



Safeguarding Policies and Procedures

Contents

Safeguarding Children Policy and Procedure	2
Current Safeguarding Concerns Appendix A	7
Disclosure and Barring Service (DBS) Information.....	11
ICT Policy.....	12
Social Networking Policy.....	14
Whistle Blowing Policy.....	15
Safeguarding Form.....	17



From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. Here at Barrowby Pre-school we take Safeguarding very seriously, therefore to ensure that we adhere to and achieve the Prevent duty we will;

Provide appropriate training for staff as soon as possible. Part of this training will enable staff to identify children who may be at risk of radicalisation

We will build the children’s resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world)

We will assess the risk, by means of a formal risk assessment, of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology

We will ensure that our staff understand the risks so that they can respond in an appropriate and proportionate way

We will be aware of the online risk of radicalisation through the use of social media and the internet

As with managing other safeguarding risks, our staff will be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or seek to hide their views). The Key Person approach means we already know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly

We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. The key person approach means that we already have a rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly

We will work in partnership with our LSCP for guidance and support

We will build up an effective engagement with parents/carers and families. (This is important as they are in a key position to spot signs of radicalisation)

We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

We will ensure that our DSO’s will undertake Prevent awareness training (as a minimum) so that they can offer advice and support to other members of staff.

We will ensure that any resources used in the nursery are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively



Safeguarding Policy & Procedure

Purpose and Aims

The purpose of Barrowby Preschool's safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children who attend our setting. The policy aims to ensure that:

- all our children are safe and protected from harm.
- other procedures and policies are in place to enable children to feel safe and adopt safe practices.
- Staff, children, committees, visitors, volunteers and parents are aware of the expected behaviours and the setting's legal responsibilities in relation to promoting the safeguarding and welfare of our children.

Ethos

'Every child deserves the best possible start in life and the support that enable them to fulfil their potential. A secure, safe and happy childhood is important in its own right.' Statutory Framework for the Early Years Foundation Stage (EYFS).

Safeguarding in Barrowby Preschool is considered everyone's responsibility and as such our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential. Barrowby Preschool recognises the contribution it can make to ensure that all children who use our setting feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies in accordance with 'Working Together to Safeguard Children - March 2015' and seeking to establish effective working relationships with parents, carers and colleagues to develop and provide activities and opportunities that will help to equip our children with the skills they need. This will include resources and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Responsibilities and expectations

Barrowby Preschool has a committee whose legal responsibility it is to make sure that the setting has an effective safeguarding policy and procedure in place and monitors that the setting complies with them. The committee should also ensure that the policy is made available to parents and carers if requested. It is the responsibility of the committee to ensure that all staff and volunteers are properly checked to make sure they are safe to work with the children who attend our setting, that the setting has procedures for handling allegations of abuse made against members of staff (including the Manager) or volunteers and ensure the safe and appropriate use of cameras, mobile phones, smart technology and on line equipment within the setting. The committee has appointed a Safeguarding Designated Officer (SDO) who has lead responsibility for dealing with all safeguarding issues in our setting.

The **Safeguarding Designated Officer** is **Mrs Louise Ritchie**.

If not available, then contact the **Deputy Safeguarding Designated officer; Mrs Marj Spendlow**.

It is the responsibility of the DSO to ensure that all safeguarding issues raised in setting are effectively responded to, recorded and referred to the appropriate agency. They are also responsible for arranging the whole settings safeguarding training for all staff and volunteers who work with children and young people in our setting. The SDO must ensure that the whole settings safeguarding training takes place at least every three years; which they can deliver within setting provided they are linked in to the support and quality assurance process offered by the Local Authority.

The DSO is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision, attends where appropriate, all child protection case conferences, reviews, core groups or meetings where it concerns a child at our setting and to contribute to multiagency discussions to safeguard and promote the child's welfare.



The DSO is responsible for ensuring the acceptable, safe use and storage of all photography technology, images, and mobile phones etc... through the implementation, monitoring and reviewing of the appropriate policies and procedures.

If somebody believes that a child may be suffering, or may be likely to suffer Significant Harm, then s/he should always refer concerns to children's social care and/or the police. Practitioners within the Pre-school must tell the Designated Safeguarding Officer.

