

**1.0 Safeguarding Children, Young People and Vulnerable Adults
Policy**

Safeguarding Children, Young People and Vulnerable Adults

Alongside referenced policies, Safeguarding children, young people and vulnerable adults, this policy was adopted by The Woodshed Forest School Nursery on 11th March 2023

Designated person/lead for safeguarding is: Christopher Boyles (from 24th June 2023)

Jacqueline Scrivens (present)

Designated officer is: Jacqueline Scrivens

1A Aim

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

The Woodshed abides by the 'three key commitments' following the Early Years Alliance recommendations. The three key commitments are:

The Woodshed is committed Building a culture of safety in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.

The Woodshed is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in our policies and procedures.

The Woodshed is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering children, young people, and vulnerable adults, through its curriculum, promoting their right to be '*strong, resilient and listened to*'.

Key Commitment 1 (Training Focus)

- We have a 'designated person', sometimes known as the designated lead for safeguarding, who is responsible for carrying out child, young person, or adult protection procedures.

Namely Christopher Boyles DSL / Jack Scrivens DSO

- The designated person reports to a 'designated officer' responsible for overseeing all child, young person or adult protection matters.

Namely Jack Scrivens DSO

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

- The 'designated person' and the 'designated officer' ensure they are adequately informed in vulnerable adult protection matters.

Key Commitment 2 (Guidelines / Procedures for Identification and Reporting)

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

- The procedures of the Local Safeguarding Partners must be followed.

Key Commitment 3 (Working in Partnership, Information Sharing)

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

Legal references

Primary legislation

Children Act 1989 – s 47

Protection of Children Act 1999

Care Act 2014

Children Act 2004 s11

Children and Social Work Act 2017

Safeguarding Vulnerable Groups Act 2006

Counter-Terrorism and Security Act 2015

General Data Protection Regulation 2018

Data Protection Act 2018

Modern Slavery Act 2015

Sexual Offences Act 2003

Serious Crime Act 2015

Criminal Justice and Court Services Act (2000)

Human Rights Act (1998)

WS Safeguarding. Key Commitments.

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Equalities Act (2006)

Equalities Act (2010)

Disability Discrimination Act (1995)

Data Protection Act (2018)

Freedom of Information Act (2000)

Legal references

Working Together to Safeguard Children (HMG 2018)

Statutory Framework for the Early Years Foundation Stage 2021

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

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

Keeping Children Safe in Education 2022

Education Inspection Framework (Ofsted 2019)

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

The Common Assessment Framework (2006)

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

Further guidance

Information sharing advice for safeguarding practitioners (DfE 2018)

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

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

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

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

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

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

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

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

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

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

WS Safeguarding. Key Commitments.

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Notes

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

A 'vulnerable adult' (see guidance to the Care Act 2014) as: *'a person aged 18 years or over, who is in receipt of or may need community care services by reason of 'mental or other disability, age or illness and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'*. In early years, this person may be a service user, parent of a service user, or a volunteer.

2 Ref' *What to do if you are worried a child is being abused'* (HMG 2015) and *'No Secrets (updated by the Care Act 2014) and Working Together 2018*.

1B

Responding to Safeguarding or Child Protection Concerns

The designated person is Christopher Boyles Manager , **the back-up designated person / the designated officer is** Jack Scrivens MB 0790 9994092

Safeguarding roles

- All staff recognise and know how to respond to signs and symptoms that may indicate a child is suffering from or likely to be suffering from harm. They understand that they have a responsibility to act immediately by discussing their concerns with the designated person or a named back-up designated person. Please refer to Flow chart for Reporting **FC1**
- The manager and designated person will be responsible for co-ordinating action taken by the setting to safeguard vulnerable children and adults. All concerns about the welfare of children in the setting should be reported to the designated person or the back-up designated person. The designated person ensures that all educators are alert to the indicators of abuse and neglect and understand how to identify and respond to these.
- The setting should not operate without an identified designated person at any time. In the event of the Manager being off the Deputy Manager will be the temporary lead person in liaison with the DSO (Jack Scrivens. The designated person informs the designated officer about serious concerns as soon as they arise and agree the action to be taken, seeking further clarification if there are any doubts that the issue is safeguarding.
- If it is not possible to contact the designated officer, action to safeguard the child is taken first and the designated officer is informed later. If the designated officer is unavailable advice is sought from their line manager or equivalent. Names of back up information sharing support **Chris Jack Deputy Manager Jules**

Ofsted

Issues which may require notifying to Ofsted are notified to the designated officer to make a decision regarding notification. The designated person must remain up to date with Ofsted reporting and notification requirements. **Notification reporting to Ofsted is online www.gov.uk/guidance/report-a-serious-childcare-incident. email enquiries@ofsted.gov.uk Flow Chart 3**

