



## **SAFEGUARDING**

Please see also: Health and Safety, Admissions, Whistleblowing, Staffing and Employment & Data Protection policies

### **Policy Statement**

Testwood Baptist Church values children, taking very seriously Jesus' charge to both welcome them (Luke 9:48) and to protect them (Matthew 18:6-10). We intend to create in our Pre-school an environment in which children are not only valued but are kept safe, and we will respond promptly and appropriately if ever there is any suspicion of abuse of any nature.

Our setting will work with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

We carry out the following procedures to ensure that we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

### **Key Commitment 1**

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.

### **Staffing**

- Our designated person, who co-ordinates Safeguarding is Leah Arscott.
- Our designated officer, who oversees this work is Sarah John.
- These designated people ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.
- All staff, volunteers and parents/carers have read and signed this Policy.
- All staff understand that safeguarding is their responsibility.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported to the local authority children's social work team or the NSPCC.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the thresholds of significant harm and understand how to access services for families, including those below the threshold for significant harm, according to Local Safeguarding Partners (LSPs) arrangements.
- All staff understand their responsibilities under the General Data Protection Regulations and the Data Protection Act 2018, and the circumstances under which they may share information about parents and their child with other agencies.
- We will share information lawfully and in line with statutory requirements and legislation with safeguarding partners and other agencies where there are safeguarding concerns and when supporting families with early help.
- We will be transparent about how we lawfully process data (see Data Protection Policy).
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Children have a keyworker to build a relationship with and are supported to articulate any worries, concerns or complaints that they may have in an age-appropriate way.

### **Safer Recruitment**

- We follow Safer Recruitment procedures to ensure we recruit suitable staff and volunteers including:
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- We take up DBS checks on all Pre-school staff and volunteers before appointment.
- We interview all potential new staff, volunteers and students before an appointment is made.

- A health declaration and two references are obtained from potential staff and volunteers (over 18yrs).
- Any advertisements for posts include a statement of our Safeguarding Policy.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number.
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff, volunteers and management team members sign an annual agreement and disqualification declaration where they are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us. From 31<sup>st</sup> August 2018, staff and volunteers are not required to notify us if anyone in their household has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from working with children (*Childcare Disqualification and Childcare Regulations 2018*).
- Volunteers do not work unsupervised and are expected to read and adhere to this Policy.
- We have procedures for recording the details of visitors to the setting.
- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in a pre-school event. Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated person in the setting has responsibility for ensuring there is an adequate online safety policy in place.
- We abide by the Safeguarding Vulnerable Groups Act (2006) 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 a child protection concern by notifying the Disclosure and Barring Service.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to the children's social worker services, the LADO, Ofsted or RIDDOR.

### **Key Commitment 2**

The Alliance is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015) and the Care Act 2014.

### **Prevention of abuse**

- Good behaviour is always encouraged between children
- Children will be supervised at all times
- Staff or volunteers will not be on their own for long periods of time with an individual child or small group of children.
- We promote children's right to be strong, resilient and listened to by creating an environment in our setting that encourages children to develop a positive self-image, a sense of autonomy and independence.

## Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms – physical, emotional and sexual as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities plus the inequalities of race, gender, language, religion, sexual orientation or culture and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play, unexplained bruises/marks or deteriorated general well-being.
- We understand how to identify children in need of early help and how to access services for them.
- We understand that we should refer a child who meets the section 17 Children Act 1989 child in need definition or who may be at risk of significant harm, to the local authority children's social work services.
- We consider factors affecting parental capacity and risk (hidden harm), such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- We also understand that children's vulnerability may be increased when they are privately fostered and will inform the children's social care team if we know that a child is in private foster care.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person/keyworker will contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSP procedures are followed.
- We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to belief in spirit possession; sexual exploitation of children, such as through internet abuse, Female Genital Mutilation and radicalism or extremism, that may affect children and young people using our provision.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance and LSP procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, including early years practitioners, and health workers to report cases of Female Genital Mutilation to the police.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect the young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- We will also be alert to the threats children may face from outside their families, from organised crime groups (county lines and child sexual exploitation), online use, peer groups and the wider community.
- If we are concerned that a child may be a victim of modern slavery or human trafficking, we will refer to the National Referral Mechanism as soon as possible and seek the advice of the local authority children's social work service, or the police.
- Where we believe that a child in our care may be affected by any of these factors, we follow the procedures for reporting child protection concerns and follow the LSP procedures.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored in the safeguarding file under the child's name.
- Staff in the setting take care not to influence the outcome either through the way they speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected [we/I] follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one

may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We have a whistle blowing policy in place.
- All suspicions and investigations are kept confidential and shared only with those who need to know under the guidance of the Local Safeguarding Partners (LSP).
- In the event that a staff member or volunteer is unhappy with the decision made by the designated person in relation to whether to make a safeguarding referral they must follow the LSP escalation procedures.
- We will ensure that staff are aware of how to escalate concerns.
- We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Partners.