All Adults, including the DSO, have a duty to refer all known or suspected cases of abuse to Lincolnshire County Council Children's Services, Local Safeguarding Children's Partnership (LSCP) or the Police.

Lincolnshire County Council Children's Services –

Customer Service Centre office hours tel: 01522 782111 / out of hours tel: 01522 782333

Where a disclosure is made to a visiting staff member from a different agency, e.g. Early Years Consultants, Health Visitors, it is the responsibility of that agency staff to formally report the referral to the Setting's Designated Person in the first instance. Any records made should be kept securely in the Safeguarding file.

Recognising concerns, signs and indicators of abuse

Safeguarding is not just about protecting children from deliberate harm. For our setting it includes such things as child safety, bullying, racist abuse and harassment, visits, intimate care and internet safety etc. However, it must be acknowledged that technology itself will not present the greatest risk, but the behaviours of individuals using such equipment will. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the **need to consult further**.

Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

Emotional Abuse

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm.

Sexual Abuse



Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations

or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

Radicalisation – The Prevent Duty (2015)

From 1st July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

Barrowby Preschool will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. By means of a formal risk assessment, we will monitor children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

A full copy of The Prevent Duty 2015 and Fundamental British Values in the Early Years can be found in the Policy folder.

What to do if you are concerned:

If a child makes a disclosure or allegation of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully.
- Reassure them that they have done the right thing in telling you.
- Do not investigate or ask leading questions.
- Let them know that you will need to tell someone else.
- Do not promise to keep what they have told you a secret.
- Inform your Safeguarding Designated Officer immediately. If the SDO or deputy is unavailable contact LSCP for advice.
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position using the setting safeguarding record log forms within 24 hours.
- Although the SDO has responsibility for making the decision to make a referral to the LSCP, the practitioner can make a referral if they are unhappy with the action taken by the SDO.

Information Sharing

Although GDPR guidelines prevent the sharing of information without consent, if you suspect that a child is at risk of significant harm then the child's welfare comes first. It is good practice for professionals to discuss any concerns they have with the family and, where possible, to seek the family's agreement to making a referral to Children's Social Care. However, there are exceptional circumstances where such discussion and agreement-seeking would increase



the likelihood of the child suffering significant harm. In these circumstances it can be appropriate to refer without discussion or agreement from the family, although the source of the referral will then be disclosed to the family by Social Care unless the referrer is a member of the public who has requested anonymity.

Other factors relevant to the decision whether to refer without prior discussion with the family include:

- Issues of staff safety;
- The risk of destroying evidence;
- The likelihood of children or other family members being intimidated;
- The possibility of an increased risk of domestic Abuse;
- The possibility of the family moving to avoid professional scrutiny;
- Detection and prevention of a crime for example sexual abuse.

Making a Referral

Having had a conversation with the Safeguarding Designated Officer, if the decision to make a referral has been made the following information will be required:

- Contact details including names,
- Addresses
- dates of birth for all children in the family including names and other relevant information on other adults living in the household;
- The nature of concerns;
- How and why they have arisen;
- What appear to be the needs of the child and family, including any special needs arising from cultural, physical, psychological, medical or other factors;
- Whether the identity of the referrer can be shared with the family - in the case of professional referrals the assumption is that the family will be told where the referral has come from;
- If known, what other agencies and professionals are involved with the child and family;
- Whether there are concerns about abuse or neglect, including the basis of the concerns;
- Whether there are concerns about parental drug or alcohol misuse or mental ill health;
- Whether the child/ren may need urgent action to make them safe from harm.

At the end of any discussion about a child, both the referrer and Customer Service Centre should be clear about who will be taking what action, or that no further action will be taken. The decision will be recorded by Customer Service Centre on the agreed referral form and by the referrer if a professional in another service.

All staff should make a referral by phone and should confirm the referral in writing within 24 hours, repeating all relevant information and agreed actions.

What happens if an allegation of abuse is made against a member of staff in the Setting?

If anyone makes an allegation of abuse against a member of our staff, the SDO will be informed immediately and will contact: The Local Authority Designated Officer (LADO) tel: 01522 554674

- They will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.



