



Safeguarding and Protection Policy

Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them. The Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements are designed to support providers in creating settings which are welcoming, safe and stimulating, and where children are able to enjoy learning through play, to grow in confidence and to fulfil their full potential.

The Management wish to make it clear that extremist religious views and partisan political views when teaching or caring for children will not be tolerated. All members of staff are expected to offer a balanced presentation of views and opinions and to promote British values. Failure to comply will result in disciplinary action and possible dismissal.

Safeguarding and protecting our children

At Tiggywinkles Pre-School we safeguard and protect all children by adopting vigorous Policies and Procedures.

Our setting Designated Safeguarding Lead (DSL) is responsible to oversee safeguarding arrangements in the setting, support and advise staff and to liaise with children's services and the Local Safeguarding Children's Board (LSCB). Our DSL undertakes child protection training every two years and annual training updates to ensure that her knowledge and skills are refreshed and up to date. A Deputy DSL (Back up) is appointed to support safeguarding and child protection in the absence of the DSL.

Designated Safeguarding Lead is: Julie Stephens

Designated Safeguarding Deputy (Back up) is: Sasha Pheby

In addition, all staff receive safeguarding and child protection training when they are appointed and regular refresher training thereafter to keep their knowledge up to date.

We protect the children from harm and abuse by adopting the following procedures, which are consistent with the following documents:

- Working Together to Safeguard Children (2023)
- Bracknell Forest Council Safeguarding Children Board guidelines
- What to do if You're Worried a Child is Being Abused (March 2015)
- Keeping Children Safe in Education (2024)

Training

We ensure that all staff, parents and visitors are aware of our Safeguarding and Child Protection Policies and Procedures by providing a full induction when an employee joins the setting and providing written information (on arrival) to parents and visitors. Staff undertake Safeguarding Training during induction in line with the guidelines set out in Annex C, EYFS, 2025. and every other year thereafter. They also refresh their knowledge annually and read the document '*What to do if you are worried a child is being Abused: Advice for practitioners*' for continued support and confidence to implement our safeguarding policy and procedures on an ongoing basis. Paediatric First Aid training is also undertaken by all staff members and during the induction process for new members of staff.

The DSL provides adequate and appropriate staffing resources, advice, guidance and training to ensure all staff understand how to keep children safe and the procedures to follow if they are concerned about a child and how to deal with allegations about staff. Training is made available to ensure that staff can identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

These signs may include:

- Significant changes in children's behaviour;
- Deterioration in children's general 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 of 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.

Training takes place as part of the induction programme for new members of staff and updated annually, or more often when changes occur. Policies and Procedures are regularly discussed at staff meetings, or as required.

Concerns about children

We acknowledge that abuse of children can take different forms including physical, emotional, sexual and neglect and signs of these could contain the following:

- Significant changes in children's behaviour, performance or attitude.
- Deterioration in children's general wellbeing
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments that give cause for concern
- An injury, which is not typical of the bumps and scrapes normally associated with children's injuries
- Regular unexplained injuries
- Frequent injuries (even when apparently reasonable explanations are given)
- Confused or conflicting explanations on how injuries were sustained
- Sexual behaviour which is unusually explicit and/or inappropriate to his/her age
- Disclosure of an experience in which he or she may have been harmed
- Cause to believe that he or she may be suffering significant harm
- Frequent long or short term, unexplained absence from Pre-school
- Any reason to suspect neglect or abuse outside the setting, for example in the child's home
- Concerns about domestic and or family violence in the home
- Weight loss/failure to thrive

Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Any concerns about female genital mutilation (FGM) within the family must be immediately reported to Children's Social Care and the police (see section below).

Emotional Abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature over protection and limitation of exploration and learning or preventing the child participating in normal social interaction.

It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

This involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may include physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of (including photographic images), sexual on-line images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and/or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once the child is born it may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment it may also include neglect of or, unresponsiveness to, a child's basic emotional needs.

This is not a definitive list - we are aware of and would respond to other types of abuse.

