

**Safeguarding Children Policy & Procedure.**

The protection and safety of children in my care is of paramount concern to me at all times. If I have any cause for concern in the child’s life at home or elsewhere, I will report them to the appropriate authority. I will ensure that this will be in line with the guidance and procedures of the Wiltshire Safeguarding Vulnerable People Partnership (SVPP). The full SVPP procedures can be found at [www.wiltshiresvpp.org.uk](http://www.wiltshiresvpp.org.uk)

The up to date guidance flowchart will be on display on my parent notice board at all times.

I have attended the safeguard training and I understand that abuse can be emotional abuse, physical abuse, sexual abuse or neglect and how to recognise this.

I must notify Ofsted and my Childminding Association 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.

I must also ensure that no individual who is unsuitable to work with children has unsupervised access to a child in my care. I have read and understand the safeguarding and welfare requirements of EYFS. I have also read the National Statutory Guidance Document[**Working Together to Safeguard Children 2018**](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)and [**What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015**](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)**.** I have also read and understand the **Ofsted Safeguarding Guidance – [Inspecting Safeguarding in Early Years,](https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills)****[Education and Skills settings.](https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills)**

[As part of my role as a chil](https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills)d care professional, I have a duty to keep myself up to date with legislation involved with safeguarding the children in my setting.   
Most recent documentation includes the new **Prevent Duty Guidance** which I must comply with as of July 2015.

I am aware that **The Counter Terrorism and Security Act** places a duty on all Early Years settings to have due regard to the need to prevent people being drawn into terrorism. I am also aware of the signs and indicators of extremism or radicalisation. If I had any concerns I would contact the Prevent Officer in my local area and my SVPP as above.   
  
The new documentation will be used and referred to alongside other safeguarding documents such as Working Together to Safeguard Children and information referring to British Values.   
  
As part of my training I am aware of FGM. Female Genital Mutilation is a collective term for illegal procedures which include the removal of part/all external female genitalia for cultural or other

non-therapeutic reasons. The practice is not required by any religion. It is painful, medically unnecessary and has serious health consequences at the time it is carried out and in later life. The procedure is typically performed on girls of any age, but is also performed on new born girls and on young women before marriage/pregnancy. A number of girls die as a direct result of the procedure, from blood loss or infection. FGM may be practised illegally by doctors or traditional health workers in the UK, or girls may be taken abroad for the operation. If I believe a child is at risk of FGM I will follow the necessary safeguarding procedure.

Within the EYFS I will promote British Values in many ways, teaching children right from wrong at an early age. We teach about decision making and democracy - and about respecting each other's views and values, talking about feelings and learning to share ideas and take turns during play.

I will build on children’s resilience to radicalisation by promoting these British values and assisting their personal, social & emotional development and understanding of the world.  
  
I will also promote the importance of having rules and boundaries.   
  
I will encourage children to have a positive sense of themselves, believe in their own abilities and to challenge themselves. We will welcome and celebrate diversity, embracing different cultures and introducing children wherever possible to different ways of life. We will use resources and I will plan activities that challenge gender, cultural and racial stereotyping.   
  
I will make sure children have access to the wider community. I will encourage children not to stereotype and to be considerate and accepting of others, despite their differences and to respect each other. Any unwanted behaviour showing otherwise will be monitored and with parental involvement procedures will be put in place.   
  
Older children will be monitored on ICT equipment with the use of parental controls to limit what they do on the internet.

I am aware of the Department for Education telephone helpline (020 7340 7264) for 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)

**Procedure**

I keep up to date with child protection issues and relevant legislation by taking regular training courses. I read relevant publications, locally network and receive regular updates from my childminding Association and local Council.

I complete an annual safeguarding audit from my local Council to the best of my knowledge.

I follow the procedures outlined in my confidentiality policy.

I aim to share all information with parents apart from in a situation where I am concerned a child is at risk of further harm in which case I may have to refer concerns without prior discussion.

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 agreed between us might be used to confirm identity if the person collecting the child is not previously known to me. Children will not be released into the care of anyone that I have reason to

believe is under the influence of drugs or alcohol.

Parents must notify me of any concerns they have about their child. They must also inform me of any accidents/ incidents that have happened at home 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 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;

I will ensure I have at least three relevant contacts for each child, so that I have alternative contact details in the case of unexpected absences.

Where the child fails to attend unexpectedly, I would take all necessary action to attempt to contact their parents. Any unexpected absence will be reported to the Police, or safeguarding agency according to individual circumstances.

I am aware 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, 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/my Childminding Association and the Local Authority designated officer or team of officers, following the Local Safeguarding Children Board procedures & guidance flowchart. I will also contact PACEY’s Helpline on 0300 003 0005 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.

**The use of mobile phones and cameras**

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

* I will ensure my mobile phone is charged and with me at all times in case of emergencies.
* I have the facility to take photographs on both my mobile phone and tablet 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 deleted after being printed or uploaded for use on Babysdays.
* I will not publish any photographs of your child on any social networking sites or share with any other person without your permission.
* Parents and visitors will not be allowed to take photographs or making video recordings of children in my care other than their own children.

Should I become aware of anybody in a public place taking photographs or making video recordings of children in my care, if I feel it is safe to do so I will ask them to stop taking photographs/making video recording and to destroy any electronic data they may have already stored which includes the children. Where somebody refuses to stop taking photographs or making recording, or where I feel it is not safe for me to approach them, I will remove any children in my care from that environment immediately.

If I have any suspicions that somebody is taking photographs or making video recordings of children in my care for illegal purposes then I will report this to the police immediately.

I 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 not to use their mobile phone.

If your child has a mobile phone, games console etc with camera facilities that they wish to bring into the setting please let me 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 2018 I have registered with the Information Commissioner’s Office as a data controller to allow me to store digital images on an SD card device/computer.

**Safeguarding- Local contact numbers**

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| **Multi Agency Safeguarding Hub (MASH):**  0300 456 0108 | **NSPCC Helpline:** 0808 800 5000 |
| **Emergency Duty Service:**  (safeguarding out of hours)  0845 6070 888 | **Wiltshire police:** 101 or 01380 735735 |