

Safeguarding children

A guide for childminders and nannies





This guide has been produced by the National Childminding Association (NCMA) for you to refer to if you have concerns about a child. It is not a substitute for training and NCMA strongly recommends that you take advantage of any child protection courses that you are offered.

Important contacts

NCMA Safeguarding Children Service

NCMA's advice service for anyone concerned about the welfare of a child. Call 0845 880 0044 or any NCMA office and ask to be put in touch with a specially trained member of NCMA staff, known as a "designated officer".



NSPCC Child Protection Helpline 0808 800 5000

A 24-hour helpline for anyone worried about a child.

NCMA freephone Information Line 0800 169 4486

Help and advice on all aspects of home-based childcare for childcarers, parents and people interested in childcare. (Open Monday to Friday, 10am to 4pm, except public holidays.)

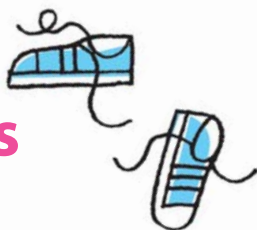


My NCMA regional office

You can find the contact number of your NCMA regional office at www.ncma.org.uk.

My local children's social services department

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Any child, of any age, from any background, can be a victim of abuse.

Child protection concerns everyone as it can happen in any neighbourhood, to any child, from any background, of any age, including babies. As a childminder or nanny you will often know a child well enough, and see them regularly enough, to notice signs that something may be wrong. It is your responsibility to let the relevant professionals know and get help for the child as quickly as possible.

Unlike other childcarers who usually work as part of a team, you may feel that you are facing the problem alone, but there are professionals who can assist you if you have concerns. This booklet will help you to be aware of the signs of abuse and give you guidance on what to do if you are worried a child is being abused.

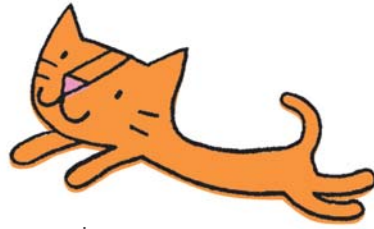
If you are concerned about a child, you will have many questions: Has anyone else noticed the signs? Should you speak to the parent? What about confidentiality? What if you are accused of harming the child yourself?

All of these are important questions and we hope this guide will help you to think through some very difficult issues, and how you can respond.

While it is important to be aware of the different forms of child abuse, you **do not** need to know the type or extent of abuse going on before reporting your concerns. The most important thing, if you are worried about a child, is to tell the appropriate professionals. It is their role to find out whether the child is being abused and what type of abuse is taking place.



What is child abuse?



There are many different types of child abuse and many ways in which abuse can happen. Although research may show that younger children and disabled children are more vulnerable to abuse, it is important to remember that abuse and neglect can happen to a child of any age.

Children can be abused either by an adult's direct actions, such as a physical beating, or because of an adult's inactions, such as failing to provide proper food, clothing, affection or supervision. Adults' indirect actions, such as domestic violence, substance abuse or addictions can also impact on children's welfare. You should also bear in mind that, although rare, children can be abused by other minors, not just adults.

The main forms of child abuse are:

Physical abuse:

Hitting, shaking, biting, squeezing and burning and are all forms of physical abuse. Giving children alcohol, inappropriate drugs or poison is also physical abuse. Fabricating the symptoms of, or deliberately inducing illness in a child, and attempted suffocation or drowning also come into this category.

Sexual abuse:

Children can be abused by adults who use children to meet their own sexual needs. This might be full sexual intercourse, masturbation, oral sex, anal intercourse or fondling. Showing children pornographic magazines or videos is also a form of sexual abuse.

Emotional abuse:

This is persistent emotional maltreatment leading to severe effects on the child's emotional development. Letting children believe they are worthless, unloved or inadequate; or limiting their exploration and learning through over-protection are classed as emotional abuse. Severe bullying, or seeing or hearing ill-treatment of someone else, leading to the child to frequently feel frightened or in danger is also emotional abuse

Neglect:

This is where adults fail to meet a child's basic needs, for example for food and warm clothing or access to appropriate medical care. Children might also be frequently left alone and unsupervised. Sometimes adults fail, or refuse, to give their children love and affection. This is emotional neglect. Neglect may even occur in pregnancy due to maternal substance misuse.

