

Killamarsh Bears Pre School

Policy

Section 1.0 – Child Protection

Policy 1.2 - Child protection policy and safeguarding procedures

The aims of this policy are:-

- To raise awareness with all staff of their personal responsibility to safeguard children.
- To support staff in identifying the indicators of abuse so that they are confident to take appropriate action.
- To have a clear, robust and structured child protection procedure which is well understood by all adults in the setting and to pro-actively reduce the risk of harm or actual harm.
- To ensure that the Designated Safeguarding Lead (DSL) fulfils their responsibility regarding any child abuse concerns by following the policy in a timely manner, recording appropriately and supporting other staff with advice and training.
- To support staff in the setting to provide a safe, caring, positive and stimulating environment that promotes the welfare, safeguarding and learning and development of the individual child.
- To protect children by providing an environment where children feel confident in knowing how to approach adults in the setting if they are in difficulty or wish to complain and children are supported to learn how to keep themselves safe or free from prejudice, including when online.
- To support staff to take appropriate action if there is a concern about a member of staff in the setting.
- To know where to seek additional advice if there are issues concerning sexual exploitation, radicalisation or extremism and take appropriate action.

This policy applies to all staff, and includes Voluntary Committee Members (VCM) Owners, students and volunteers working in the setting. It takes into account statutory guidance provided by the Department for Education, Ofsted and local guidance issued by the DSCB

This policy was adopted on....28th Feburary 2018.....

(Signature and job role)……

The policy must be reviewed and updated at least every 12 months (or as a result of a significant safeguarding incident), and shared with staff and parents.

Reviewed (date) ……..

Signature and job role ……..

In addition to this policy, see also:- Missing Child, H&S, Risk Assessments, Emergency Evacuation, Allergens, non-collection of a child, code of conduct, and disciplinary procedures etc.

Quick reference guide

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The DfE 'Working together to Safeguard Children' 2015 (revised 2017) defines safeguarding as:

- *protecting children from maltreatment*
- *preventing impairment of children's health or development*
- *ensuring that children are growing up in circumstances consistent with the provision of safe and effective care*
- *taking action to enable all children to have the best outcomes*

Safeguarding action may be needed to protect children from: Physical abuse, Emotional abuse, Neglect, or Sexual abuse (PENS)

<u>But also</u> :-

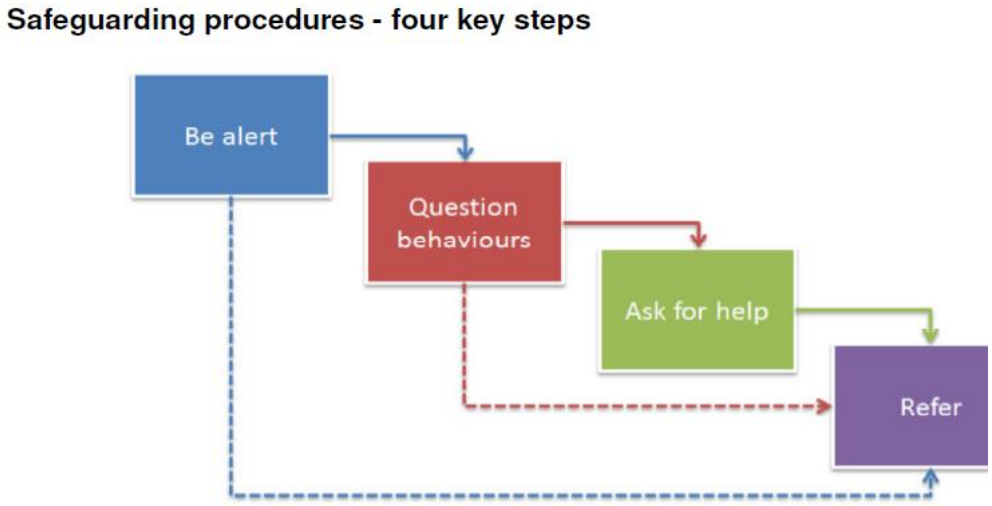
- *bullying, including online bullying and prejudice-based bullying*
- *racist, disability, homophobic or transphobic abuse*
- *gender-based violence, or violence against women and girls*
- *radicalisation or extremist behaviour*
- *child sexual exploitation and trafficking*
- *the impact of new technologies on sexual behaviour, for example, distributing of child/youth generated images and accessing images of child abuse*
- *teenage relationship abuse*
- *substance misuse and exposure to children to this*
- *issues that may be specific to a local area or population, for example gang activity and youth violence*
- *domestic violence*
- *female genital mutilation*
- *forced marriage*
- *fabricated or induced illness*
- *poor parenting, particularly in relation to babies and young children*
- *any other issues that pose a risk to children*

Safeguarding also relates to broader aspects of care and education, including:

- *children's and learners' health and safety and well-being, including their mental health*
- *meeting the needs of children who have SEND*
- *the use of reasonable force*
- *meeting the needs of children and learners with medical conditions*
- *providing first aid*
- *educational visits*
- *intimate and personal care and emotional well-being*
- *online safety and associated issues*
- *appropriate arrangements to ensure children's and learners' safety and security, taking into account the local context*

<u>Any risks to the child regarding parents/carers behaviour</u> e.g. misusing drugs or alcohol or a child going missing, being vulnerable to radicalisation or sexual exploitation or knowledge about a private fostering/host family arrangements etc <u>will</u> be shared with the local authority children's social care service.

