



Safeguarding Children and Child Protection



The
Little Green Frog
Nursery & Pre-School

Our safeguarding principles

- We listen to each individual child.
- We respect every child's right to make choices about their own body.
- We support children to become resilient so that they can overcome adversities in their lives.
- We are advocates for the children in our care.
- We are aware that abuse could happen in our nursery
- We are aware that that we must take a multi layered approach to protecting children from abuse. There is not one method alone that can protect them but rather a variety of safeguards that must be employed.

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8.1 Related policies

Access, storage and retention of information policy.

Alcohol and substance misuse policy.

Allergies and allergic reactions.

Arrivals and departures.

Children sleeping policy

Critical incident policy

Data protection and confidentiality policy

Emergency lockdown policy

GDPR privacy notice

Health, safety and medication policy.

Late collection and non-collection policy.

Missing child procedures

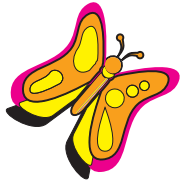
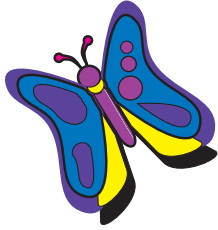
Nutrition and mealtimes policy

Promoting fundamental British values

Recruitment, selection and suitability of staff.

Smoking and vaping

Special educational needs and disabilities policy.



2 General statement of policy

Our nursery will work with children, parents and the community to ensure the safety of children and to give them the very best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

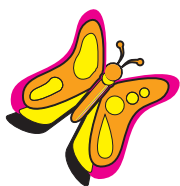
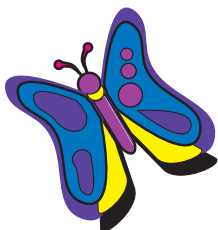
To this end we will:

- Keep the child at the centre of all we do, providing sensitive interactions that develop and build children's well-being, confidence and resilience
- Support children to develop an awareness of how to keep themselves safe, healthy and develop positive relationships
- Be aware of the increased vulnerability of children with Special Educational Needs and Disabilities (SEND), isolated families and vulnerabilities in families, including the additional potential impact of the trio of vulnerabilities on children and Adverse Childhood Experiences (ACEs)
- Ensure that all staff feel confident and supported to act in the best interest of the child, maintaining professional curiosity around welfare of children, sharing information, and seeking help that a child may need at the earliest opportunity
- Ensure that all staff are trained at their induction and take part in regular safeguarding and child protection training as part of their CPD.





- All staff are updated regularly with child protection procedures and kept informed of changes to local and/or national procedures, including thorough staff meetings, memos and other nursery communications.
- Make any child protection referrals in a timely way, sharing relevant information as necessary in line with procedures set out by Leeds City Council.
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that staff identify, minimise and manage risks while caring for children
- Follow clear whistleblowing procedures by taking any appropriate action relating to poor or unsafe practices and allegations of serious harm or abuse against any person working with children including reporting such allegations to Ofsted and other relevant authorities
- Ensure parents are fully aware of our safeguarding and child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by Leeds City Council.



To safeguard children and promote their welfare we will:

- Develop a safe organisational culture where staff are confident to raise concerns about professional conduct
- Ensure all staff are able to identify the signs and indicators of abuse, including the softer signs of abuse, and know what action to take
- Know that young children may not be able to understand when something happening to them is abuse
- Ensure a shared understanding of all children's individual needs, particularly children with SEND
- Understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives, including being aware of the range of support available for families
- Share information with other agencies as appropriate.



Designated Safeguarding Lead (DSL)

Izzy and Ruth are the Designated Safeguarding Leads for The Little Green Frog Nursery. They have been trained in safeguarding children and attend annual updates. They will support staff by providing regular advisory information and informing them about what to do if they have any concerns about children's safety.

There is always at least one DSL on duty during the opening hours of the setting. They may be at nursery or contactable by phone if they are off the premises.

In the unlikely event that it isn't possible to contact Ruth or Izzy, and to ensure immediate action can be taken, go to the Leeds Safeguarding Children Partnership website and follow the "Concerned about a child" links.





3 Definitions of abuse and neglect

Definition of significant harm

The Children Act 1989 introduced the concept of significant harm as '*the threshold that justifies compulsory intervention in family life in the best interests of children*'. It gives LAs a duty to make enquires to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

Whilst there are no absolute criteria to rely on when judging what constitutes significant harm, consideration should be given to:

- The severity of the ill-treatment, including the degree of harm
- The extent and frequency of abuse and/or neglect
- The impact this is likely to have, or is having, on the child involved.

This may be a single traumatic event, such as a violent assault, suffocation or poisoning, or it can be a combination of events (both acute and long-standing) that impairs the physical, intellectual, emotional, social or behavioural development of the child.

Definitions of abuse and neglect

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused within a family, institution or community setting by those known to them or, more rarely, a stranger.

Perpetrators of abuse can be an adult, or adults, another child or children.

Further reading: *What to do if you're worried a child is being abused: Advice for practitioners and Working together to safeguard children* – copies available in the nursery staff room, office or online.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but can help to indicate that something may be wrong, especially if a child shows a number of these symptoms, or any of them to a marked degree.

Indicators of child abuse

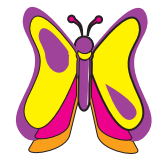
- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Significant changes to behaviour patterns.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include:

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Emotional states: Fearful, withdrawn, low self-esteem.





Behaviour: Aggressive, habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parent disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Fabricated or induced illness (FII)

This abuse is when a parent fabricates the symptoms of, or deliberately induces, illness in a child. The parent may seek out unnecessary medical treatment or investigation. They may exaggerate a real illness and symptoms, or deliberately induce an illness through poisoning with medication or other substances, or they may interfere with medical treatments. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

Female genital mutilation (FGM)

FGM is a procedure where the female genital organs are injured or changed with no medical reason. The procedure may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy, according to the community.

It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother, and/or death (definition taken from the *Multi-agency statutory guidance on female genital mutilation*). Other consequences include shock, bleeding, infections (tetanus, HIV and hepatitis B and C) and organ damage.

Breast ironing or breast flattening

Breast ironing, also known as breast flattening, is a process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or to delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. These actions can cause serious health issues such as abscesses, cysts, itching, tissue damage, infection, discharge of milk, dissymmetry of the breasts, severe fever.

Emotional abuse

Working together to safeguard children defines emotional abuse as 'the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's





emotional development.' Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur separately.

Examples of emotional abuse include:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving a child opportunity to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed, such as interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children
- A child seeing or hearing the ill-treatment of another.

A child may also experience emotional abuse through witnessing domestic abuse or alcohol and drug misuse by adults caring for them. In England, The Domestic Abuse Act (2021) recognises in law that children are victims of emotional abuse if they see, hear or otherwise experience the effects of domestic abuse.

Signs and indicators may include delay in physical, mental and/or emotional development, sudden speech disorders, overreaction to mistakes, extreme fear of any new situation, neurotic behaviour (rocking, hair twisting, self-mutilation), extremes of passivity or aggression, appearing to lack confidence or self-assurance.

Sexual abuse

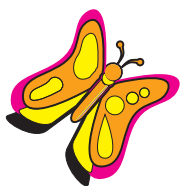
Sexual abuse involves forcing, or enticing, a child to take part in sexual activities. Sexual abuse does not necessarily involve a high level of violence and includes whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males are not the sole perpetrators of sexual abuse; women also commit acts of sexual abuse, as do other children. This policy applies to all children up to the age of 18 years.

Action must be taken if staff witness symptoms of sexual abuse including a child indicating sexual activity through words, play or drawing, having an excessive preoccupation with sexual matters or having an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls or toys or in the role-play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words.

Additional signs of emotional and physical symptoms are shown below.





Emotional signs	Physical signs
• Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age or stage of development • Personality changes, such as becoming insecure or clingy • Regressing to younger behaviour patterns, such as thumb sucking or bringing out discarded cuddly toys • Sudden loss of appetite or compulsive eating • Being isolated or withdrawn • Inability to concentrate • Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer • Becoming worried about clothing being removed.	• Bruises • Bleeding, discharge, pains or soreness in their genital or anal area • Sexually transmitted infections • Pregnancy.

Neglect

Working together to safeguard children defines neglect as '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 or development.'

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve adults involved in the care of the child failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect them from physical harm or danger
- Ensure adequate supervision (including the use of inadequate caregivers)
- Ensure access to appropriate medical care or treatment
- Respond to their basic emotional needs.

The NSPCC statistics briefing for 2024 has found neglect continues to be the most common form of abuse, with one in ten children in the UK having been neglected. Concerns around neglect have been identified for half of children who are the subject of a child protection plan or on a child protection register in the UK. Younger children are more likely than older children to be the subject of a child protection plan in England because of neglect, although research suggests that the neglect of older children is more likely to go overlooked.

Signs of neglect include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them),





arriving at nursery in the same nappy they went home in, or a child having an illness or identified special educational need or disability that is not being addressed. A child may be persistently hungry if a caregiver is withholding, or not providing enough, food. A child who is not receiving the attention they need at home may crave it from other adults, such as at nursery or school.

Domestic abuse

The definition of domestic abuse from the Domestic Abuse Act, 2021 is:

Behaviour of a person (A) towards another person (B) is 'domestic abuse' if:

- *A and B are each aged 16 or over and are personally connected to each other*
- *The behaviour is abusive.*

Behaviour is 'abusive' if it consists of any of the following:

- *Physical or sexual abuse*
- *Violent or threatening behaviour*
- *Controlling or coercive behaviour*
- *Economic abuse (any behaviour that has a substantial adverse effect on B's ability to acquire, use or maintain money or other property and/or obtain goods or services)*
- *Psychological, emotional or other abuse.*

It does not matter whether the behaviour consists of a single incident or a course of conduct.

Domestic abuse can happen to anyone regardless of gender, age, social background, religion, sexuality or ethnicity and domestic abuse can happen at any stage in a relationship.

Signs and symptoms of domestic abuse include:

- Changes in behaviour (for example, becoming very quiet, anxious, frightened, tearful, aggressive, distracted, depressed etc.)
- Visible bruising or single, or repeated, injury with unlikely explanations
- Change in the manner of dress (for example, clothes to hide injuries that do not suit the weather)
- Stalking, including excessive phone calls or messages
- Partner or ex-partner exerting an unusual amount of control or demands over work schedule
- Frequent lateness or absence from work.

All children can witness and be adversely affected by domestic abuse in the context of their home life. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children.

Where incidents of domestic abuse are shared by our own staff, students or volunteers we will respect confidentiality at all times and not share information without their permission. However, we will share this information, without permission, in cases of child protection or where we believe there is an immediate risk of serious harm to the person involved.

Contextual safeguarding

As young people grow and develop, they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.





As part of our safeguarding procedures, we will work in partnership with parents and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Child sexual exploitation (CSE) and Child criminal exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation (*Keeping children safe in education*).

Child sexual exploitation (CSE)

CSE is where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into **sexual** activity. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology and may be without the child's immediate knowledge such as through others copying videos or images they have created and posted on social media.

Signs and symptoms include:

- Physical injuries such as bruising or bleeding
- Having money or gifts they are unable to explain
- Sudden changes in their appearance
- Becoming involved in drugs or alcohol, particularly if it is suspected they are being supplied by older men or women
- Becoming emotionally volatile (mood swings are common in all young people, but more severe changes could indicate that something is wrong)
- Using sexual language beyond that expected for their age or stage of development
- Engaging less with their usual friends
- Appearing controlled by their phone
- Switching to a new screen when you come near the computer
- Nightmares or sleeping problems
- Running away, staying out overnight, missing school
- Changes in eating habits
- Talk of a new, older friend, boyfriend or girlfriend
- Losing contact with family and friends or becoming secretive
- Contracting sexually transmitted diseases.





Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any **criminal** activity. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Other examples include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country forced to shoplift or pickpocket, or to threaten other young people. Signs and symptoms of CCE are similar to those for CSE.



County Lines

The National Crime Agency (NCA) defines county lines as gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line.' Customers live in a different area to the dealers, so drug runners are needed to transport the drugs and collect payment.

