**Section 5.0 Safeguarding children information**

St Peters Pre-school (Stafford) is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed *Safeguarding Children, Young People and Vulnerable Adults* policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

**Checks on staff suitability**

Checks undertaken by the early years setting will include:

* an explanation from you for any gaps in your employment
* references, with at least one being from your current or most recent employer
* a satisfactory enhanced DBS check and subscription to the DBS update service (having a conviction will not automatically prevent you from taking up employment)
* a request to obtain a Certificate of Good Conduct or equivalent from the relevant countries, if you have lived abroad in the past five years
* proof of essential qualifications
* Ofsted approval, where relevant
* completion of a medical questionnaire that is satisfactory to the setting
* proof of your identity (via the production of documents on an approved list)
* proof of the right to work in the UK (via the production of documents on an approved list)

Any false information provided may leave your continued employment at risk.

**DBS**

The Disclosure and Barring Service (DBS) provides a barring and criminal records disclosure service. Its role is to ensure that anyone who presents a known risk to children and vulnerable groups is prevented from working with them. To achieve this, the DBS is responsible for making independent barring decisions. It maintains two constantly updated lists, one for those barred from working with children, the other for those barred from working with vulnerable adults. It is an offence for a person on the DBS children’s barred list to work in a childcare role. It is also an offence for a childcare provider to knowingly employ a barred person in a childcare role. In circumstances where individuals have demonstrated a risk of harm to children or vulnerable adults, childcare employers are legally obliged to refer information about the concerns to the DBS.

*DBS Update Service*

To ensure we safeguard the children in our care, St Peters Pre-school (Stafford) requires employees to subscribe to the DBS Update Service which has been set up to allow regular checks for new information on employees’ suitability. If you have already subscribed to the service, we require your consent to perform checks as required. If you have not yet subscribed, you will need a new enhanced DBS check, and we require you to subscribe to the DBS Update Service within 19 days of receiving your new certificate. You must maintain this subscription throughout your employment with us.

As subscription to the DBS Update Service is transferable between jobs, you are personally responsible for the cost of subscription. [If you fail to register or maintain your subscription, the cost of any subsequent checks will be deducted from your pay.]

*Disqualification by association*

You have an obligation to disclose to the setting if you, or to the best of your knowledge, someone you are living with:

* is on the DBS children’s barred list
* has been cautioned for or convicted of certain violent and sexual criminal offences against children and adults (including those committed overseas)
* has been cautioned, is subject to a court order, bound over, received a reprimand or warning, or found guilty of committing any offence against a child
* has had any care orders made in respect of a child under the person’s care
* has had registration refused or cancelled in relation to childcare or a children’s home, or is disqualified from private fostering (except where the sole reason is non-payment of fees)

**Reporting concerns**

You have an obligation to report any concerns relating to the health, safety or welfare of children within the Pre-school setting. If you have any concerns, these should be communicated using the management or whistleblowing arrangements.

**Police investigation, caution or charge**

You have an obligation to report any incident, which you are subject to, which leads to a police investigation, caution or charge, which is related to your employment (e.g. a child related offence). If you are uncertain as to whether to report being subject to a police investigation, caution or charge you must speak to your Manager.

**Other investigations**

If you are involved in any incident which leads to an investigation by a government department or statutory body and which is related to your employment, you have an obligation to report it to the setting. If you are uncertain as to whether to report being subject to an investigation, you must speak to your Manager.

**Mobile phone use**

You must ensure that you do not have a personal mobile phone in your possession during working hours. Personal mobile phones must be switched off and kept in your during working hours, although they can be used in the committee room or outside of the premises during lunch or rest breaks. You may give the setting’s telephone number as an emergency contact.

Where trips are taken outside of the setting (either outings or home visits) and mobile phones are not provided by the setting, employees may use a personal mobile, which is fully charged and switched on for the duration of the trip. This number is recorded in the outings record book.

**Cameras, video phones and tablets**

The use of cameras, video phones and tablets in the setting, especially to photograph children in the setting or on trips, is subject to the same restrictions as mobile phones. They may not be used at work for the purpose of photography unless express permission has been granted.

Employees found to be in breach of this policy will be subject to an investigation, which may lead to disciplinary action. Employees who breach this policy could also face criminal prosecution under various laws.

The Pre-school setting will make appropriate arrangements for photographs to be taken when necessary, which ensures that permission is obtained from the parent/carer to ensure compliance with the Data Protection Act.