



1.2A Child Protection and Safeguarding Procedures for Group care Ofsted registered Settings in Derbyshire

Child protection policy and safeguarding procedures

The aims of this policy are:-

- To raise awareness with all staff of their personal responsibility to safeguard children.
- To support staff in identifying the indicators of abuse so that they are confident to take appropriate action.
- To have a clear, robust and structured child protection procedure which is well understood by all adults in the setting and to pro-actively reduce the risk of harm or actual harm to children in the setting.
- To ensure children are safeguarded whilst on the premises and to anticipate and manage risks that they may face in the wider community.
- To ensure that the Designated Safeguarding Lead (DSL) fulfils their responsibility regarding any child abuse concerns by following the policy in a timely manner, recording appropriately and supporting other staff with advice and training.
- To support staff in the setting to provide a safe, caring, positive and stimulating environment that promotes the welfare, safeguarding and learning and development of the individual child.
- To protect children by providing an environment where children feel confident in knowing how to approach adults in the setting if they are in difficulty or wish to complain and children are supported to learn how to keep themselves safe or free from prejudice, including when online.
- To know how to take appropriate action if there is a concern about the behaviour of another adult (or older child) in the setting.
- To know where to seek additional advice if there are issues concerning sexual exploitation, child exploitation, radicalisation or extremism and take appropriate action.

This policy applies to all staff, and includes, voluntary committee members (VCM), students and volunteers working in the setting. It takes into account statutory guidance provided by the Department for Education, Ofsted and local guidance issued by the Derby and Derbyshire Safeguarding Children's Partnership.

This policy must be reviewed and updated at least every 12 months (or as a result of a significant safeguarding incident), and shared with staff and parents.

In addition to this policy, see also: - Missing Child, H&S, Risk Assessments, Emergency Evacuation, SEND, Allergens, non-collection of a child, code of conduct, disciplinary procedures, safer recruitment etc.



Statutory requirements and definitions

We ensure that our safeguarding practice is in line with statutory requirements and best practice including:

- *All early years' providers in England must follow the Early Years Foundation Stage (EYFS);*
- *All early years' providers must have regard to the government's statutory guidance 'Working Together to Safeguard Children' 2018 and to the 'Prevent duty guidance for England and Wales' 2015*
- This policy complies with Ofsted - Inspecting safeguarding in early years, education and skills setting (2019)
- <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015>
- This policy complies with the procedures set out by the local Safeguarding Partnership (formerly DSCB) <https://derbyshirescbs.proceduresonline.com/>

Safeguarding and Child Protection

Child protection refers to the processes undertaken to meet statutory obligations.

Safeguarding can be described as the actions taken to protect children from maltreatment.

The DfE 'Working together to Safeguard Children' 2018 defines safeguarding as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

There are four main types of child abuse as defined in 'Working Together to Safeguard Children' (2018): Physical Abuse, Emotional Abuse, Neglect and Sexual Abuse (P.E.N.S.)

There are specific issues that have also become critical issues in safeguarding (highlighted are current key concerns in Derbyshire) and the setting will endeavour to ensure that staff and managers, are familiar with processes to identify and report concerns regarding:

- Bullying, including cyber bullying and prejudiced bullying
- Child criminal exploitation including county lines
- Child sexual abuse



- Child sexual abuse within the family
- Child Sexual Exploitation (CSE) and as defined by Working Together 2018
- Children at risk of criminal exploitation (CRE) as defined by local safeguarding partnership procedures and County Lines (where children may be trafficked within England for the purpose of criminal exploitation by urban gangs that supply drugs to suburban areas, market or coastal towns and/ or other urban areas) .
- Domestic Violence
- Drugs
- Emotional abuse
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM) & Breast Ironing/binding
- Forced Marriage
- Gangs and Youth Violence
- Gender based violence/Violence against women and girls (VAWG)
- Hate
- Homelessness
- Honour based violence (so called)
- Neglect
- Mental Health
- Missing children and vulnerable adults
- Peer on peer abuse, such as sexual violence and harassment
- Physical abuse
- Poor parenting, particularly in relation to babies and young children
- Private Fostering
- Preventing Radicalisation and/or extremist behaviour
- Racist, disability and homophobic or transphobic abuse
- Risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation; and risks of accessing and generating inappropriate content, for example 'sexting'
- Self- harm
- Substance misuse
- Teenage Relationship abuse
- Trafficking

Safeguarding also relates to broader aspects of care and education, including:

- children's and learners' health and safety and well-being, including their mental health



- meeting the needs of children who have special educational needs or disabilities
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate care and emotional well-being

Child Protection Procedures

NB - Any risks to the child regarding parents/carers behaviour e.g. the misuse of drugs or alcohol or a child going missing, being vulnerable to radicalisation or sexual exploitation or knowledge about a private fostering/host family arrangements etc. will be shared as soon as possible with the local authority children's social care service.

Key information

The Designated Safeguarding Lead (DSL) for this setting is **Zonia Sykes – Manager (from 27/09/19)**

The Deputy who will take over this role in the DSL's absence is **Rachel Downey – Staff and **Caron Day - Committee****

Derbyshire County Council's Starting Point is the first point of contact and referral service for children who live in Derbyshire:-

(01629) 533190

(This is 365 days per year and includes out of hours)

See flow charts Appendix 3 and Appendix 4

Advice and guidance for professionals including thresholds for referrals can be found on the Starting Point professionals advice line which is available on 01629 535353 Monday to Friday **(9am-5pm)**

Where there is concern about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area **where the child lives and without delay.**



Our main neighbouring Local Authorities are ...