Perpetrators often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. A child is targeted and recruited into county lines through schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and symptoms include:

- Changes in dress style
- Unexplained, unaffordable new things (for example, clothes, jewellery, cars etc.)
- Missing from home or school and/or significant decline in performance
- New friends with those who don't share any mutual friendships with the victim, gang association or isolation from peers or social networks
- Increase in anti-social behaviour in the community including weapons
- Receiving more texts or calls than usual
- Unexplained injuries
- Significant changes in emotional well-being
- Being seen in different cars or taxis driven by unknown adults
- A child being unfamiliar with where they are.



Cuckooing

Cuckooing is a form of county lines crime. In this instance, the drug dealers take over the home of a vulnerable person in order to criminally exploit them by using their home as a base for drug dealing, often in multi-occupancy or social housing properties.

Signs and symptoms include:

- An increase in people, particularly unknown people, entering or leaving a home or taking up residence
- An increase in cars or bikes outside a home





- A neighbour who hasn't been seen for an extended period
- Windows covered or curtains closed for a long period
- Change in resident's mood and/or demeanour (for example, secretive, withdrawn, aggressive or emotional)
- Substance misuse and/or drug paraphernalia
- Increased anti-social behaviour.



Child trafficking and modern slavery

Child trafficking and modern slavery is when children are recruited, moved, transported and then exploited, forced to work or are sold.

For a child to have been a victim of trafficking there must have been:

- *Action:* recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation
- *Purpose:* sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Modern slavery includes slavery, servitude and forced or compulsory labour and child trafficking. Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse.

Signs and symptoms for children include:

- Being under control and reluctant to interact with others
- Having few personal belongings, wearing the same clothes every day or wearing unsuitable clothes
- Being unable to move around freely
- Appearing frightened, withdrawn, or showing signs of physical or emotional abuse.

Forced marriage

A forced marriage is defined as 'a marriage in which one, or both spouses, do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure.'

Where incidents of forced marriage are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.

'Honour' based abuse (HBA)

HBA is described as 'incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.' (*Keeping children safe in education*). Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their 'honour' code. It is a violation of human rights and may be domestic, emotional and/or sexual abuse such as being held against their will, threats of violence or actual assault. It often

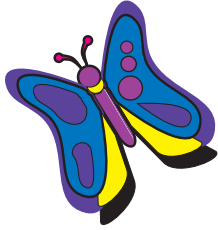




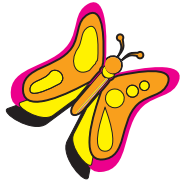
involves wider family networks or community pressure and so can include multiple perpetrators.

Signs and symptoms of HBA include:

- Changes in how the child dresses or acts, such as not 'western' clothing or make-up
- Visible injuries, or repeated injury, with unlikely explanations
- Signs of depression, anxiety or self-harm
- Frequent absences
- Restrictions on friends or attending events.



Where incidents of HBA are shared by our own staff, students or volunteers, we will respect confidentiality at all times and not share information without their permission. However, we will share this information without permission in cases of child protection, or where we believe there is an immediate risk of serious harm to the person involved.



Child abuse linked to faith or belief (CALFB)

Child abuse linked to faith or belief (CALFB) can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi-murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation
- Children's actions are believed to have brought bad fortune to the family or community.



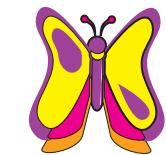
Extremism and radicalisation

The Counter-Terrorism and Security Act 2015 places a duty on early years providers "to have due regard to the need to prevent people from being drawn into terrorism", including safeguarding learners from extremist ideologies and radicalisation to prevent them from being drawn into terrorism. This is known as the Prevent Duty.

Children can be exposed to different views and receive information from various sources and some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism; usually it's a gradual process so those who are affected may not realise what's happening. Radicalisation is a form of harm.

The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.





For further information visit [The Prevent Duty](#) website.

Online safety

While the growth of internet and mobile device use brings many advantages, the use of technology has become a significant component of many safeguarding issues such as child sexual exploitation and radicalisation.

There are four main areas of risk associated with online safety:

- Content - being exposed to illegal, inappropriate or harmful material such as pornography, fake news, racist or radical and extremist views
- Contact - being subjected to harmful online interaction with other users such as commercial advertising or adults posing as children or young adults
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images and online bullying
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Report **online safety concerns** to the DSL and to the Child Exploitation and Online Protection Centre (CEOP): <https://www.ceop.police.uk/Safety-Centre/>
Inappropriate content received via email must be reported to the DSL and to the Internet Watch Foundation (IWF): <https://www.iwf.org.uk/en/uk-report/>

Up skirting/down blousing

Up skirting and down blousing are criminal offences. They involve taking pictures of someone's genitals, buttocks or other intimate images under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual.

4 Recording, reporting and reviewing suspicions of abuse of or disclosures from a child.

- We will always act on behalf of the child and will do everything possible to ensure the safety and welfare of any child and so will take all allegations of potential abuse seriously. All concerns reported to staff will be pursued, regardless of the nature of the concern and to whom the allegation relates.
- The person who has been the first point of contact and initially raised awareness of the safeguarding issue is responsible for ensuring that all necessary action is taken.
- As soon as you become aware of something that causes concern you must speak to one of the nursery DSLs about the concerns you have.
- If you feel the report is not being taken seriously or are worried about an allegation getting back to the person in question, then it is your duty to inform the local authority children's social care team yourself directly.
- Most of the children at nursery live in the Leeds area so this policy refers to The Leeds Safeguarding Children's Partnership. However, reports must be made to the local authority that corresponds to the child's address for example; Bradford or North Yorkshire. Check online for contact details.





Recording

Observations from the staff team, marks on children and disclosures are all important evidence when the child's circumstances are investigated. The nursery team must record and report this evidence thoroughly and as accurately as possible.

Staff may use a Safeguarding incident form or make a written record to with an objective account of any observations or disclosure. All records must include:

- child's name
- age of the child and date of birth
- date and time of the observation or the disclosure
- exact words spoken by the child
- exact descriptions of any marks or injuries that have given cause for concern
- name of the person to whom the concern was reported, with date and time; and the names of any other person present at the time.

All reports will be kept on the child's log on Nursery in a Box and hard copies will be kept with the child's physical file.