These definitions have been taken from HM Government 'Working together to Safeguard Children, 2023'

Child Absences

Should a child be unable to attend the setting on their nominated day, it is the parents responsibility to contact us either by telephone or in writing via email or text/WhatsApp within an hour of the pre-school opening. Children's absences are monitored closely and if we do not have an explanation of absence, we will contact you or, if necessary, those listed as Emergency Contacts on the registration form on the first day of absence. If we fail to make contact within 48 hours by phone or mail, this may result in Tiggywinkles Pre-School contacting Children's Services. (This is in accordance with the Children's Act 2004.)

This policy reflects the vision and aims of this pre-school by:

- Encouraging staff, parents/carers, and children to maximise the learning experience in order that all children reach their full potential.
- Providing clear procedures for involving parents/carers relating to the setting attendance.

Our Attendance Policy is shared with parents/carers and includes expectations in regard to reporting a child's absence from pre-school or an expected prolonged period of time. This also notifies parents of our implementation of safeguarding procedures if we have to follow-up unexplained absences.

Female Genital Mutilation (FGM)

FGM is a form of physical abuse that is performed as a cultural ritual by certain ethnic groups. It is illegal and extremely harmful to young women and children subject to the procedure. We will immediately refer any concerns about children or their siblings to Children's Social Care or the Out of Hours Emergency Duty Team.

External Injury

We ask that any injury sustained outside of Pre-school school is reported on hand over to a member of the teaching team. Parents are asked to complete a form, detailing information about the injury. These forms are filed in the accident file and records may be monitored for safeguarding and quality assurance purposes.

Protecting children from Radicalisation

We promote tolerance and harmony between different cultural traditions; we teach a broad and balanced curriculum which promotes the spiritual, moral and cultural development of pupils and prepares them for the opportunities, responsibilities and experiences of life. We promote community cohesion and safeguards against biased or unbalanced teaching and the promotion of partisan political views. Government guidance on radicalisation is followed: this can be found in the Channel Duty Guidance 'Protecting vulnerable people from being drawn into terrorism'

All staff have completed Prevent training.

What to do if you are concerned about a child

If a practitioner is concerned or worried about a child or a child makes a disclosure, they must discuss this with the DSL, or in their absence, the deputy DSL, immediately and make a record of the concerns, the discussion and actions agreed.

The DSL will then decide whether the concerns should be referred to Children's Social Care, and this may be done without prior consent or discussion with the parents. When raising a concern, we will always consider the child's welfare as paramount.

If staff are in any doubt or need reassurance about what actions to take, they or the DSL should refer to the MASH information at www.bracknell-forest.gov.uk/mash. ***If the matter is urgent you should contact:***

MASH (9am-5pm Mon-Fri): **01344 352005**

or

Emergency Duty Team (5.00pm - 9.00am Mon-Fri and weekends): **01344 351999**.

Record Keeping

In making any record, you must consider why the recording is being carried out, who will read it and when. A record may be read a few days after being written, a year later or twenty years later. It is therefore necessary to record in such a way that someone reading the record is able to obtain a clear account, e.g. by giving full names and designations of professionals involved. The record should contain the following:

- child's full name;
- child's date of birth;
- date and time of the observation or the disclosure;
- exact words spoken by the child;
- exact position and type of injuries or marks seen (use a body map where appropriate); exact observation of an incident including any other witnesses; name of person to whom the concern was reported, with date and time; and the names of any other person present at the time.

A record should also be kept of any contact with parents, carers, Bracknell Forest Council Multi Agency Safeguarding Hub (MASH), health visitor, social workers, Ofsted, police etc. The records are clear and can be understood and should be signed by the person reporting, the person reporting to DSL and the DSL/Manager. It must be dated and kept in a confidential folder. When any child leaves all documents relating to the child will be filed together safe and secure until the child reaches the age of 24 years old.

Referrals

Where there are safeguarding or child protection concerns, we will contact Bracknell Forest Council Multi Agency Safeguarding Hub (MASH) to make a referral.

MASH (9am-5pm Mon-Fri): **01344 352005** or MASH@bracknell-forest.gov.uk

or

Emergency Duty Team (5.00pm - 9.00am Mon-Fri and weekends): **01344 351999**.

If there are any concerns about children's safety or welfare, agencies with statutory responsibility must be contacted without delay. This means Bracknell Forest Council Multi Agency Safeguarding Hub, or in emergencies the Police.

