

## SAFEGUARDING POLICY - CHILDMINDER

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### Safeguarding Children Policy

At Little Lizzies the lead safeguarding practitioner is Lorna Ford, although David Ford has also undergone the necessary Safeguarding training.

#### Aim

Our first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to the relevant bodies, following **the Local Safeguarding Children Board (LSCB)** procedures. The name of our LSCB is **Suffolk Safeguarding Children Board** and the LSCB procedures can be found on their website at <http://www.suffolkscb.org.uk/>.

The **LSCB** contact details are: **Floor 3, Gold Block, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX, Tel: 01473 265359, email: lscbcommunication@suffolk.gov.uk.**

We understand that child abuse can be physical, sexual, emotional, neglect, domestic, or a mixture of these, and we are aware of the signs and symptoms of these. (Further information can be found on the NSPCC website at:

<https://www.nspcc.org.uk/search/?query=signs+%26+symptoms+of+abuse>

#### The Prevent Duty

We are aware that we must have due regard to the need to prevent people being drawn into radicalisation by promoting inclusion and Fundamental British Values at the setting. This is referred to in the Prevent Duty. This is implemented at Little Lizzies through the EYFS so that children are taught a broad and balanced curriculum to ensure they 'understand the world' and are taught about 'similarities and differences between themselves and others, among families, communities and traditions'.

([www.foundationyears.org.uk/2015/fundamental-british-values-in-the-early-years](http://www.foundationyears.org.uk/2015/fundamental-british-values-in-the-early-years))

We are also aware of the signs and indicators of extremism or radicalisation. If we had any concerns we may contact the following agencies/organisations for advice or reporting of concerns:

- **The Prevent Officer** in our local area via the **Suffolk Safeguarding Children Board (phone number 0808 800 4005)**
- For non-urgent Prevent referrals complete a '**Vulnerable to Radicalisation form (VTR)** available on the **Suffolk Safeguarding Children Board** website at: <http://www.suffolkscb.org.uk/safeguarding-topics/preventradicalisation/>
- **Suffolk Constabulary Prevent Team (Phone number:101)**

We are aware of the **Department for Education** telephone helpline (**020 7340 7264**) to enable childminder/s to raise concerns relating to extremism directly. Concerns can also be raised by email to [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)

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We must notify **Ofsted** of any allegations of abuse that are alleged to have taken place while the child is in our care, including any allegations against us, or any members of our family, or other adults or children in our home who have had contact with minded children. **(Ofsted Phone number: 0161 618 8524 or notification form available online at: [https://ofstedonline.ofsted.gov.uk/outreach/Ofsted\\_Statutory\\_Notification.ofml](https://ofstedonline.ofsted.gov.uk/outreach/Ofsted_Statutory_Notification.ofml))**

We must also ensure that no individual who is unsuitable to work with children has unsupervised access to a child in my care. We have read and understand the safeguarding and welfare requirements of EYFS. We have also read the national statutory guidance document **Working Together to Safeguard Children 2015** and **What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015**. We have also read and understand the Ofsted safeguarding guidance – **Inspecting Safeguarding in Early Years, Education and Skills settings**.

### Procedure

We keep up to date with child protection issues and relevant legislation by taking regular training courses. The date of our last training was 23 June 2018 and by reading relevant publications such as Early Year's Educator and Childcare Professional.

We follow the procedures outlined in our Data Protection Policy. We aim to share all information with parents but in some instances (where we are worried about a child's wellbeing) we may have to refer concerns without discussing this with you.

We work together with parents to make sure the care of their child is consistent – please refer to our Working with Parents policy.

Children will only be released from our care to the parent/carer or to someone named and authorised by them. A password agreed between us might be used to confirm identity if the person collecting the child is not previously known to us. Children will not be released into the care of anyone that we have reason to believe is under the influence of drugs or alcohol.

Parents must notify us of any concerns they have about their child, and any accidents, incidents or injuries affecting the child, which we will record and ask parents to sign.

Unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent if we notice:

- significant changes in children's behaviour;
- deterioration in children's general well-being;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's or parents' comments which give cause for concern, including expressing extremist views;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or inappropriate behaviour displayed by other members of staff, or any

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person working with children. For example; inappropriate sexual comments, excessive one-to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.

We will ensure we have at least three relevant contacts for the child (including those with parental responsibility), so that we have alternative contact details in the case of unexpected absences.

