

Safeguarding and Child Protection Policies

Little Wombatz

These policies were adopted by the stakeholders of Little Wombatz on 05/07/18. They are due for review on 05/07/2019.

Signed _____ Name _____

Safeguarding and Child Protection Policy

Introduction

Little Wombatz fully recognises the responsibility to have arrangements in place to safeguard and promote the welfare of all children.

Through their day-to-day contact with children and direct work with families, all staff, students and volunteers at the setting have a crucial role to play in noticing indicators of possible abuse or neglect and in referring them to the Designated Person for Child Protection. This policy sets out how the setting complies with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend the setting.

The following behavioural signs may or may not be indicators that child abuse has taken place but should not be taken in isolation. Signs to look for:

Physical Abuse

- Any injuries not consistent with the explanation given for them.
- Injuries which occur to the body in places which are not normally exposed to falls, rough games etc.
- Injuries which have not received medical attention.
- Poor attendance with no reason given.
- Bruises, bites, burns, fractures, etc. that do not have an appropriate explanation.
- Cutting/slashing/substance abuse or any other signs of self-harm.

Sexual Abuse

- Any allegations made by a child concerning sexual abuse.
- Child with excessive pre-occupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play.
- Sexual activity through words, play or drawing.
- Child who is sexually provocative or seductive with adults.
- Inappropriate bed-sharing arrangements at home.
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations.
- Showing symptoms of repeated urinary and genital infections.

Emotional Abuse

- Changes or regression in mood and behaviour, particularly where a child withdraws or becomes clinging. Depression/aggression.
- Nervousness/frozen watchfulness.
- Sudden under-achievement or lack of concentration.
- Inappropriate relationships with peers and/or adults.
- Attention-seeking behaviour including self-harm or eating disorders.
- Persistent tiredness.
- Running away/stealing/lying.

- Unexplained gifts of money.

Neglect

- Child's clothes are often dirty or unsuitable for weather.
- No-one seeks help if child is ill or hurt.
- Child has poor hygiene
- Child is thin and pale, lacks energy or has lots of accidents.
- Child is exposed to dangers.

Bullying

Bullying can be hard to define and identify but could be:

- physical: pushing, kicking, hitting, pinching and other forms of violence or threats
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing
- emotional: excluding (sending to Coventry), tormenting, ridiculing, humiliating.

There are four main elements to our policy:

- 1. Prevention** through the support offered to children and the creation and maintenance of a whole-setting protective ethos.
- 2. Procedures** for identifying and reporting cases, or suspected cases of abuse.
- 3. Supporting children** who may have been abused or witnessed violence towards others.
- 4. Promoting a protective ethos.** Our policy applies to all staff, paid and unpaid, working in the setting, including volunteers. Concerned parents may also contact the setting's Designated Person/s for Child Protection.

1. PREVENTION

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children. The setting will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are actively listened to.
- Ensure children know that there are adults in the setting whom they can approach if they are worried or in difficulty.
- Ensure adults in the setting understand the signs, symptoms and definitions of abuse.
- Ensure that children are supported in finding ways to keep themselves safe.

2. PROCEDURES

We will follow Cambridgeshire Local Safeguarding Children Board (LSCB)* procedures, which can be accessed online: <http://www.cambridgeshire.gov.uk/lscb/>

* LSCBs bring together representatives of each of the main agencies and professionals responsible for helping to protect children from abuse and neglect in a given area. The LSCB is a multi-agency forum set up to agree how the different services and professional groups should cooperate to safeguard children in that area, and for making sure that arrangements work effectively to bring about good outcomes for children.

(www.cambslscb.org.uk). The setting has regard for Working Together to Safeguard Children 2015 and What to Do if You are Worried a Child is Being Abused 2015 (Department for Education).

The Designated Persons for Child Protection in the setting are: Lucy Alda and Monique Cooper.

The setting will:

- Ensure a trained DP is always available (during setting hours) for staff in the setting to discuss any safeguarding concerns.
- Ensure this training is updated every two years and in addition to the formal training DPs will refresh their knowledge and skills e.g. via bulletins, meetings or further reading at least annually
- Recognise the importance of the role of the Designated Person and ensure she/he has the time and training to undertake her/his duties.
- Ensure there are contingency arrangements should the Designated Person not be available (another Designated Person will be on site).
- Ensure that the Designated Person has access to 'professional consultations' via the Multi Agency Safeguarding Hub (MASH).
- Ensure that the Designated Person has access to conversations with professionals in the Early Help Hub.

The roles of staff and management

The setting will ensure every member of staff knows:

- The name of the Designated Person and her/his role.
- How to pass on and record concerns about a child.
- That they have an individual responsibility for referring child protection concerns to relevant agencies and within the timescales set out in LSCB procedures.

Training will be provided for all staff from the point of their induction, and the setting will ensure that it is updated every three years at a minimum. Staff will receive regular updates on Safeguarding (at least annually). Training made available must enable staff to identify signs of possible abuse and neglect at the earliest opportunity and to respond to these in a timely and appropriate way. These may include:

- Significant changes in children's behaviour.
 - Deterioration in children's general well-being.
 - Unexplained bruising, marks or signs of abuse or neglect.
 - Children's comments which give cause for concern.
 - Pattern of absences or frequent absences
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- Any reasons to suspect neglect or abuse outside the setting for example in the child's home.
- Inappropriate behaviour displayed by other members of staff or any other person working with the children.

Liaison with other agencies

The setting will:

- Work to develop effective links with relevant services to promote the safety and welfare of all children.
- Co-operate as required, in line with Working Together to Safeguard Children 2015, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.
- Notify the relevant Social Care Unit immediately if there is an unexplained absence of a child who is subject to a Child Protection Plan there is any change in circumstances to a child who is subject to a Child Protection Plan.
- Respond to requests for information from the Education Navigator at the MASH in a timely manner.

Record keeping

The setting will keep clear, detailed written records of concern about children's welfare using the Log of Concern Form (noting the date, event and action taken). The setting will ensure all records are kept secure and in locked location. Parents do not have an automatic right to access child welfare records and consideration will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed that a Log of Concern Form has been completed, where it will be stored and what will happen to it when the child leaves the setting.

When the child about whom there have been child welfare concerns (whether subject to a child protection plan or not) leaves the setting or transfers to school, the child's child welfare file will be transferred to the receiving school or setting using the following protocol:

- The file will be marked 'confidential, addressee only' and sent to the Designated Person, if known, of the receiving setting or school. The file will be delivered by hand if possible; otherwise sent by delivery that can be tracked and signed for.
- The setting will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. The setting will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- The setting will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.

- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth*
- All actions and decisions will be led by what is considered to be in the best interests of the child.

*The national Independent Enquiry into Child Sexual Abuse has requested that all files are now kept. Archived files will therefore be kept for the duration of the enquiry, until 2020.

Confidentiality and information sharing

Staff will ensure confidentiality and that relevant and proportionate information is shared appropriately. The setting works within the guidelines set out in Information Sharing Advice for Safeguarding Practitioners 2015 (Department for Education).

The Designated Person may disclose any information about a child to other members of staff on a 'need to know' basis only.

All staff must be aware that they have a professional responsibility to share relevant and proportionate information with other agencies in order to safeguard children.

If a child discloses information that may indicate that they are at risk of abuse or neglect, the staff member will be clear that they cannot promise to keep the information a secret. The staff member will be honest to the child and explain that it will be necessary to tell someone else in order to help them and keep them safe.

Communication with parents

The setting will:

- Undertake appropriate discussion with parents prior to involvement of another agency, unless the circumstances may put the child at further risk of harm. If in any doubt, staff will seek advice from Social Care as required.
- Ensure that all parents/carers have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by ensuring that they receive a copy of this policy when registering their child at the setting.
- Record on the log of concern form what discussions have taken place with parents and if a decision was made not to discuss the matter with parents, the reason why not.
- Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury.

Keeping Children safe on the premises

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

- The personal possessions of staff and volunteers are securely stored during sessions.
- Two members of staff are always present when children are on the premises.

3. SUPPORTING CHILDREN

We recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them.

We recognise that some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and intervention.

The setting will endeavour to support the child through:

- Activities to encourage self-esteem and self-motivation.
- An ethos that actively promotes a positive, supportive and secure environment that values people.
- A behaviour policy aimed at supporting all children. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the child's sense of self-worth. The setting will ensure that the child knows that some behaviour is unacceptable, but she/he is valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies which support the child and family such as Social Care and Locality Teams.
- A commitment to develop partnerships with parents.
- Recognition that children living in a home environment where there is domestic abuse/violence, mental ill-health or substance misuse may be vulnerable and in need of support and protection.
- Monitoring children's welfare, keeping records and seeking advice or making a referral to other agencies, e.g. Social Care, when necessary.

Children of Substance Misusing Parents/Carers

Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

When the setting receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures. This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children.
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour.
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance.
- Disturbed moods as a result of withdrawal symptoms or dependency.

- Unsafe storage of drugs and/or alcohol or injecting equipment.
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child.

Domestic Abuse

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional.

The setting recognises that where there is Domestic Abuse in a family, the children/young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Where there are concerns regarding Domestic Abuse, the setting will seek advice from the relevant agencies and follow child protection procedures.

Children with Special Educational Needs and/or Disabilities (SEND)

Statistically, children with special educational needs and/or disabilities (SEND) are most vulnerable to abuse. Setting practitioners who support children with SEND will use their knowledge of the individual child to ensure that signs and indicators of abuse are recognised and acted upon quickly & sensitively. Children who have difficulty with expressive language may be particularly vulnerable to abuse, so practitioners will be alert to changes in behaviour and other possible signs of abuse.

Staff supervision will be vigilant to create a protective ethos around the child.

Peer on Peer Abuse

Peer on peer abuse can manifest itself in many ways. This can include sexual bullying, being coerced to send sexual images, sexual assault and teenage relationship abuse. There are clear links with sexual exploitation and domestic abuse.

This form of abuse will not be tolerated, and victims will be appropriately supported. Any indication that a child has suffered from peer on peer abuse will be dealt with under the child protection procedures outlined in this policy.

Consideration will always need to be given to the welfare of both the victim(s) and perpetrator(s) in these situations.

Prevention of Radicalisation

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to

hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The setting is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

The Counter-terrorism and Security Act, 2015 places a duty on authorities 'to have due regard to the need to prevent people from being drawn into terrorism'. Setting staff are made aware of this duty.

If any member of staff has concerns that a child or young person or adult may be at risk of radicalisation or involvement in terrorism, they should speak with the Designated Person who will seek the appropriate advice and make a Prevent referral if required.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol, gifts or in some cases simply affection) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

If CSE is suspected, the setting will complete a Log of Concern form and make a referral to Social Care.

Female Genital Mutilation (FGM)

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children between the ages of 0–15, depending on the community in which they live. FGM is extremely harmful and has short and long-term effects on physical and psychological health.

FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

The setting takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. There is statutory duty for professionals in England and Wales to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police. (Multi-agency statutory guidance on female genital mutilation, April 2016).

Where there is a concern about a child in relation to FGM the setting will contact children's social care. If the concerns are based on more concrete evidence, i.e. the

young person says this is going to happen to them or that it has happened to them or a sister, the setting will report this to the police.

Online Safety

It is important that children and young people receive consistent messages about the safe use of technology and are able to recognise and manage the risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to all fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks to their well-being.

The issues can be categorised into three areas of risk:

- **Content** – being exposed to illegal, inappropriate or harmful material
- **Contact** – being subjected to harmful online interaction with other users
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm

Best practice:

- **Whole setting approach** – staff recognise and are aware of e-safety issues and the management team make online safety a priority; online safety.
- **Policies** – online safety policies and procedures are in place and implemented.
- **Monitoring and evaluation** – risk assessment is taken seriously and used to promote online safety. There are appropriate filters and monitoring systems in place to protect children from harmful online material.
- **Management of Personal Data** – data is managed securely and in accordance with the requirements of the Data Protection Act.)

4. PROMOTING A PROTECTIVE ETHOS

The settings will create an ethos in which children feel secure, their viewpoints are valued, they are encouraged to talk, and they are listened to. This will be achieved in the following ways:

- All staff, including the Designated Persons, are trained regularly to ensure skills and knowledge are up-to-date.
- Staff know how to respond to child protection concerns.
- Contribution to an inter-agency approach to child protection by working effectively and supportively with other agencies.
- Raising children's awareness and actively promoting self-esteem building, so that children have a range of strategies and contacts to ensure their safety.

- Using personal safety programmes, such as Protective Behaviours, NSPCC PANTS campaign and the Early Years Service 'Children's Safety Matters' training and resources.
- Working with parents to build an understanding of the setting's responsibility to the welfare of the children.
- Ensuring the relevant policies are in place, i.e. the use of mobile phones and cameras, behaviour management, intimate care, whistle-blowing, social networking.
- Being vigilant to the inappropriate behaviour of staff or adults working with children and ensuring that all staff and volunteers know the allegations procedure and relevant contacts.
- Staff acting as positive role models to children and young people.
- Ensuring staff are aware of the need to maintain appropriate and professional boundaries in their relationships with children and parents/carers.

Preventing unsuitable people from working with children

The setting has a duty to ensure that people looking after children are suitable to fulfill the requirements for their role. The setting will follow safer recruitment practices including verifying qualifications and ensuring appropriate DBS and reference checks are undertaken. The setting will not allow people whose suitability has not been checked, to have unsupervised contact with children.

Staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

The following members of staff/committee have undertaken Safer Recruitment training:
Chris Barton

Disqualification By Association (DBA) - The setting has a responsibility to ensure staff are suitable to work with children and not disqualified. All staff will need to declare (using the setting DBA declaration form) if they live in the same household as someone who is disqualified. Staff that may be disqualified may apply to Ofsted for a "waiver" of disqualification but cannot work in the setting until a waiver is confirmed.

The setting will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the setting and that notification of any concerns is made to the relevant agencies, the Disclosure and Barring Service (DBS) and included in references where applicable

For further information, refer to the setting's safer recruitment policy.

5. WHISTLEBLOWING

The setting has a separate whistle-blowing policy which aims to help and protect both staff and children by:

- Preventing a problem getting worse;

- Safeguarding children and young people;
- Reducing the potential risks to others.

The earlier a concern is raised, the easier and sooner it is possible for the setting to take action.

The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.

6. ALLEGATIONS OF ABUSE AGAINST ADULTS WHO WORK OR VOLUNTEER IN THE SETTING

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will **not** start to investigate and will immediately contact the Early Years Safeguarding Manager (if the Early Years Safeguarding Manager is not contactable, the Local Authority Designated Officer (LADO) should be contacted direct).
- The Early Years Safeguarding Manager will discuss the case with the LADO, who will decide if it could be a child protection case.
- If the LADO decides the matter is a child protection case, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- The setting will notify Ofsted of an allegation of abuse.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that the matter is not a child protection case, the setting will investigate the matter and feedback the outcome of the investigation to the Early Years Safeguarding Manager and Ofsted.

7. MANAGEMENT CHILD PROTECTION RESPONSIBILITIES

The owner fully recognises their responsibilities with regard to child protection and safeguarding and promoting the welfare of children. They will:

- Designate a committee member (where applicable) for child protection who will monitor the setting's child protection policy and practice and champion good practice in relation to child protection and safeguarding.
- Ensure that this policy is annually reviewed in conjunction with the setting's Designated Person/s.

Useful contacts:

Early Help Hub	01480 376666
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Cambridgeshire Direct Contact Centre (Social Care)	0345 045 1362
Emergency out of hours duty team	01733 234724

Early Years Safeguarding Manager (Gemma Hope)	01223 714760 or 07876 038762
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Local Authority Designated Officer (LADO)	01223 727967
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Ofsted	0300 123 1231
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Police – non-emergency and Multi Agency Safeguarding Hub (MASH)	101
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Education Child Protection Service Email
ECPS.general@cambridgeshire.gov.uk

Lock down Policy

Policy

The safety of everyone at little Wombatz is given the highest priority

There might be some occasions when it may be necessary to keep the children inside the building for their safety. Examples range from a dangerous dog or an armed adult roaming the recreation ground to sheltering from the fumes given off by a hazardous material spilt during an incident on one of the nearby roads.

Depending on the type and severity of the incident, you may be asked NOT to collect your children from Little Wombatz as you may put yourself and your children at risk. There might be a chance that you might not be able to contact Wombatz by telephone as we will be using it to contact the authorities. We will try to put any information on the nursery website/face book page.

All children will be supervised at all times and communication with parents and carers will be re-established once the incident has been dealt with or advice given by appropriate authorities/emergency services.

If the end of the day has to be extended due to the lock down parents will be notified and will receive information about time and place children can be picked up.

PROCEDURES

In the event of a lock down

A member of staff will call the emergency services immediately. If a situation occurs a senior member of staff will shout "LOCKDOWN, LOCKDOWN, LOCKDOWN", this will be repeated several times to alert everyone.

The manager or most senior staff member on the premises is to control the lock down. All staff and children are to remain and or proceed indoors and follow lock down procedures:

1. if outside, once the lockdown has been announced, each adult is to gather up to eight children and run inside with them as fast as they can, with a senior member of staff counting them all in as they go in.
2. Once everyone is inside close doors and lock doors barricade with whatever is closest and close all windows.
3. Keep children inside.

Take all the children to the to the carpet area in scout side and keep them calm and as quite as possible, stay away from the doors, lock the door between the two rooms if needed and safe to do so turn off lights.

Ensure all children are present and if possible all emergency medication e.g. Epi pens, asthma medication and parents contact details are at hand.

All doors to be kept closed. Main doors to be locked and not opened

Do not attempt to interact with the perpetrator.

If the danger enters the building:

A member of staff will repeat loudly "**evacuate, evacuate, evacuate**". Try to get the children out of the fire exit in the scout hut room and run with them as far as you can if possible agree in advance where to seek refuge, for example the church, pavilion or Asda. Don not stop to collect personal belongings. The most senior member of staff should collect the register, mobile phone and folder of children's details.

As a last resort in case of multiple dangers staff will barricade themselves and the children into the kitchen and will seek advice from the emergency services.

Following directions from manager or senior controlling staff member or lead officer from emergency services an “all clear” will be announced at the end of the lockdown. If a safeguarding issue arises from the situation then we follow the guidelines of the police and the local authority.

It is critical to reassure children at all stages to avoid undue distress. Children must remain under the supervision of the members of staff at all times.

Manager or senior member of staff to notify parents as soon as possible after the lockdown via website, phone calls, email, etc. All areas checked and cleared by manager or senior staff member after “all clear”. The company director will be notified, and a record of the incident kept, along with any action that could be taken to avoid a repeat of the incident.

Staff behaviour Policy

This policy sets out clear guidance on the standards of behaviour expected from all staff at Little Wombatz. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring. Preschool staff are in a unique position of trust and influence as role models for pupils/students. Therefore, staff must adhere to behaviour that sets a good example to all children within the preschool. Staff also have an individual responsibility to maintain their reputation and the reputation of the preschool, both inside and outside working hours and work setting. This policy aims to support staff in establishing the safest possible learning and working environment to safeguard children and reduce the risk of them being falsely accused of improper or unprofessional conduct.

This policy applies to all staff and volunteers in the preschool regardless of their position, role or responsibility.

Confidentiality

- Staff have access to confidential information about the children and their families who attend our setting. This must be kept confidential at all times and only shared when legally permissible to do so and in the interest of the child. Records should only be shared with those who have a professional need to do so.
- Confidential information should never be shared casually in conversation or shared with any other person other than on a need-to-know basis. If the child's identity does not need to be disclosed information should be shared anonymously.
- Individuals have a responsibility to pass on information without delay if abuse is alleged or suspected to a Child Protection Designated Person. In our setting these are Lucy Alda and Monique Cooper.
- If a child or parent makes a disclosure about abuse or neglect the member of staff should **not** promise confidentiality but should reassure the person making the disclosure that the information will be handled sensitively.
- Any media or legal enquiries should be passed immediately to the manager or in their absence a deputy manager.

Standards of Behaviour

- All staff should adopt high standards of personal conduct to maintain the confidence and respect of the families with whom they work.
- Staff need to be aware that their behaviour and those with whom they share a household, or others in their lives may impact their ability to work with children (under the Childcare (disqualification) regulations 2009).
- Staff should not use inappropriate language to or in the presence of children and their families.
- Staff should not discuss their personal or sexual relationships in the presence of children or their families.
- Staff should not make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate or might be interpreted as such.

Dress and Appearance

- Staff should wear dark coloured jeans, skirts or trousers and a uniform top whenever they are representing the setting. Clothing should promote a positive and professional image and should not include ripped jeans, clothing likely to be viewed as offensive, revealing or sexually provocative.

Gifts

- Staff need to take care that they do not accept any gift that may be construed as a bribe by others or lead the giver to expect preferential treatment.
- It is acceptable to receive small gifts at Christmas or at the end of term as a thank you. It is unacceptable to receive gifts on a regular basis or of any significant value.
- Staff should not give personal gifts to children and their families. If a staff member knows a child out of preschool gifts should not be given to the child whilst they are at preschool.

Social Contact outside of the workplace

Staff may have genuine friendships and social contact independent of their professional relationship. Staff looking after children outside of Little Wombatz must make it clear to the parents that this is a separate agreement and must log any such agreement in the babysitting log kept in the filing cabinet. Staff should inform their line manager if they are engaging in any new relationship with a parent that extends beyond the usual parent/professional relationship. Staff should inform their line manager if a new child attends the setting and they are already in a friendship with their family.

Some staff may be required to support a family or individual parent or carer as part of their professional role. If that person seeks support outside the professional role or appears to be dependent on the staff member this should be discussed immediately with their manager so that appropriate referrals can be made.

Communication with children & families

- Staff should not seek to communicate or contact children or their families outside the normal purposes of their work.
- Staff should not give out their personal details (phone numbers, email addresses etc) to families.
- Staff should ensure that they follow the settings Acceptable Use of Images and Social networking policies. This includes not accepting friend requests from parents of children currently at the setting.

Physical Contact

- Physical contact is important for young children as part of their attachment process and this section does not seek to discourage age appropriate physical contact offered on the child's terms, however staff should be aware that well intentioned physical contact may be misconstrued by the child, an observer or any person to whom the action is described.
- Staff should follow the Intimate Care policy when changing a child. All changes should be recorded in the Nappy change log. Children should be encouraged to try to be independent in an age appropriate manner.
- Staff should ensure that the contact they offer is on the child's terms and age appropriate (i.e. a two-year-old may need more physical contact than a four-year-old).
- Any incidents where a child needs to be restrained physically should be recorded with a restraint record and the parents notified. Please see the restraint policy for more information.
- Staff will avoid carrying children unnecessarily and will take reasonable care when lifting them.

One to one situations & home visits

- Wherever possible two members of staff should attend a home visit. If a member of staff must make a home visit alone the staff member should take a mobile phone with them and ring/text the manager on arrival and departure at the home.
- Uniform should be worn to all home visits. Home visits should be agreed with parents in advance.
- If a member of staff is in a one to one situation with a parent/carer, then always ensure there is an open door or visual access to the area in which you are meeting.
- Detailed notes should be made of any one to one meeting. Any behaviour or situation arising that gives cause for concern should be discussed with a manager.

Transporting children

If the unlikely event that a staff member needs to transport a child in their car written permission must be sought from the parents/carer in advance of the transportation.

- A suitable car seat for the age and weight of the child must be used.
- The staff member must have class 1 business use as a clause on their insurance.
- Wherever possible a second member of staff should also be present in the car. If this is not possible additional permission should be sought from the parents.
- Staff members should ensure they have the appropriate licence and are and that they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement or ability to drive.
- Any impromptu or emergency arrangements of lifts are justifiable and are recorded in the babysitting log.

First Aid & medication

- The setting ensures there are always adequate first aid trained individuals on site and is committed to having all staff fully trained.
- Lucy Alda takes overall responsibility for first aid and ensuring that the first aid box is kept stocked and all regulations are met.
- Staff treating an incident requiring first aid should always ensure that another member of staff is aware of the treatment being given. Any first aid given should be logged and recorded on an accident form.
- Any medication given should be in line with the medication policy and recorded on a medication form. The child should be made aware of why they are having the medicine and that their parents/carers are aware that they are having it at preschool.
- If a member of staff is concerned about the amount or type of medication that is being given to a child this should be discussed with one of the Child Protection Designated Persons.
- Staff taking medication should seek medical advice regarding their suitability to work with children and should discuss with their manager if the advice suggests that it is likely to impair their ability to look after children.
- Staff medication must be stored in the kitchen, out of reach of children, preferably in a locked box.

Images of children

- Under no circumstances should staff use their personal equipment to take images of the children at or on behalf of the setting.

- The setting Tapestry account should only be accessed using setting equipment. If staff are using setting equipment at home, it should be kept securely, and other family members are not permitted to use the equipment. Setting equipment should be "cleaned" before removing from the setting by removing all images of children from the memory.
- All images should be taken and used in line with the setting's policy "Use of photographic equipment and images". Images will be deleted as soon as possible after uploading to Tapestry.
- Use of images for publicity or the press should be cleared with a senior manager before being passed on. The press should never be given the full name of the child who is in the photograph.

Exposure to inappropriate Images

- No circumstances justify adults making, downloading, possessing or distributing indecent images or pseudo-images of children. Accessing these images, whether using the settings or personal equipment, on or off the premises or making, storing or disseminating such material is illegal.
- Any films or pictures shown to the children must be checked in full in advance to ensure that they are age appropriate and do not contain indecent or inappropriate images.
- If indecent images are discovered on the setting's equipment an immediate referral must be made to the LADO and the police if relevant. If the images are of children in the setting an additional referral must be made to Children's Social care.

Whistleblowing

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear or repercussion.

Staff should be aware of the Whistleblowing policy and know whom to contact if they have a concern about a member or staff, student or volunteer working at or on behalf of the setting.

Sharing concerns and recording incidents

- All staff should be familiar with the Safeguarding and Child Protection policy and know how to report a concern if necessary.
- All staff must take responsibility for recording any incident or disclosure that they see or hear and passing on that information to the Designated Person where they have concerns about any matter pertaining to the welfare of any child within the setting. Information should not be shared with members of the setting who are not Designated Persons.
- Members of staff should discuss with their line manager any difficulties or problems that may affect their relationship with or behaviour towards any child or family so that support can be provided and/or action taken.
- To safeguard and protect children, where staff have any concerns with someone who works with children they should immediately report this to a Child Protection Designated Person, in line with the setting's procedures.

Outside Play

Policy statement

We believe that it is important for children to play outside every day. Children's safety is maintained as the highest priority at all times. As we do not have a secured outdoor area we use the recreation ground for outdoor play and children are monitored closely to ensure that they are safe. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

- Before the children go out for outdoor play one member of staff goes out to risk assess the area being used that day. The ground is checked for hazards.
- An area that the children can play in is defined by cones and this is explained to the children daily before they are allowed outside.
- Children are counted out by a senior member of staff and the number of children checked against the names shown as present on the register.
- One member of staff ensures that they stay by the door and supervise any children using the toilet and that numbers of children using the toilet are monitored.
- Children who need the toilet during outside play will use the disabled toilet.
- Children are regularly counted whilst outside to ensure that no one can wander off.
- Members of staff place themselves strategically to see all points around where the children are playing.
- If children sit down together they are counted as soon as they sit down to ensure that all children are sitting down.
- Children will be counted in to line as they prepare to come back inside and a member of staff will always be the last person through the door.
- A second count will be taken as the children go through the door until the last member of staff is inside to ensure that all children are back inside.

Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult at the end of a day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

Procedures

- Parents of children starting at the setting are asked to provide the following specific information which is recorded on our Registration Form:
 - Home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative.
 - Place of work, address and telephone number (if applicable).
 - Mobile telephone number (if applicable).
 - Names and telephone numbers of adults who are authorised by the parents to collect their child from the setting, for example a childminder or grandparent.
 - Who has parental responsibility for the child.
 - Information about any person who does not have legal access to the child.
- On occasions when parents are aware that they will not be at home or in their usual place of work, they inform us in writing of how they can be contacted.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they provide us with written details of the name and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.
- Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up measures. We provide parents with our contact telephone number.

- We inform parents that we apply our child protection procedures in the event that their children are not collected from setting by an authorised adult within one hour after the setting has closed and the staff can no longer supervise the child on our premises.
- If a child is not collected at the end of the day, we follow the following procedures:
 - The child's file is checked for any information about changes to the normal collection routines.
 - If no information is available, parents/carers are contacted at home or at work.
 - If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the Registration Form – are contacted.
 - All reasonable attempts are made to contact the parents or nominated carers.
 - The child does not leave the premises with anyone other than those named on the Registration Form or in their file.
 - If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - We contact our local authority children's social care team via Cambridgeshire direct on 0345 045 5203.
 - The child stays at setting in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social care worker.
 - Social Care will aim to find the parent or relative if they are unable to do so, the child will become looked after by the local authority.
 - Under no circumstances do staff go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- Ofsted may be informed on 0300 123 123 1.

Supervision of children on outings and visits

Policy statement

Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. Staff at Little Wombat ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- This general consent details the venues used for daily activities.
- A risk assessment for each venue is carried out, which is reviewed regularly.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before an outing takes place.
- All venue risk assessments are made available for parents to see.
- Our adult to child ratio is high, normally one adult to three children under three and one adult to six children over three, depending on their age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Outings are recorded in an outings record book kept in the setting stating:
 - The date and time of outing.
 - The venue and mode of transport.
 - Names of staff assigned to named children.
 - Time of return.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Missing child

Policy statement

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedure

Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff alerts the setting leader.
- The setting leader calls the police and reports the child as missing and then calls the parent.
- The setting leader will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The setting leader talks to the staff to find out when and where the child was last seen and records this.
- The setting leader contacts the owner and reports the incident. The owner comes to the setting immediately to carry out an investigation.

Child going missing on an outing

This describes what to do when staff have taken a small group on an outing, leaving the setting leader and/or other staff back in the setting. If the setting Leader has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The setting leader or manager is contacted immediately (if not on the outing) and the incident recorded.
- The setting leader contacts the police and reports the child as missing.

- The setting leader contacts the parent, who makes their way to the setting.
- Staff take the remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The setting leader contacts the owner and reports the incident. The owner comes to the setting immediately to carry out an investigation, with the management committee where applicable.
- The setting leader, or a member of staff may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The setting leader together with the owner, speaks with the parent(s).
- The owner carries out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
 - The date and time of the report.
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
 - When the child was last seen in the group/outing.
 - What has taken place in the group or outing since the child went missing.
 - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.

- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the key person and the other the Manager. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The chairperson or proprietor will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

E-safety Policy

We recognise the exciting opportunities technology offers to staff and children in our setting and have invested in age appropriate resources to support this belief. While recognising the benefits we are also mindful that practitioners have a duty of care to ensure that children are protected from potential harm both within and beyond the physical and virtual boundaries of our setting.

To reflect our belief that when used appropriately and safely, technology can support learning, we encourage adults and children to use a range of technological resources for a wide range of purposes. At the same time, we do all we can to ensure that technology is used appropriately and that children are safeguarded against all risks. While it is not possible to completely eliminate risk, any e-safety concerns that do arise will be dealt with quickly to ensure that children and staff adhere to safe practices and continue to be protected. We will communicate our safe practice in the use of technologies with families, and manage any concerns.

