

Eckington Under Fives Safeguarding Children/Child Protection Policy

Setting details

Setting name	Eckington Under Fives		
Designated Safeguarding Lead (DSL)	Donna Saunders Maria Smith		
Registered Provider:	Chairperson of Eckington Under Fives committee-Nadine Haidon		
Committee safeguarding lead	Nadine Haidon		
Last reviewed on	9 th November 2017	Next review date	September 2018

External contacts

Family Front Door	01905 822666 Monday to Friday 8.30am to 5.00pm 01905 768020 Evenings and Weekends
Police 24hrs non-emergency	101
Emergency	999
NSPCC Helpline	0808 800 5000
Ofsted	0300 123 1231
Community Social Worker	Family Front Door – 01905 822666

Children's Rights and Entitlements

Introduction

The Convention on the Rights of the Child sets out the rights that must be realised for children to develop their full potential, free from hunger and want, neglect and abuse. It reflects a new vision of the child. Children are neither the property of their parents nor are they helpless objects of charity. They are human beings and are the subject of their own rights. The Convention offers a vision of the child as an individual and as a member of a family and community, with rights and responsibilities appropriate to his or her age and stage of development. By recognising children's rights in this way, the Convention firmly sets the focus on the whole child.

All children have the right to be strong, resilient and listened to, in an environment where they are protected from abuse and harm. The Government Guidance Working Together to Safeguard Children (2015) provides a national framework for all agencies working with children to work in partnership to safeguard children effectively.

Our Aim

Eckington Under Fives Pre-School promote children's rights to be strong, resilient and listened to. We create an environment within our pre-school that encourages children to develop a positive self-image, which includes their heritage stemming

from their colour and ethnicity, their languages spoken at home, their religious beliefs, cultural traditions and home background.

Eckington Under Fives Pre-School promotes children's right to be strong, resilient and listened to by;

- Encouraging children to develop a sense of autonomy and independence.
- Enabling children to have the self-confidence and vocabulary to resist inappropriate approaches.
- We help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.

What it means to promote children's rights and entitlements to be 'strong, resilient and listened to' -

To be strong means to be:	To be resilient means to:	To be listened to means:
Secure in their foremost attachment relationships where they are loved and cared for, by at least one person who is able to offer consistent, positive and unconditional regard and who can be relied on.	Be sure of their self-worth and dignity.	Adults who are close to children recognise their need and right to express and communicate their thoughts, feelings and ideas.
Safe and valued as individuals in their families and in relationships beyond the family, such as pre-school or school.	Be able to be assertive and state their needs effectively	Adults who are close to children are able to tune in to their verbal, sign and body language in order to understand and interpret what is being expressed and communicated.
Self-assured and form a positive sense of themselves – including all aspects of their identity and heritage.	Be able to overcome difficulties and problems.	Adults who are close to children are able to respond appropriately and, when required, act upon their understanding of what children express and communicate
Included equally and belong in Early Years settings and the wider community.	Be positive in their outlook on life.	Adults respect children's rights and facilitate children's participation and representation in imaginative and child centred ways in all aspects of core services.

To be strong means to be:	To be resilient means to:	To be listened to means:
Confident in abilities and proud of their achievements. Progressing optimally in all aspects of their development and learning.	Be able to cope with challenge and change	Adults tune into the child, and recognise their next stages in their learning, facilitating this, through the child's interests, providing the correct level of challenge.
To be part of a peer group in which to learn to negotiate, develop social skills and identity as global citizens, respecting the rights of others in a diverse world.	Have a sense of justice towards self and others.	Adults allow children the opportunities to explore their own uniqueness and express this in a respectful environment.
To participate and can represent themselves in aspects of service delivery that affects them as well as aspects of key decisions that affect their lives.	Develop a sense of responsibility towards self and others.	Children can represent themselves and others in key decision-making processes

Legal Framework

The Equality Act 2010 makes it illegal to discriminate against children.

- The UN Convention on the Rights of the Child protects the rights of all children.
- The European Convention on Human Rights protects the rights of all people, including children and young people.
- The UN Convention on the Rights of Persons with Disabilities protects the rights of all disabled people, including children and young people.
- The UN Convention on the Elimination of Discrimination against Women protects the rights of women and girls.

Training and Implementation

The rights and entitlements of children are embedded into the EYFS Statutory guidance 2017 and 'Every child matters' which focuses on five outcomes which are key to well-being in childhood and later life – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well-being. Everything that we do at Eckington Under Fives Pre-school is based around these documents and what they stand for. Training on the EYFS starts at the induction process and continues throughout the careers of Eckington Under Fives Pre-school Early Years Practitioners.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

Statutory Requirements

Introduction

Eckington Under Fives Pre-school believes that 'children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them' (EYFS 2017).

Eckington under Fives Pre-school fully recognises its responsibilities for safeguarding children under the current legal framework and this policy will support us in meeting these requirements.

The Early years foundation stage states, providers must take all necessary steps to keep children safe and well (para 3.2);

- Providers must be alert to any issues of concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB) (para 3.4). *Worcestershire Safeguarding Children Board (WSCB)* consists of senior representatives of the main agencies which have a statutory responsibility to safeguard children. It is a forum for establishing and guiding the services in Worcestershire to safeguard, protect and promote the well-being of children'.
- A practitioner must be designated to take lead responsibility for safeguarding children in every setting. The lead practitioner must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect. (para 3.5).
- Providers must train all staff to understand their safeguarding policy and procedures, and ensure all staff have up to date knowledge of safeguarding issues. (para 3.6).
- Providers must have regard to the Government's statutory guidance '*Working Together to Safeguard Children*' 2015 and to the Prevent duty guidance for England and Wales 2015. If providers have concerns about children's safety or welfare they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police (para 3.7)
- Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises. (para 3.8).

Our Aim

- All necessary steps are taken to keep children safe and well.
- We support all staff in understanding their role and responsibilities, ensure all staff can recognise signs of possible abuse and neglect through a thorough induction process, on-going child protection training and effective supervision, guided by recommendations from the Worcestershire Safeguarding Board.
- Current safeguarding/child protection training certificates are stored on site.

- Ensure that our setting has measurable, effective procedures in place to safeguard the children in our care in line with the guidance and procedures of Worcestershire Safeguarding Children Board (WSCB).
- Inform parents/carers of our safeguarding/child protection procedures.
- Clarify the action to be taken in the event of an allegation being made against a member of staff and/or any person living, working or looking after children at the premises.
- Determine the use of mobile phones and cameras in the setting.

Designated Safeguarding Lead (DSL)

The EYFS, Safeguarding and Welfare Requirements, state that:

- A practitioner must be designated to take lead responsibility for safeguarding children in every setting (DSL).
- The lead practitioner (DSL) is responsible for liaison with local statutory children's services agencies, and with the Local Safeguarding Children Board (WSCB).
- The lead practitioner (DSL) must provide support, advice and guidance to any other staff on an ongoing basis, and on any specific safeguarding issue as required.
- The lead practitioner (DSL) must attend a child protection training course that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect, taking account of any advice from the WSCB or local authority on appropriate training courses.

At Eckington Under Fives Pre-school we have two qualified DSL's to ensure one is always present in the building. The DSL's are Maria Smith and Donna Saunders. The Committee Member who has responsibility for child protection is Nadine Haidon.

Training

The EYFS (2017), states that:

- Providers must train all staff to understand their safeguarding policy and procedures.
- Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

WSCB and Worcestershire County Council (WCC) recommend that:

- The DSL/Deputy DSL update their safeguarding training every two years and continually refresh knowledge.
- All other practitioners must update their safeguarding qualification every three years and update knowledge at least annually, we do this through safeguarding meetings and workshops.

