Section 1. Child Protection

Safeguarding and Welfare Requirements:

Child Protection Providers must have and implement a policy, and procedures, to safeguard children

* 1. Safeguarding Children and Child Protection

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### Recording suspicions of abuse and disclosures

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Safeguarding and Welfare Requirements: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children

* 1. **Safeguarding Children and Child Protection**

**Policy Statement**

Busy Bees Preschool will work with children, parents and the community to ensure the rights and safety of children and to give them the best start in life.

Children’s rights

Our aims are to:

* create an environment in our pre-school which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background;
* help children to establish and sustain satisfying relationships within their families, with peers, and with other adults;
* encourage children to develop a sense of autonomy and independence;
* enable children to have the self-confidence and the vocabulary to resist inappropriate approaches; and
* work with parents to build their understanding of and commitment to the welfare of all our children.

### Commitment to Safeguarding Children- *Busy Bees Preschool is committed to building a culture of safety in which children are protected from abuse*.

###

### Staffing and volunteering

Our named Safeguarding Officer is **Nikki Dawkins** and she coordinates child protection issues, Deputy in her absence- Emma Thompson. She reports to our Committee Safeguarding Officer representative- Sarah Longley.

* We ensure all staff are trained to understand our safeguarding policy and procedures both during the recruitment and induction period.
* Parents are informed of our commitment to safeguarding children through a range of media including the prospectus, registration pack, website, policies and other documents.
* All staff complete annual safeguarding training which covers recognising abuse and neglect and responding to concerns; *see Section 3, Staff qualifications, Training, Support and Skills for Busy Bees training requirements*
* We provide adequate and appropriate staffing ratio’s to meet the needs of children.
* Applicants for posts within the pre-school are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
* Candidates are informed of the need to carry out checks before posts can be confirmed, with the Disclosure barring Service; DBS. Candidates also have to complete **Annual Declaration of Disqualification “by association”** prior to jobs being conformed in writing, and then annually thereafter.
* All staff and committee after their initial checks, complete an **Annual Declaration of Disqualification “by association”** form, which is checked and signed by the manager. The managers is checked by the Preschool Chair.
* Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information. *See section 2, Suitable people*
* We abide by *Ofsted* requirements in respect of references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the pre-school or has access to the children. Personal identification and original copies of qualifications are also checked at this time.
* Volunteers NEVER work unsupervised. There is a named member of staff responsible for volunteers at all times.
* We record information about staff qualifications, identity checks and vetting processes that have been completed including;
* DBS reference number
* The date it was obtained and by whom
* Copies of identification including proof of address
* Relevant qualifications
* We abide by the *Protection of Children Act* requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
* We have procedures for recording the details of visitors to the pre-school. They will be asked to record their name, organisation, and emergency contact number, purpose of visit, arrival and departure times. We take security steps to ensure that we have control over who comes into the pre-school so that no unauthorised person has unsupervised access to the children.
* We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us, Parents sign a consent form and have access to their records at any time. *See Use of Mobile Phone and Camera section*
* We ensure that there are 2 members of staff present when undertaking any care routine with children, this includes; nappy changes, toileting & toilet accidents, dressing, applying first aid and medication. In Red Room the nappy changing takes place within the room in a designated area which is private; there will always be 2 members of staff when changes are taking place, 1 completing the change and the second member of staff nearby within view of the area.
* When arriving to collect a child we suspect a parent/ carer is under the influence of alcohol or substance misuse we reserve the right, in the interest of the child’s safety, to not allow the child to leave with the parent/carer. In this instance we will contact other persons authorised to collect the child on the registration form. If we are unable to obtain another authorised person then we will contact Social Care for advice

**Commitment to Safeguarding Children-** *Busy Bees Preschool is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with procedures that are set down in ‘What to do if you are worried a child is being abused’* ***HMG 2006***

**All staff are trained, as part of their induction process, to identify to suspicions of abuse and neglect and respond at the earliest opportunity. Responding to suspicions of abuse:**

