

SNOOP CHILD PROTECTION AND SAFEGUARDING POLICY

Introduction

SNOOP (Special Needs Objective Outreach Project) is a registered charity which provides after school care, holiday play schemes, stay & play, youth club and transition services for children and young people with learning disabilities and complex needs. We also offer support and information for the parent/carers of this group of children and young people.

Policy Statement

SNOOP believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children and young people in our care from harm. SNOOP is committed to ensuring that all employees, volunteers, trustees and all children and young people are safe whilst attending our services. This includes the children of adults who access our services also.

This policy applies to all staff, including senior managers, paid staff, volunteers, sessional / casual staff, students or anyone working on behalf of our organisation, including visiting professionals, consultants and contractors.

Key Document: [West Yorkshire Consortium Procedures Manual](#)

Bradford Safeguarding Children Board and the four other West Yorkshire LSCBs have worked together with Tri-X Childcare to provide new, up to date [inter-agency safeguarding children procedures](#) for all staff and volunteers working with children and young people in the Bradford District. These procedures are web-based, and designed to be easy to navigate, and clearly presented. The procedures are updated on a regular basis. (Taken from Bradford Children's Safeguarding Website)

Safe Caring

Staff at SNOOP are required to understand and know how to use the organisation's safeguarding procedures and the 'Children and young people child protection and safeguarding policy' forms part of their induction into their role. All staff are required to have had appropriate training in safeguarding and relevant qualifications for their responsibilities and job role.

As the majority of the children and young people who attend SNOOP services have communication, interaction or sensory needs, this means they may need human

touch and interaction to support their participation, choice making and to be able to communicate their wishes or needs. However, to this end:

- Every effort will be made to avoid instances when members of staff, students, volunteers or parents are left alone with a child other than their own, for their own protection and that of children and young people. There will be 2 adults at all times with children.
- In an extreme case of an accident involving one of the members of staff, the door of the room should be kept open and another member of staff should be informed.
- In the case of school pick-ups, the child's needs will be risk assessed for staff ratio requirements and the journey back to the centre.
- If a child makes inappropriate physical contact with a member of staff, students or volunteer, this will be recorded fully in the Incident Record Book and the Internal Recording form completed and safeguarding procedures followed where appropriate.
- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a child whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany children into the toilet. Staff are aware that this and other similar activities could be misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times. If this should ever occur, then please refer to the 'Managing Allegations Policy and Procedure)
- All allegations made by a child against a member of staff will be fully and accurately recorded, including any actions taken, in the Incident Record Book. In the event of there being a witness to an incident, they should also sign the records to confirm this. The member of staff will then be subject to the Managing Allegations Policy and Procedure (Safeguarding File and Staff Handbook).

In implementing this child protection policy SNOOP will:

- Ensure all staff, trustees and volunteers within our organisation understand their child protection and safeguarding responsibilities. **Safeguarding is everyone's responsibility and Neglect is everyone's responsibility.**

- Recognise the importance of the safety of children and young people who come into contact with our services.
- Follow the safer recruitment and vetting of staff, including volunteers and anyone who comes into direct contact with the children we work with.
- Work within current legislation to safeguard children, including [Section 11, Children's Act 2004](#) and guidance from [Bradford Safeguarding Children Board](#) and the [West Yorkshire Interagency Procedures](#)
- Act appropriately to any allegations, reports or suspicions of abuse. This may involve sharing concerns with agencies who need to know, and involving parents and children appropriately.
- Recognises that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- We recognise that all children have equal rights to protection, regardless of age, ability, culture, language, gender, race, religion or sexual identity. We believe that a child or young person should never experience abuse of any kind.
- At SNOOP we believe that the child's views and voice should always be listened to so we can understand what their life is like for them.

Designated Safeguarding Lead

Our commitment to you:

SNOOP will appoint a member of staff as the Designated Safeguarding Lead (DSL), a Deputy Designated Safeguarding Lead (DDSL) and a Trustee of the charity with responsibility for safeguarding. We will ensure that appropriate training, advice and guidance are in place and that SNOOP keeps up to date with local and national safeguarding developments. These designated people will be responsible for liaising with all agencies including social services, Local Safeguarding Children Board (LSCB) and Ofsted in any safeguarding matter. If the designated person is unavailable, the Deputy Designated Safeguarding Lead or Person in Charge must be contacted.