- We will also share any information regarding the family and any notes/recordings that we may have made.
- Confirm any referral in writing on the same day and ensure that we receive written acknowledgement to ensure that the referral has been received.
- Use the correct paperwork but keep all original notes/records.
- Ensure that we take names and make accurate records of any conversation.
- Protect any one in our setting who is under the age of 18 through our Safeguarding and Child Protection policies and procedures.
- Ensure that those under the age of 18 are treated as children under this policy.
- Inform Ofsted as soon as a safeguarding/child protection referral has been made and keep them up to date.

If it is decided not to make a referral, all details must still be recorded, signed and dated and kept in a designated folder within the office, which is kept securely and confidentially.

Decisions to **not** refer must be signed (as agreed) by the DSL/Manager.

Questions to ask when making a referral:

- What is your name and position (social worker or another professional whom you are speaking to)?
- What more do I need to do?
- How and when will you let me know what is going to happen next?
- Who should I speak to if I am not happy with what you say or do?

All staff must remember: it is not your responsibility to decide whether a child is being abused: if you have concerns, suspicion or doubt then do not delay in making a referral.

Professional Disagreements

ANY member of staff can make a referral if they are in disagreement with the DSL and feel the child at risk.

Disagreement may also arise at the referral stage when the person making the referral feels that there is clear evidence that a child is at risk, but Children's Social Care feel that the matter does not meet the criteria. If the person making referral is unhappy about the response, they should discuss the issue with the Team Manager in the Children's Social Care Referral and Assessment Team.

Remember, everyone has the right and responsibility to make a referral.

Informing Parents

Generally, parents should be the first point of call when we want to discuss a concern and seek their agreement in making a referral. However, if such discussion would place the child at an increased risk of significant harm, then this discussion should not take place and the referral should be made by the DSL or deputy DSL without prior discussion with the parents.

If you are not confident about discussing your concerns with the parents you should initially seek advice and reassurance from the Bracknell Forest Council Multi Agency Safeguarding Hub (MASH) where a social worker or another professional will provide further guidance. This discussion is the responsibility of the DSL and practitioner/s should be guided by them or the deputy DSL before involving parents.

It is important that when parents are informed, it is communicated in a space that is private and where you will not be disturbed. Two members of staff should be present. One must be the DSL or deputy DSL. This will be a difficult situation and it is important that staff stay calm, and support both the parent/s and each other. **All conversations must be logged.**

We may decide to make an 'Early Help Plan (EHP) referral'.

Discussion with parent(s) may result in the referral being made to the Early Help Hub. Parental permission must be obtained for the referral to be submitted.

Early Help Plan (Common Assessment Framework)

The Early Help Plan (EHP) is a key part of delivering frontline services that are integrated and focused around the needs of children and young people. It is a standardised holistic approach to assessing a child's additional needs and deciding how those needs should be met.

The EHP is used to identify, at the earliest opportunity, a child or young person's additional needs, which are not being met by the universal services they are receiving. It aims to provide timely and co-ordinated support to meet these needs.

An EHP is required when:

- You are concerned about how well a child, unborn baby or young person is progressing.
- The child's needs are unclear, or broader than your service can address.
- The support of more than one agency is needed.

The Pre-school SENCO and the Pre-school Manager (both of whom must have received training) will hold a meeting with the parents and complete the paper work saved on the computer or on the Local Safeguarding Board Website.

Information Sharing and Confidentiality

Information sharing is important as it:

- gets the services the child needs, when they need them;
- achieves positive outcomes;
- ensures welfare is safeguarded;
- results in effective and efficient services that are co-ordinated around their needs.

The Data Protection Act 2018 and UK GDPR **DO NOT** prevent the sharing of information for the purposes of keeping children safe and promoting their welfare. If we think that there is a child protection concern, we will share this concern with the appropriate authorities in an appropriate, secure way, in a timely fashion with accurate, up to date and factual information.

Working with Families

At Tiggywinkles Pre-School:

- We build trusting and supportive relationships with families and staff in our setting.
- We make our roles and responsibilities in relation to child protection clear to parents, such as reporting concerns, providing information, monitoring of the child and liaising at all times with the local Children's Social Care.
- We will normally contact the parents unless we feel that it would put the child/children at risk of harm.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We also acknowledge that at some point some families may need support and therefore we aim to offer guidance and support. This could be through local children's centres and other supporting agencies.

