



## **Child Protection (Safeguarding) Policy:**

Our nursery wants to work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Ducklings Childcare Ltd recognises that safeguarding means protecting children from maltreatment, preventing impairment to a child's health or development, and ensuring children are growing up in circumstances consistent with the provision of safe and effective care, modelled through nursery practices. Child protection is a part of safeguarding and welfare promotion, but is an activity undertaken to protect specific children who are suffering or likely to suffer harm.

Ducklings Childcare Ltd recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. It endeavours to provide a safe and welcoming environment where children are respected and valued. The nursery is committed to providing an environment which ensures children are safe from potential abuse and will respond to any suspicion of abuse in a way that protects the child's rights and reinforces the adult's responsibilities to the children.

Children learn best when they feel healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them, here at Ducklings Childcare Ltd we take all necessary steps to keep all children in our care safe and well. We make sure that all practitioners who have contact with the children in our care promote good health, manage behavior, maintain records accurately and abide by all of our policies and procedures.

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this policy should be used in conjunction with the nursery's other policies and procedures contained within the document.

Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children 2018' as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.



Ducklings Childcare Ltd will always be on alert to any issues that may be of concern in a child's life at home or elsewhere. We have policies and procedures that we implement to safeguard all children in our care. These are in line with the guidance and procedures of the Local Safeguarding Arrangements Team.

We have regard to the government's statutory guidance 'Working Together to Safeguard Children 2018'. If we have any concerns about children's safety or welfare, we will notify agencies that have statutory responsibilities without delay. These include: the Local Safeguarding Arrangements Team, local children's social care services and, in emergencies, the police.

We will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the nursery. We will also inform Ofsted of the action taken in respect of the allegations; these notifications will be made as soon as reasonably practicable, but at the latest within 14 days of the allegations being made.

### **Important Contact Details**

the Local Safeguarding Arrangements Team: 0113 222 4403

Social Services Emergency Duty Team: 0113 2409536

Local Authority Designated Officer: 0113 247 8652

Email: [LADO@leeds.gcsx.gov.uk](mailto:LADO@leeds.gcsx.gov.uk)

Ofsted Telephone: 0300 123 1231

### **Aims**

- To ensure that the welfare of children is given paramount consideration when developing and delivering all activities.
- To ensure that all children, regardless of age, gender, disability, culture, race, language, religion or sexual identity have equal rights to protection.
- To encourage the children in our care to develop a positive self-image and a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings and acceptable ways to express them.
- To work with children, staff, parents/carers and the community to ensure the safety of children and to create a safe environment for all.



- To ensure staff are trained to understand safeguarding and child protection training and procedures; are alert to identify possible signs of abuse; understand what is meant by child protection; and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour. Staff will be provided with a copy of this policy and will be given refresher training on this annually.
- To provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need.
- To make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the Local Safeguarding Arrangements Team.
- To ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest.
- To ensure parents are fully aware and provided with a copy of child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur.
- To regularly review policies, especially where an incident or new legislation/guidance suggests the need for a review to be undertaken.

### **Good Practice Guidelines**

To meet and maintain our responsibilities towards children, the setting's staff agree to adhere to the following standards of good practice:

- Treat all children with respect;
- Set a good example by conducting ourselves appropriately and being a positive role model;
- Involve children in decision-making which affects them and equip children with the skills they need to keep themselves safe (taking age and development of children into account);
- Encourage positive and safe behaviour among children;
- Always listen to children;
- Be alert to changes in a child's behaviour;
- Recognise that challenging behaviour may be an indicator of abuse;



- Ask the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing or administering first aid (where age appropriate);
- Maintain appropriate standards of conversation and interaction with and between children and avoid the use of sexualised or derogatory language;
- Be aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse;
- Raise awareness of child protection issues in a timely manner.

### **Designated Safeguarding Co-Ordinator**

We have a named person within the nursery who takes lead responsibility for safeguarding and co-ordinates child protection and welfare issues, known as the Designated Safeguarding Co-ordinator (DSCO). The Designated Safeguarding Co-ordinator (DSCO) at the nursery is Sarah Bold.

