Child Protection Policy

Including: the use of cameras, Internet, smart devices, visitors and social media

At Little Sprouts, we take the protection and safety of the children that attend our setting very seriously. Whilst children are in our care it is every staff members responsibility to provide a safe and secure environment for them to explore and develop to their full potential.

We will do so, by ensuring all staff understand all of our policies, procedures and risk assessments, this being updated and read by staff on a regular basis. On induction of new staff members, work placement students and volunteers these policies, procedures and risk assessments will be explained. There is an induction procedure to be followed on the employment of new staff (re recruitment policy) and an induction list to be completed and signed by both the employee and manager. New staff will also receive a copy of all policies for their own records, as will parents/carers, also there is a copy of all our policies in our Little Sprouts portfolio found in the entrance hall at all times.

Safeguarding all the children in our care is everyone's responsibility !!!!

"Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part"

Working Together 2015

There will always be a minimum of two members of staff on premises, as soon as a child is within the setting. We will maintain that whilst there are children being looked after at Little Sprouts that there is a staff member that holds the Early Years Senior Lead Practitioner title and a first aid certificate. All staff will attend the basic child protection course and first aid, once their trial period is complete. These certificates are updated regularly recommended by Ofsted. On employment of new members of staff, their position will commence once their DBS check has been processed or a manager has checked the update service. All records of staff members DBS checks can be found in our central record point in the locked filling cabinet. Any work placement student or volunteers, even those who hold a DBS check will not be left unattended with any of the children, until we feel comfortable to do so.

"A child-centred approach: for services to be effective that should base on a clear understanding of the needs and views of children"

To provide a safe and secure environment we will always ensure that the adult to child ratio is correct. Also that the children are always within sight and hearing of a member of staff.

All confidential information of the children attending Little Sprouts, staff members, students and volunteers, will be locked in our designated filling cabinet when not being used, for example fining emergency contact information, after which it will be returned to the filling cabinet. Only persons with authority to access this filling cabinet will do so, senior members of staff -

following the Data Protection Act (DPA) 1998, where necessary the Freedom of Information Act 2000.

On induction of new members of staff, volunteers and work placement students, it will be explained to them the importance of keeping all personal information shared within Little Sprouts about any of the children or adults is confidential, that it is not to be disclosed to anyone out of the setting.

If for a medical reason a member of staff needs to be taking any ongoing or other medication, this must be done so away from the children and the medication secure and out of reach of the children.

At Little Sprouts iPads designated to the setting will be used to take and upload photos on to tapestry to monitor the children's development and record their time and interaction of experiences with us. These photos will be be shared onto the child's own tapestry with access from their own parent/carers. Parent/carers can access their own child's tapestry via their own app or the internet, on a computer or smart device with their personal email and password. At times there may be other children in these photos, to which all parent/carers sign the photography policy, on induction to Little Sprouts to show they are happy for their child's photos to be shared on another child's tapestry, this permission will be collected before any photos will be shared, information share about these children will be basic, first names maybe mentioned in observations, no more. Parent/carers will only be able to access their own child's tapestry. Our managers and senior members of staff will be responsible for the use of these and trainee assistants will be supervised and trained by senior members of staff until their probation period is complete. The iPads have a passcode on them to ensure they are secure. Only managers and senior members of staff will be able to access Little Sprouts tapestry account. Individual children's tapestry can be updated away from setting by the child's key person, with the permission of the child's parent/carers on induction of the child settling in.

Little Sprouts also has a Facebook page, which is an open page, as another method of sharing our activities and experiences with our parent/carers. All parent/carers will be asked for their permission and sign our Photography/Facebook policy before photos are shared. No children will be named or personal information shared on Facebook. Photos shared on our Facebook page will only show the children's backs, with no clear pictures of their faces. (See photograph and Facebook policy)

Other reasons for Little Sprouts to take photos may be for internal displays, for our website, our portfolio, presents for our parent/carers at special occasions e.g. Christmas. These photos maybe taken on our iPads or designated camera, being printed on the camera doc or the settings printer. All photos will be deleted form all devices when no longer needed.

All photos will be taken appropriately, e.g the child will be properly dressed. Also with a purpose in mind, for a display or to record the child's development etc.

Little Sprouts is registered with the Information Commissioners Office, so that we can take and print photos of the children. This will be renewed and kept up to date every year.

