Section Two

Child Protection

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Safeguarding Children Policy

- Pillarwood Farm Pre-School is fully committed to our responsibility to safeguarding children from harm or abuse. The welfare of the children attending this setting is paramount and concerns about child abuse or risk to the child's wellbeing are taken seriously. This policy applies to all staff, management, students and volunteers working in the setting and the families accessing the setting.

- In accordance with the reformed EYFS, Pillarwood Farm Pre-school and Children's Woodland Adventures will have regard to the Government's Statutory Guidance 'Working Together to Safeguard Children' (EYFS requirement 3.7). We work within the guidelines set out by the Lincolnshire Safeguarding Children Board (LSCB) for Child Protection and Early Help. If we have concerns about children's safety or welfare the setting will notify agencies with statutory responsibilities without delay.

- Recruitment procedures ensure the suitability of staff and volunteers working with children and will follow EYFS welfare requirements with regard to the Disclosure and Barring Service (DBS) checks, and references. *(Those settings not Ofsted registered are advised to follow requirements laid down in the EYFS requirements and the Lincolnshire Safeguarding Children's Board to ensure good practice is met).*

- Where there is a delay in obtaining the enhanced DBS check, staff will not have unsupervised contact with children.

- All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before or during their employment at the setting. There is a process in place that updates the staff suitability form six monthly and the DBS updated online every six months. This process ensures suitability is looked at regularly and provides staff with opportunities to share such information.

- All staff are trained in the setting's safeguarding policy and procedures within the first week of employment and will be required to attend safeguarding training every six months.

- All staff are made aware of possible indicators of child abuse and the procedures for recording and reporting, through staff training both internal and external.

- The staff will be made aware of the importance of recognising reporting 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 (see whistle blowing policy) through staff training, both internal and external.

- Procedures are implemented for identifying, recording and reporting concerns.

- Pillarwood Farm Pre-School are committed to ensure that we provide a safe and nurturing environment, where children are protected from harm and staff are alert to any issues at home or elsewhere. The setting provides a safe environment in which children feel valued, can learn and develop, feel secure and are encouraged to talk and be listened to.

- We work within the guidelines set out by the Lincolnshire Safeguarding Children's Board which are underpinned by the statutory document entitled 'Working Together to Safeguard Children' (refer to procedure).

- A practitioner has been designated to take lead responsibility for safeguarding and liaising with local statutory children's services and with by the Lincolnshire Safeguarding Children's Board

- The designated lead practitioner is: David Hawes and second lead practitioner is Pauline Houlden.

- The lead practitioner will provide support, advice, and guidance to any other staff on an on-going basis, and on any specific safeguarding issues as required.

- The designated lead practitioner has accessed a level 2 taught course in safeguarding.

- The designated lead practitioner has accessed the PREVENT Training and can advice and guide other staff members.
- The setting follows the 5-year safeguarding children training pathway.
- The use of mobile phones, smart watches and cameras in the setting is covered in our safeguarding procedure. (see procedure)
- Pillarwood Farm Pre-School assesses the risk of children in their care being drawn into terrorism and follows the PREVENT training (see policy).
- The setting has a clear procedure that will be implemented when an allegation has been made against a member of staff. (see procedure). The settings disciplinary procedure will inform any action in the event of an allegation. (see disciplinary procedure)

- The setting will also notify Ofsted of the action taken in respect of the allegations.

- Where an allegation is upheld the setting will make a referral to the DBS, in accordance with our responsibilities under the Vulnerable Groups Act 2006

- Where there is an indication or evidence to suggest that a member of staff failed to execute their duty to safeguard a child/(ran) at the setting or elsewhere he/she will be subjected to the settings safeguarding and/or disciplinary procedure.