1. Nottinghamshire	0300 500 8080
2. Derby City	01332 641172
3. Leicestershire	0116 305 0005
4. Staffordshire	0800 131 3126
5. Cheshire East	0300 123 5012
6. Tameside	0161 342 4101
7. South Yorkshire	0130 273 7777

See also:

<https://www.derbyshire.gov.uk/council/council-works/other-councils/neighbours/neighbouring-councils.aspx>

- **There will always be a named DSL available** whenever the setting is open, and as a contact for when children are off site e.g. - trips and outings; the DSL remains the overall responsible person for child protection issues.
- **All staff** and Voluntary Management Committee (VMC) members must be aware of the setting's child protection policy and safeguarding procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns. All staff know who the DSL is, what they are responsible for and the name of any deputy DSLs.
- **All staff must** have professional curiosity and question the behaviour of children and parents/carers, not necessarily take what they are told at face value.
- **Key Person**
Children and learners can identify a trusted adult with whom they can communicate about any concerns. They report that adults listen to them and take their concerns seriously. Where children or learners have been or are at risk of harm, the trusted adult has been instrumental in helping them to be safe in accordance with agreed local procedures. Children who are unable to share their concerns, for example babies and very young children, form strong attachments to those who care for them through the effective implementation of the key person system.
- **See Flow chart appendix 4 - Any Initial concerns** should be discussed with the DSL. The DSL will decide with the member of staff the most appropriate action to take, depending on the circumstances and the support or action required, including a telephone referral if urgent and immediate to Starting Point or if a child is in immediate danger, the police. All other referrals are by completing an on line referral form www.derbyshire.gov.uk/startingpoint



- I will advise the parent/carer that I have made a referral, unless I suspect this may lead to an immediate increased harm, or I suspect the parent/carer is sexually abusing the child, or where I suspect fabricated illness.
- All concerns and discussions about a child's welfare are confidential and must be recorded in a chronology/timeline, including the decisions made and the reasons for the decisions. Records need to be a coherent and factual record of the concerns, stored on individual children's files in a clear chronological order and shared as appropriate and in accordance with the setting's information sharing policy. (See appendix 5). The DSL is responsible for ensuring that the necessary paperwork is completed, sent to the relevant people and stored in a safe and confidential place.
- Ofsted must be informed of any significant incident Ofsted must be informed as soon as practical, of any incident regarding notification and in any case within 14 days, see required notifications. <https://www.gov.uk/government/publications/early-years-provider-non-compliance-action-by-ofsted> (0300 1231231). The setting's insurance company may also need to be notified of any significant incidents, without sharing personal details unless appropriate to do so and within the information sharing policy.
- It is the role of social care/police or health practitioners, via a Starting Point referral to investigate individual cases and take further action if required. The setting will follow the advice and actions of the Children's Social Care Services and/or the police, as appropriate
- The setting will continue to monitor the situation and if there are further signs of potential abuse and neglect, the matter will be reported and referred again by the DSL.
- Staff receive regular supervision and support if they are working directly and regularly with children whose safety and welfare are at risk.
- Children know how to get support if they experience bullying, homophobic behaviour, racism, sexism and other forms of discrimination. Any discriminatory behaviours are challenged and help and support is given to children about how to treat others with respect.

Guidance Notes - If a child chooses to disclose to a member of staff:-

Staff will be sensitive at all times and take appropriate action if the child is in need of urgent attention. Staff will be open about the concern and make it clear to the child or adult that the member of staff/volunteer will have to tell others. Staff will inform parents/carers about any child protection concerns, unless doing so would put the child at further risk or the



member of staff is concerned about a real risk to themselves or I am advised by social care or the police not to do so.

Staff should:

- Be accessible and receptive
- Listen carefully and uncritically at the child's pace
- Take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that you must pass this information on
- Make no promises
- Make a careful record of what was said
- Follow the setting's safeguarding policy and report any concerns as soon as possible.

Staff should NEVER:

- Take photographs or examine an injury
- Investigate to prove or disprove possible abuse
- Ask leading questions, make promises to children about confidentiality or keep 'secrets'
- Assume that someone else will take the necessary action
- Jump to conclusions or react with shock, anger or horror, speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said, or about the person allegedly involved.
- Forget to record what you have been told
- Fail to pass the information on to the correct person
- Ask a child to sign a written copy of the disclosure.

The notes and information sheet in the appendices 1 and 2 - may be useful to record key information to help when referring a safeguarding concern, however a chronology/timeline should be completed and stored confidentially - see appendix 5. Further information may be requested by the Starting Point team and in line with the procedures set out by the Derby and Derbyshire Safeguarding Partnership.

Concerns or allegations against staff, managers owners of VMC members and anyone living or working on the premises where Ofsted registered childcare takes place



See Flow chart appendix 3 -

A concern or allegation (on the premises or elsewhere), may be that an individual:-

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

If there are concerns or allegations about the suitability and/or behaviour of any staff, managers owners of VMC members and anyone living or working on the premises where Ofsted registered childcare takes place (including student or volunteers) etc.; these concerns/allegations must be shared with the DSL - see flowchart 3.

If the DSL or manager is the subject of the concern or connected, identify an alternative.

- Once the DSL/or a manager is informed of the concern/allegation they **must contact the Local Authority Designated Officer (LADO)** by completing an 'Allegations against staff, Carer and Volunteers' form (includes a childminder, or anyone living on site where Ofsted registered childcare takes place) within 24 hours. A referral form to the Derbyshire LADO and can be found at: http://derbyshirescbs.proceduresonline.com/docs_library.html
- The setting will also notify the Disclosure and Barring Service <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- The LADO in Derbyshire will review the referral and agree with the setting any further actions that are required and how and when, the person the allegation has been made against, will be informed of the concern, dependent on the nature of the allegation.

A record of that referral is retained and any agreed action following the referral will be taken promptly to protect the child from further harm.

