



Comprehensive guide to the policies used to ensure KatieB Kids meet all safeguarding obligations.

The designated person for safeguarding in our setting is **Hayley Grayston. Louise Buckley** is the deputy designated safeguarding lead for all Safeguarding and child protection issues.

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All necessary steps are taken to keep the children in our care safe and well. It is important to note that we have separate documents which complete the required legislations contributing to safeguarding and these are:

- **Child Protection Statement and Policy.**
- HR Policy Handbook.
- Safer Recruitment Policy.
- Health & Safety Policy Handbook.
- SEND Policy.
- Admissions handbook

Whistleblowing policy

Our nursery is committed to the highest possible standards of openness and accountability. In line with this commitment, we encourage staff and others with genuine concerns about any person linked with the setting and/or others (e.g., parents/ carers) to come forward and voice those concerns. This policy document makes it clear that employees, parents/ carers, and others can do so without fear of reprisals. The Whistleblowing Policy is intended to encourage and enable employees and others to raise such concerns rather than overlooking the problem. The procedure allows staff, parents/ carers and outside agencies to raise concerns about the management/ staff within our nursery.

There are existing procedures in place to enable parent / carers to raise concerns or complaints, this Whistleblowing policy is intended to cover genuine concerns that fall outside the scope of other procedures. That concern may be about something that:

- Is against the policies and procedures of the nursery.
- Falls below established standards of practice.
- Amounts to improper conduct.
- Is a Health and Safety risk, including risks to the public as well as children, other colleagues, parent / carers, and others.
- Contradicts the nursery Code of Conduct.
- Contributes to a safeguarding risk involving children in our care.

Confidentiality

We will do our best to protect an individual's identity when a concern is raised. However, it must be appreciated that, in the interests of natural justice, any investigation process may reveal the source of the information and a statement by you may be required as part of the evidence.

Anonymous allegations

You are strongly encouraged to put your name to any allegation. Concerns expressed anonymously are much less powerful. Anonymous allegations will be considered and any action taken at our discretion and in conjunction with the relevant agencies where appropriate. In exercising this discretion, the following factors will be considered when dealing with any allegations:

- The seriousness of the issues raised.
- The credibility of the allegation.
- The likelihood of confirming the allegation from attributable sources.

How to raise a concern

As a first step, you should normally raise concerns with the nursery manager at louise@katiebkids.co.uk. If you suspect they may be related to the issue you should contact the nursery owner at katie@katiebkids.co.uk. You can contact the relevant childcare officer (LADO) attached to the setting if you believe it is necessary to do so. They can be contacted on 03000410888 or kentchildrensLADO@kent.gov.uk.

Concerns are better raised in writing. You are advised to set out background and history of your concerns, giving names, dates and places, where possible, and the reason why you are particularly concerned about the situation. The earlier you express your concern, the easier it is for us to act. On receipt of an allegation against a member of our team we will contact the LADO and the action taken will depend on the advice we receive. The matters raised may be investigated internally or be referred to the Police.

Allegations referred directly to the Childcare Officer (LADO) will be dealt with in accordance with their policies and procedures.

Any person who is the subject of an allegation should, at the appropriate times, be given details of the allegation to respond. To protect individuals, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations that fall within the scope

of specific procedures (e.g., Safeguarding or discrimination issues) will normally be referred for consideration under those procedures.

How the matter can be taken further

If the concern has not been dealt with in a manner which is satisfactory to the employee, parent/ carer or others involved, then they can contact OFSTED directly: TEL: 0300 123 1231 Web: www.ofsted.gov.uk Email: enquiries@ofsted.gov.uk

Where staff feel unable to raise an issue with their employer or feel that their genuine safeguarding concerns are not being addressed NSPCC whistleblowing advice line is available. Staff can call 0800028 0285 - 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk. Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH

Policy for action to be taken in the event of an allegation being made against a member of staff.

This policy sets out the procedure to be followed in the event of child protection allegations being made against a member of our team:

1. If an allegation is made against a staff member the designated person for safeguarding must be informed immediately. The nursery designated person will then act as set out in the following clauses of this policy.
2. The DSL will discuss any allegations or concerns regarding a member of staff with the Local Area Designated Officer who will provide the necessary advice on threshold decisions for a referral to the police and social care and subsequent follow up in all cases. The LADO contact details are 03000 41 08 88 and kentchildrenslado@kent.gov.uk.
3. The DSL will meet the individual raising the concern to gather as much information as possible and to ensure that all relevant issues are completely clear. No attempt will be made to conduct any sort of investigation at this stage.
4. Depending upon the nature of the complaint and the guidance from the LADO the DSL will interview the accused person to hear his / her side of the story. NB if the complaint involves alleged sexual abuse the DSL will not interview the person concerned and will not alert him/ her to the concerns until the social services and/ or police have been consulted.
5. According to the nature of the allegations and feedback from the LADO the DSL will contact the social services and/ or the police. These organisations will then give advice on the best course of action to take in the short term.
6. The DSL will keep clear written records of all discussions and observations involving the complaint, the accused person, and any other persons interviewed.
7. The DSL will inform OFSTED within 14 days.