### **Disclosures**

Where a child makes a comment to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour, deterioration in general well-being, unexplained bruising, marks or signs of possible abuse or neglect, that member of staff will:

- Never tell a child that they will not tell anyone about the disclosure and would not promise this, but act in the best interest of the child.
- Offer reassurance to the child.
- Listen to the child.
- Give reassurance that she or he will take action.
- Not question the child (although it is acceptable to ask questions for the purposes of clarification).
- Make a written record that forms an objective record of the observation.

### **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 as far as possible;
- 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.
- These records are signed and dated and kept in the child's personal file.
- All members of staff know the procedures for recording and reporting.
- The member of staff acting as the 'designated person' is informed of the issue at the earliest opportunity, and within one working day.
- When making a referral, up to date forms and guidance are obtained from the LSP website.

### **Reporting child abuse and neglect**

We will act in accordance with the law, in partnership with the local Children Services Department, and follow the procedures clearly set out in the document Safeguarding Children (PLA 2013) and the Church Safeguarding Policy. All staff will be made aware of the named person within the Pre-school who is Leah Arscott on Tel: 07553 899 240 and the named person within the Church who is Sarah John and will be informed on how to deal with issues of confidentiality.

### **Informing parents**

- Parents are normally the first point of contact, however staff will always seek advice prior to informing parents. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put a child at risk or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Partners does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officer will inform parents.

### **Contact number to report issues to are:**

Hants Direct on 0300 555 1384 during office hours 8.30am – 5.00pm. Out of hours emergency services: 0300 555 1373. NSPCC on 0800 800 5000 or child line on 0800 1111. If an allegation is against a member of staff, the Local Authority Designated Officer (LADO) is contacted on 01962 876364 or emailed at [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk) Professional Help line 01329 225 379.

### **If an allegation of abuse is made against a member of staff - See Appendix A for further information**

- All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.
- We ensure that all parents know how to complain about staff or volunteer action within the setting, which may include an allegation of abuse (Guidance in 'What to do if you're worried a child is being abused' can be found on the webpage - <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>).
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Partners when responding to any complaint that a member of staff or volunteer has abused a child.
- We differentiate between allegations and concerns about the quality of care or practice and have a separate policy for this (*See 'Complaints' and 'If an Allegation of Abuse is made against a member of Staff'*)
- We respond to any disclosure by children or staff that abuse by a member of staff may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Office (LADO) 01962 876364 or [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk), at the Local Authority's Children Services Department to investigate. We also inform Ofsted and explain what measures have been taken, as soon as practicable but at the latest within 14 days of the allegations.
- We co-operate entirely with any investigation carried out by Children Service's in conjunction with the police.
- Our policy is to suspend the member of staff for the duration of the investigation; this is not an indication of admission that the alleged incident has taken place, but is to protect the staff as well as children and families throughout the process.

### **Disciplinary action**

Where a member of staff or a volunteer is dismissed from the setting due to misconduct relating to a child, or due to engaging in activities that caused concern for the Safeguarding of children or vulnerable adults, we notify the Disclosure and Barring Service so that the name may be included on the Protection of Children and Vulnerable Adults Barred List.

### **Key Commitment 3**

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

### **Training**

- Regarding working with children, all staff and volunteers are given a copy of the church's "Safeguarding Policy" and "Good Practice Guidelines" and a copy of this is available to parents.
- Staff and volunteers are encouraged to participate in relevant further training to ensure that they understand and are equipped to deal with the various issues relating to working with children and especially recognising the main types of Safeguarding (sexual abuse, emotional abuse, physical abuse and neglect) and symptoms of abuse so they are aware of the local authority guidelines for making referrals.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children 2018*) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand what Pre-school expects of them in terms for their required behaviour and conduct and follow our procedures on positive behaviour, online safety, cameras and mobile phones and whistleblowing.
- The designated person will receive appropriate training, as recommended by the Local Safeguarding Partners, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff are updated on a regular basis on the procedures for reporting and recording their concerns in the setting.

## **Planning**

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one to one situation without being within sight or hearing of others.
- We have introduced key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that curriculum planning is carried out in a way that is developmentally appropriate for the children.