* We acknowledge that abuse of children can take different forms — **physical, emotional, sexual and neglect.**
* When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated trough;
* Significant changes in a child’s behaviour which may be demonstrated in the play. (Where such changes in behaviour occur, or where children’s play gives cause for concern, the pre-school investigates.)
* Children’s comments that give cause for concern. These must not be discussed with other members of staff but reported immediately to the Safeguarding Officer-Nikki Dawkins or Deputy -Emma Thompson, in her absence.
* Unexplained bruising, burns, cuts, marks or signs of possible abuse in unusual places on the child’s body including genital area.
* Deterioration in a child’s wellbeing. Where a child shows signs and symptoms of ‘failure to thrive’ or neglect such as *consistently* being uncared for e.g teeth not cleaned, hair not brushed/washed, dirty/unwashed clothing, we will make appropriate referrals and use a diary system to record these signs.
* Any reason to suspect neglect or abuse outside the setting, for example in the child’s home; and/or
* Inappropriate behaviour by any other person working with children, including staff. For example, inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
* We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parents drug or alcohol abuse, mental or physical illness or parents learning difficulties
* We will respond and report incidents where we have concerns about female genital mutilation, or exposure to radicalisation and extremism.
* We are aware of other factors that affect children’s vulnerability such as, abuse of disabled children, fabricated or induced illness
* Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns

**Disclosure & Recording suspicions of abuse and disclosures**

Where a child makes a disclosure to a member of staff, or a member of staff observes signs and signals that give them cause for concern, (*see above)* that member of staff:

|  |
| --- |
| **DO**Stay calm |
| Give the child time and take them seriously |
| Let them speak in their own words |
| Reassure them |
| Inform the child that you need to tell someone else if it seems the child is may be being abused |
| Provide any first aid or seek medical advice if the injuries/marks require it |
|  |
| Report immediately to the designated person  |
| Record what they have told you, or what you have observed, as soon as possible |

|  |
| --- |
| **DO NOT**Promise to keep it a secret |
| Ask any leading questions |
| Make comments or judgements |
| Deal with it all on your own, seek support from Safeguarding Officer |
| Discuss with any other staff |
| Remove any clothing to examine marks on a child |
| Take any photos of marks or injuries |

Use the Ted approach to establish the facts;

**T**ELL ME- for example “Tell me what happened, I’m listening**”**

**E**XPLAIN- for example, “Explain to me what she did next”

**D**ESCRIBE- for example, “Describe what you saw”

**Remember** – it is not up to you to decide whether a child is being abused. It is your responsibility to act on any concerns and share information with the Safeguarding officer.

The Safeguarding Officer, Nikki Dawkins, or deputy SO, Emma Thompson, will be available to discuss safeguarding concerns at all times. If in the event of both Safeguarding Officers being out of setting due to courses, meetings or absence the most senior member of staff will contact them immediately so the concern can be discussed. All contact details will be available in the office.

### Recording suspicions of abuse and disclosures

Staff make a record of:

* The child’s name;
* The child’s address;
* The age of the child;
* The date and time of the observation or the disclosure;
* An objective record of the observation or disclosure;
* The exact words spoken by the child;
* The name of the person to whom the concern was reported, with date and time; and
* The names of any other person present at the time.

Body maps are pictures of the body, which are used to note any marks that are on the body. These records are signed and dated and kept in a separate confidential file.

* The setting safeguarding Officer is informed of the situation/incident at the earliest opportunity

**Making a referral to the local authority children’s social care**

* Busy Bees Preschool will follow guidance from *Wiltshire Local Safeguarding Board;* **“**WHAT TO DO if you are worried a child is being abused or neglected”, see Flowchart 1.2

**Informing Parents**

* Parents are normally the first point of contact. We discuss concerns with parents to gain their views of events, unless we feel this may put the child in greater danger
* We inform parents of any welfare concern that is recorded and also make a note of any discussion we have them, recording their comments.
* If after discussion the family do not meet the safeguarding threshold Suitable advice and support may be offered to the family with possible referrals to the Early Help CAF team, Children’s Centre or contact with the family Health Visitor.
* 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 LSCB does not allow this. This will usually be the case where the parent is the likely abuser. In these cases the investigating officers, social workers, will inform parents.