Legal Framework

Under Section 40 of the Childcare Act 2006 Eckington Under Fives Pre-school has a duty to comply with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS 2017), and to take all necessary steps to keep children safe and well.

- Safeguarding Vulnerable Groups Act (2006).
- Data Protection Act (1998).
- Working Together to Safeguard Children 2015.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017

Approved by Eckington Under Fives Committee

Name:

Position:

Date:

Signature:

Responsibilities

Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004, the Childcare Act 2006, and in line with 'Working Together to Safeguard Children' 2015 and the recommendations of Worcestershire Safeguarding Children's Board.

We fully recognise our responsibilities for safeguarding children and our policy applies to all adults in the setting. The main aims of our policy and procedures are:

- Ensuring that we establish and maintain an environment where children feel safe, secure, valued, respected and listened to, and in which they can learn and develop
- Ensuring that all steps are taken to keep children safe and well
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- Developing and then implementing procedures for identifying and reporting concerns
- Supporting children who have been identified as in need of early help or at risk of harm

Related policies

- **Suitable People**
- **Staff Qualifications, Training, Support and Skills**
- **Safety and Suitability of Premises, environment and equipment**
- **Information and Records**

Responsibilities

All adults will:

- Take all necessary steps to keep children safe and well
- Be alert to any issues for concern in the child's life at home or elsewhere
- Follow the policies and procedures of the setting and notify the relevant person or agency without delay if concerns arise
- Keep appropriate records, even where immediate referral is not necessary, and keep these separate from the child's ordinary file in a secure place
- Disclose any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children
- Disclose to the registered provider, information about the disqualification of anyone living in their household
- Notify the key person if there is an unexplained absence of more than two days of a child who is subject to a child protection plan;

In addition, the registered provider of Eckington Under Fives will:

- Ensure that the setting implements a policy and procedures to safeguard children, which is in line with guidance from Worcestershire Safeguarding Children's Board (WSCB), and review these at least annually
- Nominate a Designated Safeguarding Lead (DSL) and ensure that they have the knowledge and skills to perform their role
- Nominate a member of the committee or board to be responsible for safeguarding children and liaise with the DSL and or Manager in matters relating to safeguarding.
- Ensure that there is a member of staff who will take on the responsibilities of the DSL if they are absent, (Deputy DSL) and ensure that there is a DSL on site during all operational hours
- Ensure that parents have an understanding of the responsibility placed on the setting and staff for safeguarding and child protection by making the policy available to parents
- Operate safer recruitment practice, ensuring that at least one member on every recruitment panel has completed safer recruitment training.
- Ensure that all staff have up to date knowledge of safeguarding issues and receive updated information on a regular basis, at least annually
- Ensure all staff and volunteers understand their responsibility for referring any concerns to the DSL or manager and are aware that they may raise concerns directly with the Family Front Door if they believe their concerns have not been listened to or acted upon.
- Ensure that the duty of care towards its children and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist adults in the setting to monitor their own standards and practice;
- Train all staff to understand the setting's safeguarding policies and procedures
- Provide training which enables staff to identify signs of possible abuse and neglect in a timely way and respond appropriately.
- Ensure that staff have regular supervision meetings to support their role
- Ensure that all adults in the setting have access to a copy of the Babcock Prime publication *'Safeguarding and Child Protection Guidance for Early Years and Childcare Providers'* (the 'Yellow Folder')
- Notify the Family Front Door (or the police in an emergency) without delay if they have concerns about a child.
- Be aware of and follow procedures set out by the Local Authority and the WSCB where an allegation is made against a member of staff or volunteer, including making a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned;
- Notify Ofsted within 14 days, of any allegations of serious harm or abuse by any person living, working or looking after children on the premises, and any action taken.
- Ensure the suitability of adults who have contact with children and not allow people whose suitability has not been checked to have unsupervised contact with children being cared for
- Obtain an enhanced criminal records disclosure for every person over 16 who works with children and/or works or lives on the premises

- Record information about staff qualifications, identity checks and vetting processes
- Notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises
- Give Ofsted within 14 days the following information about themselves or any person who lives or is employed in the same household:
 - Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006;
 - The date of the order, determination or conviction, or the date when the other ground for disqualification arose;
 - The body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
 - A certified copy of the relevant order (in relation to an order or conviction).

The Designated Safeguarding Lead (DSL) will:

- Attend training appropriate to their role and renew this every two years.
- Liaise with local statutory children's services agencies and with the WSCB
- Raise awareness of the settings safeguarding policies, procedures and systems, among staff and parents and carers.
- Ensure that all adults in the setting understand and are able to implement the setting's policies and procedures
- Support others as necessary in seeking advice and/or making a referral to Children's Social Care
- Support staff in understanding their role in the absence of the DSL
- Support staff in protecting themselves from allegations
- Ensure policies and procedures are reviewed at least annually
- Keep up to date with current safeguarding and child protection legislation
- Ensure that consistent and effective record keeping systems are in place and guidelines followed throughout the setting
- Ensure that a system is in place to review incidents and observations to identify patterns of concern and the need to make a referral to Children's Social Care
- Share child protection information with the DSL of any receiving setting or school when children leave the setting.
- Develop effective links with relevant agencies and other professionals and co-operate as required with their enquiries regarding safeguarding matters including co-operation with serious case reviews, attendance at strategy meetings, initial and review child protection conferences, core group and child in need review meetings;
- Contributing to assessments and providing reports to initial and review conferences which have been shared with parents first.

Training

When staff, (including volunteers) join our setting they will be informed of the safeguarding arrangements in place. They will be given a copy of this policy and the setting's code of conduct and will have access to a copy of 'Safeguarding and Child Protection Guidance for Private, Voluntary and Independent Early Years and

Childcare Providers'. They will be told who the DSL is and who acts in their absence.

All staff will receive induction in safeguarding children. The induction programme will include basic child protection information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child, who to report concerns to, and advice on safe working practice.

All staff will receive training in child protection and safe working practice, updated every three years. Those with specific responsibility for safeguarding children will undertake appropriate training, updated every two years.

Information Sharing & Confidentiality

We recognise that all matters relating to child protection are confidential and the Managers who are the DSL's will only disclose information about a child to other members of staff on a need to know basis. However, we also recognise our professional responsibility to share information with other agencies in order to safeguard children, and we will not promise a child to keep secrets which might compromise the child's safety or well-being.

Communication with Parents

We recognise that good communication with parents is crucial in order to safeguard and promote the welfare of children effectively. We will always undertake appropriate discussion with parents prior to involvement of another agency **unless to do so would place the child or an adult at further risk of harm or would impede a criminal investigation.**

We will ensure that parents have an understanding of the responsibilities placed on the setting and staff to safeguard children and their duty to co-operate with other agencies in this respect.

Record Keeping

Any person in the setting receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible) writing down exactly what was said, using the child's own words as far as possible. All notes will be timed, dated and signed, with name printed alongside the signature. Concerns will be recorded using the setting's safeguarding children recording system.

All records of a child protection nature will be passed to the DSL including case conference or core group minutes and written records of any concerns. Child protection records are kept securely and transferred in a safe and timely manner when a child moves setting.

The DSL will maintain and regularly audit the setting's child protection records and ensure that each stand-alone file includes a chronology of significant events.

Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. We acknowledge that settings may be the only stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm, and we are aware that research shows that their behaviour may be challenging and defiant or they may be withdrawn.

