

Safeguarding and Child Protection Policy

It is my responsibility to safeguard and promote the welfare of all children. I endeavour to provide a safe and welcoming environment where children are respected and valued.

I receive regular training on safeguarding and child protection procedures and will continue to refresh my knowledge in this area. I am alert to the signs of physical, emotional, sexual abuse and neglect and to any issues in the child's life at home or elsewhere. My assistants will receive safeguarding training and an induction to the settings policies and procedures.

I have due regard to the Prevent Duty 2015 and am aware of the need to prevent people being drawn into terrorism. As part of this I promote fundamental British values by following the Early Years Foundation Stage (EYFS) and focusing on children's personal, social and emotional development ensuring children learn right from wrong, mix and share with others, value others' view, know about similarity and differences between themselves and others and challenge negative attitudes and stereotypes. I have undergone training that will help me identify children or young people who may be at risk and will follow my procedures to ensure that children receive effective support and protection.

What to do if I have concerns about a child

I may become concerned or worried about a child's care, behaviour, an injury to a child, unexplained absence, or the risk they may be being drawn into terrorism. The child may not have said anything to suggest that they have been abused or in danger of abuse. Every case is individual and decisions to investigate or follow up a concern will be made by the Single Point of Access (SPA) or a social worker.

Procedure: referring to the safeguarding processes flowchart;

I will:

- take action in an emergency to obtain urgent medical attention for the child if required, for example, calling 999;
- stop other activity, responding to a suspicion of abuse takes immediate priority;
- record exactly what has been heard or seen, what has been said, and what was done;
- use a body map to record injuries but will not take photographs;
- ask the parent or carer about what has been observed, so long as it does not put the child at increased risk. (see Seeking consent);
- record my decision if I decide not to discuss my concerns with the child's parents and note the reason why I made that judgement;
- report concerns to the SPA team or out of hours Emergency Duty Team. Any injury to a non-mobile baby or non-mobile child will be automatically reported to SPA
- complete a referral form if advised to by SPA;
- record who I spoke to, any advice given and actions taken;
- keep the notes taken at the time, without amendments, omissions or addition, even though subsequent reports may be written (each page will be signed and dated);
- operate on a need-to-know basis only. I will not discuss the issue with colleagues, friends or family.

What to do if a child discloses abuse

I will:

- ensure the immediate safety of the child.
- stop all other activity and focus on what the child is saying, responding to a suspicion of abuse takes immediate priority;
- seek any necessary medical treatment without delay;
- show the child that I am listening and let them know I take their allegation seriously;
- allow the child to continue at their own pace. I will ensure questions and comments are absolutely minimal and open;

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- repeat back to the child (as accurately as possible) what I heard, to check my understanding of what the child has told me;
- I will find an appropriate early opportunity to explain in a way that is appropriate to their age and understanding the actions I must take in order to help them and keep them safe;
- ask the child if they have told anyone else;
- tell the child what I will do next and with whom the information will be shared;
- talk to the parent or carer about what has been disclosed, so long as it does not put the child at increased risk (see Seeking consent);
- as soon as possible, I will record in writing what was said, using the child's own words. I will note the date, time and names mentioned, and ensure that all records are signed and dated;
- note anything the parent or carer tells me; and
- contact SPA

Seeking consent

While I should seek to discuss any concerns with the child's parents or carers and where possible, seek their agreement to make a referral to SPA, there are cases where I must not discuss concerns with them before making a referral, or make a referral against their wishes.

I will not discuss concerns with parents or carers before making a referral in the following circumstances:

- where discussion would put a child at risk of significant harm;
- where discussion would impede a police investigation or social work enquiry;
- where sexual abuse is suspected;
- where female genital mutilation (FGM) is suspected to have been carried out or planned;
- where radicalisation or extremism is suspected within the family;
- where organised or multiple abuse is suspected;
- where factitious illness or induced illness is suspected;
- where to contact parents/carers would place myself or others at risk; or
- where it is not possible to contact parents or carers without causing undue delay in making the referral, advice will be sought from SPA.

A decision not to seek parental permission before making a referral to SPA will be recorded, and the reasons given.

