



## Safeguarding Children Policy

Our first responsibility and priority is towards the children in our care. If we have any cause for concern we will report it to the relevant body, following the Local Safeguarding Children Board procedures. The local procedures that we hold are available for parents to see on request.

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

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

We keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications.

We have copies of the Local Safeguarding Children Board procedures.

We follow the procedures outlined in our Confidentiality Policy.

We work together with parents to make sure the care of their child is consistent – please refer to our Working with Parents Policy.

Children will only be released from our 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 us.

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

Unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent if we 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 us cause for concern
- Signs of neglect.

If a child tells us that they or another child is being abused, we will:

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

We will call the local social services' duty desk for advice and an assessment of the situation. We will follow this phone call up with a letter to the Duty team within 48 hours. We will record the concern and all contact with Children's Services thereafter.

If an allegation is made against us, any member of our families or any other adult or child in our setting we will report it to Ofsted and social services, following the Local Safeguarding Children Board procedures. We will also contact NCMA's Information Line on 0845 880 0044 for advice and support, and LADO on Amanda Glover 01323 466606/ 07825 782793 [amanda.glover@eastsussex.gov.uk](mailto:amanda.glover@eastsussex.gov.uk)

In all instances we 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 our responsibility to attempt to investigate the situation ourselves.

### **The use of mobile phones and cameras**

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

We will ensure our mobile phones are fully charged and with us at all times.

We have the facility to take photographs on our mobile phones and will seek parents' permission to take any photographs of their children to record activities and share their progress with their parents.

Any photographs taken will be deleted after either emailing to parents or printed for use in the child's learning journey.

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

We have registered with the Information Commissioners Office as data controllers.



## Useful telephone numbers

Duty and Assessment Team (11 year olds or younger)	01323 747373
Emergency Duty Service (out of hours)	01273 335905 01273 335906 01273 819179
Early Years Improvement Team	01323 463026 07912 786255
Ofsted	0300 1231231
NCMA Information Line – for help and support for with all areas of childminding, including allegations of child abuse.	0845 880 0044
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
LADO Amanda Glover	01323 466606 07825 782793

If you have any concerns regarding this policy please do not hesitate to discuss them with us.