RIDDOR

If there is an incident, which may require reporting to RIDDOR the designated officer immediately seeks guidance from the owners/directors/trustees. There continues to be a requirement that the designated officer follows legislative requirements in relation to reporting to RIDDOR. This is fully addressed in section 01 Health and Safety procedures. **Report to RIDDOR Flow Chart 3**

Local Safeguarding Partners (LSP)

All settings follow procedures of their Local Safeguarding Partners (LSP) for safeguarding and any specific safeguarding procedures such as responding to radicalisation/extremism concerns. Procedures are followed for managing allegations against staff, as well as for responding to concerns and complaints raised about quality or practice issues, whistle-blowing and escalation. Local Procedures of Croydon Portal See Croydon safeguarding children board threshold guidance document. Available

www.croydon.gov.uk/children-young-people-and-families/child-protection-and-safeguarding/report-concern-about-child **Flow Chart 3**

1C

Responding to Marks or Injuries Observed

- If a member of staff observes or is informed by a parent/carer of a mark or injury to a child that happened at home or elsewhere, the member of staff makes a record of the information given to them by the parent/carer in the child's personal file, which is signed by the parent/carer.
- The member of staff advises the designated person as soon as possible if there are safeguarding concerns about the circumstance of the injury. If there are concerns about the circumstances or explanation given, by the parent/carer and/or child, the designated person decides the course of action to be taken after reviewing.
- **Form E** Child welfare and protection summary and completing. This is an ongoing log of events and is stored on the child's file within the admin department. (All significant information and accident at home information should have a copy made and sent to the admin office by the DSL to be entered on the child's file with the hardcopy stored securely in the safeguarding box).
- **Form C** Safeguarding incident reporting form. This is completed for every individual event. (All significant information and accident at home information should have a copy made and sent to the admin office by the DSL to be entered on the child's file with the hardcopy stored securely in the safeguarding box).

If the mark or injury is noticed later in the day and the parent is not present, this is raised with the designated person.

- If there are concerns about the nature of the injury, and it is unlikely to have occurred at the setting, the designated person decides the course of action required (**Form C**) Safeguarding incident reporting form is completed as above, taking into consideration any explanation given by the child.
- If there is a likelihood that the injury is recent and occurred at the setting, this is raised with the designated person. If there is no cause for further concern, a record is made in the Accident Record, with a note that the circumstances of the injury are not known.

The Accident Record Book is kept onsite in the beast Cupboard

- If the injury is unlikely to have occurred at the setting, this is raised with the designated person. The parent/carer is advised at the earliest opportunity. If the parent believes that the injury was caused at the setting this is still recorded in the Accident Record and an accurate record made of the discussion is made on the child's personal file.

1D Responding to the Signs and Symptoms of Abuse

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

1E Responding to a Disclosure by a Child

- When responding to a disclosure from a child, the aim is to get just enough information to take appropriate action. The educator listens carefully and calmly, allowing the child time to express what they want to say. Staff do not attempt to question the child but if they are not sure what the child said, or what they meant, they may prompt the child further by saying '*tell me more about that*' or '*show me again*'. After the initial disclosure, staff speak immediately to the designated person. They do not further question or attempt to interview a child.
- If a child shows visible signs of abuse such as bruising or injury to any part of the body and it is age appropriate to do so, the key person will ask the child how it happened. When recording a child's disclosure on Safeguarding incident reporting form (Form C), their exact words are used as well as the exact words with which the member of staff responded. If marks or injuries are observed, these are recorded on a **Body Map 1.2**

1F Decision Making (all categories of abuse)

The designated person makes a professional judgement about referring to other agencies, including Social Care using the Local Safeguarding Partnership (LSP) threshold document: these targeted areas are better explained in the LSP document attached to this policy Staff are alert to indicators that a family may benefit from early help services and should discuss this with the designated person, also completing Safeguarding incident reporting form C if they have not already done so

- Tier 1: Child's needs are being met. Universal support.
- Tier 2: Universal Plus. Additional professional support is needed to meet child's needs.
- Tier 3: Universal Partnership Plus. Targeted Early Help. Coordinated response needed to address multiple or complex problems.

- Tier 4: Specialist/Statutory intervention required. Children in acute need, likely to be experiencing, or at risk of experiencing significant harm.

1G Seeking Consent from Parents / Carers to Share Information before making a referral for early help (Tier 2/3)

Parents are made aware of the setting's Privacy Notice (1.6) which explains the circumstances under which information about their child will be shared with other agencies. When a referral for early help is necessary, the designated person must always seek consent from the child's parents to share information with the relevant agency.

