



## Safeguarding and Child Protection policy

### **Policy Statement**

My first responsibility and priority are the safety and wellbeing of the children in my care. As a childminder, I am the Designated Lead for Safeguarding (DSL) in my setting. My first responsibility and priority are towards the children in my care. One of the roles of the DSL is to work closely with other professionals and agencies to safeguard children. If I have any cause for concern, I will report it to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures. The name of our LSCB is called Dudley Safeguarding Peoples Partnership and the LSCB procedures can be found at [Safeguarding for childcare practitioners \(dudley.gov.uk\)](https://www.dudley.gov.uk/safeguarding-for-childcare-practitioners)

### **Safeguarding is everyone's responsibility**

Everyone in the provision (staff and volunteers) is responsible for safeguarding children and must have a working knowledge of the Safeguarding and Child Protection Policy and Procedures. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

### **I will also work closely with other Local Authorities as and when needed for example – Sandwell Council.**

I have a valid safeguarding training qualification, which I will renew at least every two years. I will also endeavour to keep up-to-date with any new information about safeguarding and child protection, and will update my policy accordingly to include any changes. I understand that child abuse can be classified as physical, sexual, emotional or neglect, and can also be a combination of these, and am aware of the signs and symptoms that may indicate abuse is occurring.

I have read, and understand, the following important documents:

- Department for Education Early Years Foundation Stage for childminders – updated 2024, Safeguarding and Welfare Requirements
- Prevent Duty Guidance - updated in 2024
- Working Together to Safeguard Children – updated in 2024
- Keeping Children Safe in Education – updated in 2023
- What to Do If You're Worried a Child Is Being Abused - A Guide for Practitioners (2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings – updated 2024
- Information Sharing Advice for Safeguarding Practitioners – updated 2024

### **Children being released from my care:**

Children will only be released from my care to a 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. Should a child fail to be collected from my setting, I will call parents after 15-20 minutes. If I cannot reach them, I will next call their emergency contacts. If I still cannot reach anybody to collect the child, I



will keep them at my setting for up to one hour. At this point, I would contact Children's Services for advice.

### **Pre-existing injury forms and passing over important information:**

Parents/carers must notify me of any concerns they have about their child and any accidents, incidents, injuries or changes in circumstances which may affect the child. I will record any details necessary and ask parents/carers to sign relevant forms.

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

- Significant changes in a child's behaviour
- Deterioration in a child's general wellbeing and/or appearance
- 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 the setting, for example in the child's home or while with a friend/family member.

### **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, without prompting them or asking them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Reassure the child that they can tell me anything that is worrying them, but that I cannot promise not to tell anybody because some things have to be passed on in order to keep them safe.
- 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, as soon as I can, using exact words where possible.
- Make a note of the date, time, place and people who were present during the disclosure.
- Report what the child has told me as soon as possible so that action can be taken quickly.

I will call the Children's Front Door and ask for advice and an assessment of the situation. I will follow up this phone call at a later date if I obtain any further information on the matter, either from the child or a family member. I will record the concern and all contact with Children's Services in a safeguarding log (Safeguarding chronological form), which will be kept locked away securely for the legally required length of time. I will complete a referral form if needed.

**Please see 'Document Retention' information on the next page.**



## Document Retention

The following outlines how long I keep information about children and their families related to the safeguarding and child protection/welfare requirements in the EYFS and Childcare Registers.

- Information relating to safeguarding and welfare requirements of the EYFS and Childcare Registers – until the child is 21 years and 3 months old for insurance purposes.
- Information relating to the learning and development requirements – handed over to parents when the child leaves, unless I have written consent to hold it for evidential purposes.
- Photos of the child – handed over to parents or destroyed unless the provider has specific written permission from parents to keep them (this permission may be recalled at any time).

If I have a safeguarding concern about a child, the information I might need to record and retain on file includes:

- Child's name and date of birth
- Child's address
- Date and time of the record
- Factual details as presented to you by the child or a witness
- Details of any previous concerns
- Parent comments relating to, for example, the injury or incident
- Action taken as a result of the disclosure
- Follow-up records such as a list of other agencies and professionals involved, with dates and times of contact.

Other relevant information might also be attached to a referral such as:

- Accident and First Aid Record Forms
- Incident record Forms
- Accident and Injury at Home Record Forms
- Documents relating to the child's care and learning in the provision.



## **Prevent Duty**

The Prevent Duty was first published in 2015 and it identifies the duty of care that all early years practitioners have to be vigilant in order to help to prevent children from being drawn into terrorism.

### **So what does that mean for childminders?**

In order for childminders to fulfil the Prevent Duty, it is essential that they are able to identify children who may be vulnerable to radicalisation and know what to do if they are identified. Protecting children from risk of radicalisation should be seen as part of childminders' wider safeguarding duties and is similar in nature to protecting children from other abuse, whether these come from within their family or are the product of outside influences.

I understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with all safeguarding issues, I will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. I am aware that any child, from any background, can be the victim of radicalisation and as such, will report any concerns about a child. I will not discriminate based on the colour of their skin, their social class, their cultural background or any other such factors. All concerns will be passed on to Children's Services.

### **British Values**

The Prevent Duty Guidance defines British values as "democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs".

All childminders in England are required to promote British values in their settings, through activities focused on Personal, Social and Emotional Development, as well as Knowledge and Understanding of the World.

By taking part in these kinds of activities, children will hopefully build their resilience to radicalisation and gain the confidence to challenge extremist views in later life.

I will provide suitable, age-appropriate opportunities which encourage children to respect each other's views, beliefs and values, to understand that their opinions count, and to talk about their feelings. Activities will involve turn taking, sharing and collaboration. Children will be encouraged to understand their own and others' behaviour and its consequences. They will have an input in creating rules and codes of behaviour for the setting. An ethos of total acceptance of all views, faiths, cultures and races will be created, where children will appreciate and respect their own and others' cultures.



## **Whistle Blowing**

In my role as a childminder, I have a duty to report unacceptable behaviour (such as abuse, inappropriate comments, excessive one-to-one attention and the sharing of images without permission) to the relevant authorities; including that of assistants who may be working with me, other childminders, childcare workers and other professionals working with children. This action is necessary when their actions are detrimental to children, have placed a child at risk, caused actual harm to a child or are clearly illegal.

I will follow the listed procedure if I suspect any of the above has taken place:

- Identify the bad practice.
- Record exactly what was observed.
- Establish witnesses wherever possible.
- Keep copies of all correspondence and relevant information

If either of us feels unable to discuss the matter with the other, then concerns are reported to OFSTED directly.

In these situations, I may need to contact the police, social workers and any other relevant bodies, then pass on any information known to me.

### **DUDLEY SAFEGUARDING FOR PARENTS AND CARERS:**

<https://dudleysafeguarding.org.uk/children/parents-and-carers/>

#### **Useful Telephone Numbers:**

**Children's front door (Local MASH team): 03005550050**

**Police: 999**

**FGM Concerns – Police (999)**

**NHS: 111**

**National UK non-emergency police – 101**

**Ofsted: 03001231231**

**NSPCC Child Protection Helpline: 08088005000**

**Emergency (Worldwide) - 112**

#### **LADO/Managing allegations –**

**Yvonne Nelson-Brown: 01384813110**

**Sukhchandani Kaur: 01384813066**

**General line: 01384813061**



Please ensure you have read and understand the Safeguarding and Child Protection policy and procedure.

**All policies and procedures are reviewed regularly and updated when necessary.**

This policy and procedure has been development in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.

THE FLOWER COTTAGE