Fenham Playgroup

Policies

&

 Procedures

**Jan 2021**



**Contents**

**Introduction**

* Policies & Procedures – Introduction

**Section 1 - Safeguarding**

* Child Protection Policy
* Missing Children Policy
* Non-Collection of Children Policy
* Door Security and Visitors Policy
* Mobile Phone, Camera and Social Media Policy
* Anti-Radicalisation Policy
* Prevent Duty Policy
* Whistleblowing Policy
* Staffing and Recruitment Policy
* Staff Uniform Policy

**Section 2 – Data Protection**

* Data Protection Policy
* Privacy Notice
* Confidentiality Policy
* Information Sharing
* Children’s Records
* Provider Records

**Section 3 – Health and Safety**

* Covid 19 Policy
* Administration of Medicine Policy
* Managing Children’s Health, Sickness, and Allergies
* Accidents and Incidents Policy and Procedures
* No Smoking Policy
* Suitability of Premises, Environment and Equipment Policy
* Risk Assessment Policy
* Fire Safety and Emergency Evacuation Policy
* Equipment and Resources Policy
* Emergency Procedures Policy
* Weather Warning Policy
* Outdoor Safety Policy

**Section 4 – Working in Partnership with Parents and Other Professionals**

* Working in Partnership with Parents Policy
* Positive Behaviour Policy
* Children’s Learning and Development Policy
* SEN Policy
* Disability Policy
* Transition Policy
* Complaints Policy
* Equality and Diversity Policy
* British Values

**Policies & Procedures**

**Introduction**

Fenham Playgroup is committed to making improvements and will update the Playgroup’s Policies and Procedures accordingly. To do this to the very best of our ability we would appreciate your views and comments in helping us and being involved in adopting, implementing and reviewing the Policies and Procedures, so that all carers can influence the way the setting is run.

Members of staff will regularly attend training sessions throughout the year and follow current legislation, legal requirements and statutory advice when changing such documentation. All staff members are required to read, understand, and implement fully all Policies & Procedures and sign to confirm as such.

The policies and procedures have been devised following input from management, staff, and parents/carers.

The welfare of each individual child is paramount to Fenham Playgroup. Our Policies & Procedures are in place to ensure the highest level of care is carried out by all those employed by Fenham Playgroup.

The Policies & Procedures are reviewed and updated annually. However, we may make necessary amendments throughout the year. Any changes to our Policies & Procedures will be noted on our main notice board in the window beside the main door and in our regular newsletters.

Copies of the Policies and Procedures are kept on the premises and these are available upon request.

**Section 1 - Safeguarding Children**

Safeguarding a child is to protect and prevent children from abuse and harm, radicalisation, and extremism. Every Child Matters gives all children regardless of background or personal circumstances the support they need to be healthy, stay safe, make a positive contribution, and achieve economic well-being. Children are always happy and develop and learn better if they feel safe and comfortable in their surroundings.

**In this section you will find the following policies and procedures:**

* [Child Protection Policy](#child)
* [Missing children Policy](#Missing)
* [Non-Collection of Children Policy](#Noncollection)
* [Door security and Visitors Policy](#Door)
* [Mobile phone, camera and Social media Policy](#Mobile)
* [Anti-radicalisation Policy](#Anti)
* [Prevent Duty Policy](#Prevent)
* [Whistleblowing Policy](#whistleblowing)
* [Staffing and Recruitment Policy](#Staffing)
* [Staff uniform Policy](#Staff)

**Child Protection Policy**

**Statement of intent**

The safety and welfare of children in our setting is paramount. Our setting is responsible for all the children in our care and we have a duty to put their needs, safety, and welfare first and to report any issues that may arise to the relevant parties. We want to work with children, parents, and the community to ensure the safety of children and to give them the very best start in life.

The named lead designated person responsible for carrying out Child Protection procedures is the*Playgroup manager*.

**Our Aims**

Our aims are to:

* Commit to safeguarding children and we will do this by putting children’s rights to be strong, resilient, and listened to at the heart of all our activities.
* create an environment in our setting which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background, ability, disability, or special need.
* help children to establish and sustain satisfying relationships within their families, with peers, and with other adults.
* encourage children to express themselves and encourage independence.
* enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
* Work with parents to build their understanding of and commitment to the welfare of all our children.
* To prevent children from being dragged into terrorism, radicalisation, and extremism.
* To protect children from harm and to ensure that they are taught in a way that is consistent with the law and British Values.
* Teach the method run, hide, and tell.

**Radicalisation -** is defined as the process by which people come to support terrorism and extremism, and in some cases, to then participate in terrorist activity. (See Anti-Radicalisation Policy).

**Extremism -** is vocal or active opposition to fundamental British Values including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. (See British Values Section).

**Methods:**

**Staffing and volunteering:**

* We ensure all members of staff are trained to understand our safeguarding policies and procedures and parents are made aware of them too.
* All members of staff have an up-to-date knowledge of safeguarding issues.
* We provide appropriate staffing resources to meet the needs of children.
* We abide by Ofsted requirements in respect of references and Disclosure and Barring Service (DBS) checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
* Volunteers do not work unsupervised.
* We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (Whether received before or during their employment with us).
* We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
* The disclosure reference number.
* The date the disclosure was obtained; and
* Details of who obtained it.
* We have procedures for recording the details of visitors to the setting.
* We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
* We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development, creating new displays or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.