Eckington Under Fives will endeavour to support all children by:

- Encouraging self-esteem and self-assertiveness, as well as promoting respectful relationships, challenging bullying and humiliating behaviour
- Promoting a positive, supportive and secure environment giving children a sense of being valued
- Consistently applying strategies to which are aimed at supporting vulnerable children, and supporting children in understanding that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred
- Liaising with other agencies that support the child such as Children's Social Care
- Notifying the Family Front Door immediately there is a significant concern
- Providing continuing support to a child about whom there have been concerns if they leave the setting by ensuring that appropriate information is forwarded under confidential cover to their new setting.

Supporting and Supervision of Staff

All staff will receive regular supervision meetings to enable them to discuss any concerns about children, adults, procedures and so on.

We recognise that staff working in the setting who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with and to seek further support such as counselling or regular supervision, as appropriate.

In order to reduce the risk of allegations being made against adults in the setting, and ensure that they are competent, confident and safe to work with children, they will be made aware of safer working practice guidance and will be given opportunities in training to develop their understanding of what constitutes safe and unsafe behaviour.

Whistleblowing (see also 'Information and Records-Whistleblowing')

Our aim is to establish an internal procedure that will enable all adults in the setting to raise serious concerns about any aspect of practice in confidence without fear of reprisal. This will ensure that the setting continues to work within best practice to safeguard children and young people.

Concerns 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 settings policies and procedures
- poor practice
- improper conduct.

Staff should raise concerns via supervision meetings or with the Manager or Registered Person, preferably in writing, and should include:

- reference to the fact that it is a whistleblowing disclosure
- the background and history of the concerns
- names, address and places (where possible)
- the reason why the worker is concerned about the situation

Staff who feel unable to put concerns in writing should speak with the Manager or Registered Person or discuss with their line manager during supervision. Staff may also share concerns directly with Ofsted or the Family Front Door where appropriate.

The action taken will depend upon the nature of the concern. All matters raised (with the exception of allegations of abuse against a member of staff/volunteer or unlawful activity) will be investigated internally. Some concerns may be resolved by an agreed action or an explanation regarding the concern, without the need for a further investigation.

The appropriate person/s will investigate the concern thoroughly, ensuring that a written response is provided within 28 days.

If a malicious allegation is found to have been made it may result in disciplinary action.

Eckington Under Fives will do its best to protect the identity of the whistle blower. However, if the concern raised needs to be investigated by an external agency the setting cannot guarantee their anonymity.

At any time when dealing with a whistle blowing concern, this policy may be superseded, and the Safeguarding/Child Protection Procedure, Management of Allegation Procedure or Complaints Procedure will be followed.

Positive Physical Intervention

Staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury or damage to property. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under management of allegations or disciplinary procedures. We recognise that touch is appropriate in the context of working with

children and all adults in the setting have been given safe working practice guidance to ensure they are clear about their professional boundaries.

Preventing radicalisation

The registered provider and staff are committed to promoting the fundamental British values of:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of those with different faiths and beliefs.

Staff have completed training regarding the need to be aware of potentially vulnerable individuals who may be susceptible to radicalisation, and the action to be taken if there are concerns. We would treat such concerns in the same way as any other safeguarding concern.

E-safety

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal. We therefore, recognise our responsibility to raise staff awareness of these issues and educate our children, teaching them the appropriate actions and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

We use appropriate filters to protect children when using the internet and have a system in place to monitor the use of technology.

Mobile phones, cameras and the use of images

Personal mobile phones and devices which include a camera are not used in the setting. Staff should use the setting's number as an emergency contact number. Staff, children or visitors bringing phones and camera devices into the setting are asked to place them in the designated box.

Staff must not take or store photographs of children in the setting on their own devices or for personal use. Under no circumstances should staff post any images which include children at the setting on social media sites. Photographs of children may be taken in the interests of recording development and significant events, and cameras are provided by the setting for this. These photographs will remain in the setting or be passed on to parents and carers.

Consent is always sought when photographing children and additional consideration given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children). Permission will be sought if including images of children on our website. In doing so we will consider the risks, will not include vulnerable children and children will always be appropriately clothed.

Sometimes children and family members will want to take photographs of children for example at special events. On these occasions, we will remind parents of our

policies and ask them in particular not to post photographs of children other than their own on the internet.

Use of online assessment tools

Before choosing an online assessment tool we will review the provider's security policy and staff will receive training on the appropriate use of such tools. Staff will use the settings devices and will not use any personal device to access the assessment tool. If photographs are used, they will be taken using the setting's devices and staff will follow the setting's policy for the storage and retention of photographs. Staff will not access or update children's information outside of the setting.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017
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Approved by Eckington Under Fives Committee
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Name:	Position:
Date:	Signature:

Safeguarding procedure

Notification (verbal or written) about abuse of a child may be received from another child, parent/carer, member of staff or from an outside agency. The alleged perpetrator may be an adult or child and regardless of whether they are at the setting or not, procedures must be followed. If the alleged perpetrator is a child in the setting, that child's own safeguarding needs must also be considered.

Steps to be taken:

- If staff at Eckington Under Fives Pre-school have general concerns about a child's welfare e.g. have logged several minor concerns over a period of time, or have observed that a child's demeanour has changed without a plausible explanation, staff will discuss their concerns with the DSL
- If a member of staff believes a child may be at risk of significant harm, e.g. because a child has disclosed possible abuse or displays an injury without a plausible explanation, they must inform the DSL immediately and record their concern

The DSL may;

- Contact the Family front door for further advice or log on to the portal for advice
- Contact WSCB via their website www.worcestershiresafeguarding.org.uk
- Recommend discussion with parents/carers.
- Suggest signposting to Early help at the children's centre done through Family Front Door but requires parental consent.
- Continue to monitor situation.
- The DSL will gather any additional information available and immediately follow the procedure to determine action. All personal and sensitive information must be recorded and handled in confidence. *The DSL will consider any factors which may affect judgement, and if necessary seek advice from the Community Social Worker (including how and/or if to share information with parents/carers). The child's welfare is always paramount.*

Family Front Door

- If a referral to the Family Front Door is required, it will be necessary to share the following information:
 - The name, address, date of birth, ethnic origin and gender of the child
 - If applicable, any disability or special need that the child may have
 - The name of the person with parental responsibility for the child, and any restrictions to legal contact with the child
 - The names and dates of birth of siblings or other children in the household (if known)
 - The names and contact telephone numbers of parents and other carers or close family members if known
 - The name, address and telephone number of the child's GP and Health Visitor if available

- The nature of the injuries observed, the reason for concerns and any risk indicators (e.g. domestic abuse)
- Information about other services providing support and the child's thoughts/wishes and feelings
- The name of the person who has raised the concern and exactly what the concern is
- The parents'/carers'/child's first language
- When making the referral, it is usually good practice to discuss concerns with the parents/carer first. However, **if it is believed that:**
 - Discussion with parents may put the child/an adult at greater risk of harm
 - Evidence may indicate sexual abuse (e.g. a clear disclosure)
 - Evidence may indicate that a crime has been committed (e.g. an injury)
 - Evidence of Aggravating Factors (domestic abuse, substance misuse or parental mental ill health – the toxic trio)

**In the above circumstances,
Staff will ALWAYS SEEK ADVICE from the Family Front Door
BEFORE discussing concerns with parents**

