

Policy Title and Number:

Safeguarding Children & Child Protection Policy

Policy Reference Number: JIC-011

Legislation that informs this policy

The policy has been developed in line with current national guidance of good practice and legislation; specifically:

- Children's Act 1989
- Children's Act 2004
- The Victoria Climbié Inquiry (2003) report
- What to do if you're worried a child is being abused 2015
- Working Together to Safeguard Children 2018
- Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015
- Protection of Children's Act 1999
- Education Act 2002
- Education Act 2011
- Keeping children safe in Education 2021- Statutory requirement, for schools and colleges.
- London Child Protection procedure
- Essex Safeguarding children board policies and procedures
- Guidance for Safer Working Practice for Adults who work with Children and Young People DCSF 2009
- The Protection of Children in England: A progress report March 2009
- European Convention of Human Rights Act 1998
- Safeguarding Vulnerable Groups Act 2006
- Bichard report 2006
- Managing Allegations against people with children (NSPCC 2010)
- The Education (Pupil Information) (England) Regulations 2005
- Prevent Duty Guidance for England and Wales 2015
- Counter-Terrorism and Security Act 2015
- Equality Act 2010
- UN Convention on the Rights of the Child 1991
- Sexual Offences Act 2003
- The Adoption & Children Act 2002 updated 2006
- Safeguarding Vulnerable Groups Act 2006
- Female Genital Mutilation 2003, Updated in Serious Crime Act 2015
- Disqualification by association 2015
- Information Sharing 2015
- Mental health and behaviour in schools 2016
- Sexting in Schools and Colleges (UK council for child internet safety 2016)
- Domestic Violence, Crime and Victims Act 2004
- Forced Marriage Act 2014
- Statutory framework for the early years foundation stage 2017
- Children's and Families Act 2014
- Digital Economy act 2017
- Children and Young Person act 2008
- Borders, citizenship and immigration act 2009
- Apprenticeships skills children and learning act 2009
- Data Protection act 1998
- Human Rights Act 1998
- Protection of freedoms act 2012
- SEND Code of practice :0-25 years 2014 updated May 2015
- General Data Protection regulations 2018

This list is not exhaustive

Important numbers to know:

Family Operations Hub – 0345 603 7627

Out of Hours 0345 606 1212

In an immediate danger Call the Police on 999

Metropolitan police 101

Local Authority Designated Officer (Allegations against staff) -

LADO 03330 139 797

Anti-terror Hotline 0800 789 321

Ofsted – 0300 123 1231

NSPCC Female Genital Mutilation (FGM) Helpline 0800 028 3550

NSPCC Radicalisation and prevent Helpline 0800 800 5000

Definition:

Safeguarding children defines protecting children from significant harm, preventing impairment of children's health and development. Also quality safeguarding practice gives children the opportunities in lives and enables safe and effective parenting.

Where the term **child, children or young person** is stated, this relates to a person who has not yet reached their 18th birthday. (Children Act 1989, 2004).

“The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.”
(Working together to safeguard children 2017)

Significant harm - The Children Act 1989 introduced Significant Harm as the reasoning that justifies compulsory intervention in family life in the best interests of children.

Child welfare is a continuum of services designed to ensure that children are safe and that families have the necessary support to care for their children successfully.

Child welfare agencies typically:

- *Support or coordinate services to prevent child abuse and neglect*
- *Provide services to families that need help protecting and caring for their children*
- *Receive and investigate reports of possible child abuse and neglect; assess child and family needs, strengths, and resources*
- *Arrange for children to live with kin (i.e., relatives) or with foster families when safety cannot be ensured at home*
- *Support the well-being of children living with relatives or foster families, including ensuring that their educational needs are addressed*
- *Work with the children, youth, and families to achieve family reunification, adoption, or other permanent family connections for children and youth leaving foster care*

What is child's abuse?

Being mistreated or abused (sometimes called significant harm) is often put into four groups.

Physical Abuse

Physical Abuse is when an individual deliberately hurts a child such as hitting, shaking, throwing, poisoning, and burning, drowning, suffocation and other physical mistreatment.

Emotional Abuse

Emotional abuse is a form of abuse, characterized by a person subjecting, or exposing, another person to behavior that may result in psychological trauma, including anxiety, chronic depression, or post-traumatic stress disorder for example, if a child is always being blamed for everything or told that they aren't worth it and made to feel unhappy.