Child Protection Procedures– concerns about a child



The Designated Safeguarding Lead (DSL) for this setting is: Mrs M Shaw

The Deputy DSL who will take over this role in the DSL's absence is: Mrs E Milner

The Assistant DSL is: Mrs L Thomas

- There will always be a named DSL available whenever the setting is open, and a contact for when children are off site e.g.- trips and outings; the DSL remains the overall responsible person for child protection issues.

- All staff <u>must</u> be aware of the setting's Child protection policy and safeguarding procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.

- All staff <u>must</u> have professional curiosity and question the behaviour of children and parents/carers, not necessarily take what they are told at face value.

- **See Flow chart appendix 4** - <u>Any Initial concerns</u> should be discussed with the DSL. The DSL will decide with the member of staff the most appropriate action to take, depending

on the circumstances and the support or action required, including a telephone referral if urgent and immediate to Starting Point. All other referrals are by competing an on line referral form www.derbyshire.gov.uk/startingpoint

- The DSL can phone the Starting Point professionals advice line available on 01629 535353 Monday to Friday (8am-6pm). This is for professionals not sure if a threshold for referral is met.

Derbyshire County Council's **Starting Point** is the first point of contact and referral service for children who live in Derbyshire:- **(01629) 533190**
This is 365 days per year and includes out of hours

Where there is concern about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area **where the child lives.**

Our main neighbouring Local Authorities are …..

Nottinghamshire	0300 500 8080
Derby City	01332 641172
Leicestershire	0116 305 0005
Staffordshire	0800 131 3126
Cheshire East	0300 123 5012 (option 3)
Tameside	0161 342 4101
South Yorkshire	0130 273 7777

See also:
https://www.derbyshire.gov.uk/council/council_works/other_councils/neighbours/default.asp

- All concerns and discussions about a child's welfare are confidential and must be recorded in a chronology/timeline, including the decisions made and the reasons for the decisions. Records need to be a coherent and factual record of the concerns which are stored on individual children's files in a clear chronological order.

- The DSL is responsible for ensuring that the necessary paperwork is completed and sent to the relevant people and stored in a safe and confidential place.

- It is the role of social care/police or health practitioners, via a Starting Point referral, to investigate individual cases and take further action if required, not the setting.

- Ofsted (0300 1231231) will be informed of any significant safeguarding incident that have been referred to the local authority, (the setting's insurance company may also need to be notified of any significant incidents). Ofsted must be informed as soon as practical, of any incident regarding notification and in any case within 14 days, see required notifications:- https://www.gov.uk/government/publications/early-years-provider-non-compliance-action-by-ofsted

- The setting will monitor the situation and if there are further signs of potential abuse and neglect, the matter will be reported and referred again by the DSL

If a child chooses to disclose to a member of staff:-

Staff will be sensitive at all times and take appropriate action if the child is in need of urgent attention. Staff will be open about the concern and make it clear to the child or adult that the member of staff/volunteer will have to tell others. Staff will inform parents/carers about any child protection concerns, unless doing so would put the child at further risk or the member of staff is concerned about a real risk to themselves.

Staff should:

- *Be accessible and receptive*
- *Listen carefully and uncritically at the child's pace*
- *Take what is said seriously*
- *Reassure the child that they are right to tell*
- *Tell the child that you must pass this information on*
- *Make no promises*
- *Make a careful record of what was said*
- *Follow the setting's safeguarding policy and report any concerns as soon as possible.*

Staff should NEVER:

- *Take photographs or examine an injury*
- *Investigate to prove or disprove possible abuse*
- *Ask leading questions, make promises to children about confidentiality or keep 'secrets'*
- *Assume that someone else will take the necessary action*
- *Jump to conclusions or react with shock, anger or horror, speculate or accuse anybody*
- *Confront another person (adult or child) allegedly involved*
- *Offer opinions about what is being said, or about the person allegedly involved.*
- *Forget to record what you have been told*
- *Fail to pass the information on to the correct person*
- *Ask a child to sign a written copy of the disclosure.*

The notes and information sheet in the appendices 1 and 2 - may be useful to record key information to help when referring a safeguarding concern, however a chronology/timeline should be completed and stored confidentially - see appendix 5. - Further information may be requested by the Starting Point team and in line with the DSCB procedures.