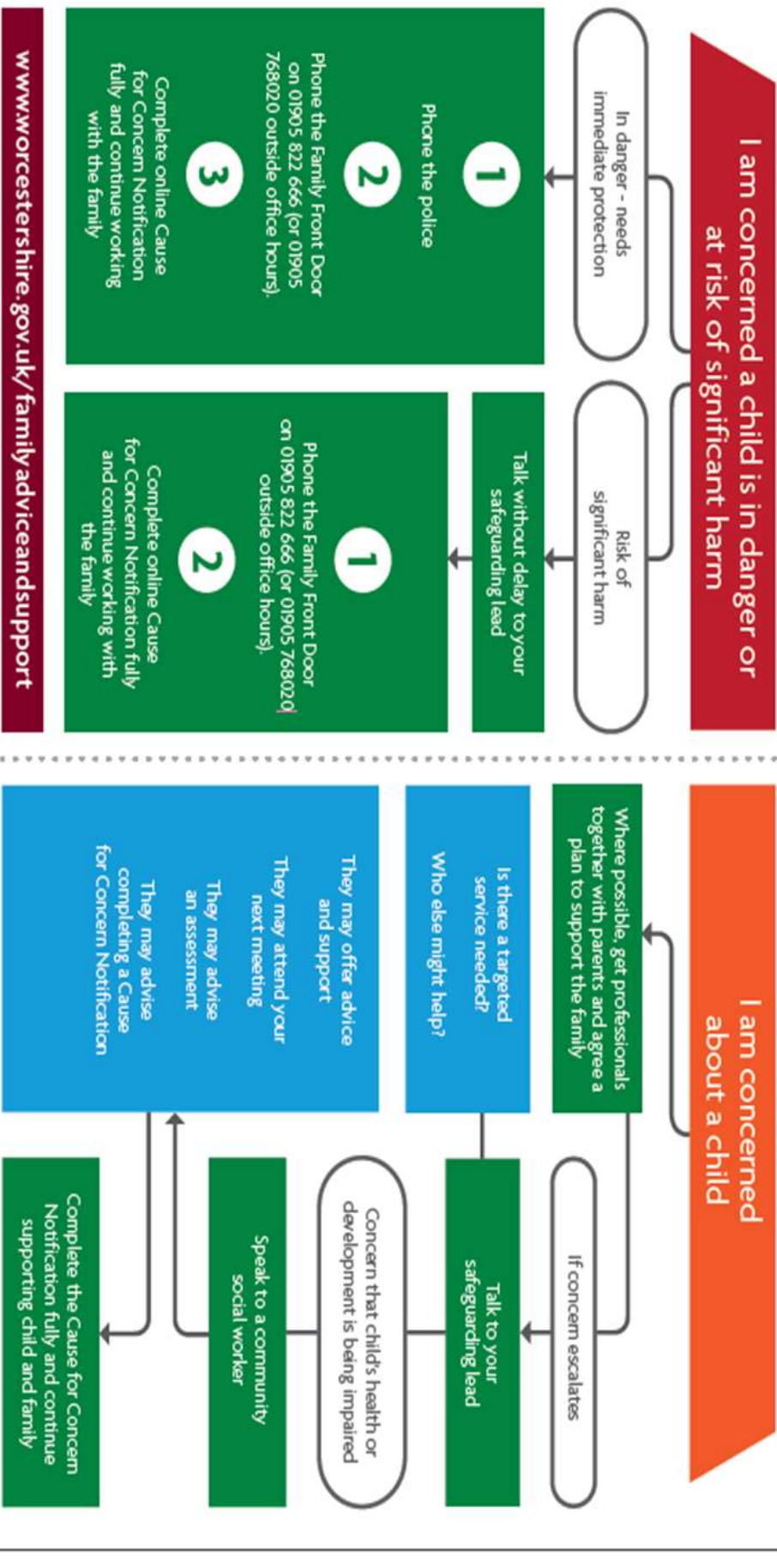
The Family front door will advise staff what information should be shared with the parents/carers, if any, at this stage.

- Eckington Under Fives Pre-school will at all times follow instructions from the Family Front Door, however if unhappy with the advice given will use their professional confidence to ask for the cause for concern notification to be looked at again.
- A telephone referral should be followed up using the online Cause for Concern Notification within 24 hours. An On-line referral can be done by accessing http://www.worcestershire.gov.uk/info/20054/safeguarding_children/364/if_you_are_worried_about_a_child. Follow the links as a professional who wants to make a referral and access the professional portal clicking on the appropriate tab for your need i.e. cause for concern will take you to your login page. The password which is located in the front of the safeguarding file is available from DSL or Deputy DSL.
- Within 24 hours following a referral to the Family Front Door, the referrer should expect to receive feedback about the course of action to be taken. The DSL should document this and follow any instructions from the Family front door
- Effective record keeping is maintained by all staff at all times.

N.B. All staff have a duty to escalate significant concerns (e.g. directly to the Provider or to Children's Services family front door) if their concerns about a child or member of staff are not shared by the DSL or the setting manager. Please see our Whistleblowing procedures in section 11 in this document.

Chart 1

Professionals guide to reporting a concern about a child:
Steps to take before completing a Cause for Concern Notification.



Managing a Disclosure

Staff in settings are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with children. If a child discloses directly to a member of staff, they will listen carefully to what is said and ask only open questions such as 'Tell me what happened.' They will not ask closed questions or ask a child to repeat the disclosure to another staff member, and they will not begin an investigation. They will report immediately to the DSL and complete a hand-written record as soon after the disclosure as possible, using the child's words as far as possible and using body maps to record any observed injuries.

Where a child discloses safeguarding allegations against another child, the DSL will seek advice from the Family Front Door before commencing an investigation or contacting parents.

Family Front Door	01905 822666 Monday to Friday 8.30am to 5.00pm 01905 768020 Evenings and Weekends
Police 24hrs non-emergency	101
Emergency	999
NSPCC Helpline	0808 800 5000
Ofsted	0300 123 1231
Community Social Worker	Family Front Door – 01905 822666
Levels of Need	The threshold guidance has been replaced by 'Levels of need' and this is available at: http://www.worcestershire.gov.uk/downloads/file/7052/levels_of_need_guidance
Child Protection Updates	Multi-agency child protection regular updates were registered by Pinvin community preschool on 15 th August 2016. They are received by email and sent out to all practitioners

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

Managing Allegations

The Statutory Framework for the Early Years Foundation Stage (EYFS 2017) states: 'A practitioner must be designated to take lead responsibility for safeguarding children in every setting'.

However, when a safeguarding concern involves the behaviour of someone living working or looking after children on the premises, this becomes the **provider's** responsibility, in our case the Registered person which is the Chair Person of the Committee, and they must inform Ofsted.

It is **essential** that all staff at Eckington Under Fives Pre-school are confident to follow this 'allegations management' procedure.

Procedure to be followed if an allegation against a member of staff is received

Staff must never investigate an allegation of abuse but must always follow the advice of the Children's Social Care or other statutory body.

When a safeguarding concern involves the behaviour of someone living working or looking after children on the premises, whether the allegations relate to harm or abuse committed on the premises or elsewhere this is the **provider's** responsibility (EYFS 2017, s 3.8), and they must inform Ofsted.

- An allegation may be made by a child, a parent/carer, an adult in the setting or from an outside agency, and may be verbal or written but will be treated with equal concern.
- Confirmation of the allegation in writing will be sought from the person making the allegation, but **action will not be delayed whilst awaiting written confirmation.**
- The allegation will be recorded confidentially and stored securely.
- The recipient of the allegation will immediately inform the DSL and Manager.
- The committee (Registered person) will advise the family Front Door immediately and Ofsted within 14 days.

When the allegation is made against a manager or the registered person (the Chair of the Committee), the person in receipt of the allegation must inform Family Front Door and Ofsted without delay.