What are the possible signs of abuse?

As you have read, child abuse can take many forms. Because of this, the signs of abuse are varied and no checklist is perfect. There could be a dozen reasonable explanations to account for many of the symptoms listed here, but the following might arouse your suspicion.



Some possible signs of abuse

- Bruising, cuts or burns on the child, particularly if these are on parts of the body not normally injured in accidents.
- Changes in the child's behaviour.
- Aggressive behaviour or severe tantrums.
- An air of detachment or "don't care" attitude.
- Weight loss.
- The child is inappropriately dressed or ill-kempt.
- The child is dirty.
- Sexually explicit behaviour or language (for example, playing games and showing sexual awareness which is inappropriate for the child's age).
- Continual masturbation; aggressive and inappropriate sex play.
- The child only seems happy with you.
- The child is being kept away from school, social activities, has few school friends.
- The child does not trust adults, particularly those who are close.
- "Tummy pains" with no medical reason.
- Eating problems, including over-eating or loss of appetite.
- Disturbed sleep, nightmares, bedwetting.
- Running away from home, suicide attempts, self-inflicted wounds.
- Reverting to younger behaviour, depression, withdrawal.
- Relationships between adults and children which are secretive and exclude others.
- Reluctance to change clothes or roll up sleeves.

As a childcarer, you are not being asked to make a "diagnosis" about the type of abuse going on. If you do suspect a child is being abused, your responsibility is to pass on any information or concerns that you have so that the appropriate professionals can make decisions in the best interests of the child.

Remember, the above signs do not necessarily mean a child has been abused. However, if alarm bells are ringing, please read the section on "What should you do if you're worried about a child?" (see page 8).

Babies and very young children



There are a number of possible signs of abuse that are unique to very young children. Given the vulnerability of babies and very young children, it is important to be aware of these.

Possible signs of physical abuse

- Finger bruises – these could indicate that the child has been gripped tightly. Finger bruises to the child's trunk are of particular concern as these may indicate that the child has been gripped in order to shake them. This is potentially dangerous and should always be taken seriously.
- Injuries to the mouth – either bruising to both sides of the mouth or cheeks, or injuries inside the mouth. This might be a sign of non-accidental injury through force-feeding and is of particular concern in bottle-fed babies.
- Flinching when approached or touched.

Possible signs of emotional abuse

- Frozen watchfulness – as the name suggests, this is where children become still and withdraw but stay "on guard" from fear of violence, a telling off, or punishment.
- Indifference to the parent, passive acceptance of change of carers or being over-affectionate.
- Self-stimulation, such as rocking or head banging.

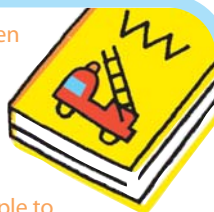
Possible signs of sexual abuse

- Injury, pain or itching in the genital area.
- Discomfort when walking or sitting down.
- An indication that the child has been exposed to, or involved in, pornography, including paedophile activity on the internet.

Signs of possible neglect

- Arriving with nappies that don't appear to have been changed overnight.
- Dehydration – babies cannot help themselves to a drink.
- Not seeking or expecting attention or comfort.
- Untreated nappy rash.
- Consistent failure to attend medical appointments, for example, with a health visitor or GP.
- Constant hunger; older children may sometimes steal food from other children.

Disabled children are often more vulnerable to abuse because signs that, with other children, could alert people to possible abuse may be excused away as being due to the child's impairment. Concerns about disabled children should always be treated in the same way as those about any other child.



Working with parents



When you start working with a family, you will negotiate a contract and explain the way in which you work. It is also important to explain to parents the importance you place on child protection and the steps you take to protect their child. Explaining this at the beginning will help to make it easier if you have to talk to parents at a later stage.