Neglect

Neglect is the ongoing failure to meet a child's basic needs and is the most common form of child abuse. A child may be left hungry or dirty, without adequate clothing, shelter, supervision, medical or health care. A child may be put in danger or not protected from physical or emotional harm. This type of abuse is the most common by parents, carers and other professionals.

Sexual Abuse

There are two different types of child sexual abuse. These are called **contact** abuse and **non-contact** abuse.

Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration. It includes:

- *sexual touching of any part of the body whether the child's wearing clothes or not*
- *rape or penetration by putting an object or body part inside a child's mouth, vagina or anus*
- *forcing or encouraging a child to take part in sexual activity*
- *making a child take their clothes off, touch someone else's genitals or masturbate.*

Non-contact abuse involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes:

- *encouraging a child to watch or hear sexual acts*
- *not taking proper measures to prevent a child being exposed to sexual activities by others*
- *meeting a child following sexual grooming with the intent of abusing them*
- *online abuse including making, viewing or distributing child abuse images*
- *allowing someone else to make, view or distribute child abuse images*
- *showing pornography to a child*
- *sexually exploiting a child for money, power or status (child exploitation).*

Signs Of abuse

Some of the following signs might be indicators of abuse or neglect:

- *Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;*
- *Children with clothes which are ill-fitting and/or dirty;*
- *Children with consistently poor hygiene; • Children who make strong efforts to avoid specific family members or friends, without an obvious reason;*
- *Children who don't want to change clothes in front of others or participate in physical activities;*
- *Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;*
- *Children who talk about being left home alone, with inappropriate carers or with strangers;*
- *Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;*
- *Children who are regularly missing from school or education;*
- *Children who are reluctant to go home after school;*
- *Children with poor school attendance and punctuality, or who are consistently late being picked*

Just Imagine Day Nursery – Canvey Island
1A Oak Road, Canvey Island, Essex, SS8 7AX

Telephone Number; 01268699244 Email: info@justimaginedaynursery.com
www.justimaginedaynursery.com

up;

- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age; • Children who are concerned for younger siblings without explaining why; • Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.
- (the list is not exhaustive)

What is Domestic Violence?

The Government in the Domestic Violence, Crime and Victims Act 2004, defines domestic violence as 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are, or have been intimate partners or family members, regardless of gender or sexual orientation'.

These can mean:

- Putting the person down or making the victim feel bad about themselves
- Playing mind-games and making the person feel they are stupid or going mad
- Enforced isolation from family or friends
- Trying to keep the person from getting a job
- Making the person ask for money or withholding money
- Actual or threatened physical harm
- Making another person do sexual things against their will
- Making someone afraid by smashing things and destroying things
- Making or carrying out threats to hurt someone emotionally – threatening to take the children, run away or commit suicide.

Fabricated or induced illness (FI) is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological parent, exaggerates or deliberately causes symptoms of illness in the child.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power**: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition**: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyberbullying is when technology, such as mobile phones and the internet, is used to bully someone. For further information, please see the section on E-Safety.

Forced Marriage (FM) is a marriage conducted without the valid consent of one or both parties and where duress is a factor. FM is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 and comes into force on 16 June 2014.

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more.

Female Genital Mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision, cutting or sunna. Religious, social or cultural reasons are sometimes given for FGM. However, FGM is dangerous and a criminal offence. The term FGM covers all harmful procedures to the female genitalia for non-medical purposes.

There are 4 types – all are illegal and have serious health risks.