- A note will be made of any actions advised by the Family Front Door and Ofsted and the date and time they are implemented.
- If necessary, the Family Front Door will discuss the allegation with the Local Authority Designated Officer (LADO). If the allegation meets the threshold criteria for an independent investigation, then the LADO will convene a Position of Trust meeting.
- A risk assessment will be carried out as to whether the person involved should be suspended pending the outcome of the Position of Trust meeting. This meeting

will determine whether enquiries and assessments by Social Care Services are required, whether a police investigation is required, and whether there are implications regarding the alleged perpetrator's suitability to work with/have access to children at the setting. N.B. If an allegation is made directly to the police or Children's Services the committee may be unaware of the allegation until informed of the Position of Trust meeting.

- If as a result of the Position of Trust Meeting Children's Social Care and/or the police decide to carry out an investigation, suspension of the alleged perpetrator will be reconsidered. A risk assessment will be carried out to determine whether the alleged perpetrator should be suspended during the investigation. In circumstances where the allegation is made against the manager or the registered person (committee), Ofsted may choose to suspend registration.
- The allegation will be handled in confidence, and not discussed with others, including the person involved, unless advised to do so by Children's Social Care.
- If an allegation is contained within a wider, more general complaint, the complaint will be handled following the setting's usual complaints procedure but with care to keep the detail of the allegation itself confidential.
- Information to support the possible investigation by Children's Social Care or the Police e.g. registers, staff rotas may be requested.
- Parents/carers will be informed of any allegation involving their child unless by doing so this could put the child or adult in further danger, or compromise an investigation.
- Alternative staffing arrangements will be made if necessary, to ensure staffing ratios are met and parents/carers will be informed about any changes to staff deployment.
- If no further action is recommended by Children's Social Care or Position of Trust meeting, disciplinary procedures may still follow.
- If there are concerns about the suitability of the member of staff to continue to work with children, there is a statutory duty to refer to the Disclosure and Barring Service (DBS).
- In all cases where an allegation against a person is made, a review of all policies and procedures will be completed and the addressing of identified training/supervision needs.
- Records of allegations will be retained until the alleged perpetrator reaches normal retirement age, or for 10 years if that is longer.

Advice on employment legislation and disciplinary and dismissal processes can be obtained from: ACAS

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

Child Sexual Exploitation and Peer on Peer Abuse

Introduction

Eckington Under Fives Pre-school recognises its duty to safeguard all children and vulnerable adults including parents and practitioners. We continuously update our knowledge on safeguarding topics and discuss at a management level how these themes of abuse may present themselves in our setting and how we then deal with this.

Our Aims

- To continuously reflect and update knowledge on safeguarding threats to our community.
- Put in place policies and procedures that acknowledge potential new risks to our children, staff and parents.

Child Sexual Exploitation (CSE)

We recognise that CSE is a form of child abuse involving criminal behaviours against children and young people which can have a long-lasting adverse impact on a child's physical and emotional health. Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people. Victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol, and sometimes accommodation. It may also be linked to child trafficking.

In response to these risks we would;

- Follow our normal safeguarding procedures
- Refer to further information in the Orange CSE file
- Complete a CSE Identification risk tool which can be found on the Family Front Door website.
- When practitioners become aware of children who are affected by, or at risk of, sexual exploitation they have a duty to comply with the West Mercia Child Protection Procedures, with specific regard to section 7.2 which relates specifically to the process to be followed in Worcestershire.
- http://westmerciaconsortium.proceduresonline.com/chapters/g_step_by_step_respond_cse.html

A common feature of sexual exploitation is that the child often doesn't recognise the coercive nature of the relationship and doesn't see themselves as a victim. The child may initially resent what they perceive as interference by practitioners, but practitioners must act on their concerns, as they would for any other type of abuse. All practitioners are made aware of the indicators of sexual exploitation and all concerns are reported immediately to the DSL.

Peer on peer abuse

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and

sexting. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse. Where a child discloses safeguarding allegations against another pupil in the same setting, the DSL should refer to the local procedures on the WSCB website (section 2.12) and seek advice from the Family Front Door or Community Social Worker before commencing its own investigation or contacting parents.

Honour based violence

We recognise that our staff are well placed to identify concerns and act to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence. There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

Reporting requirements of FGM - Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon practitioners in England and Wales, to personally report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. Information on when and how to make a report can be found in the following Home Office guidance: 'Mandatory Reporting of Female Genital Mutilation - procedural information' (Home Office, 2016).

Signs of FGM - A girl or woman who's had female genital mutilation (FGM) may:

- have difficulty walking, standing or sitting.
- spend longer in the bathroom or toilet.
- appear withdrawn, anxious or depressed.
- have unusual behaviour after an absence from school or college.
- be particularly reluctant to undergo normal medical examinations.
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

Long-term effects of FGM

Girls and women who have had FGM may have problems that continue through adulthood, including:

- difficulties urinating or incontinence.
- frequent or chronic vaginal, pelvic or urinary infections.
- menstrual problems.
- kidney damage and possible failure.
- cysts and abscesses.
- pain when having sex.
- Infertility.
- complications during pregnancy and childbirth.
- emotional and mental health problems.

Further Guidance

Call the FGM helpline if you're worried a child is at risk of, or has had, FGM.

It's free, anonymous and its 24/7.

0800 028 3550

fgmhelp@nspcc.org.uk

Special Educational Needs and Disability (SEND)

We recognise that children with special educational needs and disabilities can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017

Approved by Eckington Under Fives Committee

Name:

Position:

Date:

Signature:

Promoting British Values and Prevention of Terrorism and Extremism

Introduction

From the 1st July 2015, all early year's childcare providers and schools are subject to provide clear guidance of promoting British Values and preventing counter terrorism/extremism under section 26 of the Counter Terrorism and Security Act 2015. This duty is also known as the Prevent Duty. Paragraphs 57—76 of the guidance are concerned specifically with schools and child care providers.

The prevent strategy, published by the Government in 2011 is part of our overall counter terrorism strategy, CONTEST. The aim being to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. The DfE have recently reinforced the need "to create and enforce a clear and rigorous expectation on all schools to promote the fundamental British values of democracy, the rule of Law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs".

Our Aim

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. We will ensure that:

- Through training, staff, volunteers and committee members have an understanding of what radicalisation and extremism is, why we need to be vigilant in pre-school and how to respond when concerns arise.
- Staff will complete PREVENT training offered by Babcock.

Procedures:

- Eckington Under Fives will help support children who may be vulnerable to such influences as part of our wider safeguarding responsibilities.
- We will teach and encourage children to respect one another and to respect and tolerate difference, especially those of a different faith or no faith.
- Eckington Under Fives will not display messages or images promoting extremist messages.
- Children will not have access to extremist material online.
- We will not tolerate the use of extremist or hate terms to exclude others or incite violence.
- Eckington Under Fives will not tolerate any Anti-Western or Anti-British views.
- Eckington Under Fives will expect parents to report any changes in their child's behaviour, friendships or actions that require assistance.
- Eckington Under Fives will strive to eradicate the myths and assumptions that can lead to some young children becoming alienated and disempowered.
- Eckington Under Fives will promote the values of democracy, the rule of law, individual liberty, mutual respect and tolerance for those with different faiths and beliefs.
 - **Democracy:** We will make decisions together and listen to children's and parent's voices. We will give children opportunities to choose activities and resources to develop enquiring minds in an atmosphere where questions are valued.