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

1 H Informing Parents when making a Child Protection Referral

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

Parents are not informed prior to making a referral if:

- there is a possibility that a child may be put at risk of harm by discussion with a parent/carers, or if a serious offence may have been committed, as it is important that any potential police investigation is not jeopardised
- there are potential concerns about sexual abuse, fabricated illness, FGM or forced marriage

- contacting the parent puts another person at risk; situations where one parent may be at risk of harm, e.g. abuse; situations where it has not been possible to contact parents to seek their consent may cause delay to the referral being made

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

Referring

- The designated person or back-up follows their LSP procedures for making a referral.
- If the designated person or their back-up is not on site, the most senior member of staff present takes responsibility for making the referral to social care.
- If a child is believed to be in immediate danger, or an incident occurs at the end of the session and staff are concerned about the child going home that day, then the Police and/or social care are contacted immediately. Police and Social Care Numbers for Croydon 0208 726 6464 Mash* Consultation (professionals advice line 1pm – 4.30. Urgent Referrals 0208 255 2888. Mon – Fri 9am – 5pm. Out of Hrs Number 0208 726 6400.

Online form for guidance and referral www.croydon.gov.uk/children-young-people-and-families/child-protection-and-safeguarding/report-concern-about-child

* Multi-Agency Safeguarding Hub - MASH

If the child is 'safe' because they are still in the setting, and there is time to do so, the senior member of staff contacts the setting's designated officer for support. Arrangements for cover (as above) when the designated person and back-up designated person are not on-site are agreed in advance by the setting manager and clearly communicated to all staff. **Flow Chart 1**

Further recording

- Information is recorded using Safeguarding incident reporting form (form C), and a short summary entered on Child welfare and protection summary (form E). Discussion with parents and any further discussion with social care is recorded **within the significant Information book on site**. If recording a conversation with parents that is significant, regarding the incident or a related issue, parents are asked to sign and date it a record of the conversation. This should be clearly recorded what action was taken, what the outcome was and any follow-up. This information is recorded at the back of the Significant Info book and should be a page per child for confidentiality purposes.
- If a referral was made, copies of all documents are kept and stored securely and confidentially (including copies in the child's safeguarding file).

- Each member of staff/volunteer who has witnessed an incident or disclosure should also make a written statement on Safeguarding incident reporting form C, as above. The referral is recorded on Child welfare and protection summary (Form E).
- Follow up phone calls to or from social care are recorded in the child's file; with date, time, the name of the social care worker and what was said. Safeguarding records are kept up to date and made available for confidential access by the designated officer to allow continuity of support during closures or holiday periods.

1 I Reporting a serious child protection incident using Form C

(Confidential Safeguarding Incident Report Form)

- The designated person is responsible for reporting to the designated officer and seeking advice if required prior to making a referral as described above.
- For child protection concerns at Tier 3 and 4 it will be necessary for the designated person to complete Confidential safeguarding incident report form B and send it to the designated officer. (All significant information and accident at home information should have a copy made and sent to the admin office by the DSL to be entered on the child's file with the hardcopy stored securely in the safeguarding box).
- Further briefings are sent to the designated officer when updates are received until the issue is concluded.

1 J Professional Disagreement / Escalation Process

If an educator disagrees with a decision made by the designated person not to make a referral to social care they must initially discuss and try to resolve it with them.

If the disagreement cannot be resolved with the designated person and the educator continues to feel a safeguarding referral is required then they discuss this with the designated officer.

If issues cannot be resolved the whistle-blowing policy should be used. Supervision sessions are also used to discuss concerns but this must not delay making safeguarding referrals.

1 K Low Level Concerns (Flow Chart 2)

What is a low-level concern

The NSPCC defines a low-level concern as 'any concern that an adult has acted in a way that: is inconsistent with the staff code of conduct, including inappropriate conduct outside of work. Doesn't meet the threshold of harm or is not considered serious enough to refer to the local authority.

Low-level concerns are part of a spectrum of behaviour. This includes: inadvertent or thoughtless behaviour
Behaviour that might be considered inappropriate depending on the circumstances. Behaviour which is intended to enable abuse

Examples of such behaviour could include:

Being over friendly with children. Having favourites. Adults taking photographs of children on their mobile phone. Engaging with a child on a one-to-one basis in a secluded area or behind a closed door. Using inappropriate sexualised, intimidating or offensive language'

(NSPCC Responding to low-level concerns about adults working in education)

Responding to low-level concerns

Any low-level concerns about the conduct of staff, students or volunteers must be shared with the designated person and recorded on Low level concerns form. The designated person should be informed of all low-level concerns and make the final decision on how to respond. Where appropriate this can be done in consultation with their line manager.

Reporting low-level concerns about the conduct of a colleague, student or volunteer contributes towards a safeguarding culture of openness and trust. It helps ensure that adults consistently model the setting's values and helps keep children safe. It protects adults working in the setting from potential false allegations or misunderstandings.

If it is not clear that a low-level concern meets the local authority threshold, the designated person should contact the LADO for clarification. In most instances, low-level concerns about staff conduct can be addressed through supervision, training, or disciplinary processes where an internal investigation may take place.