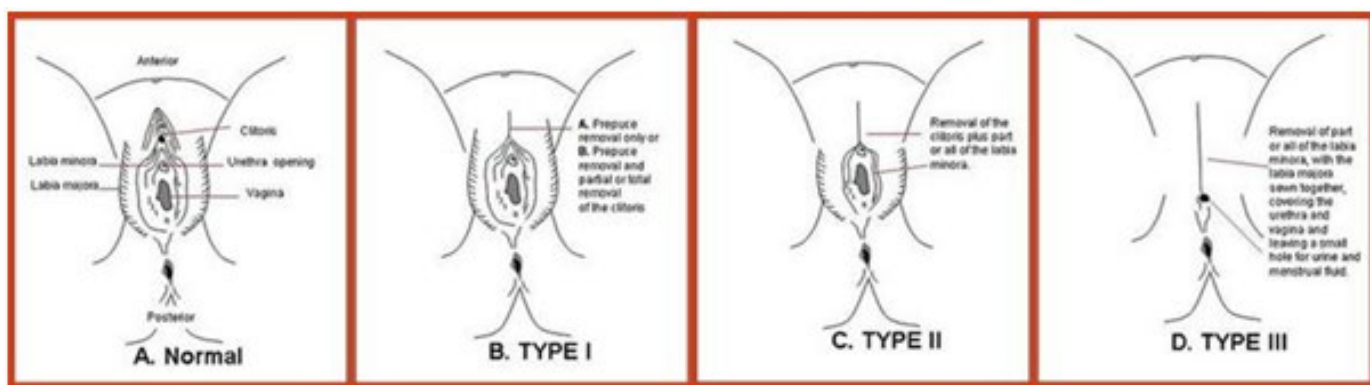
Type 1 Excision of the clitoris prepuce (“Sunna-circumcision”) and of the clitoris or parts thereof.

Type 2 Excision of the clitoris prepuce, the clitoris and the inner lips or parts thereof. Type 1 and 2 are the most common types of FGM

Type 3 Excision of part of or all of the external genitals (“infibulation”, also referred to as “Pharaonic Circumcision”).

Type 4 Uncategorized. Pricking, piercing, cutting or stretching of the clitoris or the labia, also burning or scarring the genitals as well as ripping of the vaginal opening or the introduction of corrosive substances or herbs into the vagina in order to tighten it.

Please see the graphic picture for visual demonstration.



Principles

1. **Scope of Safeguarding:** This policy is concerned with sins of omission as well as sins of commission, i.e. ‘passive’ abuse in respect of a child’s entitlement to Equal Opportunities. *Just Imagine Day Nursery – Canvey Island* is committed to recognizing the uniqueness of every child and to ensuring that every child in our care has equal access to opportunities for inclusion, irrespective of any disability that they may have or any aspect of their ethnicity or family culture.
2. **Risk Management & Information Sharing - Protection of the Child is the Paramount Consideration.** Observations made by nursery staff might be indicative of neglect or abuse – but often they will not, in themselves and considered in isolation, be conclusive. Reliable conclusions, however, can be derived from the consideration of a multiplicity of such items of information, provided from different sources. Hence the importance of Information Sharing and to this end, **in all situations, any observation that might be indicative of neglect or abuse must be both recorded and communicated** in accordance with the proper procedures as laid down in this policy. No information confirming child’s attendance, name, personal details to be passed on to third party over the phone.
3. **Responsibilities of Employees:** Every member of *Just Imagine Day Nursery – Canvey Island*

staff, including agency staff, volunteers, and others who come into direct contact with children in our care in the course of their work, has a responsibility rigorously to observe, to assess the potential significance of their observations, and to communicate appropriately as set out in this policy.

4. Role of Training to Promote Awareness of Potential Indicators and Appropriate Procedures.

Just Imagine Day Nursery – Canvey Island recognizes the need for all staff who come into contact with children (as defined above) to be aware both of the potential indicators of child abuse and of the correct procedures to be followed should such potential indicators be observed. All staff will, therefore receive training to achieve this. Wherever possible, and with appropriate data protection/confidentiality safeguards, real case studies and other approaches to experience sharing will form part of this training. Designated safeguarding officer will be attending regular training sessions set up by local authority and will ensure that all the nursery staff are aware of any changes within the legislation, provide regular training sessions and confidential advices.

5. Staff Recruitment and Repeated DBS Checks: *Just Imagine Day Nursery – Canvey Island*

recognizes the importance of screening all staff during the recruitment process to ensure that they are suitable people to be entrusted with the care of children. The Company also recognizes that satisfactory DBS checks are the bare minimum screening requirement and that these checks must be repeated at appropriate intervals. All permanent and temporary employees must have valid DBS check by the start of the employment. All students, work experience students, apprentices, volunteers of 16 years and older must provide clear DBS check before their official agreement. Marija Juozulyne, nursery manager and DSO will carry on necessary checks, using Capita checks. Checks must be carried out on least of 3 years basis. **Online updated DBS** system must be regularly monitored. **Suitability declaration forms** are used as further outline of safeguarding children and premises. Forms must be completed by all the employees on yearly basis to ensure the most update information are given. All students, volunteers, work experience students and apprentices must complete a copy. All declared information are strictly confidential.