This may seem difficult, especially with a new family whom you may not have met very often. But you should consider discussing child protection as just one of the ways in which you make sure their child is safe and part of your usual good practice. When talking about how you keep children safe, you may want to discuss or show parents the following.



Child protection policies – It is useful to have a written child protection policy which you can show parents to explain your responsibilities, how you keep their child(ren) safe and what you will do should you ever have any concerns.

Having a child protection policy is compulsory in both England and Wales. Anyone working with you must also be aware of and understand the policy.

Some childminders ask parents to sign and take a copy of the document to say they have read and understood it. A sample policy is available from www.ncma.org.uk.

Accident/injury book – Showing new parents the way in which you record any accidents or injuries, both pre-existing and those that happen while the child is in your care, can be reassuring for them. Explain that you are required to keep records of any accidents or injuries as part of your registration.

Journals – You may also want to keep a diary or journal in which you can jot down things about the child's day and share these with their parents. Parents will probably be very pleased to see you taking such an interest.



As well as any good or interesting things, try to record anything unusual or if the child is unhappy; concerned parents may well be pleased to know more about their child's day.

Registration requirements – Talking about the different requirements of registration and how you have made your house safe for children, from covering the pond to having electrical socket covers, is another way of showing parents that their child's safety is your first concern.

People have very different ideas and beliefs about how to care for children. Cultural and religious factors may play a large part in this. You should be sensitive to what a parent asks for and careful not to impose your own cultural views on parents. On the other hand, you are looking after the child and should feel able to make your views known. Your common concern is the child and what is best for him or her.



What should you do if you're worried about a child?

If you have concerns about a child, it is your responsibility to tell children's social services so that they are able to look into the situation. You cannot rely on someone else reporting the suspected abuse as you may be the only person to have noticed it, or you may find that others have noticed but are also relying on someone else to make the call.



Things to think about before calling children's social services

Getting the details clear in your own mind can help you think about what raised your suspicions. It will also help you to distinguish between the facts (for example, the child had a large bruise on their back), and your opinions, (you think his father did it). Try to write down the information, with dates and times of

when you saw the abuse occurring, or noticed the signs of possible abuse.

In reporting a concern, it is appropriate and sometimes important for you to give your opinion. You may know the child or family well and be able to provide a valuable perspective on the level of the concern. It is important, however, to always identify and say what is opinion and what is fact. It is OK to describe feelings – sometimes “gut feelings”, or being afraid of an adult yourself, is important information that may assist enquiries.

Children's social services may also ask you questions that you don't know the answer to or cannot remember information about because of the situation. It is better to say you don't know than to guess, as misinformation may affect the initial risk assessment.

If you are reporting a child protection concern, children's social services have to take the information. If you have not informed a parent that you are calling children's social services because you thought it might put the child at risk, this is OK and children's social services still have to accept the report.

Discuss your concerns

You may find it useful to talk to another professional before approaching children's social services.



However, it is very important that this does not delay you contacting children's social services. The social worker on duty will be able to discuss your concerns and they may decide simply to record the information you have passed on without taking any further action. Some local authorities may have a duty worker with whom you can discuss your concerns before making a referral. You can also call the following services to talk through the situation:

NCMA's Safeguarding Children Service

NCMA offers a support and advice service for anyone concerned about a child. It is known as the Safeguarding Children Service (formerly Allegations and Complaints), and it will put you in touch with a specially trained member of NCMA staff who can talk through the worries you have. This service is available during office hours. Call **0845 880 0044** or any NCMA office.

NSPCC's Child Protection Helpline

The NSPCC's child protection helpline is open 24 hours a day. Call **0808 800 5000**.

Talking the issue through can be invaluable, but waiting to talk to someone should never stop you contacting children's social services if you have serious concerns about a child. There is often a temptation to see how a child is "after the weekend" or "give it one more week", but if a child is being abused it is important to get help as soon as possible.