Concerns or Allegations against Staff (or anyone living on the premises where Ofsted registered childcare takes place)

See Flow chart appendix 3 -

A concern or allegation (on the premises or elsewhere), may be that an individual:-

● 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

If there are concerns or allegations raised about the suitability and/or behaviour of any member of staff/student or volunteer, these concerns/allegations must be shared with the DSL.

If the DSL or manager is the subject of the concern or connected, identify an alternative.

- Once the DSL/or a manager is informed of the concern/allegation they **must contact the Local Authority Designated Officer (LADO)** by completing an 'Allegations against staff, Carer and Volunteers' form (includes a childminder, or anyone living on site where Ofsted registered childcare takes place).

  This form triggers a referral into the Derbyshire LADO and can be found at: http:derbyshirescbs.proceduresonline.com/docs_library.html

- The LADO in Derbyshire will agree with the setting any further actions that are required and how and when the person the allegation has been made against will be informed of the concern, and this is dependent on the nature of the allegation.

- If there is cause to suspect a child is suffering or likely to suffer significant harm, or a criminal offence might have been committed, a strategy discussion will be held, involving police, LADO, the employer, Children's Social Care and other agencies as appropriate. The aim of the strategy discussion will be to share relevant information and determine whether an investigation needs to be conducted by:

  ● Social care regarding child protection concerns
  ● Police regarding any possible criminal offences
  ● Or via the employer disciplinary/ suitability procedures

- Ofsted **must** also be informed of the incident 0300 1231231 within 14 days

- Contact the setting's insurance company to inform of the situation.

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Vulnerable children - A number of common barriers exist that could prevent children from telling about being abused. Staff should also be alert to the needs of children who may be vulnerable and will have to overcome additional barriers; this could include a child who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of engaging in antisocial or criminal behaviour
- is in a family circumstance presenting challenges for the child such as substance abuse, adult mental health, domestic violence and is showing early signs of abuse or neglect

Staff behaviour:-

- All staff and volunteers (including before and after school provision for under 8's) will be expected to disclose to the manager any circumstances which may indicate that the member of staff or volunteer could be barred from working with children (Childcare Regulations 2006).
- All staff have a personal responsibility to keep up to date with knowledge and training about safeguarding and know what to do if a concern is raised.
- All staff must be vigilant, alert to potential warning signs and minimise risk.
- All staff must take responsibility for their own behaviour, understand the need for professional boundaries and to avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations and subsequent consequences.
- All staff must be alert to any inappropriate behaviour of others and report any concerns to their manager immediately.
- Staff/committee members must not discuss any issues relating to the setting, children or staff outside of the setting, or act in a way which could be deemed inappropriate or bring the setting into disrepute, as per the setting's Code of Conduct and the contractual disciplinary procedures.

Whistle blowing - All staff and volunteers are able to raise concerns about any poor or unsafe practice and potential failures in the setting's safeguarding process and concerns will be taken seriously by the management team.

If staff have concerns about the conduct of a colleague, the member of staff should, in the first place, discuss this with a member of the management team and escalate via the allegations against staff procedures if appropriate. However, if they feel the concern is not being dealt with appropriately, and the concern is about the behaviour of a member of staff then the member of staff should inform the LADO directly and/or Ofsted, if there is a potential breach of Ofsted registration requirements.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk

Information sharing – Information sharing is vital in order to provide effective early help and to keep children safe from harm (Munro). This includes sharing relevant information regarding safeguarding issues or concerns with partners, other settings and schools that a child may attend. Information will be shared in line with the guidance 'Information sharing advice for safeguarding practitioners 2015' and will be stored safely and in line with the Data Protection Act 1998.

https://www.gov.uk/government/publications/safeguarding-practitioners-informationsharing-advice

Any concerns regarding the welfare of a child will usually be discussed with the parents, but not if there is a view that this would put a child, a vulnerable adult or the member of staff at risk. Detailed confidential and accurate written records of concerns about a child will be kept securely, even if there is no need to make an immediate referral. If any child with a known child protection plan has a safeguarding concern raised or is absent without explanation, this will be referred to their Social Worker/Social Care Team as soon as possible.