Where allegations are made against the manager or owner of our nursery the member of staff making or reporting the allegation should report to the Local Authority Designated Officer. Their contact details are 03000 41 08 88 and kentchildrenslado@kent.gov.uk. Staff are also reminded that they have the right and responsibility to contact LADO at any time if they feel that an allegation has not been taken seriously or dealt with in the appropriate way.

Policy for the non-collection of a child

Should a parent, guardian or responsible adult authorised to collect a child fail to collect a child at the end of their session the following procedure will be followed:

- The named contact person will be called to advise of the situation. If they are not contactable then the emergency contact will be tried.
- If this person is also unavailable, then the authorised responsible person list will be contacted until someone from this list can be informed of the situation.
- The child will be kept safe within the nursery and will not be alerted to any concern.
- In an event whereby we fail to make contact with a relevant person or whereby no authorised person can make the journey to do the emergency collection beyond the settings opening hours then the following will occur:
 - The nursery designated person for safeguarding within the setting should be contacted.
 - We will contact the local social services department - urgent child protection outside of office hours: 03000 41 91 91.
 - Two staff members will stay with the child until the child is collected by either the parents, an authorised adult, or a social worker.
 - A record of the incident will be made, and Ofsted may be informed.

Policy for mobile phones, tablets, smart watches & cameras

The welfare, protection and safety of every child in our care is of paramount importance, and our responsibility to safeguard children is taken seriously without exception. Staff should be completely attentive during their hours of work to ensure all children in the nursery receive good quality care and education.

Mobile phones and smart watches

- Mobile phones and smart watches with cameras must not be used during working hours. Lockers are provided for staff for personal belongings should they want one, but all belongings are kept in the staff room. pt
- A lockable safe is kept in the staff area which staff must leave their mobile phone or smart watch if it has a camera during working hours. Phones must be signed in at the start of each shift before entering the nursery and can be signed out at the end of the shift and at lunchtimes.
- Access to the safe is monitored by the management team.
- Mobiles and smart watches with cameras may only be used on a designated breaks or with prior consent from a member of management and only in a child free area of the nursery.
- On nursery outings the nursery mobile phone will be used (which does not have the capacity to take photos or use the internet)
- Mobiles and smart watches must never be used to take photographs of:
 - Any of the children
 - Any area of the nursery
 - The children's creative work in the nursery
 - Any member of staff at work

It is the responsibility of all members of staff to be vigilant and report any concerns to the general manager or director. Any concerns will be taken seriously, logged and investigated appropriately.

Cameras and tablets

- Images are used to form the on-going assessments for development as part of the children's learning journey. The setting camera and / or tablet is the only authorised technical equipment that is authorised to be used for this purpose. This technology has the appropriate security settings in place.
- Images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Only children whereby the parent or guardian has consented to the use of images being used in this way will be photographed.
- All staff are responsible for the location of the camera and tablet.
- Images taken and stored on the camera or tablet must be downloaded as soon as possible within GDPR regulations.

Accident & incident policy

On registration parents or guardians are asked to consent for our nursery educators with appropriate first aid training to administer the required basic first aid and treatment in the event of an accident. Parents / guardians will be informed of all accidents and will be required to sign an accident form through Nursery in a Box Parent Admin. For accidents of a more serious nature, involving hospital treatment, all attempts will be made to contact the parents but failing this, we will act on behalf of parents and authorise necessary treatment as long as this has been consented to at registration. Ofsted or the local child protection agency will be notified within 14 days of any serious accident or incident and will act upon guidance given.

We meet legal requirements for health and safety by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations) and reporting as per the HSE guidelines.

The nursery's accident and incident tracker

- All accidents and incidents are logged on Nursery in a Box including those that that are reportable to the Health and Safety Executive and Ofsted.
- The following are recorded in the nursery management software:
 - o Any accident or incident to a member of staff or child.
 - o Any mark on a child upon arrival to the nursery.
- The following are recorded and uploaded to TEAMS:
 - o Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

- Break in, burglary, theft of personal or the setting's property
 - Fire, flood, gas leak or electrical failure.
 - Attack on member of staff or parent / guardian on the premises or nearby.
 - Any racist incident involving a staff or family on the setting premises.
 - Death of a child, and
 - A terrorist attack or threat of one.
- The following is recorded alongside the details of the incident or accident:
- The date and time of the accident or incident.
 - The nature of the event.
 - Who was affected?
 - The action taken and
 - Any follow up.
- In the unlikely event of a terrorist attack, we will follow the advice of the emergency services regarding evacuation, medical aid and contacting children's families. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The data for accidents and serious incidents is used to inform monthly reflection on how practice can be changed to improve outcomes and experiences for the children in our care. Changes are disseminated throughout the team by the nursery management and senior educators.

Policy for non-admission of sleeping children.

We strive for all of our children to look forward to coming into nursery and to be happy to do so.

We use the initial handover from parents / guardians to our educators as a time to share key information that may support us in providing the best care for that child throughout the day. It is also an important transition time for the child, to say goodbye and be greeted by a familiar adult in nursery.

Children must be awake and alert when entering the nursery each day, we then know that the child is well and can safely enjoy their day in nursery. Sleeping children or babies will not be admitted.

Suitable people policy

Suitable People

We ensure that people looking after children within our nursery are suitable to fulfil the requirements of their role. We have effective systems in place to ensure that nursery workers and any other person who is likely to have regular contact with children including those working on the premises are suitable.

