At 2 Little Birds DTR Limited and Hutton Preschool Limited we are committed to ensuring the safety and wellbeing of all the children in our care and we expect all staff and volunteers to have the same commitment. We have several policies and procedures in place that contribute to our safeguarding commitment. These policies can be viewed on our website or in hard copy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

We support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding officers are listed below our Business Manager, Donna Tomlinson has responsibility for the safeguarding policy.

DSO/DDSO

Tracy Rowe

Paige Wood

Kerry Jordan

Amy Howard

**Photographs and Videos**

Whilst lots of parents and carers really enjoy seeing photos and videos of their children’s daily routine during their time with us, we are very mindful of our duty of care towards all our children. We take the issue of safeguarding very seriously and this includes the use of photographic and video images.

Any photographs or videos taken by parents, carers and relatives at events held at 2 Little Birds DTR Limited / Hutton Preschool Limited (sports day, productions, celebrations etc.) are for the enjoyment of individual families. They must not be used in any way that could potentially place a child at risk. This would include publishing images in any form of print or on the internet including social networking sites. This is emphasised before events and where practical a record of parents and relatives taking photographs or videos is made.

We understand that in exceptional circumstances a parent or carer may not wish their child to be photographed or videoed in this way. If this is the case, then please contact the Business Manage to discuss how this can be best achieved.

Occasionally, the local press will be invited to take photographs of events and special achievements. We also like to use photographs of our children on our website or on our Facebook page, Twitter feed and various other social platforms, in documents, for parent information meetings, newsletters and on our displays. If you do not wish photographs of your child to be used for these purposes, then please contact the Business manager. For more information, the safeguarding policy gives a full and thorough explanation of this.