**Responding to suspicions of abuse:**

* We acknowledge that abuse of children can occur in many different forms. *Physical, emotional, sexual and neglect.*
* When children are suffering from physical, sexual, or emotional abuse or neglect this may be demonstrated through:
	+ Significant changes in their behaviour.
	+ Deterioration in their general well-being.
	+ Their comments which may give cause for concern, or the things they say (direct or indirect disclosure).
	+ Changes in their appearance, their behaviour, or their play.
	+ Unexpected bruising, marks or signs of possible abuse or neglect and any reason to suspect neglect or abuse outside the setting.
* We allow investigation to be carried out with sensitivity. Where such evidence is apparent, the child’s key person makes a dated record of the details of the concern and discusses what to do with the setting manager. The information is stored in the child’s personal file.
* We refer concerns to the Local Authority Safeguarding team and

co-operate fully in any subsequent investigation. In some cases, this may include the police, or another agency identified by the Local Safeguarding Children’s Board.

* We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

**Recording suspicions of abuse and disclosures:**

* Where a child makes comments to a member of staff that gives cause for concern (disclosure), observes signs or signals that gives cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexpected bruising, marks or signs of possible abuse or neglect that member of staff.
* Listens to the child, offers reassurance, and gives assurance that she or he will act.
* Does not question the child.
* Makes a written record that forms an objective record of the observation or disclosure that includes.
	+ The child’s name, address, age of the child, details of the parents/carers.
* The date and time of the observation or the disclosure, or when injury or incident was noticed.
* The exact words spoken by the child, staff, parents, and any other person as far as possible.
* The name of the person to whom the concern was reported, with date, time and name of any other person present at the time.
* Detailed description of any bruising, or other injury, using a body diagram to locate exactly where it was seen.
* These records are signed and dated and kept in the child’s personal file which is kept securely and confidentially.
* The managers acting as the Designated People must be informed of the issue at the earliest opportunity.
* Where the Newcastle Safeguarding Children Board stipulates the process and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Newcastle Safeguarding Children Board.
* All members of staff know the procedures for recording and reporting.

**Making a referral to the local authority social care team:**

* Newcastle Safeguarding Children Contact List are displayed on the main notice board on the window outside the main door to the playgroup and in the office on the outside of the cabinet. It shows detailed procedures for making a referral to the local social care team, as well as a template form for recording concerns and making a referral. Prevent referrals will be forwarded to the Northumbria Police Counter Terrorism Command ’Prevent and Engagement’ Officer for the Newcastle area.
* We keep a copy of this document and follow the detailed guidelines given.
* All members of staff are familiar with the child protection record and follow the procedures for recording and reporting.

**Informing Parents:** Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this. This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will identify who should inform parents.

**Liaison with other agencies:** We liaise with other bodies when safeguarding children, these are:

* The Newcastle Safeguarding Children Board whose guidelines we follow.
* Area Child Protection Guidelines and ‘Safeguarding Children’, ’Guidance for working with Children and Young People who are vulnerable to the messages of Radicalisation and Extremism’ available for staff and parents to see.
* Ofsted who will be notified of any incident or accident and any changes in our arrangements that affect the well-being of children or where an allegation of abuse or vulnerability to messages of extremism and radicalisation is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably possible, but at the latest within 14 days of the allegations being made.
* We notify Ofsted of any changes to the playgroups address or phone number, manager, or proprietor.
* The Local Authority. We have procedures for contacting the local authority on child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and social services to work well together. This document is displayed on the outside of cabinet in the main office.
* If a referral is to be made to the local authority social care department, we act within the area’s Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

**Allegations against Staff:** If there are any allegations against members of staff:

* We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone working on the premises occupied by the setting, which may include an allegation of abuse or radicalisation.
* We follow the guidance of the Newcastle Safeguarding Children Board when responding to any complaint that a member of staff, or volunteer within the setting, or anyone working on the premises occupied by the setting, has abused a child.
* We respond to any inappropriate behaviour displayed by member of staff, or any other person working with the children, which includes:
	+ Inappropriate sexual comments.
	+ Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or
	+ Inappropriate sharing of images.
* We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting or anyone working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
* We refer any such complaint immediately to the LADO (Local Authority Designated Officer - Melanie Scott tel: 0191 277 4636) in her absence to the local authority’s initial response team 0191 277 2500 to investigate or Emergency Duty Team (EDT) 0191 278 7878 where there are immediate concerns outside of 9am to 5pm. We also report any such alleged incident to the Early Years Team and Ofsted 0300 123 1231 and what measures we have taken. We are aware that it is an offence not to do this.
* In case of children’s vulnerability to messages of extremism and radicalisation we refer our concerns to the Local Authority Designated Officer and ensure that the Newcastle Children’s safeguarding board and OFSTED teams are aware.
* We co-operate entirely with any investigation carried out by the local authority in conjunction with the police.
* Where the Fenham Playgroup management and the Local Authority Designated Officer agree it is appropriate in the circumstance, the Fenham Playgroup Manager will suspend the member of staff on full pay, or the volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident had taken place but is to protect the staff as well as children and families throughout the process.