Other people who might see photos taken of the children looked after at Little Sprouts are:
* Ofsted
* Local Authority Development Workers
* Another child's parent/Carer
* Local Child Protection Board if there is a child protection concern

All members of staff's personal mobile phones will be kept secure on their bags in the designated cupboard in the kitchen, out of reach from the children. Staff may access their mobile phones whilst they are in their break. If their is an emergency and a member of staff needs their mobile phone out during the day, this can be discussed with the manager on the day. It will be made clear that no photos are to be taken on their mobile phones.

Any visitors that come into Little Sprouts will be reminded that they are not to take their mobile phones or other devices that may have a camera on out of their belongings. There will be a sign in the entrance hall reminding the visitors of this. If for example a tutor is here for a trainees observation for their course work and a device is being used that has a camera on, to record their work, we will ask that the camera lens is covered up.

All parent/carers will be informed on their initial visits to Little Sprouts that they will not be able to have their mobile phones out whilst in the setting and that photos will not be permitted to be taken in the setting. On any social events made by us, e.g Christmas party we will remind parent/carers that photo can be taken, as a way of them being able to record the event for the child but no photos are to be shared on social media of other children.

Little Sprouts is a very busy setting with many visitors, from family and friends to deliveries. We have a visitors book where members of the public or other professional etc visiting sign in. However, with the children's safety our first concern, no child would be left alone with a visitor.

Collection of children - under no circumstance will an adult be able to take a child away from the setting without prior notice from the parent/carer with responsibility for the child. On initial visits, we will ask the parent/carers to fill in an information pack stating who has the authorisation to collect the child other than themselves. We use a password policy in cases of an emergency which the parent/carer can ring ahead and notify us of.
(See collection of children policy)

The use of social media, it is with our child protection policy that no member of staff is to be friends with any parent/carer unless there was a previous connection to them prior to the child attending Little Sprouts, e.g. Family member, friendship history.

Regarding babysitting children away from the setting in an individual's own time, it is asked by the staff members on induction to a new position of employment to agree that they understand it is not permitted, they will be asked to sign a babysitting policy in agreement to this. (See babysitting policy)

A daily health and safety check list will be completed of the setting before the arrival of the children in the mornings. This will ensure that the environment is safe for the children to

explore and feel relaxed to play. Anything that we feel is unsafe will be addressed or removed straight away.

As childcare provider, it is all members of staff at Little Sprouts responsibility to understand that abuse can be:

* Physical
* Sexual
* Emotional
* Neglect (and acts of omission)
* Racists, Disability and Homophobic and Transphobic abuse
* Radicalisation and/or extremist behaviour
* Bullying, including online bullying
* Child sexual exploitation
* Female Genital Mutilation
* Domestic Violence or Abuse
* Or a mixture of all

(See attachment (1) definitions of harm)
For more information please check this website
https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/

Any concerns you may have, of disclosures made by a child within the setting, information must be recorded in great detail, times etc. (See attachment (2) what to remember if you suspect or see signs of abuse) straight away. Report your concerns to the senior lead practitioner in charge. Information only needs to be shared with whom needs to know. Parent/ carers must be involved before a referral is made, unless you feel it is unsafe to do so.

Below are some of what you may notice to raise concern:

* ANY SIGNIFICANT CHANGES IN THE CHILD'S BEHAVIOUR
* UNEXPLAINED BRUISING OR MARKS
* ANY COMMENTS THAT MAKE YOU FEEL UNCOMFORTABLE - MIGHT MAKE YOU STOP AND THINK
* DETERIORATION IN GENERAL WELLBEING OF THE CHILD
* IF A CHILD SHOWS CONCERNS THROUGH THE WAY THAT THE ARE PLAYING, AGGRESSIVE ROLE-PLAY ETC.

If a child discloses that they or another child is being abused, you are to show that you have listened to what that are saying, being clear and simple with what you say, showing that you are taking what they are saying seriously. Do not interrupt the child whilst they are recalling significant events and do not get them to repeat any of their account.

Any concerns that you may have regarding a child within our setting and need further help with, are to contact : the - **CHILDREN'S ADVICE AND DUTY SERVICE (CADS) - TELEPHONE 0344 800 8021, this service line is open between 8am - 8pm, Monday to Friday.** (see attachment (3) information regarding CADS). (For more information, see Norfolk County Council Threshold Guidance - a copy can be found with the child protection folder, with the parent/ carers information folder or ask Becky/Lucy to see a copy)

Out of working of the CADS service hours ring **NORFOLK'S MULTI - AGENCY SAFEGUARDING HUB** (MASH) - TELEPHONE 0344 800 8020 (see attachment (4) information regarding MASH)

Members of staff at Little Sprouts must remember that it not our responsibility to decide if a child is being abused, just to, if you have any concerns, suspicions or doubts not delay in contacting MASH for help.