The setting will however, gain prior permission from all parents to share relevant information about their child with another setting, in order to support their learning and development. Ofsted registered settings have a statutory responsibility to notify Ofsted of:

- The death or injury of a child whilst in the care of the setting or later, as the result of something that happens while the child was in in the setting.
- The Death or serious accident or serious injury to any other person on your premises
- Where a child needs to go to an Accident and Emergency Department of a hospital (and requires hospitalisation for more than 24 hours), either directly from the settings or later, as the result of something that happened while the child was in the settings.
- Any significant event that is likely to affect the suitability to care for children
- A child sustaining any serious injuries

Safer recruitment – The setting will make sure that management, staff and volunteers are carefully selected, vetted, trained and supervised in accordance with the safer recruitment policies and procedures. This includes enhanced criminal records checks from the Disclosure and Barring Service (DBS) and all references will be followed up. The name of any member of staff considered not suitable to work with children will be notified to the DBS (Disclosure and Barring Service), with the advice of Local Authority Designated Officer (LADO).

Safeguarding training – the setting will ensure all the staff (and management committee) have had appropriate training as advised by the (DSCB). www.derbyshirescb.org.uk All staff and managers (including. VMC etc) to receive regular updates on safeguarding at least annually. The DSL will attend designated safeguarding lead/safeguarding training at least every two years, and their knowledge and skills will be refreshed at least annually and share this with staff.

Visitors - Children are never left unsupervised with visitors and the identity of all visitors will be checked if children are being cared for at the time of the visit. If visitors are known, they must have a valid reason for visiting and sign in when they arrive and leave in the visitors' book.

Complaints – The staff will inform parents/carers how to voice their concerns or make a complaint via the setting's complaints policy and make sure that parents/carers have access to a copy of the setting's safeguarding/child protection policy. The Ofsted poster with Ofsted's contact details must be displayed, should parents/carer wish to complain directly to Ofsted.

The Prevent Duty 2015 - Protecting children from the risk of radicalisation is part of the wider safeguarding duties and any concerns will be followed up via the setting's safeguarding procedures. **See flowchart - appendix 4**

The DSL can seek advice regarding the Prevent Duty by contacting either; Seamus Carroll who is the lead officer for Prevent at Derbyshire County Council by emailing seamus.carroll@derbyshire.gov.uk, or calling 01629 538494, or the Starting Point professionals advice line 01629 535353 and follow the advice given.

We meet the requirement of the Prevent duty by:-

- **Risk assessment** - staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection and report concerns via the safeguarding procedures.
- **Training** - It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. At a minimum, the DSL must undertake a Workshop to Raise Awareness of Prevent (WRAP) and share this knowledge and information with all staff.
- **IT policies** – All staff must be aware of the risks posed by the online activity of extremist and terrorist groups and how to manage access to the internet via phones and games etc.
- **Partnership working** – The Prevent duty builds on existing local partnership arrangements for safeguarding and we also work to build close links with parents to be able to offer support and guidance as they are in a key position to spot signs of radicalisation.

The setting supports children to build resilience to radicalisation by promoting **Fundamental British Values** and enabling them to challenge extremism.

Mutual respect and tolerance
Individual liberty
Democracy
Rule of law

Peer on peer abuse

Safeguarding issues can manifest themselves via peer on peer abuse (children abusing other children). This could include, but is not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting etc.

Any peer on peer abuse will be dealt with via the setting's behaviour policy or the broader child protection procedure, as appropriate. We will also ensure that the needs of children and young people who abuse others will also be considered.

Child sexual exploitation (CSE)

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. This can also be peer on peer. If we are worried about a child being at risk of CSE, we will follow our safeguarding policies and procedures, supporting the child in a sensitive manner.

Female Genital Mutilation (FGM)

It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM. Any information that a girl or young woman is at risk of or has undergone FGM must result in a referral to Children's Social Care.

All staff must be aware of this legal duty, the indicators of FGM and the good practice guidance in the document below. It is now mandatory that staff report any cases of actual or suspected FGM
http://derbyshirescbs.proceduresonline.com/chapters/p_fem_gen_mut.html

If we are worried that a child (or adult) is at risk of FGM or has had FGM, the safeguarding policy and procedures must be followed and the child will be supported in a sensitive manner. The child's family, or those with influence within the community, will not be approached in advance of any enquiries by the police, adult or children's social care.

Mobile phones, camera and use of ICT policy (including other devises that can take or store digital images)

We recognise that this technology is an effective communication tool which we wish to manage effectively and safely. The use of this equipment is restricted to avoid distraction and disruption to the care of children and to minimise the opportunities for any individual or group to put children into potential risk of harm.

If there is misuse or incidents related to information, communication technology (ICT), it must be reported to a manager and the DSL who will take appropriate action to follow the safeguarding procedures, if appropriate. Misuse could be considered as gross misconduct and could therefore result in the requirement for suspension whilst the investigation takes place or even instant dismissal.

There is a clear expectation that the use of personal mobile phones by staff is limited only to allocated lunch and/or breaks and not in the setting with children present.

Personal devises must never be used in the setting by staff to take photos or record/share images of children, in any circumstances.