The nursery DSCO liaises with the the Local Safeguarding Arrangements Team and the local authority children's social care team; undertakes child protection training every 2 years and ensures their skills and knowledge are up to date at least annually, which shows them how to identify, understand and respond appropriately to signs of possible abuse and neglect; and receives regular updates to developments within this field. They also:

- Provide advice, support and guidance to other staff on an ongoing basis and on any specific safeguarding issue. They must be available for staff to discuss concerns at all times during operating hours, or an appropriately trained deputy Safeguarding Co-ordinator available instead;
- Share information about child protection and good practice with parent/carers, staff and volunteers;
- Keep written records of all concerns when noted and reported by staff or when disclosed by a child, ensuring that such records are stored securely and reported onward in accordance with this policy guidance, but kept separately from the child's general file;
- Refer cases of suspected neglect and/or abuse to children's social care, the Local Safeguarding Arrangements Team or police in accordance with this guidance and local procedure.



## **Types of Abuse**

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. We will ensure all staff understand their responsibilities in being alert to indicators of abuse and their responsibility for referring any concerns to the designated person responsible for child protection.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

### **1. Physical abuse**

Action needs to be taken if staff have reason to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Female Genital Mutilation - This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. Symptoms may include bleeding, painful areas, and acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic infections with depression and post-traumatic stress disorder as physiological concerns. If you have concerns about a child in this area, you should contact children's social care team in the same way as other types of physical abuse.

Fabricated/induced illness is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

### **2. Emotional abuse**



Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### 3. Sexual abuse

Action needs be taken under this heading if the staff member has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

#### Child sexual exploitation (CSE)

Working Together to Safeguard Children 2018 defines CSE as "...a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in



exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.”

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns, we will follow the same procedures as for other concerns and we will record and refer as appropriate.

#### 4. Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Action should be taken under this heading if the staff member has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child’s growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child’s needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy and emotional. In addition, neglect may occur through pregnancy as a result of maternal substance abuse.

#### Peer Abuse

Practitioners should be alert for signs of children being abused (physically, emotionally or sexually) by other children. This may not necessarily be from a child attending the nursery, it may be by an older sibling for example. Where peer to peer abuse occurs it can also be an indication of abuse that the perpetrator has experienced previously and practitioners should be wary of this.

Should any behaviour occur between children at nursery that may indicate peer abuse, the behaviour management procedures and anti-





bullying procedures should be followed initially. Where it is felt that there are greater concerns of a more serious nature the matter should be referred to the DSCO and the normal child protection (safeguarding) procedures followed. This may be the case for both the 'victim' and the 'perpetrator' as the perpetrator may well also be a victim of abuse.

### Indicators of abuse and what you might see

Ducklings Childcare Ltd trains all staff to understand their safeguarding policies and procedures, and make sure that all our staff has up to date knowledge of safeguarding issues. Training that we provide to our staff enables them to identify signs of possible abuse and neglect at the earliest opportunity, and how to respond in a timely and appropriate way. They are aware that it is their responsibility to report concerns. It is **not** an employees responsibility to **investigate or decide** whether a child has been abused. Signs may include:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at nursery, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are reluctant to go home after nursery;
- Children with poor attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;





- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They will be viewed as part of a jigsaw, and each small piece of information will help the Designated Safeguarding Co-Ordinator to decide how to proceed. It is very important that concerns are reported – ‘absolute proof’ that the child is at risk is not needed at this stage.

### **Children who may be particularly vulnerable**

To ensure that all of children receive equal protection, we will give special consideration and attention to children who are:

- Disabled or have special educational needs (they may have difficulty in communicating what is happening, may have an impaired capacity to resist or avoid abuse, or may not understand what is unacceptable);
- Living in a known domestic abuse situation;
- Affected by known parental substance misuse;
- Asylum seekers;
- Living in temporary accommodation;
- Living transient lifestyles;
- Living in chaotic, neglectful and unsupportive home situations;
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality;
- Do not have English as a first language.

### **Support for those involved in a child protection issue**

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support the children and their families and staff by:

- Taking all suspicions and disclosures seriously;



- Responding sympathetically to any request from a member of staff for time out to deal with distress or anxiety;
- Maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- Storing records securely;
- Offering details of helplines, counselling or other avenues of external support;
- Following the procedures laid down in our whistle blowing, complaints and disciplinary procedures;
- Co-operating fully with relevant statutory agencies.

### **Procedure to follow**

If a member of staff notices something which indicates that a child may be suffering from abuse or neglect, they should report this to the Designated Safeguarding Co-ordinator. If they feel that a child is in immediate danger or is at risk of harm, they should refer to children's social care and/or the police.

