



# BURGESS HILL

— GIRLS —

## Safeguarding Policy (whole school including EYFS)

1.6.3

The Policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, the Education Act 2002, and has regard to Keeping Children Safe in Education (KCSIE) (September 2016), Information Sharing to Safeguard Children (March 2015), Prevent – duty guidance England & Wales (March 2015 - supplemented), Counter-Terrorism and Security Act 2015, Disqualification und the Childcare Act 2006 (June 2006), 'What to do if you're worried a child is being abused' and 'What to do if you are worried your child is being sexually exploited' and the Sussex Child Protection & Safeguarding Procedures, (<http://pansussexscb.proceduresonline.com/index.htm>)

The Policy will follow the procedures set out by the West Sussex Safeguarding Children Board ([www.westsussexscb.org.uk](http://www.westsussexscb.org.uk)) and take account of guidance issued by the Department for Education. Any deficiencies or weaknesses in child protection arrangements, identified by whatever means, will be remedied without delay. This policy should be read in conjunction with Appendix A – Safeguarding: Guidance for Staff and Appendix B – Safeguarding: EYFS.

The Policy identifies arrangements made by Burgess Hill Girls to safeguard and promote the welfare of its pupils; and such arrangements have regard to any guidance issued by the Secretary of State.

The Governing Body takes seriously its responsibility under section 157 of the Education Act 2011 to safeguard and promote the welfare of the pupils and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those children who are suffering or are at risk of suffering serious harm and those who are in need of additional support from one or more agencies. The Governors recognise their responsibility to ensure that the school recognises the risks arising from pupils that go missing from education or may be at risk from radicalisation and that effective procedures are in place to minimise these risks.

The Governors will appoint a member of the Governing body as the named Safeguarding Governor. The Governors will also appoint a Governor with responsibility for monitoring the Safe Recruitment procedures and a Governor with responsibility for monitoring Health and Safety procedures.

A review of the safeguarding policy must take place at least annually and include an update and review of the effectiveness of procedures and their implementation – The designated governor will be interviewed and the Head, in her role as the Designated Safeguarding Lead (DSL), will be asked to give evidence of implementation of procedures.

The nominated Safeguarding Governor (Mrs Jill Wilson) will undertake an annual review of the School's Safeguarding Policy and procedures in discussion with the Head, as DSL.

The Board of Governors recognises that safeguarding is a collective responsibility for the whole governing body and will receive reports from the Safeguarding Governor, the Governor with responsibility for monitoring the Safer Recruitment procedures, the Governor with responsibility for monitoring Health and Safety procedures and the Head annually.

All governors and staff believe that

- all pupils, regardless of age, special needs or disability, racial/cultural heritage, religious belief or sexual orientation have the right to be protected from all types of harm and abuse.

- Burgess Hill Girls should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

We recognise that:

- all governors and adults, including temporary staff and volunteers, have a full and active part to play in protecting our pupils from harm and that the child's welfare is our paramount concern
- safeguarding covers much more than child protection and so this policy will operate in conjunction with other related policies and procedures. As well as protecting children from harm, 'safeguarding' widens the responsibility to preventing harm and promoting the well-being of children: protecting children from maltreatment; preventing the impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- all matters relating to child protection cases are confidential.

We also recognise the importance of:

- children receiving the right help at the right time to address risks and prevent issues escalating
- acting on and referring the early signs of abuse and neglect
- keeping clear records
- listening to the views of the child
- reassessing concerns when situations do not improve
- sharing information quickly
- challenging inaction

#### **Guidance for parents, staff and girls:**

If you have any cause for concern in relation to a pupil's well-being or encountered signs of possible abuse:

- the Head, Mrs K J Bell, in her role as the Designated Safeguarding Lead (DSL), should be informed as soon as possible
- the Assistant Head (Boarding & Pastoral), Miss Nicola Donson, in her role as Deputy DSL, should be contacted with issues pertaining directly to Boarding pupils
- if the Head is absent, The Head of Junior School, Mrs Heather Cavanagh (Junior School DSL) should be informed
- for Nursery pupils, the Nursery Manager, Mrs Susanne Roberts (DSL Nursery) should be informed. If she is absent, the Deputy Nursery Manager, Mrs Alison Hickman (DSL Nursery) should be informed. If she is absent, the Head of Junior School, Mrs Heather Cavanagh will cover. If all the aforementioned are absent the Head, Mrs K J Bell should be informed
- if the cause of your concern relates to the Head then please inform the Chairman of Governors, without notifying the Head first. The Chairman can be contacted through the Bursar in his capacity as Clerk to the Governors.
- where an allegation is made against a member of staff or volunteer the Head should be informed immediately. In the absence of the Head, the Chairman of Governors, should be informed immediately.
- a referral may be made directly by any member of staff (see appendix 1)