- We have obtained an enhanced disclosure barring service check for every person aged 16 and over who works directly with children and who works on the premises on which the childcare is provided. All educators are on the update service.
- All staff are aware of their duty to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children during their employment at the setting.
- All staff are aware to disclose anything which could affect their ability to work with children, for example involvement in social services personally.
- We do not allow people whose suitability has not been checked, including through a DBS check, to have unsupervised contact with children being cared for.
- We hold a central record with information about staff qualifications and the identity checks and vetting processes that have been completed (including the DBS check, reference number and the date a disclosure was obtained).
- We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006.

Disqualification

Where we become aware of relevant information which may lead to disqualification of an employee, we will take appropriate action to ensure the safety of children and the individual would not have any further contact with any child at the nursery.

We will provide Ofsted with the required information within 14 days should an order, determination, conviction or disqualification take place of any individual associated with the company.

Staff taking medication/other substances.

Staff are not permitted to be under the influence of alcohol or any other substance which may affect their ability to care for children. If educators are taking medication which may affect their ability to care for children, only after confirmation has been sought from a medical advisor to confirm that the medication is unlikely to impair that staff member's ability to look after children properly would they be permitted to take responsibility of the children. Staff medication on the premises is securely stored, and out of reach of children, at all times.

Qualifications, training, support, and skills

- We follow our legal responsibilities under the Equality Act 2010.
- We ensure that all staff receive induction training to help them understand their roles and responsibilities. The induction includes emergency evacuation procedures, safeguarding and child protection issues.
- We support staff to undertake appropriate training and professional development to ensure the offer quality learning and development experiences for children that continually improves.
- We have supervision processes to provide support, coaching and training. Supervisions provide opportunities for staff to discuss any issues concerning children's development or wellbeing including child protection issues; to identify solutions to address issues as they arise and to receive coaching to improve their personal effectiveness.
- We are working towards 100% of our team holding a paediatric first aid certificate. Someone with this training will be always on the

premises when children are present and will accompany children on outings. All newly qualified entrants to the nursery who have completed a level 2 or 3 qualification after the 30th of June 2016 must also have either a full and relevant PFA or an emergency FA certificate within 3 months of starting work to be included as a qualified member of staff.

- We ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care.
- For children under two at least one member of staff will hold a level 3 qualification- and at least half of all other staff must hold an approved level 2 qualification. At least half of all staff must have received training that specifically addresses the care of babies.
- For children over 2 at least one member of staff will hold a level 3 qualification- and at least half of all other staff must hold an approved level 2 qualification.

Students and volunteers

We are happy to support motivated students and volunteers who are keen to enter the childcare industry but a policy must be followed. An application form must be completed prior to being offered a student placement and a basic interview must take place. This is to ensure that the experience of having a student or volunteer enhances the provision of the nursery and never detracts from its quality and standards. Long term students or volunteers may be deemed competent to be included in ratio. Volunteers and students are never left alone with children including for personal care. Work experience students under 16 will have a risk assessment for working. Over 16-year-olds will have a DBS. All students and volunteers will understand the expected standards of behaviour and responsibility. The placement of the student will be monitored throughout.

Staff: child ratios

The staffing arrangements meet the needs of all children and helps to ensure their safety. All staff are over 16 years of age and deemed suitable or are not included in the staff to children ratio's. The decision as to how to deploy staff throughout the day is dependent upon the choices of the children at any one time within the nursery. We will ensure that the necessary supervision, facilitation, and engagement in activities can occur in all areas within the nursery to facilitate development and enhance the enjoyment of the children. Children will always be within sight or hearing of a nursery worker, but the aim is for all children to be within sight *and* hearing of staff.

- For children under two years we have at least one member of staff for every three children at all times.

- For children aged two we have always at least one member of staff for every five children.
- For children over the age of three years we have always at least one member of staff for every eight children with the exception of EYP sessions where one ratio of 13 meets legal requirements.

Visitor policy

We have a strict visitor policy whereby any individual entering the building in which the nursery is based must sign in and out of the building. Visitors only ever enter the nursery area when children are present under constant supervision and not to detract from the children's engagement in play or rest.

Lone working policy

This policy protects both staff and children attending the nursery.

Good communication exists throughout our team so that all staff are aware of each other's intentions and whereabouts. Staff inform their colleagues if they intend to leave the room, even for a short period. Providing an opportunity to seek cover if necessary. However, we recognise that there will be times during the day that staff may be left alone with the children. This includes supporting children in the washrooms and some individual duties of team members e.g., duties outside of operational hours.

We take measures to ensure that staff and children are not left in vulnerable situations with the following:

- During operating hours, where children are present at least two people must be on the premises.
- Open plan nursery space enabling staff to easily call for support.
- Robust safeguarding policies that are familiar to all staff. This includes always working to legal ratio.
- Observations and audits form part of the continuous commitment to reflective practice and setting improvement, enabling training needs to be identified and acted upon promptly.
- Specific deployment training for all senior staff, and ratio monitoring throughout the day. This ensures that staff are appropriately placed around the nursery to maintain the safety of the children inside and outside.
- Advocating mixed age grouping and planning for this at times of the day where it can be beneficial for the children but useful in supporting operations. For example, in the evening to support handovers and end of day procedures.

