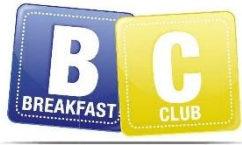


Mount Carmel



Preschool and Wraparound Care

Safeguarding and Child Protection Policy and Procedure

Definition of Child protection

The definition of child protection is: 'A person or thing that ensures protection against danger, damage or injury'. Processes that take place to protect a child suffering from abuse or are likely to suffer.

Definition of Safeguarding

We have policies and practices in place to support in keeping a child safe and protect them from abuse.

Policy

At Mount Carmel Setting we strive to achieve positive working relationships with children, parents/carers and the community, to ensure the safety of the children within the care of the setting, to give them the very best start in life. We believe that children learn best when they are healthy, safe and secure when their individual needs are met. Safeguarding is everybody's responsibility and a child's needs come first. It is everybody's responsibility to safeguard children.

What are the main types of abuse and examples of signs and symptoms to look out for:

Physical – marks, flinching. Sexual – sore, sensitivity, explicit behaviour/play. Emotional – fearful, withdrawn. Neglect – unclean, late pickups, unhealthy foods.

Aims

Our aims are to:

1. Create an environment in our Setting which encourages children to develop a positive self-image, regardless of race, language, religion, culture or home background.

2. Help children to establish and sustain satisfying relationships within their families, with peers and with other adults.
3. Encourage children to develop a sense of autonomy and independence.
4. Enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
5. Work with parents/carers to build their understanding of and commitment to the welfare of all our children.

The legal framework for this work is:

1. The Rehabilitation of Offenders Act 1974
2. The Children's Act 1989 & 2004 & 2006
3. Human Rights Act 1998
4. Data Protection Act 1984
5. The Protection of Children Act 1999
6. The Children (NI) Order
7. The Children (Scotland) Order
8. The Vulnerable Adult Act 2006
9. Working together to Safeguard Children 2024
10. EYFS statutory framework 2025
11. EYFS inspection handbook
12. Keeping children safe in education 2025
13. Safeguarding children and protecting professionals in early years settings; online safety guidance for practitioners
14. Neglect toolkit 2024
15. The education act 2002
16. The sexual offences act 2003
17. The FGM act 2003
18. Safeguarding vulnerable groups act 2006
19. The childcare (Disqualification) regulations 2009
20. The prevent duty 2023
21. Content and publishing guidance for government
22. Children and social work act 2017
23. Ofsted

Liaison with Other Bodies

- We work within the Worcestershire Safeguarding Board guidelines
- We have a copy of the guidelines from Worcestershire Safeguarding Board available for staff and parents/carers to see
- We notify the registration authority (OFSTED 03001231231) of any incident or accident and any change in our arrangement which may affect the children
- We have procedures for contacting the Children's services on safeguarding issues, these include the Early Help Hub and the Family Front Door
- Records of the local NSPCC contacts are also kept

- We are registered with Operation Encompass, (see policy operation encompass and domestic violence policy) we receive notifications from the police if a funded child is at the address at the time of the incident, and act accordingly
- If a report is made to the authorities, we act within the Worcestershire Safeguarding Board guidance in deciding whether we must inform the child's parents at the same time

Methods

Staffing and Volunteering

1. Our Designated Senior Lead (DSL) who co-ordinate Safeguarding issues is Rachel Burrows, with Anna Lee as deputy DSL. There are a number of staff who are trained to DSL level and updated annually to enable high levels of knowledge and understanding of safeguarding and the procedures associated with this area. The owner of the setting, Mandy Woodcock, is also trained as a DSL and oversees all.
2. We provide adequate and appropriate staffing resources to meet the needs of the children.
3. Applicants for posts within the Setting are clearly informed that the positions are exempt from Rehabilitations of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. When applicants are rejected because of information that has been disclosed, applicants have the right to challenge incorrect information.
4. We abide by OFSTED requirements in respect to references and police checks for staff and volunteers, to ensure that no disqualified person or unfit person works at the Setting or has access to the children.
5. References are checked with a telephone call and documents are signed annually to ensure no offences have been committed during the last year of employment.
6. Staff are on the update service
7. Students and volunteers do not work unsupervised.
8. We abide by the Protection of Children Act requirements 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 a safeguarding children concern.
9. We have procedures for recording the details of visitors to the Setting.
10. We take security checks to ensure that we have control over who comes to the Setting so that no unauthorised person has unsupervised access to the children.
11. Lone working, whenever a staff member is lone working, this has been authorised by management, this means in the building alone, not alone with the children. This is done at the staff member's own risk. Within the setting, lone working in the rooms is if a staff member is changing a nappy and the other staff are able to hear and are in sight of the lone worker, or cover is called, if time will exceed 3 minutes or more. All doors are open to allow transparency.
12. Any child absence is recorded on the registration app. If setting is not informed of the absence, staff (keyperson where viable) contact parents/ carers to investigate the reason of absence, please see attendance policy. Staff absence protocol, is staff to contact their supervisor as soon as they know they are not fit for work and bank staff is called upon to ensure correct ratios are in place, (please see staff illness policy and procedure)

13. Mobile phones for staff are not permitted on the ground floor where the children are.
(Please see our policy and procedure on mobile phones) Smart watches are only used if not connected to a camera function and can only be used in setting on the ground floor, with the children, for health reasons.