**Disciplinary action:** Where a member of staff or a volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified, and barred from working with these groups.

**Training:** We seek out appropriate training opportunities for all adults involved in the setting to ensure that they can recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse, and neglect and that they are aware of the local authority guidelines for making referrals. We ensure that all members of staff know the procedures for reporting and recording their concerns in the setting.

As part of on-going development plans, staff are required to attend training courses where possible and attend yearly appraisals. Fenham Playgroup also provides internal training courses within the setting. All the members of staff and volunteers are also required to complete an on-going suitability form annually. We ensure that the designated people receive training in accordance with that recommended by the Newcastle Safeguarding Children Board and lead Safeguarding attends the Workshop to Raise Awareness of Prevent.

**Planning:** The layout of the room allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

The exception to this rule is that a member of staff will most likely be on a 1 to 1 with a child when changing nappies or in the toilets. To ensure the highest safety procedures are in place during these instances the bathroom door is always open and must never be closed. Also, during nappy changes two members of staff must be in the same room.

**Curriculum:** We introduce key elements of keeping children safe into our programme to promote the personal, social, and emotional development of all children, so that they may grow to be strong, resilient, and listened to and that they develop an understanding of why and how to keep safe.

We create within the setting a culture of value and respect for the individual, having positive regard for children’s heritage arising from their colour, ethnicity, language spoken at home, cultural and social background.

We ensure that this is carried out in a way that is developmentally appropriate for the children.

**Confidentiality:** All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Newcastle Safeguarding Children Board. More information about confidentiality can be found in our Confidentiality Policy.

**Support to families:** We believe in building trusting and supportive relationships with families, staff, and volunteers in the setting. We do this by:

* Making it clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, providing information, monitoring of the child, and always liaising with the local children’s social care team.
* Continuing to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
* Following the Child Protection Plan as set by the child’s social worker in relation to the setting’s designated role and tasks in supporting that child and their family, after any investigation.
* Keeping Confidential records on a child which are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Newcastle Safeguarding Children Board.

**Recording Existing Injuries:** We will talk to parents/carers if a child arrives at the nursery with an existing injury and these will be recorded. Parents are provided with the photocopy of the existing injury form. This ensures open communication between parents and staff.

**Safe Recruitment:** To recruit staff safely we adhere to the following procedure:

* On successful completion of the application forms, the candidate will be asked to attend an interview.
* The candidate will be required to provide original photographic identification and where possible, a current DBS before entering the building.
* If the applicant is successful after the interview, we will document several personal identification formats, for example a copy of passport, birth certificate, marriage certificate, national insurance number etc.
* The candidate will be invited to attend trial days to see how they interact with the children and to see how the children respond to them, at no point will the candidate be left unsupervised.
* After the trial day, all other members of staff fill out a report form on the candidate regarding their all-around development.
* If their trial day is successful, we require two professional written references on headed paper (where possible) from their previous or current employer.
* If the above criteria are met, the candidate will then complete a staff personal file which includes personal details including photos of candidate on the form, a staff declaration, disclosure agreement, a clear job description, observation disclosure, health and safety document, adherence to internet and email policy, comprehensive staff handbook and copies of all policies and procedures.
* The nursery will then obtain their own DBS, even if the candidates have provided a relevant one from previous employment.
* Any candidate who does not have a DBS will not be left unsupervised at any time and a risk assessment will be undertaken.
* The candidate will have daily, weekly, and monthly reviews with the manager. After the 6 months probationary period, the manager will then decide to offer a permanent position or terminate the contract.
* All permanent members of staff will be required to complete a suitability disclosure every year, even if they have a current DBS in place.

**The legal framework for this work is:**

**Primary legislation:**

* Children Act (1989 s47)
* Protection of Children Act (1999)
* Data Protection Act (2018)
* The Children Act (Every Child Matters) (2004)
* Safeguarding Vulnerable Groups Act (2006)
* The Prevent Duty (2015)

**Secondary legislation:**

* Sexual Offences Act (2003)
* Criminal Justice and Court Services Act (2000)
* Equalities Act (2010)

**Further Guidance:**

* Working Together to Safeguard Children (2018)
* What to do if you are Worried a Child is Being Abused (HMG 2006)
* Framework for the Assessment of Children in Need and their Families (DoH 2000)
* The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2015)
* Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
* Information Sharing: Guidance for Practitioners and Managers (HMG 2008)
* Independent Safeguarding Authority: www.isa-gov.org.uk
* Guidance for Working with Children and Young People who are vulnerable to the messages of Radicalisation and Extremism’.

**Other useful publications:**

SafeguardingChildren (2010)

**Missing Children Policy**

**Statement of Intent:**

It is our intention to always ensure the safety of all children, both on and off premises. We ensure that the correct staff to children ratios are maintained. We undertake several procedures to ensure that we do not lose any children.