It is the responsibility of all staff to identify the hazards and minimise the risks of working alone. On the rare occasions that lone working within a room does take place we consider if the member of staff can manage the expectations of them safely. This includes:

The policy forms part of the *Katie B*
kids development plan and will be reviewed annually.

- The situation at that moment including the behaviour of the children, and the environment.
- That the staff member is competent in their role.
- That the staff member can easily call on others should they need support, including procedures if there was a fire evacuation or lockdown.

Smoking policy

We operate a strict no smoking policy at all times. This includes vaping. KatieB Kids employees, students or volunteers at the nursery are forbidden to smoke or vape within 500 meters of the nursery area.

Outing's policy

On all outings the following will be adhered to without exception:

- We will maintain staff to children's ratios.
- There will be a designated lead.
- We will take a first aid kit on all outings.
- All outings will be risk assessed on the day considering weather conditions, staffing and any other factors necessary for safety. A risk assessment is completed for every trip.
- A designated mobile phone will be taken on outings.
- Children will be dressed suitably. Appropriate weather attire is requested from the parents or guardians.
- Children will be issued with high vis-ability tabards for safety.
- Consent for outings would have been sought at registration to enable the child to take part in outings.
- Head counts will be taken.
- Any essential medical equipment will be safely transported in an appropriate carrier.
- The lost child policy is taken in the outings bag.

Lost child policy

Children's safety is always maintained as the highest priority both on and off premises. Every attempt is made through carrying out the outing's procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our lost child procedure is followed.

1. The register will be checked to confirm attendance of that child.
2. A head count will be performed.
3. An alarm would be raised to inform team members of the incident.
4. The remaining children will be placed together.
5. Everyone involved would be informed of a description of the child.
6. The building and local area will be searched.
7. The police will be alerted by calling 999.
8. The register and headcount will be taken again.
9. Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
10. The parent will be alerted, and the incident will be logged.
11. The designated person for safeguarding will be informed.
12. Ofsted will be informed of the incident within 14 days.

Policy and procedure relating to a terrorist attack or national emergency.

The care and security we provide to each child is paramount. We will do everything within our powers to protect, comfort and support every child in the event of a major incident, National Emergency or Terrorist Attack.

If we are involved or caught up in an incident, we will comply fully with the instructions from the emergency services and constantly reassure the children in our care. We ask parents to please not attempt to come to the setting, unless asked to collect your child, as this may put you and your child at greater risk. As much as possible, we will keep you informed of the actions we are taking.

If a parent is caught up in an incident, we will continue to look after the child until they are able to be collected by a person nominated to collect them. We will try our best to keep in contact by landline, mobile or email. We understand that during major incidents the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will however attempt to contact you on a regular basis and ask that you try to do the same. We will keep up to date on the situation using any media source available to us. We will endeavour to protect your child from information that may alarm or distress them.

In the event of an extreme incident, such as a terrorist attack, close to the setting, we will take every step to ensure the safety of staff and the children in our care.

- All the children and staff to stay within the nursery.
- All security doors will be closed. External doors will be locked.
- A senior member of the team will call the police for further advice, which should be followed. It will be explained that the call is from a nursery and informing how many children and adults are present.

- In case of any doubt, there should be no movement of children in or out of the building and all adults will wait for the police to manage the situation.

In the event of an armed or dangerous intruder entering the building

- On noticing an intruder an alarm must be raised to alert all adults. A code word is used and is passed quietly throughout the team. The code word is 'Marmite'.
- All the children and staff to stay within the nursery.
- All security doors will be closed.
- If children are outside on a trip the adult will be contacted on the nursery phone to advise them to go to the 'safe place' and not to return to the nursery.
- If children are in the garden the adult will be contacted on the nursery mobile to go to the 'safe place' and to get away from the nursery if it is safe to do so i.e., if a second intruder was not outside. If a second intruder is outside then the group will come into the nursery and lock and barricade the door.
- Children and staff will try to lay low and out of sight, taking note of the Lockdown Zone Plan and minimising movement.
- A member of management will call the police immediately by call or text explaining that the call is from a nursery and informing how many children and adults are present.
- If advised to do so and there is a safe route out without exposing the children and adults' to greater danger. If the location of the intruder is known, and there is safe passage available out of the building, the children should be lead, in SILENCE, out of the building away from the intruder remaining aware that there could be more than one intruder in the building.
- It is important that not everyone leaves together; groups of children according to the room ratio for ease will be taken at a time.
- All belongings will be left behind.
- The assembly point would be away from the building, in the 'safe place' taking advice from the police, if possible, when outside the building.
- If it was not safe to leave, or if advised not to by the police:
- If possible, lock external and internal doors and block with furniture.

- Children will be encouraged to stay quiet if possible reassured to avoid causing avoidable distress.
- Children would be asked to use the toilets and potties in the room.
- Three emergency evacuation bags are available within the green areas of the nursery that contain vital food. Fresh drinking water is available.
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

In the event of being caught up in an armed or dangerous situation when on an outside adventure:

- The lead of the trip would assess if it was safe to take any route to either:
 - The nursery
 - The 'safe place'
- If it is not safe to move, children in small groups will be supported to hide with an adult within the immediate area.
- The emergency services would be contacted, by call or by text, and we would follow their advice. To text:
 - Use a registered mobile: a nursery or management phone
 - Send a text to 999 specifying the service, the nature of the emergency and the location
 - E.g., Police Armed Intruder in Nursery DA2 6FF
 - Follow reply. After 18000 if no response is received within 2 minutes.
- We will constantly reassure the children in our care.

