



Humpty Dumpty Pre-school

St. John's Church Hall, The Glebe, Felbridge, Surrey RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

SAFEGUARDING CHILDREN/CHILD PROTECTION POLICY

Aim

Humpty Dumpty Pre-School has a duty of care to work with parents, carers and the community to ensure the well-being and safety of all children. We aim to provide a high quality setting, which is welcoming, warm, safe and stimulating in which children can learn and grow in confidence.

In order to safeguard and promote the welfare of children, as defined in the Department of Education document, Working Together to Safeguard Children, (March 2013:7) we will endeavour to:

- protect children from maltreatment;
- prevent impairment of children's health or development;
- ensure that children grow up in circumstances consistent with the provision of safe and effective care;
- take action to enable all children to have the best outcome; and
- Undertake these roles so as to enable those children to have optimum life chances and enter adulthood successfully.

In order to help safeguard the children who attend Humpty Dumpty Pre-School a record of their personal details, including parental responsibility, legal contact and address of where the child usually resides is taken when they are first registered. This information is confidential with only the Chairperson and necessary Staff having access to it and is kept regularly updated by the Manager. It is stored on file in a securely locked cupboard and will be kept for 3 years after the child leaves the setting. Any concerns about a child regarding safeguarding/child protection are also recorded and kept as 'confidential' unless it was in the best interest of the child to share the information with other professional agencies. This may or may not be with parents' permission as the guiding principles of these procedures state firstly that **'the welfare of the child is paramount'** and that **'parents will be afforded the right to honesty, full information as appropriate and the opportunity to express their views and challenge action.'** **'If we have a concern about a child we will share these concerns with parents/carers. However, if sharing these concerns puts the child at risk of significant or further harm we will seek advice from the Multi-Agency Safeguarding Hub (MASH).'**

In the case of records regarding safeguarding/child protection being passed on to a new setting or school, we would only do so with the parents' permission and only if it was in the best interest to the child.

Any safeguarding/child protection concerns will be discussed with parents' sensitively and in the strictest confidence.

All staff have regular supervision with the Manager/Designated Safeguarding Lead (DSL) to discuss personal views on the running of the setting and to discuss sensitive issues or any concerns that they may have for a child, in confidence. They are continually supported to understand how distressing conversations regarding safeguarding/child protection can be, not only for the parents but also for themselves. All staff have training in order to know and understand the procedure to record discussions/body maps regarding safeguarding/child protection that may have to be used for future evidence.

As part of the children's learning and development, they will be encouraged and supported to learn strategies in order to help keep them self-safe. This includes promoting their personal and social development in order for them to be strong, self-assured individuals.

We aim to provide a safe environment by ensuring all our staff/students/volunteers are never left unsupervised with the children unless their suitability has been checked by the DBS (Disclosure and Barring Service). (Previously CRB check)

Visitors to the setting will be asked for proof of identification, if appropriate, and required to sign the 'Visitors Record' on entering and leaving the setting. (See Visitors policy)

Risk assessments regarding the setting are completed on a daily basis and are on-going.

Parents will be given the opportunity to read our safeguarding/child protection policies and procedures and required to sign a record by way of agreeing to and understanding them.

Training

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm. Staff must know and understand the procedures of safeguarding /child protection provided by the SSCB (Surrey Safeguarding Children's Board). Any short term volunteers/students will be made aware of safeguarding and child protection policies and procedures by way of an explanation of key points during their induction.

All staff at Humpty Dumpty Pre-School must read and understand our safeguarding/child protection policy as part of their induction process. They must attend the Working Together to Safeguard Children course as soon as is possible, (within 6 months) and to enable them to identify signs of possible abuse and neglect at the earliest opportunity. At least 2, if not all, members of staff should also complete PREVENT and Female Genital Mutilation (FGM) training. Regular training (refresher workshops every 3 years) ensures that all procedures are kept updated and enables staff to identify and respond in a timely and appropriate way to any concerns they may have.