* All rooms have their individual registers which are filled in as soon as the child arrives. We also record the time of arrival and departure.
* The registers, emergency form with parent’s contact numbers and arrival/collection forms remain together in a secure place where activities are taking place.
* The children are never left unsupervised.
* All gates and doors are securely closed.
* Only authorised people are allowed on the premises and viewing is by appointment only. All visitors are required to sign the visitor’s book.
* When parents arrive with their child, a member of staff is always there to greet them and ensure safe handover of children on arrival and departure to the playgroup.
* Only authorised adults can collect the children.
* A password is required if someone we have never met before has been approved by the parent/carer to collect their child.

If in the unlikely event that a child goes missing on the premises**:**

* As soon as it is noticed that a child is missing the staff member will alert the setting manager and a thorough search of the building and garden will begin.
* Both the register and arrival and collection form are checked to make sure no other child has also gone missing.
* Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
* If the child is not found within 5 minutes, the missing child is reported to the police, and the parents are notified.
* The setting manager will talk to the staff to find out when (time) and where (place) the child was last seen and record this.
* Individual statements will be recorded after the event involving all those present at the time and a full written report will be produced by the setting managers for an investigation.
* The following day, Ofsted will be informed.

**Managing people:** Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible. The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child. They may blame themselves and their feeling of anxiety and distress will rise as the length of time the child is missing increases.

Staff may be the understandable target of parental anger and they may be afraid. The settings manager needs to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable. No matter how understandable the parent’s anger may be, aggression or threats against staff are not tolerated, and the police should be called.

The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children’s questions honestly but also reassure them.

In accordance with the severity of the outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The managers will use their discretion to decide what action to take. Staff must not discuss any missing child incident with the press without taking advice from the mangers first.

**The Non-Collection of Children Policy**

**Statement of Intent:**

If a child is not collected by an authorised adult at the end of setting session/day, the setting puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

**Our Aim:**

If a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

**Procedures**

1. Parents of children starting at the setting are asked to provide specific information, which is recorded in the children’s personal file, including:
* home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour.
* place of work, address, and telephone number (if applicable).
* mobile telephone number (if applicable).
* names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a child-minder or grandparent; and who has parental responsibility for the child.
* information about any person who does not have legal access to the child and who may not collect the child.
1. On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in writing.
2. On the odd occasion when parents or the persons normally authorised to collect the child are not able to collect the child, the parent will be required to fill in the Collection other than authorised adults’ form. We agree with parents how to verify the identity of the person who is to collect their child.
3. If there is an additional person collecting on a regular basis the parent is required to fill in the “Adult’s authorised to collect on a regular basis” form. Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone landline number, and a playgroup mobile number, which parents are only allowed to call in the event of an emergency. We also inform parents that - if their children are not collected from the setting by an authorised adult and the staff can no longer supervise the child in our premises - we apply our child protection procedures as set out in our child protection policy.
4. If a child is not collected at the end of the session/day, we follow the following procedures:
* the collection forms are checked for any information about changes to the normal collection routines.
* If the parents have not contacted the playgroup 15 minutes after collection time, parents are contacted at home or at work.
* If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting - and whose telephone numbers are recorded on the child personal file - are contacted.
* All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted and any emergency numbers we may have.
* The child stays in the setting in the care of two members of staff until the child is safely collected.
* The child does not leave the premises with anyone other than those named on the personal file or on the Collection forms.
* If no-one collects the child after 30 minutes and the premises are closing, or members of staff are no longer available to care for the child, we apply the procedures set out in our Child Protection Policy.
* We will contact our local authority safeguarding teamand follow their instructions, including contacting the police if necessary.
* The following day Ofsted will be notified on **0300 123 1230**.
* A full written report of the incident is recorded in the child’s file; and
* Late collections charges will be charged at £5 for every 5 minutes delayed after 2.45pm at the end of the child’s appropriate sessions.

**Useful publications:**

* Safeguarding Children (2010)

**Door, Security and Visitors Policy**

**Statement of Intent:**

It is our intention at Fenham Playgroup to ensure a strict door policy is in place to safeguard all children in our care. We have procedures in place to demonstrate this.

* We operate a strict door policy. This procedure is displayed on the wall next to the Daisies Room door.
* Systems are in place for the safe arrival and departure of children and the times of the children’s arrivals and departures are recorded.
* The arrivals and departure times of adults – staff, volunteers, managers, students, and visitors are recorded.
* Our systems prevent unauthorised access to our premises and viewings are by appointment only.
* Visitors will be asked for their details before entering the building and this must correspond to the details we have in the diary and identification will be checked.
* Visitors will be introduced to all members of staff by the person signing them in.
* Visitors will be escorted into the premises and be always supervised during their stay.
* Visitors need to be aware of the Mobile phone policy.
* Other than main carers or guardians only persons documented on the authorised collection forms may collect a child.
* For persons collecting children on the occasional day the main carer will be asked to complete a collection other than authorised adult form.
* Our system prevents children from leaving our premises unnoticed.
* The personal possession of staff and volunteers are securely stored during sessions.