Acceptable Internet Use Policy

Introduction

The internet should be considered part of everyday life with children and young people are at the forefront of this on-line generation. Knowledge and experience of information and communication technology (ICT) should be considered an essential life skill. Developmentally appropriate access to computers and the internet in the early years will significantly contribute to children and young people's enjoyment of learning and development. This policy forms part of our Data Protection policies and procedures to ensure compliance with the GDPR (General Data Protection Regulations) and the Data Protection Act 2018.

Children and young people will learn most effectively where they are given managed access to computers and control of their own learning experiences, however such use carries an element of risk. Early Years educators and managers, in partnership with parents and carers, should consider it their duty to make children and young people aware of the potential risks associated with online technologies. This will empower them with the knowledge and skills to keep safe, without limiting their learning opportunities and experiences.

Policy statement

This policy will outline safe and effective practice in the use of the internet. It will provide advice on acceptable use and effective control measures to enable children, young people, and adults use ICT resources in a safer online environment.

The policy applies to all individuals who are to have access to or be users of work-related ICT systems. This will include children and young people, parents and carers, early years managers and educators, volunteers, students, visitors, and contractors. This list is not to be considered exhaustive.

The policy forms part of the *Katie B*
kids development plan and will be reviewed annually.

This policy will apply to internet access through any medium, for example computers, mobile phones and tablets. Before the use of any new technologies, they will be examined to determine potential learning and development opportunities. Their use will be risk assessed before considering whether they are appropriate for use by children and young people.

Responsibilities

The Designated Safeguarding Lead (DSL) is to be responsible for online safety and will manage the implementation of this policy. In our setting the **DSL is Hayley Grayston and DDSL Louise Buckley.**

The Designated Safeguarding Lead will ensure:

- Day to day responsibility for online safety issues and will have a leading role in implementing, monitoring, and reviewing this Policy.
- All ICT users are made aware of the procedures that must be followed should a potentially unsafe or inappropriate online incident take place.
- Recording, reporting, monitoring, and filing of reports should a potentially unsafe or inappropriate online incident occur. This must include the creation of an incident log to be used to inform future online safety practice.
- All necessary actions are taken to minimise the risk if any identified unsafe or inappropriate online incidents reoccurring.
- Regular meetings take place with the registered person and/or managers to discuss current issues and review incident reports.
- Effective training and online safety advice is delivered and available to all early year's managers and practitioners, including advisory support to children, young people, parents and carers as necessary.
- Liaison, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

Managing online access

Password security

- Maintaining password security is an essential requirement particularly as we have access to sensitive information. A list of all authorised ICT users and their level of access is maintained and access to sensitive and personal data is restricted.
- Early years managers and educators are responsible for choosing a strong password and for keeping this secure. It is best practice is to update every 60 days.
- Sharing passwords is not considered to be secure practice. Where children and young people are to be enabled to create their own password a copy of such will be kept on file for reference.
- All computers and laptops are set to 'timeout' the current user session should they become idle for an identified period.
- All ICT users will 'log out' of their accounts if they need to leave a computer unattended.
- If ICT users become aware that password security has been compromised or shared, either intentionally or unintentionally, the concern must be reported to the Designated Person for Safeguarding.

Internet access

- The internet access for all users will be managed and moderated to protect them from deliberate or unintentional misuse. Every reasonable precaution will be taken to ensure the safe use of the internet. However, it must be recognised that it is impossible to safeguard against every eventuality.
- The following control measures will be implemented which will manage internet access and minimise risk:

- Secure broadband or wireless access
 - A secure, filtered, managed internet service provider and/or learning platform.
 - Secure email accounts.
 - Regularly monitored and updated anti-virus protection.
 - A secure password system
 - An agreed list of assigned authorised users with controlled access
 - Effective audit, monitoring and review procedures.
- Online activity is monitored to ensure access is given to appropriate materials only. Computers, laptops and tablets are sited in areas of high visibility to ensure children and adults are closely supervised and their online use appropriately monitored.
 - Should children or adults discover potentially unsafe or inappropriate material, the content will be hidden from view. For example, the window will be minimised and/or the monitor (not Computer) will be turned off. All such incidents must be reported to the DSL who must ensure a report of the incident is made and take any further actions necessary.
 - All managers and educators will be made aware of the risks of compromising security, for example from connecting personal mobile devices to work related ICT systems. Such use is avoided but should it, on occasion, be unavoidable it will be subject to explicit authorisation of the Designated Person for Safeguarding. Such use will be stringently monitored.
 - Should it be necessary to download unknown files or programmes from the internet to any work-related system it will only be actioned by authorised ICT users with permission from the Designated Person for Safeguarding (DSL). Such use will be effectively managed and monitored.
 - All users are responsible for reporting any concerns encountered using online technologies to the DPS.

Online communications

- All official communications must occur through secure filtered email accounts.
- All email correspondence will be subject to scrutiny and monitoring.

