward			32,010.07
04/02/25	FP BEA Sellwood S Sellwood		253.50	32,263.57
05/02/25	FP Max Jackson LISA WEBB		195.00	32,458.57
06/02/25	POS HPI INSTANT INK UK Ea	11.99		
	POS TESCO STORES 2163	27.64		
	FP Max snacks LISA WEBB		21.00	
	FP Polly February Bethany Gaughan		19.50	
	FP BETTY ROBBINS K Robbins		175.50	32,634.94
07/02/25	FP Teddy + snack Matthew Burridge &		81.00	32,715.94
10/02/25	DD EE LIMITED	32.18		
	T12144935593057885			
	FP prior MATTHEW JAMES PRIO		255.75	32,939.51
12/02/25	DD SMART PENSION LTD TN4QTP4	326.71		32,612.80
13/02/25	POS WEST SUSSEX COUNTY CO	150.00		
	POS TESCO STORES 2163	33.48		
	Online transfer to Paperplus 110502	107.87		32,321.45
17/02/25	Monthly Account Fee	5.00		32,316.45
20/02/25	Online transfer to HMRC Cumbernald 334PE001302532510	1,450.91		30,865.54
21/02/25	Online transfer to HVCA HPS024	2,645.55		
21/02/25	Carried forward			28,219.99

Statement

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CafCash Account



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BN6 9UY

Account Name:	Hurstpierpoint Pre School
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Account Number:	00025213
IBAN:	GB61CAFB40524000025213
Statement Number:	132
Page Number:	2

Accrued Interest is £ 12.63

Current Gross Interest Rate is 0.20 %

Date	Particulars	Debit	Credit	Balance
				28,219.99
21/02/25	Brought forward			
25/02/25	BACS 1000 9702510874 K WEST		15,955.19	
	SUSSEX COUNTY			
	DD BT GROUP PLC	67.02		
	SD43426827-000119			
	Online transfer to Carey	2,320.94		
	Tighe Hurst Preschool			
	Online transfer to L Marsh	1,362.15		
	Hurst Preschool			
	Online transfer to V Russell	63.84		
	Hurst Preschool			
	Online transfer to	1,183.96		
	N.D.Pullen Hurst Preschool			
	Online transfer to M Myles	705.15		
	Hurst Preschool			
	Online transfer to Emma	381.28		
	Smith Hurst Preschool			
	Online transfer to Miss Ella	1,029.37		
	L Wheatley Hurst Preschool			
	Online transfer to Rebecca	764.91		36,296.56
	Powell Hurst Preschool			
26/02/25	FP MATILDA INVOICE Smith		112.12	36,408.68
	Emma			
27/02/25	POS TESCO STORES 2163	27.83		36,380.85
28/02/25	FP Teddy + snack Matthew		81.00	36,461.85
	Burridge &			
01/03/25	Carried forward			36,461.85

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Current Gross Interest Rate is 0.20 %

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Your deposit is eligible for protection by the Financial Services Compensation Scheme.

* Get ready for better banking. *

* We have listened to what you have told us and we are working on an upgrade *
* to enhance our services and improve your banking experience. *

* To make sure you receive our important service updates, please let us know if *
* you change the email address or mobile phone number registered with us. *

* For more help email us at cafbank@cafonline.org or call us on 03000 123 456. *

Further policies available on 6-2 - concerns + allegations of harm or abuse against staff
if required



6-3 Visitor or intruders on premises
6-4 uncorrocted child
6-5 missing child

Hurstpierpoint Pre-School
Reg. Charity No.1023326

A lively and friendly pre-school where children learn through play

The Village Centre, Trinity Road, Hurstpierpoint, West Sussex BN6 9UY

Tel: 01273 834144 / 07961 269123

Email: admin@hurstpreschool.org.uk

www.hurstpreschool.org.uk

Safeguarding children, young people and vulnerable adults policy

Alongside associated procedures in 06.1-06.10 Safeguarding children, young people and vulnerable adults, this policy was adopted by Hurstpierpoint Preschool on 24 February 2022.

Designated person/lead for safeguarding is: Lesley Marsh

Back-up Deputy is: Carey Tighe

Designed officer is: Justine Harvey

Aim

We are committed to safeguarding children, young people and vulnerable adults and will do this by putting young people and vulnerable adult's right to be '*strong, resilient and listened to*' at the heart of all our activities.

The Early Years Alliance 'three key commitments' are broad statements against which policies and procedures across the organisation will be drawn to provide a consistent and coherent strategy for safeguarding children young people and vulnerable adults in all services provided. The three key commitments are:

1. The Alliance is committed to building 'a culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.
2. The Alliance is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in '*What to do if you are worried a child is being abused*' (HMG 2015) and '*No Secrets*' (updated by the Care Act 2014) and *Working Together 2018*.
3. The Alliance is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering children, young people, and vulnerable adults, through its curriculum, promoting their right to be '*strong, resilient and listened to*'.

NB: A 'young person' is defined as 16–19-year-old. In an early years setting, they may be a student, worker, or parent.

A 'vulnerable adult' (see guidance to the Care Act 2014) as: '*a person aged 18 years or over, who is in receipt of or may need community care services by reason of 'mental or other disability, age or illness and*

who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. In early years, this person may be a service user, parent of a service user, or a volunteer.