SNOOP's Dedicated Safeguarding Lead is: Carol Beardmore

Deputy Dedicated Safeguarding Lead is: Sophie Turnbull

Trustee with responsibility for Safeguarding: Anne Whitaker

The role and responsibilities of the Designated Safeguarding Lead

- To provide advice and support to staff and volunteers who have concerns a child is at risk of, or is suffering from abuse and act as the organisation's first point of contact.
- Promoting a safe environment for children, young people and staff within the organisation.
- To ensure all staff are aware of what they should do and who they should go to if they are concerned a child/young person is subject to abuse or neglect.
- They know the contact details of relevant statutory agencies eg Children's Social Work Services (CSWS), Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff.
- Ensure any concerns about a child/young person are acted on immediately and clearly recorded.
- The DSL/DDSL will make a decision as to whether to make a referral to Bradford Children's Social Care Initial Contact point
- They support staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient enough to notify Children's Social Work Services or whether other courses of action are more appropriate, for example Early Help or discussion with the Early Help Gateway
- To complete a Common Referral form: Bradford Children's Social Care and send to Bradford Children's Social Care where necessary.
- To ensure the referral is acted upon and issues are addressed in a timely manner.
- The Designated Safeguarding Lead/Deputy will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be stored in the safeguarding file and its contents will be kept confidential and secure.
- Refer any cases to the [Local Authority Designated Officer \(LADO\)](#) about any child protection concerns relating to a staff member or other organisations.
- Refer persons dismissed/left due to risk or harm to a child to the [Disclosure and Barring Service](#)
- Refer concerns about radicalisation to [The Channel Scheme in Bradford District](#) (Prevent Duty)
- Refer cases where a crime may have been committed to the Police as required.
- Contribute to the assessment of children by working with all appropriate agencies and the local authority, including attendance at strategy discussions and multi-agency meetings.
- They are responsible for working with the Trustees to ensure that their organisation's safeguarding policy and related policies and procedures are kept up to date and complete the Section 11 audit tool every 2 years;
- Ensure safeguarding policies are known, understood and used appropriately by staff and volunteers and parents/carers. Ensure policies are available publicly.

Recognising Signs and Symptoms of Abuse

SNOOP will ensure that all staff and volunteers working with children and young people undertake appropriate level of training. This will be completed as part of their induction into their role, with our commitment to all staff and volunteers undertaking refresher training as appropriate.

Staff will gain an awareness of the signs and symptoms of child abuse. All staff need to familiarise themselves with the definitions as outlined in “Working Together to Safeguard Children 2015” document. These are the definitions our organisation abides by in relation to the safeguarding of children and young people.

Links to Other policies and procedures

SNOOP child protection and safeguarding procedure
Working Together to Safeguard Children 2015
Multi Agency Threshold Guidance for Bradford District (December 2016)
Bradford Local Offer www.localoffer.bradford.gov.uk
Bradford Children’s Safeguarding Board www.bradford-scb.org.uk
Early Help (Leaflet)
Targeted Early Help –Support Plan and Review Record
Signs of Safety (A local Charter)
Children’s Services Common Referral Form
Prevent Duty
Neglect Strategy
SNOOP Managing Allegations (Staff and Volunteers) Policy
Information sharing and Confidentiality Procedure and flowchart
Resolving Disagreements and Escalation Procedure
SNOOP Whistle Blowing Policy

Definitions

Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm

Staff refers to all those working for or on behalf of SNOOP full time, part time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18.

Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

SIGNS AND SYMPTOMS OF ABUSE AND NEGLECT

What is abuse and neglect? Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, neglect or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Children: Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

Physical abuse: A form of abuse which 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.

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 a child 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 a 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.

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.

Child Sexual Exploitation (CSE): Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Neglect: 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 care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Female Genital Mutilation (FGM): FGM is a serious form of child abuse and violence against women and girls, and a violation of human rights. It has been illegal in this country since 1985 and there is a statutory duty to safeguard children and protect and promote the welfare of all women and girls. People guilty of allowing FGM to take place are punished by fines and up to fourteen years in prison.

FGM is defined by the World Health Organisation as "all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons". It can leave women and girls traumatised as well as in severe pain, cause difficulties in child birth, and in some rare cases it can lead to death.

There is no cultural or religious justification for FGM.

