

## **Safeguarding children, young people, and vulnerable adults (child protection)**

(Including managing allegations of abuse against a member of staff and use of phones and cameras)

### **Policy statement**

**Lake Street Nursery and Pre-School CIO** will work with children, parents, and the community to ensure the rights and safety of children and to give them the very best start in life. Our Safeguarding Policy is based on the three key commitments of the Early Years Alliance Safeguarding Children Policy.

### **Procedures**

We carry out the following procedures to ensure that we, Lake Street Nursery, meet the three key commitments of the Alliance Safeguarding Children Policy

#### ***Key commitment 1***

Nursery is committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of its service delivery.

- Our designated person (a member of staff) who coordinates child, young people and vulnerable adults' protection issues is:

**Catherine Morey, Manager**

**Deputising DSL is Saira Afzal**

Our designated officer (a committee member) who oversees this work is:

**Anna Sabisky, Chair Person, Trustee**

- All staff are trained in line with the Criteria set out in Annex C of the EYFS (November 2025). Our training provider is Oxfordshire Safeguarding Children Partnership. . Safeguarding training is refreshed annually, at least, via our in house INSET days and is renewed every two years. The designated safeguarding lead ensures support, advice and guidance for all staff to meet their safeguarding responsibilities by:
- Regular 1:1 supervisions/Catch Up meetings, at weekly Team Meetings across the year, emails and newsletter to staff team, reviewing safeguarding procedures together and completing annual audits from Oxfordshire County Council

- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations regarding safeguarding
- The designated person (and the person who deputises for them) understands Local Safeguarding Children Partnership (LSCP) safeguarding procedures, attends relevant LSCPs training **at least every two years** and refreshes their knowledge of safeguarding at least annually and attends Oxfordshire briefings and peer to peer meetings regarding safeguarding
- We ensure all staff are trained to understand the setting's safeguarding policies and procedures and that parents are made aware of them.
- All staff understand that safeguarding is their responsibility
- All staff understand the principles of early help (as defined by *Working together to Safeguard Children*, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff have an up-to-date knowledge of safeguarding issues and attend regular safeguarding training provided by Oxfordshire Safeguarding Children Partnership (OSCP) including staff training in Early Help Assessment provided by the Locality and Community Support Service (LCSS)
- The setting access to an allocated LCSS link for the area, and can phone with any concerns to be discussed and reviewed in confidence: to support families who may be vulnerable have early help when appropriate.
- All staff are alert to the signs and symptoms of abuse and understand their professional duty to ensure safeguarding concerns are reported to the local authority children's social work team or the ask for support from LCSS. They receive updates on safeguarding at least annually via Team Meetings and INSET on site led by the Manager
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm, according to arrangements published by the Local Safeguarding Children Partnership, (LSCP) or safeguarding partners in areas where safeguarding partners have replaced the LSCP.
- All staff understand their responsibilities under the General Data Protection Regulation and the Data Protection Act 2018, and understand relevant safeguarding legislation, statutory requirements and local safeguarding partner requirements and ensure that any information they may share about parents and their children with other agencies is shared appropriately and lawfully
- **Nursery will support families to receive appropriate early help by sharing information with other agencies where there are safeguarding concerns**
- We will be transparent about how we lawfully process data

- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard and know how to follow local safeguarding procedures to resolve professional disputes between staff and organisations
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of tablets, smart watches, SMART TV, cameras and mobile phones), whistleblowing and dignity at work.
- Children have a Key Person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age-appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children
- Adequate and appropriate staffing resources are provided to meet the needs of children

#### **Recruitment:**

**At least one member of staff, or Trustee, involved in recruitment has attended and holds an up to date Safer Recruitment certificate. Senior staff and Trustees are aware of the principles of basic recruitment to include:**

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974
- Trustees, potential employees and volunteers are aware they will be required to undergo an enhanced DBS check and Trustees must be approved by Ofsted using the EY2 application process before taking up a position of trust at the Nursery.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children
- At least TWO references are required for employees of the Nursery, must be received in advance of employment commencing and be from a recent employer (or educational institution) with the source of the reference verified and recorded
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises
- Staff are clear on which members of senior management are authorised to make references on behalf of the organisation: those authorised to give references on behalf of

Lake Street Nursery are: Catherine Morey, Manager and Trustee and the current Chairperson

▪ **Volunteers must:**

- Be aged 17 or over
- Be considered competent and responsible
- Receive a robust induction and regular supervisory meetings
- Be familiar with the settings policies and procedures
- Be fully checked for suitability if they are to have unsupervised access to children at any time.

**Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:**

1. the criminal records disclosure reference number
2. certificate of good conduct or equivalent where a UK DBS check is not appropriate,
3. the date the disclosure was obtained; and
4. details of who obtained it

▪ All staff and volunteers are informed 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)

▪ From 31 August 2018, staff and volunteers in childcare settings that are not based on domestic premises are NOT required to notify their manager if anyone in their household (including family members, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children. For childminders and childcare provided from domestic settings they will be required to notify if anyone in their household has any relevant convictions, court orders or reprimands or had registration refused or cancelled in relation to childcare provision or have had certain Orders made in relation to the care of their children in accordance with the Childcare Disqualification and Childcare Regulations 2018, and Disqualifications under the Childcare Act guidance effective from 31 August 2018.

▪ Staff receive regular supervision, which includes discussion of any safeguarding issues, and their performance and learning needs are reviewed regularly

▪ In addition to induction and supervision, staff are provided with clear expectations in relation to their behaviour [outlined in the Staff Handbook]

- Nursery notifies the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern
- The Nursery has procedures for recording the details of visitors to the setting. Signing in on the Daily Register. Only expected visitors will usually be allowed to enter the room. An exception would be an emergency situation for medical or other emergency staff.
- Security steps are taken 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 for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child. Any images of children are held securely and in a locked filing cupboard when not in use. Staff do not use personal cameras or filming equipment to record images. Any electronic systems used meet required data protection legislation (e.g. FAMILY)
- Personal mobile phones are not used when the children are present. They may be used in the staff room/ office or main lobby away from the children in staff breaks / emergency
- Where necessary we check visitors' DBS check against photo ID
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place. [The Manager]
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy. [This takes place at Team Meetings or INSET throughout the year as well as induction]
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however this should not delay any referrals being made to the children's social worker services, or, where appropriate, the LADO, Ofsted or Riddor.
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### **Key commitment 2**

Nursery is committed to responding promptly and appropriately to all incidents or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG 2015) and the Care Act 2014.

### ***Responding to suspicions of abuse***

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect and FGM
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing 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;
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the setting.
- We understand how to identify children who may be in need of early help, how to access services for them
- We understand that we should refer a child who meets the s17 Children Act 1989 child in need definition to local authority children's social work services
- We understand that we should refer any child who may be at risk of significant harm to local authority children's social work services
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care department.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have

special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.

**In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCP procedures on responding to radicalisation.**

- The DSL completes online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, including early years practitioners, and health workers to report cases of Female Genital Mutilation to the police. We are also aware that early years practitioners should follow local authority published safeguarding procedures to respond to FGM and other safeguarding issues, which involves contacting police if a crime of FGM has been or may be about to be committed.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or maybe victims of child trafficking. While this may be less likely to affect young children in our care we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- If we become concerned that a child may be a victim of modern slavery or human trafficking we will refer to the National Referral Mechanism, as soon as possible and refer and /or seek advice to the local authority children's social work service and / or police
- We will be alert to the threats children may face outside their families, such as that posed by organised crime groups such as county lines and child sexual exploitation, online use and from within peer groups and the wider community
- Where we believe a child in our care or known to us may be affected by any of these factors we follow the procedure for reporting child protection concerns and follow the procedures below for reporting child protection and child in need concerns and follow the LCSP procedures, or when they come into force replacing the LCSP, we will follow local procedures as published by the local safeguarding partners.
- Where such indicators are apparent, the child's Key Person makes a dated record of the details of the concern and discusses what to do with the setting leader or manager who is acting as the 'designated person'. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.



- We refer concerns about child welfare to the local authority children's social care department and co-operate fully in any subsequent investigation. NB in some cases this may mean the police or another agency identified by the Local Safeguarding Children Partnership
- We respond to any disclosures sensitively and appropriately and take care not to influence the outcome either through the way we speak to children or by asking questions of children (although we may check out/clarify the details of what we think they have told us with them).
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse or neglect is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, in an age-appropriate way, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- All staff know that they can contact the NSPCC whistleblowing helpline if they feel that an organisation or local authority have not taken appropriate action to safeguard a child and this has not been addressed satisfactorily through organisational escalation and professional challenge procedures
- We have a whistle blowing policy in place
- Staff / volunteers know they can contact the organisation **Protect: Speak Up, stop harm** (formerly **Public Concern at Work**) for advice relating to whistleblowing dilemmas

#### *Recording suspicions of abuse and disclosures*

- Where a child makes comments to a member of staff that gives cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained 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 take action;
  - does not question the child;
  - makes a written record that forms an objective record of the observation or disclosure that includes:
    - the date and time of the observation or the disclosure;
    - the exact words spoken by the child as far as possible;
    - the name of the person to whom the concern was reported, with date and time; and



- the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the “designated person” is informed of the issue at the earliest opportunity, and always within one working day.
- Where the Local Safeguarding Children Board, or local safeguarding partners safeguarding procedures stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the local safeguarding partners.
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#### *Making a referral to the local authority social care team*

- Early Years’ Alliance (2013) publication *Safeguarding Children* contains procedures to help in making a referral to the local children’s social care team, as well as a template forms for recording concerns and to assist in making a referral.
- We keep a copy of this document alongside procedures set down by our Local Safeguarding Children Board which we follow where local procedures differ from those of the Alliance.