If there is cause to suspect a child is suffering or likely to suffer significant harm, or a criminal offence might have been committed, a strategy discussion will be held, involving police, LADO, the employer, Children's Social Care and other agencies as appropriate. The aim of the strategy discussion will be to share relevant information and determine whether an investigation needs to be conducted by:

- Social care regarding child protection concerns
- Police regarding any possible criminal offences
- Or via the employer disciplinary/ suitability procedures

Ofsted **must** also be informed of the incident 0300 1231231 within 14 days. The setting's insurance company should also be informed of a potential situation, without sharing any confidential information, in case legal advice/representation maybe needed in the future.

Vulnerable children - Children are supported, age appropriately, to understand and recognise risk and are aware of who to talk to if they have a concern. A number of



common barriers exist that could prevent children from telling about being abused. Staff should also be alert to the needs of children who may be vulnerable and will have to overcome additional barriers; this could include a child who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of engaging in antisocial or criminal behaviour

is in a family circumstance presenting challenges for the child such as substance abuse, adult mental health, domestic violence and is showing early signs of abuse or neglect

Managing Behaviour – The setting will not use corporal punishment at any time. Positive behaviour is promoted consistently. The setting will use effective de-escalation techniques and creative alternative strategies that are specific to the individual needs of children. Reasonable force, including restraint, is only used in strict accordance with the law to protect the child and/or those around them, such as preventing a child from running on to the road. All incidents will be reviewed, recorded and monitored and shared with parents on the same day, where reasonably practical. All staff will be aware that poor behaviour may be a sign that children are suffering harm or that they have been traumatised by abuse.

Staff Behaviour /Code of Conduct:-

- All staff, managers and volunteers must disclose to the setting any change of circumstances where they could be barred from working with children (Childcare Regulations 2006 updated - 31st June 2019).
- All staff have a personal responsibility to keep up to date with knowledge and training about safeguarding and know what to do if a concern is raised following the setting's policies and procedures.
- All staff must be vigilant, alert to potential warning signs and minimise risk.
- All staff must take responsibility for their own behaviour, understand the need for professional boundaries and to avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations and subsequent consequences
- All staff must be alert to any inappropriate behaviour of others and report any concerns to their manager immediately.
- Leaders and Managers protect staff from harassment, bullying and discrimination.
- Staff/committee members must not discuss any issues relating to the setting, children or staff outside of the setting, or act in a way which could be deemed inappropriate or bring the setting into disrepute, as per the setting's Code of Conduct and the contractual disciplinary procedures.

Whistle blowing - All staff and volunteers are able to raise concerns about any poor or unsafe practice and potential failures in the setting's safeguarding process and concerns will be taken seriously by the management team.



If staff have concerns about the conduct of a colleague, the member of staff should, in the first place, discuss this with a member of the management team and escalate via the allegations against staff procedures, if appropriate. However, if they feel the concern is not being dealt with appropriately, and the concern is about the behaviour of a member of staff, then the member of staff should inform the LADO directly and/or Ofsted, if there is a potential breach of Ofsted registration requirements.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 10:00 PM, Monday to Friday 9.00am-6.00pm weekends and Email: help@nspcc.org.uk

Further guidance can be found using the following link:

https://www.proceduresonline.com/derbyshire/scbs/user_controlled_lcms_area/uploaded_files/Whistle%20Blowing%20guidance%20FINAL%20Nov%202018.pdf

Information sharing – Information sharing is vital in order to provide effective early help and to keep children safe from harm (Munro). This includes sharing relevant information regarding safeguarding issues or concerns with partners, external agencies, other settings and schools that a child may attend. Information will be shared in line with the guidance: 'Information Sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers- 2018' and will be stored safely and in line with the Data Protection Act 2018 and the General Data Protection Requirements 2018.

Concerns regarding the welfare of a child will usually be discussed with the parents, but not if there is a view that this would put a child, a vulnerable adult or the member of staff at risk or if advised not to do so by social care or the police etc.

Detailed, confidential and accurate written records of concerns about a child will be kept securely. **Any concerns regarding confidentiality will never be used as a justification for withholding information when it would be in the child's best interests to share it.**

If any child with a known child protection plan at the setting has a safeguarding concern raised or is absent without explanation, this will be referred to their Social Worker/Social Care Team as soon as possible.

The setting will notify Ofsted if a serious incident or accident occurs (see EY Ofsted compliance hand book 2018 (section 55).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789620/Early_Years_Compliance_Handbook_260319.pdf

Although attendance at the setting is not a mandatory requirement, the setting will be alert to patterns of absence that may indicate wider safeguarding concerns. The setting will work closely with parents to promote children's good attendance in particular for children for whom the provider receives the early year's pupil premium.



Missing Child – Where a child goes missing from home or from the setting there is a coordinated response to reduce the risk of harm to them. Local procedures are followed and I will notify the Police, Parents, Social Care and Ofsted with immediate effect. (See Missing Child policy).

Safer recruitment – The setting will make sure effective systems are in place to find out information about whether a person may be disqualified. Management, staff, trainees and volunteers are carefully selected, vetted, trained and supervised in accordance with the safer recruitment policies and procedures. This includes enhanced criminal records checks from the Disclosure and Barring Service (DBS), all references will be followed up and any gaps in employment, as per the 2018 regulations. It is an offence for a childcare provider to employ a person convicted or cautioned for specified offences. Where an individual is allowed to start work before their DBS clearance is available, they will not be left in unsupervised contact with children until the DBS clearance has been received.

Barring By association Childcare on domestic premises i.e. childminders, must ensure that all staff declare if someone in their own household has a relevant conviction or caution, known as 'disqualification by association'). All staff are entitled to make representations to Ofsted to waive disqualification, but they cannot work in childcare during this period. .

All settings have a duty to make a referral to the DBS if any member of staff is dismissed (or would have been if the person had not left the setting first) because they have harmed a child or put a child at risk of harm. The name of any member of staff considered not suitable to work with children will also be notified to the Local Authority Designated Officer (LADO) and advice taken. (See Flowchart appendix 3). All staff members must inform managers of any changes in their suitability to work with children and these changes must be disclosed to Ofsted within 14 days of becoming aware of them.