- **Rule of Law:** We promote that rules matter as cited in PSED. We reinforce our high expectations of children and teach the value and reasons behind them and that there are consequences when rules are broken.
- **Individual Liberty:** We will promote freedom for all reflecting on their differences and understanding that everyone is free to have different opinions.
- **Mutual Respect:** We promote treating others as you wish to be treated. Children gain respect through interaction with caring adults who show and value their individual personalities.
- **Tolerance of different Faiths and Beliefs:** We promote children's understanding of different faiths and beliefs by participating in a range of celebrations throughout the year.
- Giving them the opportunity to dress up in clothes and try foods from other cultures.

**STAFF WILL ALWAYS SEEK ADVICE FROM THE PREVENT TEAM ON
PREVENT@WARWICKSHIREANDWESTMERCIA.PNN.POLICE.UK**

Legal Framework:

- Section 29 of the Counter Terrorism & Security Act 2015
- The Prevent Strategy 2011
- DFE Publications:
 1. The Prevent Duty – June 2015
 2. Promoting Fundamental British Values as part of SMSC in Schools November 2015

Further information

D of E Extremism helpline 0207 340 7264 or email
counterextremism@education.gsi.gov.uk

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
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Date:	Signature:

Looked after children

Introduction

Early years settings are committed to providing quality provision based on equality of opportunity for all children and their families. All staff are committed to doing all they can to enable 'looked after' children in their care to achieve and reach their full potential.

Definition of 'Looked after Children' (LAC): *Children and young people become 'looked after' if they have either been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most LAC will be living in foster homes, but a smaller number may be in a children's home, living with a relative or even placed back home with their natural parent(s).*

Our Aim

We recognise that children who are being looked after have often experienced traumatic

situations, physical, emotional or sexual abuse or neglect. However, we also recognise that not all looked after children have experienced abuse and that there are a range of reasons for children to be taken in to the care of the local authority. Whatever the reason, a child's separation from their home and family signifies a disruption in their lives that has impact on their emotional well-being.

In our setting, we place emphasis on promoting **children's right to be strong, resilient and listened to**. Our policy and practice guidelines for looked after children are based on these two important concepts, **attachment and resilience**. The basis of this is to promote secure attachments in children's lives as the basis for resilience. These aspects of well-being underpin the child's responsiveness to learning and are the basis in developing positive dispositions for learning. For young children to get the most out of educational opportunities they need to be settled enough with their carer to be able to cope with further separation, a new environment and new expectations made upon them.

Procedure

- 1) The term 'looked after child' denotes a child's current legal status; this term is never used to categorise a child as standing out from others. We do not refer to such a child using acronyms such as LAC.
- 2) We offer places to two-year-old children in exceptional circumstances who are in care. In such cases, the child should have been with the foster carer for at least two months and show signs of having formed a secure attachment to the carer and where the placement in the setting will last a minimum of three months.
- 3) We offer places for funded three and four-year-olds who are in care to ensure they receive their entitlement to early education. We expect that a child will have been with a foster carer for a minimum of one month and has formed a secure attachment to the carer. We expect that the placement in the setting will last a minimum of six weeks.
- 4) We will always offer 'stay and play' provision for a child who is two to five years old who is still settling with their foster carer, or who is only temporarily being looked after. Where a child who normally attends our setting is taken into care and is cared for by a local foster carer we will continue to offer the placement for the child.
- 5) The designated person for looked after children is the DSL.

- 6)** Every child is allocated a key person before they start and this is no different for a looked after child. The designated person ensures the key person has the information, support and training necessary to meet the looked after child's needs.
- 7)** The designated person and the key person liaise with agencies, professionals and practitioners involved with the child and his or her family and ensures appropriate information is gained and shared.
- 8)** The setting recognises the role of the local authority social care department as the child's 'corporate parent' and the key agency in determining what takes place with the child. Nothing changes, especially with regard to the birth parents or foster carer's role in relation to the setting without prior discussion and agreement with the child's social worker.

Early Years Pupil Education Plan (P.E.P.)

Schools have a statutory responsibility to complete a P.E.P. on a termly basis. The Early Years team are recommending that early years settings also complete a termly P.E.P. so that the holistic needs of the child and family are identified and supported appropriately.

Eckington Under Fives would use the looked after children evaluation toolkit to ensure we are meeting and exceeding our requirements. We would use the template devised through the local provider, Babcock Prime, to complete this plan in conjunction with other agencies as required.

Further guidance

<https://www.babcockprime.co.uk/school-effectiveness/early-years/support-children-who-are-looked-after>

Please see Pupil Premium Policy within our Child Development Policy on how else we can support LAC, found in this policies and procedures folder.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

Uncollected Child

Introduction

If a child is not collected by an authorised adult at the end of a session/day, our Pre-School 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.

Our Aim

If a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform the parents/carers of our procedures so that if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Prevention

Before a child starts their first session at Eckington Under Fives Pre-School the parents of the child are asked to provide specific information which is recorded on our admissions form including:

- 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.
- Work telephone number (if applicable)
- Mobile telephone number (if applicable)
- Names and telephone numbers of adults who are authorised by the parent to collect their child from our Pre-School, for example a child minder or Grandparent.
- Information about any person who does not have legal access to the child and who has parental responsibility.
- On occasions when parents are aware that they will not be home or in their usual place of work, they record how they can be contacted on our signing in sheet.
- On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name and telephone number of the person who will be collecting their child on our signing in sheet and inform the Manager. We agree with parents how to verify the identity of the person who is to collect their child, usually through a secret password.
- 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 procedures.
- We provide parents with our contact telephone number.
- We also inform parents that-in the event that their child is not collected from our Pre-School by an authorised adult and staff can no longer supervise the child on our premises-we apply our child protection procedure as set out in our child protection policy.

Procedure for Non-Collected Child

Step 1

- ⑩ Check signing in sheet for any information about changes to normal collection routines.
- ⑩ Contact parents on numbers provided.
- ⑩ Contact authorised adults detailed on the admissions forms or signing in sheet
- ⑩ All reasonable attempts are made to contact the parents or nominated carers.

Step 2

- Ensure the child does not leave the premises with anyone other than those named on the admissions forms and signing in sheet.
- If no-one collects the child and the premises are closing or staff are no longer available to care for the child, we apply the procedure for uncollected children, which details to contact the local police on the non emergency number 101
- The child stay at Pre-School in the care of two fully vetted workers until the child is safely collected either by the parents or by the local police

Step 3

- The police will endeavor to find the parents.
- A written report will be completed by the DSL and put in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by the staff.
- Ofsted may be informed **03001231231**

Under no circumstances should a member of staff go looking for the parents or take the child home with them

In the case where a parent comes to collect a child, but you feel they are unfit due to alcohol or drug abuse you cannot refuse to let them take their child.

However, it would be our aim to delay them leaving by chatting or making them a drink whilst another member of staff contacts an alternative nominated adult. If this is not possible you can contact the non-emergency local police on 101 who can only deal with this incident once the parent has left the premises with the child. Be sensible and never put yourself in danger.

This policy was written by Maria Smith and Donna Saunders on 8 th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

Missing Child

Introduction

Children's safety is maintained as the highest priority at all times both on and off the premises. On entering the setting children are welcomed by a member of staff and signed in on our signing in/out sheet by the parent/carer. The number of children in our care is then recorded on this sheet and on the 'mini blackboard' which is displayed on the centre board in the main room for all staff to see. All staff are to know how many children we have in our care and are reminded of this throughout the session/day by the Manager. Children are counted throughout the session regularly and every time we leave and return to the building.