All mobile phones must be switched off whilst driving with children during a working capacity in order to avoid potential distractions and injury to children, self and others.

We will only take photographs or videos with parental permission using the setting's camera or tablets, and only those which will help us support a child's learning and development or share events. Photographic files will be stored safely and not be kept once the child leaves our care, unless prior agreement is agreed with the parent.

We have registered with the Information Commissioner's Office (ICO) as we store personal data. Our storage of personal and digital information will also meet the requirements of the Data Protection Act (1998) and will be secured at all times through password protections for access and regular virus check updates.

We will make sure that any devices with access to the internet or computer games are suitable for the age of the child who is using the equipment and supervised in their use.

Staff must not accept or request to be friends on social network sites with parents of children that attend the setting or make any contact by their personal phone/devices (unless they already know the parent outside of work). Staff must not share information about the setting or individual children or bring the setting into disrepute (see staff behaviour policy).

If any member of staff feels this policy has been breached, they must report this to a manager immediately.

Appendices

Appendix 1

Notes and Information - that may be useful if referring a safeguarding concern
Further information may be requested by the Starting Point team and in line with the DSCB procedures. (Also see chronology template appendix 5)

1.Name of child	
2 Date of birth of child	
3. Child's address(es)	
4. Name of parent/carer(s)	
5. Phone numbers of parent/carer(s)	
6. What is the concern – include if relevant when and where the incident occurred, who saw or heard what Date of incident	
7. Was the child able to say what had happened? If so, how did they describe it (write down all the conversation - always use their words and no leading questions)	
8. Who else, if anyone, was involved and how?	
9. Were there any obvious signs e.g.	

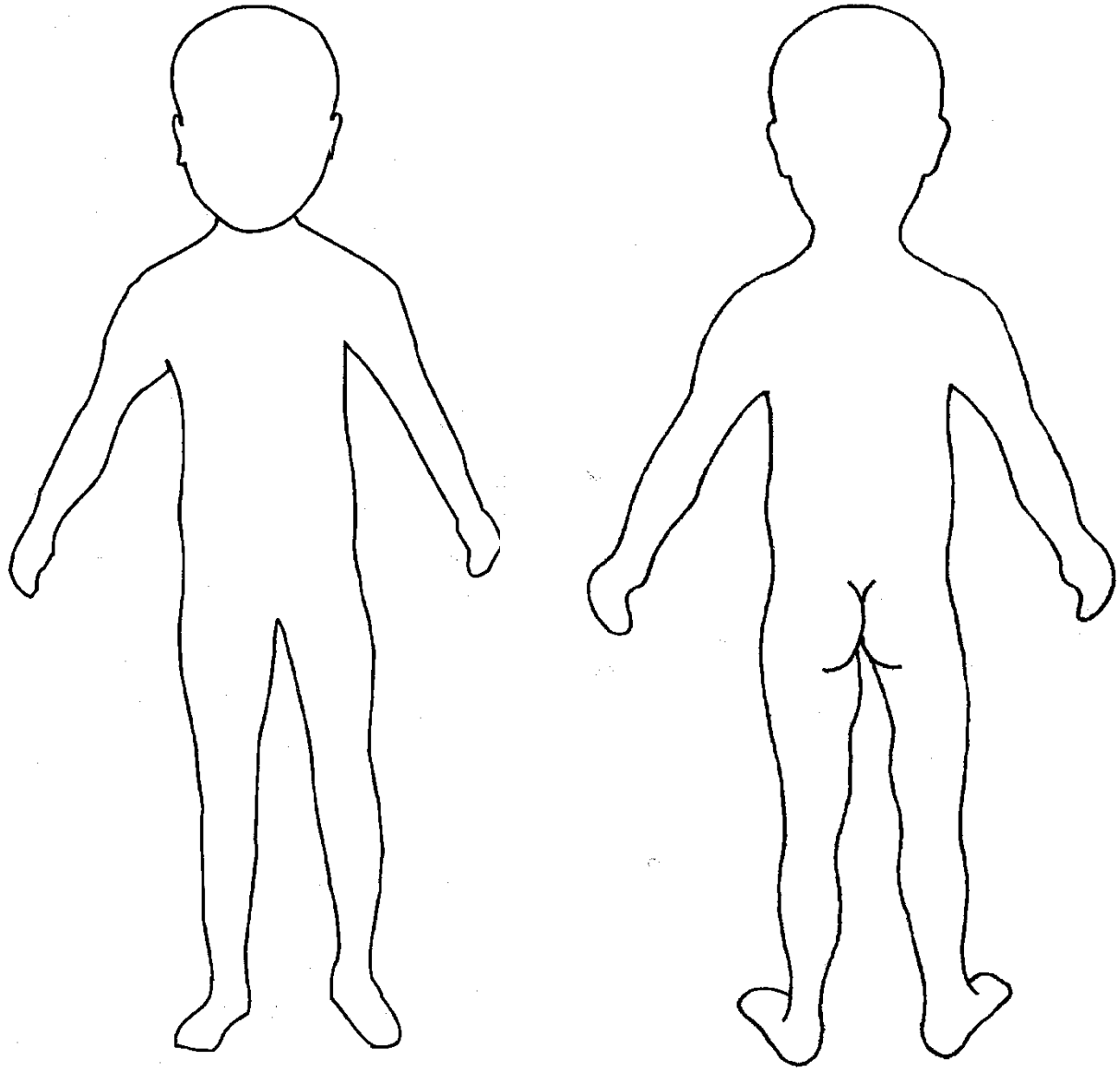
bruising, bleeding, changes of behaviour?	
10. Are the parents/carer aware of the concern/incident and the referral being made to safeguarding?	
11. Are there any concerns about the immediate safety of the child or a reason not to discuss these concerns with the parents?	
12. Actions taken and reasons – including dates and who this was reported to.	
13. Is the child known to any other services? – i.e. child protection plan in place or child in care – if so contact social care	
14. Date reported to starting point and record advice Record on chronology (appendix 5)	