1. Scope of the policy

This policy applies to everyone- staff, children, parents/carers, visitors and contractors accessing the internet or using technological devices on the premises. The policy is also applicable where staff or individuals have been provided with setting issued devices for use off-site. **We aim to:**

- Raise awareness amongst staff and parents/carers of the potential risks associated with online technologies, whilst also highlighting the many learning and social benefits
- Maintain a safe and secure online environment for all children in our care.
- Provide safeguarding protocols and rules for acceptable use to guide all users in their use of technology and online experiences
- Ensure all adults are clear about sanctions for misuse of any technologies both within and beyond the early years setting.

2. Hardware and provision use

Where staff have been issued with a device (e.g. setting laptop or iPad) for work purposes, personal use whilst off site is not permitted unless authorised by the provider/manager. The settings laptop/devices should be used by the authorised person only. Only technology owned by the setting will be used on the premises and on setting visit or outings. This includes mobile devices for everyday use and, in case of emergency, a mobile phone is provided. Staff taking photographs or recording with technology not owned by our setting is specifically not allowed.

All staff have a shared responsibility to ensure that children are supervised when using the internet and related technologies to ensure appropriate and safe use as part of the wider duty of care and responding or reporting promptly issues of concern.

Setting issued devices only should be used for work purposes and, if containing sensitive information or photographs of children, should not leave the premises unless encrypted

Online searching and installing/downloading of new programs and applications is restricted to authorised staff members only. Children are not able to search or install anything on a setting device.

Setting issued devices should not leave the premises unless encrypted and password protected. In the case of an outing, all data must be transferred/deleted from the setting's camera/device before leaving the setting.

3. Data storage and management

No electronic documents that include children's names or digital images will be transported out of the setting e.g. on Fobs, memory sticks.

Setting issued devices should not leave the premises unless password protected. In the case of an outing, all data must be transferred/deleted from the setting's camera/device before leaving the setting.

4. Email

The setting has access to a professional email account to use for all work related business, including communication with parents/carers. This allows for email content to be monitored and protects staff from the risk of allegations, malicious emails or inappropriate contact with children and their families.

Staff must not engage in any personal communications (i.e. via Facebook, Hotmail or yahoo accounts etc.) with children who they have a professional responsibility for. This also prohibits contact with children who previously attended the setting. Staff should seek advice from a manager before responding to a private message.

Staff should not participate in any material that is illegal, obscene and defamatory or that is intended to annoy or intimidate another person or persons.

All emails should stay professional in tone and checked carefully before sending, just as an official letter would be. Care should be taken when forwarding emails from others.

5. Social Networking

Employees must not access personal blogs/social networking sites on work premises or use the setting's internet systems or email address for their own use, without prior agreement or in accordance with the setting's policy.

The setting does not condone employees writing about their work on social networking sites or web pages. If employees choose to do so, they are expected to follow the rules below.

Staff must not:

- disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, colleague or service user, which could be in breach of the Data Protection Act.
- disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of children and young people, the premises or events with work colleagues.
- link their own blogs/personal web pages to the setting's website.
- make defamatory remarks about the setting, colleagues or service users.
- misrepresent the setting by posting false or inaccurate statements.

Communication with children and young people, by whatever method, should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming.

Staff should not: send social networking site 'friend requests' to, or accept them from, children, young people or parents who use the setting.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and /or criminal investigations.

Remember that anything posted online could end up in the public domain to be read by children, parents or even future employers – so be careful what you post and who you post it to. For example, posting explicit pictures of yourself could damage your reputation and that of your profession and organisation. Parents and employers may also question your suitability to care for children.

From September 2018 Setting social networking sites containing information about children attending the setting will be "closed" i.e. the users of the site are accepted and monitored by the manager/administrator. No staff, families or children's personal information will be accessible by users of the site and the manager/administrator will ensure that users' profiles are kept private. The manager/administrator will moderate all postings to the site; they will view and quality assure these before they appear, for example, to ensure they do not reveal personal information.

6. Sanctions

Misuse of technology or the internet may result in:

- the logging of an incident
- disciplinary action
- reporting of any illegal or incongruous activities to the appropriate authorities
- allegations process being followed

Use of mobile phones, cameras and technological devices

* Throughout this policy the term non-staff may include children, parents, visitors and contractors.

1. Use of personal technological devices by staff and volunteers

Little Wombatz recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Personal mobile phones and technological devices should only be used outside of working hours and only with permission away from the children whilst they are present.
- Personal mobile phones and technological devices should be stored where they can be seen on the kitchen work surface.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the manager or employer to use their mobile phone.
- If a staff member, student or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

2. Use of personal mobile phones, cameras and technological devices by non staff*

Little Wombatz recognises that visitors may wish to have their personal mobile

* The setting will also need to consider children's possession and use of mobile phones and technological devices and agree a clear protocol.

phones and technological devices with them.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Mobile phones and technological devices must only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting manager to use their mobile phone.
- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the General Data Protection Regulations, Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images, cameras and technological devices' in accordance with the Data Protection Act 1998').
- In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.

3. Use of the setting's mobile phone, camera and technological devices

Little Wombatz provides a mobile phone and ipads for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the camera and technological devices belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the setting's document 'Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998').
- Cameras and technological devices should only be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The 'Logging Concern Form and Body Map' must be used to record factual observations.
- The setting's mobile phone must only be used for work related matters.
- In circumstances where there is a suspicion that the material on the setting's mobile phone or technological devices may be unsuitable and provide evidence relating to

a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').

- The setting's mobile phone and technological devices remain the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).

Guidance on the use of images and technological devices

Introduction

This guidance is designed to offer practical advice to settings to help them achieve a balance between safeguarding the children and young people in their care and ensuring families are able to celebrate in their children's achievements through the use of technology.

Settings are advised to have a clear policy which outlines the safety guidelines for the use of photography and mobile phones within the setting (3.4 Early Years Foundation Stage Safeguarding and Welfare Requirements)

The use of images can be divided into three categories:

- Images taken by the setting i.e. observations
- Images taken by parents at setting events
- Images taken by third parties

Images taken by the setting

Staff or volunteers **must not** use personal technological devices (including mobile phones and cameras) to take images of children that attend the setting. The setting must consider the appropriate use of staff and volunteer technological devices and should have a clear policy which outlines the agreed protocol.