Our Aims

Every attempt is made to avoid a missing child scenario through regular headcounts, and ensuring the door is locked at all times when not using the outdoor environment. However, we need to plan for this eventuality. Our aim is to provide a step by step guide that will be followed to help us deal with this situation in a professional and calm way in what is a stressful time for all concerned.

Missing Child from Premises Procedure

- As soon as it is noticed that a child is missing the Manager is alerted straight away.
- Signing in sheets are checked and a full register is taken to check that no other child has gone astray.
- Without alarming them, ask the children themselves whether they have seen the child who is missing. They can sometimes be a useful source of information.
- Check all adults are present and they all know that a child is missing.
- The Manager talks to the staff to find out when and where the child was last seen and records this.
- Check any possible hiding-places in and around the pre-school's premises.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, outdoor area, park and immediate vicinity of the setting.
- The doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Without alarming the children, a second member of staff will ask them whether they have seen the child who is missing, they can be a useful source of information.
- The Manager calls the police and reports the child as missing **five minutes** after it has been noticed that a child is missing, The Manager then calls the child's parents.
- The manager will carry out a thorough search of the building and outdoor play areas.
- The remaining children will be supervised as required by Ofsted. Additional adults will be brought in if necessary.

- The Manager contacts the Chairperson and reports the incident. The Chairperson, comes to the setting immediately to carry out an investigation.

Child Missing on an Outing Procedure

If a child goes missing from an outing where parents are not attending and responsible for their own child, Eckington Under Fives ensures that there is a procedure that is to be followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The Pre-School manager is informed, if they are not on the outing they must make their way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The Pre-School manager contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- The staff contact the police using the mobile phone and report the child as missing.
- 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 person in charge contacts the registered person of the management committee who comes down to the setting as soon as possible to carry out an investigation.
- 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 Manager, together with the Chairperson or representative from the committee speaks with the parent/carer.
- The Chairperson and committee carry out a full investigation taking written statements from all the staff present at the time the child went missing.
- The Manager in charge at the time of the incident writes an incident report detailing;
 - The date and time of the report.
 - What staff and children were in the Pre-School/on outing and the name of the staff member designated responsible for the missing child.
 - When the child was last seen in Pre-School/on the outing.
 - What was taken place in Pre-School/on the outing since the child went missing.
 - Anything unusual that day about the behaviour of that child or any other child.
 - 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 Health and Safety Officer may wish to investigate and will decide if there is a case for prosecution.
- In the event of a disciplinary action needing to take place, Ofsted is informed.
- The insurance provider is informed.

Managing People

- Missing child incidents are 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. The Manager, the Chairperson and committee members 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 Manager and Chairperson. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Manager or the Chairperson. 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 will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

Mobile Phone and Camera Images

Introduction

The Statutory Framework for the Early Years Foundation Stage states: 'Safeguarding Policies and Procedures must cover the use of mobile phones, tablets/lpads and cameras in the setting' (EYFS 2017; para 3.4).

The use of 'mobile phones, tablets/lpads and cameras' includes all hand-held devices capable of photographic imagery. Images may be distributed via print, DVD, the internet or other technologies. Photographic imagery is integral to the recording of observations and celebration of achievements, and it is not the intention of this procedure to prevent the use of mobile phones, tablets/lpads and cameras in settings.

Procedure

This procedure aims to ensure that there are clear guidelines in place which safeguard children, protect the rights of the individual, and provide staff with clear guidelines to follow, ensuring:

- Images are used appropriately and safely.
- Individual rights are respected and child protection issues considered.
- Safe storage of setting's phones, cameras, images and memory cards.
- Personal phones, lpads/Tablets and cameras are securely stored and used appropriately.
- Parents/carers are given the right to opt out and this is respected by the staff.

1. Safeguarding Children

- The welfare and protection of our children is paramount and consideration will always be given to whether the use of photography will place our children at risk.
- Signed consent is always sought.
- Additional consideration will be given to photographing vulnerable children.

2. Data Protection

We are exempt from having to register with the Information Commissioner's Office (ICO), as we are a non-profit organisation, however we still comply with the requirements of the register as 'data controllers' when processing personal information including images. (ico.org.uk).

3. Parental Consent

- On admission of a child to the setting parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their child.
- The parent/carer will be asked to confirm in writing, that they will inform the setting if they no longer wish images of their child to be used for any reason.
- Parents will be informed in advance if, for publicity purposes, their child is likely to appear in the press.

4. Images are only used for the purpose intended:

- Photographs and video images are used for setting's purposes, which are, celebrating children's achievements through activities and displays and for evidence of the child's development. Group photographs are sometimes used as

evidence of friendships, celebrations and activities and consent is sought from parents. However, these images are only shared with those parents of the children in the photograph.

Staff ensure that:

- They always use the settings equipment for taking images.
- They will never photograph children in a state of undress, e.g. whilst changing.
- That no photographic equipment will be taken into the toilet areas under any circumstances, if any persons are found in possession of photographic equipment in these areas staff will immediately report to the DSL.
- They will report any concerns about inappropriate or intrusive photographs found to the DSL, following our safeguarding procedure.
- Group photographs are used for purpose outlined above.
- Images must never be shared without the consent of the parents/carers (e.g. Facebook, early year's bulletin, other agencies).
- Risk assess use of images, to include displays.
- Risk assess the sharing of images with parents/carers/other agencies.

5. Parental Photography

- Parents/carers will ensure that they respect the settings decision to prohibit photography of certain children or a particular event and all images are taken for personal use only. This includes putting images on social media.

6. The use of Mobile Devices - which include, Cameras, Mobile Phones, iPad/tablets and Video equipment - by Children

- Children are not permitted to use personal equipment in the setting for the purpose of taking photographs.

7. Safe storage of setting's images, phone, camera and memory card:

- Images should always be stored securely, and password protected.
- Images should be destroyed or deleted once they are no longer required for the purpose for which they were taken.
- Images taken for publicity or promotional purposes will be destroyed after 2 years
- Setting's phones, cameras and/or memory cards should be stored securely at the end of the session.

8. Personal phones and cameras are securely stored and used appropriately:

- Personal phones and cameras should be stored securely away from the children (this applies to staff, parents and visitors). At Eckington Under Fives Pre-school this will be in an allocated mobile phone box located in the kitchen.
- Early Years Workers should be cautious of persons who may have more than one phone, either staff or visitor, and report this immediately to the DSL.
- Personal phones and cameras should only be used outside of working hours and away from the premises. If used at lunchtimes these can only be used in the back room away from children signed and only on a rest break. Staff should give the Eckington Under Fives mobile phone number for emergencies.
- New technologies must be risk assessed to ensure we continue to comply with this policy, for instance watches that have the facility to take images are not to be worn at any time.

Any staff member found in breach of this policy will be subject to a disciplinary.

This policy was written by Maria Smith and Donna Saunders on 8th November 2017

Approved by Eckington Under Fives Committee

Name:

Position:

Date:

Signature:

Internet Policy and Acceptable Use

Introduction

At Eckington Under Fives Pre-school we recognise the big part internet usage plays in the day to day running of our organisation. The internet is used for enhancing our provision and learning opportunities for the children in our care and is a valuable resource to our provision. Unfortunately, the internet has the potential to put our provision, children and staff at risk, so this is why we have put in a place an **Internet Usage Policy** and an **Acceptable Use Policy**.

Our Aim

The Acceptable Use Policy (AUP) will aim to:

- Safeguard children and young people by promoting appropriate and acceptable use of information and communication technology (ICT).
- Outline the roles and responsibilities of all individuals who are to have access to and/or be users of, work-related ICT systems.
- Ensure all ICT users have an acute awareness of risk, a clear understanding of what constitutes misuse and the sanctions that may be applied.
- The AUP will apply to all individuals who are to have access to and/or be users of work-related ICT systems.
- This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.
- Parents and carers, and where applicable, other agencies, will be informed of any incidents of inappropriate use of ICT that takes place on-site, and where known, off-site.