- All ICT users are expected to write online communications in a professional, polite, respectful, and non-abusive manner. The use of emoticons is not permitted.
- A filtered internet server is used to monitor and prevent offensive material or spam. Should, on occasions, security systems not be able to identify and remove such materials the incident will be reported to the DSL immediately.
- Communications between children and adults by whatever method should take place within clear and explicit professional boundaries. Early years managers and educators will not share any personal information with any child associated with the setting. They will not request or respond to any personal information from the child or an adult other than which might be considered appropriate as part of their professional role. Advice should be sought from the DSL before engaging in any such communication.
- Early years managers and educators must ensure that all communications are transparent and open to scrutiny
- All ICT users should refrain from opening emails where they do not know the sender or where the content or format looks suspicious.
- Online communication is not considered private or confidential for safeguarding and security purposes. All users must seek advice from the DSL and the local Safeguarding Children Board as to how information should be relayed.
- Children will be enabled to use online equipment and resources when it is considered, in consultation with parents and carers, that they have the developmental knowledge and understanding to recognise some of the benefits and risks of such communication. Access to online communication will always be supervised by an adult.
- When children access online communications and communities a nickname must be adopted to protect their identity and ensure anonymity.

Managing multimedia technologies

- Many devices are equipped with internet access, GPS, cameras and video and audio recording functions. A risk assessment is completed to minimise risk of using technologies whilst maximising the opportunities for children and young people to access such resources.
- Access to a range of age-appropriate websites are available. Children are advised, in an age appropriate manner, that they should be careful whilst online and that not everyone is who they say they are.

- All ICT users and the DSL must only use moderated sites to afford maximum protection. Non-moderated websites allow for content to be added and removed by others.
- Children will not be permitted to post images on any website or profile.

Social networking sites

- Access to social networking sites is not permitted by children in the setting.
- Early years managers and educators are not permitted to use work related technologies for personal access to networking sites.
- The use of these sites in adults recreational time cannot be restricted however early years managers and educators must adhere to our professional conduct agreement. Content which may compromise professional integrity or will bring the setting into disrepute is not permissible and may result in disciplinary action.
- It is not permissible for early years managers or educators to engage in personal online communications with children, young people, parents or carers. This includes the use of social media networking platforms such as Facebook and Twitter.
- Any known misuse, negative and/or anti-social practices must be reported immediately to the DSL.

We advocate the use of the following publications to support families in online safety:

- http://www.kelsi.org.uk/_data/assets/pdf_file/0004/43087/Keep-Children-Safe-Online-Leaflet.pdf
- <https://www.nspcc.org.uk/onlinesafety>

Image Use Policy

Introduction

This image use policy applies to the use of any film and electronic photographic equipment used in our setting. This will include cameras, mobile phones, webcams and tablets with inbuilt cameras as well as other forms of digital technology and resources for storing and printing images.

As digital cameras and mobile phones have become more advanced and easier to use, it is increasingly likely that children and their families will be using digital photography as part of their everyday family life. It is therefore very important that all staff, volunteers, students, visitors to the setting, parents/guardians and children consider the impact such technology may have.

Digital technology has increased the potential for cameras and images to be misused and inevitably there are concerns about the risks to which children may be exposed. However, we understand and are aware that the behaviours of individuals using the technology present the risk, not the technology. We have taken the view, in consultation with other agencies, that the risk of a child being directly targeted for abuse through being identified by a stranger is small. By taking reasonable steps to make certain that a photograph is appropriate, and the full name and contact details are protected, then photography for use in our setting and other events by staff, families and the media should be allowed. Generally, photographs for setting and family use and those that appear in the press are a source of pleasure and pride. They enhance self-esteem for children and their families, and this practice should continue within the safe practice guidelines detailed below.

Policy Statement

This policy seeks to ensure that images and videos taken within and by us are taken and held legally and the required thought is given to safeguarding all members of the setting. It applies to all images (including still and video content) taken by the setting. It applies to all staff, volunteers, students, visitors to the setting and other individuals who work for or provide services to us as well as parents/guardians and children. This policy forms part of our Safeguarding Children procedures.

All images taken by the setting will be used in a manner respectful of Article 5 of the General Data Protection Regulations (GDPR). This means that images will be:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Accurate and, where necessary, kept up to date
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purpose
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.
- Compliant with GDPR

The settings DSL is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the setting. This includes the management, implementation, monitoring and review of this Image Use Policy. In addition, the DSL has the authority to view any images taken and/or to withdraw or modify a member of staff's authorisation to take images at any time. All members of staff, students, volunteers, visitors, and parents should be aware that all images taken within the setting are available for scrutiny and that they must be able to justify any images in their possession.

Where concerns are raised, or disclosures made, regarding suspicious activity relating to the use of images the DSL will contact the Local Authority Designated Officer (LADO) for advice. The LADO for our setting is: **Local Authority Designated Officer - 03000 41 08 88** kentchildrenslado@kent.gov.uk

Responsibilities

Parental Consent

- Written permission from parents/guardians will always be obtained before images/videos of children are taken, used or published. This is usually by way of the child's registration form completed on entry to the setting.
- Written parental consent will always be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.
- Written consent from parents/guardians will be kept by the setting where children's images are used for publicity purposes (such as brochures or publications), until the image is no longer in use.
- A record of all consent details will be kept securely on file. Should permission be withdrawn by parents/guardians at any time, then all relevant images will be removed and disposed of and the record will be updated accordingly.

