



Apples and Honey Nightingale

Safeguarding Children and Child Protection Policy

(Including Managing Allegations of Abuse against a Member of Staff; Mobile Phones; and Photography in the Nursery)

Policy statement

"The support and protection of children cannot be achieved by a single agency ... every service has to play its part. All staff must have placed upon them the clear expectation that their primary responsibility is to the child and his or her family." (Lord Laming in the Victoria Climbié Inquiry Report, Paragraphs 17.92 and 17.93)

Safeguarding is a shared responsibility, however, staff working within the Nursery are not responsible for making a diagnosis of child abuse and neglect; rather to share concerns appropriately and refer onto the relevant agency responsible for carrying out an assessment.

The welfare of all the children in our group is of paramount importance. We recognise that child abuse occurs in all cultures, religions and social classes.

All who are part of **Apples and Honey Nightingale** recognise that everything they do takes place within the context of the school's mission statement:

Apples and Honey Nightingale exists to provide a Jewish education for local children.

- based on Jewish values and ethics
- in a happy, caring atmosphere
- with high expectations for all our children

We therefore aim to provide:

- an ethos in which all children feel safe, secure, valued and respected,
- a place where children feel confident to talk openly and feel sure of being listened to,
- support for children, parents and staff in difficult situations relating to safeguarding child protection,
- positive role models and develop a safe culture where staff are confident to raise concerns about professional conduct

Our nursery 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 Pre-school Learning Alliance Safeguarding Children Policy.

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy.

Key commitment 1

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

Staff and volunteers

- Our designated person (a member of staff) who co-ordinates child protection issues is:
Cindy Summer (Head Teacher)
- Our designated back-up person is:
Kathy O'Brien (Deputy Head Teacher)
- We ensure that at least one of the designated safeguarding leads is on duty in the Nursery at all times when children are present
- We have a Nursery mobile phone which will be contactable during periods when the Nursery is closed, so that we can respond if another agency wishes to contact us about a child protection concern
- Our designated safeguarding leads attend regular training provided by the Local Authority to ensure that their knowledge of safeguarding is up-to-date. This includes refresher courses for designated safeguarding officers every 2 years.
- We ensure all staff and parents are made aware of our safeguarding policies and procedures.
- We provide training in safeguarding for all staff at least once a year during our staff meetings.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Disclosure and Barring Service before posts can be confirmed. We will tell candidates/staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).
- Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information.
- We abide by Ofsted requirements in respect of references and Criminal Record Bureau checks for staff and volunteers, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- We abide by the Safeguarding Vulnerable Groups Act 2006 requirements referring to the Disclosure and Barring Service in respect of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- We have procedures for recording the details of visitors to the setting.

- We take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- We conduct DBS checks for volunteers and they are provided with safeguarding training as part of their induction process. We also conduct regular supervisions with volunteers and invite them to raise any concerns. We will not allow people whose suitability has not been checked to have unsupervised contact with children being cared for.

Key commitment 2

The 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). In addition, the nursery has regard to the Government's statutory guidance 'Working Together to Safeguard Children 2015'

Types of abuse

This section describes what is meant by child abuse and neglect and refers to the definitions as stated within Working Together to Safeguard Children (HM Government 2015).

Physical abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Action will be taken under this heading if staff have reason to believe that there has been a physical injury to a child where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Recognising Physical Abuse: bruises, lacerations, burns, poisoning, fractures - especially in non-mobile children or where the explanation is vague or inconsistent with the fracture type, bite marks (those over 3cm are likely to be caused by an adult), scarring (of different size and age in different parts of the body may suggest abuse).

procedure:

- If a significant incident is witnessed or the child presents with injuries, e.g. bruises around the genitalia, a referral will be made **within 24 hours** and the parents informed after the referral has been made
- any sign of a mark/injury to a child when they come into nursery will be recorded in words and by drawing, but no photographs will be taken
- the incident will be discussed with the parent/carer

- such discussions will be recorded, and the parent/carer will have access to such records
- if there appear to be any queries regarding the injury, the Child Protection Unit in the local authority will be notified.
- If necessary, the police will be notified.

Female Genital Mutilation (FGM)

FGM, also known as cutting or circumcision, is dangerous to girls' and women's health and illegal in the UK. There are several signs that may indicate that a girl is at risk, no single sign should be considered as evidence that a girl is at risk of female genital mutilation (FGM) however, a combination of factors may increase a girl's risk of being subjected to it. Should one or more of the following factors come to staff's attention they need to seek advice from their safeguarding lead about what action to take and the possibility of making a referral to Children's Specialist Services.