Please refer to our "How to complete a safeguarding incident form" guide for further details.

As records are reported and escalated a written log will be made of the full process.

Reporting

The nursery DSL will discuss the record of concern with the member of staff who has made the record and they can decide on the appropriate first steps towards getting more information or help for the child. The DSL will make reference to the document in the nursery office and staff room titled "**The request for service or referral pathways flow chart**" this document explains the difference between sections 17 and 47 of the 1989 and 2002 Children's Acts when safeguarding children.

If it is appropriate to share the concern with the child's family:

We will share the record with an appropriate family member at the first available opportunity and record any further information or explanation that the family member gives us.

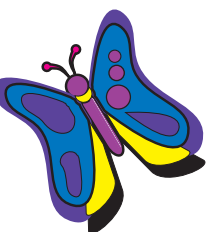
Records of this nature will be filed in the child's digital log and as hard copies. If the child makes further disclosures or gives more information around existing disclosures this will be recorded and all of the records will be reviewed as a whole so that we can determine whether or not further action needs to be taken.

If it is appropriate to seek advice:

As soon as is practical to do so the DSL will contact **The Duty and Advice Team at The Front Door Safeguarding Hub (Leeds Safeguarding Children's Partnership)** to report the concerns and seek advice. The DSL will also consider if it is appropriate to speak to the police at this stage and do so if necessary.

The team at the front door will advise of the appropriate next steps

Where possible we will inform the child's parents when a concern has been reported to the

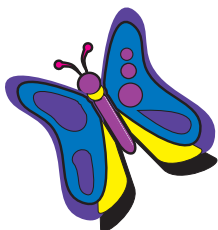




local authority. However, this may not be appropriate and we will always check and follow the advice of the duty and advice team.

Internet search “what to do if you are concerned for the safety of a child in Leeds” for the most up to date contact details for the duty and advice team and the front door.

If you are concerned that a child is being or is at immediate risk of being significantly harmed as a result of abuse you should call 999 and speak to the police.

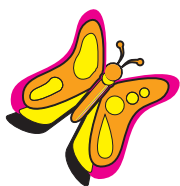


Review of concerns

It is essential that we place the child at the centre of the review process, seeking and listening to their thoughts, views and opinions, however they may be expressed.

Safeguarding incidents should always be reviewed in the context of everything that we know about the child and their life. The DSL must take time to consider each observation or disclosure to see if relates to anything that the child has said or done in the past and if this gives any indication of signs of abuse.

As part of the reviewing process the DSL will decide if and when a safeguarding incident is closed. This is to say that active monitoring of the situation will no longer be needed. However, should further incidents come to light, any closed incidents will be considered for relevance.



5 Reporting the abuse or misuse of images of children

If a member of staff, student or volunteer becomes aware of the abuse or misuse of images of children from the nursery, they must immediately notify the DSL who would need to review the information provided to decide on the next steps:

- If the image(s) involve suspected child abuse or illegal imagery, DSL to report to the Internet Watch Foundation (IWF)
- If there are concerns regarding online abuse, extortion, or the ways individuals are communicating with children or staff online, DSL to report to the National Crime Agency CEOP Command
- If a child under 18 has had an explicit image shared online, DSL to support the child and/or their parents to use the Childline Report Remove Tool for IWF review and removal
- Escalate safeguarding concerns to the LADO/MASH as required.



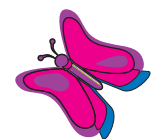
6 Confidentiality

Confidentiality shall be maintained at all times. Information shall be handled and disseminated on a need to know basis only.

The nursery safeguarding officers and the person who has made the initial record of concern or evidence will update each other on any progress or escalation of concerns or allegations.

The duty and advice team at the Front Door will advise on appropriate agencies that need to be involved and informed.

If uncertain about whether sensitive information can be disclosed to a third party, call the Information Commissioner's Office helpline on 0303 123 1113. They will provide advice about the particulars relating to each individual case, including information which can and cannot be





shared.

Record keeping and data protection

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate and in line with guidance of the Local Authority with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

The nursery keeps appropriate records to support the early identification of children and families which would benefit from early help. Factual records are maintained in a chronological order with parental discussions. Records are reviewed regularly by the DSL to look holistically at identifying children's needs.

Our Data protection and confidentiality policy will be applied with regards to any information received from an individual. Only persons involved in the investigation should handle this information although any investigating body will have access to all information stored in order to support an investigation.

7 Support for families and staff during safeguarding incidents

The nursery takes every step in its power to build up trusting and supportive relationships among families, staff, students and volunteers within the nursery.

The nursery will continue to welcome a child and their family whilst enquiries are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst any external investigations are carried out in the best interest of the child.

Staff must not make any comments either publicly or in private about the supposed or actual behaviour of a parent, child or member of staff.

The DSL will support staff throughout any of the processes listed above and will organise appropriate counselling should this be required.

8 Concerns about and allegations against staff, including low level concerns.

We encourage a culture of openness, trust and transparency, with clear values and expected behaviour, monitored and reinforced by all staff. All concerns or allegations, however small, will be shared and responded to. All concerns will be shared with the DSL, or other nominated person, as in our reporting procedures. We encourage concerns to be shared as soon as reasonably practicable and preferably within 24 hours of becoming aware of it. However, it is never too late to share a low-level concern.

It is not expected that staff will be able to determine whether the behaviour in question is a concern, complaint or allegation before sharing the information. If the DSL is in any doubt as to whether the information meets the harm threshold, they will consult the LADO (Local Authority Designated Officer).

Occasionally a member of staff may find themselves in a situation which could be misinterpreted or appear compromising to others. If this occurs, staff are encouraged to self-report to the DSL. Equally, a member of staff may have behaved in a manner which, on reflection, falls below the standards set in our Staff behaviour policy. If this occurs, staff are encouraged to self-report to the DSL. We encourage staff to be confident to self-refer and believe it reflects awareness of our standards of conduct and behaviour.