6. Role of Designated Safeguarding Officers (DSO). Every nursery should have both a Designated

Safeguarding Officer (DSO) and Deputy Designated Safeguarding Officer (DDSO) so that one or other is available at all times. The role of the Designated Officers is to be a source of expertise and professional advice on child protection matters, available to all staff and to others as appropriate, at all times. **The Designated Safeguarding Officer will therefore be the first and only person in the first instance to whom a member of staff should immediately communicate any concerns they may have about something that they have observed.** It will be the Designated officer's responsibility to decide on the appropriate recording, reporting and information sharing action to be taken. Designated officers will be appointed on the basis of their experience, maturity and proven ability to exercise sound judgment. Needless to say, by the very exercise of their role, they will acquire the maximum available further experience both from within their nursery and also from suitable experience sharing with other Designated Safeguarding officers at other nurseries (account always being taken of the requirements for data protection/confidentiality)

The Designated Safeguarding Officer is KELSEA LAYZELL

The Deputy Safeguarding Officer is SAMANTHA KEATING

Updated due to Covid19 pandemic

All contacts with children and families (including attempted) should be recorded in the usual way. If a family has to self-isolate, they will report it to the setting and self-isolated, as government guided.

7. Appropriate Design of Procedures. *Just Imagine Day Nursery – Canvey Island* recognizes, subject to Child Protection remaining in all situations our priority consideration, the need for our procedures to:

- a. Protect the rights of parents/carers in respect of confidentiality and data protection

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Telephone Number; 01268699244 Email: info@justimaginedaynursery.com

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- b. Recognize the possibility that any Company employee at any level may, at some time, be the subject of a complaint and need, as a result, to be the subject of a Child Protection investigation
- c. Recognize and address appropriately the possibility that an employee who has concerns about the safeguarding of a child may legitimately not be satisfied with a decision by their DSO or by higher management concerning the reporting of an observation, the evaluation of an observation or the sharing of information concerning such an observation and its evaluation.
- d. Protect the legitimate rights and interests of any employee who may find themselves in a 'whistle-blowing' situation, referring to the *Whistle-blowing policy*.

8. **Documentation.** *Just Imagine Day Nursery – Canvey Island* recognizes the need for both this policy and the operation of procedures relating to it to be supported by documentation that is:

- e. **Comprehensive**, providing all the information that may be required from it.
- f. **Compliant** with the Required Formats specified for them.
- g. **Promptly completed** at the appropriate time.
- h. **Appropriately Stored and Accessed** in order to meet the requirements of Confidentiality and Data Protection, as well as the requirements for Information Sharing.

All safeguarding concerns, documentation and further statements must be kept in safeguarding folder and in child's and employee's file. All the confidential information must be computerized and backed up.

Organisation

Day to day responsibility for the delivery of child care and nursery education at every *Just Imagine Day Nursery – Canvey Island* nursery is the responsibility of the Nursery Manager. In Nursery manager's absence, the deputy nursery manager must take her place. Age group team leaders of each room share the same responsibilities. Nursery manager and deputy manager reports directly to the Board of Directors, through the Executive Chairman of the Company, who carries ultimate responsibility for all matters concerning the Safeguarding of Children and all other aspects of Health & Safety.

Within the nursery, the Nursery Manager will discharge their responsibilities through the development, organization, training, supervision and motivation of her nursery management team as well as through her own personal intervention. The nursery management team will comprise Age group team leaders, one of whom is a Deputy Manager, and Key Persons and other nursery staff, responsible for direct interaction with the children assigned to their care.

In addition, specific roles will be assigned to members of the nursery management team, including the roles of Health & Safety Officer Designated safeguarding officer, Deputy Designated Safeguarding officer, Special Education Needs Coordinator and Fire Safety Officer.