Factors suggesting a girl is at increased risk of FGM include:

- age of 0 - 14 years old
- from a high risk community
- being withdrawn from PSHE and/or SRE lessons by parents
- parent planning to take the girl out of the country for an extended holiday
- having a mother or older sister who has had FGM
- mother confiding in a professional that a special ceremony or procedure will take place
- requesting help from a professional to avoid FGM.

For full information please read Wandsworth Procedures for Prevention of Female Genital Mutilation at www.wandsworthfgm.org.uk. You can also find full FGM information on the Family Information Service (FIS) website. The FGM Pathway for Early Years Settings is included in the Appendix of this Policy.

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Action will be taken under this heading if the staff team have witnessed occasions where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour.

Recognising Sexual Abuse:

Behavioural Signs:

- inappropriate sexualised contact
- age inappropriate sexually explicit behaviour, play or conversation
- anxious unwillingness to have clothing/nappies changed (this may be related to cultural norms or physical difficulties)
- parents may ask staff not to undress or change their child
- continual excessive or inappropriate masturbation
- self-harm (including eating disorders), self-mutilation or suicide attempts

Physical Signs:

- pain or itching of genital area
- blood stains on underwear
- physical symptoms such as injuries to anal or genital area, bruising to buttocks, abdomens and thighs
- sexually transmitted disease
- presence of discharge on vagina, anus, external genitalia or clothing

procedure:

- If a significant incident is witnessed or the child presents with injuries, e.g. bruises around the genitalia, a referral will be made within 24 hours and the parents informed after the referral has been made
- the observed instances will be reported to the nursery manager and recorded
- if appropriate parents/carers will be informed
- such discussions will be recorded, and the parent/carer will have access to such records
- the matter will be referred to the Child protection unit in the local authority.
- If necessary, the police will be notified.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental

capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Action will be taken under this heading if the staff team have reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

Recognising Emotional Abuse:

Emotional abuse may be difficult to recognise as the signs are usually behavioural rather than physical. Professionals should be aware that emotional abuse might also indicate the presence of other kind of abuse. The following may be indicators of emotional abuse:

- developmental delay
- abnormal attachment between a parent/carer e.g. anxious, indiscriminate or no attachment
- aggressive behaviour towards others
- appeasing behaviour towards others
- scapegoated within the family
- frozen watchfulness particularly in pre-school children
- low self-esteem and lack of confidence
- withdrawn or seen as a 'loner' / difficulty relating to others

procedure:

- the concern will be discussed with the parent/carer.
- such discussions will be recorded, and the parent/carer will have access to such records
- if there appear to be any queries regarding the circumstances, the matter will be referred to the local authority (IPOC).

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers);

or

- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Action will be taken under this heading if the staff team have reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including failure to thrive.

Recognising neglect:

- inadequate or inappropriate clothing,
- failure by parents/carer to meet essential emotional needs e.g. to feel loved and valued, to live in a safe, predictable home environment
- a child seen to be listless, apathetic and unresponsive with no apparent medical cause
- child fails to grow within normal expected pattern with accompanying weight loss
- child thrives away from home environment
- child frequently absent from school/setting
- child left with inappropriate carers e.g. too young or complete strangers
- children left with adults who are intoxicated or violent
- child abandoned or left alone for excessive periods
- poor hygiene or medical care
- warmth
- poor growth
- hunger, deficient nutrition

procedure:

- the concern will be discussed with the parent/carer
- such discussions will be recorded, and the parent/carer will have access to such records
- if there appear to be any queries regarding the circumstances the local authority will be notified (IPOC).

In addition to the 4 main types of abuse outline above, some additional new kinds of abuse are now recognised:

- Online
- Child sexual grooming
- Child trafficking
- Radicalisation

Apples and Honey Nightingale's Prevent Duty Policy deals with recognising and responding to these new types of abuse in more detail, focusing particularly on the risks of radicalisation which can be associated with the other kinds of abuse listed above.

- Peer on peer abuse

We recognise that it is possible for children to be abused by other children. Whilst most behavioural incidents in Nursery aged children result from a lack of impulse control that is common in this age group and are dealt with through the measures outlined in our Behaviour Management Policy, if a sustained campaign of bullying were to occur, that could give rise to child protection concerns.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- When children are suffering from physical, sexual or emotional abuse, or may be experiencing neglect, this may be demonstrated through the things they say (direct or indirect disclosure) or through changes in their appearance, their behaviour, or their play.
- We are aware that child who have Special Educational Needs or Disabilities may be at a heightened risk of suffering abuse and may be less able to communicate if they are being abused, so we are particularly vigilant when caring for these children.
- Where such evidence is apparent, the member of staff who has raised the concern speaks directly to the 'Designated Person' and then fills in the Safeguarding Incident form which forms a dated record of the details of the concern. The information is stored in the Safeguarding Concerns folder and the child's key worker, if not yet involved, is informed.
- We refer concerns 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's Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We use the procedures set out by the Wandsworth Safeguarding Children Board when making a referral to children's social care or other appropriate agencies.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or where 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:
 - child's name;
 - age of the child and date of birth;

- child's address;
- 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 a secure locked cabinet to which only senior staff have access to the key.