Domestic Abuse

We have a duty of care to everyone and if we have any concerns about any adults involved with our setting we will follow the same policies and procedures. If we have reason to believe a child may be subject to domestic abuse or living in a household where domestic abuse takes place, we will report our concerns in line with our procedures set out above.

Allegations against Adults (Staff)

All allegations against staff must be reported immediately to the DSL who will ensure that the matter is referred to the Local Authority Designated Officer (LADO) and notified to Ofsted.

If your concern is about the DSL/manager, contact the LADO on 01344 351572 or MASH 01344 3520005 or Emergency Duty team on 01344 351999

We will not attempt to conduct our own investigation, unless we have been specifically instructed to do so by the lead safeguarding and child protection agencies. In all cases we will adhere to the following procedures:

- If any allegations of serious harm or abuse by any person living, working, or looking after children on the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) we will immediately inform them that an allegation has been made against them.
- We will not tell the person the nature of the allegations until we are given permission by the lead safeguarding and child protection agencies to do so.
- The person will be removed from any direct contact with the children and a risk assessment will determine whether or not the person will be suspended (this is not automatic). If suspended we will do so without prejudice.
- We will delegate an appropriate person from Tiggywinkles Pre-School with the skills needed to offer support to the person during his/her suspension and reinforce the importance of confidentiality within that role.
- We will contact the Local Authority Designated Officer. The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.
- If there are concerns that a criminal offence has been committed we will notify the Police straight away.
- We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegation. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

- If the parent of the child is not already aware of the concern we will immediately inform them and keep them up to date.
- We will fully cooperate at all times with any independent investigation which may include a multi-agency 'position of trust co-ordination meeting' and will act on any advice given in relation to the allegation.
- If the allegation is founded, we will undertake our own organisation's disciplinary procedure process. If this leads to dismissal (or if the person leaves prior to the disciplinary outcome but the conduct is likely to have resulted in dismissal) we will refer the individual's name to the Disqualification and Barring Service (DBS) for them to decide if the individual is suitable to continue to work with children.
- If it is not proven, we will conduct our own internal investigation to ensure that practice is reviewed and lessons are learnt. In addition, we will follow any advice given.
- If an allegation is determined to be false, the DSL will refer the matter to Children's Social Care to determine whether the child or adult who made the allegation is in need of services, or may have been abused by someone else. In the rare event that an allegation is shown to have been deliberately invented or malicious, the proprietor will consider whether any disciplinary action is appropriate against the person who made it, or the police should be asked to consider whether any action might be appropriate against the person responsible if the person who made the allegation was not a child.

In cases where it is decided on the conclusion of the case is that a person who has been suspended can return to work the Pre-school will consider how best to facilitate that. We appreciate that most people will benefit from some help and support to return to work after a very stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The Pre-school will also consider how the person's contact with the adult, child or children who made the allegation can best be managed if they are still attending the Pre-school.

Please note the above procedures must be carried out whether the allegations relate to harm or abuse on the premises or elsewhere.

Staff Responsibilities

It is the responsibility of any member of staff who witnesses any inappropriate conduct/behaviour between any adult and child to report this to the DSL (or the person in charge). This also includes inappropriate behaviour displayed by other members of staff, or any other person working with 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. If the concern is about the Proprietor or Manager you should contact Bracknell Forest Council Multi Agency Safeguarding Hub, the LADO or Local Safeguarding Children Board and follow their guidance. Ofsted must also be informed and all contact numbers are contained in this policy.

Inappropriate conduct/behaviour includes **but is not limited to:**

- inappropriate use of language;
- inappropriate/rough handling of children;
- smacking, slapping, biting, pushing etc;
- leaving children in a distressed state;
- force feeding a child;
- denying children food or drink;
- putting a child in physical danger e.g. not using a harness in a highchair or pushchair;
- not following the correct First Aid and Health and Safety Procedures;
- humiliating children;
- shouting at and/or intimidating a child;
- leaving children alone/unattended.

Failure to immediately inform the DSL (Designated Safeguarding Lead) or the person in charge of any abuse or potential abuses witnessed will result in disciplinary action.

