

# Safeguarding Children

Safeguarding is a relatively new term which is broader than ‘child protection’ as it also includes prevention. Safeguarding has been defined as:

1. All agencies working with children, young people and their families taking all reasonable measures to ensure that the risks of harm to children’s welfare are minimised; and
2. Where there are concerns about children and young people’s welfare, all agencies taking appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other local agencies.

Safeguarding children is vital for registered childcare providers, as part of the legal requirements of their Ofsted registration, and for charities, as charity trustees have a duty of care towards the children with whom they have contact. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of staff, volunteers, parents/carers, management or trustees and the general public.

For the purposes of child protection legislation the term ‘child’ refers to anyone who is 18 up to their 19th birthday.

Children have a right to have fun and be safe. So what can settings do to ensure their safety? Your setting's child protection policy is central to this, but there are many areas that contribute to creating a safe environment, these include:

* Child protection policy and procedure
* Safe recruitment procedure (including suitability)
* Staff and volunteers are inducted and supervised
* Staff and volunteers code of conduct
* Photography, video, mobile phone and e-safety
* Management checked for suitability
* Training
* Health and Safety policy and procedures
* First Aid
* Fire Procedures
* Risk assessments
* Secure premises
* Managing Behaviour
* Child registration information
* Procedures for children's safe arrival and departure
* Deployment of staff
* Trip procedures
* Procedures for meeting the needs of disabled children and others with specific needs
* Listening to concerns from children, parents and carers
* Keeping Ofsted up to date with any changes to the registration of your service

For Further Information

* Recruitment and selection of charity trustees are set out in guidance, Finding new trustees, http://www.charity-commission.gov.uk

available from the charity commission

* South West Child Protection Procedures – provide detailed online information on all aspects of child protection – https://www.proceduresonline.com/swcpp
* EYFS 2014 Safeguarding and Welfare Requirements

**Photography, Video, Mobile Phone and E- Safety Policy and Procedures**

**Aims**

* To be clear on the responsibilities of management and staff when using cameras, mobile phones, computers and games consoles within the setting.
* To safeguard children’s welfare in relation to the above areas and minimize the risk of harm.
* To fulfil legal duties in relation to personal data and other areas, e.g.: Data Protection Act 1998

**Procedures**

**Digital and Video Images**

* Written permission from parents/carers will be obtained and documented before any images of children are recorded. This may mean that separate permissions are needed for:

a. Evidence of EYFS tracking or Play quality in the setting.

1. Use of images on setting website or other publicity.
2. Images recorded during events/ parties/ fundraising or outings.

* Parents must be made fully aware of how any images of their children may be used or must have the right to decide if they wish their children to be photographed. Parents must be able to have a say in how these photos will be used.
* Digital images will be stored in a separate file on the computer, which is accessed by setting practitioners only. These images must be stored in accordance with data protection laws e.g.: password protected files, cameras and memory sticks locked away.
* While using digital images, practitioners should be aware of the risk associated with taking, using, sharing, publishing and distribution of images.
* Setting practitioners must only use the setting equipment: personal equipment must NOT be used to record images of the children.
* Staff should be vigilant when taking digital/video images of the children to ensure that they are appropriately dressed.
* Children’s full names/names will not be used anywhere on the settings website or literature
* Individual parent’s wishes must be considered.
* After a photograph is taken down it will be either stored in the child’s file, returned to the family or shredded

**Mobile Phone Usage**

Mobile phones may be used in settings, as long as their use is appropriate. The use of a mobile phone must not detract from the quality of the supervision and care of children. The setting needs to decide whether or not this is appropriate.

**a. No mobile phones**

* Practitioners, volunteers, students etc will not have their private mobile phone on their person during work hours.
* Mobile phones will be kept in a secure area away from where the children are accommodated.
* Staff may use their mobile phones during their designated breaks and in an area away from the children.
* The setting’s contact number will be given as an emergency number in case practitioners need to be contacted.
* Setting practitioners are not to use any mobile phone cameras to photograph the children.
* Visitors and parents will be asked to switch off their mobile phones or not to use phones while on the premises. If they need to use their mobile phone they will be asked to do so away from the children.
* If the setting is to be a mobile phone free zone a notice should be displayed outside to inform all visitors to the setting.