The responsibilities of the Designated Officer will include:

1. *Ensuring their own competency and Continuous Professional Development (CPD) in respect of their role by regular appraisals and supervisions.*
2. *Ensuring the competency and Continuous Professional Development (CPD) of all staff at their nursery so that they are fully aware of their Child Protection responsibilities and able to discharge them.*
3. *Ensuring that all newly recruited staff or staff newly deployed to their nursery from other nurseries have been fully screened and that their DBS checks are up-to-date.*
4. *Ensuring that all relevant documentation is properly and promptly completed and appropriately stored. Ensuring, in particular, that all parent/carers contact information is kept up to date and checked annually at the start of each trading year in September.*
5. *Ensuring that all relevant external contact numbers are kept up to date.*

6. *Encouraging staff to report to them any observation that may give them concern about a child and responding to such reports sensitively and appropriately as set out below.*
7. *Sharing information concerning observations reported to them immediately with their Nursery Manager and with external contacts (e.g. their Local Authority's Nominated Officer and/or Social Services) as appropriate.*

Procedure

The following procedures must meet the requirements specified for Child Protection purposes:

- 1 Staff recruitment/redeployment and ratio
- 2 Training planning, Control & Supervision
- 3 Identification & Referral of Potential indicators of abuse or neglect
- 4 Information Sharing & Confidentiality
- 5 Follow up & advice on observed concerns
- 6 Policy Review

Staff Recruitment/Redeployment

The requirements set out below must be applied to all staff newly arriving to work at a nursery, irrespective of whether they are new recruits to the Company or simply redeployed from one Company nursery to another. **No nursery manager should take 'on trust' the suitability of a new member of their staff without themselves verifying the existence of the relevant paperwork.**

The recruitment process must include the following checks:

- 1 **Professional qualifications** should be checked with the education/training institution awarding them. Where a certificate has been presented as evidence, confirmation of its authenticity should be sought in writing.
- 2 **References** should be provided on 'official paper' and the identity of the referee checked in writing or by telephone. Where a written reference provides no more than the statutory minimum of confirmation of dates of employment and job titles, further information should be sought through an email confirmation. In all cases, the absence of an unsolicited warm endorsement should be taken as a warning signal. Prior to the agreement of the employment, the manager must ensure that received a minimum of two references.
- 3 **Curriculum Vitae.** There should be no unexplained gaps in a candidate's CV. Where there are gaps, the candidate must be asked to explain them at interview and the plausibility of their explanation checked/tested and discussed with the Executive Chairman.
- 4 **Application form.** Every potential employee should be given the application form and have adequate time to complete it presentably. Furthermore the interviewer will be questioning the applicant on the provided detailed information.
- 5 **Interview.** The interview should include questions specifically designed to test the candidate's awareness of the relevant legislation and guidance, with particular reference to the requirements of the job they are seeking to fill.

Training Planning, Evaluation and Implementation & Supervision

The Nursery Manger must ensure that all their staff have received formal training on – and have effectively learned all they need to know about – the Identification and Referral of abuse.

- 1 **Planning.** Training Needs must be formally defined via supervisions and appraisals on termly basis. Training policy will apply.
- 2 **Content.** Training Content must cover the referral procedures to be followed when allegations might involve:
 - Parents, carers or other family relatives & acquaintance
 - Nursery staff
 - Nursery visitors, partners and service providers
 - Students & volunteers
 - Anyone involved or living in staff member's household
- 3 **Evaluation & Implementation.** Members of staff who have attended a formal 'off the job' training course must be tested to check what they have learned. Ideally, more than one member of staff should attend each such course so that any inadequacies in learning can be reasonably attributed between the learner and the course. Training logs are required to be completed after each training to ensure

valued information are passed on to other employees and discussed over monthly staff meetings. As part of the implementation, Age group team leaders ensure that staff members are provided with an adequate time to complete the actions required for improvements within the setting.

Identification and Referral of Abuse

The following procedures must be followed:

1. Should a member of staff observe anything that might be indicative of Child Abuse, it is their duty to report their observations immediately to their Designated Safeguarding Officer or Deputy Designated Safeguarding Officer.

2. It is the duty of the member of staff concerned, and the Designated Safeguarding Officer & Deputy Designated Safeguarding Officer to maintain the strictest confidentiality concerning their observations; under no circumstances should a member of staff discuss their observations with any other person, It is for the Designated Safeguarding Officers to share the information with other members of staff or other outside agencies on a need to know basis.