Information and records – records are maintained, shared and available in accordance with the Statutory Framework for the Early Years Foundation Stage 3.68 to 3.73 and the General Data Protection Regulations 2018.

Local procedures are followed for children who are missing from home and/or the setting. Should a child go missing from the setting (see Missing Child policy), the police, parents, local authority and Ofsted will be notified immediately.

Safeguarding training – the setting will ensure all the staff (and management committee) have had appropriate training as advised by the local Safeguarding Partnership (formerly DSCB). www.derbyshirescb.org.uk All staff and managers (including VMC etc) to receive regular updates on safeguarding at least annually. The DSL will attend designated safeguarding lead/safeguarding training at least every two years, and their knowledge and skills will be refreshed at least annually and share this with staff.



Visitors – Premises are kept secure. Children are never left unsupervised with visitors and the identity of all visitors will be checked if children are being cared for at the time of the visit. If visitors are known, they must have a valid reason for visiting and sign in when they arrive and leave in the visitors' book. Visitors and security policy to be in line with "Inspecting safeguarding in early years, education and skills settings" (2019) guidance.

Risk Assessments – Clear risk assessments enable staff to protect children whilst enabling them to take age appropriate and reasonable risks as part of their growth and development.

Complaints – Parents/carers are informed at enrolment and on our website about the setting's complaints policy, how to voice their concerns or make a complaint and how the setting will investigate their concerns. The Ofsted poster with Ofsted's contact details must be displayed, should parents/carer wish to complain directly to Ofsted.

The Prevent Duty 2015 - Early years providers serve arguably the most vulnerable and impressionable members of society. The Early Years Foundation Stage (EYFS) makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child's life at home or elsewhere (paragraph 3.4 EYFS).

If we have a non-urgent Prevent concern we can take advice from Alison Chandler who is the lead officer for Prevent at Derbyshire County Council - Ali.Chandler@derbyshire.gov.uk (Derbyshire Police 101- can also route non urgent referrals through to the PREVENT Team)

We will follow the setting's safeguarding procedures and complete an online referral form (See appendix 4) and also complete a Prevent referral form found using following link: http://derbyshirescbs.proceduresonline.com/docs_library.html

If this is an urgent child protection concern, the setting will call Starting Point on 01629 533190 immediately. A Prevent related referral will then trigger triage for the police's Prevent Team and Channel. *(If the setting has children not living in Derbyshire we will refer into the relevant social care service for that child and/or the police).*

The setting meets the requirements of the Prevent duty by:-

- **Risk assessment** - staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection and report concerns via the safeguarding procedures.
- **Training** - It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. At a minimum, the DSL must undertake a Workshop to Raise Awareness of Prevent (WRAP) and share this knowledge and information with all staff.



- **IT policies** – All staff must be aware of the risks posed by the online activity of extremist and terrorist groups and how to manage access to the internet via phones and games etc.
- **Partnership working** – The Prevent duty builds on existing local partnership arrangements for safeguarding and we also work to build close links with parents to be able to offer support and guidance as they are in a key position to spot signs of radicalisation.

The setting supports children to build resilience to radicalisation by promoting Fundamental British Values and enabling them to challenge extremism. Effective practice prevents and tackles the use of derogatory language which is directed towards disabled people or is homophobic, sexist or racist. All incidents of discrimination and racism will be logged.

We are aware that Early Education Funding regulations in England have been amended to ensure that providers who fail to promote the fundamental British Values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs do not receive funding from local authorities for the free Early Years entitlement.

Under the Equality Act 2010 the practice and principles of equality and diversity are effectively promoted in an age appropriate way. Stereotypical behaviours are routinely challenged and differences are respected.

Peer on peer abuse

Safeguarding issues can manifest themselves via peer on peer abuse (children abusing other children). This could include, but is not limited to: bullying (including cyber bullying), gender based violence/sexual assaults, harassment and child/youth produced imagery “sexting” etc. Any peer on peer abuse will be dealt with via the setting’s behaviour policy or the broader child protection procedure, as appropriate. We will also ensure that the needs of children and young people who abuse others will also be considered along-side those who have been abused.

Child Sexual Exploitation (CSE) and Criminal Exploitation of Children - Children may be vulnerable to neglect, abuse or exploitation from within their family and from individuals they come across in their day-to-day lives or on-line.

Child sexual exploitation (CSE) is a form of child sexual abuse. Criminal Exploitation of Children is also a safeguarding concern and will require a discussion with the Designated Safeguarding Lead who will seek advice from agencies and professionals; including, reference to the Local Safeguarding Partnership procedures. This will mean a referral into the Police and Starting Point and supporting the child in a sensitive manner.



Female Genital Mutilation (FGM) – It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself.

It is an offence to fail to protect a girl from the risk of FGM. All suspected or actual cases of FGM are a safeguarding concern and the safeguarding procedures must be followed; this will include a referral to the police.

All staff must be aware, that reporting this is a legal duty and further information and resources can be sought from the Derby and Derbyshire Safeguarding Children Partnership (formerly DSCB) website <https://www.derbyshirescb.org.uk/home.aspx>

If the setting is worried that a child (or adult) is at risk of FGM or has had FGM, the safeguarding policy and procedures must be followed and the child will be supported in a sensitive manner.

However, in these circumstances, the child's family, or those with influence within the community, will not be approached in advance of any enquiries by the police, adult or children's social care.

For further information:

http://derbyshirescbs.proceduresonline.com/docs_library.html

Appendices 2,3,4,5

Mobile phones, cameras and online safety and acceptable use

Photographs will only be taken of children with parental permission using the setting's camera/tablet, and only those which will help the staff to support a child's learning and development or share events. Photographic files will be stored safely and not be kept once the child leaves the setting's care, unless prior agreement is agreed with the parent. Personal mobile phones/devices must never be used in the setting by staff to take photos or record/share images of children, in any circumstances. Other adults are not allowed to take photographs or videos of children in the setting (unless permission has been gained by the setting from all parents of all children involved for a celebration event etc).