**Liaison with other agencies**

* We work within the Wiltshire Safeguarding Children Board guidelines
* We have a current version of ‘What to do if you’re worried a child is being abused’ available for parents and staff and ensure that all staff are familiar with these procedure
* We follow the procedures on the flowchart and ensure all new contacts including Social Workers and the Referral team are updated accordingly
* We notify OFSTED of any incident or accident and any changes in our arrangements which may affect the well-being of children or when an allegation of abuse is made against a member of staff & whether the allegations where made in Preschool or elsewhere. This is completed within 14 days.
* *See contact sheet Section 1.2*

# Allegations of Child Abuse Made Against a Member of Staff

Our pre-school expects the highest standards of behaviour from our staff, both within the pre-school and outside it, to ensure that children are safe

Our aim is to:

* *Create a safe environment at the pre-school*
* *Respect and protect adults and children’s rights*
* *Ensure that all staff are suitable to work in the pre-school*
* *Protect staff against malicious allegations*
* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting
* We respond to any inappropriate behaviour displayed by members of the staff team which may include;
* Sexual and inappropriate comments or gestures
* Excessive 1:1 attention beyond the usual requirements of supporting children’s learning
* We follow the guidance from Wiltshire Local safeguarding Board when responding to a complaint that a member of staff or a volunteer within the setting has abused a child. All complaints are recorded.
* We refer any complaint to the Local Authority Designated Officer, to investigate.
* The complaint is also reported to OFSTED, as well as any future actions that have been taken. We are aware that it is an offence not to do so.

The pre-school will 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). The pre-school will also inform Ofsted of action taken in respect of allegations immediately, but at the very latest 14 days of allegations being made.

* We cooperate whilst any investigation is being carried out and all relevant services
* The Pre-school will refer to the Duty of Care documentation and a decision will be made to either suspend the staff member, or define clear duties to ensure segregation from the children ie. Office work, or they will be fully supervised during the period of investigation, referring to the necessary legal body such as Lawcall or ACAS for the correct procedures. The reasons for the suspension will remain confidential and normal confidentiality rules apply to all staff and committee members should they become aware of the circumstances.
* When the investigation is completed, the Trustees will implement the pre-school disciplinary proceedings to determine the future of the member of staff at the pre-school. *see Section 2, Suitable People for grievance procedure*

**Disciplinary action**

Where a member of staff or volunteer has been dismissed due to safeguarding concerns the Safeguarding Officer has a duty of notify the DBS, Disclosure Barring Service

**Commitment to Safeguarding Children-** *Busy Bees is committed to promoting awareness of child abuse issues throughout its training and learning for the staff team and parents.*

**Training**

We seek out training opportunities for all adults involved in the setting to ensure that they are all able to recognise the signs and symptoms of possible abuse and what to do if you have a concern

Busy Bees Safeguarding requirements

|  |  |
| --- | --- |
| **Who?** | **What training?** |
| Safeguarding Officer & Deputy | Advanced Child Protection-2 day Multi Agency approach. Update/refresher training every 3 years |
| All staff including bank staff &Representative from Committee | Annual Safeguarding: awareness of child abuse and neglect and update on safeguarding information and policy |
| Regular parent helpers  | Safeguarding: awareness of child abuse and neglect |
| Manager or Deputy | Safer Recruitment- updated every 3 years |
| Safeguarding Officer |  Completion of the annual Safeguarding Audit from Wiltshire Early Years Team |

* Safeguarding Officer to keep knowledge/training up to date by attending regular Safeguarding Network meetings help by Local Authority early Years Team and accessing suitable courses via Wiltshire Pathways- *see Section 3, Staff qualifications, Training, Support and Skills for Busy Bees training requirements*

 **Planning** The layout of the room allows for constant supervision. Staffs always make sure they are visible to others at all times when working with children. Where children need to spend time away from the rest of the group, the door is left ajar. Where children require nappy changes, clothing changes or wiping after using the toilet two members of staff must be present. The toilets are carefully monitored by staff who remind children that these times area private and for children to respect others privacy.

 **Curriculum**

* We introduce key elements of child protection into our foundation stage curriculum, EYFS, so that children can develop understanding of why and how to keep safe.
* We create within the pre-school a culture of value and respect for all children
* We ensure that this is carried out in a way that is appropriate for the ages and stages of development of our children by planning appropriate activities that encourage respect, self-confidence, self-esteem and help children learn to deal with their own emotions in an appropriate way.