All childminders and nannies should be aware of the existence of Local Safeguarding Children Boards (LSCBs – formerly known as Area Child Protection Committees) and LSCB procedures. Copies of the procedures should be available from the childcare or social services departments of your local authority.

Childminders in Wales should be aware of the All Wales Child Protection Procedures and how they are implemented in their local authority (see Annex 3 for details). You should also read *Safeguarding Children: working together under the Children Act 2004* (or its predecessors – see Annex 3). You should remind yourself of it regularly.

You should also read *What To Do If You Are Worried A Child Is Being Abused* (see Annex 3 for details).

For further information on LSCB guidance, visit www.everychildmatters.gov.uk (it forms chapter three of the document *Working Together to Safeguard Children*)

Talking to the child and their parents

In the course of your normal working relationship with parents, you will probably have discussed a number of individual incidents with them, from a bruise the child may have arrived with, to the fact they have been a bit quiet recently. There can be many explanations for a child's behaviour changing, for example, a death in the family or stress caused by a parent's difficult work situation. However, if you are uncomfortable with a parent's explanations, or have noticed a pattern building up, you may need to talk the issue through with an impartial professional or contact children's social services.



If you are still uncomfortable with the situation, unless you feel that it could place the child at risk, you should talk to the parents and seek their consent to make a referral. Parents may not agree, or you may feel this could put the child at risk, in which case your prime concern is the child's safety.

When you contact children's social services make sure you discuss with them what – if anything – you should say to the child's parents.

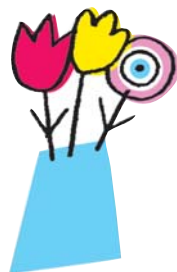
If a child confides in you, talk to them about their concerns in a way appropriate to their age and understanding. But remember, if a child is being abused then there may be criminal proceedings so do not ask the child leading questions which may influence what they say. Never promise a child that you will not tell anyone. Instead, explain to them that you may need to tell someone to help keep them safe. Make a note of exactly what they have said (with date and time) as soon as possible and contact their parents and/or social services as appropriate.

Contact children's social services

If you still have concerns about the child after you have spoken to one of the helplines then you should contact your local children's social services department. It is their responsibility to investigate whether the child is being abused, in what way, and to decide what action to take next. If you contact children's social services by phone, you should confirm the information you have given in writing within 48 hours.

Contact Ofsted or CSSIW

The national standards for registered childminders in both England and Wales require you to let the Office for Standards in Education (Ofsted) in England, or the Care and Social Services Inspectorate Wales (CSSIW) in Wales, know of any concerns that you have reported without delay.



You may be anxious about sharing information, particularly if you are not absolutely sure that abuse is going on, and you may also be worried that passing on information will damage the relationship you've built up with the family.

The most important thing is the safety and well-being of the child. In a situation where you think the child's welfare is more important than the need to keep the information confidential then, in general, the law will not prevent you from sharing information with other appropriate colleagues, children's social services staff, the police or trained child protection helpline staff.

You might be tempted to talk to your family or friends about the details of the case but you should never do this as you are dealing with confidential information. Talking about how the case makes you feel is important, but you should not give anyone who is not professionally involved details of the family or child. However, you may find that, because you work with relatively few families, this may still identify the family to those in the local area. If this is the case and you would like someone impartial to talk to, you can call NCMA's Safeguarding Children Service (see page 9), or the NSPCC on 0808 800 5000.

You should also be careful to make sure any records you keep, or phone calls you make, are kept confidential. As you will know, even very young children sometimes tell their parents things they have overheard.

The booklet *What to do if you're Worried a Child is Being Abused* (see Annex 3) has more information about confidentiality.

What happens once you've contacted children's social services?

Once you have called children's social services and followed this up with a letter, your letter should be acknowledged within one working day — so, if you do not hear from children's social services, contact them again. From this point your concerns are known as a "referral".

Initial decision

When children's social services receives your referral, a social worker and manager will decide whether to investigate and will let you know the result of the discussion. You should be aware that they will contact the child's parents and inform them of the referral, if you have not already done so before you made the referral.