Key Commitment 1

- We have a 'designated person', sometimes known as the designated lead for safeguarding, who is responsible for carrying out child, young person, or adult protection procedures.
- The designated person reports to a 'designated officer' responsible for overseeing all child, young person or adult protection matters.
- The 'designated person' and the 'designated officer' ensure they have links with statutory and voluntary organisations regarding safeguarding children.
- The 'designated person' and the 'designated officer' ensure they have received appropriate training on child protection matters and that all staff are adequately informed and/or trained to recognise possible child abuse in the categories of physical, emotional and sexual abuse and neglect.
- The 'designated person' and the 'designated officer' ensure all staff are aware of the additional vulnerabilities that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation or culture and that these receive full consideration in child, young person or adult protection related matters.
- The 'designated person' and the 'designated officer' ensure that staff are aware and receive training in social factors affecting children's vulnerability including
 - social exclusion
 - domestic violence and controlling or coercive behaviour
 - mental illness
 - drug and alcohol abuse (substance misuse)
 - parental learning disability
 - radicalisation
- The 'designated person' and the 'designated officer' ensure that staff are aware and receive training in other ways that children may suffer significant harm and stay up to date with relevant contextual safeguarding matters:
 - abuse of disabled children
 - fabricated or induced illness
 - child abuse linked to spirit possession
 - sexually exploited children

- children who are trafficked and/or exploited
- female genital mutilation
- extra-familial abuse and threats
- children involved in violent offending, with gangs and county lines.
- The 'designated person' and the 'designated officer' ensure they are adequately informed in vulnerable adult protection matters.

Key Commitment 2

- There are procedures in place to prevent known abusers from coming into the organisation as employees or volunteers at any level.
- Safeguarding is the responsibility of every person undertaking the work of the organisation in any capacity.
- There are procedures for dealing with allegations of abuse against a member of staff, or any other person undertaking work whether paid or unpaid for the organisation, where there is an allegation of abuse or harm of a child. Procedures differentiate clearly between an allegation, a concern about quality of care or practice and complaints.
- There are procedures in place for reporting possible abuse of children or a young person in the setting.
- There are procedures in place for reporting safeguarding concerns where a child may meet the s17 definition of a child in need (Children Act 1989) and/or where a child may be at risk of significant harm, and to enable staff to make decisions about appropriate referrals using local published threshold documents.
- There are procedures in place to ensure staff recognise children and families who may benefit from early help and can respond appropriately using local early help processes and Designated persons should ensure all staff understand how to identify and respond to families who may need early help.
- There are procedures in place for reporting possible abuse of a vulnerable adult in the setting.
- There are procedures in place in relation to escalating concerns and professional challenge.
- There are procedures in place for working in partnership with agencies involving a child, or young person or vulnerable adult, for whom there is a protection plan in place. These procedures also take account of working with families with a 'child in need' and with families in need of early help, who are affected by issues of vulnerability such as social exclusion, radicalisation, domestic violence, mental illness, substance misuse and parental learning disability.
- These procedures take account of diversity and inclusion issues to promote equal treatment of children and their families and that take account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.

- There are procedures in place for record keeping, confidentiality and information sharing, which are in line with data protection requirements.
- We follow government and LSCB guidance in relation to extremism.
- The procedures of the Local Safeguarding Partners must be followed.

Key Commitment 3

- All staff receive adequate training in child protection matters and have access to the setting's policy and procedures for reporting concerns of possible abuse and the safeguarding procedures of the Local Safeguarding Partners.
- All staff have adequate information on issues affecting vulnerability in families such as social exclusion, domestic violence, mental illness, substance misuse and parental learning disability, together with training that takes account of factors that affect children that arise from inequalities of race, gender, disability, language, religion, sexual orientation, or culture.
- We use available curriculum materials for young children, taking account of information in the Early Years Foundation Stage, that enable children to be *strong, resilient, and listened to*.
- All services seek to build the emotional and social skills of children and young people who are service users in an age-appropriate way, including increasing their understanding of how to stay safe.
- We adhere to the EYFS Safeguarding and Welfare requirements.

Updated 24 February 2022

Legal references

Primary legislation

Children Act 1989 – s 47

Protection of Children Act 1999

Care Act 2014

Children Act 2004 s11

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter-Terrorism and Security Act 2015

General Data Protection Regulation 2018

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Serious Crime Act 2015

Criminal Justice and Court Services Act (2000)

Human Rights Act (1998)

Equalities Act (2006)

Equalities Act (2010)

Disability Discrimination Act (1995)

Data Protection Act (2018)

Freedom of Information Act (2000)

Further Guidance

Working Together to Safeguard Children (HMG 2018)

Statutory Framework for the Early Years Foundation Stage 2021

What to Do if You're Worried a Child is Being Abused (HMG 2015)

Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)

Keeping Children Safe in Education 2018

Education Inspection Framework (Ofsted 2019)

The framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)

Further guidance

Information sharing advice for safeguarding practitioners (DfE 2018)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)

The Common Assessment Framework (CAF) – guide for managers (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)

Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 200)

Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)

Child sexual exploitation: definition and guide for practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)



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A lively and friendly pre-school where children learn through play

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Tel: 01273 834144 / 07961 269123

Email: admin@hurstpreschool.org.uk

www.hurstpreschool.org.uk

Safeguarding children, young people and vulnerable adults procedures

06.1 Responding to safeguarding or child protection concerns

The Designated person/Lead is Lesley Marsh, **the back-up Designated person is** Carey Tighe, **Designated Officer is** Justine Harvey

During Covid-19, staff remain alert (as per this procedure) to signs of neglect as a result of the extraordinary circumstances and the measures taken to curb the spread of the virus.