**Security Arrangements**

**Read in conjunction with Health and safety policy**

* Staff must ensure visitors to the setting are known or they have an appointment and can produce identification. An intercom system enables staff to talk to visitors to check who they are and their reason for visiting before opening the door.
* The door access system is constantly on and a large magnet at top of main door prevents opening the door unless the code is keyed into the keypad outside or the green button inside is pressed. In emergency or event of non-activation of door there is an emergency box located internally to the right of door. Press/hit hard to activate.
* The garden gate must remain bolted at the top during the day and locked securely night. Checks are completed at 8.30 & 3pm daily.
* An intruder alarm protects the whole building out of hours. A key holder must arm and disarm upon entering and leaving the premises.
* Keyholders are as follows: Nikki Dawkins, Emma Thompson and Vicki McIntosh

**Legal Framework for this policy**

* Children Act- 1989 -s47
* Protection of Children Act- 1999
* Data protection Act- 1998
* The Children Act; Every Child Matters- 2004

**Further Guidance**

* Wiltshire Council Early Years Safeguarding Children guidelines and audit
* Working Together to Safeguard Children- HMG 2013
* What to do if you’re worried a Child is Being Abused - HMG 2006
* The Common Assessment Framework for Children and Young People; A guide for practitioners
* Information Sharing; Guidance for Practitioners and Managers – HMG 2008

**1.2 Safeguarding Contact Sheet & Flowchart**

Named Safeguarding/Child Protection Officer : Nikki Dawkins

Deputy Safeguarding/Child Protection Officer : Emma Thompson

Named Committee Safeguarding/Child Protection Officer: Sarah Bowler

Local Authority Child Development Officer: Nathan Silk

Ofsted

Royal Exchange Building

5th, 6th and 7th Floors

Piccadilly Gate

Store Street

Manchester M1 2WD

Email: enquiries@ofsted.gov.uk

Phone No. 0300 123 1231

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Social Services Duty Team

27-29 Milford Street

Salisbury

Wilts

SP1 2AP

Tel: 01722 438165

Early Help- 01225 718230

LADO & Out of hours available on the What to do if worried Flowchart

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NSPCC Child Protection Helpline 0808 800 5000

NSPCC Inform - [www.nspcc.org.uk](http://www.nspcc.org.uk)

ChildLine Number – 0800 1111

* 1. **Supporting Vulnerable Children**

Safeguarding and Welfare Requirements:

Child Protection Providers must have and implement a policy, and procedures, to safeguard children

**Policy Statement**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The pre-school may be the only stable, secure and predictable element in the lives of children at risk. When at pre-school their behaviour may be challenging and defiant or they may be withdrawn.

The pre-school will endeavour to support the pupil through:

- Our ethos, which promotes a positive, supportive and secure environment and gives children a sense of being valued.

- Our behaviour policy, which is aimed at supporting vulnerable children in the pre-school. The pre-school will ensure that the child knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred. *See Section 5, Managing Behaviour*

- Liaison with other agencies that support the children

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. Staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.

It is recognised that Looked After and Accommodated children are a particularly vulnerable group who need may additional support.

It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

Identified Vulnerable Children may include:

* Looked after children
* Fostered children
* Children living with a relative other than their parents
* Children living in a care home
* Adopted children
* Asylum seekers
* Children on the Child Protection Register or having child protection concerns Children with parental Court Orders
* Children newly arrived into the U.K Children with English as an additional language
* Travellers
* Bullied children
* Children with Special Educational Needs or disabilities
* Physically unwell children
* Children with poor/irregular attendance. Families are informed of their duty to inform the Preschool of any reason their child is absent from Preschool, such as sickness, or holiday, (*as stated in the 4. Health & 8. Parental Responsibility policies*) in the Parent Welcome Information and regular newsletters. Children’s attendance is monitored by the management team, if a child misses 3 consecutive sessions and the Preschool haven’t been informed then the Manager will contact the family to ensure they are safe and well.

### Disabled children

### Disabled children have exactly the same human rights to be safe from abuse and neglect, and to be protected from harm as non-disabled children but research has shown that they may be at higher risk of abuse. They require additional action, because they experience greater 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 impairments.