They should then complete a Cause for Concern Form, supported by the nursery manager or Designated Safeguarding Co-ordinator (DSCO). This record should include:

- Child's name;
- Child's address;
- Age of the child and date of birth;
- Date and time of the observation or the disclosure;
- Exact words spoken by the child. (If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality as this promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth);
- Exact position and type of any injuries or marks seen;
- Exact observation of any incident including any other witnesses;
- Name of the person to whom any concern was reported, with date and time;
- The names of any other person present at the time;



- Any discussion held with the parent(s) (where deemed appropriate);
- Any other action taken.

These records should be signed by the person reporting this and the Manager / Designated Safeguarding Co-ordinator, dated and kept in a separate confidential file.

It is important that confidentiality is maintained and that information is only shared with those that 'need to know'. Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour. The member of staff should only discuss this with the Designated Safeguarding Co-ordinator and/or nursery manager. From this point the information will continue to only be shared on a 'need to know' basis. This may include the Local Safeguarding Arrangements Team, Local Authority Children's Social Care Team, the police and the parents, if this is deemed appropriate.

Where the concern is about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area where the child lives. Where the concern is an allegation about a member of staff in a setting, or another type of safeguarding issue affecting children and young people in a setting, the matter should be referred to the local authority in which the setting is located.

The Designated Safeguarding Person will follow the referral procedures set out by the Local Safeguarding Arrangements Team if it is believed that a child is suffering or is at risk of suffering significant harm. When seeking advice the Safeguarding Officer will note the name of the individual they speak to, record exactly what advice is given and the date and time.

The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

### **Liasing with parents/carers**

We will involve parents and carers wherever possible and ensure they have an understanding of the responsibilities placed on the setting for safeguarding children by setting out its statutory duty in the nursery policy and procedures, prospectus and notice board.

Parents must notify the nursery regarding any concerns they may have about their child and any accidents, incidents or injuries affecting the child, which will be recorded.



Where a safeguarding issue arises, parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Arrangements Team/local authority children's social care team/police do not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases the investigating officers will inform parents.

The nursery continues to welcome the child and the family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate, in line with guidance of the Local Safeguarding Arrangements Team with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

### **Allegations against Employees, students or volunteers of the nursery or any other person living or working on the nursery premises**

The EYFS statutory framework states:

"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 (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations.

These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence."

When to refer:

- When an employee has harmed a child through their actions or inactions (relevant conduct),
- If the employee has received a caution, conviction or police warning for a criminal offence against or relating to a child,



- Represent a risk of harm to a child (satisfied the harm test).

### Harm Test

The harm test is when someone has not actually harmed but poses a risk of harm as they **may**;

- Harm a child
- Cause a child to be harmed
- Put a child at risk of harm
- Attempt to harm a child
- Incite another to harm a child

If a concern is raised or an allegation made, it must be reported immediately to the Designated Safeguarding Co-ordinator and the nursery manager. Staff are reminded that this is to be kept confidential and only shared with those who need to know. Staff must not make any comments either publicly or in private about a parent's or staff's supposed or actual behaviour. If as an individual you feel that this will not be taken seriously or are worried about the allegation getting back to the person in question then it is your duty to inform the LADO yourself directly.

The nursery manager or the most senior member of staff available will determine whether it is necessary for the person whom the allegation is against needs to be suspended and removed from the premises while the matter is investigated. The nursery will support and treat with respect the member of staff who is suspended. Suspension is not an indication of guilt. No disciplinary action will be taken until the outcome of the investigation is concluded.

The DSCO/manager will promptly contact Ofsted - 0300 123 1231, Local Authority Designated Officer (LADO) - 0113 247 8652 (within 24 hours) and the Local Safeguarding Arrangements Team (for the area where the setting is situated) - 0113 222 4403, providing details of the allegation, any further information and any action taken at that point. They will also record the name of the person and the advice obtained.

The parents/carers of the child/children concerned will be informed initially and informed as to the outcome of any investigation.

The external agencies (LADO, Ofsted, the Local Safeguarding Arrangements Team) will investigate and the nursery will co-operate and provide assistance where necessary. The nursery will carry out thorough



investigations which will be well documented and stored securely, maintaining confidentiality.