Roles and responsibilities:

Registered Person:

- Overall responsibility ensuring on-line safety is integral part of everyday safeguarding practice.
- Ensure all staff and management have appropriate training to effectively implement on-line safety.
- To ensure clear and rigorous policies and procedures are applied to the use/non-use of personal ICT equipment by all individuals who affect or come into contact with the early years setting.
- Ensure the AUP is reviewed and monitored transparently.
- Allegations of misuse will be dealt with appropriately and promptly in line with agreed procedures.
- To ensure no misuse of on-line social media, including being friends with children's parents.
- Effective on-line safety systems are in situ and effective.

Designated Safeguard Lead:

- Ensure they have knowledge of safeguarding, child protection and on-line safety.
- To ensure agreed policies and procedures are in place and implemented in practice.
- Any updates, issues or concerns are to be shared with all ICT users.
- Ensure all staff have relevant knowledge and training, with training needs being identified and actioned.
- An appropriate level of authorisation is given to all ICT users, dependant on roles and responsibilities.
- Any concerns and incidents are to be reported in a timely manner in line with agreed procedures.
- On-line safety will be put into the learning and development plans of children and young people.
- A safe ICT learning environment is to be promoted and maintained at all times.

Managers and Early Years Practitioners:

- To ensure any incidents or concerns are reported in a timely manner.
- ICT equipment is to be checked before use and all relevant security systems judged to be operational.
- To ensure no misuse of on-line social media, including being friends with children's parents.
- Children and young people are to be supported and protected in their use of on-line technologies enabling them to use ICT in a safe and responsible manner.
- On-line safety information is relayed to children appropriate for their age.
- Children and young people will know how to recognise and report a concern.
- All relevant policies and procedures are to be adhered to at all times and training undertaken as required.

Acceptable use by Early Years Practitioners and their Managers.

At Eckington Under Fives Pre-school we believe that all early years' practitioners and their managers should be enabled to use work-based online technologies to access age appropriate resources for children and young people, for research and information purposes, and for study support.

Procedures

- All early year practitioners and their managers will be subject to authorised use as agreed by DSL.
- Authorised users will have their own individual password to access a filtered internet service provider. Users are not generally permitted to disclose their password to others, unless required to do so by law or where requested to do so by the DSL.
- All computers and related equipment are to be shut down when unattended to prevent unauthorised access. Preschool computers access will only be available under management direction.

- All early year practitioners and their managers are to be provided with a copy of the Acceptable Use Policy and a copy of the Acceptable Use Agreement, which they must sign, date and return. A signed copy is to be kept on file.
- The use of personal technologies will be subject to the authorisation of the DSL and such use will be open to scrutiny, monitoring and review.

In the Event of Misuse

Misuse by Early Years Practitioners or Managers

- Should it be alleged, that an early year's practitioner or manager is to have misused any ICT resource in an abusive, inappropriate or illegal manner, a report is to be made to the DSL and the registered person immediately.
- Should the allegation be made against the DSL, a report is to be made to the other manager and the registered person.
- Procedures are to be followed as appropriate, in line with the ICT Misuse procedure, Safeguarding Policy and/ or Disciplinary Procedures.
- Should allegations relate to abuse or unlawful activity, Children's Social Care, the Local Authority Designated Officer, Ofsted and/or the Police will be notified as applicable.

Acceptable use by visitors, contractors and others

- All individuals who affect or come into contact with the early years setting are to be expected to follow these policies and procedures.
- All guidelines in respect of acceptable use of technologies must be adhered to.
- The right to ask any individual to leave at any time is to be reserved.

Eckington Under Fives Pre-school Acceptable Use Policy Agreement for Practitioners and Committee Members

I understand that I must use Eckington Under Fives Pre-school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Keeping Safe

- I know that the pre-school will monitor my use of the ICT systems, email and other digital communications.
- I will only use my own user names and passwords which I will choose carefully so they cannot be guessed easily.
- I will not use any other person's username and password.
- I will ensure that my data is regularly backed up.
- I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of the pre-school or its members.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed

necessary that I am required by law or by Pre-school policy to disclose it to an appropriate authority.

- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Pre-school personal data policy. I will not send personal information by email as it is not secure.
- I will not try to bypass the filtering and security systems in place.

Promoting Safe Use by Learners

- I will model safe use of the internet in pre-school.
- I will educate young people on how to use technologies safely according to the school teaching programme.
- I will take immediate action in line with the pre-school policy if an issue arises in preschool that might compromise learner, user or pre-school safety or if a child reports any concerns.

Communicating

- I will ensure that emails are sent to the correct recipient and that no child name is mentioned in line with data protection and safeguarding procedures. If the wrong recipient is inadvertently selected I shall inform the manager or DSL immediately.
- I will communicate online in a professional manner and tone, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will only communicate with students / pupils and parents / carers using official Preschool systems. Any such communication will be professional in tone and manner.
- I will be aware that any communication could be forwarded to my manager or committee member.
- The content of any email correspondence must not be defamatory, abusive nor illegal and must accord to the preschools equal opportunities policy. Sending and receiving obscene or pornographic or other offensive material is not only considered to be gross misconduct but may also constitute a criminal offence.
- I will not use personal email addresses on the school ICT systems unless I have permission to do so.

Research and Recreation

- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others.
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.
- I will not state where I work on any social media site.
- I will not be friends with any parents of preschool or afterschool club on social media sites.
- I know that all pre-school ICT is primarily intended for educational use and I will only use the systems for personal or recreational use if this is allowed by the pre-school.

Sharing

- I will not access, copy, remove or otherwise alter any other user's files, without their permission.
- I will ensure that I have permission to use the original work of others in my own work and will credit them if I use it.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I will only take images / video of children and staff where it relates to agreed learning and teaching activities and will ensure I have parent/staff permission before I take them. This will only be done on preschool photographic equipment.
- If these are to be published online or in the media I will ensure that parental / staff permission allows this.
- I will not use my personal equipment to record images / video
- I will not keep images and videos of children stored on my personal equipment.
- Where these images are published (e.g. on the pre-school website) I will ensure it is not possible to identify the people who are featured by name or other personal information.

Buying and Selling

- I will not use pre-school equipment for online purchasing unless I have permission to do so from the manager.
- Only the management team have access to online when in the setting.

Problems

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the DSL/Manager.
- I will not install or store programmes on a computer unless I have permission.
- I will not try to alter computer settings.
- I will not cause damage to ICT equipment in pre-school.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.

I understand that these rules are in place to enable me to use ICT safely and that if I do not follow them I may be subject to disciplinary action. I agree to use ICT by these rules when:

- I use pre-school ICT systems at preschool when I have permission to do so
- I use my own ICT out of pre-school to use pre-school sites or for activities relating to my employment by the pre-school however this does not apply to Tapestry or children's photos or information.

Confidentiality should be abided to at all times. If using social networking sites, I will respect confidentiality and be professional in my conduct. I will set my security settings to a high standard on social media sites.

I understand failure to comply to this agreement will result in disciplinary action and depending on the seriousness of the breach may result in dismissal.

Print Name:

Position:

Signed:

Date:

This policy was written by Maria Smith and Donna Saunders on 8th November 2017	
Approved by Eckington Under Fives Committee	
Name:	Position:
Date:	Signature:

