# Happy Days Childminding
# *Safeguarding children*

**Policy statement: Safeguarding children**

My first responsibility and priority is towards the children in my care. If I have any cause for concern I will report it to the relevant body, following the Local Safeguarding Children Board procedures.

The local procedures that I hold are available for parents to see on request.

I understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these, and am aware of the signs and symptoms of these.

I must notify Ofsted of any allegations of abuse that are alleged to have taken place while the child is in my care, including any allegations against me, or any members of my family, or other adults or children in my home who have had contact with minded children.

If an allegation is made against me I will inform Jennifer Johnson who is the Local Authority Designated Officer (LADO) telephone number 01163057597.
I follow procedures laid out in "Keeping Children Safe is Everybody's business" and "What To do If Your Worried A Child Is Being Abused" booklet.


**Procedure (how I put the statement into practice)**

I keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications such as Who Minds?.

I have copies of the Local Safeguarding Children Board procedures. Every six months I check that I have the latest version of the relevant procedures (or any documents that may replace them in the future).

I have copies of the relevant booklets and guidance (as outlined in the NCMA booklet Safeguarding Children: a Guide for Childminders and Nannies). I have read them and understand them.

I follow the procedures outlined in my confidentiality policy.

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

Children will only be released from my care to the parent/carer or to someone named and authorised by them. A password might be used to confirm identity if the person collecting the child is not previously known to me.

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

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

• Significant changes in a child's behaviour
• Bruising or marks not consistent with a reported accident
• Any comments made by a child which give me cause for concern
• Signs of neglect.

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

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

I will call the local social services' duty desk for advice and an assessment of the situation.

I will follow this phone call up with a letter to the Duty team within 48 hours. I will record the concern and all contact with Children's Services thereafter.

If an allegation is made against me, any member of my family or any other adult or child in my setting I will report it to Ofsted and social services, following the Local Safeguarding Children Board procedures. I will also contact NCMA's Information Line on 0800 169 4486 for advice and support.

In all instances I 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.

**It is not my responsibility to attempt to investigate the situation myself.**

**Useful telephone numbers**

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| Local social services duty desk | 01530 275200 |
| Local police station | 0116 222222 |
| Ofsted | 0300 1231231 |
| NCMA Information Line – for help and support for with all areas of childminding, including allegations of child abuse. | 0800 169 4486 |
| NCMA Legal advice line – offers free, professional advice to NCMA members on any legal problem related to their childminding business. | 01253 777468 |
| NSPCC child protection helpline – 24-hour helpline for people worried about a child | 0808 800 5000 |
| Local early years team | |

| | |
|---|---|
| Childminder's name | |
| Childminder's signature | |
| Date | |
| Parent(s)' name | |
| Parent(s)' signature | |
| Date | |

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|---|---|
| Date policy was written | |
| This policy is due for review on the following date | |

**This policy supports the following requirements and standards:**

**England**
Early Years Foundation Stage welfare requirements

**Safeguarding Children**
The Children Act 1989 and the Early Years Foundation Stage state that "the registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice".

**Safeguarding and promoting children's welfare**
The welfare requirements within the *Statutory Framework for the Early Years Foundation Stage* require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure.

Providers should follow the guidelines set out in the booklet "What To Do If You're Worried A Child is Being Abused", produced by the Department for Children, Schools and Families (DCSF).