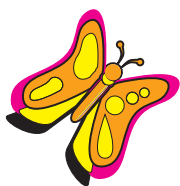




Awareness

All members of the nursery are made aware that allegations could be made against them if their behaviour gives any cause for concern and so during induction all members of the staff team are made aware of the following requirements:

- All members of staff should be aware of their own personal space.
- All members of staff must be aware of children's personal space
- No member of staff should be alone with a child on their own.
- Any intimate care carried out on a child should be carried out in an area where there are other members of staff present, for example when nappy changing the door to the play room must be left open.
- Adults should never ask a child to keep secrets.



Sharing low-level concerns about staff behaviour.

On occasion, inappropriate, problematic or concerning behaviour by staff or other adults is observed but does not meet the threshold for significant harm. This may be classed as a 'low-level' concern, although this does not mean that it is insignificant.

We define a low-level concern as:

- Any concern, no matter how small, that an adult working with children may have acted in a way that is inconsistent with our Staff code of conduct policy, including inappropriate behaviour outside of work
- A concern that may be a sense of unease or a 'nagging doubt' and does not meet the harm threshold or is serious enough to refer to the LADO.

The behaviour of the staff, student or volunteer may not relate directly to a particular child or children but may raise an issue or issues of concern with respect to safeguarding a child/children. This may potentially call into question the adult's suitability to work with children.

Examples of such behaviour (during working hours or otherwise) could include, but are not limited to:

- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating or offensive language
- Inadvertent or thoughtless behaviour
- Behaviour that might be considered inappropriate depending on the circumstances
- Behaviour which is intended to enable abuse.

Reasons to identify and respond to low-level concerns

We respond to all potential concerns about an adult's behaviour, including those which are considered low-level, in order to help create a culture where the safety of children is always





prioritised.

We believe that responding to low-level concerns gives a clear message that any form of inappropriate behaviour will not be tolerated. Staff are made aware that a concern can still be significant even if it does not meet the threshold of harm, recognising that, if left unaddressed, low-level concerns can escalate into more significant rule-breaking or even abuse.

In addition, through monitoring low-level concerns raised, we may identify training needs or improved staff induction.

Sharing low-level concerns

We recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to share low-level concerns so that they can be addressed appropriately. This ensures that adults consistently model our values and helps keep children safer.

We create this culture by:

- Ensuring all staff are clear about what appropriate behaviour is, and are confident in differentiating expected and appropriate behaviour from concerning, challenging or inappropriate behaviour, in themselves and other adults
- Ensuring adults understand what a low-level concern is and the importance of sharing low-level concerns
- Having clear policies and procedures so staff are confident to report any concerns
- Empowering staff to share any low-level concerns
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised
- Helping to reflect on and identify any weakness in the nursery safeguarding procedure
- Having clear procedures for recording, reviewing and responding to concerns.

A low-level concern about a member of staff should be reported to the Designated Safeguarding Lead (DSL) and the manager following the nursery Safeguarding children and child protection procedures. A written record will be made of the concern by the DSL/manager and kept on the staff members' log.

Responding to low-level concerns

Responding appropriately, following clear and consistent procedures, will help to protect our staff from potential false allegations or misunderstandings.

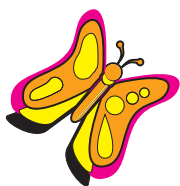
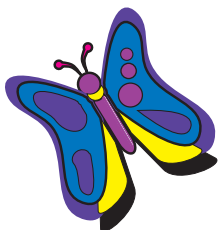
- If the concern is raised via a third party, the DSL/manager will collect evidence where necessary by speaking directly to the staff who raised the concern, unless it has been raised anonymously, regardless of whether a written summary or low-level concerns form has been provided
- If the staff member who raises the concern does not wish to be named, then the nursery should respect that person's wishes as far as possible. However, there may be circumstances where the staff member who raises the concern will need to be named (for example, where it is necessary in order to carry out a fair disciplinary process) and, for





this reason, anonymity should never be promised to members of staff who share low-level concerns. Where possible, we will encourage staff to consent to be named, as this will help to create a culture of openness and transparency

- The DSL/manager will speak to any potential witnesses, unless advised not to do so by the LADO/other relevant external agencies, where they have been contacted
- The DSL/manager will speak to the staff member about whom the low-level concern has been raised, unless advised not to do so by the LADO/other relevant external agencies, where they have been contacted
- The DSL/manager will use the information collected to categorise the type of behaviour and determine any further action, in line with our staff Code of conduct
- Allegations that meet the harm threshold will be referred to the LADO for advice
- Low-level concerns that the nursery feel may need further guidance on will be referred to the LADO for advice
- Low-level concerns that the nursery feel we can deal with internally will be dealt with via the nursery Safeguarding children and child protection procedures and/or Disciplinary procedures
- Where a low-level concern relates to agency staff, we will notify the agency, so any potential patterns of inappropriate behaviour can be identified.



Record keeping

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern was raised, any action taken and the reasons for decisions and action taken.

Records will be:

- Reviewed so that potential patterns of concerning, difficult or inappropriate behaviour can be identified
- Retained at least until the volunteer, student or staff leaves employment at the nursery
- Kept confidentially, held securely and comply with Data Protection Act 2018 (DPA 2018) and UK GDPR procedure.



Reviewing low-level concerns

When reviewing records of low-level concerns, patterns of concerning, challenging or inappropriate behaviour may be identified. When this occurs, the DSL/manager will decide on a course of action, which may include:

- Disciplinary investigation and/or proceedings
- Management advice, including recommendations for training
- Referral to the LADO (where a pattern of behaviour moves from a concern to meeting the harm threshold).



Pre-employment references

We will not include low-level concerns in references unless:

- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority(LADO) and is found to be substantiated and/or
- The concern (or group of concerns) relates to issues which would be included in a reference, such as misconduct or poor performance.

Whistle blowing





The Little Green Frog Nursery assures that all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a colleague is, or may be, abusing a child. However; if the staff member feels that they are not comfortable to talk to the designated safeguarding leads (DSLs) or is unhappy with the result of a conversation with the DSLs then they may contact the Ofsted whistle blowing hotline, the LADO at Leeds City Council, the NSPCC or the police.

Whistleblowing is the term used when a member of the nursery team passes on information concerning wrongdoing.

All safeguarding allegations, internal or external, current or historical, must be passed on the DSL. We will cooperate fully with the authorities involved and follow any guidance given.