Initial assessment

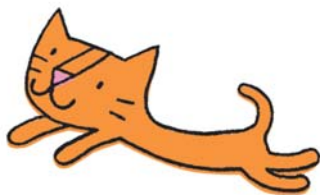
If children's social services decides that further action is needed, a thorough investigation will be made of your concerns. A social worker, or in some circumstances the police, will arrange to see the child and their family. After this **initial assessment** children's

social services may decide that there has been "no actual or likely significant harm". In this case the family will be offered appropriate extra help and follow-up at a later stage to make sure the child's situation has improved.

However, it may be decided that the child has suffered, or may in the future suffer, "actual or likely significant harm". In this case social services may start what is known as an **s47 enquiry**.



This is a more in-depth investigation. As part of this, children's social services may arrange a **child protection case conference**. Family members and other people close to the child, such as yourself or their teachers, may be called to this case conference. If you are called to a case conference, you may wish to call NCMA's Safeguarding Children Service for some telephone support.



Concerns you may have

You may feel reluctant to contact “external” people, such as children’s social services, for a number of reasons. This is natural, particularly if you are not certain that abuse is taking place. However, it is your responsibility to alert children’s social services if you think that a child may be at risk.

I can’t believe it’s true

This is perfectly understandable as you have chosen to work with children and want to provide them with good care and so can’t believe that others could harm children. However, many children suffer abuse each year, mostly at the hands of adults they already know. Children of all ages and from all backgrounds are abused and so, even if the family seems “perfect”, your instincts may well be correct.

I don’t want the family split up

Wherever possible, children’s social services try to keep families together, providing help and advice to ensure the child is safe in the future. It is only in extreme cases, where children are at

great risk, that a family is broken up. Any decisions are based on the central principle of the Children Act 1989 that the welfare of the child is paramount.

I don’t want to get involved in a children’s social services or police enquiry

No one ever wants to become involved in cases such as these, but you are responsible for protecting the children in your care and if you have concerns about a child in your care you must get them help. NCMA can advise and support you if you become involved in an inquiry, giving you more information on what will happen. In some cases, NCMA can also offer legal support to members.

What if I’m mistaken – I’ll lose the family’s business

You can talk through your concerns with a designated member of NCMA staff or the NSPCC helpline if you’re not sure how seriously you should take the things you have noticed. Most importantly, think about the responsibility you have to protect children and how you would feel if you did nothing and found out later that the child had been abused.

Whatever your worries, your first responsibility is to make sure the child is kept safe. Telling someone about your concerns could prevent pain or suffering for a child – or even save a life. Registered childminders are obliged to act if they suspect a child is in danger.



Protect yourself while protecting children

Working on your own means you are more vulnerable than some other childcare workers as you have no other adults to witness what happens in the home. Because of this, it makes sense to take steps to protect yourself, particularly when many of these steps are simply good practice.

You should:

- Report suspicious injuries or your concerns promptly.
- Keep a diary or daily record. As well as noting all the activities that happen during the day, you can record details of any behaviour that's different.
- Keep a record of any accidents and make sure parents know about them — this makes explanations easier if questions are raised.
- Find out the contact details of the local authority or NCMA staff who are available to support you in your area.
- Always keep parents fully informed of things that happen during the day.
- Get parents' written permission before photographing, filming or bathing children.
- Find out all you can about your local authority's child protection procedures.
- Attend training to update your understanding of child protection.

If you are a childminder, you should also make sure that everyone else in your home is aware that they are also open to allegations. Explain that, while you are working and have children in your home, some things could be misinterpreted. For example, would it be suitable for your teenage son to "just nip downstairs" in his underwear to get some jeans out of the tumble dryer? Think about how a young child might tell their parents about this.

And, if you are a nanny (especially if you live with the family) you should think about how you maintain boundaries with the family.

Do as much as you can to show parents that you are an open and professional childcarer. This will go a long way towards establishing your reputation as a competent person offering a safe place for young children while their parents are at work; a place where children are listened to and respected.

