



School's Out

SAFEGUARDING



CHILD PROTECTION

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Safeguarding Children

Every employee and volunteer at School's Out has a legal obligation to ensure that the children in our care are safe from harm. Safeguarding children is our umbrella of knowledge and safe processes which ensures that every child is protected from harm, has good health and development, receives safe and efficient care and has the best chances in life. This includes every child and young person under the age of 18 years old, or older if mentally impaired.

Safe Recruitment (Appendix 1)

- Safer Recruitment procedures are in place and training is provided
- Disclosure and Barring Service (DBS) checks are maintained for all adults on a single central record

Safe People

- There is a code of conduct for all adults in the setting
- Induction of staff, students, volunteers and regular visitors takes place
- Staff are supported via training, development meetings and targeted supervisions

Confidentiality (Appendix 2)

- Practices are regularly observed and feedback given in order to ensure high standards of work
- Staff maintain confidentiality

Safe Policies

- Safeguarding Policy is in place and reviewed annually in response to changes in guidance
- Procedures for managing allegations and concerns about members of staff are in place
- Trained Designated Safeguard Lead Practitioners (DSL) take responsibility for Safeguarding in the setting

Child Protection Referrals

- Contact details and information for referrals are displayed in the setting
- Procedures are followed in line with the Local Safeguarding Children's Board advice
- Parents/carers understand the setting's responsibilities relating to safeguarding
- Staff may represent the setting at multi-agency meetings
- Accurate records are maintained and stored securely
- Appropriate relationships with parents/carers are maintained
- Appropriate information is provided to support transitions on a "need to know basis only"

Whistleblowing - LADO

- Safeguarding concerns about any adult working in the setting are reported to the DSL
- If the concern is about the Registered Person, the LADO and school Headteacher will be informed directly
- Everyone has the right to make a child protection referral to CADS or to LADO

School's Out is committed to:

- 1. Protecting and educating children and their families in their use of technology and the internet.**
- 2. Intervening and supporting children in the event of an incident.**
- 3. Ensuring that adults are aware of how to protect themselves online.**

E-Safety

School's Out recognises that the online community is a useful resource for both staff and children. "E-safety is about ensuring children are not harmed, placed at risk or bullied through the use of the internet, emails, blogs and social networking sites; or by mobile phones and electronic devices and games." Safeguarding in Early Years and Childcare, Local Authority toolkit.



- We protect children from exposure to illegal, inappropriate or harmful material by using filters and firewalls. Safe search filtering provides child-safe search tools
- We monitor content by placing screens on tables, visible to staff who supervise content. Staff check computer's browser history regularly to check which sites are being accessed
- We do not allow personal mobile phones within the setting or allow photographs to be taken of the children using personal devices
- We educate children through the display of SMART guidelines, advice on personal conduct online and expectations from others. <http://www.kidsmart.org.uk>
- We discuss age-appropriate use of the internet, social media and gaming with children and their families as required. Age related inappropriate use of the above is considered a risk to the safety of the child and will be actioned according to our child protection policy
- If a child encounters something inappropriate on the Internet staff will intervene and support the child and their family. The Manager will be informed and the incident will be noted on an Incident Log, shared with the school and with the child's parent/carer

E-Safety for Staff

- Staff ensure their digital footprint is monitored and check social media sites for privacy settings
- Staff never name or otherwise identify any child or family that they work with on a social networking site
- Staff never post pictures of, or discuss or comment on, a child or family they work with

Key Person

Every child has a key person in the Setting, the Manager or Deputy Manager is generally the best person to ensure that children and families develop a strong relationship with a significant adult in the setting.

When children initiate hugs, handholding or physical contact, we respect the child's needs and provide appropriate support. We ensure that the child is in control of the contact and the duration. Adults may need to adjust their positioning to ensure their own safeguarding, perhaps by moving a child to the side of their body or away from the body, towards their knees.



Intimate Care

In intimate care situations, the child's safety, dignity and privacy are of paramount importance. Children requiring intimate care will be treated respectfully at all times.