Making a referral to the local authority social care team

- The Wandsworth Safeguarding Children Board set out detailed guidelines and procedures for making a referral, based on 'What to do if you're worried a child is being abused' (HMG 2015).
- We keep a copy of these documents and follow the detailed guidelines given.
- All members of staff are familiar with the Wandsworth Early Years Safeguarding Children: Multi-Agency Policies and Procedures and follow these procedures for recording and reporting.

Informing parents

- Parents are normally the first point of contact.
- If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Safeguarding Children Board does not allow this.
- This will usually be the case where the parent is the likely abuser. In these cases, the investigating officers will inform parents.
- If a significant incident is witnessed or the child presents with injuries, e.g. cigarette burns, a referral will be made within 24 hours and the parents informed after the referral has been made.

Liaison with other agencies

- We work within the Local Safeguarding Children Board 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, 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 the registration authority (Ofsted) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.
- If a referral is to be made to the local authority social care department, we act within the area's Safeguarding Children and Child Protection guidance in deciding whether we must inform the child's parents at the same time.

Allegations against staff

- 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.
- All allegations or suspicions against staff, whether permanent, temporary or volunteers, are taken seriously and considered as requiring a child protection response/enquiry.
- We follow the guidance of the Local Safeguarding Children Board 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 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 via the Initial Point of Contact (IPOC) to the Local Authority Designated Officer to investigate. We also report any such alleged incident to Ofsted and outline 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.
- An allegation may require consideration from any of the following four-interrelated perspectives: Child protection; Criminal investigation; Complaint procedures; Staff disciplinary procedures.
- Information about an allegation must be restricted to those who have a need to know in order to: protect children; facilitate enquiries; manage disciplinary / complaints aspects; protect any rights of the alleged perpetrator.
- Employers have a dual responsibility - to safeguard the children in their care and to ensure staff are treated fairly.
- If a staff member is faced with an allegation against them, they may benefit from the independent advice of a solicitor or their union.
- If an allegation is made, **this staff member should not have any contact with children or their records** until the matter has been dealt with.
- Where the Head Teacher and the LADO agree it is appropriate in the circumstances, the Head Teacher 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.

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 make a barring referral to the DBS, 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

The 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 in the setting to ensure they understand our safeguarding policy and procedures and ensure that all adults have up to date knowledge of safeguarding issues. Training made available by us enables adults to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

These may include:

- significant changes in children's behaviour;
 - deterioration in children's general well-being;
 - unexplained bruising, marks or signs of possible abuse or neglect;
 - children's comments which give cause for concern;
 - any reasons to suspect neglect or abuse outside the setting, for example in the child's home;
 - inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- We ensure that all staff know the procedures for reporting and recording their concerns in the setting and ensure that they are aware of the local authority guidelines for making referrals. We invite staff members to share any concerns during our regular supervision meetings. We update staff awareness of Safeguarding procedures at least once a year at our staff meetings.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others. Where children need to spend time away from the rest of the group, the door will be left ajar.

- When using the changing facilities upstairs the bathroom door is left slightly ajar and a sign is clearly hung on the door to make people aware that a member of staff is in the room changing a child.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be *strong, resilient and listened to* and that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for the individual, having positive regard for children's heritage arising from their colour, ethnicity, 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.

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 liaising at all times 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, subsequent to any investigation.
- 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.

Contact telephone numbers

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| Ofsted | 0300 123 1231 |
| Wandsworth's Local Safeguarding Children Board (WSCB): | |
| IPOC: During Office hours (9 am to 5 pm) | 020 8871 6622 |
| Out of Hours Duty Team / Social Work (after 5 pm weekdays or on weekends) | 020 8871 6000 |
| Duty Manager | 020 8871 6622 |
| Wandsworth LADO - Designated Duty Officer. | 0208 871 7208 |

NSPCC Helpline

0808 800 5000

Wandsworth Early Years designated person for safeguarding and child protection (if this person is not available contact CIS and they will pass you onto another designated person)

020 8871 8789

Wandsworth Children and Young People's Information Service

020 8871 7899

Wandsworth Child Protection Unit

020 8871 7025

Children's Specialist Services - Wandsworth Referral and Assessment Service (ask to speak to the duty manager).