Identifying

An allegation against a member of staff, volunteer or agency staff constitutes serious harm or abuse if they: Behaved in a way that has harmed, or may have harmed a child. Possibly committed a criminal offence against, or related to, a child. Behaved towards a child in a way that indicates they may pose a risk of harm to children. Behaved or may have behaved in a way that indicates they may not be suitable to work with children

Informing

All staff report allegations to the designated person.

The designated person alerts the designated officer. If the designated officer is unavailable the designated person contacts their equivalent until they get a response- which should be within 3-4 hours of the event.

Together they should form a view about what immediate actions are taken to ensure the safety of the children and staff in the setting, and what is acceptable in terms of fact-finding.

It is essential that no investigation occurs until and unless the LADO has expressly given consent for this to occur, however, the person responding to the allegation does need to have an understanding of what explicitly is being alleged.

The designated person must take steps to ensure the immediate safety of children, parents, and staff on that day within the setting.

The Local Authority Designated Officer (LADO) is contacted as soon as possible and within one working day. If the LADO is on leave or cannot be contacted the LADO team manager is contacted and/or advice sought from the point of entry safeguarding team/mash/point of contact, according to local arrangements.

A child protection referral is made by the designated person if required. The LADO, line managers and local safeguarding children's services can advise on whether a child protection referral is required.

The designated person asks for clarification from the LADO on the following areas:

What actions the designated person must take next and when and how the parents of the child are informed of the allegation

Whether or not the LADO thinks a criminal offence may have occurred and whether the police should be informed and if so who will inform them

Whether the LADO is happy for the setting to pursue an internal investigation without input from the LADO, or how the LADO wants to proceed

Whether the LADO thinks the person concerned should be suspended, and whether they have any other suggestions about the actions the designated person has taken to ensure the safety of the children and staff attending the setting

The designated person records details of discussions and liaison with the LADO including dates, type of contact, advice given, actions agreed and updates on the child's case file. 1.1 Low level concerns form is completed and a copy sent to central admin and a hard copy is placed in the safeguarding box in the office.

Parents are not normally informed until discussion with the LADO has taken place, however in some circumstances the designated person may need to advise parents of an incident involving their child straight away, for example if the child has been injured and requires medical treatment.

Staff do not investigate the matter unless the LADO has specifically advised them to investigate internally. Guidance should also be sought from the LADO regarding whether or not suspension should be considered. The person dealing with the allegation must take steps to ensure that the immediate safety of

children, parents and staff is assured. It may be that in the short-term measures other than suspension, such as requiring a staff member to be office based for a day, or ensuring they do not work unsupervised, can be employed until contact is made with the LADO and advice given.

The designated person ensures staff fill in a Safeguarding incident reporting form (Form C). A copy sent to central admin and a hard copy is copy is placed in the safeguarding box in the office.

If after discussion with the designated person, the LADO decides that the allegation is not obviously false, and there is cause to suspect that the child/ren is suffering or likely to suffer significant harm, then the LADO will normally refer the allegation to children's social care.

If notification to Ofsted is required the designated person will inform Ofsted as soon as possible, but no later than 14 days after the event has occurred. The designated person will liaise with the designated officer about notifying Ofsted.

The designated person ensures that the Confidential safeguarding incident report form (Form B) is completed and sent to the designated officer with a copy being kept in the safeguarding box and a copy stored by the central admin. If the designated officer is unavailable their equivalent must be contacted.

Avenues such as performance management or coaching and supervision of staff will also be used instead of disciplinary procedures where these are appropriate and proportionate. If an allegation is ultimately upheld the LADO may also offer a view about what would be a proportionate response in relation to the accused person.

The designated person must consider revising or writing a new risk assessment where appropriate, for example if the incident related to an instance where a member of staff has physically intervened to ensure a child's safety, or if an incident relates to a difficulty with the environment such as where parents and staff are coming and going and doors are left open.

All allegations are investigated even if the person involved resigns or ceases to be a volunteer.

Allegations against Agency Staff

Any allegations against agency staff must be responded to as detailed in this procedure. In addition, the designated person must contact the agency following advice from the LADO

Allegations Against the Designated Person

If a member of staff has concerns that the designated person has behaved in a way that indicates they are not suitable to work with children as listed above, this is reported to the designated officer who will investigate further. During the investigation, the designated officer will identify another suitably experienced person to take on the role of designated person. If an allegation is made against the designated officer, then the owners/directors/trustees are informed.

Recording

A record is made of an allegation/concern, along with supporting information, using **Form 1.1 Low level concerns form**. This is then entered on the file of the child, and the Child welfare and protection summary is completed and placed in the front of the child's file. If the allegation refers to more than one child, this is recorded in each child's file. If relevant, a child protection referral is made, with details held on the child's file.

Disclosure and Barring Service

If a member of staff is dismissed because of a proven or strong likelihood of child abuse, inappropriate behaviour towards a child, or other behaviour that may indicate they are unsuitable to work with children such as drug or alcohol abuse, or other concerns raised during supervision when the staff suitability checks are done, a referral to the Disclosure and Barring Service is made.