DSL (Designated Safeguarding Lead)

Humpty Dumpty Pre-School has 2 designated DSL's (Designated Safeguarding Lead)

Nikki Harris (Manager) – DSL

Julie Thomas (Duty Supervisor) – Deputy DSL

Both these persons have completed the SSCB (Surrey Safeguarding Children's Board), 2 day training course, 'Working Together to Protect and Safeguard Children', modules 1 and 2 and attend refresher courses every 2 years. The role of the DSL is to collate information when there is a concern about a child and to liaise with local statutory children's services and with the LSCB (Local Safeguarding Children's Board), Surrey. They must ensure the setting is meeting the EYFS (Early Years Foundation Stage) safeguarding and welfare requirements and provide support, advice and guidance to other staff on an on-going basis and to any specific safeguarding issues, as is required. They are responsible for continually updating safeguarding policies and procedures which must be in line with the SSCB guidance using the website:

www.surreycc.gov.uk/safeguarding

Any concerns regarding Safeguarding or Child Protection must be reported to the DSL. In the case of the DSL being absent, reports must be made to the Deputy DSL.

As Humpty Dumpty Pre-School is a Committee-led setting it may also be necessary to advise the Chairperson of any safeguarding/child protection concerns as they need to be aware of current and on-going issues regarding the setting. The child would only need to be identified by their initials to the Chairperson, unless it was not in the child's best interests to do so. If this was the case, the child only needs to be identified as 'Child A'. Although the Chairperson, generally, does not have specific knowledge or training regarding child protection or child development it may be necessary to inform them of child protection concerns, especially if the allegation made, was against a member of Staff. The Chairperson would then follow the appropriate procedure to investigate the allegation. (See allegations made against a member of staff or volunteer)

Dionne Stone - Chairperson

Types of Abuse

There are 4 main types of abuse. They are:

- Emotional
- Physical
- Sexual
- Neglect

Evidence of Abuse or Neglect

There are many ways in which signs of abuse or neglect of a child might be identified. These may include:

- significant changes in children's behaviour;
- deterioration in children's well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example, in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

In order to safeguard the children at Humpty Dumpty Pre-School we keep a record of children's attendance by way of a daily register. A child will be marked 'unauthorised absent' if a parent does not inform the setting to confirm their child is sick or on holiday. If a child is absent for a period of time with no explanation as to why, the Manager will endeavour to contact the parents. If, however, contact cannot be made and there are genuine concerns for the child's well-being, it may be necessary to inform the **Multi-Agency Safeguarding Hub (MASH)**

Tel: **0300 470 9100**

Email: mash@surreycc.gov.uk

Secure email: mash@surreycc.gsx.gov.uk

Learning journeys are kept on every child so any developmental delays can be identified and monitored. Developmental delay can occur if a child is being abused.

The Manager will regularly review the accident, incident and existing injury records to monitor and identify any safeguarding concerns. When children attend the setting with an existing injury, including bruises, it will be recorded on a 'body map' along with a description of what and where the injury was, and how and when it happened. Bruises will be measured and colour noted. It will be dated and signed by both parent and the member of staff who noticed the injury and the DSL will be informed.

This form will then be kept as 'confidential' in the file; 'Existing Injuries'.

Bruises on Non-Mobile Children

All Early Years practitioners have a duty of care to report evidence of bruises on non-mobile children that come to the setting, even if they do not attend the setting, to the **Multi Agency Safeguarding Hub (MASH) immediately**. Staff **must** contact the social team irrelevant to how the bruises occurred and even if parents/carers have stated that the child has been seen by a doctor. Parents/carers will be asked to wait while the call is being made but are under no obligation to do so. Staff have a duty of care to call the police if they felt the child might be at risk of significant harm.

Procedure for Recording Concerns of Abuse

Members of staff, including Students/Volunteers must adhere to the code of conduct and work in a professional and transparent way at all times and must interact with the children as role models. All staff must respect and be sensitive to children's individual needs regarding culture, background, disabilities etc. All staff understand that any allegations made against them will be taken seriously and are also aware of the whistleblowing procedure (See whistleblowing).

If a child made a comment that gave a member of staff cause for concern, the member of staff would reassure the child they have done the right thing but would take care not to prompt or question the child. They would carefully record the conversation in the child's words and explain to the child what would happen next. They would then discuss their concern with the designated DSL who would then follow the appropriate procedure. At no point would there be any speculation or accusations made against any persons concerned. The recorded information may be used as evidence but would be kept as 'confidential' in the safeguarding/child protection file. It would include:

- The child's name
- The child's address
- The age of the child
- The date and time of the observation or disclosure
- An objective record of the observation or disclosure
- The exact words spoken by the child
- The time, date and name of person who had the concern
- The time, date and name of DSL they reported it to
- The names of any other persons present

Procedure for Reporting Concerns of Abuse

If a concern is raised regarding safeguarding/child protection, the DSL would be informed and sufficient information would be gathered and recorded.