Safeguarding roles

- All staff recognise and know how to respond to signs and symptoms that may indicate a child is suffering from or likely to be suffering from harm. They understand that they have a responsibility to act immediately by discussing their concerns with the designated person or a named back-up designated person.
- The manager and deputy are the designated person and back-up designated person, responsible for co-ordinating action taken by the setting to safeguard vulnerable children and adults.
- All concerns about the welfare of children in the setting should be reported to the designated person or the back-up designated person.
- The designated person ensures that all practitioners are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
- The setting should not operate without an identified designated person at any time.
- The line manager of the designated person is the designated officer.
- The designated person informs the designated officer about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts that the issue is safeguarding.
- If it is not possible to contact the designated officer, action to safeguard the child is taken first and the designated officer is informed later. If the designated officer is unavailable advice is sought from their line manager or equivalent.

- Issues which may require notifying to Ofsted are notified to the designated officer to make a decision regarding notification. The designated person must remain up to date with Ofsted reporting and notification requirements.
- If there is an incident, which may require reporting to RIDDOR the designated officer immediately seeks guidance from the owners/directors/trustees. There continues to be a requirement that the designated officer follows legislative requirements in relation to reporting to RIDDOR. This is fully addressed in section 01 Health and Safety procedures.
- All settings follow procedures of their Local Safeguarding Partners (LSP) for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns. Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, whistle-blowing and escalation.

Responding to marks or injuries observed

- If a member of staff observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer in the child's personal file, which is signed by the parent/carer.
- The member of staff advises the designated person as soon as possible if there are safeguarding concerns about the circumstance of the injury.
- If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated person decides the course of action to be taken after reviewing 06.1a Child welfare and protection summary and completing 06.1b Safeguarding incident reporting form.
- If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated person.
- If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated person decides the course of action required and 06.1b Safeguarding incident reporting form is completed as above, taking into consideration any explanation given by the child.
- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated person.
- If there is no cause for further concern, a record is made in the Accident Record, with a note that the circumstances of the injury are not known.
- If the injury is unlikely to have occurred at the setting, this is raised with the designated person
- The parent/carer is advised at the earliest opportunity.
- If the parent believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child's personal file.

Responding to the signs and symptoms of abuse

- Concerns about the welfare of a child are discussed with the designated person without delay.
- A written record is made of the concern on 06.1b Safeguarding incident reporting form as soon as possible.
- Concerns that a child is in immediate danger or at risk of significant harm are responded to immediately and if a referral is necessary this is made on the same working day.

Responding to a disclosure by a child

- When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action.
- The practitioner listens carefully and calmly, allowing the child time to express what they want to say.
- Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying *'tell me more about that'* or *'show me again'*.
- After the initial disclosure, staff speak immediately to the designated person. They do not further question or attempt to interview a child.
- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened.
- When recording a child's disclosure on 06.1b Safeguarding incident reporting form, their exact words are used as well as the exact words with which the member of staff responded.
- If marks or injuries are observed, these are recorded on a body diagram.

Decision making (all categories of abuse)

- The designated person makes a professional judgement about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document:
 - Level 1: Child's needs are being met. Universal support.
 - Level 2: Universal Plus. Additional professional support is needed to meet child's needs.
 - Level 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.
 - Level 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.
- Staff are alert to indicators that a family may benefit from early help services and should discuss this with the designated person, also completing 06.1b Safeguarding incident reporting form if they have not already done so.

Seeking consent from parents/carers to share information before making a referral for early help (Tier 2/3*)

Parents are made aware of the setting's Privacy Notice which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the designated person must always seek consent from the child's parents to share information with the relevant agency.

- If consent is sought and withheld and there are concerns that a child may become at risk of significant harm without early intervention, there may be sufficient grounds to over-ride a parental decision to withhold consent.
- If a parent withholds consent, this information is included on any referral that is made to the local authority. In these circumstances a parent should still be told that the referral is being made beforehand (unless to do so may place a child at risk of harm).

**Tier 2: Children with additional needs, who may be vulnerable and showing early signs of abuse and/or neglect; their needs are not clear, not known or not being met. Tier 3: Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled.*

Informing parents when making a child protection referral

In most circumstances consent will not be required to make a child protection referral, because even if consent is refused, there is still a professional duty to act upon concerns and make a referral. When a child protection referral has been made, the designated person contacts the parents (only if agreed with social care) to inform them that a referral has been made, indicating the concerns that have been raised, unless social care advises that the parent should not be contacted until such time as their investigation, or the police investigation, is concluded. Parents are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by discussion with a parent/carer, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage
- contacting the parent puts another person at risk; situations where one parent may be at risk of harm, e.g. domestic abuse; situations where it has not been possible to contact parents to seek their consent may cause delay to the referral being made

The designated person makes a professional judgment regarding whether consent (from a parent) should be sought before making a child protection referral as described above. They record their decision about informing or not informing parents along with an explanation for this decision. Advice will be sought from the appropriate children's social work team if there is any doubt. Advice can also be sought from the designated officer.

Referring

- The designated person or back-up follows their LSP procedures for making a referral.