Storing Personal Data – The setting has registered with the Information Commissioner's Office (ICO) as it stores personal data. The storage of personal and digital information will also meet the requirements of the GDPR (2018) and will be secured at all times through password protections for access and regular virus check updates and filters.

Social Media - Staff must not accept or request to be friends on social network sites with parents or children that attend the setting or make any contact by their personal phone/devices (If there is a pre-existing relationship then this should be discussed with the DSL and/or the manager who will consider how this will be managed and provide clear guidance and boundaries and record action taken).



Online safeguarding practice – Online safety is recognised by the setting as part of the safeguarding responsibilities and the Designated Safeguarding Lead will be the responsible person for any concerns, which will be recorded and actioned appropriately.

The setting will ensure that when children access technology at the setting it is used safely and the setting will ensure that online safeguarding practice is in line with statutory requirements and best practice.

<https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations-for-managers>

All staff must ensure that they understand the setting's policy relating to online safety which will be part of induction and will be refreshed at team meetings and training. The updated safeguarding policy, which includes the settings on line safety procedures, is shared with parents on the website or parents are given an updated copy.

Managing access to online technology and acceptable use :- The setting will ensure that access to the internet has appropriate parental controls actively in place and filters which are revised regularly and kept up to date in order to restrict access to unsuitable information including extremist materials or inappropriate images. However, we are aware that no filters can be 100% secure and access to apps, computer games, videos, films, approved internet sites etc. will be age appropriate and staff will supervise their use.

The setting's manager will keep an up to date log of the number and type of technology which has access to the internet at the setting and how they are connected (i.e. 4G/5G or Wi-Fi etc.) and ensure that access is secure (i.e. passwords in place that are not accessible or easy to guess and screens are locked). Devices must be kept securely and in line with GDPR. The physical equipment/furniture should be considered when using devices (risk assessed and appropriate for children and/or adults).

Staff use whilst at work –The use of this equipment by staff is restricted in-order to avoid distraction and disruption to the care of children and to minimise the opportunities for any individual (or group) to put children into potential risk of harm. There is a clear expectation that the use of personal mobile phones/devices by staff is limited only to allocated lunch and/or breaks and not in the setting with children present unless there is an emergency and agreed by a manager of how this will be managed in-order to keep children safe.

Accessing technology and driving whilst at work - All mobile phones and devices including wearable technology (apple watches etc.) must be switched off whilst driving with children during a working capacity in order to avoid potential distractions and injury to children, self and others. (Unless using hands free, with management agreement, as a navigation tool).



Under no circumstances should any member of staff, either at work or in any other place, make, deliberately download, process or distribute material known to be illegal, for example child sexual abuse material. Staff must not share information about the setting or individual children on personal social media accounts, verbally or in any other method.

Any misuse or incidents must be reported to a manager and the DSL immediately, who will take appropriate action and take advice from the LADO (and the police) and follow the setting's procedures. If the circumstances result in dismissal (or resignation prior to actions being taken) the details will reported to the Disqualification and Barring Service (DBS).

Civil, legal or disciplinary action can and will be taken against staff if they are found to have brought the organisation into disrepute (see staff behaviour policy).

Appendices

Appendix 1



Notes and Information - that may be useful if referring a safeguarding concern

Further information may be requested by the Starting Point team and in line with the procedures set out by the Derby and Derbyshire Safeguarding Partnership. (Also see chronology template appendix 5)

1. Name of child	
2. Date of birth of child	
3. Child's address(es)	
4. Name of parent/carer(s)	
5. Phone numbers of parent/carer(s)	
6. What is the concern – include if relevant when and where the incident occurred, what was seen or heard and by whom? Date of incident	
7. Was the child able to say what had happened? If so, how did <u>they</u> describe it (write down all the conversation - always use their words and no leading questions)	
8. Who else, if anyone, was involved and how?	



9. Were there any obvious signs e.g. bruising, bleeding, changes of behaviour?	
10. Are the parents/carer aware of the concern/incident and the referral being made to safeguarding?	
11. Are there any concerns about the immediate safety of the child or a reason not to discuss these concerns with the parents?	
12. Actions taken and reasons – including dates and who this was reported to.	
13. Is the child known to any other services? – i.e. child protection plan in place or child in care – if so contact social care	
14. Date reported to starting point and record advice Record on chronology (appendix 5)	