All concerns will be taken seriously by the senior leadership team.

This may result in the concern being escalated through our **Procedure to follow if an allegation is made against a member of staff.**

When an allegation is escalated a report will be made to the LADO, this is the Local Authority Designated Officer and all local authorities in England have a LADO team. It is the role of the LADO to coordinate all allegations and concerns made against a person who works with children in Leeds.

The LADO (Local Authority Designated Officer) will:

Provide advice and guidance to employers and voluntary organisations

Liaise with the police and other agencies

Monitor the progress of cases so that they are dealt with as quickly and fairly as possible.

To find contact details for the LADO use the internet to search Leeds LADO.

Despite all efforts to recruit safely, we at The Little Green Frog are aware that it is still possible that there will be occasions when allegations are made of abuse by staff or volunteers.

The **Procedure to follow if an allegation is made against a member of staff** should be applied when there is an allegation that anyone who works or volunteers at The Little Green Frog 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
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Has behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child but could, for example, include arrest for possession of a weapon.
- As a parent or carer has become subject to child protection procedures.
- Is closely associated with someone in their personal lives (eg partner, member of the family or other household member) who may present a risk of harm to the child/children for whom the member of staff is responsible for in their employment/volunteering.

Allegations can also relate to inappropriate relationships between members of staff and children or young people. For example:

- Having a sexual relationship with a child under 18 if in a position of trust and respect of



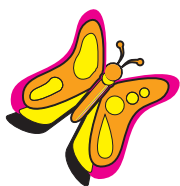


that child, even if consensual (Section 16 -19 Sexual Offences Act 2003)

- Grooming, i.e. meeting a child under 16 with intent to commit a relevant offence (Section 15 Sexual Offences Act 2003)
- Other grooming behaviour giving rise to concerns of a broader child protection nature, e.g. inappropriate text/e-mail messages or images, gifts, socialising etc
- Possession of indecent images of children.

Finally procedures should be applied if the employee/volunteer is...

- Living in the same household where another person who is disqualified lives or is employed. A person is disqualified if they are found to have committed an offence which is included in the 2009 Regulations (a relevant offence) "Disqualification under the Childcare Act 2006"



9 Procedure to follow if an allegation is made against a member of staff.

From the start:

- The person who is the subject of the allegations will be suspended on full pay pending investigation. This person should be advised to contact their union or professional association if they are a member of one.
- Parents or carers of a child or children involved should, where appropriate be told about the allegation as soon as possible if they do not already know of it. This includes the outcome of any disciplinary process.
- In cases where a child may have suffered significant harm or there may be a criminal prosecution, Children's Social Care or the police, as appropriate, should consider what support the child or children involved may need.
- The person who is the subject of the allegations will also be kept informed of the progress of the case.
- Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated/considered.
- The fact that a person resigns, takes early retirement or ceases to provide their services must not prevent an allegation from being fully investigated. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children.



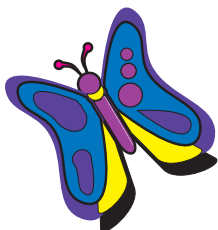
Record keeping and time scales:

- The nursery safeguarding officer will keep a clear and comprehensive record of any allegations made. This will include the name of the person making the allegations, dates of the events that have caused concern and full statement of the causes for concern.
- Records will also be kept giving details of how the allegation has been followed up and resolved, details of any action taken and decisions reached.
- These records will be kept on the files of the person who has made the allegation and the person about whom the allegation has been made.



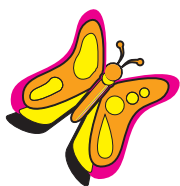


- The nursery DSL will contact Ofsted to make them aware of the report. It is important to ask for the correct and up to date procedure to follow.
- The purpose of the record is to provide accurate information in response to any future request if, as it sometimes happens allegations resurface after a period of time.
- It is in everyone's interests to resolve cases as quickly as possible consistent with a fair and thorough investigation. Every effort should be made to manage cases to avoid unnecessary delay.



Considerations for reporting an allegation:

- Procedures need to be applied with common sense and judgement.
- Some allegations will be so serious as to require immediate referral to social care and the police, others may be much less serious and at first sight may be dealt with by internal investigation.
- It is important to ensure that even apparently less serious allegations are followed up and that they are examined quickly and thoroughly.
- The LADO will support the nursery in considering how best to proceed with an investigation.
- Any safeguarding concern can be discussed and referred through **The duty and advice team at the Front Door** at Leeds safeguarding children's partnership..
- The person who is the subject of the allegation should be informed as soon as possible after consulting with the LADO. However if it is the case that the police or children's social care need to be involved this should not be done until those agencies have been consulted and have agreed what information can be disclosed to the person.
- If there is cause to suspect a child is suffering or is likely to suffer harm (section 47 1989 and 2002 Children Acts) the DSL will take advice from the LADO



10 Online safety

Our nursery is aware of the growth of the internet and technology and the advantages this can bring to everyday life. However, it is also aware of the dangers it can pose and we strive to support children, staff and families to use the internet safely.

We refer to '[Safeguarding children and protecting professionals in early years settings: online safety considerations](#)' to support this policy.

The Designated Safeguarding Lead is ultimately responsible for online safety concerns. All concerns need to be raised as soon as possible to Ruth and/or Izzy.

The breadth of issues included within online safety is considerable, but can be categorised into three areas of risk:

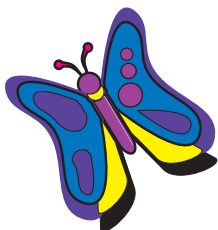
1. **Content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views
2. **Contact:** being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults, and
3. **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Within the nursery we aim to keep children, staff and parents safe online. Our safety measures include:

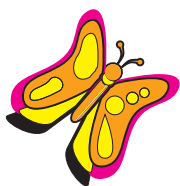




- Ensuring we have appropriate antivirus and anti-spyware software on all devices and update this as necessary.
- Ensuring content blockers and filters are on all our devices, e.g. computers, laptops, tablets and any mobile devices
- Ensuring all devices are password protected and have screen locks.