The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent/carer of a child for any images made such as those used for setting websites, observations, outings and events or other purposes. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

A signed consent form should be obtained from the child's parent/carer, and should be kept on the child's file, covering all cases where images of children are to be used.

Where parents/carers have refused permission for their child/young person to be photographed or have not returned a completed and signed consent form, the child's image must not be recorded.

Where a parent/carer has given consent but a child or young person declines to have an image taken, it should be treated as consent not having been given and other arrangements should be made to ensure that the child/young person is not photographed/filmed.

Care should be taken in relation to particularly vulnerable children such as Looked After Children, recently adopted or those who have fled domestic violence/abuse.

Examples:

*A photograph of child is taken as part of their Learning and Development record. The images are likely to be stored electronically with other personal data and the terms of the Data Protection Act and General Data Protection regulations **will** apply.*

A small group of children are photographed during an outing and the photo is to be used in the setting newsletter. This will be personal data but **will not** breach the Act as long as the children and/or their parents/carers are aware this is happening and the context in which the photo will be used.

Parents wishing to take images of setting events

The Data Protection Act does **not** prevent parents from taking images at setting events, but these must be **for their own personal use**. Any other use would require the consent of the parents of other children in the image – see **Appendix B**

Examples:

A parent takes a photograph of their child and some friends taking part a sponsored fun walk to be put in the family photo album. These images are for personal use and the Data Protection Act **does not** apply.

Grandparents are invited to the setting nativity play and wish to video it. These images are for personal use and the Data Protection Act **does not** apply. **However**, if they intend to use the video on a social networking site e.g. Instagram, Twitter, they must receive permission from the parents of all the other children involved.

The setting manager in consultation with the committee/employer must decide when parents are to be permitted to take images. This information must be given to parents.

It is recommended that wherever possible settings take their own 'official' photos or videos, in order to retain control over the images produced.

Third parties

Staff should challenge anyone who is using a camera, mobile phone or video recorder at the setting whom they do not recognise.

Images taken by the press

If a child is photographed by a newspaper, the photo becomes the property of the newspaper and the newspaper has the final say as to how it is used. (N.B. images can be placed by editors on the newspaper's website). Generally, newspaper photos of groups of 12 or more children do not have the names of the children attached. Photos of smaller groups might include the full name of the child in the accompanying caption; however, the setting/parents are not obliged to provide children's names and it is recommended that they do not do so.

Example:

A photograph is taken by a local newspaper of a setting event. As long as the setting has agreed to this, and the children and/or their guardians are aware that photographs of those attending the event may appear in the newspaper and given permission, this will not breach the Act.

Storage of images

The setting has a duty of care to safeguard images so that they cannot be used inappropriately, or outside the agreed terms under which consent has been obtained.

Images can be stored digitally, on videotape, in prints or negatives, or electronically, provided the storage is secure.

Images must be maintained securely for authorised setting use only, and disposed of either by return to the child, parents, or by shredding.

Transfer of images

There is a risk, however small, that images may be lost while in the process of being transferred by either traditional or electronic methods. Therefore, there is the risk that an individual who would use them inappropriately may obtain the images. This risk should be explained to parents and carers.

Publishing or displaying photographs or other images of children

The Department for Education advises that if the photograph is used, avoid naming the child.

Whatever the purpose of displaying or publishing images of children care should always be taken to avoid the possibility that people outside the setting could identify and then attempt to contact children directly.

- Where possible, general shots of group activities rather than close up pictures of individual children should be used
- Children should be in suitable dress
- An article could be illustrated by the children's work as an alternative to using an image of the child

Useful sources of information

The Information Commission website

www.ico.gov.uk

Internet Watch Foundation

www.internetwatch.org.uk

Child Exploitation and Online Protection

www.ceop.gov.uk

Whistle Blowing Policy

The whistle blowing procedure aims to help and protect both staff* and children. By following the procedure, you are acting to:

- ***prevent a problem getting worse,***
- ***safeguard children and young people, and***
- ***reduce the potential risks to others.***

The earlier you raise a concern, the easier and sooner it is possible for the setting to take action.

*** Throughout this policy the term staff includes paid staff, volunteers and students**

Introduction

Little Wombatz is committed to the highest possible standards and recognises that its staff, students and volunteers are often the first to realise that there may be something wrong within the setting. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or they may fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The Public Interest Disclosure Act 1998 protects workers who raise concerns from victimisation or harassment. In accordance with that Act and its commitment to the highest standards of service delivery, the setting actively encourages its workers with concerns about any aspect of the setting's practice or any adult's, volunteer's or student's conduct to come forward and voice those concerns, in confidence, within the setting rather than overlooking a problem.

Objective

The aim of this policy and associated procedures is to establish an internal procedure that will encourage and enable staff, students and volunteers to raise concerns about any aspect of the setting's practice, (which do not meet the criteria for being dealt with as a complaint, grievance or allegation), in confidence and without fear of reprisals, to ensure that the setting continues to work within best practice and safeguard children and young people.

Scope

Concerns that should be raised via the Whistle Blowing Policy may be in relation to the actions/behaviours of other staff, students or volunteers, or about something that is perceived as:

- unlawful
- failing to comply with the setting's policy and procedures
- poor practice
- improper conduct.

Principles

This policy is based on the following fundamental principles:

- All staff, students and volunteers have the right to raise concerns about perceived unacceptable practice or behaviour.
- The responsibility for expressing concerns about unacceptable practice or behaviour rests with all staff, students and volunteers.
- The setting will not tolerate harassment or victimisation and will take action to protect workers when they raise a concern in good faith.
- The setting will do its best to protect a whistle blower's identity when he/she raises a concern and does not want his/her name to be disclosed. However, if the concern raised needs to be addressed through another procedure, e.g. disciplinary procedure, the worker may be required to provide a signed statement as part of the evidence.
- In some circumstances the setting may have to disclose the identity of the worker without his/her consent, although this will be discussed with the worker first.
- Appropriate advice and support will be made available to staff, students and volunteers who raise concerns.
- Those who raise concerns will be kept informed of the progress and outcome of any investigation.
- The setting will not tolerate malicious allegations; this may be considered as a disciplinary offence.

Procedures

Procedures for reporting and investigating 'whistle blowing' concerns have been developed to ensure that:

- Staff, students and volunteers can raise concerns (no matter how small they may appear) internally as a matter of course, and receive feedback on any action taken.
- Concerns are taken seriously and dealt with quickly and appropriately.
- Staff and volunteers are reassured that they will be protected from reprisals or victimisation for whistle blowing in good faith.
- Staff and volunteers can take the matter further if they are dissatisfied with the setting response and seek external advice and guidance.
- Issues raised are addressed via other procedures and policies as appropriate, e.g. safeguarding policy, allegations against an adult working in a setting, grievance, disciplinary, health and safety.
- Appropriate records are maintained for monitoring purposes.

