



Maiden Newton Childcare Provision

1.2 Safeguarding Children, Child Protection Policy and Procedure.

Policy statement

Maiden Newton Childcare Provision works with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults.

Safeguarding means protecting people's health and well-being, their human rights and enabling them to live without harm, abuse or neglect. Keeping children safe covers many different areas, such as being safe from harm by ensuring risk assessments are carried out and followed, keeping children safe from bullying, and safe from discrimination and prejudice.

Procedures

Key commitment 1

We at MNCP are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery. They should be protected from harm and abuse and also from the fear of being abused.

- Our Designated Person who coordinates child, young person and vulnerable adult protection issues is:
 - Jackie Young

 - Our Safeguarding Officer on the Committee is the Chair
Theresa Critchell
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- When the setting is open but the Designated Person is not on site, a suitably trained Deputy is available at all times for staff to discuss Safeguarding concerns.

 - Our Designated Deputies are
 - Rachel Hewitt and Hannah Simpson
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- The Designated Person, the suitably trained Deputy and the Designated Officer ensure they have relevant links with statutory and voluntary organisations with regard to Safeguarding.
- The Designated Person understands LSCB Safeguarding Procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of Safeguarding at least annually.
- MNCP ensure all staff are trained to understand and follow our Safeguarding Policies and procedures. Parents and carers are also made aware, and informed of how they can access these documents. Staff sign the policy to ensure they have read and fully understood. All staff are given a copy of the Safeguarding Policy.
 - All staff and students have an up-to-date knowledge of Safeguarding issues. Staff are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure Safeguarding and Child Protection concerns are reported to the Local Authority Children's Social Care Team MASH. All staff members receive updates on Safeguarding at least annually.
- All staff are aware that they are responsible for the safety of the children in our care. If they should see something that is not right, bullying, violence, abuse, inappropriate touching, then they should put a swift end to the abuse ; by either removing the child from the situation or removing the suspected abuser then Staff should report their concerns immediately to Jackie Young or Theresa Critchell. All staff are aware of the need for confidentiality from this point.
- MNCP will take appropriate action in relation to the findings of any investigation into allegations of abuse.
- All staff are confident to ask questions in relation to any Safeguarding concerns and know not to just take things at face value but can be respectfully sceptical. It is everyone's duty to be inquisitive and ask questions. We are all responsible for safeguarding the children.
- All staff understand the principles of early help (as defined in Working Together to Safeguard Children, 2018) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about you and your child with other agencies.
- All staff understand how to escalate their concerns in the event that they feel either the Local Authority and/or MNCP has not acted adequately to safeguard the child or adult.
- All staff understand what MNCP expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of mobile phones), whistle blowing and dignity at work.

Positive Behaviour

All staff are representing MNPC. While at work and in the community they are to be professional. They are role models for the children in our care, so the way they behave with the children, colleagues, visitors, parents and committee members needs to be professional and courteous.

On line safety and mobile phones (policy 1.6)

The laptops in the settings are always used under close supervision of staff, ensuring the work/ websites the children are accessing are appropriate. Children do not bring in their own tablets or mobile phones, if they do the device will be locked in a safe place until they are collected by a parent or carer.

Staff must be aware that the comments they make on social media sites need to be impartial and professional. Staff, parents and visitors will not use their phones in either of the playrooms. The settings have a mobile phone for the use of making and receiving calls.

- Children have a Key Person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children, adults and the environment (policy 7.1 and BB Behaviour Agreement).
- Adequate and appropriate staffing at least (1:4 for 2 year olds) (3 year + with EYP 1:13) (3 years + without EYP 1:8), and resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff, committee and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.
- Enhanced criminal records and barred lists checks are carried out on all staff, committee and volunteers.
- Volunteers must:
 - Be aged 17 or over;
 - Be considered competent and responsible
 - Receive a robust induction and regular supervisory meetings;
 - Be familiar with all the settings policies and procedures;
 - Be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:

- The criminal records disclosure reference number;
 - Certificate of good conduct or equivalent where a UK DBS check is not appropriate;
 - The date the disclosure was obtained; and
 - Details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us). They are asked officially annually as part of their appraisal.
 - All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
 - We notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
 - Procedures are in place to record the details of visitors to the setting. All visitors write who they are, the purpose of their visit and the times of entering and leaving the setting in the designated visitors book.
 - Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
 - Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
 - Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
 - The Designated Person in the setting has responsibility for ensuring that there is an adequate online safety policy in place (policy 1.6)
 - We keep a written record of all complaints and concerns including details of how they were responded to in the summary log.
 - We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our Health and Safety policy. (policy 8.1)
 - The Designated Officer will support the Designated Person to undertake their role adequately and offer advice, guidance, supervision and support.
 - The Designated Person will inform the Designated Officer at the first opportunity of every significant Safeguarding concern, however this should not delay any referrals being made to children's social care, LADO, Ofsted or RIDDOR.

Key Commitment 2

MNCP are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2018) and the Care Act 2014.

Responding to suspicions of abuse

1. If staff see something that concerns them. They will be inquisitive, ask what is going on.
 2. If they are still concerned, they will report it to the settings DSP, DO or Deputy. Who will discuss with MASH, or LADO.
 3. The DSP will act on advice from MASH or LADO.
 4. Staff will write up an incident report on the day of the incident, before leaving the setting. Which will be kept in the child's file.
- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
 - We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to the child, young person or vulnerable adult protection.
 - When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - Significant changes in their behaviour;
 - Deterioration in their general well-being;
 - Their comments which may give cause for concern, or the things they say (direct or indirect)
 - Disclosure
 - Changes in their appearance, their behaviour, or their play;
 - Unexplained bruising, marks or signs of possible abuse or neglect;
 - Any reason to suspect neglect or abuse outside the setting.
 - We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social exclusion, domestic violence, radicalisation, mental or physical illness and parents learning disability.

CCTV

In the interest of Safeguarding children, staff members, parents and our property, we have installed CCTV throughout the property and grounds. The recordings will only be viewed in the event of an incident or occasionally as a teaching tool to aid good practice.

County Lines

- We are aware that families and young children are at risk from drug distribution gangs or individuals. Children / vulnerable people and missing children are more easily manipulated and controlled to carry, move and sell drugs. Gangs can use violence, bondage, grooming and take advantage of peoples situations like debt to manipulate them into drug distribution.
- We are aware that a child's vulnerability is potentially higher when they are privately fostered and we inform our Local Authority Children Social Care Team when we know that a child is being cared for under a private fostering arrangement.
- We are prepared to take action if we have concerns about the welfare of a child who fails to arrive at a session when expected. The Designated Person will take immediate action to contact the child's parent to seek an explanation for the child's absence and be assured that the child is safe and well. If no contact is made with the child's parents and the Designated Person has reason to believe that the child is at risk of significant harm, the relevant professionals are contacted immediately and LSCB procedures are followed. If the child has current involvement with Social Care the Social Worker is notified on the day of the unexplained absence.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.

Child sexual exploitation

Child sexual exploitation is a form of child 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 or 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.

Female Genital Mutilation

It is essential we are aware of FGM practices and procedures that internally alter/ injure the female genital organs for non medical purposes along with the signs and symptoms and indication factors.

Indicators of FGM

Child's family talking about getting ready for a special ceremony.

Family talking about a long trip abroad or prolonged absence from the setting.

Behaviour changes on return from holiday.

Knowledge that sibling has undergone FGM

Child talks about cut or ready for marriage.

Bladder or menstrual problems

Repeated urinary tract problems.

Disclosure.

- We are aware of the mandatory duty that applies to report cases of Female Genital Mutilation to the Police.

Fabricated illness

Fabricated or induced illness (FII) is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child.

We should also look out for one or more of the following warning signs:

- symptoms only appear when the parent or carer is present
- the only person claiming to notice symptoms is the parent or carer
- the affected child has an inexplicably poor response to medication or other treatment
- if one particular health problem is resolved, the parent or carer may then begin reporting a new set of symptoms
- the child's alleged symptoms do not seem plausible – for example, a child who has supposedly lost a lot of blood but does not become unwell
- the parent or carer has a history of frequently changing GPs or visiting different hospitals for treatment, particularly if their views about the child's treatment are challenged by medical staff
- the child's daily activities are being limited far beyond what you would usually expect as a result of having a certain condition – for example, they never go to school or have to wear leg braces even though they can walk properly
- The parent or carer has good medical knowledge or a medical background
- The parent or carer does not seem too worried about the child's health, despite being very attentive
- The parent or carer develops close and friendly relationships with healthcare staff, but may become abusive or argumentative if their own views about what's wrong with the child are challenged
- One parent (commonly the father) has little or no involvement in the care of the child
- The parent or carer encourages medical staff to perform often painful tests and procedures on the child (tests that most parents would only agree to if they were persuaded that it was absolutely necessary)

Prevent Duty

Under section 28 of the Counter Terrorism Act 2015, we have a due regard to prevent people from being drawn into terrorism.

- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales

published by the Home Office and LSCB procedures on responding to radicalisation which all staff take training on.

- The Designated Person completes online Channel training, online Prevent training and attends local WRAP training where available to ensure they are familiar with the local protocol and procedures for responding to concerns about radicalisation.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting Child Protection Concerns and follow the LSCB procedures.
- Where such evidence is apparent, the child's Key Person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the Designated Person. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the Designated Person in relation to whether to make a Safeguarding referral they must follow escalation procedures.
- We refer concerns to the Local Authority Children's Social Care Team and co-operate fully in any subsequent investigation. NB In some cases this may mean the Police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.
- Staff members are aware that adults can also be vulnerable and know how to refer adults who are in need of Community Care Services.
- **Prevent Officer PC Gary Thorpe 01202 229336 email: gary-thorpe@dorset.pnn.police.uk.**
- The DFE has a dedicated telephone helpline (020 7340 7264) staff and committee are able to raise concerns relating to extremism directly. Concerns can also be raised by email: counter.extremism@education.gsi.gov.uk. this service is not for an emergency situation where a child is at immediate risk of harm or to report a security incident.

Whistle blowing

1. If staff have a concern about another member of staff behaviour they firstly take it to the Designated Person or the Designated Officer who will contact LADO, (Local Authority Designated Officer) **Partick Crawford** (01305 221122). We will be guided by LADO.
2. Ofsted will be informed of any allegations against staff, student or volunteer or any abuse that is alleged to take place on the premises or during a visit or outing.
3. Records of all related incidents, including what was said and by whom with a date and time will be kept on file.
4. Any witnesses will write a report, detailing what they have witnessed, where and when it was witnessed; including the date and time, before they leave the setting.
5. If it is a complaint it will be logged in the summary log.

Allegations against staff

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse. This can be found in the settings prospectus.
- We respond to any inappropriate behaviour displayed by members of staff, volunteers or Committee members which includes:
 - Inappropriate sexual comments;
 - Excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting has abused a child.
- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response.
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice: Patrick Crawford 01305 221122
- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by Children's Social Care in conjunction with the Police.
- Where the Committee and Children's Social Care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of

admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

Disciplinary Action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the Safeguarding of Children or Vulnerable Adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

Recording Suspicions of Abuse and Disclosures

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
 1. Listens to the child, offers reassurance and gives assurance that she or he will take action;
 2. Does not question the child, although it is OK to ask questions for the purposes of clarification;
 3. Makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
 4. The parent is informed unless by talking to the parent , puts the child in future danger.
 5. The DSP is informed immediately and they ring DO and MASH or LADO and act on their advice.
 6. The records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.

Making a referral to the Local Authority Children's Social Care Team

MASH MASH@dorsetcc.gcsx.gov.uk

or call 01202 228866

LADO Patrick Crawford 01305 221122

- We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board, which we follow.

Escalation process

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process.
- We will ensure that staff members are aware of how to escalate concerns.

Informing Parents

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk, or interfere with the course of a police investigation. Advice will be sought from Social Care if necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to Social Care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a Police response) the Designated Person should seek advice from Children's Social Care, about whether or not to advise parents beforehand, and should record and follow the advice given.

Liaison with Other Agencies.....

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available on the reception table for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the Local Authority regarding Child Protection issues, including maintaining a list of names, addresses and telephone numbers of Social Workers, to ensure that it is easy, in any emergency, for the setting and Children's Social Care to work well together.
- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

Key Commitment 3

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

Training

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the Local Authority guidelines for making

referrals.

- Designated Persons receive appropriate training, as recommended by the Local Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on Safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

Planning

- The layout of the rooms allows for constant supervision :
- No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Confidentiality

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board. Staff are not to discuss the incident with each other or anyone besides the settings Designated Person, Jackie Young,
- The Designated Officer, Theresa Critchell or the Deputy Designated People Rachel and Hannah.

Support to Families

- We believe in building trusting and supportive relationships with families, staff and volunteers.

- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the Local Children's Social Care Team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's Social Workers in relation to the settings designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Local Safeguarding Children Board.

Legal framework

Primary legislation

- Children Act (1989 s47)
- Protection of Children Act (1999)
- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

Secondary legislation

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- General Data Protection Regulations (GDPR) (2018)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

Further guidance

- Working Together to Safeguard Children (HMG, 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)

- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015)
- Disclosure and Barring Service: www.gov.uk/disclosure-barring-service-check
- Revised Prevent Duty Guidance for England and Wales (HMG, 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)

This policy was adopted by	Maiden Newton Childcare Provision	<i>MNCP</i>
On		16.09.2019
Date to be reviewed		(date)
Signed on behalf of the provider		

Name of signatory. Theresa Critchell.

Role of signatory (e.g. chair, director or owner)

Chairperson

Other useful Pre-School Learning Alliance publications

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)
- The New Early Years Employee Handbook (2016)
- People Management in the Early Years (2016)

A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.

Please sign to say you have read and understood this policy

Jackie

Hannah

Rachel

Liz

Nikki

Sarah

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