**In case of serious harm, the police should be informed from the outset.**

When deciding whether to make a referral, following an allegation or suspicion of abuse, the Head and/or DSL will not make their own decision over what appear to be borderline cases, but rather the doubts and

concerns will be discussed with the Local Authority Designated Officer (LADO), also known as the Designated Officer.

We will aim to restrict the reporting or publishing of allegations against teachers and thus make every effort to maintain confidentiality and guard against unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence, or the DfE/NCTL publish information about an investigation or decision in a disciplinary case.

Burgess Hill Girls aims to:

- support each pupil's development in ways that will foster security, confidence and independence
- provide an environment in which children and young people:
  - feel safe, secure, valued and respected
  - feel able to, and know how to, approach adults if they are in difficulties; believing they will be effectively listened to
- raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse
- provide a systematic means of monitoring children known or thought to be at risk of harm and those who are in need of additional support from external agencies, and ensure we, the School, contribute to assessments of need and support packages for those children
- emphasise the need for good levels of communication between all members of staff
- develop a structured procedure within the school which will be followed by all members of the School Community in cases of suspected abuse
- review and support staff in relation to safeguarding matters to encourage improved professional practice over time
- develop and promote effective working relationships with other agencies, especially the Police and Social Care

The Head has authorised staff to use 'reasonable force' to prevent a pupil compromising their own or others' safety and well-being (see Restraint Policy).

The School will support all pupils by:

- promoting a culture of safeguarding
- encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst condemning aggression or bullying
- teaching them about safeguarding, including online, through the curriculum and PSHE
- promoting a caring, safe and positive environment within the School ensuring that appropriate child protection checks and procedures apply to all staff including those employed by another organisation working with the School's pupils on another site
- liaising and working together with all other support services and those agencies involved in the safeguarding of children
- The school will ensure that staff have the training to enable them to develop the skills, knowledge and understanding necessary to keep safe children who are looked after by a local authority. Appropriate staff will be provided with up to date assessment information from the relevant local authority together with the most recent care plan available. Information will be provided regarding contact arrangements with parents, and delegated authority to carers, and information available to the designated person
- establishing procedures to enable pupils to report abuse by pupils against other pupils (see Anti-bullying policy) and (Support and Academic Framework (Senior School only))
- ensure arrangements are in place for the dealing with allegations of peer to peer abuse, including sexting and other relevant issues and that the victims are well supported

- establishing procedures to enable pupils to report abuse by the Head, member of staff or volunteers

The School will:

- not do anything that may jeopardise a police investigation, such as asking a child leading questions, or attempting to investigate the allegations of abuse
- keep procedures for safeguarding children under review and ensure they are in line with the Local Safeguarding Children Board procedures (MASH)
- communicate with West Sussex County Council safeguarding agency (MASH) whenever an allegation or disclosure of abuse has been made and confirm in writing within 24 hours or as required
- facilitate inter-agency assessment using local processes for any child in need of additional support from one or more agencies
- make immediate contact with Childrens' Social Care when safeguarding children who have suffered or are likely to suffer significant harm
- For a child requiring additional support from one or more agencies, the designated safeguarding lead will make contact with outside agencies to allow inter agency assessment using local processes, including use of the "Common Assessment Framework (CAF)" and "Team around the Child" (TAC) approaches.