Escalating Concerns

If a member of staff believes at any time that children may be in danger due to the actions or otherwise of a member of staff or volunteer, they must discuss their concerns immediately with the designated person. If after discussions with the designated person, they still believe that appropriate action to protect children has not been taken they must speak to the designated officer.

If there are still concerns then the whistle blowing procedure must be followed. Flow Chart 2

1 L Whistle-blowing (Flow Chart 4)

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

There are 3 stages to raising concerns as follows:

- 1) If staff wish to raise or discuss any issues which might fall into the above categories, they should normally raise this issue with their manager/Designated Person.
- 2) Staff who are unable to raise the issue with their manager/Designated Person should raise the issue with their line manager's manager/Designated Officer.

- 3) If staff are still concerned after the investigation, or the matter is so serious that they cannot discuss it with a line manager, they should raise the matter with [Jack Scrivens Owner / Responsible Person].

Ultimately, if an issue cannot be resolved and the member of staff believes a child remains at risk because the setting or the local authority have not responded appropriately.

NSPCC have introduced a whistle-blowing helpline 0800 028 0285 for professionals who believe that:

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

1 M

Female Genital Mutilation (FGM)

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

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

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

Further guidance

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

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

Early years settings, schools and local authorities have a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. LSP's have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism. There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

The designated person is required to familiarise themselves with LSP procedures, as well as online guidance including:

Channel Duty guidance: Protecting people vulnerable to being drawn into terrorism

www.gov.uk/government/publications/channel-and-prevent-multi-agency-panel-pmap-guidance

Prevent Strategy (HMG 2011) www.gov.uk/government/publications/prevent-strategy-2011

The prevent duty: for schools and childcare providers www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty

The designated person should follow LSP guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.

Flow Chart 1

The designated person must know how to refer concerns about risks of extremism/radicalisation to their LSP safeguarding team or the Channel panel, as appropriate.

The designated person should also ensure that they and all other staff working with children and young people understand how to recognise that someone may be at risk of violent extremism.

The designated person also ensures that all staff complete *The Prevent Duty in an Early Years Environment* and *Understanding Children's Rights and Equality and Inclusion in Early Years Settings* online EduCare courses.

If available in the area, the designated person should complete WRAP / Prevent training and support staff to access the training as offered by local authorities. WRAP training covers local arrangements for dealing with concerns that a child may be at risk of extremism and/or radicalisation.

The designated person should understand the perceived terrorism risks in relation to the area that they deliver services in. Croydon is perceived to be a high risk area as such it is good practice to familiarise yourself with the work and purpose of the CHANNEL team. Email channel@croydon.gov.uk or look at www.croydon.gov.uk The Prevent Strategy

Parental Consent for Radicalisation Referrals

LSP procedures are followed in relation to whether parental consent is necessary prior to making a referral about a concern that a child or adult may be at risk of being drawn into terrorism. It is good practice to seek

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

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

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

1 O Concerns about Children Affected by Gang Activity / Serious Youth Violence

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

Concerns / Information can be further sought from the MASH Team.

Police and Social Care Numbers for Croydon 0208 726 6464 Mash* Consultation (professionals advice line 1pm – 4.30. Urgent Referrals 0208 255 2888. Mon – Fri 9am – 5pm. Out of Hrs Number 0208 726 6400.

1 P Forced Marriage / Honour Based Violence

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

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

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

In an emergency police should be contacted on 999.

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

Telephone: +44 (0) 20 7008 0151 Email: fmf@fco.gov.uk Email for outreach work:
fmfoutrreach@fco.gov.uk

1 Q Visitors or Intruders on the Premises

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment has been completed by Frylands to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business - generally a visitor will have made a prior appointment

On arrival, they are asked to verify their identity and confirm who they are visiting.

Visitors will be asked to sign in at the general office and collect a wrist band to wear whilst on site. All visitors must observe the Frylands rules and guidelines at all times. Visitors must not use mobile phones while on site the emergency evacuation procedure will be available for you to read in the Frylands office..

Visitors visiting The Woodshed will be required to sign The Woodshed Visitors Book in addition to the above.

Visitors (including visiting VIPs) are never left alone with the children at any time.

Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

Intruder

An intruder is an individual who has not followed visitor procedures and has no legitimate business to be in the setting; he or she may or may not be a hazard to the setting.

An individual who appears to have no business in the setting will be asked for their name and purpose for being there.

The staff member identifies any risk posed by the intruder. The staff member ensures the individual follows the procedure for visitors.

The setting manager is immediately informed of the incident and takes necessary action to safeguard children.

If there are any concerns for the safety of children, staff evacuate them to a safe place and contact police and the site office. In some circumstance this could lead to 'lock-down' of the setting and will be managed by the responding emergency service (**see procedure 2.16 Terrorist threat/attack and lock-down**).