- If the designated person or their back-up is not on site, the most senior member of staff present takes responsibility for making the referral to social care.
- If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately.
- If the child is 'safe' because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting's designated officer for support.
- Arrangements for cover (as above) when the designated person and back-up designated person are not on-site are agreed in advance by the setting manager and clearly communicated to all staff.

Further recording

- Information is recorded using 06.1b Safeguarding incident reporting form, and a short summary entered on 06.1a Child welfare and protection summary. Discussion with parents and any further discussion with social care is recorded. If recording a conversation with parents that is significant, regarding the incident or a related issue, parents are asked to sign and date it a record of the conversation. It should be clearly recorded what action was taken, what the outcome was and any follow-up.
- If a referral was made, copies of all documents are kept and stored securely and confidentially (including copies in the child's safeguarding file).
- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on 06.1b Safeguarding incident reporting form, as above.
- The referral is recorded on 06.1a Child welfare and protection summary.
- Follow up phone calls to or from social care are recorded in the child's file; with date, time, the name of the social care worker and what was said.
- Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.

Reporting a serious child protection incident using 06.1c Confidential safeguarding incident report form

- The designated person is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.
- For child protection concerns at Tier 3 and 4** it will be necessary for the designated person to complete 06.1c Confidential safeguarding incident report form and send it to the designated officer.
- Further briefings are sent to the designated officer when updates are received until the issue is concluded.

**** Tier 3:** Children with complex multiple needs, requiring specialist services in order to achieve or maintain a satisfactory level of health or development or to prevent significant impairment of their health and development and/or who are disabled. **Tier 4:** Children in acute need, who are suffering or are likely to suffer significant harm.

Professional disagreement/escalation process

- If a practitioner disagrees with a decision made by the designated person not to make a referral to social care they must initially discuss and try to resolve it with them.
- If the disagreement cannot be resolved with the designated person and the practitioner continues to feel a safeguarding referral is required then they discuss this with the designated officer.
- If issues cannot be resolved the whistle-blowing policy should be used, as set out below.
- Supervision sessions are also used to discuss concerns but this must not delay making safeguarding referrals.

Whistleblowing

The whistle blowing procedure must be followed in the first instance if:

- a criminal offence has been committed, is being committed or is likely to be committed
- a person has failed, is failing or is likely to fail to comply with any legal obligation to which he or she is subject. This includes non-compliance with policies and procedures, breaches of EYFS and/or registration requirements
- a miscarriage of justice has occurred, is occurring or is likely to occur
- the health and safety of any individual has been, is being or is likely to be endangered
- the working environment has been, is being or is likely to be damaged;
- that information tending to show any matter falling within any one of the preceding clauses has been, is being or is likely to be deliberately concealed

There are 3 stages to raising concerns as follows:

1. If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/Designated Person.
2. Staff who are unable to raise the issue with their manager/Designated Person should raise the issue with their line manager's manager/Designated Officer.
3. If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a line manager, they should raise the matter with [insert name and contact details of most senior person].

Ultimately, if an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately, the NSPCC have introduced a whistle-blowing helpline 0800 028 0285 for professionals who believe that:

- their own or another employer will cover up the concern
- they will be treated unfairly by their own employer for complaining
- if they have already told their own employer and they have not responded

Female genital mutilation (FGM)

Practitioners should be alert to symptoms that would indicate that FGM has occurred, or may be about to occur, and take appropriate safeguarding action. Designated persons should contact the police immediately as well as refer to children's services local authority social work if they believe that FGM may be about to occur.

It is illegal to undertake FGM or to assist anyone to enable them to practice FGM under the Female Genital Mutilation Act 2003, it is an offence for a UK national or permanent UK resident to perform FGM in the UK or overseas. The practice is medically unnecessary and poses serious health risks to girls. FGM is mostly carried out on girls between the ages of 0-15, statistics indicate that in half of countries who practise FGM girls were cut before the age of 5. LSCB guidance must be followed in relation to FGM, and the designated person is informed regarding specific risks relating to the culture and ethnicity of children who may be attending their setting and shares this knowledge with staff.

Symptoms of FGM in very young girls may include difficulty walking, sitting or standing; painful urination and/or urinary tract infection; urinary retention; evidence of surgery; changes to nappy changing or toileting routines; injury to adjacent tissues; spends longer than normal in the bathroom or toilet; unusual and /or changed behaviour after an absence from the setting (including increased anxiety around adults or unwillingness to talk about home experiences or family holidays); parents are reluctant to allow child to undergo normal medical examinations; if an older sibling has undergone the procedure a younger sibling may be at risk; discussion about plans for an extended family holiday

Further guidance

NSPCC 24-hour FGM helpline: 0800 028 3550 or email fgmhelp@nspcc.org.uk

Government help and advice: www.gov.uk/female-genital-mutilation

Children and young people vulnerable to extremism or radicalisation

Early years settings, schools and local authorities have a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. LSP's have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism.