- This policy will be implemented in conjunction with the safeguarding children procedure

- Safeguarding children (child protection) concerns will be confidential and shared only on a need to know basis.
- Advice and concerns regarding safeguarding children will be directed to
  Lincolnshire Safeguarding Children's Partnership Customer Service Centre (CSC): Office Hours: Tel. 01522 782111 or out of hours: Tel. 01522 782333
  Where there is an allegation against a member of staff/person living or working on the premises (this may include allegation against other children of a safeguarding nature) we will also liase directly with LADO (Local Area Designated Officer) – Direct line 01522 554674 and Ofsted 0300 1231231 (EYFS requirement 3.8)
  Lincolnshire Police –999 or non emergency 0300 111 0300

Channel referral form – www.lincolnshire.gov.uk/Download/79151 emailed to: channel@lincs.pnn.police.uk

Lincolnshire County Council's Prevent Officer on 01522 555367 or via email at prevent@lincolnshire.gov.uk

Lincolnshire Police Prevent Team on 01522 885350 or via email prevent@lincs.pnn.police.uk

This policy has been adopted by Pillarwood Farm Pre-school and Children's Woodland Adventures

Signed on behalf of the setting by:

…… David Hawes (Manager, Proprietor)

Reviewed date: March 2023 …….

Reviewed date: March 2024 …….

Reviewed date; March 2025 …….

Reviewed date: March 2026 ……

Review due: March 2027 …….

Operation Encompass

Operation Encompass is a national scheme which runs between childcare settings, schools and the police.

Opeartion Encompass is the reporting to settings prior to the next pre-school day, when a child or young person has experienced any domestic abuse.

Operation Encompass will ensure that a member of the pre-schools staff (designated safeguard lead), is trained to allow them to liase with the police and to use the information it has shared, in confidence, while ensuring that the pre-school is able to make provision for possible difficulties experienced by children, or their families, who have recently experienced a domestic abuse incident.

Contact information:

Operation Encompass website: https://www.operationencompass.org.

Psychology Associates website: https://www.psychologyassociates.org.uk/

Helpline Number: 0204 513 9990

Pillarwood Farm Pre-School will closely work with the police on the Operation Encompass and will ensure at all times the information for the setting on The Family Services Directory (FSD) is up to date.

This policy was implemented September 2022

Signed on behalf of the setting by:

…… David Hawes (Manager, Proprietor)

Reviewed date: March 2024 ……Reviewed date; March 2025

Reviewed date: March 2026 …… Reviewed date March 2027

DASH/MARAC

Pillarwood Farm Pre-School and Children's Woodland Adventures follows the Lincolnshire MARAC process MAP 2023 for the domestic abuse concern or disclosure guide.
The DASH tool (Domestic Abuse, Stalking, Harassment and Honour Based Violence Assessment) is part of the multi agency risk assessment co-ordinator (MARAC) referrel. It's a risk assessment form to help a setting work out the risk level for a victim.

We as a setting will follow the guidance when concerns are raised with our Safeguard Lead and the flowchart for DASH step 1 is followed and logged.
Guidance on the Lincolnshire MARAC process MAP 2023, Dash Flowchart, DASH & S-DASH risk assessment and IDVA (Independent Domestic Violence Advisor).

This policy was implemented January 2024

Policy reviewed with new information throughout the year:

Reviewed date: March 2025……

Reviewed date: March 2026 ……..

Review due: March 2027 ……

Safeguarding Children Procedure

- Pillarwood Farm Pre-school and Children's Woodland Adventures is committed to an environment in which children are safe from abuse and where any suspicion of abuse is promptly and appropriately responded to in accordance with The Governments Statutory Guidance 'Working Together to Safeguard Children 'and the Local Safeguarding Children Board. (*This can be accessed via* www.lincolnshirelscb.org.uk – *useful links and publications)*

- All staff are aware of their responsibility as practitioners to share any concerns they have about a child with the designated lead safeguarding person.

- Staff members also have the right to share concerns or ask for advice directly with the Lincolnshire Safeguarding Children's Partnership Customer Service Centre:
  (Tel. 01522 782111 or Out of Hours 01522 782333) or the police if they feel this is appropriate.
  Ofsted; Tel 03001231231, TAC coordinator 01522555828

- All staff will be made aware of possible indicators of child abuse and the procedures for recording and reporting through staff training, both internal and external.

- The staff will be made aware of the importance of recognising and reporting 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 (see whistle blowing policy) through staff training, both internal and external.

- All parent/carers will be provided with a copy of the setting's safeguarding policy and procedure and are made aware of the fact that Pillarwood farm Pre-School has a legal obligation to safeguard and promote the welfare of the children in their care, and that the child's needs are be our first concern.

Records will be kept as appropriate.

Whenever concerns are raised, or changes are observed in a child's behaviour, physical condition or appearance, a specific record is set up. Our records include; pre-existing injuries, incidents, accidents and observations. All concerns remain confidential and shared only on a need to know basis. Other details to be recorded will be the names dates and times of contact with other bodies, i.e. social services, police or NSPCC. A TAC (Team around the child) coordinator will be contacted and if deemed necessary an Early Help Assessment form completed and emailed to TAC administrator: The guidance set by the Lincolnshire Safeguarding Children's Board will be followed.

Where a disclosure is made:

- Reassurance is given to the child.
- The child is listened to.
- The child is not questioned.
- Promises are not made to the child to not share any of the information made in the disclosure.
- The designated person with responsibility for safeguarding children is informed immediately and procedures under the guidance of the Lincolnshire Safeguarding Children's Board are followed.
- A referral is made without delay to Lincolnshire Safeguarding Children's Partnership Customer Service Centre (CSC) on 01522 782111 or Out of Hours 01522 782333.

Records are made to include:

- The child's name, full address, date of birth.
- The date and time of the disclosure/observation.
- The exact record of disclosure (in child's own words).
- The name of person to whom disclosure was made.
- The name of any third-party present.
- Ring direct to Children's Service and follow their procedure
- All records are kept separately and securely from the child's main records with restricted access.
- *(For more information on the Team Around the Child (TAC) and the Single Assessment Form (SAF) please refer to* www.lincolnshirechildren.net)

Allegations against a staff member:

- In accordance with requirements our procedures for dealing with allegations against staff complies with Lincolnshire Safeguarding Children's Board policies.
- Examples of inappropriate adult behaviour may include
- Staff that have behaved in a way that has harmed a child or may have harmed a child.
- Staff that have possibly committed a criminal offence against or related to a child;
- Staff that have failed to execute their duty to safeguard a child/ran at the setting or elsewhere
- Staff that have behaved towards a child/ran in a way that indicates s/he is unsuitable to work with children.

Our procedure is as follows:

- The setting co-operates fully with all investigations.
- Details are recorded and stored securely.
- The setting's disciplinary procedure will be followed where necessary.
- Ofsted and LSCB will be informed of the allegation and outcome.

The setting will contact the Local Authority Designated Officer (LADO) for managing allegations through the Lincolnshire Safeguarding Children's Partnership Customer Service Centre: *on 01522 782111 or out of hours 01522 782333 / Local Authority Designated Officer (LADO) - direct contact 01522 554674.* and Ofsted will be contacted: Tel. 03001231231.

- Suspension will not be an automatic response to an allegation, however, we will consider the seriousness and plausibility of the allegation, the risk of harm to children and the possibility of tampering with evidence, as well as the interests of the person concerned and our organisation.

- Where a member of staff leaves our employment during an investigation or is dismissed as a consequence of an allegation being upheld a referral will be made to the Disclosure and Barring Service (DBS).

- Referral guidance and form:http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/dbs-referrals/ BFS/

Supporting families:

- The general data Protection regulations (May 2018) and the Human Rights Act 1998 have extended the rights of individuals and families to confidentiality and professionals as a general rule should seek the agreement and consent of parents/carers before making a referral to the local authority unless the child is deemed to be at risk of immediate harm.

- Where our designated lead is in doubt as to whether consent is necessary, the facts of the case will be discussed with the Early Help Advisors at the Customer Service Centre.

- We acknowledge that parents will be the first point of contact and they will be informed of any suspicions **unless** this is deemed likely to put a child at risk.

- We will follow the guidelines laid down by the Lincolnshire Safeguarding Children's Board.

- The setting, through the Safeguarding Children policy and other sources of information will inform parents of their role and responsibility regarding safeguarding children.

- The setting will continue work with families throughout any investigation.

Use of mobile phones, smart watches and cameras

Mobile phones

- Pillarwood Farm Pre-school and Children's Woodland Adventures has a setting mobile phone as part of the contact arrangements.

- The safety of the children is paramount. Causal or inappropriate use of mobile phones by staff may pose a risk, if a staff member is distracted from caring for children *(Ofsted, Mobile Phone guidance Feb 2011).*
- *Smart watches will be encouraged to stay from the setting but if needed turned to flight mode*

Cameras

- Consent for photographs is obtained from Parent /Carer on admission as part of the registration process.
- Children will have access to a child friendly digital camera and any photographs taken by children will be downloaded or deleted at the end of each session.
- Staff will only use the setting's own digital camera to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each session.

- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day.
- Staff will not use any other digital device to take photographs in or around the setting or when on outings.
- Cameras are prohibited within the toilet / nappy changing areas.

NB: Failure to follow the above procedures will be subject staff to the settings disciplinary procedure which could lead to summary dismissal on the grounds of gross misconduct and the termination of their contract. (See Disciplinary procedure).

Signed on behalf of the setting by:

…… David Hawes (Manager, Proprietor)

Reviewed date: March 2023 ……Reviewed date: March 2024 …….

Reviewed date; March 2025……Reviewed date: March 2026 …….

Review due: March 2027

Disclosure and Barring Service (DBS) Information

The primary role of the Disclosure and Barring Service (DBS) is to help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups including children. All providers must have effective systems in place to ensure that all practitioners who have regular contact with children are suitable to do so.

Employers should make informed recruitment decisions using evidence from references, interviews, qualifications and DBS (formerly CRB) checks to determine suitability. Ofsted has retained responsibility for undertaking the DBS checks for committee members, private owners and the nominated person. Following changes to the EYFS and Ofsted Inspection Frameworks (2012) employers are now responsible for undertaking DBS checks on the setting manager.

Disclosures should be handled in accordance with the Code of Practice and Explanatory Guidance
The DBS provides an umbrella body search facility on their website which gives employers the opportunity to search for an organisation that can process DBS checks (formerly CRB checks) on their behalf
http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/services/ub/ub-search/

There are 3 types of check. The employer or organisation running the check should provide the applicant with more information about the level of check required.

Types of Checks

Standard – Spent and unspent convictions, cautions, reprimands, final warnings. These will normally take approximately 2 weeks.
Enhanced – As above plus any additional information held locally by police forces that is reasonably considered relevant to the post applied for. These will normally take approximately 4 weeks.
Enhanced with list checks – As above – plus a check of the appropriate DBS barred lists. These will normally take approximately 4 weeks.
Checks for eligible volunteers are free of charge. This includes anyone who spends time helping people and is not being paid (apart from travel and basic expenses) and is not looking after a close relative.

DBS referral process

The DBS role in making independent barring decisions following referrals from employers or through the Auto bar process continues. Certain employers, those working in 'regulated activity' have a legal duty to refer to the DBS when any individual has harmed a child or vulnerable adult, or there was a risk of harm. Anyone barred by the DBS cannot work or volunteer with the vulnerable group or groups from which they are barred.

The regulations introduced in October 2009 will still apply. These include:

- a person who is barred from working with children or vulnerable adults will be breaking the law if they work or volunteer, or try to work or volunteer with those groups
- an organisation which knowingly employs someone who is barred to work with these groups will also be breaking the law
- if your organisation works with children or vulnerable adults and you dismiss a member of staff or a volunteer because they have harmed a child or vulnerable adult, or you would have done if they had not left, you must tell the Disclosure and Barring Service (DBS)

If you are an employer or represent an organisation and you have concerns that an individual has caused harm or poses a future risk of harm to vulnerable groups including children, you will need to contact the police and also complete a **DBS referral form.** More information about **referrals and the referral process** can be found throughout their web site.