Appendix 2

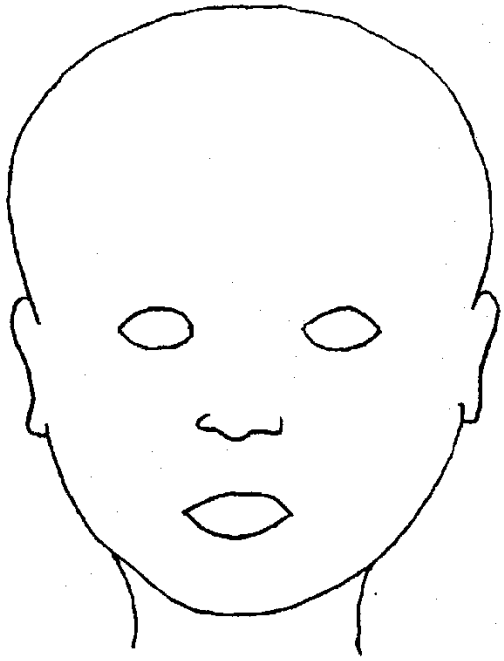
A body map is simply a record of what can be seen and/or what has been said about the injury.

Name of child ……

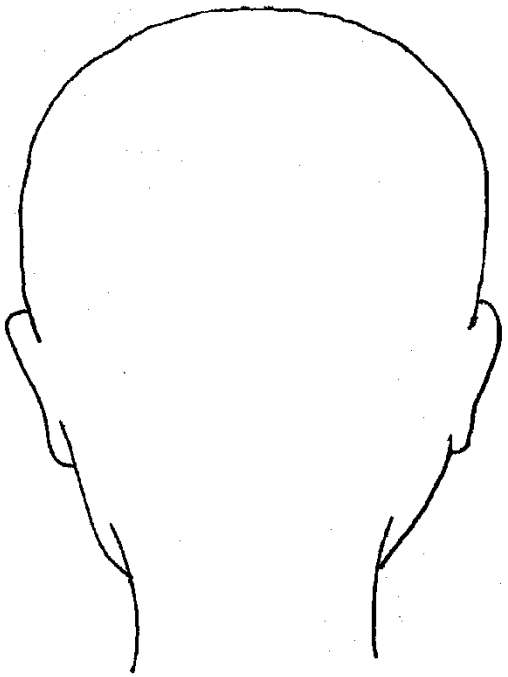
Date and time of observation……



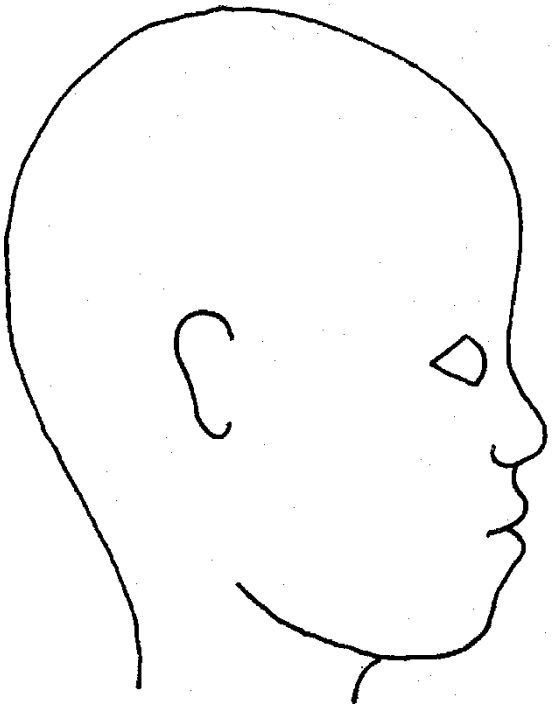
Name of Child: ..... Date of observation: .....



