

Maidenbower Pre-School Playgroup

Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff and cover the use of mobile phones and cameras in the setting. (please refer to Online safety including mobile phones and cameras policy)

Safeguarding children, young people and vulnerable adults

Policy statement

Our setting will work with children, parents and the community to ensure the rights and safety of children, young people* and vulnerable adults. Staff working in the playgroup have a duty of care towards the children attending and this duty brings with it the responsibility to ensure all efforts are made to safeguard children from suspected and actual harm. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

At Maidenbower Pre-School Playgroup we comply with all the legal requirements set out in the 'Statutory Framework for the Early Years Foundation Stage' April 2017. We work in line with the guidance and procedures of the Local Safeguarding Children's Board and the Governments statutory guidance 'Working Together to Safeguard Children' and the Department for Education for The Prevent Duty. June 2015

Procedures

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

Key commitment 1

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

- Our designated person who co-ordinates child, young person and vulnerable adult protection issues is:

JANET NOAD (Lead Practitioner)

- When the setting is open but the designated person is not on site, **CHERYL GOULDSTONE** a suitably trained deputy is available at all times for staff to discuss safeguarding concerns.

- Our chairperson who oversees this work is:

EMMA HERBE

- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.

- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team (MASH) or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2015) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of mobile phones), whistleblowing and dignity at work.
- Children have a key worker to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers must:
 - be aged 17 or over;

- be considered competent and responsible;
 - receive a robust induction and regular supervisory meetings;
 - be familiar with all the settings policies and procedures;
 - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
 - All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
 - We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
 - Procedures are in place to record the details of visitors to the setting.
 - Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
 - Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
 - Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
 - The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.
 - We keep a written record of all complaints and concerns including details of how they were responded to.
 - We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
 - The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
 - The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to children's social care, the LADO, Ofsted or RIDDOR.

Key commitment 2

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

Responding to suspicions of abuse

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
 - changes in their appearance, their behaviour, or their play;
 - unexplained bruising, marks or signs of possible abuse or neglect; and
 - any reason to suspect neglect or abuse outside the setting.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.
- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team (MASH).
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The designated person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the designated person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with social care the social worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.

- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- The designated person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We are aware of the mandatory duty that applies to teachers, including early years practitioners, and health workers to report cases of Female Genital Mutilation to the police.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the LSCB procedures.
- Where such evidence is apparent, the child's key worker makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to the local authority children's social care team (MASH) and co-operate fully in any subsequent investigation. NB in some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing; if they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline.

Recording suspicions of abuse and disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 - listens to the child, offers reassurance and gives assurance that she or he will take action;
 - does not question the child, although it is OK to ask questions for the purposes of clarification;
 - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and within one working day.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

Making a referral to the local authority children's social care team (MASH)

- The designated person will contact MASH on 01403 229900 and take guidance from them.
- A copy of the conversation and a record of this will be kept in the child's individual folder or a separate file specifically for concerns relating to the child.
- All staff are aware that at anytime they can make a referral if they feel the designated person and Deputy are not dealing with the concern properly.
- We keep a copy of all conversations alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board.

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.

Informing parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk or interfere with the course of a police investigation. Advice will be sought from social care (MASH) if necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.

- If a suspicion of abuse warrants referral to social care (MASH), parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social care (MASH), about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with other agencies

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
 - inappropriate sexual comments;
 - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.

- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice:

Lindsey Tunbridge-Adams Tele: 0330 222 3339

- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care (MASH) in conjunction with the police.
- Where the management team and children's social care (MASH) agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Resignations and Compromised Agreements

If a person tenders their resignation, or ceases to provide their services, this will not prevent an allegation being followed up even if the person does not cooperate. Every effort will be made to reach a conclusion in all cases of allegations bearing in mind the welfare and safety of the children.

Compromise agreements must not be used.

False allegations

If an allegation is determined to be false, the manager in consultation with LADO should refer the matter to MASH to determine where the child is in need of help or might have been abused by someone else. In the rare event that an allegation has been deliberately invented, the police should be asked to consider what action may be appropriate.

Record Keeping

A clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on the persons confidential file. It will provide clarification in cases where a future DBS check reveals information from the police about an allegation that did not result in a criminal conviction. It will also help prevent any unnecessary reinvestigation if, as sometime happens, an allegation resurfaces after a period of time.

It should be kept at least until the person reaches normal retirement age or for 10 years if longer.

Learning lessons

The manager and LADO should review the circumstances of the case to determine whether there are any improvements to be made to the playgroups procedures or practice.

Key commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals.
- Janet Noad and Cheryl Gouldstone receive appropriate training, as recommended by the Local Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

- The layout of the rooms allows for constant supervision. No child is left alone with volunteers in a one-to-one situation for a long length of time.
- Staff that take children to toilet are regularly checked on should they be longer than the expected time it should take to change a nappy etc.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to families

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team (MASH).
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Local Safeguarding Children Board.

Drug and Alcohol Abuse

The following acts have been taken into consideration:

- The Health and Safety at Work Act 1974
- The misuse of Drugs Act 1971
- Drugs Act 2005
- The medicines Act 1968

At the playgroup we promote a drug and alcohol-free environment and work place. All employees are prohibited from the unlawful possession and use of illegal drugs and alcohol whilst on the premises. They will also be prohibited from working and asked to leave if found under the influence of alcohol or substances. Persons who violate this will be dealt with using the grievance procedures as laid out in their Terms and Conditions Contract.

This could result in suspension, termination and possible prosecution.

Parents who turn up to collect children under the influence of drugs or alcohol may be reported to appropriate services if deemed unfit on drop off or pick up.

Staff must have written confirmation from a doctor if they are on medication that is likely to impair that staff members ability to look after children properly. Staff medication must be kept out of the reach of children.

Useful numbers:

National Drugs helpline: [Tel:03001236600](tel:03001236600)

National Alcohol helpline: [Tel:0800917828](tel:0800917828)

Toileting

Maidenbower Pre-School Playgroup feels that children need the opportunity to be listened to in all aspects of life, including toileting, and staff need to take account of their decisions. Parents/carers of children in nappies will be approached and asked to bring their child to playgroup in pull-ups, to help encourage the children to manage their own needs.

Toileting pointers

- If boys appear not to know what to do the staff will offer the child the choice to sit or stand.
- If girls appear not to know what to do staff will ask if they pull down or lift up their skirts/dresses.
- Staff ask children **NOT** to lock the toilet doors. Some children are happy to leave the door open, other children like to ask the adults to hold it shut.
- The staff encourage children to wipe their own bottoms; however, they do ask if they would like help.
- On some occasions, it will be necessary for a member of staff to step in and help a child wipe their bottom. Staff would never leave a child intentionally dirty.
- If a parent/carer has any requests/concerns about their child's toileting abilities or any other pointers relevant to that particular child that would help staff, these should be brought to the attention of the manager/key worker.
- Student placements and volunteers will not be permitted to take any child to the toilet.
- Parents/carers helping on 'stay and play' will not be permitted to take any other child to the toilet other than their own child.
- Only committee members/staff with the appropriate DBS checks will be permitted to take children to the toilet.

Supervisions

Supervision is the regular discussion/meeting between a supervisor and their practitioners in which to check progress and to prioritise individual tasks; to provide and seek guidance and support; to identify areas of work that need improving. This is where any safeguarding issues can be discussed and any concerns about parents/carers, children, staff and volunteers can be raised in a safe environment.

Appraisals

Appraisal is a more formal process involving the setting and reviewing of a practitioner's performance over a period of time. Re-evaluating set objectives, job description, recognising their strengths and identifying areas for improvement and identifying how training needs will be met.

Attendance

Should we notice irregular attendance patterns at the playgroup, we will approach the parent/carer to ascertain the reasons why and promote the benefits of attending regularly. If the playgroup has any safeguarding concerns due to attendance then they will seek advice from MASH.

Irregular attendance could result in all or some of your funding being revoked.

Prevent Duty

As employers Maidenbower Pre-School Playgroup have a legal obligation to follow the 'Prevent Duty'. This sets out the need for 'British Values' to help everyone live in a safe and welcoming communities where they feel they belong. These British Values are defined as:

- Democracy
- The rule of law
- Individual liberty and mutual respect
- Tolerance of those with different faiths and beliefs.

These values are universal aspirations for equality. As such, they are fundamental to helping all children become compassionate, considerate adults who form part of a fair and equal society. Staff are alert to harmful behaviours by influential adults in a child's life. This may include discriminatory and/or extremist discussions between parents/carers, family and/or staff members.

They take action when they observe behaviour or concern. Staff are able to identify children who maybe vulnerable to radicalisation and know what to do when they are identified. They assess the risk of children being drawn into terrorism and work in partnership with local partners such as the police, prevent coordinators, MASH, Ofsted and their Local Safeguarding Children's Board (LSCB).

Procedures for checking the identity of visitors.

If a visitor is unknown to the setting their credentials will be checked before allowing them into the setting. We ensure any visitors and prospective parents are supervised throughout their visit. We record the visitors name, reason for visit, contact telephone number, time and date in our visitor's book. The main door will be kept locked. Parents will be required to complete the Collections Book should someone else other than themselves be picking up their child. Children will only be dismissed into the care of authorised adults only with parental consent (over 16 years).

E learning

Children only have internet access under adult supervision specifically for their level and for learning and educational purposes. We provide a flyer on how to support internet safety at home. Please see **Online Safety Policy** that covers cameras, phones and social media.

Multi Agency Safeguarding Hub (MASH) Tel: 01404 229900

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)

- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)
- Children and Families Bill (2013)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2015)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)

This policy was adopted by _____ *(name of provider)*
 On _____ *(date)*
 Date to be reviewed _____ *(date)*
 Signed on behalf of the provider _____
 Name of signatory _____
 Role of signatory (e.g. chair, director or owner) _____

*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.