

Safeguarding Children Policy

My responsibility as a childminder/DSL designated lead for safeguarding, is to ensure the safety and welfare of all the children in my care in line with the procedures laid out by my local Safeguarding Children's Board. If I suspect or believe a child is suffering or is likely to suffer [Significant Harm](#), including any form of mistreatment I will contact Children's Social Care's Advice, Contact & Assessment Service using the contact details below:

FrontDoorForFamilies (FDFF)	Tel:	(01273) 290400
C/O Whitehawk Community Hub and Library		
179A Whitehawk Road	E-mail:	FrontDoorForFamilies@brighton-hove.gcsx.gov.uk (FDFF)
Brighton		
BN2 5FL		

(The Safeguarding Children Board is responsible for producing Safeguarding Children Procedures based on national guidelines set out in Working Together to Safeguard Children (Dept. of Education & Skills). It monitors the effectiveness of the Procedures systematically and amends them as it becomes necessary.)

I have attended training sessions on Safeguarding Children (Child Protection) every 3 years and am aware of the signs and symptoms of child abuse, physical, emotional and sexual, and those of neglect. (Everyone living in my house over the age of 16 years old has a CRB/DBS check.)

Possible signs of abuse and neglect are:

Significant changes in children's behaviour
Deterioration in children's general well being
Unexplained bruising, marks and signs of possible abuse or neglect
Children's comments which give cause for concern
Any reasons to suspect neglect or abuse outside of the setting, for example in the child's home
That a girl may have been subjected to (or at risk of) female genital mutilation FGM (I have had training about FGM) I am aware that Female Genital Mutilation is illegal in this country and in the course of my professional duties, I am required to report this to the police.
Inappropriate behaviour displayed by any other person working with the children eg if noticed whilst I am collecting a child from nursery/school which may include hearing inappropriate sexual comments; excessive one to one attention beyond the requirements of that persons usual role and responsibilities etc.
Sexual exploitation – if this was mentioned by a child
Non mobile baby protocol any marks or bruises on a non mobile baby or child which experts say are unlikely to be accidental.

Others concerns:

Domestic abuse, private fostering, fabricated or induced illness, gender based violence, faith based abuse/spirit possession, child trafficking/slavery, gang and youth violence, forced marriage, ritual abuse, honour based violence, hate crimes, breast ironing and sexting.

"If providers have concerns about a children's safety or welfare, they must notify agencies with statutory responsibilities without delay. This means the local children's social care services, and in emergencies, the police".

Childminders have a duty under the Children's Act to refer any concerns they may have about the welfare of a child in their care.

If I have reason to believe that any child in my care is being abused in any way I will report the matter to Front Door For Families FDFE, Child protection Team. Under these circumstances I will not be able to keep information relating to your child confidential, but will need to share it with Ofsted, Social Services and the Police if requested. Any concerns that I have about a child's health development or welfare, will be referred following the Pan Sussex Safeguarding Children Procedures and a referral will be made to Children's Social Services via FrontDoorForFamilies or FDFE. FDFE is a service made up of professionals with different areas of expertise who work together to assess, decide and coordinate how best to support children, young people and their families where there are concerns. The FDFE includes:

Referral Officers' who receive you calls, accept e-mails and on line notifications and can provide information, advice and guidance.

Social Workers who assess the needs or concerns raised about a child or young person.

Police Officers who assess information and notifications about children and young people coming to the attention of the police.

Health Visitors who advise on the developmental needs of children with additional needs that are referred to the FDFE to ensure they receive the most appropriate support.

Education Safeguarding Officers advise schools where there are safeguarding needs identified for a child.

Family Coaches – triage contacts that meet the threshold for targeted Early Help and Parenting Support and will assist partner agencies in setting up Team around the Family meetings and plans.

Family Information Service provides information and advice, through their on line directory and Family Support Officers about access to childcare, access to support services and access to employment.