We are aware that:

* Many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non disabled children.
* Their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour.
* They have an impaired capacity to resist or avoid abuse.
* They may have speech, language and communication needs which may make it difficult to tell others what is happening.
* They often do not have access to someone they can trust to disclose that they have been abused.
* They are especially vulnerable to bullying and intimidation

**Looked After Children**

* The term ‘looked after’ denotes the child’s current legal status; and should never be used to categorise a child from others

**Procedures**

* The designated person for looked after children is the Safeguarding Officer
* Every child is allocated a Key person; the Safeguarding Officer who will share relevant information
* The designated person will liaise with all agencies, professionals and practitioners involved with the child and their family/carer and ensure that information is gained and shared
* The setting recognises the role of the local authority children’s social care department as the child’s ‘corporate parent’ and the key agency involved. Nothing changes, particularly with regard to the child’s birth parent or foster parent without agreement from the child’s social worker
* The Safeguarding Officer will help plan, implement and review children’s care plans at regular meetings which cover all aspects of the child’s development and well being
* The child’s well being will be the focus of observation and the key person will be asked to complete a daily diary sheet
* Ongoing observations and regular assessment will be recorded in the child’s Learning Journey and any concerns shared with the carers at meetings regarding the child
* If any concerns are reported regarding the treatment of the child by the foster carer the child’s Social Worker will be informed
* The transition to school/other early years setting will be handled sensitively. The safeguarding Officer will liaise with school, passing on relevant information

### Support to families

* The pre-school takes every step in its power to build up trusting and supportive relations among families, staff and volunteers in the group.
* The pre-school continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation.
* 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 under the guidance of the WSCB.
* With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child’s family.
* Consider the appropriate support available which may include referring to Children Centre services or initiating a Common Assessment Framework (CAF) if multiple services may be require.
	1. **Uncollected Child**

Safeguarding and Welfare Requirements:

Child Protection Providers must have and implement a policy, and procedures, to safeguard children

**Policy Statement**

In the event of a child not being collected by an authorised adult at the end of a session/day we put into place setting agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioners; the child will receive a high level of care in order to cause at little distress as possible.

Parents are informed of the procedures in the Busy Bees registration pack; terms and conditions.

**Procedures**

All parents complete a registration pack prior to their child starting Preschool which includes the following information- *See section 8.0 Information and Records*

* Home address and telephone number; landline and mobile
* Place of work and telephone number
* Names, addresses and telephone number of all adults who are authorised to collect their child- minimum of 2 required for emergencies
* A password for collection
* Who has parental responsibility for the child
* Information about any person who does not have legal access to the child

All persons collecting a child must be 16 years of age or over.

* On occasions when parents, or other persons who normally collect are unable to do so, the parents will need to provide the Preschool with the name address and contact number of the person who will be collecting on that occasion. The password system is used to verify the person collecting; if the password is unknown the Manager will have to contact the parent to gain additional authorisation/information so that the person can be verified.
* Parents are informed that if they are not able to collect the child as planned or if they have been delayed and will be late collecting the child, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that — in the event that their children are not collected from pre-school by an authorised adult and the staff can no longer supervise the child in our premises — we apply our child protection procedures as set out in our child protection policy.
* Busy Bees staff are not able to transport children outside of pre-school to any location; nor are children or staff covered by our insurance after pre-school sessions have ended.
* Busy Bees sessions run from 9.00 a.m. to 12.00 p.m. and 12.00 p.m. until 3.00 p.m Monday to Friday. The afternoon session collection period is between 2.50 p.m. and 3.00 p.m. for the convenience of families with older children to collect from mainstream school. An 8.30 Early start service is now operational within funded hours or at an additional cost.
* If a child is not collected at the end of the session/day, we follow these procedures:
	+ the Register is checked for any information about changes to the normal collection routines;
	+ if no information is available, parents/carers are contacted at home or at work;
	+ if this is unsuccessful, the adults who are authorised by the parents to collect their child from pre-school — and whose telephone numbers are recorded on the Registration Form — are contacted;
	+ all reasonable attempts are made to contact the parents/carers, or any other authorised adults
	+ the child stays at pre-school in the care of two level 3, DBS checked workers until the child is safely collected;
	+ the child does not leave the premises with anyone other than those named on the Registration Form.
	+ if no-one collects the child within 30 minutes of the end of the session (i.e. 3.30 pm) and the premises are closing, or staff are no longer available to care for the child, we apply the procedures set out in our Child Protection/Safeguarding Policy. We have a duty to contact our local authority social services department (telephone number 01722 438165) and inform Ofsted (telephone number 0300 123 1231) and our local Child Development Worker (telephone number 07917 067283).
	+ Under no circumstances will staff go to look for the parent, or take the child home with them
	+ a full written report of the incident is recorded; and
* Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
* Social care will aim to find the parent/carer; if unable to do so they will advise the setting of what to do.
	1. Uncollected Children; This policy was adopted at a meeting of Busy Bees Preschool

Held on

Date to be reviewed

Signed by Manager

Signed by Officer

**1.5 Missing Child**

Safeguarding and Welfare Requirements:

Child Protection Providers must have and implement a policy, and procedures, to safeguard children

**Policy Statement**

Children’s safety is maintained as the highest priority at all times both on and off premises of Busy Bees pre-school.