Disciplinary Action

Where a member of staff or a student/volunteer is dismissed from the Setting or internally disciplined because of misconduct relating to a child, we notify the Disclosure and Barring Service (DBS).

Training

We seek out training opportunities for all adults involved in the Setting to ensure that they are able to recognise the signs and symptoms of possible physical abuse, emotional abuse, sexual abuse, radicalisation get safe, and neglect. Staff receive training to ensure they are aware of the local authority (Worcestershire) guidelines for making referrals. We ensure that all staff know the procedures for reporting and recording their concerns in the Setting, and are confident to do so, alongside DSL where needed. We do this via face to face training, zoom training or noodle online training.

We update DSL training every year and every two years for all other types of safeguarding training. We do online training for all staff to complete on, Prevent, FGM, ACE's Safeguarding and first aid. We also expect staff to have an awareness of breast ironing, trafficking Radicalisation, County lines, Encompass training and domestic abuse etc. These topics are discussed in staff meetings and can be completed on our online training system.

A table of training is updated regularly.

Spot check questions are randomly asked to staff to check knowledge.

NSPCC newsletters updates etc are emailed to staff

Scenarios and safeguarding updates are discussed with the staff team.

Planning

The layout of the room allows for constant supervision. Where children need to spend time away from the rest of the group, the door is left ajar. Lone working is avoided, wherever possible.

Curriculum

- We introduce key elements of safeguarding into our Early Years Foundation Stage Curriculum, so that children can develop understanding of why and how to keep safe.
- We create within the Setting a culture of value and respect for the individual.

- We ensure that this is carried out in a way that is appropriate for the ages and stages of the children within the Setting's care.

Complaints

- We ensure that all parents/carers know how to complain about staff or a volunteer within the Setting, which may include an allegation of abuse.
- We follow the guidance of Worcestershire Safeguarding Board when investigating any complaint that a member of staff or volunteer has abused a child.
- We follow all the disclosure and recording procedures when investigations and allegations that a member of staff has abused a child as if it were an allegation of abuse by another person.
- All information is on a need-to-know basis.
- Any person has the right to address their complaint directly with Ofsted.

Procedure

Responding to suspicions of abuse

1. We acknowledge that abuse of children can take different forms – physical, emotional, sexual and neglect.
2. When children are suffering from physical, sexual or emotional abuse, this may be demonstrated through changes in their behaviour or in their play. Where such changes in behaviour occur, or where children's play gives cause for concern, the Setting investigates.
3. We allow the investigation to be carried out with sensitivity. Staff in the Setting take care not to influence the outcome either through the way they speak to the children or ask questions of the children.
4. Where a child shows signs and symptoms of 'failure to thrive' or neglect we make appropriate referrals.
5. We follow Worcestershire Children First Levels of Need and "Yellow Book" for reference and guidance

Disclosures

Where a child makes a disclosure to a member of staff, that member of staff:

1. Offers reassurance to the child
2. Listens to the child
3. Gives reassurance that she/he will take action

The member of staff does **NOT** question the child.

Recording suspicions of abuse and disclosures

Staff make a record of:

1. The child's name
2. The child's address
3. Chronological age of the child
4. Date of birth
5. The date and time of the observation or the disclosure
6. An objective record of the observation or disclosure
7. The exact words spoken by the child
8. All notes taken are kept on file – original and typed
9. The name of the person to whom the concern was reported with the date and time
10. The names of any person present at the time
11. Support for staff when managing a disclosure – what to say and what not to say.
12. Accident forms, incident logs and body maps – all staff are shown how to use these.
13. We have notice boards where information can be seen and shows where paperwork is kept.
14. Staff will be told what to do if they feel that their concern has not been taken seriously.

These records are signed and dated and kept in a separate confidential file.

All members of staff know the 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 Worcestershire Safeguarding Board does not allow this. This will usually be the case where a parent is the likely abuser. In these cases, the investigation officers will inform the parents.

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 Worcestershire Safeguarding Board.

For allegations against a member of staff we are guided by Worcestershire county council early years team and LADO, 01905 846221 or via FFD online referral and follow their advice.

Support to Families

- The Setting takes every step in its power to build up trusting and supportive relationships among families, staff and volunteers in the group.
- The Setting continues to welcome the child and the family whilst the investigations are being made in relation to abuse in the home situation.

- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child only if appropriate under the guidance of the Worcestershire Safeguarding Board.
- With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family.
- If a suspicion or disclosure is reported, the member of staff reports immediately to the DSL that is on duty at the time.
- The DSL records a report and informs the Supervisor who in turn informs the owner and if it is deemed fit, contact the Family Front Door.
- The Family Front Door number is 01905 822666 Mon-Fri 8.30-5pm and the out of hours emergency duty team telephone number is 01905 768020. When emailing to confirm that a paper trail is maintained with the Family Front Door, staff are not to divulge any sensitive information only to reference dates and times.
- The Duty team, if they see fit, take over the process from here and inform staff when parents are going to be notified. Staff are then informed of the result of the strategy meeting.
- The DSL will log and record all meetings and outcomes, informing the Supervisor and the owner at all times.
- If it is felt that a child is in immediate danger to life, a crime is in progress or when violence is used or threatened then call 999. For less urgent issues call 101.

Evening Emergency Duty Team: 01905 768020

Domestic Violence 24 hour help line (National) : 0808 2000 247

Women's Aid (Worcs Domestic Abuse) – Office Hours: 0845 155 0395

Worcestershire county council Early years team; 01905 844048 eycc@worcestershire.gov.uk

Guidance notes from the local authority

Introduction

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and curricular purposes in the classroom to award ceremonies, performances, trips and sporting events as part of the extended activities programme. The intention of this document is to set out clear guidelines which

will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

The guidance sets out to ensure that:

- Images are only used for the purpose intended
- Settings use of images is facilitated
- Personal family photography is allowed where possible
- Individual rights are respected and child protection issues considered
- Parents/carers and children are given the right to opt out

Definitions

The term 'images' refers to photographic prints or slides, digital images, videos or moving images. Images may be distributed via print, DVDs, the internet or other technologies.

The term 'settings' refers to Early Years Settings, Maintained Schools, Independent Schools, Free Schools, Academies, Short Stay Schools, out of school provision, childminders and Children's Centres.

Safeguarding Children

The welfare and protection of our children is paramount and consideration should always be given to whether the use of photography will place our children at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites.

For this reason consent is always sought when photographing children and additional consideration given to photographing vulnerable children, particularly Looked After children or those known to be fleeing domestic violence. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

Data Protection

The Information Commissioner's Office (ICO) maintains a public register which includes the name and address of 'data controllers' and details about the types of personal information they process. 'Notification' is the process by which each data controller's details are added to the register. All settings need to ensure they are registered with the Information Commissioner's Office every year. Failure to notify the ICO is a criminal offence. Notification is necessary if settings are processing personal information. This includes taking photographs of the children using a digital camera. Personal data (including images) held by settings must be included in the setting's notification. Further information on data protection as well as details on how to notify can be found at: http://www.ico.gov.uk/for_organisations/data_protection/notification.aspx

In October 2007, the Information Commissioner's Office issued the following advice:

Updated February 2026
Mount Carmel Setting

"The Data Protection Act is unlikely to apply in many cases where photographs are taken in schools and other educational institutions. Fear of breaching the provisions of the Act should not be wrongly used to stop people taking photographs or videos which provide many with much pleasure. Where the Act does apply, a common sense approach suggests that if the photographer asks permission to take a photograph, this will usually be enough to ensure compliance.

- Photos taken for official school use may be covered by the act and pupils and students should be advised why they are being taken.*
- Photos taken purely for personal use are exempt from the Act."*

Please note that although notification is mandatory in most cases the data protection guidance within this document is 'recommended guidance' and settings must take individual responsibility for their own data protection issues in accordance with the Data Protection Act 1998.

Parental Consent

On admission of a child to a setting, parents/carers will be asked to complete a consent form indicating their agreement or objection regarding the use of images of their child. Consent should be discussed with the child, once they are old enough to understand, and the child also asked to sign the consent form. Parents/children should be asked to complete the separate WCC consent form for images that have been taken for the purpose of LA publicity.

A list of children for whom consent has been refused will be maintained by the setting and every effort will be made by staff not to include these children in photographs or video footage. The list will be updated on a regular basis¹.

The parent/carer should be asked to confirm, in writing, that they will inform the setting if they no longer wish images of their child to be used for any reason. They need to be made aware that once images are in circulation or have been published, it may be impossible to remove them, although every effort will be made to ensure they are not used in future publications.

Setting Photography

Photographic and/or video images taken by staff may be used for curricular and/or extra/curricular activities, displays, on the setting website, in the setting prospectus or newsletter, as evidence of the child's development or as part of publicity in the media. Staff will ensure that:

- They are clear about the purpose of the activity and what will happen to the images when the activity is concluded.
- They always use setting equipment for taking images.
- They never record images using their personal camera, mobile phone or video equipment or for their own personal use.
- They will never photograph children in a state of undress, for example whilst changing for PE or a performance.