**b. Mobile phones on outings only**

* Offsite on outings, mobile phones may be very useful. Where child information is stored on a personal mobile for an outing this needs to be deleted after the outing is over. It is recommended that the senior member of staff records this occurrence. Alternatively, paper information may be taken on outings.

**c. Mobile phones permitted**

* Where the setting has no landline and on outings: mobile phones can be helpful in ensuring children are kept safe and parents can communicate with the provider.
* In the setting, use of mobile phones will be for business and emergency purposes and practitioners are not to be distracted from the care of children.
* Setting practitioners must never exchange mobile phone numbers with children in their setting.
* Setting practitioners are not to use any mobile phone cameras to photograph the children, unless, there is a designated setting mobile phone for this purpose.
* Practitioners will be held responsible for the content and security of their own phones, e.g. access to web pages. If this is deemed to be a safeguarding issue this will be dealt with in line with the settings child protection and disciplinary policy.
* Images taken of the setting or its children should be downloaded onto the settings computer/laptop only. Images must not be downloaded onto any personal computer.
* Offsite on outings, mobile phones may be very useful. Where child information is stored on a personal mobile for an outing this needs to be deleted after the outing is over. It is recommended for the senior member of staff to record this occurrence. Alternatively, paper information may be taken on outings.

**Computer and Laptop**

* Practitioners should not use the setting’s computer/laptop for personal use.
* The setting will ensure that all programs used and websites accessed are appropriate and that children are not able to access or download material which is unsuitable.
* All setting files that contain personal data will be stored appropriately and securely, e.g.: password protected or locked away.
* Practitioners should not forward any of the settings work, files, information etc stored on the setting computer/laptop to their home PC, unless, this has been agreed by management as necessary practice for the setting. It is recommended that a log of “homework” should be kept in the setting and this needs to be checked and signed by management on a regular basis. Any work taken home needs to be appropriately protected as if it were in the setting and open to scrutiny by management.
* Practitioners should not use any personal memory devices in the setting’s computer/laptop. Memory sticks provided by the setting should be used for work purposes only and should not be taken off the premises.
* All ICT equipment should remain in the setting at all times. This is to minimise the risk of computer viruses and for data protection purposes.
* Practitioners should not access, copy, remove or otherwise alter any other user’s files, without their expressed permission.
* All email communication should be appropriate and written in a professional manner.
* Caution should be taken if personal e-mail addresses are used on the setting/laptop.
* E-mail attachments should only be opened if they are from a source known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
* Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
* Practitioners should ensure that setting’s computer/laptop is used appropriately to avoid disabling or damaging equipment.

**Social Networking Sites**

* Practitioners, volunteers, students, registered bodies etc should not put details of their work on any form of social networking site.
* Practitioners, volunteers, student, registered bodies etc should not engage in any on-line activity that may compromise their professional responsibilities.
* Photographs, names of, or comments about children within the setting must never be placed on any social networking site.
* Adults working with children/young people should not correspond with setting’s children/families through social networking sites.
* Practitioners should be aware of possible implications when entering any personal details on any gaming or social networking sites (e.g. YouTube, Facebook, twitter etc).
* The setting’s computer/laptop should only be used for setting related activities. Practitioners will not be permitted to use the equipment to access social networking sites at any time, including designated breaks.
* All communications in the setting should be transparent and open to scrutiny.
* All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

**Games Consoles**

* Practitioners should ensure that all games consoles and games used are suitable and appropriate for the ages of children in their care.
* Use of computer consoles should be supervised and monitored and children encouraged to participate in a broad range of activities.
* All games used should be originals and not copies.
* Parents/carers should be made aware that computer games are available and have the option to request that their child does not access this equipment.
* Children should be closely supervised to ensure that they are not accessing the Internet via the console. Or if they are permitted to do so that the websites accessed are appropriate and the setting has put in place appropriate safeguards.