**Precautions to ensure security of children in Busy Bee’s care –**

**Within the setting-***also see section**6.0 Safety and Suitability of Premises, Environment and Equipment*

* Children entering and leaving the setting will at all times be accompanied by their parent or authorised carer.
* On entering the setting their presence will be recorded in the daily register.
* When unattended the main door of the setting will be kept locked automatically by a magnet lock. A key person/practitioner will greet everyone at the door and ensure the door is secured behind him/her. A chain is placed across the door at this time.
* Once all the children have been greeted, the daily register will be re-checked and confirmed, the numbers of children present to be written on the white board inside each room. Ensure all children are marked out on the register at the end of each session or if leaving early; *Room Leaders responsibility*.
* A key person/practitioner will at times escort anyone wishing to leave the setting to the main door, and make sure the door is supervised and secured after departure.
* The magnet lock is activated permanently and is released by pressing the green button on the right of the main door.

**Visitors to the building**

* The security measures regarding entrance and exit remain as above.
* All visitors entering the setting will be requested to sign the visitor’s book. They will be asked to record their name, organisation, contact number, purpose of visit, arrival and departure times.
* No visitor without a Suitable Persons clearance check and professional authorisation will be left with a child unattended.

**Procedures**

**Should a child become lost from the setting**

* Key person to communicate to other staff members discreetly as to not cause alarm, on the child’s whereabouts
* As soon as it is noticed that a child is missing the key person / staff alerts the Pre-School Manager; Deputy in her absence.
* Manager to thoroughly check the whole premises
* The register is checked to make sure no other child has also gone astray
* Doors, gates and fences are checked to see if there has been a breach of security whereby a child could wander out.
* *If the child is not found*; simultaneously the local Police and the children’s parent or authorised carer would be contacted and notified of incident details by the manager or deputy in her/his absence.
* The Pre-School Manager talks to the staff to find out when and where the child was last seen and records this.
* If the child is not found, staff ratios within the setting would be extended to the maximum 1:4 (2 year olds) 1:8 (3 & 4 year olds) to enable staff to check the local area
* The Pre-School Manager contacts the Committee Chairperson (and other members of the committee if needed) and reports the incident.
* An investigation will follow, see procedure below

**- Trips and External Visits** – read in conjunction with *6.0 Safety and Suitability of Premises, Environment and Equipment*

 Ratios

* There will be a practitioner/adult to child ratio of 1:3 children for 3 & 4 year olds, and 1:2 for 2 year olds during all trips out from the setting that are off the school site. A higher ratio may be allowed at the manager’s disgression.
* An outing checklist & list of the attending children will be kept with the trip for reference and a copy given to the manager/deputy

Safety

* Children will be encouraged to hold hands with an adult or partner at all times.
* Pairs of children will be alternated with adult escorted pairs.
* A mobile phone will be carried on each trip and change for a payphone.
* At every scheduled stop a head count will be conducted.
* Children who may prevent a higher risk, due to development delay or present less awareness of safety, will be 1:1 with an adult

**Procedure; should a child become separated from an external trip**

This describes what to do when staff have taken a small group on an outing, leaving the Pre-School Manager and/or other staff back in the Pre-School.

* If the Pre-School Manager has accompanied children on the outing, the procedures are adjusted accordingly.
* As soon as it is noticed that a child is missing, a lead member of staff ask children to stand together and carry out a headcount/register to ensure that no other child has gone astray.
* One staff member searches the immediate vicinity but does not search beyond that. (Remaining staff/child ratios and safety should be maintained.)
* The Pre-School Manager is contacted immediately and the incident is recorded.
* The Pre-School Manager contacts the police and reports the child as missing.
* The Pre-School Manager contacts the parent, who should make their way to the Pre-School or outing venue as agreed with the Pre-School Manager. The Pre-School is advised as the best place, as by the time the parent arrives, the child may have been returned to the Pre-School.
* If parent/carers cannot be contacted staff will use the second emergency contact number and continue to do so until a parent or carer has been informed of the situation.
* Staff take the remaining children back to the Pre-School.
* The Pre-School Manager contacts the Committee Chairperson and reports the incident. The Chairperson (and Committee ) carries out an investigation and should come to the Pre-School immediately.
* The Pre-School Manager, or designated staff member may be advised by the police to stay at the venue until they arrive.
* In the case of a missing child Ofsted will be informed, within 14 days.
* Manager to inform Wiltshire Council Emergency Contacts to inform them of the Critical Incident

**The investigation**

Staff keep calm and do not let the other children become anxious or worried.