The designated person informs their designated officer of the situation at the first opportunity. In the case of a serious breach where there was a perceived or actual threat to the safety of the children, the manager/designated person completes (Confidential safeguarding incident report form B) and copies in their line manager on the day of the incident. The owners/trustees/directors ensure a robust organisational response and ensure that learning is shared.

[Visitors Signing In Record](#) (Alliance 2018)

1 R

Uncollected child

Policy statement

In the event that a child is not collected by an authorised adult by their expected collection time, we put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible.

We will 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 are asked to provide the following specific information when their child starts attending our setting, 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, addresses, telephone numbers and signatures 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 (on the meet and greet). We agree with parents how to verify the identity of the person who is to collect their child. This will be by way of a given password and the calling parent receives a return call from a senior member of staff. The password is recorded on the register.

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.

If a child is not collected at their expected collection time, we follow the procedures below:

- 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 - 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 within **30 minutes** of their expected collection time and there is no named contact who can be contacted to collect the child, we apply the procedures for uncollected children.
- If we have any cause to believe the child has been abandoned we contact the local authority children's social care team:
If the children's social care team is unavailable or as our local authority advise we will contact the local police
Croydon Out of Hours social work team – 0208 726 6400
- After an additional 15 minutes if the child has not been collected, we will contact the above statutory agencies again.
- The child stays at the setting in the care of two of our fully-vetted workers, one of whom will be our manager or deputy manager until the child is safely collected either by the parents or by a social care worker, or by another person specified by social care.
- 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 will we go to look for the parent, nor leave the setting premises with the child.
- We ensure that the child is not anxious and we do not discuss our concerns in front of 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.
- Ofsted may be informed

Policy statement

Children's safety is our highest priority. We are proactive in our approach to prevent children from going missing. Children are frequently taught about our preventative measures which include staying within perimeter markers (approximately 30 metres), staff and children wearing high visibility clothing, group recall strategies such as 1,2,3 where are you and whistles to be blown in an emergency situation, all staff have a personal whistle attached to their clothing, staff are allocated a group of children to keep a head count of, children will be supervised more closely depending on age, ability and staff ratios will be adhered to at all times.

Every attempt is made, through the implementation of our safeguarding and 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 as follows.

Procedures**Child going missing in the woods**

- As soon as it is discovered that the Head Count at any particular moment, does not agree with that recorded at the start of that session, the situation will be taken very seriously.
- If an immediate recount still shows a shortfall, all activities will be suspended, and all groups rallied together. If the missing child does not immediately appear then staff will blow a whistle.
- Children are taught when they hear the staff whistles to make their way back to the main fire circle. Children are taught to shout help and remain where they are if they feel that they are lost. All other children should remain at a central point with two staff while all remaining staff search (strategically) for the missing child. The adults will continue to blow the whistles and listen for a response.
- Children are taught not to go off with unknown adults.
- An immediate assessment of the last known sighting and any possible places the child might be will be undertaken. The most senior member of staff will assume responsibility as the search co-ordinator.
- If the initial search does not discover the missing child/ or children, staff will take the group back to the main site, retracing the paths taken earlier. One adult will stay in the area to look, contact will be maintained by Radio. Children should not be involved in the search.
- The search co-ordinator will telephone Frylands wood main site phone to inform them of the situation and to request support from the Frylands team in finding the child / children.
- If the child is not located after an extensive search and within 15 minutes of the initial search the police will be contacted in liaison with the search co-ordinator. If it is suspected that the child may have been abducted, the police are informed of this.

- The parents will then be contacted by telephone to inform them of the situation.
- A recent photo and a note of what the child is wearing are given to the police.
The manager talks to our staff to find out when and where the child was last seen and records this in the significant information book (on site).
- The owner will be in liaison with the team who are carrying out the investigation.

The investigation

- Ofsted and Croydon LA are informed as soon as possible and kept up-to-date with the investigation.
- A full investigation will be undertaken by a responsible person taking written statements from all our staff and volunteers who were present.
- The manager or a responsible person speaks with the parent(s) and explains the process of the investigation.
- The parent(s) may also raise a complaint with us or Ofsted.
- Each member of staff present writes an incident report detailing:
 - The date and time of the incident.
 - Where the child went missing from.
 - Which staff/children were present and the name of the staff member who was designated as responsible for the missing child.
 - When the child was last seen including the time it is estimated that the child went missing.
 - What has taken place since the child went missing.
 - The report is counter-signed by the senior member of staff and the date and time added.
- A conclusion is drawn as to how the incident occurred.
- If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, Ofsted are advised.
- 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 parents may feel angry, and fraught. When dealing with a distraught and angry parent, there should always be two members of staff one of whom is our manager and the other should be a responsible person who is part of the woodshed team. No matter how understandable the parent's anger may be, aggression or threats against our staff are not tolerated, and the police should be called.
- The other children may be sensitive to what is going on around them. 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. Our owner will use their discretion to decide what action to take

1 T

Incapacitated Parent

Incapacitated refers to a condition which renders a parent unable to take responsibility for their child; this could be at the time of collecting their child from the setting or on arrival. Concerns may include:

- appearing drunk
- appearing under the influence of drugs
- demonstrating angry and threatening behaviour to the child, members of staff or others
- appearing erratic or manic

Informing

If a member of staff is concerned that a parent displays any of the above characteristics, they inform the designated person as soon as possible. Initial recording can be part of the dynamic risk assessment on the Meet and Greet form.