Whistleblowing (Public Interest Disclosure Act 1998)

All staff are expected to report any concerns that they observe, hear about or in any other way become aware of. Concerns may relate to staff working in the setting, visitors to the setting or former staff previously employed at the setting. Concerns may include, inappropriate language, attitudes, conduct or behaviour. Failure to disclose such a concern may result in disciplinary action. To support staff to meet this expectation, all staff will be asked, as part of their scheduled supervision and appraisal sessions, 'are you

concerned about anyone's behaviour, language, attitudes or conduct?' The member of staff's response will be recorded as part of the notes from the meeting.

If you feel you are unable to raise an issue with management or feel that genuine concerns are not being addressed, other channels are open for you to report your concerns:

NSPCC WHISTLEBLOWING ADVICE LINE:

0800 0280285 (08:00 – 20:00 MONDAY TO FRIDAY 09:00 – 18:00 WEEKENDS)

Email: help@nspcc.org.uk

Alternatively, write to:

NSPCC, Weston House, 42 Curtain Road, London, EC2A 3NH

OFSTED GUIDANCE REGARDING MAKING COMPLAINTS ABOUT A CHILDCARE PROVIDER:

Complaints procedure – Ofsted – GOV.UK (www.gov.uk)

GENERAL GUIDANCE ON WHISTLEBLOWING:

<https://www.gov.uk/whistleblowing>

Safe Caring Practice

All staff are expected to conduct themselves in an open and professional manner at all times, both in the setting and outside of the work environment. Where possible, staff should work in open areas where they can be observed by other adults. Lone working with children (other than when performing intimate care procedures which require privacy and dignity for the child) should only take place with prior agreement from the Pre-school manager. Staff must act in a way that cannot be misconstrued and avoid any physical interaction with children that could be misinterpreted for example tickling and play fighting with children. Staff must not establish 'special' relationships with children or their parents and any contact outside of the setting (including babysitting or other care arrangements made privately) must be notified to the Pre-school manager.

Safe Recruitment (For further details see our Safer Recruitment Policy)

We ensure that all staff are suitable to work with children by:

Following safer recruitment practice including:

- arranging a rigorous recruitment process starting with advertising all posts,
- shortlisting and interviewing candidates;
- retaining interview notes and findings;
- verifying identity;
- checking that they have a right to work in the UK;
- ensuring that they have a current and valid CRB disclosure certificate including vetting and barring information;
- obtaining references from professional sources, including the current or most recent employer and/or employers from similar professional posts before they commence employment;
- verification of references before they commence employment;
- checking that successful candidates are medically suitable to work with children;
- ensuring that candidates have made disclosures about convictions, cautions and disqualifications by association;
- ensuring close monitoring of staff while in their probationary period of employment.

Following a successful appointment new staff undertake a formal induction programme and a period of probationary employment.

Disqualification by Association

All staff are aware of the Disqualification by Association regulation and following appointment staff sign regular disclosures to confirm that to their knowledge they are not disqualified by association.

Online safety

It is important that children and young people receive consistent messages about the safe use of technology and can recognise and manage risks posed in both the real and the virtual world.

Terms such as 'e-safety', 'online', 'communication technologies' and 'digital technologies' refer to fixed and mobile technologies that adults and children may encounter, now and in the future, which allow them access to content and communications that could raise issues or pose risks; the issues are:

Content – being exposed to illegal, inappropriate or harmful material

Contact – being subjected to harmful online interaction with other users

Conduct – personal online behaviour that increases the likelihood of, or causes, harm

I.C.T Equipment

- The Pre-school headteacher ensures that all computers have up-to-date virus protection installed.
- School phones are only used by educators for the purposes of observation, assessment, and planning and to take photographs for individual children's learning journeys.
- Phones remain on the premises and are always stored securely when not in use.
- Staff follow the additional guidance provided with the system
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Internet access

- Children never have unsupervised access to the internet.
- The pre-school headteacher ensures that risk assessments in relation to e-safety are completed.
- Only reputable sites with a focus on early learning are used (e.g. CBeebies).
- Video sharing sites such as YouTube are not accessed due to the risk of inappropriate content.
- Children are taught the following stay safe principles in an age-appropriate way:
 - only go online with a grown up
 - be kind online **and** keep information about me safely
 - only press buttons on the internet to things I understand
 - tell a grown up if something makes me unhappy on the internet
- Staff support children's resilience in relation to issues they may face online, and address issues such as staying safe, appropriate friendships, asking for help if unsure, not keeping secrets as part of social and emotional development in age-appropriate ways.
- Staff report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at www.iwf.org.uk.