If you are employing another childminder, or an assistant, consider what would be best recruitment practice to ensure that they are suitable to work with children.*



* Note that from October 2009, you will have to be registered with the Independent Safeguarding Authority (ISA). It will be an offence to employ someone without first checking their ISA status. Visit www.isa-gov.org.uk for more information.

Many parents choose childminders or nannies because they want a close, one-to-one relationship for their child. Good quality care will involve cuddles when reading a story or if a child has bumped their knee. You should not be afraid to show affection for a child as they need to know that a range of people care for, and about, them. But be aware of the child's reaction; you can usually tell if you are doing something the child doesn't like.

You may want to talk to a child's parents at the start to ask if they are comfortable with you showing such closeness. A talk can often bring feelings into the open and reassure both yourself and the parents about normal childcare practice.

What if you're accused of abuse?

Accusations can happen and children's social services have an obligation to investigate any complaints and make sure the welfare of the child is put first.

Contact Ofsted or CSSIW

If you have an allegation made against you, the first thing you must do is contact Ofsted or CSSIW. It is an offence for childminders in England not to tell Ofsted of any allegation of serious harm or abuse against a child, whatever the circumstances, so it is very important to do this.

You may also want to contact:

- NCMA — A designated member of NCMA staff will return your call and may be able to offer you support and advice until the situation is resolved.
- NCMA's Legal Advice Line — if you are a member of NCMA you may be entitled to free legal representation (with the consent of the company). Call the legal advice line on 01253 777468. NCMA can provide a list of law firms with childcare law and criminal law experience.
- Close friends and family who can give you personal support. But remember that some information will be confidential and you should not pass on details to anyone not directly involved.

Keep detailed notes

As the complaint process unfolds, keep careful records of all meetings you attend, and the phone calls and letters you make or send and receive. Include the time, date, place and who was there. This will help you to keep control of a situation which can be very worrying for you and your family. Always keep copies of everything and try to ensure that you have as much knowledge as possible of the case against you. Remember that keeping a record of complaints is a condition of childminder registration.

If you are involved in a case, it may be difficult for your local authority to support you fully as they may be asked to provide information. Instead they may give you another contact who can offer you the support you need. NCMA can also find you someone impartial to talk to who is not actively involved.

How can you help children keep themselves safe?

It is important to work closely with parents about this. They will probably be teaching their children to protect themselves and you must both be giving the same messages or the children could get confused.

It is important that the messages you give to children about keeping themselves safe are appropriate to their age and stage of development. However, the messages that you give to the older, more independent children you look after will be picked up by the younger children as they grow up.

For instance:

- Encourage the children to be confident in their relationships with adults. Paedophiles will target children who they believe will not “tell”.
- Develop a relationship with the children where they know that you will listen to them and believe them.
- If they don’t need to be accompanied by an adult, children should wherever possible go around in pairs or in groups. The adult looking after them should always know exactly where they are.

- Children can choose for themselves whom they want to kiss, cuddle and hug them. They shouldn’t be made to do these things against their will. They need to develop an awareness of personal space and appropriate touch in different situations.
- Support children to develop independence in going to the toilet and dressing by themselves.

One of the most important things you can do for a child is to build up trusting relationships with them, and this will only happen in time.

Listening to children is about putting the needs of children first. This is not spoiling children, but recognising that children have the same right to be heard as adults. Children will continue to be vulnerable unless caring and concerned adults are prepared to listen to what a child is trying to tell them.

How do you help children who have been abused?

Many children’s social services departments now ask registered childminders to care for children who are, or have been, “at risk”. It can be a great benefit for these children to have your



support at a difficult time, and a warm, friendly, structured childminding day can help children to regain their confidence and self-worth. However, you shouldn't feel that you have to take on such an arrangement if you can't cope with it or if you feel that the children's social services department can't give you enough information or support.