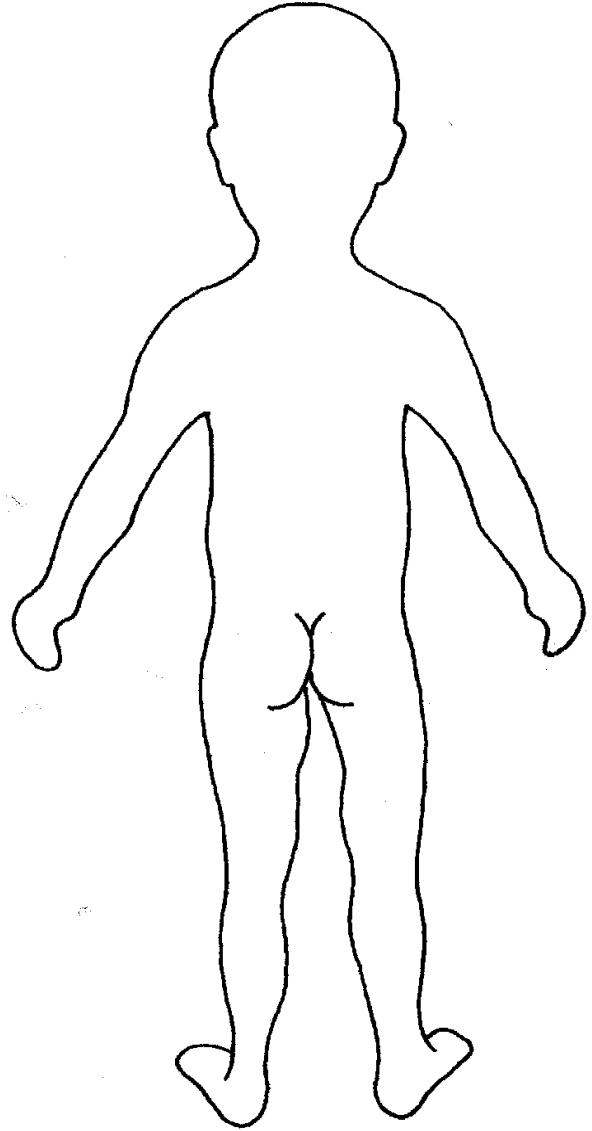
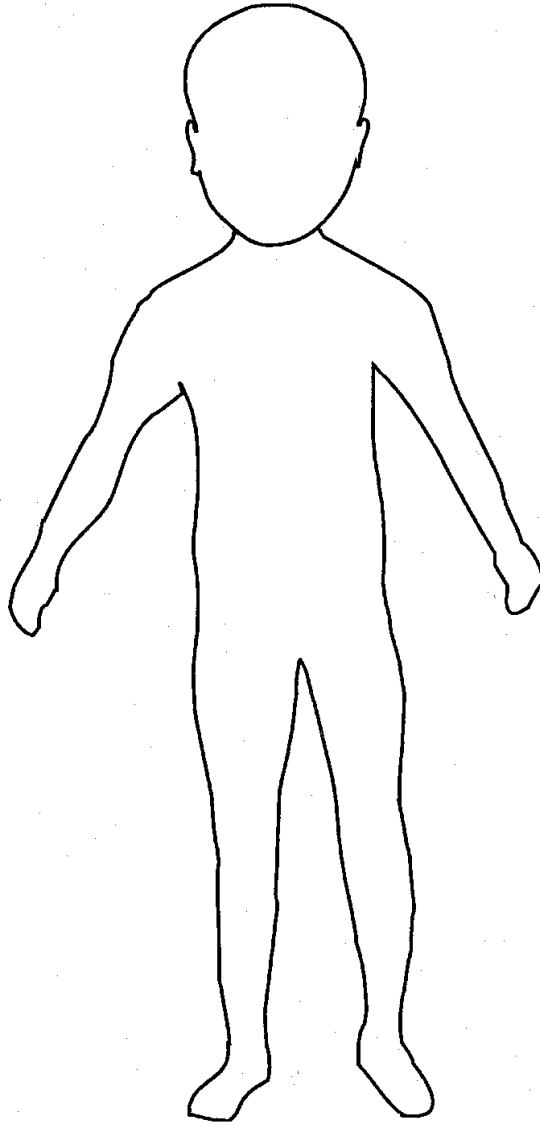
Appendix 2

A body map is simply a record of what can be seen and/or what has been said about the injury.

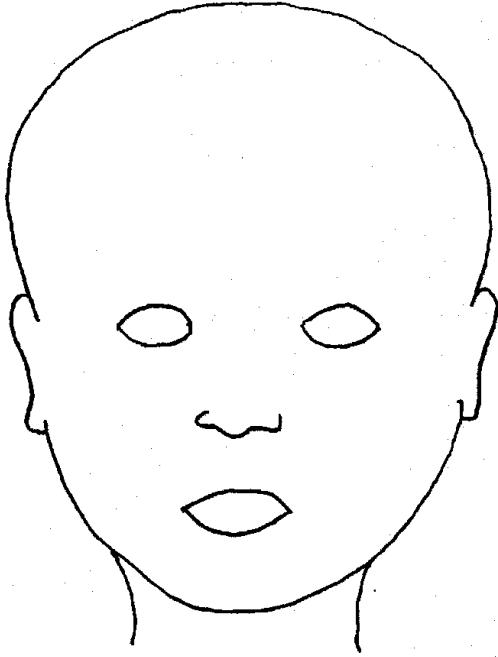


Name of child

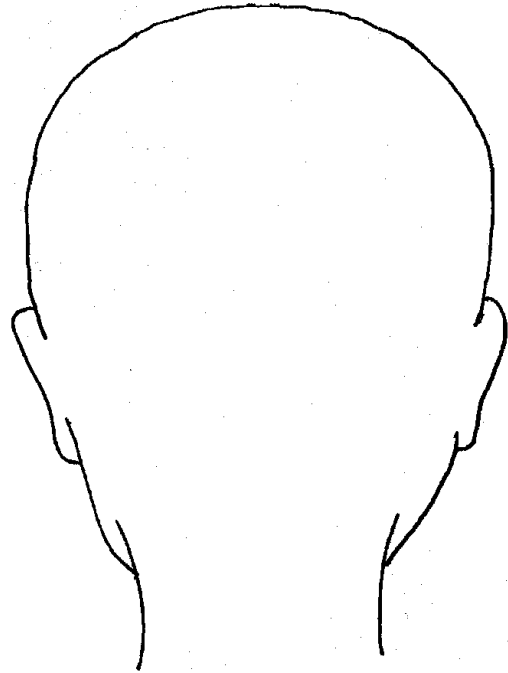
Date and time of observation.....