The main entrance is always locked but available for the playgroup staff to unlock when needed. Only Fenham Playgroup staff have permission to unlock and open the doors for the children, parents, staff, and visitors.

**Mobile Phone, Camera and Social Media Policy**

**Statement of intent:**

To safeguard the children in our care, Fenham playgroup has a strict policy on the use of personal mobile phones, cameras, social media and all electronic devices with image sharing capabilities.

**Procedure:**

Fenham Playgroup have the use of a mobile phone which is to be used for emergencies only. It is published to the parents and to be used solely for the purpose of contacting the playgroup if the parent will be late to collect the child, or if someone else is collecting their child. The phone is also used to send messages to parents regarding any emergency issues like playgroup closures due to bad weather or when email and calling will take too long to relay the message.

On occasions, where there is a group activity and parents are requested to bring items from home, texting is the parents preferred method of contact. This phone is for Fenham playgroups use only.

We also recognise that staff may need to have access to mobile phones on site during the working day. However, there have been a number of issues raised within the local authority and nationally regarding the use of mobile phones and other mobile technology devices such as iPad’s, iTouch's, tablets and similar Smart phones in educational settings.

The concerns are mainly based around the issues of

* Staff being distracted from their work with children.
* The use of mobile phones around children.
* The inappropriate use of mobile phones.
* All electronic devices with imaging and sharing capabilities

**Ensuring the Safe and Appropriate Use of Mobile Phones:** Fenham playgroup allows staff to bring in mobile phones for their own personal use. However, they are always kept in a secure safety box and on silent. They are not allowed to be used in the classrooms, toilets, changing rooms or in the play areas at any time. All electronic devices with imaging and sharing capabilities are locked away. Smart watches which have imaging and sharing capabilities are not permitted to be worn by staff at Playgroup.

If members of staff fail to follow this guidance, disciplinary action will be taken in accordance with the Fenham playgroups staff Handbook on disciplinary procedure.

There will be occasions when staff require the use of their mobile phones so they must ensure that:

* In the event of an emergency during working hours, personal mobile phones may be used in the privacy of the office with permission from the manager.
* Staff must ensure that there is no inappropriate or illegal content on the device.
* Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
* Members of staff will not use their personal mobile phones for taking photographs of children without permission from the parents, the playgroups iPad should be used for this purpose, within the consent criteria guidelines of the local authority and the playgroup.
* Members of staff may only contact a parent/carer on the playgroups mobile phone.

**Cameras and videos:** Photographs are a valuable tool for recording and assessing children’s activities and achievements at Fenham playgroup.

* Photographs and recordings of children are only taken for valid reasons.
* Photographs or recordings of children are only taken on equipment belonging to the setting.
* Camera and video use is monitored by the setting manager.
* Where parents request permission to photograph or record their own children at special events, pre-parental permission will be gained from all parents for their children to be included at the setting.
* Photographs and recordings of children are only taken of children if permission has been given to do so. (Found on the individual personal file)
* Photographs may be printed and included in a child’s Learning Journey or displayed within the playgroup. Parents/carers may see their child’s Learning Journey at any time.
* Photographs will only be stored on the playgroups computers and can be inspected by management at any time.
* If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.

**We will use photographs:**

* To track your child’s development, progress, and individual needs. Staff will record this in the children’s ‘Learning Journey’ on the Tapestry platform which will be available to view upon request.
* To record events that children participate in at Fenham Playgroup.
* For display purposes, evidence of the activities we provide, to show Ofsted and Early Years Quality and Standard team during an inspection.

**We will not take photographs:**

* When your child is having their nappy changed.
* When your child is not fully clothed.
* When your child is in the toilet/bathroom area.
* Which will be published on the internet.

**Social media:** Social media include:

* Social networking (e.g.www.facebook.com).
* Video sharing (e.g.www.youtube.com).
* Blogs (e.g.www.london2012.com/blog).
* Micro-blogging (e.g.www.twitter.com).
* Message boards (e.g.http://forums.moneysavingexpert.com).
* Wiki’s (e.g.www.wikipedia.org).

Members of staff are required to use all the privacy setting when using social media and they should not declare that they work with children when online as this could make them a target for people that groom individuals. Staff should not discuss work matters on social network sites.

Staff must not request or accept friend requests from parents on social media, unless they are already known to or a family member of the member of staff. If it causes any issues or any issues arise, they will be requested to remove the parent from their social media platform with immediate effect.

**Notice for Temporary Staff, Students, Volunteers and Visitors:** Upon their initial visit temporary staff, students, volunteers, and visitors are given information informing them they are not permitted to use mobile phones or cameras on the premises whilst they are there.

If they wish to make or take an emergency call, they may use the office or go outside the nursery entrance where there are no children present. They are also not permitted to take photographs or recordings of the children without the permission of the manager.

Temporary members of staff are to be aware of this policy in its entirety and follow the rules like every other permanent staff member.

