

1.Safeguarding

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1. Child Protection Plan

At **Woodentots** and **Woodland Wanderers**, we are committed to liaising closely with the early year's team, Local Authority Designated Officer (LADO) and Multi Agency Safeguarding Hub (MASH) for up-to-date child protection training, support and advice.

We notify the registration authority (OFSTED) of any incident or accident and any changes in our arrangements which may affect the wellbeing of children.

The Designated Safeguarding Leader (DSL) will follow the core steps listed below and take relevant actions in accordance with our Safeguarding and Child Protection Policy.

Core Steps

1. Identify the abuse or neglect and register (including raising awareness among affected individual)
2. Assess the needs of the child and family
3. Develop an Individual plan for the child addressing the needs identified. Set time-bound, measurable objectives
4. Start the plan, including direct support and referral services
5. Follow up and review
6. Close case

2. Whistleblowing Policy

Policy Statement

We are committed to the highest possible standards of openness, integrity, and accountability. This policy provides a clear and confidential process for all staff, volunteers, and students to raise genuine concerns about poor or unsafe practice within the setting, particularly where the welfare of children may be at risk.

In line with the Early Years Foundation Stage (EYFS) 2025 safeguarding requirements, this policy ensures that all individuals working in our setting are:

- Aware of how to raise concerns
- Protected from detriment for doing so in good faith
- Provided with access to both internal and external whistleblowing routes

No individual will suffer detriment, discrimination, or disadvantage for raising a concern in good faith.

Scope

This policy applies to all employees, students, volunteers, and contractors working within our setting.

What is Whistleblowing?

Whistleblowing is when a worker reports suspected wrongdoing or dangers at work. These can include:

- A criminal offence has been, is being, or is likely to be committed
- A person has failed or is likely to fail to comply with a legal obligation
- A miscarriage of justice has occurred or is likely to occur
- The health and safety of an individual has been or is likely to be endangered
- The environment has been or is likely to be damaged
- Safeguarding or child protection concerns
- Deliberate concealment of any of the above

A whistleblowing concern is **not** a grievance or complaint about personal employment circumstances — such matters should be raised through the grievance procedure.

Raising a Concern – Procedure

If you have a concern, you should follow this procedure:

Step 1: Raise the concern internally

You can raise concerns in person, in writing, or via email to:

- The Designated Safeguarding Lead of your setting
- The Manager / Owner
- Area Manager

Your concern should include:

- What the concern is
- Why you believe it is occurring
- Any evidence you have

You are not expected to prove the truth of your concern, but you must have a reasonable belief that it is accurate.

Step 2: What happens next

- Your concern will be taken seriously and investigated confidentially
- You will be kept informed of progress, where appropriate
- If misconduct or safeguarding risks are found, appropriate action will be taken in line with safeguarding and disciplinary procedures.

Step 3: External whistleblowing routes (if internal reporting is not appropriate or unsuccessful)

If you feel unable to raise the concern internally, or believe your concern has not been dealt with properly, you may report to:

- **Ofsted Whistleblowing Hotline**
Tel: 0300 123 3155
Email: whistleblowing@ofsted.gov.uk
- **NSPCC Whistleblowing Advice Line**
Tel: 0800 028 0285
Email: help@nspcc.org.uk
Website: <https://www.nspcc.org.uk>

You can also refer to: UK Government Whistleblowing Guidance

Safeguarding-specific Concerns

In line with safeguarding policies:

- **DBS (Disclosure and Barring Service)** will be informed if a staff member is dismissed or removed from working with children due to safeguarding concerns or would have been had they not left.
- **LADO** will be informed if a staff member is a result of an investigation suggesting a child may have been at harm.

Protection and Support

Staff who raise concerns in good faith will:

- Not be victimised, dismissed, or otherwise penalised
- Be supported throughout the process
- Be protected under the Public Interest Disclosure Act 1998 (PIDA)

Deliberate false allegations or malicious complaints may be treated as a disciplinary matter.

3. Physical Contact

Background

All adults who come into contact with children and young people in their work have a duty of care to safeguard them and promote their welfare.

Children learn best when they are healthy, safe and secure.

There is no legal ban on physical contact between children and practitioners. The Children Act 1989 places the wellbeing of the child at the centre of keeping them safe and does not prevent staff from helping with ordinary basic physical needs. All staff working in Woodentots and Woodland Wanderers know that inappropriate behaviour with or towards a child or children is unacceptable. However, it is unrealistic to suggest that staff should never touch a child — although physical contact to keep children safe and stop them hurting themselves or others should be minimal. Where a child needs a cuddle, staff members will also use appropriate words to help them feel safe.

Aim

The aim of this policy is to ensure that all physical contact between adults and children in **Woodentots** and **Woodland Wanderers** promotes the child's/children's safety and welfare.

This policy is part of our Safeguarding Policy and should be used in conjunction with our Behaviour Management Policy. It also forms part of our Code of Conduct for Staff and Volunteers and is underpinned by the DCSF *Guidance for Safer Working Practice for Adults who Work with Children and Young People*, published in November 2007.

Safe and appropriate physical contact is an essential part of supporting young children's development and wellbeing. Staff may use gentle, reassuring touch (such as holding a hand, a comforting hug, or guiding a child) to promote safety, emotional security, and positive relationships, always considering the child's age, stage, and individual needs. Positive handling will be used only when necessary to prevent harm to the child or others, and any use of reasonable force will be proportionate, minimal, and in line with statutory guidance. Practitioners will seek children's consent wherever possible by asking permission, observing non-verbal cues, and modelling respectful interactions, helping children to understand personal boundaries and develop their own awareness of safe touch.

The principles underlying this policy are taken from this guidance.

- In accordance with the Children Act 1989, the welfare of the child is paramount.
- All members of staff in the nursery are responsible for safeguarding and promoting the welfare of each child attending.
- Each staff member is responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff work, and should be seen to work, in an open and transparent way.
- The same professional standards are always applied regardless of culture, disability, gender, language,

racial origin, religious belief and/or sexual identity.

- Staff continually monitor and review their practice and ensure they follow the guidance provided by the nursery.

All members of staff encourage children to take responsibility for their own behaviour, using a range of approaches which help to safeguard each child and promote their welfare. These approaches will include:

- positive role modelling
- providing a range of planned interesting and stimulating activities
- setting and enforcing appropriate boundaries and expectations
- giving positive feedback.

There are occasions, however, when a child's behaviour presents particular challenges that may require physical handling. This policy sets out expectations for the use of physical handling.

There are three main types of physical handling that staff in the nursery may use.

Positive Handling

The positive use of touch is part of normal human interaction and may be appropriate in a range of situations, such as:

- giving guidance to children, such as how to hold a paintbrush or use the climbing equipment
- providing emotional support, for example placing an arm around a distressed child
- giving physical care, such as assistance with toileting or changing a nappy or wet or soiled clothing
- providing first aid

Nursery staff will use appropriate care when touching children and will be sensitive to those children for whom touch may not be appropriate, such as a child who has a history of physical or sexual abuse, or is from a particular cultural group. In all such cases, discussion will take place with parents/carers about the most appropriate forms of promoting the child's welfare.

Physical Intervention

This may include mechanical or environmental means, such as a locked door, gate, or high chair. Such measures are used to ensure a child's safety and promote their welfare.

Restrictive Physical Intervention

This involves the intentional use of force by a staff member to restrict a child's movements against the child's will. Generally, this will be through the use of the adult's body rather than by the use of mechanical or environmental means.

Types of Restrictive Physical Intervention

Where restrictive physical intervention is needed staff will:

- aim for side-by-side contact with the child and avoid positioning themselves in front (to reduce risk of being kicked) or behind (to reduce risk of allegations of sexual misconduct)

- aim for no gap between the adult's and child's body when side-by-side to minimise the risk of impact and damage
- aim to keep their own back as straight as possible
- be aware of head positioning to avoid head butts from the child
- hold children where there is the least likelihood of causing damage, i.e. by the "long" bones rather than the joints
- ensure that there is no restriction to the child's ability to breathe, avoiding holding the child round the chest cavity or stomach
- avoid lifting the child.

Staff will use restrictive physical intervention only:

- in the context of positive behaviour management
- in extreme cases to prevent a child hurting themselves or others or causing damage to property
- where to physically intervene is in the child's best interests.

Where possible, staff will make use of other strategies, such as saying "stop" and/or diverting the child to another activity. They will use restrictive physical intervention only when necessary and in conjunction with other forms of intervention.

Where restrictive physical intervention is necessary, staff will use the minimum force that is proportionate to both the child's behaviour and the harm that they may cause.

Physical intervention will not be used as a form of punishment under any circumstances.

Recording and Monitoring

All incidents requiring restrictive physical intervention will be recorded as soon as possible and within 24 hours of the incident. This record will include:

- who was involved
- the reason physical intervention was considered appropriate
- how the child was held
- the date and time of the incident
- the length of time the physical intervention had to continue
- any injuries or subsequent distress
- the action taken

Parents will be informed and given a copy of the record form.

Intervention will be monitored and any necessary adjustments made to keep the child/children safe and promote their wellbeing.

The Physical Restraint book is kept in the office

4. Attendance Policy

Aim

At **Woodland Wanderers**, we are committed to ensuring the wellbeing, safety, and development of all children in our care. Regular attendance is essential to allow children to benefit fully from our outdoor learning approach and consistent relationships with staff and peers.

This policy outlines the expectations for reporting child absences and details the actions we will take in response to unreported or prolonged absences, in line with the latest requirements of the **Statutory Framework for the Early Years Foundation Stage (EYFS, 2024)**.

We aim too:

- To promote good attendance as a key part of safeguarding.
- To respond to absences in a **timely, consistent, and proportionate** manner.
- To identify and respond to patterns or concerns in attendance.
- To clearly communicate expectations with parents and carers.
- To ensure that any safeguarding concerns related to attendance are addressed appropriately.

Expectations for Parents and Carers

Parents and carers are expected to:

- Inform Woodland Wanderers **by 9:00am** if their child will not be attending that day.
- Provide a clear reason for the absence and an estimated return date, if known.
- Keep us informed during ongoing absences lasting more than one session.
- Ensure all emergency contact details are up to date and accurate.

Failure to report absences promptly can raise safeguarding concerns and trigger formal follow-up procedures.

Attendance Monitoring at Woodland Wanderers

We use **EyLog**, our digital learning journal, to record and monitor daily attendance. This allows us to:

- Track attendance in real time.
- Identify emerging **patterns of absence** (e.g. frequent illness, regular absences on specific days).
- Flag and follow up on **irregular or unexplained absences**.

When marking a child as absent, the attending staff member will also review recent attendance records via EyLog to check for any patterns or cause for concern.

Follow-Up Procedure for Unreported Absence

If a child is absent and we have not heard from the parent or carer:

Step 1: Same Day Contact (1 hour after child is due to have been at the setting)

- We will call the **first parent/carers** listed on the contact form.

- If no response, we will try the **second parent/carer**.
- If still no response, we will send a **text and/or email** requesting an immediate update on the child's wellbeing.

Step 2: Emergency Contact

- If there is still no contact after initial attempts, we will try the **child's emergency contacts** to check the family's welfare.

Step 3:

By the end of the day, if we have not heard from anyone concerning the child we will contact the LA to seek advice.

Prolonged or Concerning Absence

If a child has missed **three consecutive sessions** and:

- We have **not been able to contact** the parents or carers directly, and
- No explanation for the absence has been provided,

Then:

- The **Designated Safeguarding Lead (DSL)** will review the child's known history and assess any potential risks.
- We will contact the **local safeguarding team** for advice and next steps.
- If we believe a child may be at risk of harm, a **referral to children's social care** will be made.
- Where appropriate, we may request a **police welfare check**.

Where a child is part of a child protection plan, or during a referral process, any absences will immediately be reported to the local authority children's social care team to ensure the child remains safe and well.

These actions may be taken **sooner than three sessions** if there are known vulnerabilities or other safeguarding concerns.

Patterns, Trends & Vulnerability Considerations

We do not treat all absences equally. When deciding how to respond to absences, we will consider:

- The **frequency** and **regularity** of absence.
- Whether the absences follow a **pattern** (e.g. always on certain days).
- The child's **vulnerability** (e.g. known safeguarding concerns, SEND).
- The **family's circumstances**, including parental mental health, domestic issues, or recent changes.
- Any previous concerns about **neglect or welfare**.

Where concerns are identified, the DSL will initiate appropriate safeguarding action.

Working in Partnership with Parents and Carers

We understand that families may experience difficulties that affect attendance. We are committed to working with parents and carers in a supportive and non-judgmental way. If you are struggling to bring

your child to sessions, please speak to a member of staff so we can offer help or signpost to relevant services.

Safeguarding and EYFS Compliance

This attendance policy is part of our wider safeguarding approach and meets the requirements of the **EYFS 2025**, which states that:

“Providers must follow up on absences in a timely manner... consider patterns and trends in a child’s absences and their personal circumstances... and refer any concerns to local children’s social care services and/or request a police welfare check.”

5. Arrival of Children

The arrival of the children at the start of each day is very important. This can have an impact on the whole day for the child.

We will work with each individual family where possible to establish a settling in routine for each child. This will be based on their previous experiences of being left in the care of others and will be regularly reviewed as they settle and develop into a rhythm, often Woodentots or Woodland Wanderers might be the first time a baby or child has been left and we fully understand how stressful this could be for both the babies and parents.

Each child's key person will discuss the child's individual needs with their parent/ carer. The routines of the babies feeding times and naps for example. We ask that you bring your own (named) bottles, cups, sleep blanket and comforts so the child has some familiarity around them. We also invite parents to contact the setting during the day for an update if they are at all concerned.

We have established a routine for the children when they arrive — this helps them to settle and develop a sense of belonging.

On arrival you will be greeted by a member of staff who will register the child on our daily register. Parents are then encouraged to support their child, if necessary.

Thereafter, your child is greeted, and information is shared. For example, if your child has had a bad night, went to bed late the previous night, or has been upset over an incident. This enables us to tailor the care we provide to meet your child's individual needs.

As part of our safeguarding procedures, it is our policy to wake any child who arrives at the setting asleep. This is to ensure the child's wellbeing, confirm they are responsive and well, and allow key staff to observe them prior to the parent or carer leaving. This practice supports our commitment to maintaining high standards of safeguarding and enables us to monitor any potential concerns effectively.

If you have any concerns about your child settling or need to adapt their arrival routine, please do not hesitate to ask.

6. Child Collection

Providers must only release children into the care of individuals named by the parent.

Except where there is reasonable excuse, we must obtain written permission from parents where children are to be picked up by another adult.

We will only release your child from our care to adults who have permission to collect him or her. We will therefore need you to provide us with a list of people authorised to collect your child. It would be helpful, if they are not known to us, to include a description or a photograph for us to keep on file. It would also be helpful to know what your child calls the people, so that during the day we can prepare them for the arrival of their “Gran”, “Grandad” or “Auntie”.

In the event of an emergency, we can operate a password system where you can send someone not authorised to collect your child but who is able to give us the **password**. Please discuss with us if you would like to use this system.

It is important that you arrive at the contracted time to collect your child. Even very young children learn our routine and know when their parents are due. They can become distressed if you are late. We know sometimes delays are unavoidable, especially if you are relying on public transport. If you are delayed for whatever reason, please contact us and let us know when you expect to arrive. We will normally be able to accommodate the additional care; however, if we are unable to do so, we will contact other adults from the authorised list and arrange for them to collect your child. We will reassure your child that you are on the way and if necessary, organise additional activities and a meal.

If we have not heard from you and you are very late, we will try and make contact with you. We will also attempt to contact the emergency numbers provided. If we are unable to make contact with you or anyone who is authorised to collect the child within 2 hours of the nursery closing time, we will have no option but to inform Social Services and follow their advice. We reserve the right to make an additional charge for late collection.

If you have any concerns regarding this policy, please do not hesitate to contact us.

7. Intimate Care

We will provide the following:

- Biodegradable nappies
- Organic wipes

Please provide any creams or nappies and wipes if you do not want to use ours.

All staff use disposable gloves and aprons when changing children's nappies. These must be removed then disposed after every nappy change and new ones are worn for the next nappy change to reduce the risk of spreading any infections. If your child is allergic to these please let us know.

When changing a nappy, a disposable sheet must be placed on the changing mat to lay the child down on. The disposable sheet must be replaced after the mat has been sprayed with the anti-bac after every nappy change. Used/soiled nappies are disposed of in nappy sacks and then in lidded bins. These are emptied daily.

We are happy to take a child in cloth nappies. Please discuss the type of nappy system that you use with us, and we will work with you to develop a programme for your individual child.

Children's nappies are changed at least 4 times daily. It will be changed immediately if they are soiled or when it becomes wet. We believe that changing a nappy should provide lots of opportunity to communicate with your child and as their understanding grows provide time to discuss basic hygiene issues, preparing them for potty training.

When your child starts to show signs that they are becoming aware of their bodily functions we will arrange a convenient time to meet with you and discuss your plans on potty/toilet training your child. It is unusual for a child to be ready to be potty trained much before their second birthday and for some children it can be a lot later.

Please do not be concerned if your child shows no signs of being ready yet. It is very important that we work together to potty train your child and pick a suitable time to do it, when we can both dedicate time. If we start the training and your child is not ready then we can stop and start again when they are. Some children take to potty training overnight; for some it is a longer process. The most important thing is that we work together to give your child the support and reassurance they need during this period. We will provide you with daily feedback on how we are progressing with the training.

In order to help your child become independent in going to the toilet we provide the following equipment:

- Accessible toilet
- Accessible wash basin
- Books on potty training

Please let us know if you wish to discuss your child's potty training.

If you have any concerns regarding your child's nappy changing or toileting, please do not hesitate to contact us.

Changing nappies when out of the setting

- We have a mobile nappy changing mat
- We have a popup nappy changing tent for privacy

8. Visitors

Policy Statement

It is our policy to encourage visits to the setting by various people who could help the children's learning and development, such as health professionals, police, fire fighters, as well as entertainers and storytellers. Parents and students may also visit to act as helpers for various activities.

Volunteers and Work Experience Students

The nursery may occasionally accept volunteers or students undertaking work experience placements. All volunteers and students must provide a reference from their school, college, or relevant organisation prior to starting their placement.

Where a student is completing work experience through a school or educational provider, the school must confirm that the student is suitable to attend the placement. If there are any safeguarding concerns, restrictions, or ongoing safeguarding matters relating to the student, the school must ensure appropriate supervision arrangements are in place and inform the nursery in advance.

Volunteers and work experience students will not be left unsupervised with children and will be supported by a designated member of staff at all times while on the nursery premises.

Procedure

All staff should follow the procedure below for all visitors.

- Visitors should be required to sign in, giving their name, and company if relevant, purpose of visit and time of arrival and departure.
- Visitors should not be left alone with the children at any time.
- Visitors should be made aware of basic health and safety precautions by being given the visitors' information leaflet kept where visitors sign in.
- Regular visitors, i.e. those visiting more than once a month, must have suitability checks carried out on them by the manager.
- Staff ratios should be maintained at all times, including when visitors are being escorted

9. Use of Cameras, Mobile Phones and Electronic Devices

It is our intention to provide an environment either at the nursery or elsewhere in which: -

1. Staff are not distracted from their work or supervision of children;
2. Children are not distracted from their play of activities;
3. There is no inappropriate use of mobile phones and cameras around the children.

Parents

Parents are asked not to use their mobile phones (nor a camera, recording devices or any smart devices) in the presence of the children at the nursery. In the case of an emergency, they would need to leave the site to make or receive a call.

If parents wish to use their phone to take a photo of their child (nor a camera, recording devices or any smart devices), they must ask the permission of a member of nursery staff and ensure only their child is in the photo.

Staff, students, volunteers and parent helpers

- Staff, students and volunteers are not permitted to carry mobile phones around the setting when children are present.

Mobile Phones / Smart Watches

- Staff must leave their mobile phones/devices, including smart watches whether it has a built-in camera or not, in the designated phone storage box:

Woodentots is in the wet playroom / dining area

Woodland Wanderers Myddelton Road staff to storage personal mobile phones in their lockers

Woodland Wanderers Rickmansworth, in the room off of the main hall.

Personal devices must not be used during their working hours unless the staff member is on their break and the phone is used either in the staff room or outside.

- Staff bringing mobile phones into the setting must ensure there is no inappropriate or illegal content on the phone.
- If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile in the staffroom (or where no children are present).
- Staff will need to make their families, children's schools etc. aware of emergency work telephone numbers (nursery mobile phone numbers). This is the responsibility of the individual staff member.

- We recognise that staff escorting children on outings, need to have access to a mobile phone to maintain contact with the setting, parents and in case of emergency. For this purpose, the setting provides a separate mobile phone. The use of which should never distract from the supervision of the children. The mobile phone is to be kept in the outing's rucksack, and only used in an emergency and in the company of the Manager / Deputy Manager. If taken, the Manager / Deputy Manager will check the phones on return.
- Staff should never take the settings phone home over night. Managers are the only staff member that can take settings mobile phone home if they is a planned outing away from the setting the following, which does not allow them to pick it up the morning of.
- Staff should not give out personal mobile numbers to parents/carers. If parents want to contact us during an outing, they must call the school office number first and the office will contact the staff on an outing.
- Staff (will need to) ensure that the Manager has up to date contact information, and that staff make their families, children's schools and other important points of contact aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All Parents' will be asked to leave their phones in their bags during their time at the setting.
- Visiting prospective parents or other visitor are accompanied by a staff member at all times and are requested to leave their phones in bags or pockets.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the nursery manager.
- Concerns will be taken seriously, logged and investigated appropriately.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate disciplinary measures.

Cameras and Recording Devices

Photographs and videos are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements. This is an effective form of recording their progression and development in the Early Years Foundation Stage.

Parents sign a consent form and have access to records holding visual images of their child. If a parent/carer does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that the child is not included in any photographs.

Staff

- Children will only be photographed or recorded by the use of the settings ipads.
- All images taken must be deemed suitable without putting the child in any compromising position that could cause embarrassment or distress. A child will never be photographed when their clothes or nappy are being changed.
- Images taken on the Ipads / Tablets are used to upload to the children's electronic profile.

- Under no circumstances must Ipads / Tablets of any kind be taken into bathrooms and sleep rooms
- Images for social media such as Instagram or Facebook must not show faces unless the Parent has given permission.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager.
- Other recording devices will only be used with prior permission from parents, with the purpose of recordings being fully explained. For example, a social gathering.
- Any non-compliance will be taken seriously, logged and investigated appropriately in line with our disciplinary policy.
- For further reference, please see the IPAD Agreement Policy

Parents, Volunteers, Students and Visitors

- Parents, volunteers, students and other visitors are not permitted to take photographs during sessions unless instructed to do so by the Manager.
- Students on occasion may be required to take photographs for use in their coursework as part of their course of study. Permission will be sought from parents prior to any photographs being taken. All photographs will be taken on the settings ipad and must not show the face of the child. All photographs will be checked by the manager and if deemed appropriate sent to the student.

iPad / Tablets

- iPad / Tablets are supplied by the setting for the sole purpose of recording observations of the children using eyLog; so, the manager and deputy manager can keep track of the setting's email account; and for educational apps that have been approved and deemed suitable by the person in charge.
- All members of staff whose duties include making observations of children are required to read and sign an iPad / Tablets agreement prior to first use.
- We give permission for staff to take the setting iPad / Tablets on outings to take photographs of the children as part of the observation process.
- The Manager / Deputy will check the iPad / Tablets daily to ensure they are happy with the content.
- At the end of every month, the manager / deputy will wipe all photos and videos from all devices within the nursery.
- iPad/tablets should never be taken home by any member of staff. They should be kept in the office cabinet where it is locked over night

Use of Photos

- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated nursery phones/cameras are to be used to take any photo within the setting or on outings.
- Images taken on these phones must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- Woodentots and Woodland Wanderers may publish photos taken on the nursery/preschool phones/cameras on the Internet via the following channels: the nursery website (woodentots.co.uk); the preschool website (woodlandwanderers.info); the nursery/preschool Instagram page.
- The names and faces of the children in the photos will not be shown under any circumstances.
- Parents/carers who do not wish their children to appear in one or more of these places should inform the nursery manager which uses are/are not acceptable. Any other use of photos or videos will be checked with parents/carers beforehand.
- Staff will not share any images or videos of nursery children via any other online channel. This will be seen as gross misconduct and could result in dismissal.
- Photos of the children will be stored in the nursery Management Information System, on eyLog, and Cavanaugh which is accessible by all designated staff members. Staff members are not permitted to transfer any photos out of these into any other folder or their personal computer.
- This means that the nursery manager retains control over the photos.

All our devices are protected by anti-virus programmes, fire-wall protection and controlled set, so all the devices have a restriction of what can be viewed.

10. Data Protection & Confidentiality

At **Woodentots** and **Woodland Wanderers** we recognise that we hold sensitive / confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy works alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018.

Legal requirements

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery
- We follow the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Procedures

It is our intention to respect the privacy of children and their families, and we do so by:

- Storing confidential records in a locked filing cabinet or on computers with files that are password protected or on eyLog - our online system which complies with GDPR regulations.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. This includes ensuring that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it
- Ensuring that all staff, volunteers and students are aware that information about children and families is confidential and only for use within the nursery and to support the child's best interests with parental permission
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the safeguarding circumstances above
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs

- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance

In order to meet our requirements under GDPR we will also undertake the following:

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language
2. We will use your data to ensure the safe, operational and regulatory requirements of running our Nursery, these include daily attendance registers. We will only contact you in relation to the safe, operational and regulatory requirements of running our Nursery, these include sharing of safety procedures, accidents, illnesses. We will not share or use your data for other purposes.
3. Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).
4. We will ensure staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:
 - Being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data.'
 - Understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

Staff and volunteer information

- All information and records relating to staff & volunteers will be kept confidentially in a locked cabinet
- Individual staff may request to see their own personal file at any time.

END.