3. It is then the responsibility of the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer to: follow Essex County Council's Safeguarding children board flow chart (Located in the office, staff room and each room)

- a. Ensure that the relevant observation is promptly and properly recorded, along with the details of whatever referral action is taken.
- b. Decide whether:
 - i. The observation warrants referral to the Local Authority Designated Officer – (LADO) and/or Triage
 - ii. Parents of children under the age of 18 will be notified when the Designated Safeguarding Officers makes a Child Protection referral unless the Designated Safeguarding Officers are concerned that notifying a parent/carer could put the child at risk of harm.

4. Should the Designated Safeguarding Officers decide to make a referral, they must make a full and accurate written record of all conversations, taking particular care to identify the name and position of all external individuals contacted (either the Local Authority Designated Officer or Family Operations Safeguarding Hub) who provide Designated Safeguarding Officers with advice as to what action to take. Particular care must be taken in the recording of meetings and conversations with parents/carers. All records of conversations/meetings must be made immediately at the time.

5. Should the Designated Safeguarding Officers feel that an observation reported to her could lead to an allegation being made against a member of nursery staff, she should seek the advice of the Local Authority Designated Officer (LADO) as to whether a referral should be made to the police. Should a referral to the police then need to be made, directors Kemi Familusi and Tee Familusi should be informed immediately, but no one else within the nursery organization so as not to prejudice the subsequent police investigation. No internal disciplinary procedure should be initiated until such action has been sanctioned by the police.

6. It is the Designated Safeguarding Officer's responsibility to follow up any referral made and to obtain and record information as to the action taken by those to whom the observation(s) has been referred.

7. It is also the Designated Safeguarding Officer's responsibility to inform the employee who made the observation(s) referred as to the action taken, reiterating the need to safeguard confidentiality.

8. Any member of staff who has concerns about their nursery's ability to respond appropriately to the possibility that a child might be a victim of abuse, either at nursery or elsewhere, must inform the Chairman of the Company directly (tel: 07951 119523 or write to 13 Manor way, Grays, Essex, RM17 6RN. It is the Chairman's responsibility to ensure that the concerns of 'whistle-blowers' are properly addressed and that 'whistle-blowers' themselves are fairly treated.

Information Sharing

A Nursery Manager may receive information from an external agency about a child attending nursery who is considered to be 'at risk' and this, in turn, may involve a commitment on the part of the nursery to share information concerning observations relating to that child.

In all cases, the ground rules for information sharing – and for confidentiality – will be determined at the appropriate time on a case-by-case basis.

In addition, given that most designated officers at nurseries will have had limited case experiences of child protection, there is obvious advantage to all of them in sharing each individual's experiences between them. Clearly such exchanges of experiences must comply with the requirements of confidentiality and data protection.

Mobile phones and cameras

Just Imagine Day Nursery – Canvey Island recognises that safety and welfare of children is a paramount. We operate a zero tolerance policy in respect to the use of mobile phones or personal cameras, and that applies to all staff, parents, students, volunteers and visitors.

Staff members, students, parents, volunteers and visitors must not use a mobile phone in the presence of children at any given time and under no circumstances.

It is every member of staff's duty to immediately report any breach of this policy requirement. It is also the staff responsibility to ensure that they pass on to their families their work phone number and give clear instructions for use in case of emergencies.

All persons must be reminded they cannot use their mobile phones in *Just Imagine Day Nursery – Canvey Island* premises.

It is the Nursery Manager's duty to ensure **appropriate supervision** is in place in order to avoid any breaching of this policy requirement.

In case of emergencies, staff members are instructed to use the nursery phone or to use their mobile phone in the designated areas, such as the staff room or office.

On outings only, the fit person in charge will be authorised to have the nursery's mobile phone for emergency purposes only. All staff members accompanying the outing must keep their personal phones logged off. They may only use it in extreme circumstances, such as getting lost, and only to establish contact with the main group or the police if the situation requires.

The use of digital cameras in the nursery is also regulated by this policy. Nursery has a digital camera readily available for curriculum purposes only. All the pictures taken must be used only for immortalizing children's achievements throughout their time with us.

At the end of each day, **cameras must be kept locked and whenever possible, all pictures securely stored in the nursery's main computer.**

A breach of any of those requirements will lead to disciplinary actions against the staff offender. Negligent actions that increase the risk of mobile phone and/or camera misuse on the premises will be deemed to be gross misconduct and may lead to instant dismissal.