The Pre-School Manager together with the Chairperson or representative from the Committee speaks with the parent(s).

The Committee Chairperson will carry out a full investigation taking written statements from all the staff in the room or who were on the outing.

The key person / staff member writes an incident report detailing:

* The date and time of the report.
* Which staff / children were in the group / outing and the name of the staff designated responsible for the missing child.
* When the child was last seen in the group / outing.
* What has taken place in the group or outing since the child went missing.
* The time it is estimated that the child went missing.
* A conclusion is drawn as to how the breach of safety/security happened.
* If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children’s Social care may need to be informed if it seems likely that there is a child protection issue.
* The incident is reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) arrangements (see the Reporting of Accidents and Incidents Policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
* The Local authority Emergency Contacts for Critical Incidents would need to be informed and would provide guidance and support for the preschool during and after the incident
* In the event of disciplinary action needing to be taken, Ofsted is informed.
* The insurance provider is also informed.

**Managing people**

* Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
* The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
* Staff may be the understandable target of parental anger and they may be afraid. The Pre-School Manager will need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
* The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others or they may direct their anger at the Pre-School Manager. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Pre-School Manager and the other should be the Committee Chairperson or representative.
* No matter how understandable the parent’s anger may be, aggression or threats against staff are not tolerated, and the police should be called.
* The other children are also sensitive to what is going on around them. They too may be worried.
* The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children’s questions honestly but also reassure them.
* In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Chairperson will use their discretion to decide what action to take.
* Staff must not discuss any missing child incident with the press
	1. **E Safety; Use of mobile phones, cameras and the internet**

Safeguarding and Welfare Requirements:

Child Protection Providers must have and implement a policy, and procedures, to safeguard children

**Policy Statement**

We take steps to ensure the safety and welfare of children in our care. We operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children or when on outings and follow procedure to ensure that camera’s or the internet are not used inappropriately.

**Procedures**

**Mobile phones**

* Staff mobile phones will be kept in a secure place (lockers in toilet area) throughout contact time with the children.
* Staff are prohibited to use their phones/cameras within the preschool and therefore unable to use any setting related photos for personal use or on their own social media.
* Mobile phone calls may only be taken at staff breaks or in staff members own time, either in the office, rooms if closed for that session or outside to the front ofthe building.
* If you have a personal emergency you are free to use the setting’s phone or make a personal call from your mobile in the designated staff area of the setting.
* Staff will need to ensure that managers have up to date contact information and that staff make their families aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
* During group outings nominated staff will have access to the settings mobile phone. These phones do not have a camera facility and are to be used to contact the preschool or for emergency purposes only.
* Parents and visitors are requested not to use their mobile phones whilst on the premises and they are to be kept in the office. If visitors require their mobile phone during whilst on the premises for work purpose they will be supervised at all times and asked to take and receive calls in the office only.
* No photos of children and their families to be used for advertising the preschool, including prospectus, website and local media etc. –to be used without gaining written permission. All photos used should be authorised by the manager.
* Make sure that all photos placed on the pre-school website should portray those shown in a positive context.

All staff (including bank staff and regular parent helpers) must sign the Mobile Phone Policy Agreement of Busy Bees Preschool.