- They will report any concerns about inappropriate or intrusive photographs found to the Senior Designated Person following the setting's safeguarding procedures.
- They have parental permission to take, store and/or display or publish the images.
- Childminding settings should pay particular attention to the safe storage of digital imagery if using their personal equipment to record and store images.

Storage of Images

Images retained in a setting will not be used other than for their original purpose, unless permission is obtained from the subject.

Images should always be stored securely and password protected.

Images should be destroyed or deleted from databases once they are no longer required for the purpose for which they were taken. Images taken for publicity and promotional purposes should be retained for a maximum of two years. Images contributing to the history of the setting, its children, activities or the community, may be retained indefinitely.

For schools, further information on storage and security can be found in the LA guidance *Schools System and Data Security*.

Parental Photography

In many cases, images taken at setting events form an important part of family albums. Everything possible will be done to ensure that this tradition continues. Parents are welcome to take images of their own children at award ceremonies, setting concerts/shows and sporting events, with the permission of the Head teacher/Senior Manager or Childminder. However, care must be taken not to interfere with the smooth running of the event, breach commercial copyright laws or compromise health and safety. Parents/carers will ensure that:

- They will respect the setting's decision to prohibit photography of certain children or a particular event.
- Any images taken are for personal use only.
- Images including children **other than their own, must not be sold or put on the internet**; if they are, Data Protection legislation may be contravened and they will be asked to remove them.
- They will not use any images of children so as to cause offence or harm.

The Use of Cameras and Video Recordings by Children

From time to time, children may be given the opportunity to use setting equipment to take photographs and/or video footage as part of a curricular or extra-curricular activity.

Children should not use personal equipment in the setting for the purpose of taking photographs or video footage, unless being used as a learning resource in line with the setting's Acceptable Use Policy (AUP). This includes the use of personal mobile phones. The only exception to this is on a setting trip or visit where children may be allowed to take photographs for their own personal use.

It should be made clear that these images should be taken responsibly and not used to upset any other child

The use of images to bully or intimidate, including publishing photographs or video footage without permission on the internet, will be dealt with in line with the setting's behaviour and anti-bullying policies and may be viewed as a criminal offence.

Display of photographs

It is perfectly acceptable to display images of children in the setting environment with their names attached for the purpose of celebrating progress and achievement or assessment.

However, all settings must give consideration to displays when rooms are available for other purposes.

Publicity

Press

On occasions, the media are asked to cover setting events or to highlight children's successes. This is an important part of celebrating achievement and informing the public of educational initiatives. The media operate under their own Code of Practice. Parents will be informed by the setting in advance if their children are likely to appear in the press. Local newspaper titles may share their images with other titles within the same syndicate. Any child whose parents have withheld permission, will not be photographed by the media.

Setting publicity

Photographs of children's activities and achievements may be published in the setting newsletter or prospectus and posted on the setting website. Names of individual children will not be attached to photographs and no contact details will be published. Where photographic permission has been withheld, photographs will not be published.

Setting Photographer

Class and individual group photographs are often an annual event. Parents will be notified in advance of the photographer's visit and will be sent copies of photographs and given the option to purchase them. Copyright on all such photographs is retained by the photographer.

Links

This guidance should link specifically to the setting's Data Security Policies, E-safety Policies, Acceptable Use Policy (AUP), Memory Card Policy, Social Media Policy, Safeguarding Children Policy and to the LA guidance 'Schools System and Data Security'.

Further Guidance

Further related guidance can be found in the Becta series of documents entitled *Good practice in information handling in schools*. They are:

1. Keeping data secure, safe and legal
2. Impact levels and labelling
3. Audit logging and incident handling
4. Data encryption
5. Secure remote access

And also in *AUPs in context: Establishing safe and responsible online behaviours*

These documents can be found on Edulink (www.edulink.networcs.net) and on the Department for Education website (www.education.gov.uk).

Safeguarding Statement

At Mount Carmel Setting we strive to
stakeholders safe within it.



provide an environment that keeps the

We follow: Safeguarding Vulnerable Groups Act 2006

Children's Act 2004

Education Act 2011

Section 157 and 175 of the Education Act 2011

We at the setting aim to protect and promote welfare by:

- Providing a calm, safe, caring environment in which the children using the provision can learn.
- Aiming to create a culture which recognises and understands the importance of safeguarding – including listening to and discussing with children.
- Identifying children who are suffering and who are likely to suffer significant harm, both at setting and at home, to follow policies and procedures immediately and follow the correct processes which are in place by the setting and the Local Authority and take appropriate action to keep them safe.
- Contributing to effective partnership by working between all those involved with providing safeguarding services for children.

Signed.....
(Manager)

Date.....