Parents/carers would be contacted regarding the concern, unless it was not in the child's best interest to do so.

If the DSL were unsure as to whether they should refer or wanted to make a referral, they would contact for [children living in Surrey](#):

Multi-Agency Safeguarding Hub (MASH) – Tel: 0300 470 9100

If the referral was outside of office hours contact:

Emergency Duty Team – Tel: 01483 517898

In the case of an emergency and/or if the child is at immediate risk of significant harm contact:

Surrey Police – Tel: 0845 125 2222;

Tel: 999 in an emergency or

Tel: 101 for non-urgent situations

And for [children living in West Sussex](#):

Multi-Agency Safeguarding Hub (MASH) – Tel: 01403 229900

Or email: **MASH@westsussex.gcsx.gov.uk**

If the referral was outside of office hours contact: **Tel: 0330 222 6664**

If emailing out of hours use the above email address but mark it in the subject box as: **ALERT FOR EDT.**

For concerns that have already have an allocated social worker/professional, the DSL would contact them directly or call the local area referral hub on **0300 123 1620**

Any referrals should be confirmed in writing using the Multi-Agency Referral Form, including a body map if appropriate, **within 48 hours.** (It is important to use the on-line form)

Information needed when making a referral is:

- Details of the concern or allegation
- Name, date of birth and address of child
- Details of setting being referred including contact details of Manager
- Any additional information regarding the child such as ethnicity, disabilities, etc. and details of any other agencies involved.

If a referral is made, the social worker and their manager should acknowledge receipt of the referral and decide on a course of action within one working day. This information will then be referred back to the referrer. If no contact has been made by the social worker within 3 days, the

referrer must contact the social worker again. Depending on the seriousness of the case there may need to be an initial assessment which would be completed within 7 working days. From this assessment the course of action would then be decided.

If the decision was that the child was suffering or at risk of suffering significant harm, a strategy discussion involving the Local Authority Children's social care, police and relevant agencies would be arranged to decide whether to initiate an s47 enquiry, (a duty to investigate). In some cases, where there is no risk of significant harm to the child, it may be decided that the family needs the support of other professional agencies.

If multi-agencies are involved the Early Help Assessment (EHA), formerly the Common Assessment Framework (CAF), will be used to support early intervention. The Early Help Assessment can be used effectively to holistically assess the whole family as part of the Team Around the Family approach. Lead agencies that use the EHC are: Health; Education; and Early Years. By multi-agencies using the EHC it increases efficiency and effectiveness of delivery of service and therefore enables the child to access the best care and opportunities.

Early Help Hub - Tel: 01737 733944

PREVENT DUTY POLICY

From 1st July 2015 all schools and registered early years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent duty. It applies to a wide range of public-facing bodies.

What is Radicalism?

Radicalism refers to the process by which a person comes to support terrorism and forms of extremism.

Protecting children from the risk of radicalisation is seen as part of the Humpty Dumpty Pre-school's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent people being radicalised.

There is no way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings.

Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which extremist or terrorist groups may appear to provide an answer.

The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

What is Extremism?

Extremism is vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of our armed forces, whether in this country or overseas.

Procedure for Reporting Concerns

If a member of staff has a concern about a particular child they should follow the setting's normal safeguarding procedure, reporting their concerns the Designated Safeguarding Lead (DSL). The police should be contacted on 101 (non-emergency number) or 999 if it was felt the child was at risk of significant harm. The police may advise to contact Channel. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

The Department for Education has dedicated a telephone helpline to enable staff to raise concerns relating to extremism directly – 020 7340 7264

Concerns can also be raised by email: counter.extremism@education.gsi.gov.uk

Female Genital Mutilation (FGM)

FGM is an illegal process whereby females from mainly Africa, the Middle East and Indonesia have a non-medical procedure to cut or change their genitalia. There are 4 different types of FGM, each one causing short and long term health issues. The reasons for this cultural practice include: Cultural identity – An invitation into womanhood; Gender identity – Moving from girl to woman – enhancing femininity; Sexual control – reduce the woman's desire for sex; Hygiene/cleanliness – uncut women are regarded as unclean.