If you need to make a referral, a NSCB1 form needs to be completed and returned to the Norfolk MASH team (see attachment (3) information regarding MASH). This form can be downloaded from www.norfolklscb.org>nscb/forms or found in our child protection folder.

The form is to be returned to MASH, using one of the below methods:

Email: mash@norfolk.gcsx.gov.uk

Fax: 01603 762445

Post: The MASH Team Manager, Floor 5, Vantage House, Fisher's Lane, Norwich, NR2 1ET

Where in the case you feel there is immediate danger for the child, ring the emergency services - police 999.

Remember it is everyone's responsibility to keep children safe, if you have shared your concerns with your senior lead practitioner and your concerns have been dismissed and you feel that there is still cause for concern and the child is as risk you can contact the CADS service line yourselves.

If you have a concern about a member of staff abusing their position of trust with the children, you would notify the senior lead practitioner (SLP) of your concerns in the first instance.

If the SLP is with agreement of the allegations, the adult will be asked to leave the setting and stay away from the children form immediate effect until further action can be taken. This will be done without prejudice to the adults it concerns.

The next step is to notify **THE LOCAL AUTHORITY DESIGNATED OFFICER** (LADO). (See attachment (5) information on LADO)

There are two options next:

1) If you are unsure that the concern meets LADO criteria a consultation for can be completed
2) If you feel that the concern does meet with LADO criteria you can complete a referral form.

Both forms can be found on the website: www.norfolklscb.org
Either form can be completed and returned to LADO@norfolk.gov.uk
LADO's contact number is: 01603 223473

Every member of staff is shown on induction and always has access to our Whistle Blowing Policy at all times (see whistle blowing policy)

It is part of our responsibility as a childcare providers to be aware of Section 26 of the Counter - Terrorism and Security Act 2015, Prevent Duty. From this act we will ensure that all staff members will complete the online training provided, and the certificate added to their personal files and induction pack. One member of staff will attend the days training provided by the local council. From the act, Little Sprouts takes into account 'due regard to the need to prevent people from being drawn into terrorism'. We will as a team promote fundamental British values, through our role-play and general day routine and special dates that we celebrate, such as Mothers Day, Fathers Day etc. We will always be monitoring the children's behaviour and changes regarding this and record them, if we feel there are any concerns regards to prevent duty we will refer them to the police. There will be a display of what and how we promote 'British Values' within the setting, to show parent/carers the importance of these.

All staff will be aware of the Radicalisation (VTR) Referral form, which can be downloaded from the Norfolk Children's Website.
For more information follow this link
https://www.norfolk.gov.uk/what-we-do-and-how-we-work/policy-performance-and-partnerships/partnerships/crime-and-disorder-partnerships/community-safety-partnership/preventing-radicalisation

Under "The statutory guidance 'Keeping Children Safe in Education' 2014" - states professionals working with children need to be aware of Female Genital Mutilation (FGM)

" The partial or total removal of the female genitalia .....for cultural or other non therapeutic reasons "

This is a form of child abuse, it has been illegal operation in the UK for over 20years. More information can be found on the website www.gov.uk and search 'female genital mutilation'.
There are two steps you can take if you are worried a child has been subject to this operation

1) It is classed as a child protection issues and you can refer concerns to your local social services team, as stated previous in policy.
2) Or a referral to the Police 999.

Staff who hold Senior Lead Practitioner (SLP) safeguarding qualification
Becky Garratt - Manager of Little Sprouts
Lucy Allen - Deputy Manager of Little Sprouts
Phoebe Garratt - Room Lead of Brussels Room

Guidance and Legislation
Prevent Duty Advice - Department for Education
Fundamental British Values in Early Years
Norfolk Multi-Agency Safeguarding Hub
Working Together of Safeguard Children 2015
Local Safeguarding Children Board
Local Authority Designated Officer
Safeguarding Tool Kit https://www.norfolkchildcarejobs.com/resources
What to do if you are worried a child is being abused 2015
Norfolk County Council Threshold Guidance https://www.norfolklscb.org/people-working-with-children/threshold-guide