***SAFEGUARDING CHILDREN***

Farington playgroup has adopted the Lancashire Safeguarding Children Board’s titled Lancashire Children’s Centres and Early year’s settings child protection policy. Please see supplement to our policies. The nominated child Protection Officers are:-

Jacky Furness Manager

Maxine Tildsley Assistant Manager/SENCO

Jo Darr Qualified Playgroup Assistant

Janet Rhodes Qualified Playgroup Assistant

One of the nominated officers will always be available for support and guidance and should be the first point of contact for staff and volunteers within the setting.

***MOBILE PHONES/CAMERA/SOCIAL NETWORKING POLICY***

Mobile phones must be turned off in playgroup, this includes all visitors. Staff can access their phones at lunch break only in the kitchen area. Mobile phones must be kept in bags during this time. Playgroup mobile can be used as an emergency contact and for messaging facilities. Playgroup camera is the only device for taking photographs and is kept on the premises at all times and it is used solely for playgroup purposes. Social networking should not be used at playgroup.

Staff should set their privacy settings to the maximum, where only friends that have been accepted can see your profile. Staff should not make reference to the playgroup in any way that might be deemed to damage the reputation of the playgroup and the trust and confidence of parents and the community. Photographs should never be used on social networking involving any playgroup children. Staff should be mindful of the personal photographs they include on their profile.

**Alcohol/Other substances/Medication**

Strictly no drugs or alcohol to be on the premises at any time.

Anyone found to have drugs or alcohol in his or her possession or under the influence of alcohol or any other substance would be asked to leave and dealt with accordingly. If it was found to be a member of staff, this would result in instant dismissal.

Practitioners who are taking medication which may affect their ability to care for children should seek medical advice.