The designated person assesses the risk and decides if further intervention is required.

If it is decided that no further action is required, a record of the incident is made on form Safeguarding incident reporting form C.

If intervention is required, the designated person speaks to the parent in an appropriate, confidential manner.

The designated person will, in agreement with the parent, use emergency contacts listed for the child to ask an alternative adult to collect the child.

The emergency contact is informed of the situation by the designated person and of the setting's requirement to inform social care of their contact details.

The designated officer is informed of the situation as soon as possible and provides advice and assistance as appropriate.

If there is no one suitable to collect the child social care are informed.

If violence is threatened towards anybody, the police are called immediately.

If the parent takes the child from the setting while incapacitated the police are called immediately and a referral is made to social care.

Recording

The designated person completes Safeguarding incident reporting form C and if social care were contacted Confidential safeguarding incident report form B is completed by the designated officer. If police were contacted Confidential safeguarding incident report form B should also be copied to the owners/directors/trustees.

All incidences should be recorded / updates / notes / conversations / telephone calls additional information in the significant information book.

1 U

Death of a Child on-site

Identifying

If it is suspected that a child has died in the setting, emergency resuscitation will be given to the child by a qualified First Aider until the ambulance arrives.

Only a medical practitioner can confirm a child has died.

Informing

The designated person ensures emergency services have been contacted; ambulance and police.

The parents are contacted and asked to come to the setting immediately, informing them that there has been an incident involving their child and that an ambulance has been called; asking them to come straight to the setting or hospital as appropriate.

The designated person calls the designated officer and informs them of what has happened.

The owners/trustees/directors are contacted and Confidential safeguarding incident report form B prepared by the designated person and designated officer.

A member of staff is delegated to phone all parents to collect their children. The reason given must be agreed by the designated officer and the information given should be the same to each parent.

The decision on how long the setting will remain closed will be based on police advice.

Ofsted are informed of the incident by the nominated person and a RIDDOR report is made.

Staff will not discuss the death of a child with the press.

Responding

The owners/trustees/directors will decide how the death is investigated within the organisation after taking advice from relevant agencies.

The owners/trustees/directors will coordinate support for staff and children to ensure their mental health and well-being.

Further guidance

[Supporting Children's Experiences of Loss and Separation](#) (Alliance 2013)

1 V

E-Safety

(including all electronic devices with internet capacity)

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 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. The issues are:

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

I.C.T Equipment

The setting manager ensures that all computers have up-to-date virus protection installed.

Tablets are only used for the purposes of observation, assessment and planning and to take photographs for individual children's learning journeys.

On occasions the children will take pictures using our media tablets. They are supervised at all times whilst using the devices. There is no sensitive information on the tablet and they are not internet enabled.

Tablets remain on the premises and are stored securely at all times when not in use.

Staff follow the additional guidance provided with the system.

Internet access

Children never have unsupervised access to the internet, on the rare occasions where internet access is used staff supervise children at all times. There is a generic risk assessment in place for the use tablets.

The setting manager ensures that a current risk assessment on all ITC equipment is undertaken.

Only reputable sites with a focus on early learning are used (e.g. CBeebies).

Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.

Children are taught the stay safe principles in an age-appropriate way.

only go online with a grown up

be kind online **and** keep information about me safely

only press buttons on the internet to things I understand

tell a grown up if something makes me unhappy on the internet

Staff support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.

All computers for use by children are sited in an area clearly visible to staff.

Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.

The setting manager ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

Personal Mobile Phones – staff and visitors (includes internet enabled devices)

Personal mobile phones and internet enabled devices are not used by staff during working hours. This does not include breaks where personal mobiles may be used off the premises or in a safe place. The setting manager completes a risk assessment for where they can be used safely. Safe places include areas outside of the boundaries of the camp (including the toilet block).

If scout buildings are used if staff breaks are within that building the use of any prohibited devices is not allowed.

Personal mobile phones are switched off and stored in a secure place.

In an emergency, personal mobile phones may be used in privacy away from children.

Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency.

Staff do not take their mobile phones on outings.

Members of staff do not use personal equipment to take photographs of children.

Parents and visitors do not use their mobile phones on the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day. Visitors are advised of a private space where they can use their mobile.