#### *Escalation process*

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB or safeguarding partners’ escalation process.
- We will ensure that staff are aware of how to escalate concerns.
- We will follow local procedures published by the LSCB or safeguarding partners to resolve professional disputes

#### *Informing parents*

- Parents are normally the first point of contact. We normally discuss concerns with parents to gain their view of events unless we feel this may put the child or other person at risk, or may interfere with the course of a policy investigation, or may unduly delay the referral, or unless it is otherwise unreasonable to seek consent. Advice will be sought from social care, or in some circumstances police, where necessary.
- We inform parents where we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the procedures of the Local Safeguarding

Children Board/Local Safeguarding Partners does not allow this, for example, where it is believed that the child may be placed in greater danger.

- This will usually be the case where the parent is the likely abuser or where sexual abuse may have occurred
- If there is a possibility that advising a parent beforehand may place a child at greater risk the designated person should consider seeking advice from children's social work services, about whether or not to advise parents beforehand, and should record and follow the advice given.

*Liaison with other agencies and multi-agency working*

- We work within the Local Safeguarding Children Board/Local Safeguarding Partners, guidelines.
- We have a copy of **'What to do if you're worried a child is being abused'** for parents and staff and all staff are familiar with what to do if they have concerns.
- We have procedures for contacting the local authority on child protection issues and concerns about children's welfare, 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.
- We notify Ofsted of any incident or accident and any changes in our arrangements that may affect the wellbeing of children or where an allegation of abuse 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 practicable, but at the latest within 14 days of the allegations being made
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

***Allegations against staff and persons in positions of trust***

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We ensure that all staff volunteers and anyone else working in the setting knows how to raise concerns that they may have about the conduct or behaviour of other people, including staff and colleagues.
- We differentiate between allegations, and concerns about the quality of care or practice and complaints and have separate process for responding to complaints
- We respond to any inappropriate behaviour displayed by a members of staff, volunteer or any other person living or working on the premises, which includes:

- o Inappropriate sexual comments;
- o Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images

We will recognise and respond to allegations that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibility committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- We follow the guidance of the Local Safeguarding Children Partners when responding to any complaint that a member of staff, or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff or volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or 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 a senior manager within the organisation and to the Local Authority Designated Officer (LADO) as necessary to investigate:

***LADO team***

**[lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)**

**01865 810603**

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Nursery reports any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.

- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- Where the Management Committee and children's social care agree it is appropriate in the circumstances, the Chairperson 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 has taken place but is to protect the staff as well as children and families throughout the process. Where it is appropriate and practical and agreed with LADO, we will seek to offer an alternative to suspension for the duration of the investigation, if an alternative is available that will safeguard children and not place the affected staff or volunteer at risk.

#### ***Disciplinary action***

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure

and Barring Service 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.

### **Key commitment 3**

Nursery is committed to promoting awareness of child abuse issues throughout its training and learning programmes for adults. It is also committed to empowering young children, through its early childhood curriculum, promoting their right to be strong, resilient, and listened to

#### **Training**

- We seek out training opportunities for all adults involved in the setting to ensure that they are able to 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. Training opportunities should also cover extra familial threats such as online risks, radicalisation and grooming, and how to identify and respond to families who may be in need of early help, and organisational safeguarding procedures.
- Designated persons receive training in accordance with that recommended by the Local Safeguarding Children Partnership
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and / discussion at staff meetings (and INSET) at least once a year.

#### **Planning**

- The layout of the rooms allows for constant supervision with good visibility. No child is left alone with staff or volunteers in a one-to-one situation without being within sight or hearing of others.

#### **Curriculum**

- We introduce key elements of keeping children safe in 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, languages 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 Local Safeguarding Children Board/Local Safeguarding Partners and in line with the GDPR, Data Protection Act 2018, and Working Together 2018.

### *Support to families*

- We believe in building trusting and supportive relationships with families, staff and volunteers in the group.
- We make 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.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, after any investigation.
- We will engage with any child in need plan or early help plan as agreed
- Confidential records kept on a child 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 Local Safeguarding Children Board.