Failure to Thrive: Occurs when a child fails to achieve their expected growth and development for their age, having regard to their birth weight and medical history. Although there may be a medical cause, the majority of children who fail to thrive are

children who have no organic disorders. This often occurs in the overall context of emotional deprivation and neglect: therefore, the child not only fails to grow but fails to develop intellectually and emotionally. (Children with medical disorders which affect their growth may also be neglected).

How concerns about a child or young person's safety can come to light.

- A child or young person alleges abuse has taken place or they feel unsafe
- A third party or anonymous allegation is received

- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect
- A child or young person reports an incident(s) of alleged abuse which occurred some time ago

- A report is made regarding the serious misconduct of a worker towards a child or young person. These will be dealt with in line with our 'Allegations Management procedures'.
- We need to take into account the various ways in which a child or young person who attends SNOOP may express their needs and communicate eg; communication aids, digital technology, signs and symbols, facial expressions and body language. This list is not exhaustive. The voice of the child or young person is essential and staff /volunteers must listen to the child and respond accordingly.

“Conversations, assessments and plans must focus on seeing and knowing about the day to day experience of a child or young person – everything comes back to ‘what is it like for the child ! how is this impacting on them?’”

What to do if you concerned about a child.

Stage 1

RECEIVE: Listen to the child/young person and accept what they are telling you. Encourage the child/young person to allow another person to be present. It is okay to ask questions e.g. ‘I notice you don't appear to be yourself today’, Can you tell me how you are feeling? and you can ask them to clarify what they have said. You can ask questions such as: ‘Tell me a bit more...’, ‘Can you explain that...’ or ‘Can you describe’ ... (TED – Tell, Explain and Describe).

But **NEVER** ask **leading** (investigative) questions e.g. 'Was his hair brown? What was her name?' (This conversation could be deemed as the 'interview' and a child can only be 'interviewed' once with regards to a disclosure and this should be left to a professionally qualified person at Bradford Children's Social Care).

REASSURE: Stay calm and reassure them they have done the right thing. Do not promise confidentiality. Explain you may need to share what they are telling so you can help them. Reassure them they are not to blame or in trouble for what they have told you.

REACT: Explain what you have to do next. Do not pass judgement or show shock or disquiet.

RECORD: Record what was said as soon as possible after any disclosure (it is important to record the same language/words used by the child). Make a note of any signs or injuries and any behaviour. Where possible draw a picture to indicate location of injuries. The person who receives the allegation or has a concern should follow SNOOP's recording procedure and **ensure it is signed and dated on each page. Please remember to record the times of incidents and conversations also. Also to use the full names of the people involved together with their profession or role. This will support the good practice of recording accurate information and chronologies.** Respect confidentiality and file documents securely.

SUPPORT: Offer support to the child or young person throughout any process that may happen to them. Make sure the child or young person will be safe. Get support for yourself through your line manager or agreed alternative.

Notify the nominated Designated Safeguarding Lead or their Deputy of the disclosure immediately or contact Initial Contact Point and/or the police if no-one from your organisation is available and you believe the child or young person to be in immediate danger.

Parental Consultation / Consent

Professionals should seek, in general, to discuss concerns with the family and, where possible seek the family's agreement to making a referral unless this may, either delay the referral or place the child at increased likelihood of suffering Significant Harm..

The issue of consent to information being shared with appropriate agencies is essential, though we acknowledge that it can be difficult. Consent should always be sought before sharing information or making an alert. If consent has not been given and the decision is made to make an alert/referral or share information with an appropriate agency, then the referrer must state clearly their reasons for overruling the need for consent rule.

See also **Information sharing and confidentiality procedure and flowchart.**

A decision by any professional not to seek parental permission before making a referral to Children's Social Care Services must be approved by the Designated Safeguarding Lead or Deputy, recorded and the reasons given. Where a parent has agreed to a referral, this must be recorded and confirmed on the relevant Referral Form.

Where the parent is consulted and refuses to give permission for the referral, further advice and approval should be sought from a manager or the Designated Senior Person or Named Professional, unless to do so would cause undue delay. The outcome of the consultation and any further advice should be fully recorded.

If, having taken full account of the parent's wishes, it is still considered that there is a need for a referral:

- The reason for proceeding without parental agreement must be recorded;
- The Children's Social Care Services team should be told that the parent has withheld her/his permission;
- The parent should be contacted by the referring professional to inform her/him that after considering their wishes, a referral has been made.