- The SDO will complete the Safeguarding Record form for recording allegations or complaints made against staff.
- The SDO will not discuss the allegation with the member of staff concerned, unless advised to do so by Children’s Social Services.
- The SDO will inform the Pre-School Committee Chairperson
- Ofsted will be notified of the allegation.

All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.

If Children’s Social Services and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out. The pre-school may also invoke their disciplinary procedure.

We will not carry out an investigation ourselves unless Children’s Social Services and the Police decide it is not necessary for them to do so. We understand that Ofsted may wish to undertake further investigations in some circumstances.

Always remember;

The welfare of the child is Paramount

A copy of “What to do if you’re worried a child is being abused” booklet is kept with this policy. This sets out the guidelines on dealing with incidents, disclosures and the procedures that must be followed.

Training

All members of staff and volunteers will have access to whole setting safeguarding training at least every three years in line with Lincolnshire Safeguarding Children’s Partnership (LSCP). We will also, as part of our induction, issue information in relation to our Safeguarding policy and any policy related to safeguarding and promoting our children/young people’s welfare to all newly appointed staff and volunteers. Our Safeguarding Designated Officer will undertake further safeguarding training, as advised by the LSCP. This will be undertaken at least every three years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the SDO to be able to better undertake their role and support the setting in ensuring our safeguarding arrangements are robust and achieving better outcomes for the children in our setting. This includes taking part in multi-agency training in addition to safeguarding training.

Our Committee will have access to safeguarding training and will also undertake additional awareness training at least every three years. They will also be advised to undertake additional training to support their employers’ role in Handling Allegations against adults who work with children and young people, including our staff and volunteers.

Our safeguarding arrangements are reported on an annual basis to our Committee and our Safeguarding policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation. We will include our Safeguarding Policy in our settings website and will post copies of our policy throughout the setting. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Mobile Phones, Cameras and Smart Technology

Barrowby Preschool has policies and procedures in place with regard to the use of mobile phones, cameras, smart technology with photography capabilities in the setting and on visits etc. This can be found within our Policies and Procedures folder.

This Policy was adopted by Barrowby Preschool.

Signed on behalf of the setting by

..... Manager Date:

Review Date:



Appendix A - Current Safeguarding Issues

The following Safeguarding issues are all considered to be Child Protection issues and should be referred immediately to the most relevant agency.

Some members of our communities hold beliefs that may be common within particular cultures, but which are against the law of England. Barrowby Preschool does not condone practices that are illegal, and which are harmful to children. Examples of particular practices are:

Child Exploitation and E-Safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people Barrowby Preschool will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our E-Safety policy. We will ensure that our Staff are aware of how not to compromise their position of trust in or outside of the setting and are aware of the dangers associated with social networking sites.

Our E-safety policy will clearly state that mobile phones, camera or electronic communications with a child at our setting is not acceptable other than for approved setting business. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

Forced Marriage

Barrowby Preschool does not support the idea of forcing someone to marry without their consent.

Under-age Marriage

In England, a young person cannot legally marry until they are 16 years old (Parental consent is required to marry between the ages of 16-18 years) nor have sexual relationships.

Female Genital mutilation/female circumcision

This is against the law, yet for some communities it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of Barrowby Preschool, we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Ritualistic Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

Sexually Active under Eighteen years old

It is acknowledged by those working with young people (aged 14-18) that some young people under the age of 18 will have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services.

Safeguarding Disabled Children

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks and 'created vulnerability' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment. Barrowby Preschool will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.



Safer Recruitment and Selection

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At Barrowby Preschool we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

Honour Based Violence

Honour based violence is a 'crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from setting, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in setting activities, unreasonable restrictions at home. Where it is suspected that a child/young person is at risk from Honour based violence Barrowby Preschool will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Trafficked Children

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where Barrowby Preschool is made aware of a child is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

Domestic Abuse

The Government defines domestic abuse as **“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality”**.