The Pre-school headteacher ensures staff have access to age-appropriate resources to enable them to assist children to use the internet safely.

Our strategies to minimise risk include:

- Apps, websites and search results are checked before using them with children.
- Our children are always be supervised when accessing the internet.
- We ensure that safety modes and filters are applied as default settings tend not to ensure a high level of privacy or security. However, we still supervise the children closely.

- We role model safe behaviour and privacy awareness. We talk to children about safe use, for example ask permission before taking a child's picture even if parental consent has been given.
- We inform our understanding of how technology is used within the home and the context of the child with regards to technology with parents.
- Privacy settings are checked to make sure personal data is not being shared inadvertently or inappropriately. (source: <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-guidance-for-practitioners>)

Camera, Recording Device and Photographic Image Use

At Tiggywinkles Pre-School we recognise that photographs and video recordings play an important part in the life of the Pre-school. Any and all photographs and or video recordings are taken using Tiggywinkles technology and is monitored by the Pre-school headteacher. We ensure that any photographs or recordings taken of children in our Pre-school are only done with prior written permission from each child's parent. We obtain this when each child is registered and update it if a parent changes their mind. Children are given the opportunity to consent to their photograph being taken, even if parent/carer permissions are in place.

We ask for individual written permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our Pre-school website, brochure and the local press. We ensure that parents understand (and consent in writing) that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take photographs or recordings of a child on their own cameras, mobiles or other devices and may only use those provided by the Pre-school. The Pre-School Manager will monitor all photographs and recordings to ensure that the parent's wishes are met. Where possible, children are asked if they are happy to have their photo taken and staff adhere to their wishes.

Parents and visitors are **not** permitted to use any recording device or cameras (including those on mobile phones) on the Pre-school premises without the prior consent of the Manager.

During special events, for example Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental consent. We ask parents not to post photos of events such as Christmas parties or concerts on any social media websites/areas without permission from parents of all the children included in the picture.

Mobile Phone and Social Networking policy

At Tiggywinkles Pre-School we promote the safety and welfare of all children in our care. We expect our staff to be completely attentive during their hours of work to ensure all children in the Pre-school receive good quality care, supervision and education. Therefore, to ensure the safety and wellbeing of children we do not allow staff to use personal mobile phones during working hours. Staff ensure that contact details of the setting are known to family and people who may need to contact them in an emergency and that they have the Pre-school headteachers contact number.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the Pre-school, Pre-school staff, parents or children. We ask parents and visitors to respect and adhere to our policy.

Staff must adhere to the following:

- mobile phones are either turned off or on silent and not accessed during working hours;
- mobile phones can only be used on a designated break and then this must be away from the children;
- mobile phones should be stored safely in the Pre-school office at all times during the hours of your working day;
- photographs must not be taken of the children on any phones, either personal or Pre-school owned without the prior agreement and consent of the manager;
- staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the Pre-school's reputation or relate to the Pre-school or any children attending the Pre-school in any way;

- staff must not post anything on to social networking sites that could offend any other member of staff or parent using the Pre-school;
- if staff choose to allow parents to view their page on social networking sites, this relationship must remain professional at all times (although this will be strongly discouraged);
- if any of the above points are not followed then the member of staff involved will face disciplinary action, which could result in dismissal.

Parents and visitors use of mobile phones and social networking

- We recognise that there may be emergency situations which necessitate the use of a mobile telephone. However, in order to ensure the safety and welfare of children in our care, parents and visitors are not permitted to use mobile telephones whilst in the Pre-school or when collecting or dropping off their children. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day. Visitors are advised of a private space where they can use their mobile.
- We promote the safety and welfare of all staff and children and therefore ask parents and visitors not to post, publicly or privately, information about any child on social media sites such as Facebook and Twitter. We ask all parents and visitors to follow this policy to ensure that information about and photos of children do not fall into the wrong hands.
- Parents/visitors and staff are invited to share any concerns regarding inappropriate use of social media through the official procedures (please refer to the partnership with parent's policy, complaints procedures and grievance policy).