There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

- The designated person is required to familiarise themselves with LSP procedures, as well as online guidance including:
 - Channel Duty guidance: Protecting people vulnerable to being drawn into terrorism
www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance
 - Prevent Strategy (HMG 2011) www.gov.uk/government/publications/prevent-strategy-2011
 - The prevent duty: for schools and childcare providers
www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty
- The designated person should follow LSP guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.
- The designated person must know how to refer concerns about risks of extremism/radicalisation to their LSP safeguarding team or the Channel panel, as appropriate.
- The designated person should also ensure that they and all other staff working with children and young people understand how to recognise that someone may be at risk of violent extremism.
- The designated person also ensures that all staff complete *The Prevent Duty in an Early Years Environment* and *Understanding Children's Rights and Equality and Inclusion in Early Years Settings* online EduCare courses.
- If available in the area, the designated person should complete WRAP (or equivalent) training and support staff to access the training as offered by local authorities. WRAP training covers local arrangements for dealing with concerns that a child may be at risk of extremism and/or radicalisation.
- The designated person should understand the perceived terrorism risks in relation to the area that they deliver services in.

Parental consent for radicalisation referrals

LSP procedures are followed in relation to whether parental consent is necessary prior to making a referral about a concern that a child or adult may be at risk of being drawn into terrorism. It is good practice to seek the consent of the person, or for very young children, the consent of their parent/carer prior to making a referral, but it is not a requirement to seek consent before referring a concern regarding possible involvement in extremism or terrorism if it may put a child at risk, or if an offence may have been or may be committed. Advice should be sought from line managers and local agencies responsible for safeguarding, as to whether or not consent should be sought on a case-by-case basis. Designated persons should be mindful that discussion regarding potential referral due to concerns may be upsetting for the subject of the referral and their family. Initial advice regarding whether an incident meets a threshold for referral can be sought from the relevant local agency without specific details such as names of the family being given in certain circumstances.

Consent is required prior to any individual engaging with a Channel intervention. Consent is usually sought by Channel partners, but LSP procedures should be followed regarding this.

If there is a concern that a person is already involved in terrorist activity this must be reported to the Anti-Terrorist Hot Line 0800 789 321-Text/phone 0800 0324 539. Police can be contacted on 101.

Concerns about children affected by gang activity/serious youth violence

Practitioners should be aware that children can be put at risk by gang activity, both through participation in and as victims of gang violence. Whilst very young children will be very unlikely to become involved in gang activity they may potentially be put at risk by the involvement of others in their household in gangs, such as an adult sibling or a parent/carer. Designated persons should be familiar with their LSP guidance and procedures in relation to safeguarding children affected by gang activity and ensure this is followed where relevant.

Forced marriage/Honour based violence

Forced marriage is a marriage in which one or both spouses do not consent to the marriage but are forced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In the cases of some vulnerable adults who lack the capacity to consent coercion is not required for a marriage to be forced. A forced marriage is distinct from an arranged marriage. An arranged marriage may have family involvement in arranging the marriages, but crucially the choice of whether to accept the arrangement remains with the prospective spouses.

Forced marriage became criminalised in 2014. There are also civil powers for example a Forced Marriage Protection Order to protect both children and adults at risk of forced marriage and offers protection for those who have already been forced into marriage.

Risks in relation to forced marriage are high and it is important that practitioners ensure that anyone at risk of forced marriage is not put in further danger. If someone is believed to be at risk it is helpful to get as much practical information as possible, bearing in mind the need for absolute discretion, information that can be helpful will include things like, names, addresses, passport numbers, national insurance numbers, details of travel arrangements, dates and location of any proposed wedding, names and dates of birth of prospective spouses, details of where and with whom they may be staying etc. Forced marriage can be linked to honour-based violence, which includes assault, imprisonment and murder. Honour based violence can be used to punish an individual for undermining what the family or community believes to be the correct code of behaviour.

In an emergency police should be contacted on 999.

Forced Marriage Unit can be contacted either by professionals or by potential victims seeking advice in relation to their concerns. The contact details are below.

- Telephone: +44 (0) 20 7008 0151
- Email: fmua@fco.gov.uk

- Email for outreach work: fmuooutreach@fco.gov.uk

Further guidance

Accident Record (Early Years Alliance 2019)

Multi-agency practice guidelines: Handling cases of Forced Marriage (HMG 2014)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf)

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Encourages group play

Learning Outcomes

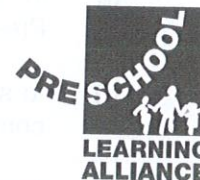
- Balance
- Co-ordination
- Gross Motor Skills
- Imaginative Play

Reviews

Further Information

Age Recommended from	2 Years
Age Recommended to	4 Years
Age Suitability	2 - 4 Years
Assembly Type	Self Assembly
Brand	winther
Colour	Red
Country of Manufacture	Denmark
Effective rust protection and impact resistant powder coating	Ideal for outdoor use
	None Slip Pedals

Adopted each year



Pre-school Learning Alliance

Model Pre-school Constitution 2011

1.0 Name

- 1.1 The name of the pre-school is Hurstpierpoint Pre-school and is referred to in this Constitution as "the Pre-school". The Pre-school is a body in membership of the Pre-school Learning Alliance.

2.0 Aims

- 2.1 The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:
- (a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
 - (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
 - (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

3.0 Powers

- 3.1 To further its aims the Pre-school has the following powers:
- (a) to provide accommodation and equipment;
 - (b) to raise money to pay for the Pre-school's activities;
 - (c) to make such payments as shall be necessary;
 - (d) to fix and collect the fees payable in respect of children attending groups run by the Pre-school;
 - (e) subject to adherence with all applicable legislation, to control the admission of children to the groups run by the pre-school and if appropriate, require parents or guardians to withdraw them;
 - (f) as a member of the Pre-school Learning Alliance to send an accredited representative to vote at local Branch and/or County meetings and to the national Annual General Meeting of the Pre-school Learning Alliance;
 - (g) to borrow money and to charge the whole or any part of the property of the Pre-school as security for any money borrowed subject to complying with the provisions of sections 38 and 39 of the Charities Act 1993 if it is proposed to mortgage land;
 - (h) to hire or acquire assets of any kind;

- (i) to buy, lease or rent any land or buildings and to maintain and equip it for the use of the Pre-school;
- (j) to sell, lease or otherwise dispose of all or any part of the Pre-school's property subject to complying with the provisions of sections 36 and 37 of the Charities Act 1993;
- (k) to set aside funds for special purposes or as reserves against future expenditure;
- (l) to maintain and pay for membership of the Pre-school Learning Alliance;
- (m) to insure the property and assets of the Pre-school against any foreseeable risk and to take out other insurance policies to protect the Pre-school as required;
- (n) to provide indemnity insurance to cover the liability of the Committee members which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of trust or breach of duty of which they may be guilty in relation to the Pre-school provided that any such insurance shall not extend to any claim arising from any act or omission which the Committee members knew to be a breach of trust or breach of duty or which was committed by the Committee members in reckless disregard to whether it was a breach of trust or breach of duty or not provided also that any such insurance shall not extend to the costs of any unsuccessful defence to a criminal prosecution brought against the Committee members in their capacity as Committee members of the Pre-school;
- (o) to employ such paid and unpaid staff, agents and advisors as maybe required from time to time;
- (p) to do any other lawful things which are necessary or desirable to enable the Pre-school to achieve its aims.

4.0 Membership

4.1 Membership of the Pre-school is divided into two kinds:

- (a) **Family Membership**
Parents or guardians of all children who attend any group run by the Pre-school wishing to support the aims of the Pre-school. Each family holding Family Membership will count as one Member of the Pre-school and will be entitled to one vote at any General Meetings of Members of the Pre-school.
- (b) **Affiliate Membership**
Affiliate Membership is open to those individuals, organisations or other bodies interested in supporting the aims of the Pre-school. Affiliate Members may join at any time with the agreement of the Committee, but they will not be entitled to become an Affiliate Member until the Pre-school shall have received the subscription (if any) set by the Committee. An Affiliate Member will be entitled to one vote at any General Meetings of the Members of the Pre-school.

4.2 Membership of the Pre-school will cease if the Member concerned:

- (a) gives written notice of resignation to the Pre-school;
- (b) dies or in the case of an organisation ceases to exist;
- (c) fails to pay their membership subscription (if any), or in the case of Family Members fails to pay their Pre-school fees, within two months from the date on which it is due, in which case the Member will cease to be a Member with effect from the date on which the period of two months expires;

- (d) in the case of a Family Member the end of the last term in which any child or children of the Family Member attended any group run by the Pre-school;
- (e) is removed from membership by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings the Pre-school into disrepute or has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Member, the Committee will give the member written notice of the misconduct or failure alleged to have occurred. The Member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to terminate their membership.
- (f) is an Affiliate Member whose membership is not renewed within 12 months of the date the subscription (if any) pertaining to their membership was set and received by the Committee.

4.3 Membership of the Pre-school is not transferable.

4.4 Individual membership status may change if the Member's circumstances change during the year from a Family Member to an Affiliate Member.

5.0 The Committee

- 5.1 The overall management and control of the Pre-school will rest with the individual members of the Pre-school's management committee ("the Committee"). As well as being responsible for the management of the Pre-school the Committee members are also the charity trustees of the Pre-school.
- 5.2 The minimum number of Committee members shall be 5 and the maximum shall be 12, together with up to a further 3 co-opted members. The Committee shall consist of:
 - (a) a Chair, a Treasurer and a Secretary ("the Officers"); and
 - (b) not less than 2 nor more than 9 other elected Members; and
 - (c) if the Committee decides it can co-opt up to 3 further Members on to the Committee at any time after the AGM.
- 5.3 Not less than 60 per cent of the Committee members, including co-opted members, shall at the time of election or co-option be Family Members. In the event that this 60 per cent figure cannot be achieved, the Pre-school may elect Affiliate Members to make up the balance of the Committee subject to the Affiliate Members being approved by the Pre-school Learning Alliance.
- 5.4 Where an individual is elected as a Committee member it is that individual who is the Committee member and charity trustee and no other individual with whom they share Family Membership or Affiliate Membership shall be entitled to stand in their place at Committee meetings or have any other rights as a Committee member.
- 5.5
 - (a) The Committee members in 5.2(a) and 5.2(b) shall be elected for one year at the Annual General Meeting. Retiring Committee members are eligible for re-election unless they have already served on the Committee in any capacity for ten consecutive years.
 - (b) Co-opted members in 5.2(c) may join at any time on the invitation of the Committee but shall retire at the next Annual General Meeting. No co-opted member shall serve for more than six consecutive years.

- (c) In the event of the death or resignation of an elected Committee member, the vacancy shall be filled until the next Annual General Meeting by a Family Member or an Affiliate Member appointed by the Committee.

5.6 All Committee members will have one vote each at Committee meetings. In the event of a tie the Chair of the Committee has a second or casting vote.