Staff need to understand what is required of them if children are members of the household where domestic abuse is known or suspected to be taking place. Our policy includes action to be taken regarding referrals to the Police and Children and Young People's Services and any action to be taken where a member of staff is the alleged perpetrator or victim of domestic abuse. At Barrowby Preschool we will follow our safeguarding policy and report any suspected concerns regarding Domestic Abuse to the relevant agency.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare. A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent
- A person who is not a parent but has parental responsibility
- A close relative
- A Local Authority

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Barrowby Preschool to inform the Local Authority via Customer Service Centre (01522 782111 or out of hours 01522 782333) where we are made aware of a child or young person who may be subject to private fostering arrangements.



Homelessness

Under the Homelessness Reduction Act 2017 public authorities have a statutory duty to refer service users they believe to be homeless or threatened with homelessness (within 56 days) to the local housing authority.

Under the homeless code of guidance, a person is homeless if:

- They have no accommodation in the UK or elsewhere which is available for their occupation and which that person has a legal right to occupy.
- A person is also homeless if they have accommodation but cannot secure entry to it, or the accommodation is a moveable structure, vehicle or vessel designed or adapted for human habitation and there is nowhere it can lawfully be placed in order to provide accommodation.
- A person who has accommodation is to be treated as homeless where it would not be reasonable for them to continue to occupy that accommodation.

Referrals can be made: www.lincoln.gov.uk/dutytorefer

Modern Slavery

Modern slavery is a form of organised crime in which individuals including children and young people are treated as commodities and exploited for criminal gain. Traffickers and slave drivers trick, force and/or persuade children and parents to let them leave their homes. Grooming methods are used to gain the trust of a child and their parents, e.g. the promise of a better life or education, which results in a life of abuse, servitude and inhumane treatment.

Child trafficking or child modern slavery is identified as child abuse which requires a child protection response. It is an abuse of human rights, and all children, irrespective of their immigration status, are entitled to protection under the law.

Children are recruited, moved or transported and then exploited, forced to work or sold. See also Safeguarding Children who may have been Trafficked Procedure. The Modern Slavery Act 2015 (applicable mostly in England and Wales [1] includes two substantive offences i) human trafficking, and ii) slavery, servitude and forced or compulsory labour.

Contextual safeguarding

As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Any potential harmful effects to individuals identified as vulnerable to extremist ideologies or being drawn into terrorism should also be considered.

Assessments of children in such cases should consider whether wider environmental factors are present in a child's life and are a threat to their safety and/or welfare. Children who may be alleged perpetrators should also be assessed to understand the impact of contextual issues on their safety and welfare. Interventions should focus on addressing these wider environmental factors, which are likely to be a threat to the safety and welfare of a number of different children who may or may not be known to local authority children's social care. Assessments of children in such cases should consider the individual needs and vulnerabilities of each child. They should look at the parental capacity to support the child, including helping the parents and carers to understand any risks and support them to keep children safe and assess potential risk to child.



Breast Ironing

Breast ironing (also known as breast flattening) is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or to disappear. It is typically carried out by the girl's mother, who will say she is trying to protect the girl from sexual harassment and rape, to prevent early pregnancy that would tarnish the family name, or to allow the girl to pursue education rather than be forced into early marriage. It is mostly practiced in parts of Cameroon, where boys and men may think that girls whose breasts have begun to grow are ready for sex. There are also fears that it has spread to the Cameroonian diaspora, for example to that in Britain. The most widely used implement for breast ironing is a wooden pestle normally used for pounding tubers. Other tools used include leaves, bananas, coconut shells, grinding stones, ladles, spatulas, and hammers heated over coals.

Adolescent to Parent Violence

Although there is no current legal definition, Adolescent to Parent Violence (APVA) is on the rise and is therefore becoming recognised as a form of domestic violence and abuse.

In fact 2015 saw 2,549 young people aged from 14 to 17 prosecuted due to domestic offences against family members.

Abuse can take different forms, including physical violence, damage to property and financial exploitation. Emotional abuse, such as humiliating language and making threats, as well as heightened sexualised behaviours are also forms of abuse.

The prevalence of APVA is difficult to gauge, as the incidents that are reported are likely to only be a small percentage of the total instances. All forms of domestic violence and abuse are under-reported and this particularly translates to APVA, as parents feel particularly reluctant to report violence against their own child.