Abuse - Signs and Behaviours

Staff will need to be able to identify signs of abuse and neglect at the earliest opportunity and to respond in a timely and appropriate way. Any concerns staff have about safeguarding and child protection will be mandatory agenda item at 1-1s.

Some abuse and neglect 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 (a disclosure).
- Pillarwood Farm Pre-School recognises that children who have special educational needs and or disabilities will be more vulnerable.
- Any reason to expect suspect neglect or abuse outside the setting, for example in the child's home.
- 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.

There are four types of abuse; possible signs and some of the typical behaviours of each type of abuse are listed below;

Physical abuse

- Signs
- Unexplained bruising, marks or injuries on any part of the body
- Signs of a girl at risk from FGM
- Bruising which reflects hand marks or fingers (from slapping or pinching)

- Cigarette burns
- Bite marks
- Broken bones
- Scalds

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Changes in behaviour

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional abuse

Signs

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. hospital or away from parents' care.
- Sudden speech disorders
- Development delay, either in terms of physical or emotional progress

Changes in behaviour

- Neurotic behaviour, e.g. hair twisting, rocking
- Being unable to play
- Fear of making mistakes
- Self-harm
- Fear of parents being approached about their behaviour

Sexual abuse

Signs

- Pain or itching in the genital and/or anal areas
- Bruising or bleeding near genital and/or anal areas
- Sexually transmitted diseases
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down

Changes in behaviour

- Sudden or unexplained changes in behaviour, becoming aggressive or withdrawn
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or development level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets that they can't tell anyone about
- Substance or drug abuse

- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way towards adults

Neglect

Signs

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight, or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning their being left alone or unsupervised

Nappy changing policy and procedures

PRINCIPLES

We aim to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. Pre-school children that are currently in nappies will have their nappies changed according to their individual needs and requirements. All children will be changed in the morning and afternoon session but checked regularly and changed additionally to these times.

Information will be shared between parents and staff about nappy changing and toilet training at the end of each session.

We wish to ensure the safety and welfare of the children whilst being changed and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

NAPPY CHANGING PROCEDURES

These procedures are to ensure the safety of both the children in our care and the pre-school staff.

- A child's nappy should be checked on arrival at the nursery. If necessary it should be changed immediately. If it does not need to be changed the time checked should still be noted on the nappy changing chart.
- All children should be changed as and when needed, but at least 2 times daily, morning and afternoon. The child should be changed by a member of staff with a valid DBS and NEVER by anyone who has not provided a satisfactory DBS. All nappy changes must be recorded by the member of staff responsible. It should also be recorded whether the nappy was W (wet) or BM (bowel movement), time of nappy change and initialled by the member of staff on the chart in the changing area. This information then given to the parent.
- A child should be changed immediately if they soil their nappy or it becomes wet.
- Only staff with a valid DBS check will be permitted to change nappies.
- When changing a nappy, staff members must wear a disposable apron and disposable gloves. These must be removed after every nappy and placed in the bin.
- After changing a nappy the area should be sprayed with the anti-bac after every nappy change and the nappy placed in a nappy bag and placed in the bin. The staff member should then wash their hands.
- Potties – staff are to give children privacy when using potties, by sitting them out of sight of passers-by and other children using the toilet area. After use staff need to dispose of the waste appropriately in a toilet, potties must be cleaned with anti-bac and put away immediately.