Use of social media - staff

Staff are expected to:

- understand how to manage their security settings to ensure that their information is only available to people they choose to share information with
- ensure the organisation is not negatively affected by their actions and do not name the setting
- are aware that comments or photographs online may be accessible to anyone and should use their judgement before posting
- are aware that images, such as those on Snapshot may still be accessed by others and a permanent record of them made, for example, by taking a screen shot of the image with a mobile phone
- observe confidentiality and refrain from discussing any issues relating to work
- not share information they would not want children, parents or colleagues to view
- set privacy settings to personal social networking and restrict those who are able to access
- not accept service users/children/parents as friends, as it is a breach of professional conduct
- report any concerns or breaches to the designated safeguarding lead in their setting
- not engage in personal communication, including on social networking sites, with children and parents with whom they act in a professional capacity. There may be occasions when the educator and family are friendly prior to the child coming to the setting. In this case information is shared with the manager and a risk assessment and agreement in relation to boundaries are agreed

Use/distribution of inappropriate images

- Staff are aware that it is an offence to distribute indecent images and that it is an offence to groom children online. In the event of a concern that a colleague is behaving inappropriately, staff advise the designated safeguarding lead who follows procedure 06.02 Allegations against staff, volunteers or agency staff.

Cyber Bullying

If staff become aware that a child is the victim of cyber-bullying at home or elsewhere, they discuss this with the parents and refer them to help, such as: NSPCC Tel: 0808 800 5000 www.nspcc.org.uk or ChildLine Tel: 0800 1111 www.childline.org.uk

Paediatric First Aid Training

All teaching staff employed by Tiggywinkles Pre-School hold valid and current Paediatric First Aid qualifications that have been undertaken using certified First Aid Training Providers. In case of emergencies, staff have instant access to an Airway Clearance device, located next to the First Aid Kit on the rear shelf in the kitchen along with any emergency medical equipment required by the children (inhalers, epi-pens, etc),

Safer Eating

We obtain information regarding special dietary requirements, preferences, food allergies and intolerances that a child has as well as any special health requirements when they join the pre-school. Information is shared with all staff as we all may prepare and handle snack and a detailed allergy chart can be found clearly displayed in the kitchen. It is the responsibility of the Pre-school Head teacher and/or Chef to ensure the requirements of the children are met.

We have ongoing discussions with parents/carers and health care professionals where necessary, to develop allergy action plans for managing any known allergies and intolerances. This information is shared with staff and updated as required.

All staff hold a Paediatric First Aid certificate and have undertaken Food Allergy and Intolerance Training. In case of emergencies, an Airway Clearance device is located next to the First Aid Kit on the rear shelf in the kitchen along with any emergency medical equipment required by the children (inhalers, epi-pens, etc)

- At least one member of staff is allocated a table each lunch time (no more that 6 to a table) and sits with the children in order that they can be alert to any emergencies and ensure that the children are eating safely and note any unusual behaviour or occurrence.
- At least one Paediatric First Aider is present during children's mealtimes and snack.

Important Contacts

Designated Safeguarding Lead is: Julie Stephens

Designated Safeguarding Deputy (Back up) is: Sasha Pheby

Contact	Phone Number	Further contact details
Bracknell Forest Multi Agency Safeguarding Hub (MASH)	01344 352005	MASH@bracknell-forest.gov.uk For staff to record concerns: https://forms.bracknell-forest.gov.uk/popup.aspx/RenderForm/?F.Name=q2u9prD64sp
Emergency Duty team (5pm – 9am and weekends)	01344 351999	
LADO	01344 351572	https://bracknellforestsafeguarding.org.uk
Thames Valley Police	0845 8505 505	
Berkshire Child Death Administrator	01189 876256	
NSPCC	0800 800 5000	https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/report/
Child Line	0800 1111	www.childline.org.uk
BFC Safeguarding Board (The DSL must visit the website monthly and discuss updates or changes, informing staff and updating this policy where necessary)	01344 352005	https://www.proceduresonline.com/berks/bracknell/p_report_concerns.html
OFSTED	0300 123 1231	Enquiries@ofsted.gov.uk Ofsted Piccadilly Gate Store Street Manchester M1 2W