Try to find out before you take the child how much information and support you can expect. It is very important that you are able to take the advice of the child's social worker in how best to care for this child. They will have expertise and experience in meeting the needs of

children who have been abused. It would be even more disruptive for the child to settle in with you and then have to leave because you weren't getting the necessary support.

If you are asked to care for a child who has been abused, you may find it helpful to call NCMA's Safeguarding Children Service.



What if you're looking after an abused child?

If you are caring for a child who you know has been physically, emotionally, or sexually abused, then you should carefully think through your reactions to that child individually. If you feel that you cannot respond to the child or have a particular problem, ask for help from the child's social worker or your local development worker who is available to support you.

If children have been physically, or emotionally abused or have been exposed to adult sexual behaviour, then their normal responses to affection or to discipline may have been damaged. It is not usually helpful to force attention on a child but let them know that you're there if they need you and that you will listen to what they have to say.

Always ask for help and advice and information if you find the situation difficult in any way. Child abuse is a serious problem which needs careful handling and you are not expected to work it out all by yourself. Don't be afraid to ask questions.

Serious injuries or neglect are very obvious forms of abuse, and you will be aware of the problems that

the child has. However, what seem to be trivial problems to an adult may profoundly disturb a child. Listen to what the child is saying, either through words or actions, and adjust your behaviour accordingly.

Some childminders work with children's social services and specialise in providing help and support for children and families "in need". This is usually as part of a quality-assured NCMA Children Come First childminding network, where members receive extra training to help them offer additional services to meet the needs of the families they work with.

Call your local NCMA office to find out more about childminding networks in your area.



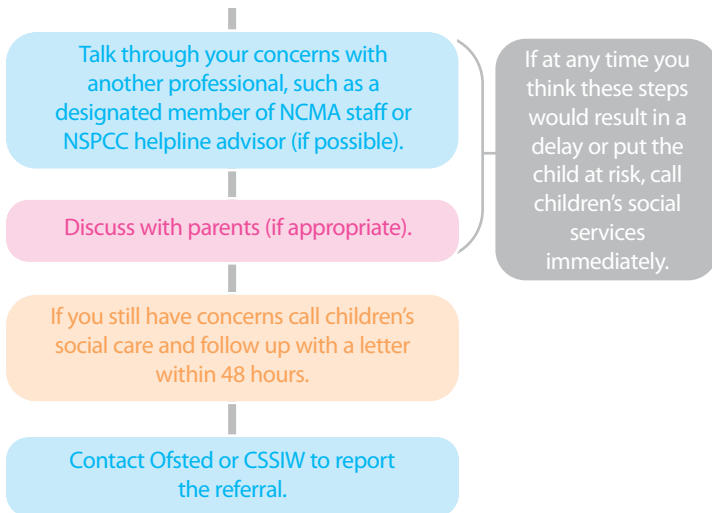
Further information

Annex 1: Summary

As a childminder or nanny, you should:

- attend any child protection training you are offered. Information changes and so you should keep your knowledge up-to-date by going on more than just one initial course.
- have copies of, and regularly read, the Local Safeguarding Children Board procedures. Every six months or so, check that you have the most up-to-date versions. In Wales you should regularly check how the All Wales Child Protection Procedures are implemented in your area.
- have a child protection policy.
- read What To Do If You're Worried A Child Is Being Abused – Summary (see Annex 3).

If you have concerns



Annex 2: Legal requirements and national standards in England and Wales

Early Years Foundation Stage (EYFS) Welfare requirements (England)
Safeguarding and promoting children's welfare.

“The provider must take necessary steps to safeguard and promote the welfare of children.”

This requirement states that childcare providers must, among other things:

- Hold and implement an effective safeguarding children policy
- Inform Ofsted without delay of any allegation of serious harm to a child by anyone living, working or looking after children at the premises.
- Providers must keep their concerns confidential.

All practitioners should have an up-to-date understanding of safeguarding children issues and be able to implement the safeguarding children policy and procedure appropriately.

The EYFS applies to all registered childcare providers looking after children aged between 0 and 5 but represents good practice across all age-groups.