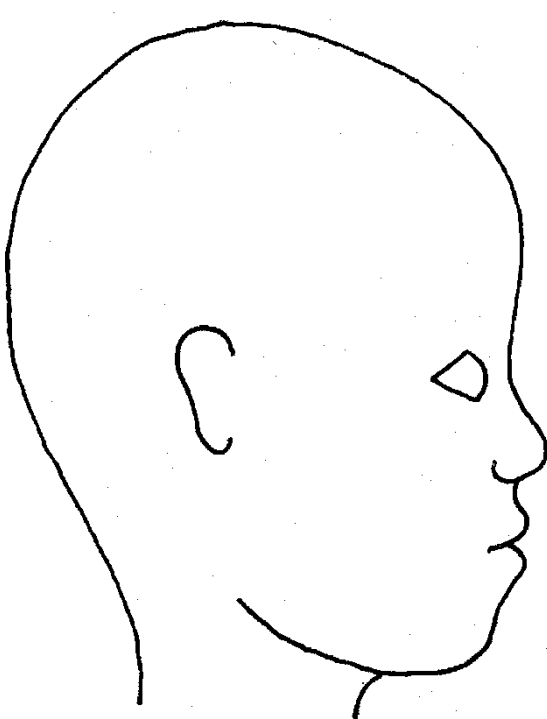
Name of Child: Date of observation:



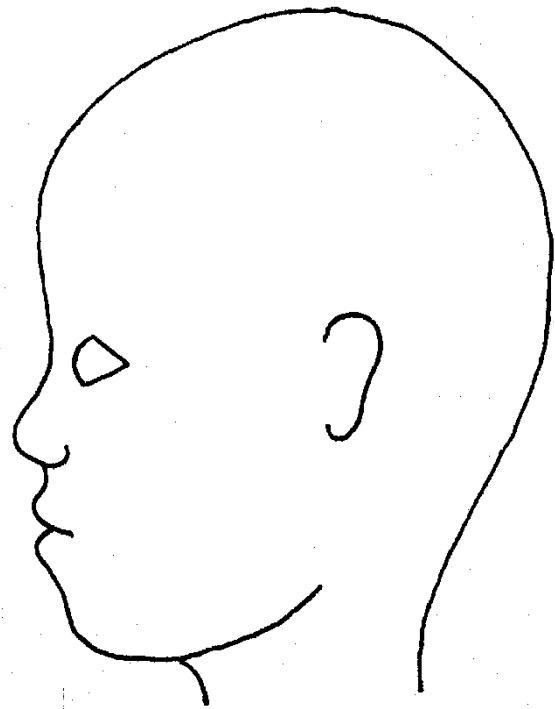
FRONT



BACK



RIGHT

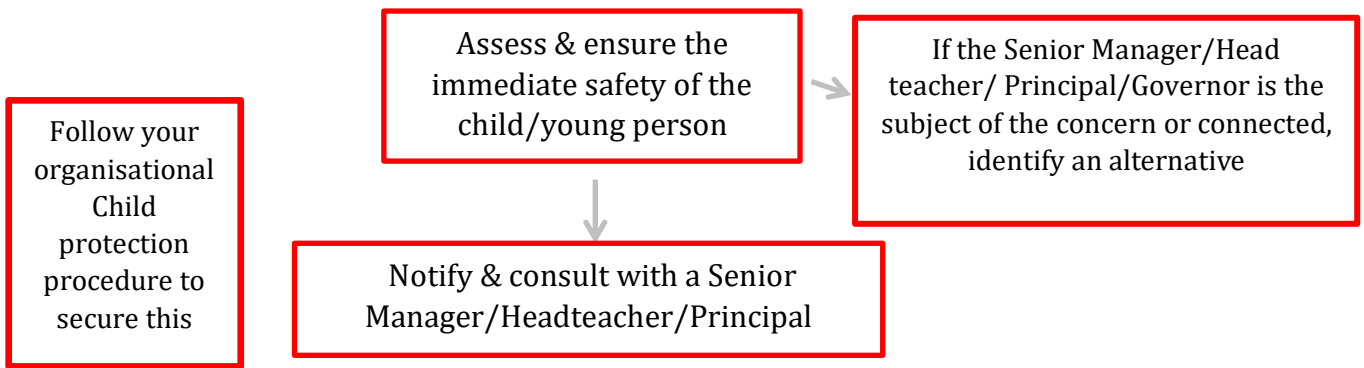


LEFT



Appendix 3

Derbyshire Local Area Designated Safeguarding Officer (LADO) Process - Allegations/Concerns against: staff member or persons living on premises where Ofsted registered childcare takes place



If you have a concern/allegation about a member of staff, (volunteer, student etc) manager, owner, director or committee member **[childminders - this includes allegation against yourself, an assistant, a family member or anyone living or working on the premises] who have :-**

- Behaved in a way that has harmed a child, or may have harmed a child/young person.
- Possibly committed a criminal offence against or related to a child/ young person
- Behaved towards a child/young person in a way that indicates they may pose a risk of harm to a child/young person

Complete a “Derby and Derbyshire LADO Referral Form” & send to Allegations Mailbox for Derbyshire within 24 hrs
professionalallegations@derbyshire.gov.uk
http://derbyshireschs.proceduresonline.com/docs_library.html

In all cases, the LADO has an advisory role to establish any next steps for regulatory provision, such as Ofsted registered childcare settings