Intimate care covers any task that involves the washing, touching or carrying out a procedure to intimate personal areas and is associated with bodily functions and personal hygiene including: toileting, washing, dressing, and menstrual care. When intimate care is given, the member of staff will explain fully each task that is carried out and the reasons of it. Staff will encourage children to do as much for themselves as they can.

School's Out staff who provide intimate care will do so in a professional manner. Staff are aware of safeguarding issues and will have relevant training and DBS clearance, before providing intimate care. No child should suffer distress or pain as a result of receiving intimate care.

[Further Guidance](#)

Photographs

Practitioners support children's development and engage parents in children's learning and development through the use of photographs that record their achievements.

- Parents/carers provide informed, written consent at registration. Further written consent will be requested in the event that images are considered to be used publicly for marketing purposes
- Adults are always sensitive to any child who appears uncomfortable about being photographed or filmed and ensure that children are kept safe. A camera or iPad is available for use and stored securely in a locked filing cabinet in the setting. Images are routinely deleted before each school holiday
- The Designated Safeguard Lead may need to remove photos of children from the setting for work purposes. A senior colleague must be aware of which photos are being removed and for what purpose to ensure appropriateness at all times

There are no circumstances that will justify adults possessing indecent images of children. Adults who access and possess links to such websites will be viewed as a significant threat to children.

Mobile Phones

School's Out staff must not use or carry personal mobile phones during working hours.

- Using a mobile phone can cause disruption and distraction and result in not giving full attention to a child.
- Mobile phones provide an easy way of taking images and of communicating these via the internet and in emails etc.

Personal mobile phones are stored securely in an area designated for personal belongings, inaccessible to children. Personal mobile phone use is restricted to breaks in designated areas away from children

Visitors will also be requested to store and access phones in the same areas. The work mobile phone is labelled as such and is never used in areas where children are changed, in toilets or bathrooms

Staff please refer to the School's Out Employee Handbook (page 16)

Babysitting

Babysitting can easily lead to a conflict of interest or breach in confidentiality. For this reason individual staff members are **NOT** permitted to care for regular attendees of the setting outside of the setting hours due to safeguarding considerations.

Should any staff or parents/carers make any personal arrangements to babysit their child, the following would apply:

- So School's Out Limited will not be responsible for any private arrangements or agreements that are made
- Staff will not be authorised to take children home from the setting
- Out of hours work must not interfere with a staff member's employment at School's Out or take place during School's Out operating hours
- School's Out will not be held responsible for any safeguarding, health and safety or other issues that may arise from private childcare arrangements.

“ Testimonials
A 5 star gift of thanks



Gifts & Hospitality

School's Out seeks to protect their staff from suspicion of bribery or dishonesty.

A gift or hospitality from any customer, supplier or other person must be authorised by the Setting Manager. Gifts of a value of £50 or more may not be accepted.

Whilst School's Out staff appreciate small tokens of thanks, a testimonial which expresses specifically how we have benefitted your family is a lasting gift for the staff and setting. Sharing your positive experiences with new families will provide confidence in our childcare and ethos.

Gifts of toys or resources for the setting are gratefully received and will enhance the experience for all children. Should you wish to purchase a gift for a particular staff member this must be recorded with the Manager at Schools Out.

Gifts from staff to children/families such as letters or cards are acceptable. If small gifts are to be given from staff to children they must be recorded and of a small value. They must be given to all children and never one individual child/family.