- Children need to wash their hands after using the potty.
- Respect the parent/carers choice of nappies for their child by ensuring you are using the correct make and size of nappy. Only nappy creams brought in by the parent/carers for their own child may be used on the child. Staff must record when a child is sore and cream has been applied. In case of an emergency, the nursery will have a tube of antiseptic cream to apply to children who are sore and the parent has given permission to apply the cream. To prevent cross infection the cream should be squeezed onto the staff members finger covered with a glove.
- Should a member of staff have any concerns about a child they should follow the child protection procedures.
- The changing mat must be disinfected with anti-bacterial spray between each nappy change. Allow the mat to dry naturally or wipe it dry with a paper towel before changing the next child.
- Children must never be left unattended on the nappy changing stand.
- All nappies and wipes must be put into nappy sacks and disposed of in the bin provided. All aprons and gloves must be put into nappy sacks and disposed of in the correct bin provided.
- At the end of the day, or if the bin becomes full, the nappy bags need to be taken to the green bin. An apron and gloves must be worn when doing this.
- Wash nappy bins on a Thursday and leave to air by not replacing a bin liner and lid over the weekend.
- Soiling – if a child has a wetting accident, the soiled underwear needs to be placed in a nappy sack and then into the child's bag or on their peg immediately. Any child having a bowel movement accident needs to be cleaned appropriately, if the underwear is badly soiled, place in a nappy sack and keep in the toilet area until parent collects explain to the parent the condition of the underwear giving them to choice of keeping the underwear or allowing the staff to dispose appropriately in the nappy bag and placed straight into the green bin. The same procedure applies with any garments soiled with blood.

Signed on behalf of the setting by:

…… David Hawes (Manager, Proprietor)

Reviewed date: March 2023 …….

Reviewed date: March 2024 …….Reviewed date; March 2025…….

Reviewed date: March 2026 ……Review due: March 2027

ICT Policy

Pillarwood Farm Pre-school and Children's Woodland Adventures provides the use of digital cameras, computers and internet facilities, for children and staff. The digital cameras allow staff and children to record day to day activities. The computer and internet access provide opportunities to enhance education by supporting the planning of activities and researching information. This policy sets out the settings standards for the safe use of this ICT.

Cameras

- Consent for photographs is obtained from Parent/Carer on admission as part of the registration process.
- Children will have access to a child friendly digital camera and any photographs taken by children will be downloaded or deleted at the end of each session.
- Staff will only use the setting's own digital camera to take photographs to support the recording of activities or events and these will be downloaded or deleted at the end of each session.
- Where it is not possible to download or delete photographs on the same day, the memory card will be securely stored until the next day.
- Staff will not use any other digital device to take photographs in or around the setting or when on outings.
- Cameras are prohibited within the toilet/nappy changing areas.

Computer and internet use in the setting

The computer system is owned by Pillarwood Farm Pre-school and Children's Woodland Adventures and has appropriate software to ensure safe internet use.

Pillarwood Farm Pre-school and Children's Woodland Adventures reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.

- Activity that is found to be unsuitable or that attacks or corrupts other systems is forbidden.

- Users are responsible for all e-mails sent and for contacts made that may result in e-mails being received.
- Use for gambling is forbidden.
- Copyright of materials will be respected.
- Use of the computer system to access inappropriate materials such as pornographic, racist or offensive material is forbidden.

Rules for responsible internet use

Staff, Students and Volunteers

- Permission will be requested before using the internet.
- Computers will be used only for agreed activity.
- Computer discs or pen drives will not be used without prior permission.
- All Internet activity will be monitored for appropriateness.
- Other user's files will not be accessed without their permission.
- E-mail correspondence will be directed only to people who have been approved and messages sent will be polite and responsible.
- Personal details will not be shared over the internet.
- Social networking sites will not be accessed via work computers or during work hours.
- Computer files will be checked, and the internet sites visited will be monitored.
- Any inappropriate materials sent to the computer must be reported to the manager.
- All staff will adhere to the above. Any breaches will be subject to the setting's disciplinary procedure.

Children

- *We will gain written consent for internet use from the parents and display the rules for safe internet use at all times.
- The setting will work with the parents to ensure they are aware of internet use.
- Children will use only age appropriate software in the setting.
- The appropriateness of accessing internet sites will be determined prior to use.
- The setting will apply parental controls to ensure children's safety on the internet.
- All internet activity will be supervised and monitored by staff.