020 8871 6622

Susan Reed, Safeguarding Lead and Deputy Head of Early Years and Childcare, Wandsworth

020 8871 8789

Specific contacts for the Prevent Duty

- Wandsworth Prevent engagement officer - Sabir Malik - 0208 871 6562
- Police - Dial 101
- SO15 Met Police Counter-terrorism unit
- Wandsworth CHANNEL - Simon Cornwall - 020 8871 6094
- **(Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.**

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (Every Child Matters) (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Keeping Children Safe in Education (2016)
- Early Years Foundation Stage (2017)
- General Data Protection Regulations (2018)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Human Rights Act (1999)
- Race Relations (Amendment) Act (2000)
- Race Relations (Amendment) Act (1976) Regulations
- Equalities Act (2010)
- Data Protection Act (1998) Non Statutory Guidance
- Counter Terrorism and Security Act (2015)
- Serious Crime Act (2015)

Further Guidance

- Working Together to Safeguard Children (2015)
- What to do if you are Worried a Child is Being Abused (HMG 2015)

- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Prevent Duty Statutory Guidance (2015)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2007)
- Information Sharing: Advice for practitioners providing safeguarding services (HMG 2015)
- Wandsworth Safeguarding Children Board: Multi-Agency Policies and Procedures
- The London Child Protection Procedures 2010
- London Child Protection Procedures 2016
- Tackling Child Sexual Exploitation 2017

Appendix

Mobile Phones

We encourage parents not to talk on their mobile phones when they are dropping off or collecting their children. One senior staff member keeps the nursery mobile phone with them during the session, as they may need to communicate with the Security Guard on duty in case of a threat or attack on the Nursery or other emergency situation. Parents are given the nursery landline and nursery mobile telephone numbers so that they can communicate with us easily during the session. The nursery phone is not used for taking photographs. Staff and volunteers should leave their personal mobile phones securely stored in their bags while the children are on the premises and should not carry them with them. Staff members should give the nursery landline and mobile numbers to their families in case of emergency.

Photography

We take photographs of the children as part of the process of observation and assessment of their progress, and to share what they have been doing at nursery with their carers.

Parents are asked to consent to photographs of their child being taken and used to assist with their child's education and development when their child joins the nursery. Photographs are uploaded onto the nursery computer. Once they have been uploaded, they are deleted from the camera.

Photographs by staff may only be taken with ipads belonging to the nursery, and photographs taken on those ipads may only be uploaded and printed by senior members of staff. Staff may not bring their own cameras into nursery or take photographs for any purpose other than those specified above.

Procedures

- Under the General Data Protection Regulations we must seek parental consent to take photographs and use video recorders. Photographs will be stored on the setting's computer, which is password protected.
- The digital camera or memory card must not leave the setting. Photographs are printed in the setting by key members of the team and images are then removed from the camera's memory.
- Photographs may occasionally contain other children in the background. Parental permission form will be given to parents when they join the setting.
- Occasionally, we may wish to use photographs of the children taking part in an activity to advertise/promote our setting via leaflets, our website etc. All parents/carers are asked for permission for photos that include their child to be shared for this purpose when they join the nursery.
- Staff are strictly prohibited from using their mobile phones to take photographs at the nursery.
- Cameras and phones are strictly prohibited in the nappy changing areas.
- In case of a personal emergency, all personal calls should be directed through the setting's main telephone line or the setting's mobile phone, if applicable.
- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary and by arrangement with the person in charge.

Photographing or Filming Nursery Events

Apples and Honey Nightingale Nursery's policy is to allow parents and carers to take photographs and videos of school events. These events are important to the nursery, to children, and to parents and carers and as long as parents and carers are aware of our expectations, we envisage no problems on this issue. Parents are given a copy of our code of conduct for photography when their child joins the nursery.

With regards to a code of conduct for photography

- Parents will only take images of children who are suitably dressed
- Parents will not put photographs of other children on social networking sites without consent of that child's parents
- Parents will not post these photos on the internet and will only put pictures of other children on photo sharing websites with the consent of their parents
- These photo sharing website accounts must be password protected.
- Parents are permitted to take photographs and make video recordings solely for their own private use. Parents are not permitted to take photographs or make video recordings for anything other than their own personal use (e.g. for selling or distributing commercially).

Use of Social Networking Sites

Any work-related issue or material (e.g. comments, photographs of children or/and members of staff, confidential information) that could identify an individual who is a service user, relative or work colleague, which could adversely affect the setting or infringe the privacy of children or adults must not be placed on a social networking website. This means that work related matters must not be placed on any such site at any time either during or outside of working hours via any computer equipment or mobile phone.

Completed 3/12/18

To be reviewed: 3/12/19