Staff please refer to the School's Out Employee Handbook (page 17)

Code of Conduct

Code of Conduct

All School's Out staff and volunteers are expected to:

- Prioritise the safety and wellbeing of children and maintain a focus on their needs.
- Treat children, parents, carers and colleagues with dignity and respect.
- Provide good role modelling in respect of professional behaviour.
- Communicate effectively and professionally. This includes avoiding inappropriate language, remarks and gestures.
- Maintain confidentiality as appropriate and be clear about when information will be shared.
- Maintain professional integrity and recognise appropriate boundaries. This includes not sharing personal phone numbers with children and parents, and not using social networking sites to communicate to anyone regarding the setting or any aspect of work in an early years and childcare setting.
- Present themselves appropriately in a work context. This includes wearing appropriate and safe clothing.
- Behave appropriately in a work setting. This includes being appropriate in terms of promoting healthy eating and drinking and all other behaviour.
- Behave appropriately outside of the setting.
- Not misuse substances such as drugs and alcohol that may have a detrimental effect on children or an individual's suitability to work in an early years and childcare setting.
- Take responsibility for informing the line Manager of any information about any health/personal issues that might have a detrimental effect on suitability to work with children.
- Access relevant training and ensure learning is embedded in practice.
- Understand and work to the settings policies and procedures at all times.

Child Protection

Child protection is a targeted framework at ensuring the safety and welfare of children. The current child protection system is based on the Children Act 1989 which details the obligations of local authorities to provide “services for children in need” (section 17) and investigate suspicions of significant harm (section 47). Please see the flowcharts and information on display in the setting which detail who you should speak to if you have concerns about a child; the Manager of the setting, the Designated Safeguard Lead Practitioner or the school Head Teacher. Below is a summary of what you need to know. Full details are available from the following guidance and should be read by every member of staff.

HM Government *‘What to do if you’re worried a child is being abused’* (March 2015).
<https://www.norfolkscb.org>

HM Government *‘Working Together to Safeguard Children’* (July 2018)

- The guiding principles for staff are to:
-  **Alert** Attend child protection training which provides detailed information on signs of abuse and to be alert to: injuries sustained before coming to the setting, changes in behaviour, observations and interactions, disclosures.
 -  **Question** Be trained to question the actions, behaviours and beliefs of children, parents/carers, adults or volunteers and to not necessarily take what they are told at face value.
 -  **Record** Record all concerns on a “Recording Form for Safeguarding Concerns”, to share concerns with the Safeguard Lead Practitioner only and to be supported throughout the process.
 -  **Refer** Be aware of how to refer to children’s social care (CADS) or LADO or to the police and where to get extra advice.

Forms of Abuse and Neglect



Prevent Duty

We have a duty to prevent people from becoming terrorists or supporting violent extremism in all its forms.

In order to protect children in our care, we remain alert for indicators of any influence of extremism or Vulnerable To Radicalisation (VTR) based on:

- The expression of extremist views,
- Possessing or seeking extremist materials such as weapons or extremist websites,
- Behavioural change particularly withdrawal from family or hostility towards organisations,
- Family history which include any extreme views.

The procedure for referral is via CADS [Channel Alert / Referral](#)

Female Genital Mutilation

FGM is a collective term for procedures, which include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is illegal in the UK and victims are more likely to come from a community who practice FGM. African communities include; Kenyan, Somali, Sundanese, Serra Leonean, Egyptian, Nigerian and Eritrean. Non African communities include Yemeni, Afghani, Kurdish, Indonesia and Pakistani.

Factors that increase risk include those families who are less integrated into British society. Any girl withdrawn from Personal, Social and Health Education may be at risk as a result of her parents wishing to keep her uninformed about her body and rights.

[Further guidance](#)

If Abuse is Disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

1. Stay calm
2. Listen carefully without interruption, suggestion or question
3. Tell the child that information will be passed on if they are unsafe
4. Support the child to settle in a familiar activity, requesting another safe adult to remain with the child
5. Record the incident detailing the child's words on the Recording Form for Safeguarding Concerns
6. Inform the Designated Safeguard Lead Practitioner or Police as per the flowchart on display in the setting
7. Maintain complete confidentiality about the incident

Unless there is an immediate risk of significant harm or death the Safeguard Lead Practitioner will inform the child's parents before a referral is made to CADS or LADO.

Responsibility of the Designated Safeguard Lead Practitioner

The Designated Safeguard Lead Practitioner will act according to up-to-date advice from the Local Safeguarding Children's Board.

<https://www.norfolkscb.org/about/policies-procedures/>