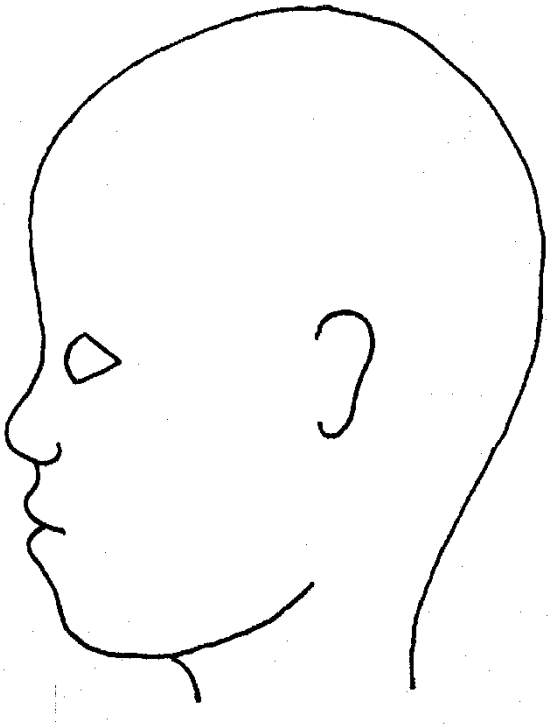
FRONT



BACK



RIGHT



LEFT

Derbyshire Safeguarding Children Board

Appendix 3

Derbyshire LADO Process - Allegations/Concerns against: staff member or persons living on premises where Ofsted registered childcare takes place (non schools)

Assess & ensure the immediate safety of the child/young person

If the Senior Manager/Head teacher/ Principal/Governor is the subject of the concern or connected, identify an alternative

Follow your organisational Child protection procedure to secure this

Notify & consult with a Senior Manager/Headteacher/Principal

If you have a concern/allegation about a member of staff, (volunteer, student etc) manager, owner, director or committee member (childminders - this includes allegation against yourself, an assistant, a family member or anyone living or working on the premises) who have :-

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

Complete a "Derby and Derbyshire LADO Referral Form" & send to Allegations Mailbox for Derbyshire **professionalallegations@derbyshire.gov.uk**
http://derbyshirescbs.proceduresonline.com/docs_library.html

In all cases, the LADO has an advisory role to establish any next steps for regulatory provision, such as Ofsted registered childcare settings

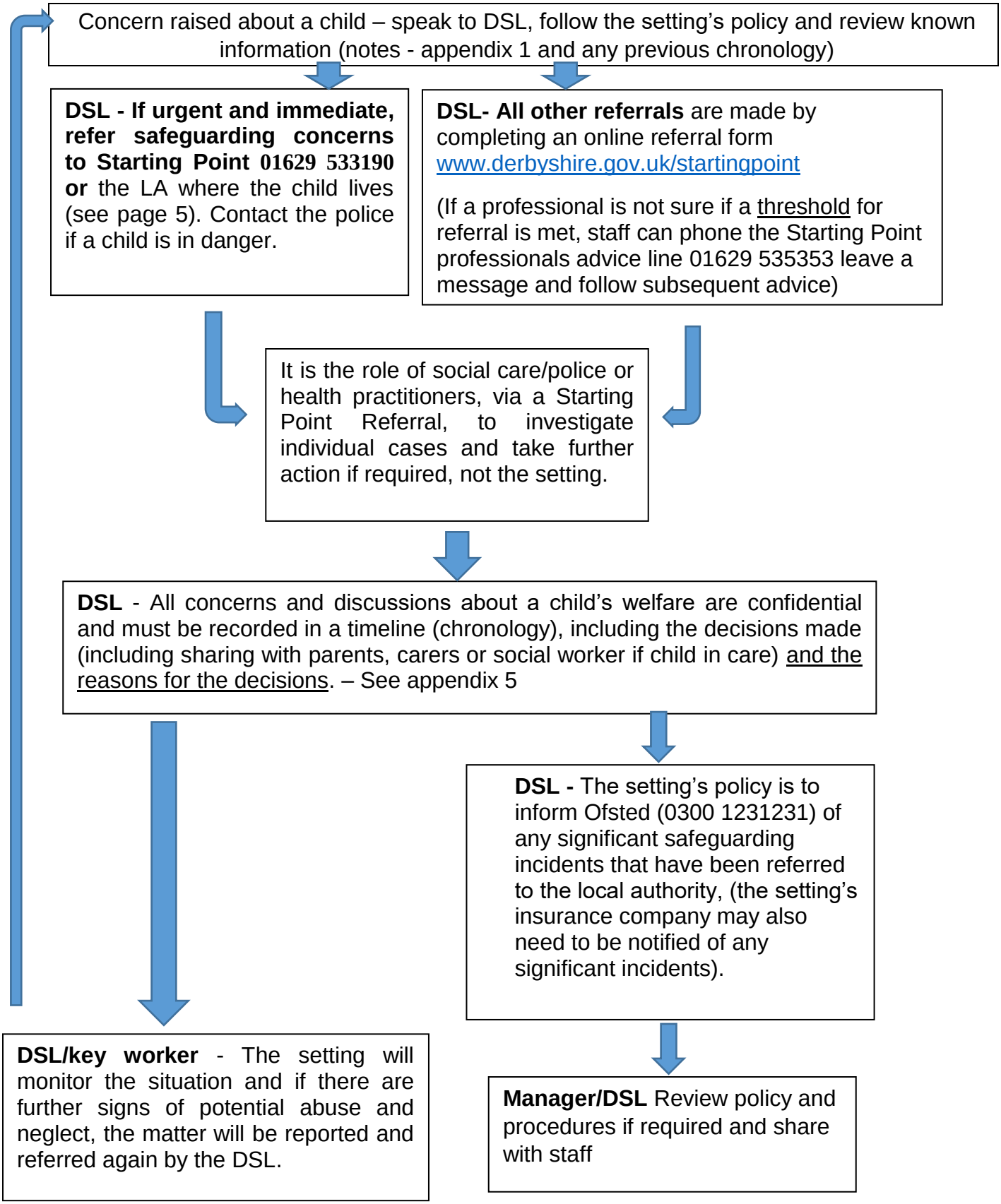
Contact Ofsted to report an allegation/concern has been made