Safety of Images and Videos

- All images taken and processed by or on behalf of the setting will take place using only equipment and devices provided by us.
- Staff will receive information regarding the safe and appropriate use of images as part of their safeguarding training and responsibilities.
- All members of staff (including volunteers) will ensure that all images are available for scrutiny and will be able to justify any images in their possession.
- Images will not be kept for longer than is to be considered necessary. All staff are responsible for ensuring that all photographs are

permanently wiped from memory cards, computer hard and portable drives or other relevant devices once the images will no longer be of use. This will be monitored by the DSL.

- All images will remain on site at all times, unless prior explicit consent has been given by both the DSL and the parent/guardian of any child or young person captured in any photograph.
- Should permission be given to take any images off site then all relevant details will to be recorded, for example who, what, when and why and data will be kept securely (e.g., with appropriate encryption).
- Any memory stick, CD or storage device containing images of children to be taken offsite for further work will be suitably encrypted and will be logged in and out by the DSL and monitored to ensure that it is returned within the expected time scale.
- The DSL reserves the right to view any images taken and/or to withdraw or modify a member of staffs' authorisation to take or make images at any time.
- Only official setting owned equipment (e.g., work provided digital or video cameras, tablets, mobile phones, etc) will be used by staff to capture images of children for official purposes. Use of personal cameras by staff is prohibited at all times.
- Any apps, websites or third-party companies used to share, host or access children's images will be risk assessed prior to use.
- The setting will ensure that images always are held in accordance with the General Data Protection Regulations (GDPR) and suitable child protection requirements (if necessary) are in place.
- Photographs will be disposed of should they no longer be required. They will be returned to the parent or carer, deleted, and wiped or shredded as appropriate. Copies will not to be taken of any images without relevant authority and consent from the DSL and the parent/carer.

Publication and sharing of images and videos

- Images or videos that include children will be selected carefully for use e.g., only using images of children who are suitably dressed.
- Children's' full names will not be used on the website or other publication (e.g., newsletters, social media channels) in association with photographs or videos.

- The setting will not include any personal information on video, on the website, in a prospectus or in other printed publications.
- Any parents/guardians and staff members with concerns must always be able to withhold their consent for the publication or sharing of images for whatever reason.
- Where children's images are used within the setting consent will be sought from parents. This includes things such as children's coat pegs, drawers, etc. that are part of everyday practice.

Usage of systems to share images with parents

- The use of social media and online third party software such as Mailchimp and MonkeyPic has been appropriately risk assessed and the setting has taken steps to ensure all data stored is held in accordance with the General Data Protection Regulations (as above).
- All users authorised to upload images to Facebook are advised on safety measures to protect all members of the community e.g., using strong passwords, logging out of systems after use etc.
- Parents/guardians will be informed of the settings expectations regarding safe and appropriate use (e.g., not sharing passwords or copying and sharing images) prior to being given access. Failure to comply with this may result in access being removed. Further information can be found in our Social Media Policy.

Safe Practice when taking images and videos

- Careful consideration is given before involving very young or vulnerable children when taking photos or recordings, who may be unable to question why or how activities are taking place.
 - The setting will discuss the use of images with children in an age-appropriate way.
 - A child's right not to be photographed is to be respected. Images will not be taken of any child against their wishes.
- Photography is not permitted in sensitive areas such as toilets.

Use of Images/Videos of Children by Others – including by Parents/Guardians at events

- Parents/guardians are permitted to take photographs or video footage of events for private use only.
- Parents/guardians who are using photographic equipment must be mindful of others when making and taking images.
- The opportunity for parents/guardians to take photographs and make videos can be reserved by the setting on health and safety grounds.
- Parents/guardians are only permitted to take or make recording within designated areas of the setting. Photography is not permitted in sensitive areas such as toilets.
- The right to withdraw consent will be maintained and any photography or filming on site will be open to scrutiny at any time.
- Parents may contact the setting DPO/Lead to discuss any concerns regarding the use of images.
- Photos and videos taken by the setting and shared with parents should not be shared elsewhere (e.g., posted on social media site), to do so may breach intellectual property rights, data protection legislation and importantly may place members of the community at risk of harm.

Use of Photos/Videos by Children

- The setting will discuss and agree age-appropriate acceptable use rules with children regarding the appropriate use of cameras, such as places children cannot take the camera (e.g., unsupervised areas, toilets etc.).
- All staff will be made aware of the acceptable use rules regarding children's use of cameras and will ensure that children are appropriately supervised when taking images.
- Members of staff will role model positive behaviour to the children by encouraging them to ask permission before they take any photos.
- Photos taken by children for official use will only be taken with parental consent and will be processed in accordance with the General Data Protection Regulations.

- Parents/carers will be made aware that children will be taking photos/videos of other children and will be informed how these images will be managed by the setting e.g., will be for internal use by the setting only (not shared online or via any website or social media tool).
- Photos taken by children for official use will be carefully controlled by the setting and will be checked carefully before sharing online or via digital screens.
- Still and video cameras provided for use by children and the images themselves will not be removed from the setting.