Raising a Concern

Staff, students and volunteers should raise concerns with the manager or management committee. Concerns should be raised in writing and include:

- reference to the fact that it is a whistle blowing disclosure
- the background and history of the concerns
- names, dates and places (where possible)
- the reasons why the individual is concerned about the situation.

Staff who feel unable to put concerns in writing, can telephone or meet either the manager or a member of the management committee.

Who should you contact?

You should contact one of the following people in confidence:

Chris Barton 07503 083323

Lucy Alda 07889 372707

Monique Cooper 07535 252699.

Investigation

The action taken will depend on the nature of the concern. All matters raised, with the exception of allegations of abuse against a staff member, or unlawful activity, will be investigated internally.

The appropriate person/s will investigate the concerns thoroughly, ensuring that a written response can be provided within ten working days.

The response should include details of how the matter was investigated, conclusions drawn from the investigation, and whom to contact should the staff member be unhappy with the response and wish to raise the matter.

If the investigation cannot be completed within the timescale above, the staff member should receive a response that indicates:

- progress to date
- how the matter is being dealt with
- how long it will take to provide a final response.

In order to protect individuals, initial enquiries (usually involving a meeting with the individual raising the concern), will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that raise issues that fall within the scope of other policies/procedures, will be addressed under those procedures.

Some concerns may be resolved at this initial stage simply, by agreed action or an explanation regarding the concern, without the need for further investigation.

If you do not feel that the complaint has been dealt with effectively or you still have concerns, you have a right to refer your concerns to Ofsted.

Allegations of abuse against adults who work or volunteer in the setting

If an allegation is made against a staff member or volunteer, the following action will be taken (as per the 'Allegations of Abuse against Adults who Work or Volunteer in a Childcare Setting' flowchart and guidance):

- The setting will ensure the immediate safety of the children.
- The setting will not investigate and immediately contact the Early Years Named Senior Officer (if the Early Years Named Senior Officer is not contactable, the Local Authority Designated Officer (LADO) should be contacted direct).
- The setting will notify Ofsted of a significant incident.
- The Early Years Named Senior Officer will notify the LADO, who will decide if it could be a child protection concern.

- If the LADO decides that there is a child protection concern, external/internal agencies (e.g. police) will be informed by the LADO and the setting will act upon the advice given to ensure that any investigation is not jeopardised.
- It may be necessary for the employer to suspend the alleged perpetrator. Suspension is a neutral act to allow a thorough and fair investigation.
- If it is agreed that there is not a child protection concern, the setting will investigate further and feedback the outcome of the investigation to the Early Years Named Senior Officer and Ofsted.

Little Wombatz babysitting policy

Our practitioners have a duty of professionalism both in and out of our setting.

This policy is for staff and parents who wish to make arrangements for babysitting outside of preschool hours.

We develop excellent relationships with our families. From time to time, parents may request individual staff members' babysitting services outside of school working hours. This policy clarifies key points and procedures regarding private arrangements made between staff and parents. These duties may include taking the children home from preschool, or bringing them into preschool in the morning.

At Little Wombatz we have a rigorous recruitment procedure to ensure that we employ competent and professional members of staff, and uphold our duty to safeguard children whilst on our premises and in the care of our staff. This procedure includes interviews and vetting such as DBS checks and confirmation of references and qualifications. Furthermore, whilst in our employment, all staff members are subject to ongoing supervision, observation and assessment, to ensure that standards of work and behaviour are maintained in accordance with our policies. We have no control over the conduct of staff outside of their position of employment, and our duty to safeguard children as above does not extend to private arrangements. As such:-

- Little Wombatz will not be responsible for any private arrangements or agreements that are made between members of staff and parents/carers.
- All babysitting work must be declared in the staff "Babysitting Diary" held by the manager.
- We will not take any responsibility for any health and safety issues, conduct, grievances, or any other claims arising out of the staff member's private arrangements outside of preschool hours. If a parent has an allegation about a member of staff who is babysitting they should contact Cambridgeshire direct on 0345 045 5203. Parents can also seek advice from the NSPCC on 0808 800 5000.
- In the event that private babysitting duties are viewed to interfere with any aspect of the staff member's employment, we may require that the agreement be terminated.
- Confidentiality of children, other staff members and all clients must be adhered to and respected. Discussions about the setting, other children, parents or employees are not permitted and would be considered breach of contract.
- The staff member must declare any income from babysitting (as this could be deemed taxable income) through self-assessment to HMRC.

Non Attendance Policy

Regular attendance has a positive impact on all aspects of a young child's learning and development. A regular routine supports the child to feel settled and secure. Unsettled children have higher stress levels which, in turn, prevent them from being able to benefit fully from the learning opportunities available. Research shows that regular part-time attendance from the age of 2 in a good quality early years setting has a lasting impact on children's social development and intellectual attainment throughout school. (Research Brief RBF15-03 –The Effective Provision of Pre-school Education Project: Findings from the Pre-school Period. Sylva et al, IOE, 2003).

Procedure

- If you are planning holidays during term time you must let us know in advance, so we can record this in our register.
- If your child is sick or cannot attend for some reason, you must let us know as soon as practically possible at the beginning of the day. You can call or text the setting on 07753 662109 or email littlewombatzpreschool@gmail.com to let us know. Messages via our Facebook page are also acceptable but please do not post personal details about your child on our Facebook page.
- If we have not heard from you by 11am we will text you to establish why your child is absent. If you do not reply to the text we will then follow up by telephone. In certain cases where we cannot make contact two members of staff may visit to check that you and your child are safe.
- If we cannot make contact with the primary carer we will use all parent/carer contact details to try to establish contact.
- If we are concerned about the welfare of a child we reserve the right to contact social services.
- Fees remain payable during periods of absence, unless alternative arrangements have been agreed.
- We must notify Cambridgeshire County Council where children in receipt of funding are absent for more than two weeks continuously to continue receiving funding for that child.
- In some cases where children's attendance is poor and not improving despite our efforts we may make a referral to our family support worker or health visitor. The child's poor attendance may be a manifestation of other underlying issues the family is facing which a period of family support will help to address.