**Responsibilities**

This means that adults/playworkers/employees should:

* Report any concerns about any inappropriate or intrusive photographs found or any activity that raises concerns.
* All staff should be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.
* Be aware that not following club guidance is potentially a child protection issue which may affect their suitability to work with children.

###### Further Information

South West Child Protection Procedures – provide detailed online information on all aspects of child protection https://www.proceduresonline.com/swcpp

Guidance for Safer Working Practice for Adults who work with Children and Young People - DCSF [www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/](http://www.dcsf.gov.uk/everychildmatters/resources-and-practice/IG00311/)

Data Protection [www.ico.gov.uk](http://www.ico.gov.uk)

# Whistle Blowing Policy and Procedure

## **Aims**

* To encourage staff and volunteers to feel confident in reporting serious concerns about any aspects of the setting’s work**.**
* To provide ways for staff and volunteers to report concerns.
* To ensure that staff and volunteers get a response to their concerns and that they know what to do if they are not satisfied with this.
* To reassure staff and volunteers that they will not be penalised for coming forward with their concerns.

## **Definitions**

### What is **whistle blowing?**

### Whistle blowing is reporting a serious concern about another member of staff or volunteer to a more senior member of staff.

### What is a **serious concern?**

A serious concern might be;

* a criminal offence
* abuse or neglect of children
* bullying or victimisation of staff, volunteers or children
* financial malpractice
* a health and safety risk
* a failure to deliver appropriate standards of care

There may be other serious concerns, which do not fit into these categories.

## **Procedure**

## How to Report a Concern?

* Any staff member or volunteer can report a concern.
* Concerns can be reported verbally or in writing.
* In most circumstances this would be to the line manager.
* If the concern involves the line manager or it is felt they are unlikely to take any action, the member of staff should contact a more senior manager or Chair of the Management Committee.

## **What Will Happen Next?**

* All reported concerns will be investigated.
* Verbal concerns will be recorded in writing.
* The person to whom the concern has been reported to will assess what action needs to be taken. This could be an internal enquiry or more formal enquiry, for example involving Ofsted and the Police. More senior management should be informed.
* In some cases, the concern may be better addressed under another policy or procedure, such as Child Protection, Discipline and Grievance or Health and Safety.
* The person reporting the concern will be advised of the outcome as soon as possible, normally within 2 weeks of the date of their disclosure. Where a longer period is needed for investigation, the person will be informed in writing.
* Where a person is not satisfied with the outcome, they should put their concerns in writing to the person in charge of the organisation.

**Confidentiality**

Staff are encouraged not to report concerns anonymously as this makes them more difficult to investigate. Any concerns raised will be dealt with confidentially wherever this is possible. If other organisations need to be involved, it may not be possible to conceal the source of the information.

## **Safeguards**

* The organisation will not tolerate any harassment or victimisation and will take appropriate action to protect those who report a concern in good faith.
* No action will be taken against anyone who makes an allegation in good faith, reasonably believing it to be true, even if the allegation is not subsequently confirmed by the investigation.

## **Legal Framework**

**Independent advice and further reading**

### The Public Interest Disclosure Act 1998 protects employees against detrimental treatment or dismissal as a result of any disclosure of normally confidential information in the interests of the public.

Staff who feel unsure about whether or how to raise a concern or want confidential advice can contact the independent charity Protect on 02031172520 or for further advice email info@protect-advice.org.uk their lawyers can give free confidential advice on how to raise a concern about serious malpractice at work.

Ofsted has a whistle blowing hotline. You can call this on: 0300 123 3155 (Monday to Friday 8am – 6pm) or email: whistleblowing@ofsted.gov.uk.

Free information and advice can also be obtained from the Advice, Conciliation and Arbitration Service (ACAS) – Telephone: [0300 123 1150](tel:03001231150)

Date: 12/1/2022…………… Signed: Saiqa Khan…………..

Review Date…………………. Signed……………….

**January 2022**