Within Burgess Hill Girls we will:

- ensure all parents/guardians/carers are made aware of the responsibilities of staff members with regard to child protection procedures, in accordance with locally agreed inter-policy procedures through publication of the School's Safeguarding Policy, available via a link to the School Website
- ensure selection and recruitment of staff and volunteers adheres to safer recruitment procedures and meets the requirements set down in the Keeping Children Safe in Education (September 2016) guidance
- ensure the School's recruitment process includes DBS checks and conforms to the requirements of the Independent Schools Standards Regulations (ISSR) 2014 (or as subsequently amended)
- ensure that external providers of services have satisfied all relevant checks and regulations for working with children
- ensure that all staff know the name of the Designated persons and their roles
- ensure that all staff and Governors read part 1 of Keeping Children Safe in Education
- Ensure that all staff read, understand (and sign to indicate this) and comply with the requirements of the Staff Behaviour Policy/Code of Conduct
- ensure that all staff, pupils and Governors are aware that any member of staff may make a referral to external agencies
- keep written records of concerns about children, noting the date, event and action taken and ensure that these records are kept secure
- ensure that staff know and understand that, in dealing with allegations or incidents of bullying, it may be necessary to invoke safeguarding procedures and inform the DSL
- ensure staff, and pupils are protected if they report allegations of abuse by another member of the school community (see 'Whistleblowing Policy/Pocedure')
- follow the process outlined in Keeping Children Safe in Education (appendix 1) 'Action when a child has suffered or is likely to suffer harm' (at the end of this document).
- work to develop effective links with the relevant agencies and cooperate as required with enquiries regarding safeguarding matters including attendance at case conferences and interagency meetings

- inform Social Services if there is an unexplained absence of a pupil on the Child Protection Register of more than two days duration from school, or one day if following a weekend
- we will aim to restrict the reporting or publishing of allegations against teachers and thus make every effort to maintain confidentiality and guard against unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence, or the DfE/NCTL publish information about an investigation or decision in a disciplinary case
- Burgess Hill Girls has a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are:
  - “unacceptable professional conduct”
  - “conduct that may bring the profession into disrepute
  - “conviction, at any time, for a relevant offence”

Further guidance is published on the NCTL website. Where a referral has been made to the DBS, it is not necessary for a referral also to be made to NCTL, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration must be given to an NCTL referral.

- transfer relevant Child Protection information to a new school or college if/when a pupil on the Child Protection register leaves the school and inform the Local Education Authority of any change of school or schooling to home schooling (Children Missing Education 2016)
- inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. Ofsted will be informed as soon as is reasonably practicable, but at least within 14 days
- appropriate checks will be made to ensure that the school has a commitment to ensure the safety of pupils when offsite, by following the rigorous safeguarding procedures, including the scrutinised risk-assessment produced internally, and accessing external documentation. No unsupervised activities take place on internal or external trips

### **Child sexual exploitation (CSE):**

This 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.

NB – although some young people who are being exploited do not exhibit any external signs Indicators include:

- Going missing for periods of time/coming home late
- Regularly missing school
- Appearing with unexplained gifts/new possessions
- Associating with other young people involved in exploitation
- Having older boy/girl friends
- Suffering from Sexually transmitted infections
- Mood swings/changes in emotional wellbeing

Drug and alcohol misuse  
Displaying inappropriate sexualised behaviour

**FGM**

There are four types of Female Genital Mutilation categories by the World Health Organisation and many names give to it. The procedure may be carried out when the girl is new-born, during childhood or adolescence, just before marriage or during the first pregnancy.

Indications that FGM might take place soon include:

A girl may confide that she is about to have a “special procedure” or to attend a special occasion to “become a woman”

A girl may request help from a teacher or another adult if she is aware or suspects that she is at immediate risk

Parents state that they or a relative will take the child out of the country for a prolonged period

A girl may talk about a long holiday to her country of origin or another country where the practice is prevalent

Indications that may have already taken place include:

A girl may have difficulty walking, sitting or standing and may even look uncomfortable

A girl may spend long periods of time away from a classroom during the day with bladder or menstrual problems, spending longer than normal in bathroom due to difficulties urinating

There may be prolonged or repeated absences from school and behaviour changes upon her return.

Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is under 18, there is a statutory duty to report it to the police; those failing to report such cases will face disciplinary sanctions from October 2015.

NB teachers should **not** be examining pupils.

All teachers should discuss such cases with the DSL immediately.

**Radicalisation and Extremism**

Radicalisation is the process by which a person claims to support terrorism and forms of extremism. Extremism is defined as vocal or active opposition to fundamental British values including democracy, rule of law, individual liberty, mutual respect and tolerance of different Faiths and beliefs. We also include in our definition of extremism calls for the death of members of our Armed Forces, whether in this Country or overseas.