5.7 A quorum for Committee meetings is not less than half the Committee, including any two of the Officers.

5.8 All Members shall be eligible to stand for election to the Committee, except ordinarily a Member who is a paid employee of the Pre-school. A Member who is a paid employee of the Pre-school may however be eligible for election to the Committee subject to the following conditions being satisfied:

- a) No Committee member may be paid for services provided to the Pre-school that form part of their duties as a Committee member and trustee of the Pre-school;
- b) Any services which are provided by a Member who is a paid employee to the Pre-school must be the subject of a written agreement between the individual and the Pre-school on such terms as are considered by the Committee to be in the interests of the Pre-school and have been approved by a resolution of the Committee;
- c) The amount of the remuneration for such services are what is reasonable in the circumstances and do not exceed the amount that is customarily paid by the Pre-school to other persons who are not Committee members for such services; and
- d) Not more than a minority of Committee members may at any time be the subject of such arrangements with the Pre-school and no such Committee members shall vote on or sit in any Committee meeting at which any matters concerning any such agreement relating to the provision of their services to the Pre-school is considered by the Committee.

5.9 Not less than two weeks before the date of the next Annual General Meeting of the Pre-school at which the election of elected Committee members will take place each Member shall be sent a form which any Member wishing to stand as a candidate for election to the Committee must complete and return to the Secretary to indicate their willingness to act as a member of the Committee if elected.

5.10 At the Annual General Meeting the prospective new elected members of the Committee will be those candidates receiving the highest number of votes from the Members, up to a maximum of 12 elected Committee members in total. Candidates will need to notify their willingness to stand on the Committee to the Secretary.

5.11 At the first Committee meeting following the Annual General Meeting at which the newly elected members of the Committee are elected they shall choose from amongst their number the members who will act as Chair, Treasurer and Secretary.

5.12 The term of office of any Committee member will automatically cease:

- (a) if he or she is not re-elected or re-appointed in accordance with the provisions of this clause 5;
- (b) if they are disqualified under the Charities Acts from acting as a charity trustee;
- (c) if they are incapable whether mentally or physically of managing his or her own affairs;
- (d) if they resign (but only if at least 5 other elected members of the Committee will remain in office);

- (e) if they are removed from the Committee by a resolution passed by a majority of the members of the Committee on the grounds that they have acted in a way which brings or is likely to bring the Pre-school into disrepute or he/she has failed to abide by the rules of the Constitution. Before the Committee decides whether to remove the Committee member, the Committee will give him/her written notice of the misconduct or failure alleged to have occurred. The Committee member will have not less than 14 days in which to submit a written response to the notice. The Committee will have regard to this written response before making the final decision on whether or not to remove him/her from the Committee.

6.0 Proceedings of the Committee

- 6.1 The Committee shall hold at least 2 meetings each year unless the Committee shall decide by simple majority to hold a further meeting or meetings.
- 6.2 Every issue considered at Committee meetings may be determined by a simple majority of the votes cast at the meeting. A written resolution signed by all members of the Committee is as valid as a resolution passed in a meeting.
- 6.3 A Committee member must absent himself or herself from any discussions of the Committee in which it is possible that a conflict of interest may arise between his or her duty to act solely in the interest of the Pre-school and any personal interest (including but not limited to any personal financial interest) which the Committee member may have in the matter under consideration and take no part in any vote on the matter.

7.0 General Meetings

- 7.1 The Pre-school shall in each calendar year hold a general meeting as its Annual General Meeting, in addition to any other general meetings in that year and shall specify the meeting as such in the notice calling it. The Annual General Meeting in each year shall be held at such time and place as the Committee shall decide. All General Meetings other than the Annual General Meeting shall be Extraordinary General Meetings.
- 7.2 Each Annual General Meeting will be chaired by the Chair or in his/her absence another member of the Committee and which shall:
 - (a) receive the accounts of the Pre-school for the previous financial year;
 - (b) receive an annual report from the Committee;
 - (c) elect the new members of the Committee;
 - (d) transact any other business properly put to the meeting.
- 7.3 An Extraordinary General Meeting may be called at any time at the request of the Committee or not less than one quarter of the Members:
 - (a) The Secretary or Chair shall send notice of the date, time and place of each Annual General Meeting and any Extraordinary General Meeting, with a list of items to be discussed, to all Members at least two weeks before the date of the meeting.
 - (b) If the Committee do not call an Extraordinary General Meeting within two months of a proper request to do so, any Member may call the meeting by putting up a notice in a conspicuous place where the group meets at least two weeks before the meeting.

- 7.4 The quorum for a General Meeting shall be 10% of the Members or 5 Members, whichever is the greater. If fewer attend, a new meeting must be called at a time and place determined by the Committee. If at the adjourned meeting a quorum is again not present 1 hour after the time appointed for the meeting then the Members present shall constitute a quorum.
- 7.5 Proposals may be put to a General Meeting of the Pre-school by the Committee or any Member.
- 7.6 All proposals put to the vote at General Meetings shall be decided by a simple majority of votes cast, except proposals to amend this Constitution or to dissolve the Pre-school which shall require not less than two thirds of the Members present at the meeting to vote in favour.
- 7.7 No amendments may be made to this Constitution without the prior approval of the Pre-school Learning Alliance and where any amendment is to the aims of the Pre-school set out in paragraph 2.1 or to dissolution under paragraph 11; or which would authorise any financial benefit to be received by trustees or to this paragraph 7.7 this shall not take effect without the prior written consent of the Charity Commission. (In this paragraph a 'financial benefit' means a benefit, direct or indirect, which is either money or has a monetary value.)
- 7.8 A copy of any resolution amending this Constitution must be sent to the Charity Commission within 21 days of it being passed.

