



## AYLESBURY TOWN COUNCIL

### **Jonathan Page Play Centre - Safeguarding and Child Protection Policy**

Aylesbury Town Council (ATC) is committed to ensuring the safety and welfare of all vulnerable adults, children and young people to whom we provide services directly or indirectly and with whom we come into contact.

This policy has been written in accordance with the *Early Years Foundation Stage Statutory Framework: for group and school-based providers (January 2024)* Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.15].

This policy works in conjunction with *ATC POL57 Aylesbury Town Council's Safeguarding and Protecting Children and Young People Policy*.

It is our aim to help create a safe and positive environment and improve outcomes for vulnerable adults, children and young people. This will be a priority in determining how we provide services and engage with local communities.

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not to allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the play environment. The purpose of this policy is to ensure that: -

All Jonathan Page Play Centre (JPPC) employees are aware of what to do should they ever have concerns about a child's welfare. Safeguarding and Child Protection procedures are regularly reviewed at staff meetings.

All activities involving children are planned and carried out safely.

Any employee or regular volunteer working with young people is properly selected, checked, trained and supported in accordance with the Aylesbury Town Council's Safeguarding Children and Young People Policy.

Any concerns about a child or young person are responded to sensitively and appropriately and reported to the relevant statutory agency. (First Response, the single point of contact for Buckinghamshire's Children Social Care)

The Jonathan Page Play Centre will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. JPPC's child protection procedures comply with all relevant legislation and with guidance issued by the Buckinghamshire Safeguarding Children Partnership (BSCP) and Buckinghamshire Council's Early Years and Childcare.

There is a Designated Safeguarding Officer (DSO) available at all times while JPPC is in session. The DSO coordinates child protection with external agencies (e.g. First Response and Ofsted).

The Designated Safeguarding Officers for Child Protection at Jonathan Page Play Centre and Aylesbury Town Council are: -

- Play Centre Manager
- Playleader
- Deputy Town Clerk

## 1. Recognising Abuse

Coping with concerns about the possible abuse of a child is very stressful for all involved, however your first responsibility is to the child. Because playworkers work closely with children, they know them and therefore they are able to notice changes. It is important that staff share with the Play Centre Manager, Playleader and/or Deputy Town Clerk:

- Any significant changes in children's behaviour
- Any unexplained bruising or marks
- Any comments children make which give cause for concern
- Any deterioration in a child's general well being
- An informed decision can then be taken about any necessary course of action.

Early intervention in Child Protection has to be of benefit in preventing serious injury or death from abuse. It demands early recognition and all those working with children need to be aware of the signs that might indicate abuse. The features of a child's appearance, demeanour and behaviour, which suggest that she/he is being abused, are rarely straightforward. Nevertheless, everyone working with children must have some understanding of these features and know how to act when suspicions are roused.

The *Working Together to Safeguard Children 2023* document defines abuse as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

### 1.1 Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical

harm may also be accused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **1.2 Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or who they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

## **1.3 Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing or touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **1.4 Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **1.5 Child Sexual Exploitation**

Is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and /or (b) for the financial advantage of increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

## **1.6 Domestic Violence**

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

## **1.7 Female genital mutilation (FGM)**

FGM is a collective term for a range of procedures which involve partial or total removal of the external female genitalia for non-medical reasons. It is sometimes referred to as female circumcision, or female genital cutting. The practice medically unnecessary, is extremely painful and has serious health consequences, both at the time when the mutilation is carried out, and in later life. FGM of girls is considered as child abuse.

FGM is against the law in the UK and an FGM duty came into force on 31 October 2015 which give relevant professionals and the police information on the mandatory reporting duty.

## 1.8 Indicators of Abuse

The signs of abuse can both be physical and behavioural. The examples given below are not an exhaustive list and sometimes a child may not show any of these signs or similarly these signs may not be an indication that abuse has taken place. The signs of abuse are not always easy to recognise. If there are concerns about a child's physical state or behaviour that are unusual for the child or have no adequate explanation, it is not the responsibility of the person with concerns to decide whether abuse has taken place but to pass on their concerns to the appropriate person.

Possible Signs of Physical Neglect	
Physical	Behavioural
Constantly hungry Constantly tired Dirty or smelly Loss of weight Inappropriate clothes for weather conditions Untreated medical condition	Missing school Failure to keep hospital appointments Few friends Being left alone Stealing e.g. food

Possible Signs of Physical Abuse	
Physical	Behavioural
Unexplained or untreated injuries Injuries on parts of the body where accidental injury is unlikely Burns, bites symmetrical bruising	Reluctance to have parents/carers contacted Fear of going home Flinching Covering arms and legs in hot weather Unusually compliant Moods or temper tantrums which are out of character

Possible Signs of Sexual Abuse	
Physical	Behavioural
Stomach pains or discomfort when child walking or sitting down	Running away from home Nightmares Bedwetting Self-harm Abuse of drugs or alcohol Eating disorders Sexualised behaviour / knowledge

	not appropriate to age Fear of a particular person Unexplained large amounts of money or presents Alluding to secrets
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Possible Signs of Emotional Abuse	
Physical	Behavioural
Failure to develop or thrive Speech disorders	Compulsive, nervous behaviour Inability or unwillingness to play Extreme fear of making mistakes Self-harm Excessive deference Extreme lack of confidence Need for approval / affection

Possible Signs of Domestic Violence	
Physical	Behavioural
Bruising Physical injuries	Aggressive behaviour Lack of confidence Display anti-social behaviour Suffer from depression and anxieties Not do well at school - due to difficulties at home or disruption of moving to and from refuges

Possible Signs of Child Sexual Exploitation	
Physical	Behavioural
Change in physical appearance, for example loss of weight Physical injuries  Self-harm	Go missing from home, care or education  Be involved in petty crime such as shoplifting Go missing from home, care or education Be involved in abusive relationships, intimidated and fearful of certain people or situations Hang out with groups of older people, or antisocial groups, or with other vulnerable peers Associate with other young people involved in sexual exploitation Get involved in gangs, gang fights, gang membership Have older boyfriends or girlfriends

	Spend time at places of concern, such as hotels or known brothels Not know where they are, because they have been moved around the country
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<b>Possible Signs of Female Genital Mutilation (FGM)</b>	
<b>Physical</b>	<b>Behavioural</b>
Having difficulty walking, sitting or standing	Spend longer than normal in the bathroom or toilet Have unusual behaviour after an absence from school or college Ask for help but may not be explicit about the problem due to embarrassment or fear. Be particularly reluctant to undergo normal medical examinations

## 2. Peer on Peer Abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by all our employees and will be subject to the same safeguarding procedures as other forms of abuse. Playworkers are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Playworkers will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity (in primary school-aged children) of any kind, including sexting.
- One of the children is significantly more dominant than the other (e.g. much older)
- One of the children is significantly more vulnerable than the other (e.g. in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy).

If peer-on-peer abuse is suspected or disclosed the employee will follow the same procedure as set out below for responding to child abuse.

### 3. Extremism and Radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. Aylesbury Town Council have a Prevent Duty Policy in place, which is also applicable for the Jonathan Page Play Centre. There are many reasons why a child might be vulnerable to radicalisation, e.g.:

- Feeling alienated or alone
- Seeking a sense of identity or individuality
- Suffering from mental health issues such as depression
- Desire for adventure or wanting to be part of a larger cause
- Associating with others who hold extremist views.

#### Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- Changes in behaviour, for example becoming withdrawn or aggressive
- Claiming that terrorist attacks and violence are justified
- Viewing violent extremist material online
- Possessing or sharing violent extremist material

If an employee suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a *Child Safeguarding Incident Reporting Form* and refer the matter to the DSO.

### 4. Information Sharing

- Any concerns employees have about a child being harmed must be shared with their line manager or Designated Safeguarding Officer (DSO).
- All concerns/incidents should be recorded factually and clearly on the *Child Safeguarding Incident Reporting Form*, which you must sign immediately underneath your recorded information.
- Such records should be confidential and only shared on a “need to know basis”
- Discussion of concerns and actions with parents/carers should only take place after consultation with the Designated Safeguarding Officer who may in turn consult First Response 01296 383962
- There is a duty to inform parents/carers if a child is being referred to First Response unless it is felt that by doing so the child could be placed in further danger or that you would place yourself at risk in doing so.



## 5. Child Protection

### Disclosure (if a child tells you)

Children may choose to tell a trusted adult what has happened to them. This needs to be dealt with carefully, balancing the need to pass on information with the desire to retain the child's trust. It is also important to avoid children having to repeat their story to too many different people. This is not only traumatic for the child but can also result in evidence being inadmissible because it can be alleged that the child has been led to make allegations which are not true. Care also needs to be taken not to make promises to a child; either about not passing the information on, or about the action that will result. Listen to the child rather than directly question him or her. You can say phrases such as:

- "I'm listening"
- "Do you want to tell me more?"
- "I believe you"
- "It's not your fault"

Never stop a child who is freely recalling significant events.

Never agree to keep a child's secret - say *"I can't agree to keep your secret if you are being hurt"*

### Make a note of the discussion on the *Child Safeguarding Incident Reporting Form*

Ensure the following information is included:

- Date of disclosure or the incident, or the observation 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 a record

Record precise descriptions of visible injuries and neglect - diagrams if possible

The *Child Safeguarding Incident Reporting Form* can be used for this purpose or just a plain sheet of paper ensuring that all the above outlined details are covered.

Full record of all the facts, events and conversations to be made on the same day that they occur. Known facts must be distinguished from allegations and opinions.

The completed record has to be given to JPPC's and/or ATC's Designated Safeguarding Officer (DSO), who will then follow the procedures as outlined in the *Aylesbury Town Council Safeguarding and Protecting Children and Young People Policy* section 4.4 "Responding To Concerns and Allegations: General Procedures".

For incidents involving children who attend JPPC the DSO will also record the information in the “Children’s Log” or if relevant in the “Children on CP Plan or Child in Need Plan” log.

ATC has a responsibility to protect children in order that appropriate agencies can then make enquiries and take any action to protect the child.

## **6. In the event of a Disclosure**

The Designated Safeguarding Officer should refer immediately to First Response.

### **First Response**

Telephone: 01296 383962 (Monday - Thursday 9am - 5.30pm and Friday 9am - 5pm)

email: [secure-cypfirstresponse@buckinghamshire.gov.uk](mailto:secure-cypfirstresponse@buckinghamshire.gov.uk)

First Response has a 24-hour emergency number for calls outside office hours.

Out of hours Emergency Duty Team (EDT): **0800 999 7677**

The DSO will follow-up all referrals to First Response in writing within 24 hours using the Report a concern about a Child form (MARF form): [Report a concern about a child - Start - buckinghamshire.gov.uk \(buckscc.gov.uk\)](https://www.buckinghamshire.gov.uk/buckscc.gov.uk). If an employee thinks that the incident has not been dealt with properly, they may contact First Response directly.

For minor concerns regarding radicalisation, the DSO will contact the Buckinghamshire Prevent Lead as outlined in the Prevent Duty Policy. For more urgent concerns the DSO will contact First Response on the above number and/or the Police on the non-emergency number 101.

## **7. ATC has clear criteria for the recruitment and selection of Jonathan Page Play Centre staff**

- Clear description of role and responsibilities through job descriptions.
- Completion of an application form and checking the person’s identity by their birth certificate and passport or driving licence. One of the identification documents must have a photograph.
- Two references will be requested and taken from people (not relatives) who can comment on the persons’ ability to work with children.
- The selection process will include an interview by at least two people.
- Identifying reasons for gaps in employment or inconsistencies.
- Any “appointment” will include a probationary period of six months.

- Carrying out enhanced checks with the Disclosure and Barring Service (DBS). If a DBS check is not possible because the applicant has recently lived or worked outside the UK, we will require a criminal record check from the appropriate country (or countries).
- Allowing no unsupervised access to children and young people until this has been completed.
- Advice is sought about recruiting someone with a criminal record.
- In accordance with the Asylum and Immigration Act (1996), the applicant has to provide evidence that they have a right to work in the UK.

## 7.1 Induction and Training

Appropriate training will be given to enable permanent and casual employees and volunteers to recognize their responsibilities with regard to their own good practice (Appendix 1), the reporting of suspected poor practice and concerns or allegations of abuse. Training informs employees of expected conduct and situations to avoid in order to protect themselves from allegations.

This will include the following:

- All permanent and casual employees will receive a mandatory introduction to the Safeguarding and Child Protection policies and have to sign that they received a copy.
- All permanent employees will receive follow up training and best practices.
- Casual employees working in contact with children undertake online Safeguarding Training, which will be refreshed every three years.
- Permanent employees have to complete online FGM and basic Prevent Duty training within their first three months of employment.
- The DSO and all those with advisory or policy writing responsibilities for child protection/safeguarding will receive/refresh appropriate training every two years.

If any member of the JPPC staff is dismissed or resigned as a result of any concerns over their suitability to work with children - we have a duty to notify OFSTED, within 14 days of the dismissal/resignation.

## 8. Allegations made against an employee

If an allegation is made about an employee, the allegation will be recorded on an Incident Form and they will be suspended whilst an investigation takes place. OFSTED will be notified of any allegation made against an employee within 14 days. *ATC's Safeguarding*

*and Protecting Children and Young People Policy* outlines the reporting structure and procedure in point 4.4.1

It is important that a referral is made within 24 hours to the Local Authority Designated Officer (LADO), First Response and the Police (if appropriate) as soon as possible so that any action does not jeopardise either an investigation or the person involved. No action should be taken internally until this advice has been sought. It may be necessary to complete a Multi-Agency Referral Form (MARF).

Consideration will be given to temporary suspension or transfer to other duties pending an investigation. The employee should not be suspended until the LADO has been contacted. Such incidents may be investigated internally using the Council's Disciplinary Procedure. The timing and process will depend on external investigations, and care will be taken that any internal investigation does not jeopardise the outcome of an external investigation. Full records of the investigation and the outcome must be recorded and kept in accordance with BSCB minimum procedures. Where the relevant thresholds are met, the employer has a duty to refer details of the investigation to Disclosure and Barring Service.

## **8.1 Contact Details**

**To report concerns regarding a child's safety, wellbeing and radicalisation**

### **Buckinghamshire Council - First Response Team**

Call: 01296 383962 (Monday - Thursday 9am - 5.30pm and Friday 9am - 5pm) Out of hours  
Emergency Duty Team (EDT): 0800 999 7677

Email: [secure-cypfirstresponse@buckinghamshire.gov.uk](mailto:secure-cypfirstresponse@buckinghamshire.gov.uk)

### **NSPCC Child Protection Helpline**

Call: 0808 800 5000 (free service, lines open 24 hours a day)

For further information or to report your concerns online visit:

[www.nspcc.org.uk/what-you-can-do/report-abuse/](http://www.nspcc.org.uk/what-you-can-do/report-abuse/)

### **Thames Valley Police**

Non-emergency telephone: 101

Emergency call: 999

## Department for Education

Dedicated telephone helpline (020 7340 7264) to enable employees and councillors to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk) or via the contact form <https://report-extremism.education.gov.uk/>

## Ofsted

Phone: 0300 123 1231

## To report allegations against a member of staff who works with children

### Local Designated Officer (LADO)

If you have a concern about a member of staff working with children (in either a paid or voluntary capacity)

Call: 01296 382070

Email: [Secure-LADO@buckinghamshire.gov.uk](mailto:Secure-LADO@buckinghamshire.gov.uk)

## 9. Protective Behaviour

One issue that employees should be aware of, is that of physical contact with children. Many children, particularly the younger age group, like a cuddle if they are upset or worried. All employees must consider whether or not contact is appropriate to a situation or the age of the child and the environment. If necessary, gently discourage a child from too familiar contact. Substitutes can be “one armed side cuddle” or handshakes. Care should be taken not to make a child feel rejected.

All areas should be supervised with a minimum of one member of the team - if you need to leave your area for any reason, ensure that someone takes your place. (Craft tables especially can be a high risk if left unattended.) If a child asks to be taken to the toilet, stand at the door or ask another staff member to assist. This is for the employee’s protection as much as the child’s - if individual help is needed for example for a child with special needs ensure this is with the full consent of the parent/carers. Parents/carers are asked to provide the consent when registering their child on the online booking system for JPPC.

Appendix 1 outlines a *Code of Good Practice and Behaviour Guidance*.

## **10. Mobile Phone, Wearable Technology and Cameras Operational Guidelines for ATC employees**

In accordance with our duties under the *General Data Protection Regulations (GDPR) Data Protection Act 2018*, ATC prohibits the use of photographic equipment being used by employees and visitors while on the Jonathan Page Play Centre premises without prior consent from the Town Clerk, Deputy Town Clerk or Play Centre Manager.

Aylesbury Town Council are dedicated to the safety and welfare of children and young people using our services and have a mobile phone, wearable technology and photography policy which stipulates the appropriate use of phones and wearable technology while being employed by Aylesbury Town Council and working on sites with children or young people. It is Aylesbury Town Council's intention to provide an environment where children, young people, parents/carers and employees are safe from images being used in an inappropriate manner.

### **10.1 Mobile phones**

If mobile phones or wearable technology are used for services provided by Aylesbury Town Council these phones and wearable technology should be those that have been approved for this purpose and where possible have the camera setting de-activated. If mobile phones or wearable devices are to be used in settings or on outings, the use of these mobile phones and wearable technology should be done so within the policy guidance and should also have an up-to-date risk assessment that eliminates any risk to the children, young people and the employer.

The Deputy Town Clerk or Play Centre Manager should only use their Aylesbury Town Council provided mobile phone for work purposes. If calls have to be made or taken while services are running, they should be kept to a minimum, this will eliminate possible distractions and ensure that the use of the phone by the Deputy Town Clerk/Play Centre Manager does not impact on the child or young person.

Employees using an Aylesbury Town Council supplied mobile phone are forbidden to use it while driving or operating machinery. This includes receiving or sending text messages, email, taking photos, playing games and using the internet. This includes those employees with hands free or speaker phone installation.

All employees must ensure that personal mobile phones are left in an area where there are no children. This would ideally be a locked cupboard or other nominated location, such as the employee room at the Jonathan Page Play Centre. Personal phones can only be used during allocated breaks and this should be done in an area where there are no children or young people. It is preferred that personal phones be turned to the silent setting during working hours.

Employees should ensure that they have provided their parent/carer or spouses with the Deputy Town Clerk/Playleader's mobile phone number and JPPC's phone number (01296 336413) so that in the event of personal emergencies the Deputy Town Clerk/ Play Centre Manager or Playleader can make the decision as to when and where this call should happen i.e. employee room or private office. Employees should ensure that the Deputy Town Clerk/Play Centre Manager has up to date information regarding contact details for their parent/carer or spouses so that in the event of an emergency while at work, contact can be made. If possible, any important medical information should also be provided to the Deputy Town Clerk/Play Centre Manager. (This is the employee's responsibility)

Under no circumstances should employees contact the children or young people directly. Any contact should be done so through the parents/carers and be in relation to work setting services only. Any contact made should be done so in consultation with the Deputy Town Clerk/Play Centre Manager.

Parents/carers should be reminded that use of their mobile phones and wearable technology at the Jonathan Page Play Centre is not permitted whilst on site, unless in an emergency situation, in which case regard should be given to the above outline of using the phone in an area where there are no children or young people.

## **10.2 Cameras**

It is essential that images taken of children and young people are done so for the purpose of recording, celebrating achievements, or for displaying at the Jonathan Page Play Centre. Only the designated Aylesbury Town Council owned camera should be used at the centre.

When not in use both the Aylesbury Town Council owned camera and mobile phones should be kept in a locked and secure cupboard.

If cameras are used at the Jonathan Page Play Centre, then employees should ensure that a work provided camera is used and that any photographs taken are used only with permission from the parent/carer. These photographs should only be used for work purposes. Photographs of children will not be released to be used by the press or media unless parents/carers have given permission via the registration on the online booking system used by JPPC.

The taking of photos or transfer of images from the camera should be done only by the Deputy Town Clerk/Play Centre Manager or a nominated employee. Images should be removed from the camera as often as possible (at least once per week). Images should be clearly labelled and should be stored on a secure server. Where possible images should be removed from the camera on site and deleted from the camera used.

Under no circumstances should cameras or mobile phones be taken in to bathroom/ toilet areas without prior permission from a Deputy Town Clerk/Play Centre Manager.

**Any employees who are suspected of taking images without prior consent may face disciplinary action.**

## **11. Mobile Phones and Wearable technology within Jonathan Page Play Centre**

To ensure the safety and welfare of children in our care, the Playcentre operates a mobile phone and wearable technology policy which is stipulated in point 10.1 and 10.2.

The Leader's mobile phone and the school collection mobiles do not have a camera installed.

### **11.1 Employees/Volunteers:**

- Personal mobile phones cannot be used during contact time with children or during contracted hours.
- All personal mobile phones must be kept in staff bags which have to be stored in the locked staff room.
- Phones may be checked during staff break times and any urgent calls may be returned at the discretion of the Play Centre Manager.
- If employees/volunteers have a personal emergency employees /volunteers may use the centre's phone or make a phone call from their mobile in the office area of the playcentre.
- Employees/volunteers must ensure that the Deputy Town Clerk/Play Centre Manager has up to date contact information and that employees make their families aware of emergency work telephone numbers. This is the responsibility of the individual employee/volunteers.
- Ensure all employees/volunteers are aware that the use of mobile phones to take photos or videos is not permitted.
- Employees/volunteers will be educated on the importance and safety issues for themselves and children regarding this policy.
- Failure to adhere to this policy will lead to disciplinary action.

### **11.2 Parents/Visitors**

Ensure that all parents/carers and visitors are aware that the use of mobile phones in the Jonathan Page Play Centre and within its outdoor space is not permitted.



### **11.3 Wearable devices**

Wearable technology such as smartwatches and Fitbits (this list is not exhaustive) are permitted to be worn by employees. They may only be used as a watch, when working with children. This means that all other functions including imaging and sharing capabilities must be disabled.

Under no circumstances may employees use their personal wearable technology device to take photographs at the playcentre during working hours.

It is everybody's responsibility to enforce this policy, therefore any misuse of devices in the centre should be reported to the DSO in line with the safeguarding and whistleblowing policies and procedures.

### **11.4 Children's use of mobile phones and wearable devices**

Whilst we understand that some children have mobile phones, we do not allow children to use their phones whilst attending any the after school club or playschemes. If a child has a mobile phone it must be kept in the play centre office or not brought into the centre.

Jonathan Page Play Centre does not accept any responsibility for loss or damage to mobile phones brought to the centre by the children.

Children must not use their mobile phone or wearable technology to take photographs of any kind whilst at the centre. Wearable technology can only be used as a watch and this means that all other functions including imaging and sharing capabilities must be disabled. If this is not possible the wearable device needs to be kept safe in the office until parents arrive.

If they want a photograph of a particular activity they can ask an employee to take one using the centre camera.

### **11.5 Camera use in the Jonathan Page Play Centre**

As a playcentre we regularly take individual or group photographs of the children in our care. These images may be used for display inside the playcentre areas, in our prospectus, flyers, on our website and Aylesbury Town Council's social media. We also use the images for teaching, observation and publicity purposes. The playcentre has been using photographs of children in such ways for many years with no problems. However, to comply with regulations the play centre requires permission from parents/carers to take these photographs. Permission is sought when parents/carers register their child's details in the online booking system.

As a Playcentre we will:

- Seek parental permission for images to be taken or used for teaching, observation and publicity purposes for every child in our care.
- Not identify individual children in our displays, prospectus or on our website without prior parental consent.
- Use only the Playcentre and Aylesbury Town Council cameras to take photographs.
- Ensure all employees are aware that the use of personal mobile phones and wearable technology to take photos or videos is not permitted - failure to adhere to this will lead to disciplinary action
- Ensure that visitors are aware that the use of mobile phones to take images or record videos is not permitted.
- Strongly request that parents/carers do not place photos taken at the Jonathan Page Play Centre event of any kind onto a social network site.
- Never use images taken at Playcentre or a Playcentre event and place onto a social network site without prior parental consent, which is sought when parents/carers register their child's details on the online booking system.

## Related Policies

- ATC POL57 Aylesbury Town Council Safeguarding and Protecting Children and Young People Policy
- ATC POL61 Prevent Duty Policy
- JPPC POL08 Confidentiality Policy

Adopted by Policy Committee	Ratified by Town Council	Reviewed	Amended	Next Review Date
13 July 2016	14 July 2016			April 2017
12 July 2017	14 September 2017	April 2017	April 2017	April 2019
10 April 2019	09 May 2019	April 2019	April 2019	April 2020
22 October 2020	12 November 2020	September 2020	September 2020	August 2021
13 April 2022	12 May 2022	February 2022	February 2022	April 2023
12 April 2023	13 July 2023	September 2022 January 2023	September 2022	April 2024
7 February 2024	14 March 2024	January 2024	January 2024	April 2025

## Appendix 1

### Codes of Good Practice and Behaviour

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and young people in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue. There seems a lot to remember but do not worry you will probably find that you already do most of these things naturally.

- Always put the welfare of the children before any other agenda, i.e. winning, finishing a project, etc.
- Provide a good role model of behaviour.
- Treat all children equally with respect and dignity using positive constructive encouragement.
- Stay vigilant for the safety of all children around you, not just the ones in your immediate care.
- If you have to physically touch a child e.g. if they have fallen, then do so with consideration, never touch intimate areas and always tell the child what you are going to do.
- Always wear appropriate clothing when working with children e.g. dress according to the duties to be undertaken in a manner befitting the responsible care of children. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council must be worn at all times.
- Use appropriate language and explanations (it is not always what is said but how it is said that can be of concern and of great importance).
- Enhanced DBS checks must be undertaken for all employees who will be working with children.
- At all stages when working with children, minimise the opportunities for abuse to take place.

#### Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged.
- Being alone with a child. If they are upset or need first aid, then take them to one side but do not enclose yourself in a room.
- Making sexually suggestive comments to or around a child.
- Engaging in rough physical or sexually provocative play with a child.
- Allowing or engaging in inappropriate touching.
- Inviting or allowing a child to stay in your home.
- Taking children to your home, for however short a time.

- Performing personal care for someone which they can do themselves or that you are not trained to do.
- Forming inappropriate relationships with children in your care, N.B. Remember this legally means a child up to 18 years of age.
- Allowing allegations made by a child to go unchallenged, unrecorded or un-acted-upon.
- Giving home or mobile number to children (unless there is a good reason to do so) or obtaining children's mobile phone numbers or e-mail addresses.

### **First Aid and Treatment of Injuries**

If a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injuries that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised paediatric First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child in a language that they understand, and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- A notification of Accident Form must be completed and signed and passed to the Senior Communities Officer or Town Clerk.

### **For Transporting Children**

If it is necessary to provide transport for children, the following good practice must be followed:

- You should only transport a child/ren where two members of staff/adults are present in the selected mode of transport, where possible.
- Ensure where possible, a male and female accompany mixed groups of children.
- In addition to this, where practical, request written parental consent
- Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated length of the journey and ensure copies with contact details are available for other employees and parents/carers.
- Ensure all vehicles are correctly insured and serviced.
- All reasonable safety measures are taken, e.g. children in back seat, seatbelts are working, use of child safety seat if applicable.

## **Use of Contractors**

The Council and its employees, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in area where workers are likely to come into contact with children or vulnerable adults should have their own equivalent Children's safeguarding Policy, or failing this, comply with the terms of this policy.

Where is potential for contact with children it is the responsibility of the manager who is using the services of the contractor to check that the correct DBS check has been satisfactorily completed.