A copy of my Complaints policy/procedure is given to all parents/carers of the children attending my setting. I will investigate all complaints and notify the complainant of the outcomes within 28 days. I will keep a written record of all complaints received and their outcome for at least 3 years. If the complaint cannot be resolved or is of a serious nature and cannot be discussed directly with the childminder, it can be referred direct to the Local Authority Designated Area LADO – contact details on the following page. Should I need to notify LADO of an allegation, it will be done within 14 days as it is an offence to not do so.

At my setting, I promote the Fundamental British Values by being a good role model and promoting mutual respect and tolerance of different faiths and beliefs, free thinking, freedom to express yourself, playing and exploring in your own way, listening to and respecting each other, manners and turn taking and sharing etc. These fall under the following areas:

Democracy

Rule of law

Individual liberty

Mutual respect and tolerance of those with different faiths and beliefs.

As a childminder I take lead responsibility for safeguarding children in the setting and am responsible for liaising with my local statutory children's services agency, and the LSCB. I am the Child Protection Lead within my setting. I have a regard to the Governments Statutory guidance 'Working Together to Safeguard Children'. This publication, as well as other local information and out of hours telephone numbers, is available on the Brighton and Hove LSCB website.

Safeguarding enquiries and referrals should go to the Front Door For Families at FrontDoorForFamilies@brighton-hove.gcsz.gov.uk telephone 01273 290400.

I also ensure that I am fully aware of the signs of possible abuse and neglect and notice these at the earliest opportunity, and respond in a timely and appropriate way. These may include:

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 comments which give cause for concern.
Any reasons to suspect neglect or abuse outside of my setting eg in the child's home.

I will inform Ofsted and FDFP of any allegations of serious harm or abuse made against myself or by any person living or working at my premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). I will also notify Ofsted and FDFP of the action taken in respect of the allegations.

If a child makes a disclosure to me about their family members or if an allegation is made against myself, a visitor, another child etc, I will:

Listen (without interrupting or asking questions), Record (as quickly as possible so my record keeping is accurate), Report (to Ofsted and my LSCB immediately) and Follow-up (as appropriate)

“Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must notify Ofsted of the action taken in respect of the allegation. These notifications must be made as soon as it is reasonably practicable, but at least within 14 days of the allegations being made. A registered provider who, without reasonable excuse, fails to comply with this requirement, commits an offence.

These notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

Important contact numbers:

The address for FDFP is :

c/o Whitehawk Community Hub and Library
179A Whitehawk Road
Brighton
BN2 5FL

Tel 01273 290400

Email: FrontDoorForFamilies@brighton-hove.gcsx.gov.uk

Ofsted: 0300 123 4666

Ofsted
Piccadilly Gate
Store Street
Manchester
M1 2WD

Emergency/Out of Hours

To contact Children's Service outside normal working hours, call 01273 335905/06.

If a child is in immediate danger or left alone, you should contact the police or call an Ambulance (Call 999).

The police operator will need to take your name, address and details of what has happened. This will take time, but it is important to get all of the information from you so that we can send the appropriate resources to you if necessary.

Department of Education helpline for referrals, concerns relating to Prevent Duty 020 7340 7264/email counter.extremism@education.gsi.gov.uk

Designated Professionals Brighton & Hove

Designated Doctor Safeguarding Children: 01273 265788

Designated Nurse Safeguarding Children: 01273 574680 / 07770381421

Brighton & Hove Police Child Protection Team: 101 (and ask for Brighton CPT)

Local Authority Designated Officer (LADO)

If an allegation is made against the childminder, a member of the childminders household, a co-childminder or a self-employed assistant, you can liaise with whoever is investigating the allegation. This would usually be the Local Authority Designated Officer LADO listed below:

call 01273 295643 or email

darrel.clews@brighton-hove.gcsx.gov.uk

LSCB Threshold of need

Local Safeguarding Children's Board 01273 290400 for making a referral etc

Should I have any concerns about child's development etc, after discussion with the parents/carers, child/young person, a early help assessment can be requested, to get any additional help that may be required eg speech therapy etc.

FrontDoorForFamilies FDFFF tel 01273 290400

FDFFF offers 3 services to the childminder:

Information and signposting to services

Advice

Finding appropriate services and professionals in the city to provide interventions for the child, young person or family.