**Anti-Radicalisation Policy**

**Statement of Intent:**

Fenham playgroup is fully committed to safeguarding and promoting the welfare of all its children. As a playgroup we recognise that safeguarding against radicalisation toward violent extremism and terrorism is no different from safeguarding against any other vulnerability and that the most effective way is to promote our shared values and virtues, community responsibility and the celebration of diversity. Therefore, this policy fits within our overall Safeguarding policy as it is regarded as an extension to the Safeguarding work which takes place at Fenham playgroup.

In democratic societies "radical" is not an actionable label. People can have radical opinions, change their world view, and move from one social network to another. Radicalisation toward violent extremism is a concern, however, for the wellbeing of the public and the democratic system.

The Anti-radicalisation policy, in line with the government’s Prevent strategy, sets out our beliefs, strategies and procedures to protect vulnerable individuals from being radicalised toward violent extremism and terrorism, by identifying who they are and providing them with support.

In the context of this policy, ‘radicalisation’ is defined as the act or process by which an individual is persuaded to make fundamental changes to their beliefs so that they come to favour violent extremism or terrorism to achieve fundamental changes in political, economic, or social conditions, institutions, or habits of the mind.

This anti-radicalisation policy is intended to provide a framework for dealing with issues relating to vulnerability of radicalisation toward violent extremism and terrorism. It clearly sets out how the playgroup will deal with such incidents and identifies how the curriculum and ethos underpins our actions.

The objectives of the policy are that:

* All staff and volunteers will understand what radicalisation toward violent extremism and terrorism is and why we need to be vigilant in playgroup.
* All staff and volunteers will know what the playgroup policy is on anti-radicalisation and will follow the policy when issues arise.
* All parents and children will know that the playgroup has policies in place to keep children safe from harm and that the playgroup regularly reviews its systems to ensure they are appropriate and effective.

**Prevent Duty Policy**

From 1 July 2015 all schools, registered early years childcare providers and registered later years providers (referred to in this advice as ‘childcare providers’) are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent Duty. It applies to a wide range of public facing bodies.

**What is Radicalisation?**

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. During the process it is possible to intervene to prevent vulnerable people being drawn into terrorist related activities.

To fulfil the Prevent Duty, it is essential that as a childcare provider we at Fenham Playgroup are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of our wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

**What is Extremism?**

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

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many ways and in many settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

At Fenham Playgroup we will look at how to risk assess and identify when a child is at risk of radicalisation or extremism. We will work in partnership with our local safeguarding team. Any relevant training will be completed and updated regularly to gain a better understanding of the Prevent Duty and procedures that need to be followed.

The main aims of this policy are to ensure that staff and volunteers are fully engaged in being vigilant about radicalisation toward violent extremism and terrorism; that they overcome professional disbelief that such issues will not happen here and ensure that we work alongside other professional bodies and agencies to ensure that our children are safe from harm.

Our planning promotes respect, tolerance, and diversity. Children are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

The following observable indicators are manifestations of possible radicalisation toward violent extremism and terrorism. Each indicator could show that a person may be radicalising toward violent extremism; it does not automatically deem them radical and/or a threat.

**Key indicators are**:

* Change in physical appearance and/or attire.
* Disconnecting from previous friendship groups.
* Active promotion of an extremist ideology.
* Seeking to impose radical or extreme views on others.
* Association with known extremist groups.

**Secondary indicators include:**

* Increased incidents of verbal abuse / prejudicial language.
* Conflict with peers.
* Self-identified feelings of isolation.
* Accessing inappropriate material on the internet.

**Procedures for reporting concerns:** If there is a concern about a particular child, normal safeguarding procedures will apply.

You can also contact your local police force or dial 101 (the non-emergency number). They can talk to you in confidence about your concerns and help you to gain access to support and advice. Also, they can advise if this would be a case for Channel. Channel is an early intervention process designed to safeguard vulnerable people from being drawn into extremism or terrorist behaviour.

The Department of Education has dedicated a telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly.

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

Please note that the helpline is not intended for use in emergency situations.

Where you have concerns about an adult working with children and you feel children may be vulnerable to messages of extremism or radicalisation, you should refer to LADO at LADO@newcastle.gov.uk and ensure OFSTED and Newcastle Children’s safeguarding board are aware.

If any staff member or volunteer has concerns that an individual may be at risk of radicalisation toward violent extremism and terrorism, they should refer the matter to the managers under the playgroups Safeguarding Policy.

**Additional materials:** Prevent strategy, GOV.UK – Home Office

**Whistleblowing Policy**

**Statement of intent:**

Whistleblowing is the term used to describe the actions taken by any member of staff/ volunteers/ students who have concerns about practice and procedures in the setting.

**Our Aim:**

All adults must recognise their individual responsibilities to bring matters of concern regarding safeguarding of young children to the attention of the setting manager, proprietor and/or relevant agencies.

Whilst we recognise that this can sometimes be difficult, it is important to remember that the welfare of the children in the settling could be subject to risk.

**Reasons for whistleblowing:**

* Everyone has a responsibility for raising concerns about unacceptable practice or behaviour.
* To uphold safeguarding requirements.
* To prevent a problem from worsening or widening.
* To protect or reduce risk to children and/or other adults.
* To prevent individuals being implicated in concerns.