Staff should be alert to changes in girls’ behaviour which could indicate that they could be in need of help or protection. Girls at risk of radicalisation may display different signs or seek to hide their views. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. The Prevent Duty does not require teachers to carry out unnecessary intrusion into family life but, as with any other safeguarding risk, they must take action when they observe behaviour of concern. All staff should encourage pupils to develop positive character traits (such as resilience, determination, self-esteem and confidence). This will enable them to manage risk, make safer choices and recognise when



pressure from others threatens their personal safety and wellbeing. Reference should be made to Prevent Duty Guidance for England and Wales (July 2015); Department of Education advice for schools and childminders (June 2015); The use social media for on-line radicalisation (July 2016).

Any staff with concerns must contact the School's DSL, local police or Prevent Lead. (Please see Prevent lead contact details in Section 5). If the member of staff contacts the police or Prevent directly, they should also alert the DSL.

Following a conversation with Police or the Local Authority, a referral to the Channel Programme may be made. Channel is a voluntary Government-funded programme which aims to safeguard children and adults from being drawn into terrorist activity. Channel can provide a support plan and specific interventions to protect people at risk including mentoring support for ideological or theological intervention.

If you are concerned that a child's life is in immediate danger or that she may be imminently planning to travel to Syria or Iraq, you should dial 999 or call the confidential anti-terrorism hotline on 0800 789 321.

#### **Definition of child abuse**

Child abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused by an adult or adults or another child or children.

An abused child is any boy or girl, under 18 years of age, who has suffered from, or is believed likely to be at risk of significant physical injury, neglect, emotional abuse or sexual abuse.

- physical abuse, for example hitting, shaking, burning, suffocating or otherwise causing, or failing to prevent, physical injury or suffering
- emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. For example, it may involve telling a child that they are worthless, unloved or inadequate. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- sexual abuse involves forcing or enticing a young person to take part in sexual activities, whether or not the child is aware of what is happening. This may be physical acts of sexual assault or non contact acts such as encouraging a child to view pornographic material
- neglect is the persistent failure to meet a child's basic and/or psychological needs, likely to result in the serious impairment of health or development. For example, failure to provide appropriate care including shelter and food or medical attention

#### **Signs of abuse**

Possible signs of abuse include the following (but are not limited to and do not necessarily mean that abuse is occurring):

- the pupil says she has been abused or asks a question which gives rise to that inference
- there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries
- the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour
- the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons
- the pupil's development is delayed in terms of emotional progress
- the pupil loses or gains weight
- the pupil demonstrates undue anxiety, over-reacts to problems and demonstrates an excessive fear of making mistakes

- the pupil appears neglected, e.g. dirty, hungry, inadequately clothed; and the pupil is reluctant to go home, or has been openly rejected by her parents or carers.

**Training:**

- all members of the Governing Body receive appropriate Child Protection Training to enable them to understand and fulfill their responsibilities
- the Designated Safeguarding Lead and other Designated Members of Staff have undertaken appropriate training and will attend refresher courses in child protection and inter agency working every 2 years
- the Head and all staff who work with children will receive training in child protection including Prevent awareness, updated every 3 years
- temporary and voluntary staff who work with children are to be made aware of the the arrangements
- induction training is provided for all newly appointed staff and volunteers, including temporary staff to include; reading Part 1 of KCSIE, The School's Safeguarding Policy, the Staff Code of Conduct / Behaviour Policy including the 'whistleblowing' procedure.

The training is provided by a trained DSL, the local social services department or an external welfare agency acceptable to the West Sussex safeguarding children board.

Within the school, those who are designated persons with up to date inter-agency training may also provide the training to other staff.

**Useful contact information:**

- Mrs K J Bell – Head (DSL) – [kathryn.bell@burgesshillgirls.com](mailto:kathryn.bell@burgesshillgirls.com); 07786 074303
- Miss Nicola Donson – Assistant Head (Boarding & Pastoral) – [nicola.donson@burgesshillgirls.com](mailto:nicola.donson@burgesshillgirls.com); 07917 394552
- Mrs Heather Cavanagh - Head of Junior School (Junior School DSL) – [heather.cavanagh@burgesshillgirls.com](mailto:heather.cavanagh@burgesshillgirls.com); 07813 890805
- NSPCC Helpline 0808 800 5000
- West Sussex County Council – Head of Safeguarding 03302 222673 Mob: 07841 308548
- The Multi-Agency Safeguarding Hub (MASH) Single POC for safeguarding concerns in West Sussex:
  - E-mail [MASH@westsussex.gcsx.gov.uk](mailto:MASH@westsussex.gcsx.gov.uk)
  - 01403 229 900
  - 0330 222 6664 (out of hours)
- East Sussex contact details are as follows:
  - Email [0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)
  - 01323 464222
  - 01273 335905/6
- Ofsted – 0300 123 1231, National Business Unit, OFSTED, Piccadilly Gate, Store Street, Manchester M1 2WD



- LADO: 03302 223339 Mob: 07912 298265
- Social Services: 01243 642 555
- Police: 101
- Nominated Safeguarding Governor, (Mrs Jill Wilson) is contactable through the School on 01444 241050 or via the Bursar at [bursar@burgesshillgirls.com](mailto:bursar@burgesshillgirls.com)
- National College for Teaching and Leadership (NCTL)  
<https://www.gov.uk/government/organisations/national-college-for-teaching-and-leadership>

### **Allegations against staff**

The School will:

- ensure that all parents, staff and pupils know how to complain about the behaviour or actions of staff, volunteers or Head in the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse
- If the allegation is made against the Head, referral should be made to the named Safeguarding Governor.
- consult with the LADO within one working day any allegation that comes to the School's attention or is made directly to the police
- follow the guidance of the Local Safeguarding Children Board when responding to **any** complaint that a member of staff, volunteer or Head within the setting or anyone living or working on the premises occupied by the setting, has abused a child
- report to the DBS, within one month of leaving the school any person (whether employed, contracted, volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children. This includes dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation; and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering
- where a dismissal does not reach the threshold for a DBS referral, consideration will be given to the National College for Teaching and Leadership (NCTL) if any of the following apply: unacceptable professional conduct; conduct that may bring the profession into disrepute; a conviction for a relevant offence
- respond to any disclosure by children or staff that abuse by a member of staff, volunteer or Head 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
- refer any such complaint immediately to the local authority's social care department to investigate. We also report any such alleged incident to OFSTED and what measures we have taken. We are aware that it is an offence not to do this

- cooperate entirely with any investigation carried out by children's social care in conjunction with the police

Where the Governing Body and children's social care agree it is appropriate in the circumstances, the chairperson will suspend the Head or 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.

The School recognises that when an allegation is made against a teacher the quick resolution of that allegation must be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays will be eradicated.

### **Disciplinary Action**

Where the Head, member of staff or a volunteer is dismissed from the School because of misconduct relating to a child, we notify the Independent Safeguarding Authority (ISA) administrators so that the name may be included on the Protection of Children and Vulnerable Adults Barred List

### **Malicious Allegations**

- Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the School's Behaviour policy.
- Where a parent has made a deliberately invented or malicious allegation the Head will consider (in accordance with the School's terms and conditions) whether to require that parent to withdraw their child or children from the School on the basis that they have treated the School or a member of staff unreasonably.

### **Record keeping:**

- Details of an allegation will be recorded on the employee's file and retained indefinitely, unless **the allegation was found to have been malicious, in which case it will be removed from the employee's records.**

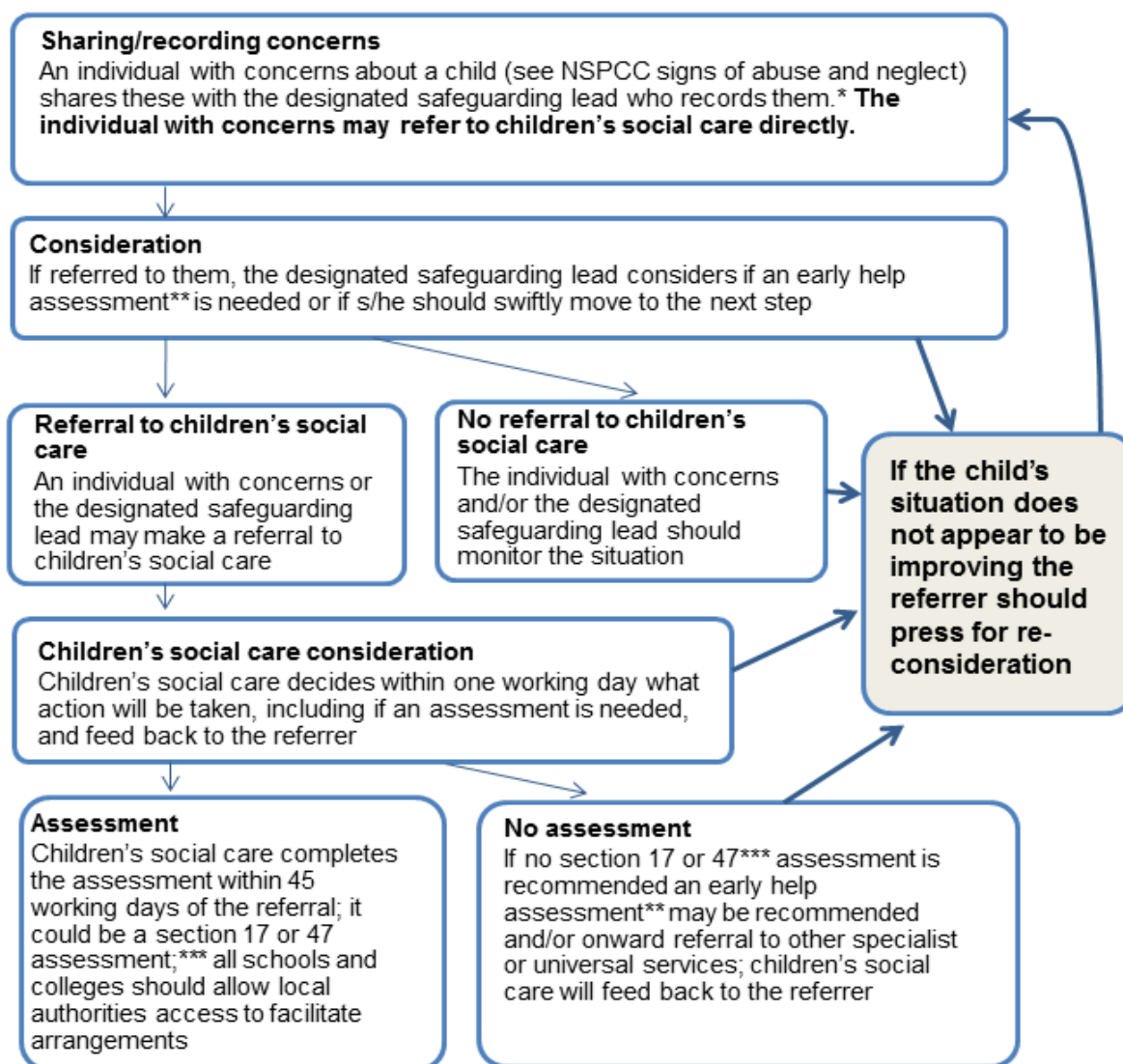
### **Other Policies and Procedures which relate to the Safeguarding Policy:**

- Anti-bullying
- Health and Safety
- Confidentiality Policy
- Restraint Policy
- Staff Handbook – Guidance on Staff Pupil Relationships
- Staff Handbook – Code of Conduct
- Staff Handbook – Acceptable Use Policy
- Procedures for visitors, temporary placement, volunteers and contractors
- Whistleblowing Policy
- Recruitment Policy

### Action when a child has suffered or is likely to suffer harm

This diagram illustrates what action should be taken and who should take it when there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately.

**Anybody can make a referral.**



\* In cases which also involve an allegation of abuse against a staff member, see part four of this guidance which explains action the school or college should take in respect of the staff member

\*\* Where a child and family would benefit from coordinated support from more than one agency (eg, education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs coordinator, General Practitioner (GP), family support worker, and/or health visitor.

\*\*\* Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns local authority services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989.

It is accepted that mobile phones are a part of everyday life for staff, parents, carers and students on placement. This policy is part of the EYFS commitment to safeguarding the welfare of children.

Staff/students working with the children should not be using their mobile phone as this distracts them paying full attention to the children in their care.

During sessions staff/students are not permitted to keep their mobile phone on their person, **mobile phones are to be stored in a drawer or cupboard** (on silent mode and preferably with a personal PIN lock) along with the person's personal possessions. Urgent calls may come via the nursery office landline or junior school office landline.

The Nursery mobile phone is to be used by staff in an emergency situation or to take incoming calls from parents regarding an alteration to their child's collection arrangements (there is no camera/video facility on the Nursery mobile phone).

Each classroom in the Nursery has its own camera to be used for taking photographs of the children for learning journal records etc.

Whilst parents and carers are in the Nursery indoor area or outdoor play area, we politely request that their mobile phones are not used.