Stage 2

The Designated Safeguarding Lead (DSL) or worker will take immediate action if there is a suspicion a child has been abused or likely to be abused and will contact:

- The child's social worker if known (**01274 435750**)
- Bradford Children's Social Care Initial Contact Point **01274 437500**
Mon - Thurs 8.30am – 5pm and Friday up to 4.30pm for advice and referrals. If a referral is made by telephone, this must be followed up in writing immediately, using the Common Referral Form,

At all other times contact the Emergency Duty Team on **01274 431010**

- If you believe a child is at immediate risk of harm by a member of the public or family member contact the Police – **999**
- For all general enquiries contact Children's Specialist Services on **01274 435600**

Note: In the event that an agency does not agree with the response and decisions about the referral by the Children's Social Care Services, the referring agency should discuss their concerns directly with the line manager of the social worker, in the first

instance to seek resolution. See also **Resolving Professional Disagreements and Escalation Procedure**.

Advice can also be sought through:

NSPCC 24 hour National Child Protection Helpline on: 0808 800 5000

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse.

The NSPCC is unique amongst charities as it also has statutory powers to intervene on behalf of children, along with local authorities. Professionals can also therefore make referrals to the NSPCC if they become aware of safeguarding concerns. **They should however contact their local authority in the first instance.**

Bradford Safeguarding Children Board (BSCB) is responsible for safeguarding children and young people in the district. See their website for more information on inter-agency procedures and FREE Safeguarding training and/or advice.

Managing Allegations against a member of staff or volunteer

Staff or volunteers should also refer to the organisation 'Allegations Management Policy' and 'Whistle Blowing Policy' where necessary. (This can be found in the Safeguarding Policy File).

SNOOP is committed to ensuring that it meets its responsibilities in respect of child protection by treating any allegation seriously and sensitively. On discovering an allegation of harm, the Designated Safeguarding Lead (or Deputy in their absence) will immediately refer the case to the local statutory child protection agencies.

In addition, the following principles will govern any suspected or reported case of abuse:

- Where actual or suspected harm comes to the attention of staff, they will immediately report this to the manager and the Designated Safeguarding Lead or Deputy. This includes any allegation about a staff member.
- Staff are encouraged and supported to trust their professional judgment and if they suspect abuse has, or is taking place, to report this.
- Full written factual records of all reported incidents will be produced and kept confidential, (in a sealed envelope, locked away) dated and signed. Accurate information recorded will include:

- Full details of the alleged incident
 - Details of all the parties involved
 - Any evidence or explanations offered by interested parties
 - Relevant names, dates, times and locations and any supporting information or evidence from members of staff.
- We will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of child abuse.
 - The manager and the Designated Safeguarding Lead / Deputy will be responsible for ensuring that written records are dated, signed and kept confidential and that all concerns and allegations are treated with sensitivity
 - Any children involved in alleged incidents will be kept away from any risk of harm and have no contact with the alleged abuser.
 - If an allegation of abuse is made against the manager or the Designated Safeguarding Lead, the Registered Person or the Chair of the Board of Trustees will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.

For full details of this policy please refer to SNOOP's Policy for the management of allegations of abuse made against people who work with children and young adults. (A copy of this policy can be found in the Safeguarding File)

Internal Procedures for Staff when Managing and Allegations:

- **DBS:** Any member of staff who is dismissed or leaves under investigation for being unsuitable for work with children will be referred to the Disclosure and Barring Service. Failure to do so by the organisation is an offence.
- **Ofsted** will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing.

In circumstances where a child makes an allegation or a disclosure, the member of staff concerned will:

1. Listen fully to all the child has to say.
2. Make no observable judgement.

3. Ask open questions that encourage the child to speak in their own words.
4. Ensure the child is safe, comfortable and not left alone.
5. Make no promises that cannot be kept, such as promising not to tell anybody what they are being told.
6. Record using the Internal Safeguarding Recording Form and Report to the Designated Safeguarding Lead/ Deputy.

Where possible, we will always respect the wishes of children and young people who do not consent to share confidential information. However, the lack of consent can be overridden in the child's interests, or if the facts of the case are in the public interest. (See Data Protection(GDPR) and Sharing Information Policy)

We will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child is suffering or at risk of suffering significant harm, the child's safety and welfare must be the overriding factor.