Use of Images of Children by the Media

- Where a press photographer is to be invited to celebrate an event, every effort will be made to ensure that the newspaper's (or other relevant media) requirements can be met.
- A written agreement will be sought between parents and carers and the press which will request that a pre-agreed and accepted amount of personal information (e.g., first names only) will be published along with images and videos.
- The identity of any press representative will be verified, and access will only be permitted where the event is planned, and where press is to be specifically invited to attend. No authorisation will be given to unscheduled visits by the press under any circumstances.
- Every effort will be made to ensure the press abide by any specific guidelines should they be requested. No responsibility or liability however can be claimed for situations beyond reasonable control, and where the setting is to be considered to have acted in good faith.

Use of Professional Photographers

- Professional photographers who are engaged to record any events will be prepared to work according to the terms of the settings Online Safety policy.

- Photographers will sign an agreement which ensures compliance with the General Data Protection Regulations and that images will only be used for a specific purpose, subject to parental consent.
- Photographers will not have unsupervised access to children.

Data Protection

Child records

We do not keep paper records but operate with the practice management software system Nursery in a Box. This system stores child information, that consists of:

- Registration form
- Consent forms
- Personal profile
- Health questionnaire
- Development checks
- Daily diary formulative assessment
- Account details
- Accident or incident forms

Nursery in a Box operates high security settings and files are backed up twice a day from a central database.

Any paper forms or records are scanned onto the software system as soon as practically possible with the paper copies shredded for added security.

The records held by us for each child will be shared with parents or guardians, other professionals working with the child, and the police, social services and Ofsted as appropriate to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Images are used to illustrate learning and development achievements for formative assessment. The use of photography for this purpose is consented to by the parent or guardian at registration.

Nursery educators understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

Data protection act

We accept our obligations under UK GDPR. We wish to be seen as vigilant in our defence of confidentiality and the security of personal data and open in our preparedness to show that data, where permitted under the Act, to the data subject. Compliance with the Act ensures respect for the privacy of our employees and to the children that attend the nursery. Full details of GDPR compliance is found in our Data Protection Policy.

Fears over Data protection should not affect practitioner's judgement when reporting safeguarding concerns.

Equal opportunities policy

We promote equality of opportunity for children in our care, and staff within our setting. We offer support for children with special educational needs or disabilities and promote a setting that is free from discrimination. We adhere to the Government legislation, and we ensure that children or adults with disabilities are included fully, or that 'reasonable adjustments' are made for them. We are committed to removing barriers so that every child and adult can access all our nursery has to offer.

We proudly recruit a team that represents strong talent, and we achieve this talent because we value inclusivity. It is the diversity of our team that makes us stronger, supports our growth and impacts positively upon the outcomes for our children.

We recognise that:

- Our culture is the result of our behaviours, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same.
- Inclusion is about the actions that we take every day.
- We must strive to be equitable in our provision. 'Equity' involves distributing resources based on the needs of recipients. This goes beyond striving for equality, that has to do with giving everyone the exact same resources and therefore may be limiting by its nature.
- Racism and inequality exist. It is our role to reflect upon how that impacts ourselves and others in our immediate and wider circles.
- Being open to change and challenge of current views is a powerful lesson, helping us to become better and conscientious world citizens.
- Actions often speak louder than words, others, including our children will mirror how we act in day-to-day life.

We accept that:

- We need to develop our understanding and empathy. Without this we will struggle to understand how we unwittingly contribute to the discomfort and suffering experienced by others.
- We need to listen and believe to learn. We will refer to experts and expert information when we need to, and we will commit to research before acting.
- We all have biases, and many of us have privileges. We must be curious and question our own prejudice or the prejudice present in our nursery or activities. We should take note of our gestures, how we look at and how we interact with people.
- Racism can be unconscious or unintentional. We must challenge ourselves to understand and to continue to discover and correct inequalities we may find.
- When supporting children, we need to frame inequalities through their lens, understanding what is age appropriate and how children of that age experience the world.

We will support our children to:

- Recognise situations that 'are not fair' and 'are fair'.
- Actively see colour and to see culture. When appropriate we will support children to see history, and to acknowledge that race has an impact on people's life experiences.
- Never judge a person's character by their physical appearance.
- Be exposed to diverse books, resources, and music to ensure our children do not associate influential heroes, the most 'beautiful' princesses, or the loudest voices as solely white for example.
- Be brave and speak out to their teachers, their friends, their parents, and figures of authority in cases of injustice.

- Be open to listening, to embrace independent learning opportunities, and to be prepared to alter their behaviour.
- Enjoy resources that are gender non-stereotypical and are fully inclusive.

Our management team and educators will:

- Ensure that at recruitment staff show a solid understanding of equal opportunities and can explain their role to promote this.
- Provide training throughout employment on our equal opportunities policy.
- Always act promptly on any issues that may arise.
- Treat and deal swiftly and effectively with any reports of anti-discriminatory practice throughout the setting.
- Log any incidents so they can be monitored for quality assurance.
- Monitor the outcomes of complaints relating to equal opportunities and review the effectiveness of the outcomes.
- Regularly review policies, including recruitment and promoting positive behaviour policies to ensure they are up-to-date and reflective of current practice.
- Monitor the progress of minority groups making comparisons with the rest of the group (looking at stage of development).