- Providing secure storage of all nursery devices at the end of each day
- Ensuring no social media or messaging apps are installed on nursery devices
- Reviewing all apps or games downloaded onto devices ensuring they are age and content appropriate
- Using only nursery devices to record and/or photograph children in the setting
- Ensuring that staff do not use personal electronic devices with imaging and sharing capabilities, including mobile phones, smart watches and cameras



Reporting emails with inappropriate content to the internet watch foundation (IWF www.iwf.org.uk)

Teaching children how to stay safe online and report any concerns they have

Ensuring children are supervised when using internet connected devices

Talking to children about 'stranger danger' and deciding who is a stranger and who is not; comparing people in real life situations to online 'friends'

When using online video chat, such as Zoom, Teams, Skype, FaceTime etc. (where applicable) discussing with the children what they would do if someone they did not know tried to contact them

Providing training for staff in online safety and understanding how to keep children safe online.

We encourage staff and families to complete a free online safety briefing, which can be found at <https://ndna.org.uk/product/free-online-safety-in-early-years/>

Staff modelling safe practice when using technology with children and ensuring all staff abide by an acceptable use policy such as instructing staff to use the nursery IT equipment for matters relating to the children and their education and care only. No personal use will be tolerated.

Monitoring children's screen time to ensure they remain safe online and have access to material that promotes their development. We ensure that their screen time is within an acceptable level and is integrated within their programme of learning

Making sure the physical safety of users is considered, including the posture of staff and children when using devices

Being aware of the need to manage our digital reputation, including the appropriateness of information and content that is posted online, both professionally and personally. This is continually monitored by the setting's management

Ensuring all electronic communications between staff and parents is professional and takes place via the official nursery communication channels, e.g. the setting's email addresses and telephone numbers. This is to protect staff, children and parents

Signposting parents to appropriate sources of support regarding online safety at home.

Appropriate conversations with children about internet use.

During the course of a nursery day opportunities may arise to talk about how children use the internet. In keeping the conversations open and non-judgemental we can support children's internet skills and help them to keep themselves safe online.

Please refer to our "**How to talk to children about internet safety**" guide for further details.





11 Mobile phone and image capturing (including smart watches) devices

Staff Team

We do not allow personal electronic devices with imaging and sharing capabilities to be used in the children's rooms.

This includes mobile phones, smart watches and ipads/tablets etc and these devices are not permitted in the children's rooms or the outside play areas. The only areas where staff are permitted to use their mobile phone or other devices is in the staff room or the nursery office.

All staff mobile phones etc should be left in the staff room and switched to silent mode.

If a member of staff needs to be contacted during the nursery day they may be contacted via the nursery land line or may leave their mobile phone in the office.

The only exception to this is if you are taking your phone on a walk out of the nursery with the children: in this case one member of staff should take their mobile phone so that they can contact nursery/emergency services if needed. Personal calls, texts etc are NOT permitted in this circumstance.

The nursery staff team will NEVER use a personal device for taking photos/video in the nursery. The nursery iPads are available to take photographs for the children's profiles and the nursery social media.

If any member of the team has their mobile phone in the children's room, they will be subject to disciplinary procedures.

Parents

Parents may bring mobile phones or other devices into nursery but these are not to be used in the children's areas of the nursery. Any devices should be placed in a pocket or bag so that it cannot be used while in the children's areas.

Parents may use their phone in the nursery office (if they are in the office already), hallway or carpark.

If a member of staff is aware of a parent using their phone in the children's rooms then they will challenge the behavior and politely ask the parent to use their phone outside or put it away.

Visitors

Visitors to the nursery are also not permitted to use their phones and devices in the children's rooms. They may use their phone in the staff room, nursery office or in the car park.

If a member of staff is aware of a visitor using their phone in the children's rooms then they will challenge the behavior and politely ask the visitor to use their phone outside or put it away.

12 Photography and filming of children

We have a responsibility to promote the welfare of all babies and children through taking, sharing and using images of children safely so that they do not inadvertently experience abuse through:

- Images being misused out of context or modified using AI, for example to create child abuse images
- A child being identified for the purpose of future grooming and abuse
- A vulnerable child being identified by an existing perpetrator of abuse





- A child or family being located or targeted, such as for identity theft or impersonation

Our aim is that filming and photography of babies and children during the course of the nursery day should be kept to a minimum. This is because:

- Time spent taking photographs or films takes staff away from their valuable work of interacting and playing with the children.
- We do not want children to feel as though their actions and experiences are only valid if filmed or photographed.
- We do not want children to feel as though their image, and by extension they themselves, should be made available for the purpose of entertaining others or to be aesthetically pleasing. When children are old enough to make the choice to do this, they may do so and this is acceptable.

The main reasons that babies and children may be photographed or filmed within nursery include:

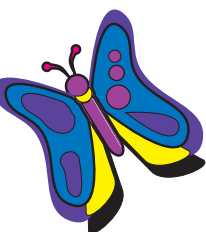
- To identify children's items/spaces within nursery, for example; peg pictures, birthday chart, meal times place settings, child records etc.
- To inform families of day to day events and shared via our nursery software system.
- To create keepsake images that may be used as gifts.
- The nursery website
- Nursery social media accounts
- News or other media articles
- During family/public events such as a party or Otley carnival.

In consideration of photographs and films made for use within nursery, on our website or social media, we seek to keep our babies and children safe by:

- Asking parents to sign a permission form, supplying written consent to use children's images for specific purposes as detailed on the permission form.
- Not naming the children whose images are being used in our published material
- Never publishing personal information about individual children and disguising any identifying information (for example, our setting name or logo)
- Reducing the risk of images being copied and used inappropriately by:
 - Only using images of children in appropriate clothing.
 - From August 2026 we ensure that children are not identifiable on our social media accounts and do so by taking images from a distance or by excluding the child's face when making images of their engagement in an activity e.g. just their hands, feet or back of head.
 - Using images that positively reflect children's involvement in the activity, experience or event and avoid images that may be prone to misinterpretation or misuse
 - Regularly reviewing the photo and video content on our website and social media platforms to assess if they meet the guidelines.
- Following our reporting procedures if we become aware of the abuse or misuse of images of our children.