Over a one-year period, a study found that 87.3% of adolescents reported to the police for APVA were male and 77.5% of parent victims were female. It added that 66.7% of these incidents involved a mother-son relationships whereas son-father relationships accounted for 20.6% of cases. Daughter-mother relationships meanwhile accounted for 10.8% of reported incidents whilst daughter-father confrontations were just 1.9%.

There is no simple explanation as to why APVA occurs, but it is believed that substance abuse, mental health problems and learning difficulties are some of the factors that contribute to its occurrence. APVA can be particularly confusing for parents who have multiple children but only one that acts violently.



Disclosure and Barring Service (DBS) Information

The primary role of the Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children.

All providers must have effective systems in place to ensure that all practitioners who have regular contact with children are suitable to do so.

Employers should make informed recruitment decisions using evidence from references, interviews, qualifications and DBS (formerly CRB) checks to determine suitability.

Ofsted has retained responsibility for undertaking the DBS checks for committee members, private owners and the nominated person. Following changes to the EYFS and Ofsted Inspection Frameworks (2012) employers are now responsible for undertaking DBS checks on the setting manager.

Disclosures should be handled in accordance with the Code of Practice and Explanatory Guidance.

The DBS provides an umbrella body search facility on their website which gives employers the opportunity to search for an organisation that can process DBS checks (formerly CRB checks) on their behalf

<http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/ub/ub-search/>

There are 3 types of check. The employer or organisation running the check should provide the applicant with more information about the level of check required.

Types of Checks

Standard – Spent and unspent convictions, cautions, reprimands, final warnings. These will normally take approximately 2 weeks.

Enhanced – As above plus any additional information held locally by police forces that is reasonably considered relevant to the post applied for. These will normally take approximately 4 weeks.

Enhanced with list checks – As above – plus a check of the appropriate DBS barred lists. These will normally take approximately 4 weeks.

Checks for eligible volunteers are free of charge. This includes anyone who spends time helping people and is not being paid (apart from travel and basic expenses) and is not looking after a close relative.

DBS referral process

The DBS role in making independent barring decisions following referrals from employers or through the Autobar process continues. Certain employers, those working in 'regulated activity' have a legal duty to refer to the DBS when any individual has harmed a child or vulnerable adult, or there was a risk of harm. Anyone barred by the DBS cannot work or volunteer with the vulnerable group or groups from which they are barred.

The regulations introduced in October 2009 will still apply. These include:

A person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups

An organisation which knowingly employs someone who is barred to work with these groups will also be breaking the law

If your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done if they had not left, you must tell the Disclosure and Barring Service (DBS)

If you are an employer or represent an organisation and you have concerns that an individual has caused harm or poses a future risk of harm to vulnerable groups including children, you will need to contact the police and also complete a DBS referral form. More information about referrals and the referral process can be found throughout their web site.



ICT Policy

Barrowby Preschool provides the use of digital cameras, computers, iPads and internet facilities, for children and staff. The digital cameras allow staff and children to record day to day activities. The computer, iPad and internet access provides opportunities to enhance education by supporting the planning of activities and researching information. This policy sets out the settings standards for the safe use of this ICT.

Cameras / iPads / Smart technology with photo sharing capabilities

Consent for photographs is obtained from Parent/Carer on admission as part of the registration process. Children will have access to a iPad and any photographs taken by children will be downloaded or deleted at the end of each half term.

Staff will only use the setting's iPad to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each half term.

Photos are stored on the iPad (kept securely and password protected) before being uploaded to Tapestry. Once uploaded they are deleted.

Staff will not use any other smart or digital device to take photographs in or around the setting or when on outings.

Cameras / iPads are prohibited within the toilet/nappy changing areas.

Computer and internet use in the setting

The computer system is owned by Barrowby Preschool and has appropriate software to ensure safe internet use. Barrowby Preschool reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.

Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.

Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.

Use for gambling is forbidden.

Copyright of materials will be respected.

Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Rules for responsible internet use

Staff, Students and Volunteers:

Permission will be requested before using the internet.

Computers will be used only for agreed activity.

Computer discs or pen drives will not be used without prior permission.

All Internet activity will be monitored for appropriateness.

Other user's files will not be accessed without their permission.

E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.