**How to raise a concern:**

* Individuals must voice their concern, suspicions, or uneasiness as soon as possible.
* Be clear about the practice or procedures causing the concern.
* Discuss with the setting manager.
* Ensure you get satisfactory response-do not let the matter rest.
* Put your concern in writing on the confidential incident report form.
* You are not expected to prove the truth of any allegation, but you will need to demonstrate sufficient grounds for concern.
* The managers will undertake an investigation into the concern and provide the support.

**If you feel you cannot approach the settling manager:**

* Contact the Ofsted whistleblowing hotline on 0300 123 3155 or
* Email - whistleblowing@ofsted.gov.uk

**Staffing and Recruitment Policy**

**Statement of intent:**

We provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage (EYFS) to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our members of staff are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

**Our Aim:**

To ensure that children and their parents are offered high quality care and education for all their learning and development needs.

**Staff Requirements:**

To meet this aim we use the following ratios of adult to children:

**For children aged two**:

* There must be at least one member of staff for every four children;
* At least one member of staff must hold a full and relevant level 3 qualification;
* and At least half of all other staff must hold a full and relevant level 2 qualification.

**Children aged three and over:**

* For children aged three and over in registered early years provision where a person with qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another suitable level 6 qualification is working directly with the children:
* There must be at least one member of staff for every 13 children.
* and at least one other member of staff must hold a full and relevant level 3 qualification.
* For children aged three and over in registered early years provision where a person with qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status, or another suitable level 6 qualification is **not** working directly with the children:
* There must be at least one member of staff for every eight children.
* At least one member of staff must hold a full and relevant level 3 qualification.
* At least half of all other staff must hold a full and relevant level 2 qualification.

Each child is assigned a key person to help the child become familiar with the setting from the outset and to ensure that each child has a named member of staff with whom to form a relationship. The key person plans with parents for the child's well- being and development in the setting. The key person meets regularly with the family for discussion and consultation on their child's progress and offers support in guiding their development at home.

We hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties that may arise from time to time.

**Staff requirements and recruitment:** All staff within the setting will be fully qualified first aiders. A list of all first aiders is displayed on the notice board outside the playroom.

Any staff member who is waiting for their DBS details to come through will not have any unsupervised access at any time.

All staff used through an agency will not be permitted onto the premises unless a confirmation email in advance of working has been sent to the nursery manager confirming their full name, qualification and working hours from the agency. All staff used through an agency will be required to present photographic identification and a relevant DBS disclosure form before entering the building.

Our setting recognises that qualifications and training make an important contribution to the quality of the care and education provided by early year’s providers. As part of our commitment to quality, we offer placements to students undertaking early year’s qualifications and training. We also offer placements for school pupils on work experience.

When employing staff and managing staff within the setting we use the following procedures:

***Vetting and staff selection*:**

* We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.
* All members of staff have job descriptions which set out their staff roles and responsibilities.
* We welcome applications from all sections of the community. Applicants will be considered based on their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin, sexual orientation, or physical ability. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.
* We use Ofsted guidance on obtaining references and enhanced criminal record checks through the DBS for staff and volunteers. This is in accordance with requirements under the Safeguarding Vulnerable Groups Act 2006 for the vetting and barring scheme and the EYFS 2020.
* We keep all records relating to employment of staff and volunteers, those demonstrating that checks have been done, including the date and number of the enhanced DBS check.
* All members of 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 at any time during their employment with us.

***Disqualification:***

* Where we become aware of any relevant information which may lead to the disqualification of an employee, we will take appropriate action to ensure the safety of children. In the event of disqualification, that person’s employment with us will be terminated.

***Training and staff development:***

* All staff will complete all necessary courses needed and attend regular training courses internally and externally throughout the year.
* We provide staff induction training in the first day /week/ month and throughout their probationary period. This induction includes our Health and Safety Policy and Safeguarding Children and Child Protection Policy. Other policies and procedures will be introduced within an induction plan. Policies and procedures are kept in the office and on the parent information table in the corridor.
* We hold regular staff meetings to undertake curriculum planning and to discuss children’s progress, their next steps and any difficulties which may arise from time to time.
* We are committed to recruiting, appointing, and employing staff in accordance with all relevant legislation and best practice.
* We work together to identify training patterns needed from children’s trackers.

***Staff taking medication/other substances:***

* If a member of staff is taking medication which may affect their ability to care for children, we ensure that they seek further medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
* Staff medication on the premises will be stored securely in the office and always kept out of reach of the children.
* If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be allowed to work directly with the children and further action will be taken.

***Managing staff absences and in the event of an emergency:***

* Staff work term time and will not be allowed to take additional holidays at any one time unless a special circumstance has been discussed with the Manager. We need to ensure that ratios are not compromised.
* Where staff are unwell and take sick leave in accordance with their contract of employment, we organise cover to ensure ratios are maintained.
* Sick leave is monitored, and action is taken where necessary in accordance with their contract of employment.

**Students**: When students are on placement with us, we want to provide experiences that contribute to the successful completion of their studies and to provide them with examples of quality practice in early years care and education.

All members of staff will work as positive role models and mentors to help the students with their course and their ability to succeed.