Key Points

- FGM is not a religious practice
- It occurs mostly to girls aged from 5-8 years old; but up to around 15
- It is a criminal offence in UK, since 1985
- It is an offence, since 2003, to take girls abroad to have the procedure done
- Criminal penalties for any person involved in the procedure of FGM, including persons who help organize the procedure, include up to 14 years in prison

Risk Factors

There are certain factors that may signify the risk of FGM taking place. These include: Low level of integration into UK society; A mother or sister who has undergone FGM; Girls who are withdrawn from Physical Education; A visiting female elder from the country of origin; and girls talking about a 'special' event or procedure to 'become a woman'.

FGM often takes place in the summer to allow a longer recovery period, which can be 6-9 weeks. Staff should be alert to the possibility of FGM as a reason why a girl in a high risk group is absent from school, just before or just after the summer holidays, even though the parents may give a reasonable explanation as to why.

Post-FGM symptoms

These can include:

- Difficulty walking, sitting or standing
- Spending longer than normal in the toilet
- Unusual behaviour after a lengthy absence
- Reluctance to undergo normal medical examinations
- Asking for help, but not being explicit about the problem due to embarrassment or fear.

Longer Term Health Problems

These can include:

- Difficulty urinating
- Frequent or chronic vaginal, pelvic or urinary infections
- Menstrual problems
- Kidney damage and possible failure
- Cysts and abscesses
- Pain when having sex
- Infertility

Procedure

If there are any concerns of FGM taking place, staff must inform the Designated Safeguarding Lead (DSL). They will contact:

FGM Helpline – 0800 028 3550

Surrey Police: Tel: 0845 125 2222

Tel: 101 non-emergency

Tel: 999 in an emergency

Breast Ironing

This is a hidden form of abuse where girls, as young as 10, have their chests pounded with hot objects to disguise the onset of puberty. The mutilation is a traditional practice from Cameroon designed to deter unwanted male attention, pregnancy and rape by delaying the signs that a girl is becoming a woman. This practice is generally carried out in the home.

Honour Based Violence

'Honour' based violence (HBV) is a form of domestic abuse which is perpetrated in the name of so called 'honour'. The honour code which it refers to is set at the discretion of male relatives and women who do not abide by the 'rules' and are then punished for bringing shame on the family. Infringements may include a woman having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; seeking divorce; inappropriate dress or make-up and even kissing in a public place.

HBV can exist in any culture or community where males are in a position to establish and enforce women's conduct, examples include; Turkish; African; South Asian; Middle Eastern; South and Eastern Europe; Gypsy and the travelling community (this list is not exhaustive)

Males can also be victims, sometimes as a consequence of a relationship which is deemed inappropriate, if they are gay, have a disability or if they have assisted a victim.

This is not a crime which is perpetrated by men only, sometimes female relatives will support, incite or assist. It is also not unusual for younger relatives to be selected to undertake the abuse as a way to protect senior members of the family. Sometimes contract killers and bounty hunters will also be employed.

Forced Marriage

Forced marriage is a marriage that is performed under duress and without the full and informed consent or free will of both parties.

Victims of forced marriage may be the subject of physical violence, rape, abduction, false imprisonment, enslavement, emotional abuse and murder.

It is important not to confuse 'forced marriage' with 'arranged marriage' In the instance of an 'arranged marriage' both parties freely consent.

Allegation made against a member of staff or volunteer

An allegation refers to any concerns raised about an act of abuse or neglect committed by any person living, working or looking after children at Humpty Dumpty Pre-School.

Any case of abuse or neglect committed by staff outside of Pre-School hours would be dealt with according to the circumstances and severity of the case.

All staff understand the seriousness of any unlawful or unacceptable behaviour portrayed by themselves either on or off of Pre-School premises and that, if appropriate, may lead to disciplinary or legal action being taken.

All staff understand that they must act in a professional and cooperative manner in the event of an allegation of abuse being made against them and that they will be fully supported by the Manager/Chair until the investigation has concluded.