Although *Just Imagine Day Nursery – Canvey Island* discourages the use of mobile phones and personal cameras in the nursery at any time, we recognise that during special events parents may want to keep memories of their child's performance and that other children may be captured in those pictures. *Just Imagine Day Nursery – Canvey Island* does not take responsibility for the way such pictures or recordings are used subsequently. However, **we strongly advise parents to refrain from posting children's group pictures onto social networking websites.**

Social Networks, such as Facebook, MSN, Twitter, Snap Chat

- Social networks should be personal to the staff member, staff shouldn't comment on their work place, colleagues, parents or children from the nursery.
- There should never be photos of the nursery or the children who attend the nursery on a staff member's profile. **(See Social Media Policy)**
- Staff should not share photos via social media of themselves in staff uniform

E-safety

- *The term e-safety is defined for the purposes of this document as the process of limiting the risks to children and young people when using Internet, Digital and Mobile Technologies (IDMTs) through a combined approach to policies and procedures, infrastructures and education, including training, underpinned by standards and inspection.*
(See Social Media Policy)

Prevent Duty

From 1 July 2015, all schools and childcare providers must have due regard to the need to prevent people being drawn into terrorism.

The government has defined extremism in the Prevent strategy as: "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."

- There is no place for extremist views of any kind in our setting, whether from internal sources – children, staff or management, or external sources - school community, external agencies or individuals. The children see our setting as a safe place where they can ask questions about the world and where our staff encourage and facilitate these opportunities.
- As a setting we recognize that extremism and exposure to extremist materials and influences can lead to poor outcomes for children and so should be addressed as a safeguarding concern as set out in this policy. We also recognize that if we fail to challenge extremist views, we are failing to protect our children.
- We aim to provide a broad and balanced early years curriculum, delivered by skilled professionals, so that our children understand and become tolerant of difference and diversity and also to ensure that they thrive and feel valued and respected as individuals.
- We build children's resilience by actively promoting fundamental British Values and enabling them to challenge extremist views
- We support learning and development by assisting children's personal, social and emotional development and understanding of the world
- We ensure children, employees, students and volunteers are safe from terrorist and extremist material when accessing the internet
- Foundations for Learning make sure that staff have training and are provided with relevant information that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimize terrorism

As part of wider safeguarding responsibilities setting staff will be alert to:

- Disclosures by children of their exposure to the extremist actions, views or materials of others outside of the setting, such as in their homes or community groups.
- Graffiti symbols, writing or art work promoting extremist messages or images
- Children exposed to extremist material online, including through social networking sites
- Parental reports of changes in behaviour, friendship or actions and requests for assistance
- Local authority services, and police reports of issues affecting children in other schools or settings

- Use of extremist or 'hate' terms to exclude others or incite violence
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability, race, culture, etc
- Our setting will closely follow any locally agreed procedure as set out by the Local Authority and /or the Safeguarding Children Board's agreed processes and criteria for safeguarding individuals vulnerable to extremism and radicalisation.

Procedure for reporting concerns related to radicalisation and extremism

If a member of staff in a nursery has a concern about a particular child they should follow the nursery's normal safeguarding procedures, including discussing with the Designated Safeguarding Officer or Deputy Designated Safeguarding Officer who will take care of investigation, where deemed necessary, with children's social care.

Staff can also contact your local police force or dial 101 (the non-emergency number). They can talk to reporting person in confidence about any concerns and help to gain access to support and advice. Also, they can advise if this would be a case for Channel the Department for Education that has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly.

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

The Channel Programme is a process for safeguarding everyone, by assessing the vulnerability of people being drawn into terrorism. To access the first stage of the process, childcare practitioners who have concerns will contact and make a referral to the police who have a team/practitioner that will complete an assessment. They are also recommended to contact Social Care through the Children and Families Help Desk and the police on 101

Policy Review

The effectiveness and adequacy of this policy will be reviewed annually by the management team and approved by the Board of Directors.

Date updated: October 2021

Date for review: October 2022

Links to other policies

Health & Safety Policy; Allegation of Abuse Policy; Physical Contact & Restraint Policy; Employee Discipline Behaviour Management Policy; Child Handling, Lifting & Carrying, Safer Recruitment, Staff Training