

Safeguarding children Policy

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 (LSCB) procedures. . The name of our Local Area Safeguarding Adviser is Claire Ray (03000 412284).

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 am aware that I must have **due regard to the need to prevent people being drawn into terrorism**. This is referred to in the Prevent Duty. 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 or my LSCB as above.

I am aware of the Department for Education telephone helpline (020 7340 7264) to enable staff and governors to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk

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.

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 2015](#) and [What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015](#).

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 on 7th March 2015 (Safeguarding Children and Thresholds for Intervention) and by reading relevant publications, Childcare Professional, and Practical Preschool

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 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.



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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 or parents comments which give cause for concern including expressing extremist views;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
- inappropriate behaviour displayed by other members of staff, or any person working with children. For example inappropriate sexual comments, excessive one-to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images

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 the Local Authority designated officer or team of officers, following the Local Safeguarding Children Board procedures. 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 fully charged and with me at all times in case of emergencies



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I have the facility to take photographs on both my mobile phone and camera 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 stored on my computer (password protected) and then deleted after either emailing to you or printed for use in your child's learning journey.

I will not publish any photographs of your child on any social networking sites or share with any other person without your permission.

If your child has a mobile phone or camera that they wish to bring into the setting please let me know, so that we can work together to ensure the safety of all children in attendance.

In order to comply with the Data Protection Act 1998 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.

Useful telephone numbers

Area Safeguarding Advisor (West Kent) – Claire Ray	03000 412284
Safeguarding Central Duty team	03000 41 1111
Out of Hours Safeguarding Central Duty team	03000 41 9191
Early Help & Preventative Services	03000 419222
Ofsted	03001 231 231
PACEY Information line	01253 777468
PACEY Legal advice line	01253 777468
PACEY regional office	01622 358660
NSPCC child protection helpline – 24hr	0808 800 5000
Local Authority Designated Officer (LADO)	03000 410888

Date policy was last reviewed	21/05/16
This policy is due for review on the following date	21/11/16