**Cameras and Videos**

Photographs & videos are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

* Photographs and video recordings are only taken if permission has been gained on the child’s registration form
* Members of staff may not bring their cameras/video recorders into the setting
* Photographs and recording of children are only for valid reasons, i.e. to record their learning and development, staff training and displays within the setting
* Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
* Camera and video use is monitored by the Manager
* Where parents request permission to photograph or record their own child at special events permission must be sought from all parents. All parents then asked not to use images of children other than their own on the internet and social media
* All staff are responsible for the location of the camera; this should be placed in the office when not in use.
* Images taken and stored on the camera must be downloaded to a memory stick within the setting and NOT the main computer as soon as possible, ideally once a week.
* Under no circumstances must cameras of any kind be taken into the toilets without prior consultation with the Manager or Room Leader.
* If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager/Deputy Manager must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
* Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed

## Internet

* Children only have supervised access to the internet whilst at Busy Bees. Any computers or tablets used within the rooms have the internet disabled. A practitioner can enable the internet for short periods of time so that information can be gathered from the internet to support the children’s interests and learning.
* The content, applications and options on the computers/tablets are always age appropriate for the children and are monitored by the manager.
* Adult users may only access the Internet on establishment equipment after they have read and signed the Acceptable Use Policy Agreement of Busy Bees Preschool.
* Adults may access the Internet for educational and professional purposes. This includes classroom activities, study and research activities, the exchange of project-related work, ideas, opinions and questions via e-mail, bulletin boards, discussion forums etc.
* Adults must accept that all on-line activity will be subject to monitoring and that all materials accessed, published and mailed may be viewed by the Manager of the preschool.
* Any breach of the code of acceptable use, practice and behaviour could lead to the withdrawal of an individual’s ability to access the internet.
* Any use of the internet for activities which may be in violation of the Data Protection Act or the Computer Misuse Act, may be subject to criminal prosecution.
* Not share work-related information whether written or pictorial in any way or talk about their professional role in any capacity when using social media such as Facebook and YouTube. Staff have a private group to discuss general matters where no children’s names or information should be shared.
* Ensure that there is no mention of the setting, names of staff, Committee members or attending children or their families.
* Staff should not encourage parents as friends on social networking sites. Friend requests from parents must be declined as a professional relationship must be adhered to at all times. Parents will be informed of the expectations regarding social media in the welcome pack.
* Not put online any text, image, sound or video that could upset or offend anyone connected to the setting, member of the community or be incompatible with their professional role.
* Not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
* Not engage in activities on the Internet (whether in work or outside) which might bring the setting or its associated employees into disrepute.
* Have a duty to report any E-Safety incident which may impact on them, their professionalism or the organisation

# GUIDELINES INTERNET ACCEPTABLE USE POLICY:

**ADULTS WORKING WITHIN EARLY YEARS SETTINGS.**

# System integrity, security and passwords

Users must not access or modify the hardware and software setup without permission.

Sign on passwords should be used appropriately and adults should ensure that confidential information is not accessed by pupils or other users. They should not modify or distribute the sign-on password of any other user.

# Appropriate language

Users must not use rude, vulgar, abusive or racist language in any materials written on, published from, e-mailed from or posted from an establishment computer.

# Appropriate materials

Users must not access, view, print, download, publish, post or e-mail abusive, pornographic or racist materials.

Users must not publish, post or e-mail the address (URL) of any website, which contains abusive, pornographic or racist materials.

Users must not create, publish, post or e-mail any materials, which are for commercial, business (other than for their own setting) or political purposes.

# Personal safety

Users must not publish, post or e-mail personal details about themselves, their family or any other user through media relating to Busy Bees Preschool.

Users must inform the manager of any e-mail received, which asks for the personal details, e.g. telephone number, home address etc. of any user.

# Data and files and Copyright

Users must not use or incorporate any material downloaded from the Internet in their own work without identifying its source and author.

Users must not use copyright materials without the permission of the copyright

## E SAFETY Agreement Form

##  Mobile Phone, Camera and Internet

**Please read the E safety policy before completing and signing below.**

## Early Years Settings - Adult workers

I have read the E safety policy and agree to comply at all times.

I understand that if this policy is not adhered to then disciplinary procedures will be followed.

Name of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Confirmation of Agreement by Manager**:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

**Child Protection Policy**

* 1. Safeguarding Children and Child Protection

Children’s rights

### Staffing and volunteering

Recording suspicions of abuse and disclosures

### Recording suspicions of abuse and disclosures

# Allegations of Child Abuse Made Against a Member of Staff

Security Arrangements

* 1. Contact sheet and Flowcharts
	2. Supporting Vulnerable Children
	3. Uncollected Children
	4. Missing Child
	5. E Safety- Use of Mobile Phones Cameras and Internet
	6. E Safety Agreement Form

Signed by Manager on behalf of staff team

Signed by Officer Date