Humpty Dumpty Pre-School has a Concerns, Complaints and Compliments policy and ensures all staff and parents/carers are aware of the procedure to follow in the event of a complaint or allegation being made. (The concerns, complaints and compliments procedure is displayed on the main notice board)

To ensure suitable staff are employed at the setting we have a strict recruitment and retention procedure in place whereby all applicants are required to, first, fill out an application form. Depending on experience and suitability an interview with both Chairperson and Manager will then take place. Following this, applicants will only be deemed suitable based on a Health Check declaration, references and a DBS (Disclosure and Barring Service) check. New staff will have an appraisal after 3 months to discuss any concerns/issues raised by either party. An annual appraisal is carried out to ensure continued suitability of staff and whether any health issues have arisen. Any criminal convictions that have been received in the past year also have to be declared.

Procedures

- Any allegation of abuse will be treated quickly, fairly and consistently and will follow alongside the safeguarding and complaints procedures.
- Confidentiality of all parties concerned will remain top priority at all times.
- All allegations of abuse or neglect, made against any person within the setting, must first be reported to the Manager. In the case of the allegation being made against the Manager, the Chairperson must be notified.

- Details of the allegation are immediately recorded including date, time and name of person who has committed the offence.
- At no point will any speculation or accusations be made regarding the allegation.
- The Manager will inform the Chairperson, and the person who was the subject of the allegation would be given the chance to answer the allegation and make representations of it.
- Parents/carers would be informed of the allegation as soon as is possible.
- In all cases of allegations of abuse advice, will be sought the same day from the **LADO (Local Authority Designated Officer) Tel: 0300 123 1605. Press option 3**

Email: lado@surreycc.gov.uk

Secure email: lado@surreycc.gcsx.gov.uk

LADO's are involved in the management and oversight of individual cases where it has been alleged that a person working with children has:

- 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 or
- Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children.

There may be up to 3 strands in the consideration of an allegation.

1. Police investigation of a possible criminal offence
2. Enquiries and assessment by children's social care about whether a child is in need of protection or in need of services
3. Consideration by the setting of disciplinary action in respect of the individual.

Outcome

- Parents will be kept informed of the progress and the outcome providing there is not a criminal prosecution. This also includes the outcome of any disciplinary process.
- Depending on the severity and circumstances of the allegation and if there was no other reasonable alternative, the member of staff would be suspended on full pay for the duration of the investigation. If suspension was deemed appropriate, the reasons and justifications would be recorded by the setting and the individual notified of the reasons. This would not be an indication of admission that the incident took place.
- The Manager would also keep the person who is the subject of the allegation updated of progress regarding the investigation. This would also be the case in incidents where the child has suffered significant harm and there may be a criminal prosecution.
- If the alleged person is suspended they would be also kept updated about developments in the setting. The Manager should consider if any other appropriate support for the person might be necessary.
- If the alleged person makes a decision to resign following an allegation of abuse, before the investigation has been concluded, the procedures that are necessary to conclude the allegation will still continue with or without their cooperation.
- A clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved and a note of any action taken and decisions reached will be kept on the person's confidential file and a copy will be provided to the person concerned. The purpose of this record is that it will be passed on in response to any further request of employment unless the allegation was found to be malicious, unsubstantiated or unfounded, in which case the record would be removed.
- The alleged person may be subject to a disciplinary procedure whereby a verbal or written warning may have to be given. (See disciplinary procedure)

Conclusions

Where the alleged person has been suspended but on conclusion of the investigation is deemed suitable to return to work, both the Manager and Chairperson will need to discuss how best to facilitate their return. Extra assistance and support may be needed to help the individual return and settle back to work. This might include supporting the person to re-interact with the children and managing contact with the person who made the allegation.

If the allegation is found to be substantiated and the person is dismissed or resigns, the Manager, with the LADO, will determine whether a referral to the ISA (Independent Safeguarding Authority) is required. The setting must report to the ISA; any person whether employed, contracted or

voluntary whose services are no longer used because he/she is considered to be unsuitable to work with children. This report must be made within 1 month of the decision to cease using the services of that person.

Ofsted must also be informed of any allegations of serious harm or abuse committed by a person in the setting or elsewhere as soon as is possible and submit a written report within 14 days. Failure to do so is committing an offence. To contact Ofsted regarding an allegation against a member of staff **Tel: 0300 1234 666**.