### Missing child/young person

Where the child fails to attend the setting unexpectedly, we would take all necessary action to attempt to contact their parents. If contact cannot be made after three days, we will visit the home of the child where it is safe for us to do so. Any unexpected absence will be reported to the Police, or other safeguarding agency according to individual circumstances.

- **Children and Young People's services: Customer First: 0808 800 4005**
- **Out of hours Duty Service: 0800 800 4005**
- **Suffolk Police Force Operating Room: 01473 613505**

### Recording and reporting of safeguarding concerns

We recognise the additional barriers that exist when recognising the signs of abuse and neglect of children who have special educational needs and/or disabilities.

If a child tells me that they or another child is being abused, we will:

- Show that we have heard what they are saying, and that we take their allegations seriously.
- Encourage the child to talk, but we will not prompt them or ask them leading questions. We will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- Record what we have been told using exact words where possible.
- Make a note of the date, time, place and people who were present at the discussion.

### Next step:

We will seek advice from the Suffolk **Multi Agency Safeguarding Hub (MASH)** on the next steps to be taken or appropriateness of approaching a child's parents about a safeguarding concern. (**MASH: Consultation Line 0345 6061499**).

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If we have an immediate safeguarding concern we will call the local social services' duty desk (**Customer First-Tel: 0808 800 4005**) for advice and an assessment of the situation. We will follow up this phone referral by completing a **Multi-Agency Referral Form (MARF)** within 24 hours. We will record the concern and all contact with Children's Services thereafter. (**MARF- available at LSCB website: [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)**)

Where a child and family have an allocated social worker we will contact the named social worker directly to discuss any concerns.

In the event of an emergency we will telephone the **Police (999)** and follow the advice and guidance given to us to ensure the safety and well-being of all persons on the premises.

### **Allegations of abuse against us, any member of our family or any other adult or child at the setting**

If an allegation is made against us, any member of our family; or any other adult or child in our setting we will report it to **Ofsted (General enquiries- Tel: 0300 123 1231)** and the **Local Authority Designated Officer (LADO)** or team of officers, following the Local Safeguarding Children Board procedures. (**LADOCentral@suffolk.gcsx.gov.uk, Tel:0300 123 2044**).

I will also contact **PACEY's Helpline** on **0300 003 0005** for advice and support.

In all instances we will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- details of any explanations from the parents
- any action taken such as speaking to parents.

### **Parents:**

In the event of an allegation or complaint regarding safeguarding against a childminder, parents may contact:

- **Local Authority Designated Officer at: [LADOCentral@suffolk.gcsx.gov.uk](mailto:LADOCentral@suffolk.gcsx.gov.uk), Tel:0300 123 2044.**
- **Ofsted: Applications, Regulatory and Contact (ARC) Team, Piccadilly Gate, Store Street, Manchester, M1 2WD, Tel: 0300 123 1231, Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)**

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**It is not our responsibility to attempt to investigate the situation ourselves.**

### **The use of mobile phones and cameras**

We understand that mobile phones are an everyday part of life for parents and childminders and with that in mind have laid out procedure for their use:

- We will ensure our work mobile phone is fully charged and with us at all times in case of emergencies.
- We have the facility to take photographs on both our work mobile phone and camera and will seek your permission to take any photographs of your child to record activities and share their progress with you.
- Any photographs taken will be subject to the conditions set out in our Mobile Phones and Camera policy and Data Protection Policy.
- We will not publish any photographs of your child on any social networking sites or share with any other person without your permission.

We request that you do not use your mobile phone whilst dropping off and collecting your child/children.

Any visitors to the setting will also be asked to hand in their mobile phone for safe storage during their visit.

If your child has a mobile phone, games console etc with camera facilities that they wish to bring into the setting please let us know. This is so that we can work together for the safety of all children in attendance and ensure appropriate access to material when using the internet.

In order to comply with the Data Protection Act 1998 Lorna Ford is registered with the Information Commissioner's Office as a data controller to allow us to store digital images on an SD card device/computer.

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Childminder's name	Lorna Ford
Childminder's signature	
Date	18-6-18
Childminder's name	David Ford
Childminder's signature	
Date	18-6-18

Date policy was written	June 2018
This policy is due for review on the following date	June 2019

This policy supports the following safeguarding and welfare requirements:

**England**

Meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

**Child Protection**

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