When accepting a student placement, we use the following procedures:

* We require students on qualification courses to meet the 'suitable people' requirements of Ofsted and have DBS checks carried out.
* We require students in our setting to have a sufficient understanding and use of English to contribute to the well-being of children in our care.
* We require schools placing students under the age of 17 years with the setting to vouch for their good character.
* The educational institution of the student will be required to provide a letter confirming the suitability of the student to be placed on work experience in our setting.
* We always supervise students under the age of 17 years and do not allow them to have unsupervised access to children.
* Students undertaking qualification courses who are placed in our setting on a short-term basis are not counted in our staffing ratios.
* Trainee staff employed by the setting may be included in the ratios if they are deemed competent and responsible.
* We require students to keep to our confidentiality policy.
* We co-operate with students' tutors to help students to fulfil the requirements of their course of study.
* We provide students, at the first session of their placement, with a short induction on how our setting is managed, a risk assessment, how our sessions are organised and our policies and procedures.
* We communicate a positive message to students about the value of qualifications and training.
* We make the needs of the children paramount by not admitting students in numbers that hinder the essential work of the setting. We ensure that trainees and students that are placed with us are engaged in early years training, which provides the necessary background understanding of children’s development and activities.

**Agency Staff:** It is our intention at Fenham Playgroup to cover staffing ratios internally. Only if Fenham Playgroup members of staff are not able to cover sickness, holiday, or unforeseen staff shortages then we will use agencies to source staffing.

Childcare staff must ALWAYS have a current enhanced DBS disclosure that is less than 3 years old. When requesting staff from an agency:

* The employment agency will be informed of this requirement and they must confirm that the staff member holds an enhanced DBS.
* The playgroup will require the individual to bring in the original of their enhanced DBS on their first day of work as well as original photo ID. The manager or deputy manager will sign to agree that the person is suitable to work at the playgroup.

If the enhanced DSB is not brought in on the first day, the manager will either:

**(i)** Refuse to accept the member of staff

**(ii)** Allow the member of staff to start, if they have written confirmation of the enhanced DBS from the employment agency (disclosure number and date of issue). In this instance, the procedure for staff without an enhanced DBS must be followed (see below), until such time as the member of staff shows their enhanced DBS.

* The member of staff will be asked to sign an ongoing suitability check, which will also be signed by the manager undertaking the recruitment.
* The agency member of staff will not have unsupervised access to children until such time as the manager agree this is appropriate, and the manager will ensure that all other members of staff in the playgroup are aware of this.

**On-going suitability of staff recruitment:** All staff that work directly with children have an enhanced DBS check and have been safely recruited following our recruitment procedure. Enhanced DBS checks are renewed every 3 years. However, staff may become ‘unsuitable’ to work with children once they have been employed for any of the following reasons:

* They have been cautioned or convicted of a criminal offence since their last enhanced DBS.
* They may have become ‘Disqualified for Caring for Children’ because of other activities they are/have been involved in outside of work.
* They may have a medical condition which is affecting their suitability.
* They may have undergone a section 47 investigation in relation to their care of their own children, or children they care for, which has resulted in their name being placed on the Protection of Children Act list

As a result, all staff will be asked to sign the declaration when they first commence work with children, and every year thereafter, to ensure that they remain suitable to work with children.

The declaration will also be completed by regular volunteers and students who may be working directly with children.

If a member of staff discloses anything on the declaration the manager will:

* Make an immediate decision as to whether the member of staff should be suspended following investigation.
* Carry out a formal meeting with the member of staff to discuss the disclosure in more details.
* Ensure the registered person has all the necessary details of the disclosure so that a decision can be made.

The registered person is responsible for:

* Making the final decision as to whether the member of staff remains ‘suitable’ to work with children or whether further investigation is required. This may include contacting former employees, GP’s, or medical consultants for example.
* Notifying Ofsted, if they decide that the member of staff is no longer ‘suitable’ to care for children.
* Placing the member of staff’s name on the Protection of Child Act list if this is appropriate in the circumstances.
* Requesting to have the disqualify able offence waived if they feel this is appropriate.
* Deciding what information will be disclosed to future employers of the member of staff (reference requests).
* Undertaking a risk assessment, where the member of staff is to remain employed, to demonstrate the action that has been taken to ensure children are safeguarded.

**Staff Uniform Policy**

**Dress Code:** We encourage everyone to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

* promote a positive image and staff look professional.
* respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible.
* take account of health and safety requirements; and help staff decide what clothing is appropriate to wear to work.

We provide staff with a purple polo top, hoodie, and coat with the Fenham Playgroup Logo on them. This is to be worn with black trousers/skirt. If no uniforms are available, please wear a plain black top and trousers/skirt. These rules are also applicable to contract and temporary staff.

Please note, safety of the staff is just as important as the children, it is advised long hair is tied back, only studded earring are to be worn. Appropriate indoor shoes are to be always worn.

Jewellery such as large, sharp rings are to be covered with tape so not to injure the children if it cannot be removed. Other items of religious significance can be worn if they do not hurt the children in anyway or you yourself are at risk.