The aim of FDFFF Assessment is to identify at the earliest opportunity, a child or young person and family's additional needs which are not being met by current services and to provide timely and co-ordinated support to those needs. Early Help Assessment can only be undertaken with informed and explicit consent from the child/young person and/or their parents/carers.

Whilst your child is in my care I will utilise digital cameras and mobile technology which includes, but is not limited to, mobile phones, tablet devices and other forms of electronic storage, these devices

will be used to store digital photographs and other electronic data, whilst using these devices within and outside of my setting I will follow these guidelines:

I will seek your permission to allow a camera, mobile phone or other digital device to take and store photographs for record keeping or display purposes. Written permission is then kept on file.

If using a camera, mobile phone or other digital device to take photographs of your child, the photographs will be uploaded to my lap top for use in the children's daily journals and WOW folders for daily diaries, observations.

I will not distribute or publish any images of your child without your consent.

I will always be able to justify to Ofsted the reason for taking the photographs.

I am registered with the Information Commissioners Office - the Data Protection Act and have a GDPR policy in place and will follow the GDPR regulations May 2018.

I am aware that I am to have a due regard (from 1 July 2015) to promote British Values and to the need to prevent people from being drawn into terrorism (THE PREVENT DUTY 2015). I will follow the current guidance provided and I am currently awaiting documentation as to how this should be undertaken, within the EYFS framework. Once received, I will follow this guidance also. The Prevent Duty 2015 details can be found at <https://www.gov.uk/government/publications/prevent-duty-guidance> and you can find departmental advice here: <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>. Any concerns will be reported to the local areas prevent officer, and LSCB.

Prevent Officer – Front Door For Families: 01273 290400 or email FrontDoorForFamilies@brighton-hove.gcsx.gov.uk during working hours 9 to 5 mon to thur and 9 – 4:30pm Friday emergency contact 01273 335905 or 01273 335906 young people under 17. Over 18 yrs can email prevent officer on prevent@sussex.pnn.police.uk or call 101 ext 550543

Anti terrorist hotline 0800 789 321

Non emergency police call 101 emergency 999

To report terrorist content on the internet visit GOV.UK to report illegal terrorist information.

Children at my setting are monitored on line and there are virus filters and protection on the machines they use, child safe browsers and I teach them how to remain safe.

Pre-existing Injuries:

Parents/carers must inform me about any marks including bruises or head injuries their child has sustained while at home and these are recorded in the accident and emergency book at my setting. The parent/carer signs the record. This is an important part of safeguarding.

Attendance Monitoring:

If a child fails to attend my setting when booked to do so, the parent/carer will be contacted within 15 minutes of the booked session start time. Repeated non attendance to booked sessions without reason, may be reported as a concern. Patterns of non attendance by funded children will be reported to my local authority as soon as possible. "although attendance at the setting is not mandatory, providers should be alert to patterns of absence that may indicate wider safeguarding concerns. Ofsted inspectors will explore how well providers work with parents to promote children's good attendance, especially the attendance of children of whom the provider receives the early years pupil premium".

Discrimination and anti-discriminatory practice:

I will record discriminatory incidents including racist comments made by children and will manage them by teaching children about the world in which they live. "Ofsted inspectors should tell the provider that the relevant documentation and information they are likely to need to access to include logs of incidents of discrimination including racist incidents"

Peer to Peer abuse:

(maybe more relevant to older children) this is a form of bullying and abuse and it is not a normal part of growing up. "Ofsted inspectors should consider the evidence that: :Staff, leaders and managers or in my case, the childminder recognises that children and young people are capable of abusing their peers and this risk is covered adequately in the child protection policy". Examples may be that a child is being abused or coerced into doing something that they do not want to do by another child. This might be for example smoking, drinking alcohol, taking drugs, being exposed to radicalisation or extremism, online pornography or sexting etc

Visitor Procedures:

Visitors are recorded in the daily diary for the setting.