The nursery will co-operate fully with the process of any Local Childrens Social Care and/or Police investigations. However, if the Police, Social Services or Local Authority indicate that they do not feel that there is any need to investigate further but the setting feels there is a strong case against the individual based on witness statements or CCTV evidence, we will thank the authorities for their advice and continue with our in-house investigation.

If the allegations are unfounded, the individual will be reinstated into the nursery setting.

If the concerns or allegations against the individual are found to be true on the balance of probabilities, disciplinary action will be taken against that individual which may result in dismissal. If the individual is dismissed, the Designated Safeguarding Co-ordinator will complete a Disclosure and Barring Referral form; a copy may be found in the appendix.

Once referred the individual will be subject to the DBS 5 Stage barring process; details may be found in the appendix.

### Whistle Blowing

Please refer to our "Whistle Blowing Policy", and consider it within the context of the safeguarding children policy.

Safeguarding covers broader issues than those covered in this policy. The policies contained throughout this document should be read in line with safeguarding and promoting the welfare of the children of the nursery. Specifically regard should be had in relation to the mobile phone and camera policy, intimate care and nappy changing policy, preventing extremism and radicalisation policy.

## **Mobile Phones, Cameras, Computers & Social Media**

### Mobile Phones

We believe our staff should be completely attentive during their hours of working, to ensure all children in the nursery receive good quality care and education. This is why mobile phones and smart devices such as Smartwatches and FitBits are not to be used during work hours.

To protect and safeguard the children and all staff in their professional role, mobile phones and other similar equipment are to be placed in the mobile phone storage area on arrival to nursery.



Mobile phones can be collected at lunch time and then returned after. They must only be used in areas away from the children on designated lunch breaks.

It is the responsibility of the staff member to safeguard themselves by ensuring their mobile phone(s) is locked away in the office throughout the day (excluding lunch breaks). Management will not accept any liability if a safeguarding issue is raised regarding any use of a mobile phone.

Random checks on mobile phones will be carried out to ensure this policy is being adhered to. Any staff known or seen to be using a mobile phone will be disciplined.

Parents and visitors are asked to either to turn their mobile phones off or not use them while in the nursery, collecting or dropping off children.

During outings, staff will use mobile phones belonging to the nursery wherever possible. Photographs must not be taken of the children on any phones, either personal or nursery owned.

If staff need to contact a child's parent or emergency contact, whilst on an outing, they will phone the nursery that will make the necessary arrangements.

### Cameras

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will:

- Only take photos for use within Ducklings Childcare Ltd for displays and children's learning journals and we have prior written consent from parents to do this. We will not use the photographs for any other reason, such as newspaper articles, website or other advertising materials, without seeking further consent. Consent is obtained when each child is registered and we update it on a regular basis to ensure that this permission still stands. If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.
- Use only the child's first name with an image.
- Ensure that children are appropriately dressed. Under no circumstances will the cameras be allowed into the bathroom areas.





- We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.
- Only take photos of children on Ducklings Childcare Ltd's camera which is stored in each room; should its use be required then permission will be sought from the officer in charge and will be signed out when in use. Cameras will be checked upon return to the office to ensure it has been used appropriately.
- Ensure that if photographs or videos of children are to be taken in the setting, the setting's own equipment will be used. Under NO circumstances does anyone have the right to take photos of children on their personal mobile phones or cameras.
- Ensure parents and carers are not permitted to take photographs of the children in the setting unless prior consent has been obtained by the manager for example for a special event, such as a parties and shows.
- Gain individual permission for each child before events such as Christmas or leaving parties in order to produce group photographs to distribute to parents on request. This will ensure that all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.
- Ensure all cameras used are open to scrutiny.
- Not email images taken on the setting's camera, as it may not be secure.
- Download all photos/videos on to Ducklings Childcare Ltd's hardware and delete them after they are no longer required so it complies with General Data Protection Regulation 2018 guidelines. Anyone wishing to view these will again have to seek permission.

### Computers & Social Media

The expansion of social media on the internet has transformed the ways in which we interact with each other and represent ourselves in fundamental ways.

However, it is important that employees are aware of the association with Ducklings Childcare Ltd in online social networks. Employees should ensure that their entire online content is consistent with Nursery policies



and procedures and how you would wish to be perceived in your work environment. It is important that employees do not discuss their place of work, their work colleagues, managers, children or the children's parents/carers.