## **Confidentiality**

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Partners and in line with GDPR, Data Protection Act 2018 and Working Together 2018.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Information Sharing procedure and only if appropriate under the guidance of the Local Safeguarding Partners. Reference: Sharing Information 2018

## **Supporting families**

- The church has a specific community project called "Youth and Families Matter" which, since 1993, has sought to support families in whatever way is appropriate. YFM run regular parenting courses which are open to all Pre-school families.
- We continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to our designated role and tasks in supporting that child and their family, subsequent to any investigation.
- We liaise with other outside agencies as is appropriate, but always with the aim of protecting the child and supporting the family as a whole.
- We will engage in any 'Child in need' or Early Help plan, as agreed.
- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- 

## **Online Safety, Mobile phones & Photographic Images – See Appendix B**

- We recognise and understand that the internet and other Information Communication Technology (ICT) provide several benefits to both staff and children. We also wish to take steps to ensure there are effective procedures in place to protect children from the unacceptable use of ICT equipment or exposure to inappropriate materials within the setting. **See Appendix A for further information**

**We are required for our registration to report any causes for concern to the Area Safeguarding Committee and Ofsted.**

## **Legal framework**

### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (Every Child Matters) (2004 s11)
- Children and Social Work Act 2017
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act 2006
- Child Safeguarding Practice Review and Relevant Agency (England) Regulations 2018

### *Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equalities Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations 2009
- Children and Families Act 2014
- Care Act (2014)
- Serious Crime Act 2015
- Counter-Terrorism and Security Act (2015)

## **Further guidance**

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs to Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2018)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted, 2021)
- Safeguarding Children (Pre-school Learning Alliance 2013)
- Safeguarding through Effective Supervision (Pre-school Learning Alliance 2013)
- The New Early Years Employee Handbook (Pre-school Learning Alliance 2016)
- People Management in the Early Years (Pre-school Learning Alliance 2016)
- Safeguarding children and protecting professionals in Early Years Settings: Online Safety Considerations for Managers (UK Council for Internet Safety 2019)
- Keeping Children Safe in Education 2021 and 2022 version from Sept 2022
- Early Years Foundation Stage Safeguarding reforms (Oct 2024)

This Policy relates to the Safeguarding and Welfare section of the EYFS Statutory Framework.

Agreed by Pre-school Management Team:

Signed:

Date:

Review Date: Autumn 2025

**Please sign here to say that you have read and understood this Policy.**

**Signed .....** **Print .....**

**Date .....**

## **APPENDIX A**

### **If allegation of abuse is made against a member of staff**

#### **Procedures**

- If a staff member is suspected of abusing a child the Pre-school Manager should be advised in first instance. If the allegation is against the Pre-school Manager, then the Pre-school chairperson/nominated person should be contacted.
- Detail of allegation should be recorded in writing, with date and signature.
- The complaint should be immediately referred to Local Authority Social Services Department and Ofsted.
- Any allegation made against a member of staff will not be discussed with the individual, unless advised to do so by Social Services.
- Staff member will be suspended, with pay, for duration of the investigation. This is not to indicate that the alleged incident has taken place but to protect staff, as well as children and families throughout the process.
- Relevant support and advice may be sought for staff member from outside agencies.
- The setting will co-operate with any investigation carried out by Local Social Services Department in conjunction with the Police.
- Other members of staff will only be notified of events on a need to know basis, confidentiality will be maintained at all times.

#### **If the staff member is found guilty of misconduct they will be dismissed**

- The setting will notify the Department of Health Administrators so that the name may be included on the list for the Protection of Children and Vulnerable Adults.

#### **If misconduct is not proven, the staff member returns to their post**

- The setting will approach third party to ensure suitable and relevant support is made available to staff member.

This Procedure relates to the Safeguarding and Promoting Children's Welfare section of the EYFS Statutory Framework.



## APPENDIX B

### Online safety, mobile phones & photographic images

#### Procedures

Our designated person (Pre-school Manager) responsible for co-ordinating action taken to protect children is Leah Arscott.

#### *Acceptable use of Information Communication Technology (ICT) equipment*

- Only ICT equipment belonging to or approved by the setting is used by staff and children. Only preschool related activities are accessed on preschool IT equipment.
- All computers should have virus protection installed.
- The designated person is responsible for ensuring all ICT equipment is safe and fit for purpose.
- The designated person also ensures that safety settings are enabled so that inappropriate content cannot be accessed.

#### *Internet access*

- Children never have unsupervised access to the internet.
- If staff access the internet with children, this will only be for the purposes of promoting their learning and for a short duration.
- The designated person has overall responsibility for ensuring that the children are safeguarded and risk assessments in relation to online safety are completed.
- The designated person ensures staff have access to age-appropriate resources to enable them to assist children in using the internet safely.
- Children are taught the following stay safe principles in an age appropriate way prior to using the internet:
  - only go online with a grown-up
  - tell a grown-up if something makes me unhappy on the internet.
- If a second-hand computer is purchased or donated to the setting, the designated person will ensure that no inappropriate material is stored on it before the children use it.
- All computers for use by children are located in an area clearly visible to staff.
- Children are not allowed to access social networking sites.
- Staff need to report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk).
- Suspicions that an adult is attempting to make inappropriate contact with a child on-line is reported to the National Crime Agency's Child Exploitation and Online Protection Centre at [www.ceop.police.uk](http://www.ceop.police.uk).
- If staff become aware that a child is the victim of cyber-bullying, they discuss this with their parents and refer them to sources of help, such as the NSPCC on 0800 800 5000 or [www.nspcc.org.uk](http://www.nspcc.org.uk), or Childline on 0800 1111 or [www.childline.org.uk](http://www.childline.org.uk).