If a member of staff has been dismissed or resigns from working with children in our setting because they have harmed a child, we have a legal duty to inform the DBS (Disclosure and Barring Service).

If the allegation was made by a child and found to be false the Manager would refer the matter to the Children's social services to determine whether the child was in need of support from other services or may have been abused by someone else.

In the rare event that the allegation is proved to be deliberately invented or malicious, the Manager will consider whether any disciplinary action is appropriate against the person who made the allegation. It may be appropriate to ask the police to consider any further action against the person if it were not a child.

Policies and procedures may need to be reviewed to prevent future false allegations occurring whilst still maintaining a high level of observation to ensure effective safeguarding of the children.

Whistleblowing Policy

Whistleblowing is an important aspect of safeguarding where staff, volunteers and students are encouraged to share genuine concerns about a colleague's behaviour. The behaviour may not be child abuse but they may not be following the code of conduct or could be pushing the boundaries beyond normal limits. Whistleblowing is not a complaint or grievance but an act of misconduct that has been witnessed and in which the act has threatened other people or children.

The Public Interest Disclosure Act 1998, known as the Whistleblowing Act, is intended to protect those individuals who have genuinely raised a concern, whether it is about child safeguarding and welfare systems, or other wrongdoing.

At Humpty Dumpty Pre-School we have a strict Whistleblowing policy whereby the Whistle-blower will be supported and protected at all times from any recriminations that may occur, no matter what the outcome.

Any information provided by the Whistle-blower will be in the strictest confidence and any extra support needed will be offered by the Manager.

At no point will any speculation or accusations be made regarding the allegation.

If the Whistle-blower is unsure of what to do regarding a concern, they may first contact:

Advisory; Conciliation; Arbitration Service (ACAS) – Tel: 08457 474747

Public Concern at Work (Whistleblowing Charity) – Tel: 0207 404 6609 or

Email: helpline@pcaw.co.uk

Ofsted Whistleblower Hotline (Mon-Fri, 8am-6pm) Tel: 0300 123 3155 or

Email: whistleblowing@ofsted.gov.uk

These organisations will give free, impartial advice to any person who has a concern regarding another colleague in their setting. No identities will have to be disclosed either of the person in question, the setting or the Whistle-blower.

Procedure

- In the event of misconduct, regarding a member of Staff, Volunteer or Student, the incident must be reported immediately to the Manager.
- If the person in question was the Manager, then the report must be made to the Chairperson.
- The person who has used misconduct must not be approached or questioned about their behaviour by anyone other than the Manager.

- A report must be written with details of the misconduct, including, date, time, where it happened, persons/children involved and any other persons present as soon as possible.
- Depending on the severity of the misconduct and the evidence established, the Manager may decide to address the member of staff concerned with an informal verbal warning or re-deploy the member of staff so that they can be 'kept an eye on'. In the event that they re-offend, the Manager will then deal with the concern personally and in the appropriate way. It may be necessary, however, to use evidence from the original allegation. Should this happen, every effort would be made to keep the name of the Whistle-blower confidential, unless it became necessary to do otherwise. However, permission from the Whistle-blower would have to be sought first.
- In the event that the allegation is serious, the Manager will liaise with the Chairperson so as to decide the best course of action. Either the disciplinary procedure will be followed or the procedure for allegations against a member of staff.

Social Networking Policy

Whenever we say person in this policy we mean staff, students, volunteers, parents/carers, children and any visitors to our setting.

Humpty Dumpty Pre-School premises has internet access, however the laptop used by the children is not set up to receive the internet. Children have access to age appropriate and educational programmes downloaded onto the laptop that is the property of Humpty Dumpty Pre-School.

Staff are required to read the social networking policy, (safeguarding/child protection policy) as part of the induction process. Short term students and volunteers are made aware of the policy by way of an explanation of key points during their induction process. Staff, students and volunteers are then required to sign the induction record by way of acknowledging their understanding and agreement.

Any concerns regarding a breach of confidence relating to social networking sites must be reported to the Manager.