Personal details will not be shared over the internet.

Personal social networking sites will not be accessed via work computers or during work hours.

Computer files will be checked and the internet sites visited will be monitored.

Any inappropriate materials sent to the computer must be reported to the manager.

All staff will adhere to the above. Any breaches will be subject to the setting's disciplinary procedure.



Children

The setting will work with the parents to ensure they are aware of internet use.

Children will use only age appropriate software in the setting.

The appropriateness of accessing internet sites will be determined prior to use.

The setting will apply parental controls to ensure children's safety on the internet.

All internet activity will be supervised and monitored by staff.

Mobile phones or Smart Technology

Staff may not carry or use their personal mobile phones whilst working in the setting.

In emergencies staff can be contacted on the setting's telephone number.

Staff are not allowed to use their mobile phones during breaks.

Staff will not use any camera facility on their mobile phone or smart technology during a session.

Mobile phones are prohibited within the toilet/nappy changing areas.

Mobile phones will be stored with personal belongings in the locked store cupboard throughout the session.

Social networking sites and blogs

Staff are not permitted to post anything about the children attending the setting, past or present, their families or any other member of staff on personal pages.

Staff are not permitted to post any photographs from the setting or any photographs that identify the setting, children or staff regardless of where the photographs were taken, on personal pages.

Photographs of staff members may only be posted with their consent.

Any member of staff that posts comments that breach confidentiality or are deemed to be of a detrimental nature to the setting, staff or children will be subject to the settings disciplinary procedure.

All staff will maintain professionalism whilst using social networking sites.

The Preschool operates a Facebook page which is accessible across the World Wide Web, this page is for advertising purposes. Consent will be sought from parents at the time of registration for their child's image to appear on the Facebook page. No child will be identified by name on the Facebook page. Only children whose parents have given written consent will be included on the Facebook Page.

The Preschool operates a Closed Facebook Group which is only accessible to current parents and staff. This group is used to celebrate personal achievements, provide information to parents and share home learning. Consent will be sought at the time of registration for their child to be included in any celebration posted within the Closed Group. Only children whose parents are members of the Closed Facebook Group will be identified on the page.

Any member of staff, who becomes aware of any social networking activity that would be deemed inappropriate or detrimental, will make the manager/committee aware under the guidelines of the Whistle blowing policy.

For more information please refer to the Social networking policy.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

..... Manager Date:

Review Date:



Social Networking Policy

Barrowby Preschool realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also aware that these sites can become a negative forum for slander, victimisation and bullying and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

This policy has been designed to give staff members clear guidelines as to what we at Barrowby Preschool expect of our staff and committee when accessing these sites.

This policy includes, but is not limited to, the following specific technologies:

- Personal Blogs
- LinkedIn
- Twitter
- Facebook
- Personal Web sites

When using social networking sites staff/committee members should give careful consideration to the following:

Personal blogs should have clear disclaimers that the view expressed by the author of the blog is the author's alone and does not represent the views of the preschool.

Information published on personal blogs is subject to the settings confidentiality and data protection policies.

All postings and photographs posted on any blogs, forums and social networking sites are subject to the settings confidentiality and data protection policies.

Always be respectful to

- | | |
|---|---------------------|
| The Preschool, | Other staff members |
| Parents/Carers and relatives, | Children |
| Partners, | Competitors, |
| Other users of the social network community | |

Staff should be aware that any disrespectful comments to any of the above may be seen as libellous.

Social media activities should not interfere with work commitments.

An individual's online presence reflects on the setting. Staff must be aware that their actions captured via images, posts or comments can reflect on the setting.

Staff are not permitted to post anything about the children attending the setting past or present, their families or any other member of staff on their personal pages.

Respect copyright laws, use references or cite sources appropriately. Plagiarism applies online as well.

Preschool logos and trademarks may not be used without written consent.

Any employee, who becomes aware of social networking activity that would be deemed distasteful, should make their manager/committee/owner aware by implementing the whistle blowing policy.