Mobile phones

- Staff may not carry or use their personal mobile phones whilst working in the setting.
- In emergencies staff can be contacted on the setting's telephone number.
- Staff will turn smart watches to flight mode if wearing
- Staff are/are not allowed to use their mobile phones during breaks.
- Staff will not use any camera facility on their mobile phone during a session.
- Mobile phones are prohibited within the toilet/nappy changing areas.

Social networking sites

- Staff are not permitted to post anything about the children attending the setting, past or present, their families or any other member of staff.
- Staff are not permitted to post any photographs from the setting or any photographs that identify the setting, children or staff regardless of where the photographs were taken.
- Photographs of staff members may only be posted with their consent.

- Any member of staff that posts comments that breach confidentiality or are deemed to be of a detrimental nature to the setting, staff or children will be subject to the setting's disciplinary procedure.
- All staff will maintain professionalism whilst using social networking sites.
- Any member of staff, who becomes aware of any social networking activity that would be deemed inappropriate or detrimental, will make the manager/owner aware under the guidelines of the Whistle blowing policy.
- For more information please refer to the Social networking policy.

This policy has been adopted by Pillarwood Farm Pre-school and Children's Woodland Adventures

Signed on behalf of the setting by:

…… David Hawes (Manager, Proprietor)

Reviewed date: March 2023 …….

Reviewed date: March 2024 …….

Reviewed date; March 2025…….

Reviewed date: March 2026 …….

Review due: March 2027

Social Networking Policy

Pillarwood Farm Pre-school and Children's Woodland Adventures realises that social networking has now become an integral part of everyday life and that many people enjoy membership of social network sites such as Facebook or Twitter. However, we are also aware that these sites can become a negative forum for slander, victimisation and bullying and care must be taken not to breach our confidentiality policy or offend anyone when using these sites.

This policy has been designed to give staff members clear guidelines as to what we at Pillarwood Farm Pre-school and Children's Woodland Adventures expect of our staff when accessing these sites.

This policy includes, but is not limited to, the following specific technologies:

- Personal Blogs
- Linkedin
- Twitter
- Facebook
- MySpace
- Personal Web sites
- Digg

When using social networking sites staff/committee member/owners should give careful consideration to the following:

- Personal blogs should have clear disclaimers that the view expressed by the author of the blog is the author's alone and does not represent the views of the nursery.
- Information published on personal blogs is subject to the settings confidentiality and data protection policies.
- All postings and photographs posted on any blogs, forums and social networking sites are subject to the settings confidentiality and data protection policies.
- Always be respectful to

  - The nursery

  - Other staff members

  - Parents/Carers and relatives

  - Children

  - Partners

  - Competitors,

  - Other users of the social network community

  Staff should be aware that any disrespectful comments to any of the above may be seen as libellous.

Signed on behalf of the setting by:

…… David Hawes (Manager, Proprietor)

Reviewed date: March 2023 …….

Reviewed date: March 2024 ……Reviewed date; March 2025…….

Reviewed date: March 2026 ……Review due: March 2027.

Whistle Blowing Policy and Guidance

Pillarwood Farm Pre-school and Children's Woodland Adventures is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment we encourage employees and others with concerns about any aspect of the settings, operations to come forward and voice those concerns. All our staff have a right and a responsibility to raise any matters of concern regarding poor and ineffective practice at work or any inappropriate behaviour displayed by other members of staff, or any other person working with the children. This includes situations where a member of staff becomes aware that a colleague has failed to execute their duty to safeguard children within the setting or elsewhere. Staff are responsible for the safety and well-being of all children attending the setting and this is a priority over loyalty towards colleagues. All concerns will be responded to and dealt with in accordance with the settings confidentiality policy.

General principles

This policy should;

- Encourage and enable individuals to raise genuine and legitimate concerns without fear of reprisals.
- Support staff to take an active role in the elimination of poor practice that may affect the safety and wellbeing of any child within the setting.
- Ensure concerns are appropriately investigated.
- Protect those making the complaint from victimisation or retaliation.