8.0 Property

- 8.1 If the Pre-school acquires an interest in any property, either as a freehold, lease or licence of any land or buildings, then this property interest will be held by individuals appointed by the Committee to act as holding trustees of the property on behalf of the Pre-school. These holding trustees may be members of the Committee, Members of the Pre-school, Member of staff or any other persons which the Committee may appoint. A holding trustee need not be a Member of the Pre-school. The holding trustees are not charity trustees and appointment as a holding trustee will not of itself make a holding trustee either a Committee Member or Member of the Pre-school. Where holding trustees are required to hold property on behalf of the Pre-school then there shall not be less than 2 or more than 4 of them appointed by the Committee at any time.

- 8.2 Holding trustees will hold office until:

- (a) death; or
- (b) retirement with the consent of the remaining holding trustees; or
- (c) removal by a resolution of the Committee; or
- (d) removal by operation of the law

but no retirement or removal shall be effective unless there will be at least two remaining holding trustees.

- 8.3 In the absence of fraud or wilful default the holding trustees are entitled to be indemnified out of the Pre-school's assets against any risks or expenses incurred by them in the exercise of their duty as holding trustees for the Pre-school.
- 8.4 The Committee may convene a meeting with the holding trustees at any time and shall do so within one month of receiving a request for such a meeting from a majority of the holding trustees acting for the Pre-school, provided that the subject matter of any meeting will be limited to discussing matters relating to the property held by the holding trustees for the Pre-school and its management.

9.0 Finance and Accounts

9.1 The Committee will ensure that the Pre-school complies with the requirements of the Charities Acts as to the keeping of financial records, the auditing of accounts and the preparation and transmission to the Charity Commission of:

- (a) annual reports;
- (b) annual returns; and
- (c) annual statements of account.

9.2 The accounting records shall, in particular, contain:

- (a) entries showing from day to day all monies received and expended and the matters in respect of which the receipts and expenditures took place; and
- (b) a record of the assets held and any monies owed by the Pre-school.

9.3 At each meeting of the Committee the Treasurer shall normally present an up to date written statement of accounts to the Committee.

9.4 All accounting records relating to the Pre-school shall be available for inspection by any member of the Committee at any reasonable time during normal office hours and may be available for inspection by Members at the discretion of the Committee.

9.5 The Pre-school may open one or more bank accounts. All bank accounts will be in the name of the Pre-school.

9.6 Cheques and orders for payment of money from these accounts shall normally be signed by two designated persons, one of whom shall be an Officer. Where the Pre-school is not subject to any conditions of a grant which requires two signatories, the Committee may decide to allow cheques and orders for small amounts set by the Committee to be signed by a single signatory. A duplicate of all bank statements should normally be sent to the Chair.

9.7 The Committee may resolve to set aside income as a reserve against future expenditure but only in accordance with a written reserves policy.

10.0 Minutes

10.1 The Committee will keep minutes of all proceedings at all meetings of the Pre-school and of the Committee. The minutes shall record:

- a) the names of everyone present at the meeting;
- b) the decisions made at the meetings;
- c) where appropriate, the reasons for and any actions arising from the decisions; and
- d) any other material details regarding the meeting.

11.0 Dissolution

11.1 If the Committee resolves that the aims of the Pre-school can no longer be fulfilled, the Committee will convene an Extraordinary General Meeting of the Pre-school to consider the winding up and dissolution of the Pre-school.

- 11.2 If the Extraordinary General Meeting referred to in paragraph 11.1 decides by a two thirds majority of the Members present and voting that the Pre-school should be wound up the Committee in consultation with the Pre-school Learning Alliance shall transfer all of the assets of the Pre-school (subject to the satisfaction of all debts and liabilities of the Pre-school) in accordance with paragraph 11.4.
- 11.3 If at the Extraordinary General Meeting a quorum is not present within 1 hour of the time appointed for the meeting then the meeting will be adjourned to the same day of the next following week at the same time and place. If at the adjourned meeting a quorum is again not present within 1 hour of the time appointed for the meeting then the Members present shall constitute a quorum
- 11.4 If the Pre-school is wound up or dissolved and after all of its debts and liabilities have been satisfied there remains any property or assets these shall not be paid or distributed amongst the Members of the Pre-school but shall be applied in one or more of the following ways:
- (a) transferred to the Pre-school Learning Alliance or, with the agreement of the Pre-school Learning Alliance, to another pre-school established as a charity whose governing instrument prohibits the distribution of income and property to an extent at least as great as is imposed on the Pre-school and whose objects are similar to those of the Pre-school; or
 - (b) in such other manner consistent with the charitable status of the Pre-school as the Pre-school Learning Alliance and the Charity Commission have approved in writing in advance.

12.0 Indemnity

- 12.1 Subject to the provisions of the Charities Acts, every member of the Committee shall be indemnified out of the assets of the Pre-school against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour or in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the Pre-school.

Pre-school Learning Alliance Membership Number

2188

This constitution was approved by the members of (pre-school name):

Hurstpierpoint Pre-school

at a General meeting held on

14/1/2024

Signed (Chair)

Jm Harvey

Signed (Secretary)

Carey Tighe

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