Staff will be made aware of the HM Government's Advice for Practitioners 'What to do if You're Worried A Child Is Being Abused?' (March 2015), and 'Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (March 2015). Copies of these documents can be found in the Safeguarding file)

If the manager or the Designated Safeguarding Lead Person has reasonable grounds for believing that a child has been – or is in grave danger of being – subject to abuse, the following procedure will be activated:

- Immediate contact will be made with the local children's social care services and, in emergencies, the police.
- The Designated Safeguarding Lead will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and the police.
- At all times, the safety, protection and interests of children concerned will take precedence. The manager and staff will work with and support parents/carers as far as they are legally able.

- We will assist social services and the police, as far as it is able, during any investigation of harm to a child. This will include disclosing written and verbal information and evidence as is found to be relevant, appropriate or a legal requirement

Data Protection and Information Sharing - Confidentiality

SNOOP are committed to making sure that we have the right procedures in place to detect, report and investigate a personal data breach. As an organisation we are committed to ensuring that we manage all confidential information safely as per our Data Protection Policy. These include:

- A procedure and forms for recording concerns/allegations of abuse, harm and neglect (SNOOP Safeguarding Procedure)
- Policies for Data Protection and Information Sharing (See SNOOP Policy)
- Clear Procedures for making referrals and a clear line of responsibility
- The views of the child, will always be listened to and recorded in whatever way that may be as dictated by the needs of the individual. Every child is encouraged to report any concern regarding bullying, abuse, harm or discuss what is worrying them. Their views will remain confidential unless we consider that they could be at risk of abuse and / or harm. We will not promise a child that we will not tell anyone.

Safer Recruitment for Staff and Volunteers

SNOOP is committed to placing the best interests of children and vulnerable adults welfare, safeguarding, care and development at the centre of all staffing matters and the services we provide. We expect all staff and volunteers to share this commitment.

We have clear policies and procedures in place for the safe recruitment and vetting of all SNOOP staff and volunteers. (See Staff and Volunteer Safer Recruitment Policy) Managers are required to have accessed relevant training also as part of our organisation's safeguarding procedures.

Staff Support and Training

SNOOP is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. Therefore, we will ensure that:

- All staff, students and volunteers are carefully recruited, have 2 verified references and have enhanced, recent Disclosure and Barring Service (DBS) checks.

- All staff and volunteers are given a copy of the Safeguarding policy and procedure during their induction, and have its implications explained to them.
- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- All staff have up to date knowledge of safeguarding issues, including the Prevent Duty, and how to use the SNOOP Safeguarding procedures and who to report to
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- SNOOP will share information about safeguarding and good practice with children, parents/carers and staff.
- All staff are aware of the main indicators of child abuse.
- All staff are aware of their statutory requirements in respect to the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the designated Safeguarding Lead / Deputy immediately. We will share the concerns with the relevant agencies and involve parents/carers and children appropriately.
- We will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
- All staff have an understanding of the complaints policy and the 'whistle blowing policy'.
- Any member of staff, a student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary & Grievance Procedures policy and the Managing Allegations Policy both of which are in the Staff Handbook.

Responsibilities of the Management Committee or Trustees

SNOOP is a registered charity and as such have a Board of Trustees who are ultimately responsible for all that happens within the organisation and this includes the implementation of effective safeguarding procedures. We also have a Trustee who has specific responsibility for Safeguarding and who is required to access appropriate and relevant training for their responsibility. **The Trustee with responsibility for Safeguarding is: Anne Whitaker. Jan 2018 (trained)**

Distributing and Reviewing Policies and Procedures

All our policies and procedures, including Safeguarding, are reviewed annually. Trustees and parents are involved in ensuring that policies, which affect them or the welfare of children and young people, meet their needs.

Our Safeguarding Policies are displayed on the main notice board in SNOOP and are on the website. Policies are read by every member of staff as part of their induction and are readily accessible whenever the centre is open. Parent/carers are able to access any of our policies whenever the centre is open or upon request.

All visitors and contractors should be made aware of our safeguarding policy.

Use of Mobile Phones, iPads and Cameras in the setting

Staff who work with children must not use personal mobile phones, cameras, iPads, camcorders and any other equipment (which includes; technology, computers, e-mail, and the internet) that would enable them to take photos of children. All photographic equipment belonging to staff will be kept in an area designated by the Team Leader.

In accordance with our duties under The Data Protection Act 1998, the club strictly prohibits the use of any photographic equipment (cameras, camcorders, mobile phones or any other medium used to take still or moving images) by staff, parents or visitors on its premises without the consent of the manager and with a risk assessment of the activity, because a photo of a child is personal data according to the Data Protection Act, Formal written parental consent must be given for the use of photographs for displays, information/newsletters and social media/website.