For copies of the full Statutory Guidance for the Early Years Foundation Stage, please visit www.standards.dcsf.gov.uk/eyfs.

National Standards for Childminding (England) Standard 13 – Child protection

The registered person complies with local

child protection procedures approved by the Local Safeguarding Children Board and ensures that all adults working and looking after children in the provision are able to put the procedures into practice.

For copies of the National Standards for Childminders, visit www.surestart.gov.uk or call 0845 602 2260. Childminders in England should also read Ofsted's Guidance on the National Standards (ref HMI 286), plus the revisions (HMI 2089). Both are available from www.ofsted.gov.uk or by calling 0700 263 7833.

Note that from September 2008, childminders caring for 0- to 5-year-olds will have to work to the requirements of the EYFS (see left).

National Minimum Standards for Childminding (Wales)

Standard 18 – Child protection

Parents have the confidence that the childminder takes all reasonable steps to protect children from harm.

18.1 The childminder draws up and implements a child protection policy which links into the arrangements of the Local Safeguarding Children Board and ensures that any adults working and looking after children are able to put the policy into practice.

18.2 The childminder is aware of the appropriate Local Safeguarding Children Board guidance or procedures on child protection, and knows whom to contact if concerned about a child.

18.3 The childminder records any concerns and reports them according to the procedures and without delay. This will include notifying the CSSIW.

18.4 The childminder is aware of the

following categories of abuse – physical abuse, physical neglect, emotional abuse and sexual abuse.

18.5 The childminder ensures that any concerns are kept confidential to as few people as need to know about them.

For copies of the full publication **National Minimum Standards for Childminding**, visit www.wales.gov.uk or call 01443 848450.

Annex 3: Further reading and sources of information

NSPCC

The National Society for the Prevention of Cruelty to Children (NSPCC) specialises in child protection and the prevention of cruelty to children. It offers many booklets and advice sheets on topics from protecting children from sexual abuse to protecting disabled children. The NSPCC also runs training courses for childcarers.

Helpline: 0808 800 5000

Website: www.nspcc.org.uk

What To Do If You're Worried A Child Is Being Abused (2006)

This set of two booklets and a poster provides guidelines to people working with children. The comprehensive booklet (ref 31553), poster (ref 31981) and summary booklet (ref 31815) are available from www.dh.gov.uk or by calling 0870 155 5455.

Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (2006)

This guidance, drawn up to support the Children Act 2004, sets out how individuals and organisations in England should work

together to safeguard and promote the welfare of children. It has been updated since the previous version, published in 1999, to reflect developments in legislation, policy and practice. Chapter three covers Local Safeguarding Children Board Guidance. Download Working Together to Safeguard Children from www.everychildmatters.gov.uk (search for "IG00060").



Safeguarding Children: Working together under the Children Act 2004

This guide, published by the National Assembly for Wales, provides guidance to Local Safeguarding Children Boards across Wales. It explains how agencies and professionals in Wales should work together to promote children's welfare and protect them from abuse and neglect. The guide is available from the National Assembly for Wales's Children and Families Division on 029 2082 5640.

All-Wales Child Protection Procedures

The procedures have been approved and adopted by all local authorities in Wales. The latest edition, which replaces all previous editions, was published in April 2008. To download the procedures, visit <http://www.torfaen.gov.uk/HealthAndSocialCare/ChildrenAndYoungPeople/AllWalesChildProtectionProcedures/Publications/Procedures.pdf>.

Further online resources:

www.safeguardingchildren.org.uk

www.everychildmatters.gov.uk

www.childreninwales.org.uk

In this booklet we have referred to "children's social services". In some areas, this is known as "children's social care".



This guide has been produced by the National Childminding Association (NCMA), in conjunction with the NSPCC, for registered childminders and nannies to refer to if they have concerns about a child.

NCMA is a charity and membership organisation which promotes quality home-based childcare. Childminders, nannies, parents and anyone interested in home-based childcare can find out more by:

calling NCMA's freephone Information Line on 0800 169 4486

or visiting www.ncma.org.uk.