#### *Email*

- Parents and staff are not permitted to use setting equipment to access personal emails.
- Staff should not access personal or work email whilst supervising children.
- Staff should only send personal information by encrypted email and share information securely at all times.

#### *Mobile phones*

- Use of mobile telephones is prohibited within the Pre-school building and/or playground. During breaks the designated area for using mobile telephones is the Pre-school office with the door closed.
- Staff will store mobile phones in the office.
- All of the team are required to pass on the Pre-school's telephone number (07553 899 240) to family and others who made need to contact them in an emergency.
- All staff, volunteers, parents and visitors must not use their mobile telephones in the presence of the children.
- Visitors who attend the setting with a mobile phone are advised that they cannot use their mobile phone in the setting and should they need to take a call, they are asked to leave the setting and take the call in the designated area or off site (outside the locked door).
- These rules also apply to the use of work mobiles and when visiting or supporting staff in other settings.
- If members of staff or volunteers take their mobile phones on outings, to use in case of emergency, they must not make or receive personal calls or take photographs of children.

#### *Cameras and videos*

- Staff and volunteers must not bring their personal camera or video recording equipment into the setting.

- Photographic evidence that is gathered for the purposes of the Pre-school is only to be taken with the Pre-school cameras; it is to be downloaded onto the Pre-school computer and printed purely for sole use of children's files, displays and advertising within the Pre-school.
- Parent/Carer permission is gained before photos of children are taken and used within the setting. Parent/Carer permission is sought to use images of children for publicity and website and individual children will not be named in the accompanying text or captions.
- The following reminders will be given at any special events i.e. Easter/Christmas: -

**Photos: You are welcome to take photos of your child. However, if your photos have any other Pre-school children in them, please do not share these on any social networking sites.**

#### *Social media*

- Staff should understand that when identified with the setting, or discussing their work, they are expected to behave appropriately while on the internet.
- It is not appropriate to share work related information on social media. Staff, students, volunteers and parents should respect the privacy and feelings of others.
- Staff are in a professional position and are responsible for the care and education of children. Therefore, they must not engage in activities on the internet that might bring the setting or its employees into disrepute.
- Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share it with.
- When using social networking sites we ask that **parents** do not:
  - discuss concerns or complaints regarding the setting
  - upload any photographic images from the setting
  - encourage staff, students or volunteers to become friends.
- When using social networking sites all staff, students and volunteers should not:
  - expose the setting to legal risk
  - discuss work frustrations, issues or concerns
  - mention the names of the setting, staff, attending children or their families
  - encourage parents as friends
  - upload any photos of staff, children or their families
- If a practitioner and family are friendly prior to the child coming into the setting, this information is shared with the Pre-school Leaders and a risk assessment is carried out and boundaries agreed.
- Staff should report any concerns or breaches to the designated person in their setting.
- Any communication or content published, that causes damage to the setting or any of its staff, students, volunteers, children or parents may amount to misconduct or gross misconduct and could lead to dismissal.

#### *Electronic learning journal (Tapestry)*

All children attending Testwood Baptist Church Pre-school will have a personal online learning journal which will record photos, observations and comments in line with the Early Years Foundation Stage. This will enable us to build up a record of each child's learning and achievements during their time with us.

- Parents will need to fill in a permissions slip in order to access the journal and also to allow photographs to be used. They do this as part of the Admissions process.
- They will need to register an email address in order to receive a password to gain access to the journal. Parents may add additional email addresses for other family members.
- The Tapestry Learning Journal is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user ID and passwords.
- Parents can only see their own child's information and are unable to login to view other children's learning journals.
- The pre-school tablets and computers, where Tapestry will be used, are password protected and have anti-virus software installed.
- Parents are given a guide of how to access the journal and how to add observations themselves of achievements outside pre-school.
- If parents do not have internet access at home or at work they can access their child's journal within the Setting or at a public place with internet access, such as a library.

#### *Use and/or distribution of inappropriate images*

- Staff are aware that it is an offence to produce, possess or distribute indecent images. In the event of a concern that a colleague or other person is behaving inappropriately the Safeguarding policy is followed.

**Further guidance:** NSPCC and CEOP *Keeping Children Safe Online* training: [www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course](http://www.nspcc.org.uk/what-you-can-do/get-expert-training/keeping-children-safe-online-course)

**Ofsted Registration No: 109825 / PLA No: 33231**