

Country Kids Stay & Play

Safeguarding, Welfare & Child Protection

Policies & Procedures

September 2021



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1. Uncollected Child Policy

Policy Statement

If a child is not collected, by an authorised adult at the end of a session, Country Kids Stay & Play will put into practice agreed procedures. These will ensure the child is cared for safely by an experienced and qualified Play Worker who is known to the child. The Club will ensure that the child receives a high standard of care to cause as little distress as possible.

We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their child will be properly cared for.

Procedures

If a parent/carer is held up by unforeseen events and they are unable to pick the child up by 5:30pm they must try and contact the Co-ordinator to explain the reason and advise of the collect time or alternatively, advise of another person collecting and set a password.

If no contact is made the Co-ordinator will phone the contact numbers provided on the registration form.

If there is no reply the Co-ordinator will phone the Emergency Contact numbers. If the person is unknown to Club but are listed on the registration form, they will be asked to bring proof of identity.

At 6.00pm if the parent/carer has not made contact with the Co-ordinator, Social Services will be informed.

Multi-Agency Safeguarding Hub (MASH) – 0300 126 3000

Emergency Duty Team - out of office hours 01604 626938

Northamptonshire Police – 999

Cambridgeshire Multi-Agency Safeguarding Hub (MASH) – 03450 455203

A message will be left for the Parent or Carer advising them of the action that has been taken.

A full written report of the incident will be recorded and filed securely

Late Collection fines will also apply after 5:30pm of £5 per 5 minutes, for the additional over time of staff, until the child is collected.



2. Lost Child Policy

Policy Statement

At Country Kids Stay & Play, a child's safety is maintained as the highest priority always both on and off the premises. Every attempt is made through carrying out outings procedure and arrival/ collection procedures to ensure the security of the child is maintained always. In the unlikely event of a child going missing the lost child procedure is followed.

Procedures

A lost child is defined as a child who has arrived and been registered at the Club but has since gone missing.

As soon as it has been noticed that a child is missing the Co-ordinator will be notified along with other Play Workers who will endeavour to find out when and where the child was last seen.

The Co-ordinator will carry out a thorough search of the premises whilst, the other members of staff are reassuring the children.

If the child is found but unwilling to return to the setting, a member of staff will stay with the child until the Parents or carers are contacted.

If the child is still unaccounted for, the Co-ordinator will group the children together and call the register to make sure no other child has gone astray. In parallel, the school will be informed that a child has gone missing and asked to help with the search.

If the child isn't found the parent or carers will be contacted and alerted to the situation. With their agreement the Police will be called, and the child will be reported as missing.

The search will continue until advised by the police to stop and depending on staff ratio

If the parents or carers can't be contacted, the Co-ordinator will contact the Emergency number supplied on the registration form.

If they can't be contacted the police will be called straight way and the child will be reported as missing

After contacting the police, the Co-ordinator will call the Head Teacher and report the incident.

The Head Teacher will come to the After-School Club and together with the Co-ordinator will speak to the parents or carers.

The Head Teacher will carry out a full investigation into the incident

The Co-ordinator will write a full report into the incident detailing:

- The date and time of the report
- What Play Workers/ children were at the Club/ group or outing and if relevant the name of the designated Play Worker responsible for the lost child
- When the child was last seen at the Club/school
- What has taken place at the Club before and since the child went missing



- The time estimated that the child went missing.

The Co-ordinator will also conduct a full risk assessment and report to staff the findings and any additional changes which are to be made

If the situation warrants a police investigation all Play Workers must fully co-operate

The incident will be reported under RIDDOR arrangements.

OFSTED will be informed of the incident in writing and the outcome of the report

The insurance company will also be informed of the incident.





3. Suspicion of Abuse Policy

Country Kids Stay & Play are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. The Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB). The Club's Designated Child Protection Officer (CPO) is Melanie Pickering. The CPO coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB and Ofsted).

Forms of child abuse and neglect Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- ✿ **Emotional abuse** is the persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- ✿ **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- ✿ **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, regardless if the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- ✿ **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- ✿ significant changes in a child's behaviour
- ✿ deterioration in a child's general well-being
- ✿ unexplained bruising or marks
- ✿ comments made by a child which give cause for concern
- ✿ inappropriate behaviour displayed by other members of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

If while caring for a child and they make a disclosure, or I have cause to suspect that the child is being subjected to any physical, sexual or emotional abuse or neglect, or any concerns in a child's life at home or elsewhere, I will:



- ✿ Listen to what the child has to say. We will ensure that the child feels as little responsibility as possible and we will be comforting and sympathetic.
- ✿ We will not make any suggestions to the child regarding how the incident may have happened or question the child. If we need to clarify what he/she is saying, we will be careful how we ask.
- ✿ We will write down the exact words the child says, our concerns, and our response to the child and sign and date it
- ✿ We will report the matter to Multi-Agency Safeguarding Hub (MASH).
- ✿ Any changes in a child's behaviour or appearance will be investigated. Parents will normally be the first point of reference, though suspicions will also be referred as appropriate to the Multi-Agency Safeguarding Hub (MASH).
- ✿ All such suspicions and investigations will be kept confidential, shared only with those who need to know (Ofsted, Multi-Agency Safeguarding Hub (MASH) and the Police within 14 days.

If a report on a child is to be made to the authorities, the child's parents will be informed on the same day, immediately after the report is made.

Logging an incident

All information about the suspected abuse or disclosure will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

- ✿ Date of the disclosure or of the incident causing concern
- ✿ Date and time at which the record was made
- ✿ Name and date of birth of the child involved
- ✿ A factual report of what happened.
- ✿ If recording a disclosure, you must use the child's own words.
- ✿ Name, signature and job title of the person making the record.
- ✿ The record will be given to the Club's CPO who will decide whether they need to contact Social Care or make a referral.
- ✿ All referrals to Social Care will be followed up in writing within 48 hours.
- ✿ If any member of staff thinks that the incident has not been adequately dealt with, they may contact Social Care themselves.

Female Genital Mutilation Policy

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

At Country Kid's Stay & Play, we have a robust and rigorous safeguarding procedure and protecting children in our care is paramount. The safeguarding officer and all members of staff are responsible to adhere and follow these policies.

We endeavor to adhere to the following:

- ✿ The safety and welfare of the child is paramount
- ✿ Refer to Northamptonshire Thresholds & Pathways for Early Help



- ✿ All agencies involved act in the interest of the rights of the child as stated in the UN convention 1989 and the Children's act 1989.
- ✿ All professionals are made aware of the possibility of a girl being at risk of FGM because of cultural beliefs, nationality and other unusual events that could led to FGM e.g. a child being taken out of the setting for six weeks or more by parents or relatives.
- ✿ If a member of staff had concerns over a child, they would report it to the CPO in the setting who would then decide whether a referral was needed to the **MASH team (multi agency safeguarding hub) 0300 126 3000**

EYFS: Child Protection

3.7 Providers must have regard to the Government's statutory guidance 'Working Together to Safeguard Children'. If providers have concerns about children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services and, in emergencies, the police.

Emergencies

If a child is in immediate danger, left alone or missing, it is the Club's duty to contact the police and/or ambulance service directly on 999. If a child is at immediate risk, the Club will contact MASH on 0300 126 3000 and make a telephone referral and subsequently put in writing.

Any information regarding the safety and wellbeing of any children within the Club's care will be shared with the Designated Safeguarding Officer within Nassington School.

4. Accident and Incident Record

Policy Statement

Country Kids Stay & Play follows the guidelines of Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child Protection matters or behavioural incidents between children are NOT regarded as incidents and there are separate procedures for this.





Procedure

At least two members of staff must have an update to Paediatric First Aid Certificate and regularly update their training to ensure that children receive current First Aid treatment

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Our accident forms are stored in a file, which is accessible to all staff and volunteers, and know how to complete it. The forms detail the

-  Date and time of accident
-  Details of the accident
-  Play Workers signature
-  Parents/ carers signature

All completed accident forms are signed by the member of staff who dealt with the accident and by the parent/carer, acknowledging that the accident occurred, and the treatment received.

Where a child has an accident and there is no visible wound it will still be recorded so that the parent/carer is aware of the accident.

Accident forms will be reviewed every term to identify if any trend or reoccurring causes of injury





If a child has a serious accident the first aider will assess whether the child needs to be taken straight to hospital or phone for an ambulance, or alternatively wait for the parents/carers to collect them. If the Co-ordinator/ Deputy is unable to get in contact with them then the Emergency contact will be informed.

If the child needs emergency treatment the first aider will accompany the child to hospital and the Deputy will take charge of the Club. All relevant paperwork such as the registration form, medication form, care plan etc. will be taken to the hospital.








If any injury requires treatment by a general practitioner, hospital doctor, or the death of a child or adult, Ofsted will be notified, and a report will be sent to Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (The Reporting of Injury, Diseases and Dangerous Occurrences Regulations). Any member of staff who requires treatment by a general practitioner, hospital doctor and any dangerous occurrences will be reported to the Health and Safety Executive and recorded within our incident book

Our incident book details numbers such as:

-  Emergency services
-  Local police
-  Caretaker
-  Head teacher's number

The book is used for recording serious incidents including those that are reportable to the Health and Safety Executive. These serious incidents include:

-  Theft of personal or the settings property
-  An intruder gaining unauthorised access to the premises (school Head Teacher will be informed)
-  Attack on a member of staff or parent on the premises or nearby
-  Any racist incident involving staff or family on the Club's premises
-  Death of a child and
-  A terrorist attack or threat of one
-  In the serious incident book, we record:



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- ✿ date and time of incident
- ✿ nature of the event
- ✿ who was affected and what was done about it
- ✿ if it was reported to the police, and if so a crime number
- ✿ any follow up or insurance claim made

Incident forms: to include behavioural incidents between children

Our incident forms are stored in file, which is accessible to all staff and volunteers, who know how to complete it. The forms detail:

- ✿ date and time of incident
- ✿ details of incident
- ✿ how the incident was dealt with
- ✿ Play Workers Signature
- ✿ Parents/ carers signature

All completed Incident forms are signed by the member of staff who dealt with the incident and by the parent/carer, acknowledging that the Incident occurred, and the action taken.

Existing Injury

Any injury that your child has when he / she arrives at the club will also be logged in a book. A brief explanation from you on how the injury occurred and your signature will be required.

Legal Framework

The Reporting of Injury, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

5. Whistle Blowing Policy

Policy Statement

Country Kids Stay & Play works in accordance with the Public Interest Disclosure Act 1998 (commonly referred to as Whistle blowing) to support and encourage members of staff to speak out against any malpractice in our setting where they have reasonable belief that the following breeches or offences are being carried out: -

- ✿ A criminal Offence
- ✿ A breach of legal obligation
- ✿ A miscarriage of justice
- ✿ A danger to the health and safety of an individual
- ✿ Damage to the environment or
- ✿ Deliberate covering up of information tending to show any of the above
- ✿ Risky behaviour by any staff member








Procedure

Country Kids Stay & Play has the following procedures to ensure that concerns are dealt with effectively and efficiently and will do all that we can to preserve the confidentiality of staff who raise concerns.

The procedure seeks to encourage and enable members of staff to disclose information through the appropriate channels first, rather than going to an outside person or body.

The first stage would be to share any concerns verbally or in writing with the Co-ordinator of the Club or if unavailable the Head Teacher. However, this depends on the seriousness and sensitivity of the issues involved and who is suspected of any wrong doing. As a third option staff can raise concerns with the Multi-Agency Safeguarding Hub (MASH).

Staff who wish to put their concerns in writing are advised to include the following: -

-  Any Background information
-  History of the concern
-  Names of people involved and witnesses
-  Places if relevant
-  The reason for making the disclosure

Country Kids Stay & Play will quickly respond to any concern

To protect the member who raises the concern and those accused of wrongdoing, initial enquires will be made to decide whether an investigation is appropriate and, if so, what form it should take.

Concerns or allegations that fall within the scope of specific procedures (for example, conduct or discrimination issues) will normally be referred for consideration under those procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted. Staff will be told how we propose to deal with the concern within ten working days of it being brought to the Club's attention.

All concerns will be treated in the strictest confidentiality and every effort will be made not to disclose the identity of any member of staff, unless they wish us to do so.

However, at some point in the investigation it will be necessary to make the origin of the complaint known to the person or persons the allegations concern. The Co-ordinator/ Head Teacher will assess whether it is reasonable to withhold the name of the complainant for such reason as risk of harm to them.

Complainants should be aware however, that their identity might be revealed by inference

The Club accepts that deciding to report a concern can be very difficult and uncomfortable and that it is usually made in good faith however, if the Club finds that the person has made an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against them.



6. Recruitment and Employment of staff

Policy Statement

Country Kids Stay & Play is committed to safeguarding the welfare of children therefore we have strict staffing ratios in line with the welfare requirements of the Early Years Foundation Stage.

All staff are required to complete a fully Enhanced DBS check and receive satisfactory clearance in accordance with statutory requirements.

Procedure - Staffing

Any member of staff employed to work with children at Country Kids Stay & Play will be required to have experience of working with children. The manager will be required to have at least a Level 3 qualification in Play Work or equivalent, and at least two years' experience of working with children aged 4-11 years. At least two members of staff have a current Paediatric First Aid qualification and must have attended a Level One

Safeguarding Training. Any manager will be required to attend the Safeguarding Children Course and to train for the role of the Child Protection Liaison Person.

All staff will be actively encouraged to regularly attend training courses run by Northamptonshire County Council and to train for higher qualifications, to improve their Professional Development and knowledge of Play Work










All members of staff are supported through regular staff meetings to discuss and reflect on practice and an annual appraisal system.

Any changes to the person responsible for Country Kids Stay & Play, Ofsted will be informed.

Procedure - Recruitment

Country Kids Stay & Play is an equal opportunities employer and actively promotes a diverse workforce that values people for their differences. Throughout our recruitment process we will encourage applications from those with disabilities.

Prior to advertising any vacancy, we will assess whether the job role requires restructuring. This may include:

-  Updating Job Description
-  Updating Job Specification
-  Updating Employment Contract
-  Update interview questions
-  We will also agree:
 -  date, time and place for interviews
 -  who will be on the short-listing panel
 -  who will chair the interview, who will be taking notes
-  The assessment and marking system to be used

We will advertise in a wide area, including the local press so that the vacancy will be accessible to everyone. The advert will contain contact details for a named person who can be approached for an



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informal discussion, address, telephone and email so people can contact us in the way that suits them best. We will also make sure every that in every advert the following statements are included to deter unsuitable candidates: -

Country Kids Stay & Play is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'

'A fully enhanced DBS check is required for this role'

We will send out Application Packs to anyone who enquires about the vacancy. The pack will include:

Covering letter, including date of interviews

-  An Application Form
-  Job Description
-  Job Specification
-  Setting Information including a safeguarding statement

The short-listing panel will make a list of suitable candidates and letters will be sent to successful applicants inviting them to attend an interview. The letter will contain when, where and how long the interview will be, who will be on the interview panel and any other methods of assessment such as a trial session. We will provide a map if necessary. We will advise the candidates what documents to bring and if they require any specific arrangements for interview.

The interview panel will consist of a minimum of 2 staff members who have attended Safer Recruitment Training.

During the interview all candidates will be asked a series of questions suitable for that role to keep the selection process fair. A record of their answers will be kept and scored against the given answer. The candidate will also be asked to explain any inconsistencies in their application or gaps in employment.

After the Interview, the panel will arrange with the candidate to attend a trial Session to assess their performance with the children and alternatively for the candidate to see if the setting is right for them.

After the trial session candidates will be told when they can expect a decision.

After selection, candidates will be informed as quickly as possible, firstly by telephone and then a follow up letter confirming their appointment. Letters will state that appointment is subject to satisfactory references, and DBS checks.

For unsuccessful candidates, interview notes will be kept for a year.

Due to Data Protection, unsuccessful candidates will be asked if they would like their application form, certificates and other relevant documents returned, if not, these documents will be destroyed. All unsuccessful candidates will be offered feedback on their interviews.




The successful candidate will be asked to supply two written references, their full employment history, qualifications (original certificates) and identity checks. All new employees will undergo Enhanced CRB checks and will not have unsupervised access to the children until this is received. Country Kids Stay & Play will keep details of the CRB date of issue and



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disclosure number. If any issues arise from a CRB disclosure, the candidate will be invited in to discuss the items disclosed with the Manager of Country Kids Stay & Play. Notes will be taken during the discussion. It will be the Manager who will make the final decision regarding appointment.

Our Recruitment Policy will be:

-  reviewed on an annual basis
-  updated in accordance to legislation and guidance
-  be accessible and available always

Following the Northamptonshire Country Councils Early Years guide to the recruitment of staff and the statutory framework for the Early Years Foundation Stage

Procedure- Induction of staff / Volunteers

All members of staff will be fully inducted in to the setting by a written induction plan (Please see appendices, for a copy of an induction plan) and through reading Country Kids Stay & Play's Induction Manual. The member of staff will be required to sign saying that they have read the manual

New staff members will be introduced to the children at Registration time and their appointment will be mentioned in the Club's newsletter which, is sent to all parents and carers at Nassington School

During their induction period of one month, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.

Successful completion of the induction period forms part of the probationary period.

7. PREVENT Policy

We at Country Kids Stay & Play comply with the requirements of the Prevent Duty Guidance and its aim to protect children from radicalisation, extremism and being drawn into terrorism. We have taken the 'Anti-Terrorism, Channel' course. We are aware of the Government PREVENT strategy which aims to protect children from terrorism and radicalisation and I want to share with you how I will incorporate the strategy into my safeguarding procedures.

Definitions

Terrorism – the Terrorism Act 2000 defines terrorism as: “The use or threat of action designed to influence the government or an international governmental organisation or to intimidate the public, or a section of the public; made for the purposes of advancing a political, religious, racial or ideological cause; and it involves or causes: serious violence against a person; serious damage to a property; a threat to a person's life; a serious risk to the health and safety of the public; or serious interference with or disruption to an electronic system.”

Radicalization refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

Country Kids Stay & Play understand that the PREVENT strategy will require childcare providers to identify any children who are considered to be at risk of being involved in terrorism or radicalized and refer them to the Local Authority. British values – alongside the PREVENT strategy, the



Government has stated that all childcare providers must teach children about and actively promote fundamental British values. Ofsted will judge how effectively British values are taught during inspections. Fundamental British values include democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and must be taught in age-appropriate ways.

Our commitment to teach children British values

We are committed to providing the highest quality care and learning for all children. We recognise the requirement from the Department for Education (inspected by Ofsted) to ensure children are protected from radicalisation by those wishing to unduly, or illegally, influence them. We are committed to teaching the children in our care about British values which are embedded in everything we do. Ofsted guidance states that the requirement to teach children British values aims to “promote tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles; and support and help, through their words, actions and influence within the school and more widely in the community, to prepare children and young people positively for life in modern Britain.” The government defines British values in the Prevent Strategy as:

- ✿ Democracy
- ✿ The rule of law
- ✿ Individual liberty and personal responsibility
- ✿ Mutual respect
- ✿ Tolerance of those of different cultures, faiths and beliefs
- ✿ To ensure I comply with these government requirements I have reflected on my teaching and curriculum and considered how we promote British Values in our provision

Democracy

- ✿ Children are treated with respect and dignity;
- ✿ Their views are requested and always considered;
- ✿ They are given choices about where they want to go and what they are doing;
- ✿ When we buy new resources or make changes to the provision children are consulted;
- ✿ Believe in free speech for all;
- ✿ When a child says ‘no’ we stop and think more carefully about what we are asking them to do.
- ✿ The rule of law –
- ✿ Children are taught about right and wrong and contribute to our behaviour goals;
- ✿ Reminders about appropriate behaviour are displayed in the playrooms;
- ✿ Children are encouraged to reflect on their behaviour during group activities using props and books appropriate for their ages and stages of learning;
- ✿ Themes such as ‘people who help us’ support children to learn about the police and emergency services and their role in our society.
- ✿ Individual liberty and personal responsibility –
- ✿ Children understand the need for rules to keep them safe;
- ✿ They support the younger children;
- ✿ They recognise the need to respect resources and equipment;
- ✿ Children’s successes are in their Learning Journey files which are regularly shared with parents;
- ✿ Children are given shared responsibility for ensuring the provision is safe for everyone;
- ✿ Independence is promoted from the earliest age.
- ✿ Mutual respect –
- ✿ We use role play and group sessions to teach children how to show empathy for and understanding of others;



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- ✿ Personal, social and emotional development is embedded in our day-to-day curriculum;
- ✿ Children learn how they can share and take turns with others in respectful ways;
- ✿ Adults and older children are positive role models;
- ✿ Positive images and stories of disability promote equality of opportunity for all;
- ✿ Children are always spoken to respectfully;
- ✿ Close working partnerships with parents and other settings children attend help us to raise outcomes for all children;
- ✿ As part of our balanced curriculum group activities support children to learn about British festivals such as St George's Day, the London Olympics and special days celebrated by our British Royal family.
- ✿ Tolerance of those of different cultures, faiths and beliefs
- ✿ Children are taught about modern Britain through group activities which help them to learn in age appropriate ways about their local area, art, history, special days and the country in which they live;
- ✿ They learn about Christianity as the major religion of the country in which they live;
- ✿ We plan activities to help children mark special days from other religions, countries and cultures through our group planning to teach them to respect the views and beliefs of others;
- ✿ The children learn about their place in the wider world through books, multicultural and diverse resources, displays and themed activities;
- ✿ The children are taken on outings to learn about the area of Britain in which they live

8. Mobile & Camera Policy

The club has a business mobile phone within the setting that is accessible always. The phone has no camera function at all and is solely used for the club. All staff phones are turned off and locked in the filing cabinet.

To fully comply with the Early Years Foundation Stage Safeguarding and Welfare Requirements 2014 we work to the following guidelines when taking still or moving images of children within my care:

- ✿ We will ensure that parents provide written permission for photographs to be taken of their child before taking any. We will discuss with each parent why we will be taking photographs of their child and agree how they can be used within my home setting. (For example, a display, marketing literature, website)
- ✿ We will never take photographs of the children when they are undressed or wearing swimming costumes etc.
- ✿ Photographs will not be stored but printed and deleted on a weekly basis.
- ✿ Photos will only be taken with the Club camera, transferred as soon as possible on the same day to the Club computer, in a password protected file. Photos will be deleted from the camera when transferred. Once the photos have been printed (we aim to do this at the end of each week), they will also be deleted from the Club computer.
- ✿ No photos whatsoever will be stored long term and will never, ever be uploaded to any social network sites.

If you have any concerns regarding the use of cameras or videoing equipment, please do not hesitate to contact us.