If employees are asked to write, comment on, or respond to any content on the behalf of Ducklings Childcare Ltd the employee should obtain written permission from their manager, clearly stating the business justification for this approach.

Any form of personalised social media that is found to reveal confidential business information, attacks or abuse towards colleagues or constitutes a conflict of interest, brings the nursery into disrepute, will be investigated and the responsible employee may be subject to disciplinary action, up to and including dismissal.

### Acceptable Internet

Use of the internet and email by identified employees of Ducklings Childcare Ltd is permitted and encouraged for business purposes and supporting the goals and objectives of the company.

The purpose of this policy is to outline the responsibilities of team members when using the internet or email they must ensure that they:

- Comply with current legislation
- Use the internet and email in an acceptable way
- Do not create unnecessary risk to the company by their misuse of the internet

The company does not allow access to social networking sites from its computers at any time. The company respects a team members right to a private life. However, the company must also ensure that confidentiality and its reputation are protected as well as ensuring other team members are not exposed to any form of discrimination or bullying; it therefore requires team members using social networking sites (outside of working hours) to:

- Refrain from identifying themselves as working for the company
- Ensure that they do not conduct themselves in a way that is detrimental to the company; and take care not to allow their interaction of these websites to damage working relationships between team members or parents/carers



- Be aware that they could be subject to disciplinary action if it is felt by the company that behaviour displayed on social networking websites could form claims of discrimination or bullying or bring the company into disrepute

The following is considered unacceptable use or behaviour by employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- Distributing or storing images, text or materials that might be considered indecent, pornographic, obscene or illegal
- Using the internet to send offensive or harassing material to other users
- Broadcasting unsolicited personal views on social, political, religious or other non-business related matters
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license
- Using a computer to commit any form of fraud or software, file or music piracy
- Publishing defamatory and/or knowingly false material about Ducklings Childcare Ltd, your colleagues and/or our customers on social networking sites, 'blogs' and any online publishing format.
- Undertaking deliberate activities that waste staff effort or resources
- Use of company communications systems to set up personal businesses or send chain letters
- Staff should not invite parents/carers or students to contact them via this at anytime

Ducklings Childcare Ltd accepts that the use of the internet and email is a valuable business tool. However, misuse of this facility can have a negative impact on employee productivity and the reputation of the business.

All of the company's internet related resources are provided for business purposes. The company maintains the right to monitor the volume of internet and network use together with the internet sites visited. The specific content of any internet sites visited will not be monitored unless there is a suspicion of improper use.



Any unacceptable use of the internet or email could result in disciplinary action.

### Safety procedures

- Team leader to act as administrator on all computers within the setting
- One laptop used by team members for internal use only; team members individual account with password access
- Main office computer individual accounts with password access; only team leaders access to internet and email
- Clerical support access to individual account and personal email, monitored access
- SENCO laptop for external use with time limit controls applied; no access to internet without verbal permission of team leader under internal direction
- All computers will be checked each term (history check applied) to ensure the team is following the required policy and procedures

We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post publically or privately information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

Parents/visitors are invited to share any concerns regarding inappropriate use of social media through the official procedures.

### **Internet Safety for Children**

As Childcare providers we offer children the opportunity to use the computer and the internet; however we have introduced a range of procedures to ensure their safety.

- We have a filter on our computer that blocks out most inappropriate material.
- We do not permit the children to go onto chat rooms.
- We check the children's emails to ensure that they are not being bullied or sending anything inappropriate.
- We talk to the children about the websites they are using.



- We are always nearby so can keep an eye out on what websites they are visiting.
- We check the history on the computer regularly.
- If any unsuitable sites have been accessed by children this must be reported to management responsible for applying filters so that they can review the filters that are in place.
- We discuss with the children about the importance of keeping safe online, not forwarding on chain letters, not talking to people they don't know, not giving out personal information that could enable people to identify them, to tell us if they are worried about anything and to never arrange to meet anyone they have spoken to online.
- The children are only allowed to use the webcam under supervision.

If parents would rather their child was not allowed access to the internet they should let us know. We are also aware of the need to limit the time children spend on computers and will develop strategies to ensure that they spend a balance of time engaged in ICT and other activities. There are some excellent websites that provide advice on internet safety both aimed at parents/carers and children of different ages, including videos to watch and quizzes.