As a childminder I usually work alone and am therefore more vulnerable to allegations of abuse being made against me or members of my family. I take the following procedures to protect myself and my family from this happening:

- All adults living or working in the setting have a DBS check
- I follow safer recruitment procedures when employing assistants
- Children are never left with unchecked adults
- Children are supervised when parents or other adults are in the setting
- Visitors in the setting will not have unsupervised access to the children under any circumstances or at any time and must log their information on the visitors log in
- If possible any work needed on the house will be carried out during the hours I am not working
- Pre-existing injury forms are completed and signed by the parents if a child arrives with an injury or an injury is noticed during the day
- I record accidents and incidents that occur in my setting, inform parents and ask them to sign my records
- Any concerns or complaints are written down, investigated and outcome shared with the complainant (See Complaints procedure)

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What to do if an allegation of abuse is made against me or an adult in contact with children

I will

- treat the matter seriously;
- remove the adult from the situation (if applicable);
- seek any necessary medical treatment for the child without delay;
- make a written record of the information that includes: when the alleged incident took place (time and date), who was present, and what was said to have happened and who else may have been present. I will keep an open mind and avoid asking leading questions;
- write down exactly what is said, recording the person's actual words. I will not rephrase and will avoid interpretations, if I am not sure about a word or phrase I will clearly state this in my notes;
- **not** attempt to investigate the matter by interviewing any potential child witnesses or the accused person but simply record the facts and information presented;
- sign and date the written record;
- report the matter immediately to SPA. If I work with assistants they may report to me as the designated safeguarding lead, however, if I am the subject of the allegation they must contact SPA directly;
- contact SPA, who in turn will contact the Local Authority Designated Officer (LADO) who will oversee the investigation;
- cooperate fully with the processes of the SPA team and with any police investigations. If the LADO and police decide an allegation requires further investigation a multi-agency strategy meeting will be held to agree on who has responsibility for the actions, the timescales and what records are to be made;
- ensure adults involved, including those who may have been suspended, are kept informed and supported throughout the investigation;
- await the outcome of the investigation before taking further action;
- ensure, if it appears from the results of the investigation that the allegations against an assistant are substantiated, that disciplinary action will follow, taking legal advice where necessary;
- make a referral to the Disclosure and Barring Service (DBS) if the allegation is substantiated and the person concerned is dismissed;
- inform Ofsted throughout the investigation as soon as is reasonably possible, but at the latest within 14 days of the allegations being made and actions taken. Ofsted may suspend my registration at any time if it considers children are at risk.

If an adult working at the setting tenders their resignation this will not prevent an allegation being followed up, a formal conclusion reached and action taken.

Whistleblowing (working with assistants)

All staff are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the settings safeguarding arrangements. The setting nurtures a culture in which all adults, including assistants and volunteers feel safe to raise, without fear of reprisal, any concerns.

In the first instance staff should speak to me, the Designated Safeguarding Lead, if they feel their concerns have not been taken seriously or dealt with appropriately, staff should contact the SPA for advice and inform Ofsted as soon as possible.

Use of mobile phones and cameras

I use my mobile phone to communicate with parents and to take photographs or videos of the children at home and when we are on outings to share our day with parents. The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. However, due to cases of abuse to children through taking or using images, I must ensure that I have safeguards in place.

To protect children I will:

- Obtain parents' and carers' consent for photographs to be taken or published.
- Obtain parents' and carers consent to share information and images via whatsapp, email or text.

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- Ensure that children are appropriately dressed, and only use the child's first name with an image.
- Only use my own/setting phone/camera and/or Ipad to take photographs.
- Ensure that all images are stored securely and deleted when no longer needed.
- Ensure information on childcare apps will be password protected and only available for parents to access their own child's information.
- Ensure the use of my mobile phone will not detract from the quality of supervision and care of children.
- Ensure all mobile phone use is open to scrutiny.
- Ensure that personal numbers that are stored on the phone are safe and confidential.

Your child may be accidentally or intentionally included in photographs taken by other individuals during their time with me. Mobile phones and cameras are part of everyday life and it is highly likely that your child may be photographed whilst out and about for example at toddler groups, soft play centres or the park. I will try wherever possible to keep your child out of photographs being taken by other people, especially if they are not known to me. If I am at all concerned that a stranger is taking photographs of the children I will call the police and inform you of my concerns.

Assistants will be asked to leave their phones in (state where and in what, such as a tin in the kitchen), and can only access them during breaks. Assistants' phones will not be used to take photographs of children.

Children's phones, including my own children's, will not be allowed to be used in the presence of other children and childminded children will be expected to leave their phone in their bag and will be supervised if they need to make a call.

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.

Key contacts:

Single Point of Access (SPA) Hours: 8am till 17:15 Monday to Thursday and 8 am to 17:00 on Friday

Telephone: **020 8547 5008**

Emergency out of hours contact: 020 8770 5000

Kingston and Richmond Safeguarding Children's Partnership (KRSCP)

Telephone: 07834386459

Lscb-support@kingrichlscb.org.uk

Ofsted

Telephone: 0300 123 1231

Email: enquiries@ofsted.gov.co.uk

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