One of the key ways that staff support children's development and engage parents in children's learning is through photographs that record their activities and achievements. Still and moving images (i.e. photographs and video footage) of children will only be taken by staff using only the club's photographic equipment and only following formal written parental/carer consent. This policy also applies on site and to outings and trips.

If permission is granted for parents/carers to take photographs or record video footage during trips and outings, parents must only take images (still or moving) of

their own children and may not take images of other children unless they have permission from those parents.

Staff are strictly prohibited from using personal electronic devices for the purpose of capturing still or moving images, at anytime during work hours (both onsite or during trips/outings).

The use of personal mobile phones by staff is not permitted and mobile phones or devices which can be used for taking photographs or for social media are not permitted in the service rooms during working hours. Staff may use work mobile phones at appropriate times and these should be stored securely. Work mobile phones should be used for contact purposes only.

The use of IT is seen as an important part of supporting the children's learning and development as well as the promotion of the charity's aims and objectives. However 'Safety Online' is seen as a huge risk and one which we will manage by ensuring that personal mobiles, IT devices, Ipods, are not accessed whilst in our setting. We operate a 'No Social Media' policy throughout our services.

Whilst using IT devices which are the property of SNOOP, we will make sure that Firewalls and where possible, parental controls are in place. We will make sure that children are made aware of the dangers of using social media and the internet and that access is managed and supported by staff during the sessions. (See Photography, Mobile Phones and Ipad Policy and Social Media Policy)

Procedures

All personal mobile phones and cameras belonging to staff will be kept in an area designated by the manager.

Mobile phone calls may only be taken within staff breaks with the consent of the manager.

If a personal emergency should occur, staff must only use the club's phone or make a personal call from their mobile phone in an area designated by the manager.

The same policy applies to parents/carers and visitors; if calls must be taken, parents/carers and visitors must return calls away from children who are not their own.

During outings staff will only have access to the club's mobile phone.

Parents, staff or visitors who suspect anyone of taking images of children without consent must report the incident immediately to the manager or in their absence a member of staff. Refer to the Managing Allegations Policy.

All staff should read this policy in conjunction with the club's 'Photography & Mobile Phones' policy, 'Social Media' policy AND 'Computer, Internet and Email Usage Policy'

Prevent Duty and Fundamental British Values

From June 2015 The Prevent Duty is a safeguarding responsibility and requirement. The statutory requirements for early years providers are clear and we have a duty, therefore **we must “have due regard to the need to prevent people from being drawn into terrorism” (the Prevent Duty).**

All staff **must know** the 'Fundamental British Values' and how they can be demonstrated as part of their practice in the setting and are reflected within the Early Learning Goals within the Early Years Foundation Stage Framework. For the purpose of receiving early education grants and funding for 2,3 and 4 year olds this is a specific requirement.

At SNOOP we must actively provide activities which actively promote the '**4 Fundamental British Values**' which are:

- **Democracy – Making Decisions together**
- **Rule of Law – Understanding rules matter as cited in Personal social and Emotional Development (EYFS 1.12)**
- **Individual Liberty - Freedom for all**
- **Mutual Respect & Tolerance of those with different faiths – treat others as you want to be treated.**

What is Not Acceptable:

We will not accept the following behaviours from staff, parent / carers, visitors or children and young people:

- Actively promoting intolerance of other cultures or races or other faiths
- Failure to challenge stereo-types and routinely separating girls and boys

- Isolating children and young people from the wider community
- Failure to challenge behaviours (staff, parent / carers, visitors and children and young people) that do not promote the Fundamental British Values

Staff are aware of the signs to look out for in relation to radicalisation either through training or through the SNOOP Prevent Duty and Fundamental British Values Policy.

Through this Policy they are also aware of the procedure for reporting and referral in relation to the Prevent Duty.

Monitoring and reviewing our policies and procedures

SNOOP is committed to constantly monitoring and reviewing its policies and procedures. They are immediately updated if there is any new legislation and in the light of serious case reviews.

All updated policies are shared with staff, volunteers and students. They are also shared with parents/carers when their child first attends the setting.

SNOOP

Revised September 2012, Reviewed Dec 2014, September 2015, Feb 2016.

Amended October 2016.

Reviewed and Amended Feb 2018

To be reviewed Feb 2019