Personal Computers

All computers, laptops, Tablets used for information and work use, all data must be stored on a USB stick, signed out to the individual and kept in a safe and secure way. No information can be shared and should remain confidential to the The Woodshed and follow the confidentiality policy at all times.

Access to emails must be password protected. This mean you will need to have a password set on your device to prevent unauthorised access to the Woodshed emails.

Cameras and Videos

Members of staff do not bring their own cameras or video recorders to the setting.

Photographs/recordings of children are only taken for valid reasons, e.g. to record learning and development, or for displays, for children learning about technology or taking a picture and are only taken on equipment belonging to the setting.

Camera and video use is monitored by the setting manager.

Where parents request permission to photograph or record their own children at special events, general permission is first gained from all parents for their children to be included. Parents are told they do not have a right to photograph or upload photos of anyone else's children.

Photographs/recordings of children are only made if relevant permissions are in place.

If photographs are used for publicity, parental consent is gained and safeguarding risks minimised, e.g. children may be identified if photographed in a sweatshirt with the name of their setting on it.

Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

Use of Social Media

Staff are expected to:

understand how to manage their security settings to ensure that their information is only available to people they choose to share information with

ensure the organisation is not negatively affected by their actions and do not name the setting

are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting

are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone

observe confidentiality and refrain from discussing any issues relating to work

not share information they would not want children, parents or colleagues to view
set privacy settings to personal social networking and restrict those who are able to access
not accept service users/children/parents as friends, as it is a breach of professional conduct
report any concerns or breaches to the designated person in their setting

not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed

Use/distribution of inappropriate images

Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague is behaving inappropriately, staff advise the designated person who follow procedure Allegations against staff, volunteers or agency staff

1 W

Looked after Children

Identification.

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents or other relatives.

Services provided to Looked After Children

Two-year-olds

Places will be offered to two-year-old children who are looked after; where the placement in the setting will normally last a minimum of three months.

Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Three- and four-year-olds

Places will be offered for funded three- and four-year -olds who are looked after; where the placement in the setting will normally last a minimum of six weeks.

If a child who attends a setting is taken into care and is cared for by a local carer the place will continue to be made available to the child.

Additional Support

The designated person (SENCO) and key person liaise with agencies and professionals involved with the child, and his or her family, and ensure appropriate information is gained and shared.

A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.

Following this meeting, Care plan for looked after children form D is completed. The care plan is reviewed after two weeks, six weeks, three months, and thereafter at three to six monthly intervals.

Regular contact will be maintained with the social worker through planned meetings, which will include contribution to the PEP which is reviewed annually.

1 X

Supervision Policy

Supervisions allow for open communication and promote best practice. Having time away from the children to reflect on practice is an ideal opportunity to self-evaluate and reflect on your own practice. Supervisions are not about being judged and telling someone they are not very good at their job, it's about looking at the performance and support.

Individual supervision will take place with all staff on a termly basis or before if necessary. The session will last for a minimum of 60 minutes. It will be held in a private space and will be free from distraction.

Notes will be written up during the session. These will be typed up for the staff member and the supervisor to sign as accurate within one week. A copy is given to the staff member. Any discrepancies' will be addressed within the 2 days for signing.

This supervision process will include all regular bank staff, students and volunteers.

There is an open door policy for all staff – this will allow for staff that have concerns, anxieties or generally require clarification or assurance of a given situation. The open door policy will be facilitated by either the director (Jack), manager or deputy manager face to face within 24 hrs. Text or telephone either director or manager for availability. Immediate advice can be given over the phone.

Every session will also include enquiry lines around child protection and health and safety. It is crucial however that child protection and health safety issues are flagged up immediately as identified with senior staff and documented within the correct book.

New staff will be expected to follow an introductory supervision plan which will be 2 weekly for the first month then monthly throughout their probation period. This will be written up and signed for in the normal way.

In addition to these formal supervision sessions the open door policy will allow for discussion or advice regarding any child resident within the nursery. discussions and actions should be documented with the significant information book and actioned as required. This information can also be shared within the team meeting if appropriate or at the daily early morning briefing.

Forms Relevant

9.4a Managerial supervision record Format

9.4b supervision record Format

Meet and Greet (**Form A**)

Confidential Safeguarding incident report form (**Form B**)

Safeguarding incident reporting form (**Form C**)

Care Plan for Looked after Child Form (**Form D**)

Child welfare and protection summary (**Form E**)

1.1 Low Level concerns form

1.4 Croydon safeguarding children board threshold guidance LSP Local Safeguarding Partnership.

Flow Charts

FC 1 Child Protection – making a referral re child / parent

FC2 Reporting Staff Concerns – agency Volunteers

FC 3 Ofsted RIDDOR Terrorism

FC 4 Whistle blowing

Recording

Accident Book

Significant Info Back and Front

Meet and Greet Form

Body Map

LSP

Essential info Cards with Photo