Any person associated with Humpty Dumpty Pre-School must not;

- Post anything on a social networking site that could offend any other person or their immediate family.
- Post anything on a social networking site that may have a negative impact on the Pre-School's reputation or that of the staff. This applies to both during and after, being involved with the Pre-school in any capacity.
- Disclose personal and confidential information, concerning any person or their immediate family that has been obtained through Pre-School related matters, on any social networking sites.
- Post any photographs of the children from the Pre-School on any social networking site unless written consent is obtained from the all the parents and the Manager beforehand. (This includes personal photos of your child where there may only be one other child present and who isn't necessarily full face)
- Engage in personal discussions with staff on any social networking site.
- Use social networking sites to bully or harass any other person.

Any person failing to comply with the social networking policy will be dealt with in an appropriate way, which may lead to a disciplinary procedure.

Use of mobile phones Policy

Whenever we say person in this policy we mean staff, students, volunteers, parents, children and any other visitors to our setting.

Humpty Dumpty Pre-School has a strict policy regarding mobile phones in order to safeguard the children. The setting has only a mobile phone, (no land line) which is kept on the counter by the kitchen hatch during sessions.

The phone does have a camera facility and Internet access but staff are aware they are only to be used with the Manager's permission.

With the exception of Humpty Dumpty's mobile phone, we have a 'no mobile phone' policy during the session, which all persons are made aware of when they are in the Pre-School.

The reasons for this are:

- To provide an environment in which persons are safe from images being recorded and being used inappropriately.
- Staff being distracted from their duty of care to the children.
- Inappropriate use of the Internet that can be accessed by a mobile phone.

No person is allowed to carry a personal mobile phone with them during the session. If personal mobile phones are brought in to the setting they must be 'on silent' and placed on the kitchen window sill so they are in clear view at all times. Staff, students and volunteers, are informed that if any person needs to contact them during the session they must do so by calling the setting's mobile phone on 07546 263029. Personal mobile phones MUST NOT be used during the session unless at the Manager's discretion and are not the responsibility of the setting if they get lost or damaged.

All persons must be aware of the implications that any misuse of a mobile phone may cause, while they are at work. Any person caught acting suspiciously with their mobile phone during a session will result in disciplinary action.

Staff must not contact parents using their personal phones nor are they to give parents their personal number, unless in an emergency.

If in the event parents need to be contacted or vice versa, Humpty Dumpty's mobile phone will be used.

Any other calls relating to the Pre-School must be made on the settings mobile phone.

Photos of the children are taken for the purpose of their learning journeys and only the settings camera will be used. (See camera policy). Under no circumstances will photos be taken using personal mobile phones which also includes Humpty Dumpty's mobile phone.

When the Pre-School is shut the Manager will have the responsibility of the settings mobile phone in order to answer calls relating to the setting. The phone will not be used for personal use.

The setting's mobile phone must always be at the setting when it is open and be fully charged. It must also be present when going on outings and in the case of an Emergency Evacuation.

Camera Policy

Wherever we say person in this policy we mean staff, students, volunteers, parents/carers, children and other visitors to the setting.

Humpty dumpty Pre-School has its own camera that is used within the setting for the purpose of supplying visual observations to the children's Learning journeys and to update our digital photo frame.

- All permanent members of staff have access to the setting's camera.
- When the camera is not in use it is stored securely in the setting.
- The Manager currently prints out any photos required from the memory card.
- Photos are not allowed to be taken in the toilet area.
- Photos will only be taken of children whose parents have agreed their consent on the registration form.
- Photos will only be used for the purpose of Humpty Dumpty Pre-School and will only be posted on our website with parents' permission. They will not be posted on social networking sites.
- No photos of individual children will be posted on our website.
- Every effort is made to take photos of individual children for their Learning Journeys. However, it is sometimes more meaningful to take a photo of a group of children. Parents always need to consider the purpose and persons to which they may show these photos at a later date.
- Any person taking photos of organised events within the Pre-School must endeavour to only take photos of their own children. In the case that other children can be seen in the photo, the parent's consent of the other children seen must be obtained before the photo can be shared with other persons.

Humpty Dumpty Pre-School is registered with the ICO (Information Commissioner's Office). This is because we process personal information electronically for the provision of childcare. This conforms to the Data Protection Act.

This policy was adopted by Nikki Harris for Humpty Dumpty Pre-School on 23rd August 2014.

It was reviewed and updated by Nikki Harris on 16th November 2017

Signed: Chairperson Date: