

Policy, Procedure and Guidance

Netherton Park Community Association

Safeguarding Vulnerable Children & Young People

NETHERTON PARK COMMUNITY ASSOCIATION

POLICY AND PROCEDURE

SAFEGUARDING CHILDREN & YOUNG PEOPLE

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INTRODUCTION

Netherton Park Community Association provides both 'regulated activity' and non-regulated activities as defined by the DfE 2016 guidance 'Regulated Activity in Relation to Children'. We take our safeguarding responsibilities seriously. Our governance arrangements for child safeguarding cover the following principle themes:

- Disclosure and reporting
- Safer recruitment
- Risk management
- Induction and training
- Continuous professional development (CPD)
- Learning and Improvement
- Information sharing
- Multi-agency working
- Monitoring, Audit and Review

This document is the Children & Young People Safeguarding Policy for The Netherton Park Community Association, which must be adopted and followed by all groups, projects and Trustees and promoted by both those in the position of leadership (staff and volunteers), and front-line staff within each group or project.

Some groups using the Netherton Park facilities will have their own Children and Young People Safeguarding Policy. However, we recognise that other groups will not have a policy and we therefore expect those groups to read and accept this policy, which we will share when a group commences activity at the Centre.

The organisation's safeguarding procedures comply with all relevant legislation and with the guidance issued by Sefton MBC Safeguarding Board (LSCB) in line with the 2018 government guidance 'Working Together to Safeguard Children'. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

There is a Designated Safeguarding Officer available within Netherton Park Community Centre. This officer will coordinate child protection issues and liaise with external agencies.

The Trustee Designated Safeguarding Officer: **Sue Pett**

The Designated Safeguarding Officer is: **Marie Savin 0151 285 5211**

The Deputy Safeguarding Officers are: **Alison Mahoney**

AIMS

The purpose of this policy is to outline the duties and responsibilities of trustees, staff, volunteers and all user groups at The Netherton Park Community Centre in relation to safeguarding children and young people recognising our shared duty of care. All children have the right to be safe from harm and be able to live free from fear of abuse, neglect, radicalisation and sexual exploitation, the child's needs are paramount. As an organisation we take a child-centred approach to safeguarding and the welfare of all children reflected in the 'paramountcy principle'.

OBJECTIVES

- Safeguarding is everyone's responsibility: for our services to be effective each individual (staff, volunteer and trustee) should play their full part
- To explain the responsibilities that the trustees, staff and volunteers have in respect of safeguarding.
- To design services to ensure we respond to individual children's needs appropriately
- To underpin all sessions/projects with an understanding of safeguarding
- To provide a clear procedure that will be implemented where safeguarding and child protection issues arise.

CONTEXT

- A child is defined as any individual under the age of 18 years.
- The purpose of this policy is to make sure that the actions of any adult within each session/project are transparent and that they safeguard and promote the welfare of all children and young people.
- This document is written in accordance with Sefton Local Safeguarding Children Board (LADO) Safeguarding Manual as underpinned by government's statutory guidance 'Working Together to Safeguard Children' guide produced by the government (2015).

A CHILD-CENTRED APPROACH

We recognise that an effective safeguarding system is child-centred. Failings in safeguarding systems are too often the result of losing sight of the needs and views of the children within them or placing the interests of adults ahead of the needs of children.

Children are clear what they want from an effective safeguarding system and we address such in our arrangements consistent with listening to, understanding, acting on and being vigilant in the interests of every child. For our services to be effective they should be based on a clear understanding of the needs and views of children with a complaints system that is robust and accessible.

RECOGNITION OF ABUSE OR NEGLECT

Abuse or neglect of a child is caused 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 a stranger.

• Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, Fabricated and Induced Illness (FII) fabricated illness by proxy or Munchausen Syndrome by proxy.

• Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or

developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child though it may occur on its own.

- **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- **Neglect**

Neglect is 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

We recognise maltreatment of children can lead to adverse childhood experiences (ACEs) and research into ACEs consistently shows that a set of 10 adverse experiences in childhood are associated with an increased risk of poor health and other problems in later life. We recognise, however, that understanding the ACE narrative should not exclude other factors in the shaping and framing of harms.

Signs of Child Abuse and Neglect

Signs of possible abuse and neglect may include:

- Significant changes in a child's behaviour.
- Deterioration in a child's general well being.
- Unexplained bruising or marks.
- Comments made by a child, which give cause for concern.
- Reasons to suspect neglect or abuse outside the setting, e.g. in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation.
- Inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

Peer-on-Peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by all staff and is subject to the same child protection procedures as any other form of abuse. Staff should be aware of the uses of information technology for bullying and abusive behaviour between young people.

Staff will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should 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;

We will follow the same procedures as set out in this policy for responding to child abuse.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. 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 extremist material online.
- Possessing or sharing violent extremist material.

If a member of staff suspects that a child is at risk of becoming radicalized, they will record any relevant information or observations on a concern form and refer the matter to the Designated Safeguarding Officer. **(Please refer to our Anti Radicalisation Policy)**

REFERRAL PROCEDURES – What to do next

Remember that you don't have to deal with this on your own. You should discuss this, on the same day that the disclosure is made, or that you become concerned about an individual, with:

- In the first instance the nominated safeguarding officer on duty that day/session.
- The nominated officer will then contact the Centre Manager (DSO) or in their absence the Chairperson of Netherton Park Community Association
- The overall responsibility for safeguarding within the organisation lies with the Centre Manager and the Chair of the Board of Trustees

You should not discuss the disclosure with anyone else other than the designated person. Immediate action may be necessary at any stage in involvement with children and families to ensure safety.

IN ALL CASES IT IS VITAL TO TAKE WHATEVER ACTION IS NEEDED TO SAFEGUARD THE CHILDREN i.e.

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department.
- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.

What to do if children talk to you about abuse or neglect

A child may seek you out to share information about abuse or neglect or talk individually or in groups when you are present. In these situations, you must:

- **Be aware** of the policy, procedure and any guidelines of Netherton Park or the place you are working in which is to **Respond, Record** and **Report** to all forms of suspected abuse.

- Listen carefully to the child. **DO NOT** directly question the child.
- Give the child time, space and your undivided attention to tell their story.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- **Do not** make judgments about whether the child/adult is telling the truth.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said in their own words.
- **Do not** make promises about confidentiality that you cannot keep and always be open about your role in letting others know if you feel the child/adult is in danger.
- **DO NOT** ask the child to repeat his or her account of events to anyone.
- **Do not** make comments about what you have been told, the child/adult does not need to know what you think but does need your support.
- **Do not** ask the child/adult to repeat their story to other colleagues whom you feel have to know because of their role.

Making a referral

- A referral involves giving LSCB/Children's Services or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.
- In certain cases, the level of concern will lead straight to a referral without external consultation being necessary.
- Parents/carers should be informed if a referral is being made except in circumstances where this is not possible or advisable. However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Services about how and when the parents should be approached and by whom.
- If you feel a referral is necessary but the centre manager has not acted upon this then you can inform the Centre Manager that you will be making a referral direct to LSCB/Children's Social Care Team.

If your concern is about abuse or risk of abuse from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to your local LSCB/Children's Services Office.

Record Information

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Date of the disclosure, or the incident, or the observation causing concern.
- Date and time at which the record was made.
- What was said and by whom.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Name, signature and job title of the person making the record.
- A factual report of what happened. If recording a disclosure, you must use the child's own words
- Gender, ethnicity, first language, any special needs.
- The names of professionals' known to be involved with the child/family e.g.: GP, Health Visitor, School, Family Support Worker.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.

- Whether the consent of a parent with parental responsibility has been given to the referral being made.
- The recorded information will be given to the designated safeguarding officer immediately to decide on the appropriate course of action.

Information sharing

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action. Our information sharing practice at all 4 stages of safeguarding (as determined by the LADO thresholds) is to meet and apply rigorously the information sharing protocols set-out in the local LADO Manual, applying the 7 golden rules of information sharing. We ensure our DSO oversees and supervises all multi-agency commitments in relation to any intervention we as a service undertake through TAF plans and any child protection plans or processes.

Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place in the office of the centre manager or in their absence the deputy safe guarding officer.

Information in relation to child protection concerns should be shared on a "need to know" basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child's need for protection. If in doubt, consult. We are committed to reviewing our policy and good practice annually

If you decide that a referral to children's social care team **IS** necessary, the Centre Manager or designated deputy-safeguarding officer will complete the on-line **referral e-form and notify them of the concerns.**

- <http://www.seftonlscb.co.uk>
- In emergency situations ring the Sefton Plus Customer Access Team 0345 140 0845 and follow up the telephone call with an online e-referral.
- For emergency situation the Health & Social Care Emergency Duty Team provides a service outside of normal working hours, during the night-time and at weekends Sefton: 0151 934 3555
- For minor concerns regarding radicalisation, the Designated Safeguarding Officer will contact Sefton's Multi-Agency Safeguarding Hub (MASH) or Liverpool's Care line. For more serious concerns the Designated Safeguarding Officer will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the Designated Safeguarding Officer will contact the Police using 999.
- You should try to involve the child/young person/adult who has made the disclosure, by explaining what is happening and who you are speaking to and why.

QUICK REFERENCE GUIDE

Are you concerned about a case of child abuse?

ACTION - Discuss with the DESIGNATED PERSON



If an incident occurs.

ACTION - make a record of the incident

Complete Incident Report Form

ACTION - Ensure that the young person is safe and receives any necessary medical attention

ACTION - Report your concerns to the Designated Person



If the Designated Person is not available,

ACTION - refer the matter straight to the Chair of Trustees. Where the Chair is not available go to another Trustee.



If the report relates to the Designated Person

ACTION - report straight to the Chair of the Trustees or Trustees.

If you are unable to follow the above Guide for what ever reason and your concern is such that you cannot leave the issue until a suitable person is available to discuss it with please contact **Sefton Social Care Customer Access Team** 0345 140 0845, 0151 934 3555 or 934 3506 (Mon – Fri 8am to 6pm) or **Liverpool Care line – Children’s Services** 0151 233 3700 (24/7), who will be able to offer advice and an opportunity to discuss a situation which may or may not result in a referral being made. If a consultation with a social worker is needed prior to making a referral a call will be made to **Sefton’s Multi Agency Safeguarding Hub (MASH)** (0151 934 4388).

Safe Recruitment & Employment

It is essential that all workers are suitable to work with children and young people. Therefore, it is vital to ensure that all workers are carefully selected and vetted. We ensure at least one manager who is trained in safer recruitment manages each a recruitment programme and is present at all employment interviews.

Netherton Park implements the following checks on recruitment of new personnel:

- 2 references – These should be taken up before any position (job/volunteer placement etc.) is offered. It is considered good practice to check references both orally and in writing.
- Disclosing & Barring Checks/vetting procedure. Consent will always be gained before taking up a check. However, if a person refuses to be checked it is unlikely that the post will be offered. As employees/volunteers within the organisation work with children and young people a DBS Enhanced Disclosure Check will be required.
- DBS Update Service. All new staff and all whose DBS is being renewed will be required to register on the DBS update service. The member of staff will be liable for annual fee for this service. Once registered the member of staff will be required to give written authorisation to Netherton Park to check the status of their DBS check annually. The employer will not check a status at any other time without the prior written consent of the employee.
- Staff Suitability Declaration: furthermore, all staff and volunteers will be required to sign an annual Staff Suitability Declaration stating that they have not received a police caution or committed a criminal offence resulting in a criminal conviction or there has not been a change in their personal circumstances that would affect their suitability to work unsupervised with children in the previous year including medical conditions. All staff will be asked to disclose any convictions or cautions or any circumstances that could affect their suitability to care for children and young people at their 6-week supervision.
- Employees will not supervise children and young people alone until a satisfactory disclosure check has been completed and satisfactory response has been received.
- Volunteers will not be able to begin their placement until a satisfactory DBS Enhanced Disclosure has been received.
- Confirm proof of identity and residence.
- Confirm proof of qualifications.
- Induction training will take place that includes all policies and procedures, particularly those concerned with creating a safe environment for all e.g.
 - Safeguarding
 - Complaints
 - Equality & Diversity
 - Health & Safety
 - Whistle Blowing
 - Supervision

Training & Development (T&D)

It is important to provide T&D activities that are essential to staff/volunteers in performing their roles. All staff will be provided with the opportunity to access Safeguarding training in line with their individual training plans. As a minimum, all staff and volunteers will attend safeguarding training annually and at induction.

Promoting awareness among staff

Netherton Park promotes awareness of child abuse and wider safeguarding through its staff training. The organisation ensures that:

- The designated Safeguarding Officers have relevant experience and receive appropriate leadership and issue-based training in safeguarding and prevent duty and are aware of the channel programme and how to access it.
- Designated person training is refreshed every two years.
- Safe recruitment practices are followed for all staff.
- All staff have a copy of this safeguarding (Child Protection) policy, understand its content and are vigilant to signs of abuse, neglect or discovery of child abuse, and concerns about radicalisation.
- Staff and volunteers understand the concept of 'significant harm' and the local thresholds for safeguarding.
- We utilise LADO resources such as serious case review reports to support and better inform our practice
- All staff receive basic safeguarding training; and
- Safeguarding is a permanent agenda item at all staff, management and Trustee meetings.

The organisations procedures are in line with guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What to Do If You're Worried A Child Is Being Abused (2015)'.

The management of allegations against staff

Despite all efforts to recruit safely there will be occasions when allegations of abuse against children are reported to have been committed by staff, practitioners and/or volunteers, who work in some capacity with children. In such matters we adopt the procedures set out by Sefton MBC MASH.

These procedures should be applied when there is an allegation or concern that any person who works with children, in connection with their employment or voluntary activity, has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

(These bullet points reflect the statutory guidance in Working Together to Safeguard Children March 2015 para 4. Chapter 2, however 'Keeping Children Safe in Education September 2016' has a different wording in the third bullet).

These behaviours should be considered within the context of the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect). These include concerns relating to inappropriate relationships between members of staff and children or young people, for example:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (see ss16-19 **Sexual Offences Act 2003**);
- 'Grooming', i.e. meeting a child under 16 with intent to commit a relevant offence (see s15 **Sexual Offences Act 2003**);
- Other 'grooming' behaviour giving rise to concerns of a broader child protection nature e.g. inappropriate text / e-mail messages or images, gifts, socialising etc;
- Possession of indecent photographs / pseudo-photographs of children

It is essential that any allegation of abuse against a member of staff, a volunteer or

trustee is dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. All allegations are to be reported straight away and a referral is made to the Centre Manager (DSO) or the Chair of Trustees in her absence, or if the DSO is the subject of the allegation, the Chair of Trustees should be notified. Allegations of any sort against a member of staff will be referred to the LADO or, in more serious cases, the police, who will decide if further action should be taken. The organisation will follow the procedures for dealing with allegations of abuse made against staff, volunteers or a trustee as set out by Sefton MBC MASH.

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on a concern sheet. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) **0151 394 3783**. The LADO will advise if other agencies (e.g. Police) should be informed, and the designated Safeguarding Officer will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following up advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- The Designated Safeguarding Officer may also contact the LADO to seek advice if they have concerns regarding any member of staff or volunteer and their suitability to care for children.
- Vetting and Barring – Under the Safeguarding Vulnerable Groups Act 2006 the Designated Safeguarding Officer also has duty to make a referral to the Disclosure and Barring Service www.homeoffice.gov.uk/dba

Use of Mobile Phones

To ensure safety and welfare of children and young people in Netherton Park care we operate a personal mobile phone usage policy which stipulates that personal mobile phones cannot be used when in the presence of children and young people, on the premises or when on outings.

To ensure this the following must be followed:

- All staff must ensure that their mobile phone/device is kept in a secure place which is not accessible to staff or children and young people throughout sessions.
- All staff must hand their mobile phones to the designated worker for that session on their arrival at the setting.
- All staff and key workers must sign to say phone has been received at beginning of session and phone is being returned at the end of session.
- The designated person must LOCK phones away in an allocated place.
- Mobile phone calls may only be taken at staff breaks or off the site.
- Users bringing their personal devices into Netherton Park sessions must ensure there is no inappropriate or illegal content on the device.
- If you have a personal emergency you are free to use the settings phone or make a personal call from your mobile in the designated area (office or meeting room if not being used).
- Staff and volunteers will need to ensure that the main office has up to date contact information and that staff make their families and friends aware of their work number to be used in an emergency. This is the responsibility of staff and volunteers.
- During trips out the designated person will have access to the organisation mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the centre manager or trustees.
- Concerns will be taken seriously, logged and investigated appropriately.
- The centre manager or chairperson, in their absence, reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.

- Should inappropriate material be found then the LADO will be contacted immediately. Netherton Park will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.
- All visitors to the setting (including parents/carers) will be prohibited from using their mobile phones whilst in the setting.

Use of Cameras

Photographs taken for the purpose of recording a child or a group of children and young people participating in activities or celebrating their achievements is effective for recording their progression in the setting. However, it is essential that photographs are taken and stored appropriately to safeguard the children and young people in our care.

- Only the organisation's camera is to be used to take any photo within the setting or on outings. Under no circumstances should staff use their own camera in the settings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff and senior worker must sign the camera in and out each session and give why it is being used.
- All staff are responsible for the location of the camera, which should be placed in a secure, lockable area when not in use.
- The designated person in charge of the camera is responsible for ensuring that the camera is locked away at the end of each session and for checking the SD card is in the camera and is the card belonging to the setting. The SD card must be marked with the settings name.
- The designated worker must, as part of their daily check, check that the camera and SD card is on the premises in an allocated locked area.
- The camera or SD card must not be removed from the setting without prior authorization from the office.
- Cameras and SD card must not be taken home under any circumstances.
- Images taken and stored on the camera must be downloaded and printed on a weekly basis and then all images deleted.
- If the technology is available images should be downloaded on-site. Should this not be possible then cameras should be brought to the main office and downloaded by a senior member of staff.
- Under no circumstances must cameras of any kind be taken into the bathroom area without prior consultation with the senior worker and 2 members of staff being present.
- If photographs need to be taken in the bathroom area i.e. to take photographs of the children washing their hands, then the Senior Worker must be asked first and staff must be supervised whilst carrying out this kind of activity.
- Remember parental permission must always be sought to take still and moving images of all children.
- The main office must be informed immediately if it is discovered a camera or SD card is missing from the setting.

Use of Laptops

Some out of school settings may have a laptop that can be used by staff and children to produce printed documents and carry out research on the Internet. If the setting has a laptop the following guidance must be followed:

- The setting laptop must be used for work purposes only.

- The setting laptop must only be linked to setting Wi-fi – it must not be linked to personal devices.
- It is the responsibility of the Senior Worker to ascertain what parental controls and barriers are in place for the Wi-fi at the setting and to record these and forward the information to the main office.
- Only the laptop allocated to the setting must be used on site – staff must not under any circumstances bring in their own devices (laptops or tablets)
- The laptop must be signed in and out by the staff member and Senior Worker each time it is used, with a reason given for its use.
- The laptop must not be taken home by any staff member.
- Authorisation must be given by the main office for the laptop to be taken off the premises.
- All laptops will be subject to routine checks to ascertain only work-related material has been downloaded.

The Management Committee of Netherton Park Community Association hereby adopts these procedures.

Signed

Date

Signed

Date