The Local Authority Designated Officer
Assesses whether allegations/concerns meets the criteria and plans a response

A joint child protection & police response may follow

Appendix 4

Derbyshire Early Years (and childcare) settings - non schools
Child protection concern - flow chart



Appendix 5

Chronology of Significant Events/Incidents

(to be placed at the front of the child's child protection records/file)

Child's Name:	**DOB:**
Setting	**School - if school age**

Staff involved with child

Date	**Name**	**Role**

Current Professionals involved with child

Start date of intervent-ion	**Name/contact details**	**Role**
Siblings	**Name**	**Setting/ school**

Current Status :-
(Enhanced Temporary Additional Early Years Support (ETAEYS), Team around the Family (TAF), Special Educational Need and/or Disability (SEND) , Section 17 - Child in Need, Multi Agency Team (MAT), Child Protection (CP) Plan, Looked after Child (LAC) etc)-

Chronology of significant events/incidents

Date(s)	**Incident/event/report relevant to the child's welfare**	**Action/s taken (and by whom)**	**Full record location?**	**Agreed response to child (strategy)**	**Outcome (includes impact)**
08/07/2016	*Emma informs Key worker Joy Watts that mum's new boyfriend shouted & hit her last night, slight red mark on right cheek visible* **EXAMPLE**	*Key worker JW informs DSL Claire Smith 10am JW completes CP report form DSL informs parent by phone & records explanation mum gave*	*Child's CP file*	*DSL - Call to Starting Point – agreed that a Social Worker (SW) to contact parent and visit at home.* *Agreed information shared with school by settings*	*SW speaks to Emma, mark confirmed as likely non accidental injury (NAI) & arranges medical. Emma needs reassurance in settings and school as distressed. Emma may go and stay with auntie.*

Appendix 6

Further information –

- Guidance to help practitioners identify the signs of child abuse, neglect and understand what action to take. https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2 -
- Working together to safeguard children https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
- The Prevent duty https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty
- EYFS statutory requirements: - Statutory framework for the early years foundation stage: setting the standards for learning, development and care for children from birth to five
- Ofsted - inspecting safeguarding in the early years
- https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-yearseducation- and-skills-from-september-2015
- Disqualification - Disqualification under the Childcare Act 2006. Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools.
- Register for updates from the DSCB http://derbyshirescbs.proceduresonline.com/chapters/register_updates.html
- Derbyshire's 'Early Help Offer' requests form www.derbyshire.gov.uk/startingpoint
- Support for families and early help https://www.derbyshire.gov.uk/social_health/children_and_families/support_for_families/default.asp?VD=startingpoint
- FGM - http://derbyshirescbs.proceduresonline.com/chapters/p_fem_gen_mut.html
- Keeping Children Safe in Education – Derbyshire Schools Net - guidance and thresholds https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/keeping-children-safe-in-education.aspx
- Information sharing and the Data Protection Act 1998 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf
- Registering with the Information Commissioner's Office https://ico.org.uk/