Personal Care Routines:

Personal Care routines are noted in the relevant child's daily journal and wow folder and will have been drawn up (in conjunction with) both the parents/carers, being sensitive to the child's needs, and then signed by both the parent/carer and childminder. This is to make sure that parent/carers know that their child will be cared for with appropriately and with respect for their child's privacy.

"Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking or in connection with toileting, washing and dressing." This is particularly relevant with intimate care for disabled children. Children should be involved in their own personal care, as much as possible eg getting them to help as far as they are able and talking the process of care through with them. The individual child has the right to be respected, a right to privacy and to have their dignity maintained at all times. Intimate care is defined as any activity required meeting the personal care needs of the individual child. It may include:

Feeding, washing dressing/undressing, toileting, menstrual care, oral care, medical care.

Written permission will always be required with regard to undertaking any intimate or personal care in the form of a health care plan (nappies and potty training is covered in a separate policy). Such care is only carried out after training has been given by the parent/carer and recorded in a health care plan. Any unusual reactions or responses from the child will be recorded as per safeguarding procedures.

Protecting children from leaving with the wrong person:

Children can only be collected by individuals noted in the signed contract or on the emergency contacts form again signed by the parent/carer. Children will not be allowed to leave with any other person. If an unknown person calls to collect a child from the setting, the relevant parent/carer will be called to discuss it urgently. If the parent/carer cannot be reached, then the child will remain at the setting.

Although I currently work alone, should I decide to recruit staff at any time in the future, I will follow the Safer Recruitment Guidelines. I will make sure that they have attended Safeguarding Children and Child Protection training and that they will attend at regular intervals in the future. During this training, they will be made aware of how to spot signs of abuse, such as those listed previously.

“The Department for Education has [published](#) advice for schools and providers on the Prevent Duty which came into effect on 1st July, 2015. Schools and childcare providers are already responsible for keeping children safe, including from the risks of extremism and radicalisation, and for promoting the welfare of children in their care. The Prevent duty will reinforce these existing duties by spreading understanding of the risks and current good practice across the country. This [advice](#) is intended to help schools and childcare providers think about what they can do to protect children from the risk of radicalisation and suggests how they can access support to do this”

PHOTOGRAPHS, VIDEOS AND EMAILS

I GIVE PERMISSION FOR PHOTOGRAPHS (CAMERA, MOBILE PHONE) AND VIDEOT FOOTAGE TO BE TAKEN OF MY CHILD BY THE CHILDMINDER.

I UNDERSTAND THAT THESE WILL BE USED FOR A NUMBER OF REASONS LISTED BELOW TO RECORD MY CHILDS DAILY ROUTINE, DEVELOPMENT AND TO SHARE WITH ME.

I ALSO UNDERSTAND THAT THE PHOTOGRAPHS THAT HAVE BEEN TAKEN OF MY CHILD WILL BE DISPLAYED WITHIN CHILDMINDER JOURNALS AND WOW FOLDERS, CHILDMINDER PORTFOLIO, DISPLAYS AT THE SETTING. YOUR CHILD MAY APPEAR IN A PHOTOGRAPH OR VIDEO TAKEN OF ANOTHER CHILD AT THE SETTING AND USED FOR THE REASONS ALREADY NOTED.

ALL PHOTOS AND VIDEO AND EMAILS ARE EITHER STORED ON THE CHILDMINDERS LAPTOP OR MOBILE PHONE (CHILDMINDER IS REGISTERED WITH ICO) UNTIL THEY HAVE BEEN USED AS ABOVE.

EMAILS ARE USED AS PER DETAILS IN CONFIDENTIALITY POLICY .

OBSERVATIONS PERMISSION

I AGREE THAT ONGOING OBSERVATIONS WILL BE TAKEN OF MY CHILD BY THE CHILDMINDER, TO ASSESS MY CHILDS DEVELOPMENT. THESE MAY BE IN THE FORM OF WRITTEN STATEMENTS, PHOTOGRAPHS/VIDEOS OR RECORDINGS OR A TEXT SENT TO PARENT/CARER DETAILING A WOW MOMENT IE IF AT THE PARK.

PARENT/CARERE SIGNATURE:

DATE:

AMENDED POLICY MAY 2018