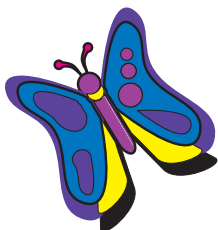
Photography and/or filming for personal use:

- We do not allow parents to take any pictures or videos while in the nursery or at nursery events



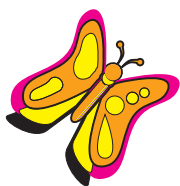


- We will share guidance about image sharing before the start of an event where parents or spectators are taking photographs or filming at our events and the images are for personal use, such as a summer party or the Otley Carnival.
- We will stipulate that photos taken during a private nursery event are not to be shared on social media
- If parents share photographs or images of their own children from the event, remind parents that there should be no clear identifying information and no other child must be present (unless permission from other parents is gained prior to sharing photographs and videos that include their child)
- Reminding parents to check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding parents to talk to the *manager/*designated safeguarding lead if they have any concerns about images being shared.



Photography and/or filming for setting use:

- Staff must only take images or videos using the setting's own devices, as per the Mobile phone and electronic device use policy
- If we hire a photographer for an event, we will seek to keep our children safe by:
 - Providing the photographer with a clear brief about appropriate content and behaviour
 - Ensuring the photographer has a written agreement with the setting covering copyright, permitted use, secure transfer and deletion of images once received by the setting
 - Ensuring the photographer has a relevant DBS check
 - Ensuring the photographer wears identification at all times
 - Informing children and their parents that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
 - If a parent does not consent to photographs/videos being taken, we will respect their wishes and make arrangements which will be agreed in advance with the photographer so they are aware not to take images of the child, ensuring that this is done in a way that does not single out the child or make them feel isolated. We will never exclude a child from an activity because we don't have consent to take their image
 - Ensuring the photographer does not have unsupervised access to children
 - Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.



We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

13 Social Media

It is of the utmost importance that high standards are maintained at the nursery and that the nursery image is upheld.

We use Facebook and Instagram to share posts, pictures and videos of the experiences and activities the children have accessed at nursery, as well as to post updates, reminders and links to best practice. We follow the Photographing and filming children section of this policy to inform





our decisions about when, who and what images to share on social media.

In order to safeguard children we ensure:

- We have prior written permission in place from parents before posting any images of children
- Only the designated person or management can post on our social media pages
- We monitor comments on all posts and address any concerns immediately.

Staff use of social media

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children. Public discussion of nursery business is against our confidentiality policy and our code of conduct. Therefore members of the nursery staff team are not permitted to discuss or mention their work on any social networking websites.

When considering contact with nursery families on social media nursery staff must be professional at all times. As Otley is a small community it is likely that nursery staff will have contact with or have legitimate personal reasons to follow/friend family members of the nursery children on social media sites, however it is important that professional relations and boundaries are maintained and contact with families of nursery children (through social media or otherwise) should not impact on the care and education given to the children.

When posting on social media and particularly public forums (e.g. Otley Our Town) we require that staff only make posts that their professional role within our community and ensure that photos and language used are appropriate.

All electronic communications relating to nursery work and the care of children between staff and parents should be professional and take place via the official nursery communication channels, e.g. work emails and phone numbers. Social media and personal phones or emails must not be used for this purpose.

Parents' and visitors' use of social networking

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, Instagram and Twitter. We ask all parents and visitors to follow this policy to ensure that information about children, images and information do not fall into the wrong hands.

We ask parents **not to**:

- Send friend requests to any member of nursery staff
- Screen shot or share any posts or pictures from the nursery on social media platforms (these may contain other children in the pictures)
- Post any photographs to social media that have been supplied by the nursery with other children in them (e.g. Christmas concert photographs or photographs from an activity at nursery).

We ask parents to:

- Share any concerns regarding inappropriate use of social media through the official procedures (please refer to the Parents as partners policy, Complaints and compliments policy).

Any reports of misconduct in this area will be investigated and taken very seriously.





14 Relationships with parents and family members of nursery children.

It is important that relationships with parents and family members are kept professional; this ensures that the children are the main focus of any communication between a member of the nursery team and any family member.

It is possible that a member of the nursery team may know family members of a nursery child outside of nursery, for example as a neighbor. In these cases it is important that the nursery team member uses the correct channels of communication. If there is a need to contact a child's family use the nursery phone or email to make contact and NEVER use a personal phone or email.

There may be times when nursery team members and family members of nursery children are attending the same social event and it is important at these occasions to remember that it is not appropriate at these times to discuss any aspects of the child's care, education or development or any aspect of nursery business.

15 Absence from Nursery

We are required to monitor children's attendance patterns and trends to ensure they are consistent and there is no cause for concern. We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child's absence.

If a child is absent without a notification from parents the nursery team will phone the family and record the reason for absence on the children's register. If the parents are not contactable then the emergency contacts numbers listed will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family.

If contact cannot be established then we would assess if a home visit were required to establish all parties are safe. If contact is still not established, we would assess if it would be appropriate to contact relevant authorities, including the police, in order for them to investigate further.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the Local Authority children's social care team to ensure the child remains safe and well.

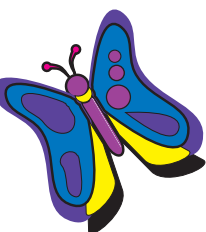
16 Knowing where everyone is

Children

All children must be signed in and out on the registers at the time that they arrive and leave again. In addition to this each day all children are recorded on a separate sheet of paper attached to the register so that it is easier for the adults in the room to see at a glance how many children are in the room.

Regular head counts must be carried out to ensure the whereabouts of all children is known.

When children come indoors from the outdoor area to use the toilet the member of the team outside should alert the member of the team inside.





Parents/carers

Parents and carers are only allowed to enter the nursery building if they are admitted by a member of the nursery team.

Upon entering areas of the nursery where children are the parent/carer will be greeted by a member of the team.

Parents and carers are not permitted to enter the children's toilet/ nappy changing areas unless accompanied by a member of the nursery team and where the team member deems it to be appropriate.



Staff Team

All staff sign in and out of the nursery, including if a member of the staff team leaves the nursery and returns during the nursery day.

Visitors

All visitors sign in and out of the nursery and are monitored by the nursery team at all times. If a member of the staff team encounters a stranger in the nursery, they will politely challenge them as to the reasons for their presence in nursery