Contact Ofsted to report an allegation/concern has been made

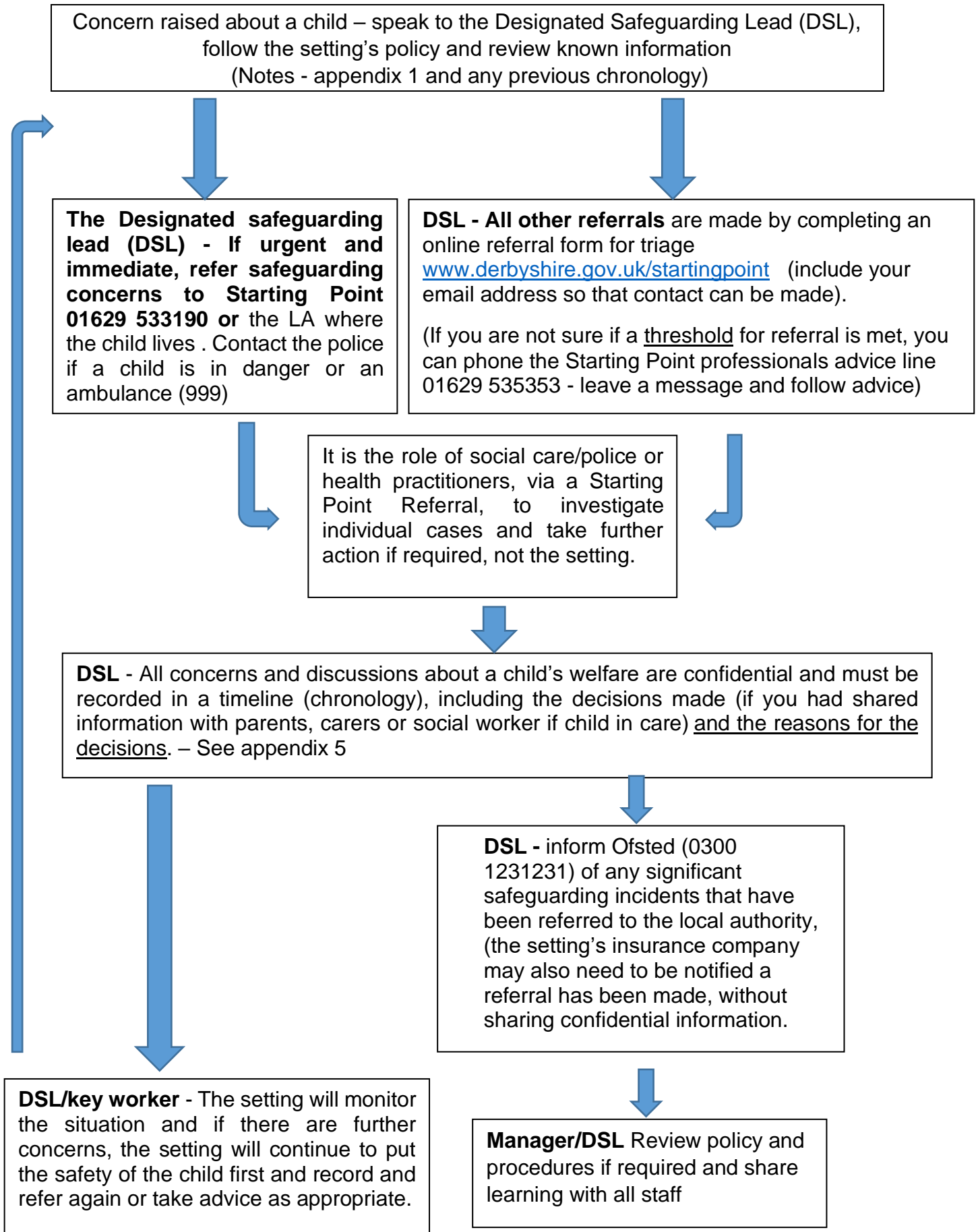
The Local Authority Designated Officer
 Assesses whether allegations/concerns meets the criteria and plans a response

A joint child protection & police response may follow



Appendix 4

Child protection concern - flow chart





Appendix 5

Chronology of Significant Events/Incidents

(To be placed at the front of the child's child protection records/file)

Child's Name:	DOB:
Setting	School - if school age

Staff involved with child

Date	Name	Role

8. Current Professionals involved with child

Start date of intervention	Name/contact details	Role

Siblings	Name	Setting/ school

Current Status :-
Inclusion Fund formerly (ETAEYS), Team around the Family (TAF), Special Educational Need and/or Disability (SEND), Section 17 - Child in Need, Multi Agency Team (MAT), Child Protection (CP) Plan, Looked after Child (LAC) etc.)

Chronology of significant events/incidents

Date(s)	Incident/event/report relevant to the child's welfare	Action/s taken (and by whom)	Full record location?	Agreed response to child (strategy)	Outcome (includes impact)
08/07/2016	Emma informs Key worker Joy Watts that mum's new boyfriend shouted & hit her last night, slight red mark on right cheek visible EXAMPLE	Key worker JW informs DSL Claire Smith 10am JW completes CP report form DSL informs parent by phone & records explanation mum gave	Child's CP file	DSL - Call to Starting Point – agreed that a Social Worker (SW) to contact parent and visit at home. Agreed information shared with school by settings	SW speaks to Emma, mark confirmed as likely non accidental injury (NAI) & arranges medical. Emma needs reassurance in settings and school as distressed. Emma may go and stay with aunty.



Further information –

- What to do if you're worried a child is being abused - Advice for practitioners <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2> –
- Working together to safeguard children (2018) <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- The Prevent duty <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- http://derbyshirescbs.proceduresonline.com/docs_library.html
- EYFS statutory requirements: -
[Statutory framework for the early years foundation stage: setting the standards for learning, development and care for children from birth to five](#)
- Ofsted - inspecting safeguarding in the early years
- <https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills-from-september-2015/inspecting-safeguarding-in-early-years-education-and-skills-settings>
- Disqualification – Revised from 31st August 2018
[Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools.](#)
- Register for updates from the local Safeguarding Partnership (formally DSCB). <https://www.derbyshirescb.org.uk/policies-and-procedures.aspx>
- Derbyshire's 'Early Help Offer' requests form www.derbyshire.gov.uk/startingpoint
- Support for families and early help
- <https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/support-for-families-and-early-help.aspx>
- FGM – <https://www.derbyshirescb.org.uk/children-and-young-people/female-genital-mutilation.aspx>
- Keeping Children Safe in Education revised from September 2019 <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Information sharing and the General Data Protection Act 2018 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf
- Registering with the Information Commissioner's Office <https://ico.org.uk/>
- Early Years Inspection Handbook <https://www.gov.uk/government/publications/early-years-inspection-handbook-eif>



- Education Inspection Framework (EIF)
<https://www.gov.uk/government/publications/education-inspection-framework>