### **Personal Mobile Phones**

- Personal mobile phones belonging to members of staff are not used on the premises during staff's working hours but may be used outside the front door or in the staff rooms - away from the Main Room during scheduled breaks or personal emergency e.g. for GP appt
- At the beginning of everyone's shift, personal mobile phones are stored in the Main Office off the lobby, or the lockers provided.
- In the event of an emergency, personal mobile phones may be used in the privacy of the Administrator's office, with permission from the Manager.
- 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.
- If members of staff take their own mobile phones on outings (with permission from the Manager) or use them in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings or in the setting.

- **Parents and visitors are requested not to use their mobile phones whilst on the premises.** There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
- For security purposes the CAF Bank requires verification from an APP before carrying out bank transactions. This APP can be on the personal mobile phones of the Manager and the Administrator. It is used only to access codes to verify the accounts online.
- These members of staff use their mobile phones for this purpose only in the confines of the office and away from the children. These staff may need to access phones for other verification purposes when managing work accounts. Their personal mobile phones are used for no other reason on the premises, except at break times and never in the presence of children. This method is the most secure and accessible way to effectively carry out the banking transactions. The staff using this app on their phones have undergone all the other checks and references necessary for their role and have office space separate from the Main Room.

### **Cameras and videos/filming**

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Cameras, including tablets and phones, and video use is monitored by the setting manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included (found on the individual children's Registration Form) and on FAMLY: postings on social media sites is discouraged
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form and in FAMLY).
- The setting gains parental permission for putting photographs onto the website or social media pages.
- Staff are reminded to use social media responsibly, especially if "friends" with parents at the group and that they have a duty to uphold the Nursery's reputation and not enter into social media dialogue with parents about Nursery matters.
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### **Legal framework**

*Primary legislation*

*Children Act 1989 – s 47*

*Protection of Children Act 1999*

*Care Act 2014*

*Children Act 2004 s11*

*Children and Social Work Act 2017*

*Safeguarding Vulnerable Groups Act 2006*

*Counter-Terrorism and Security Act 2015*

*General Data Protection Regulation 2018*

*Data Protection Act 2018*

*Modern Slavery Act 2015*

*Sexual Offences Act 2003*

*Serious Crime Act 2015*

*Criminal Justice and Court Services Act (2000)*

*Human Rights Act (1998)*

*Equalities Act (2006)*

*Equalities Act (2010)*

*Disability Discrimination Act (1995)*

*Data Protection Act (2018)*

*Freedom of Information Act (2000)*

**Legal references**

Working Together to Safeguard Children (HMG 2023)

Statutory Framework for the Early Years Foundation Stage 2024

What to Do if You are Worried a Child is Being Abused (HMG 2015)

Prevent duty guidance for England and Wales: guidance for specified authorities in England and Wales on the duty of schools and other providers in the Counterterrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism' (HMG 2015)



Keeping Children Safe in Education **2024**

Education Inspection Framework (Ofsted **2024**)

The framework for the assessment of children in need and their families (DoH 2000)

The Common Assessment Framework (2006)

Statutory guidance on inter-agency working to safeguard and promote the welfare of children (DfE 2015)

***Further guidance***

Information sharing advice for safeguarding practitioners (**DfE 2024**)

The Team Around the Child (TAC) and the Lead Professional (CWDC 2009)

The Common Assessment Framework (CAF) – guide for practitioners (CWDC 2010)

Multi-Agency Statutory Guidance on Female Genital Mutilation (HMG. 2016)

Multi-Agency Public Protection Arrangements (MAPPA) (Ministry of Justice, National Offender Management Service and HM Prison Service 2014)

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession (HMG 2010)

Safeguarding Children in whom Illness is Fabricated or Induced (HMG 2007)

Safeguarding Disabled Children: Practice Guidance (DfE 2009)

Safeguarding Children who may have been Trafficked (DfE and Home Office 2011)

Child sexual exploitation: definition and guide for practitioners (DfE 2017)

Handling Cases of Forced Marriage: Multi-Agency Practice Guidelines (HMG 2014)

[Spotlight: Creating a culture of safeguarding \(Early Years Alliance\)](#)

[Developing an effective safeguarding culture in early years education](#) (Early Years Alliance publication)

This policy was adopted at a meeting of	Lake Street Nursery and Pre-School CIO	
Held on	September 2018	



Review Points	8 November 2021, Feb 2023 CM and Jan 2025, September 2025
Signed on behalf of the management committee	
Name of signatory	<i>Catherine Morey, Manager and Trustee</i> <i>Rachel Yarrow, Trustee</i>
Role of signatory (e.g. chair/owner)	