Any breaches of this policy will be subject to the settings disciplinary procedure.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by:

..... Manager

Date:

Review Date:

Whistle Blowing Policy and Guidance

Barrowby Preschool is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with concerns about any aspect of the settings operations to come forward and voice those concerns. All our staff have a right and a responsibility to raise any matters of concern regarding poor and ineffective practice at work or any inappropriate behaviour displayed by other members of staff, or any other person working with the children. This includes situations where a member of staff becomes aware that a colleague has failed to execute their duty to safeguard children within the setting or elsewhere.

Staff are responsible for the safety and well-being of all children attending the setting and this is a priority over loyalty towards colleagues. All concerns will be responded to and dealt with in accordance with the settings confidentiality policy.

General principles

This policy should;

- Encourage and enable individuals to raise genuine and legitimate concerns without fear of reprisals.
- Support staff to take an active role in the elimination of poor practice that may affect the safety and wellbeing of any child within the setting.
- Ensure concerns are appropriately investigated.
- Protect those making the complaint from victimisation or retaliation.

In addition to this policy, the setting has other policies and procedures covering discipline, grievance and complaints. This policy is intended to compliment these and to cover concerns that fall outside the scope of other procedures.

The manager/committee will investigate all concerns promptly and thoroughly in accordance with this policy and take appropriate action.

Confidentiality

The manager/committee will do their best to protect a person's identity when a concern is raised, however in some circumstances identities will have to be revealed to the person complained against and the complainant may be asked to provide written or verbal evidence in support of their complaint. If a person's identity is to be disclosed, he or she will be told before the disclosure and the reasons why the disclosure is necessary. Having raised the concerns the complainant must not talk about it to any other person, inside or outside the setting.

Anonymous complaints

Concerns expressed anonymously are much less powerful and harder to investigate however; this does not mean that they will not be considered.

Malicious allegations

If an allegation is made in good faith but it is not confirmed by the investigation, no action will be taken against the complainant. However; if the allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

How to raise a concern

In the first instance concerns should be raised with the immediate Preschool manager. However; this may not always be appropriate, in which case concerns should be raised with the committee.

Concerns are best raised in writing. The complainant should set out the background and history of the situation, giving names, dates and places where possible, and the reason for the concern. The earlier that concerns are raised the easier it is to take action. If it is not possible to put the allegations in writing, the person to whom you are making the complaint will make a written record of the conversation and will ask the complainant to sign to confirm the accuracy of the notes taken.

Although the complainant will not be expected to prove the truth of the allegations, it will be necessary to demonstrate that there are sufficient grounds for the concern.



The complainant should NOT:

- Investigate the matter themselves.
- Alert those suspected of being involved.
- Approach or accuse individuals.
- Tell anyone other than the designated persons (i.e. manager/committee).

The complainant will receive a written acknowledgment of their concern along with a copy of their statement within a week of raising the concern.

Investigations

Depending on the nature of the complaint the manager/committee will either investigate or elevate concerns to appropriate agencies. Where a safeguarding allegation is made against a member of staff the procedure for allegations against a member of staff within our safeguarding children procedure will be followed.

At the end of the investigation the complainant will be informed with regards to whether the complaint has been upheld or not.

This policy has been adopted by Barrowby Preschool

Signed on behalf of the setting by

..... Manager

Date:

Review Date:



Safeguarding Concern Form

Any concerns for any child's welfare and safety should be recorded on this form. The form should only be completed by the safeguarding lead within the setting. Once complete this record should be kept separately and securely from the child's main records with restricted access in line with confidentiality. All concerns should be raised and discussed with the Lincolnshire County Council Customer Service Centre on 01522 782111 within appropriate time frames.

Child's Information
Child's Full Name: Child's Date of Birth: Child's Address: Name of child's parents/carers:

Date and time of safeguarding concern, including day of the week.	
Nature of the safeguarding concern	
Name and position of the person raising the safeguarding concern	

Exact record of safeguarding concern	
Record of initial notes to be attached.	
Signature:	Date:
Name of Witness:	



Statement from the witness	
Signature:	Date:

Name and position of person completing this Form	
Date and time this concern was referred to Customer Service Centre (CSC)	
Name of person you spoke to at CSC	

Signature of person completing this form	Date:

Any further concerns for this child or continuing issues should be logged on a separate form.

Please indicate clearly any marks on the child's body on this body map

Body map