In addition to this policy, the setting has other policies and procedures covering discipline, grievance and complaints. This policy is intended to compliment these and to cover concerns that fall outside the scope of other procedures.
The manager/ owner will investigate all concerns promptly and thoroughly in accordance with this policy and take appropriate action.

Confidentiality

The manager/owner will do their best to protect a person's identity when a concern is raised, however in some circumstance's identities will have to be revealed to the person complained against and the complainant may be asked to provide written or verbal evidence in support of their complaint. If a person's identity is to be disclosed, he or she will be told before the disclosure and the reasons why the disclosure is necessary. Having raised the concerns, the complainant must not to talk about it to any other person, inside or outside the setting.

Anonymous complaints

Concerns expressed anonymously are much less powerful and harder to investigate however; this does not mean that they will not be considered.

Malicious allegations

If an allegation is made in good faith but it is not confirmed by the investigation, no action will be taken against the complainant. However; if the allegation proves to be malicious, action may be taken against the person responsible for the malicious act.

How to raise a concern

In the first instance concerns should be raised with the immediate line manager. However; this may not always be appropriate, in which case concerns should be raised with the manager/ owner.
Concerns are best raised in writing. The complainant should set out the background and history of the situation, giving names, dates and places where possible, and the reason for the concern. The earlier that concerns are raised the easier it is to take action. If it is not possible to put the allegations in writing, the person to whom you are making the complaint will make a written record of the conversation and will ask the complainant to sign to confirm the accuracy of the notes taken. Although the complainant will not be expected to prove the truth of the allegations, it will be necessary to demonstrate that there are sufficient grounds for the concern.

The complainant should NOT:

- Investigate the matter themselves.
- Alert those suspected of being involved.
- Approach or accuse individuals.
- Tell anyone other than the designated persons (i.e. manager/ owner).

The complainant will receive a written acknowledgment of their concern along with a copy of their statement within a week of raising the concern.

Investigations

Depending on the nature of the complaint the manager/committee/owner will either investigate or elevate concerns to appropriate agencies.

LADO (Local Area Designated Officer) – 01522 554674 (note these need to be contacted prior to any investigation).
LSCB Customer Service Centre (CSC) – 01522 782111/782333
Ofsted – 0300 1231231
Lincolnshire Police – 999 or non emergency number 0300 111 0300

Where a safeguarding allegation is made against a member of staff the procedure for allegations against a member of staff within our safeguarding children procedure will be followed. At the end of the investigation the complainant will be informed with regards to whether the complaint has been upheld or not.

Signed on behalf of the setting by:

…… David Hawes (Manager, Proprietor)

Reviewed date: March 2023 ……Reviewed date: March 2024 …….

Reviewed date; March 2025…… Reviewed date: March 2026 ……

Review due: March 2027.

Pillarwood Farm
Pre-School

Safeguarding Concern Form

Any concerns for any child's welfare and safety should be recorded on this form. The form should only be completed by the safeguarding lead within the setting. Once complete this record should be kept separately and securely from the child's main records with restricted access in line with confidentiality. All concerns should be raised and discussed with the Customer Service Centre at LSCB on 01522 782111 within appropriate time frames.

Child's Full Name	
Child's Date of Birth	
Child's Full Address (including postcode)	
Name of child's parents/carers	1) 2)
Date and time of safeguarding concern, including day of the week.	
Nature of the safeguarding concern	

Name and position of the person raising the safeguarding concern **Exact record of safeguarding concern** ***Expand box if necessary***	

Record of initial notes to be attached.

Signature:

Date:

Name of any witness

Statement from the witness

Expand box if necessary

Signature:

Date:

Name and position of person completing this form

……

……

Date and time this concern was referred to	

Customer Service Centre (CSC)	
Name of person you spoke to at CSC	
Signature of person completing this form	
Date	
Any further concerns for this child or continuing issues should be logged on a separate form	