

## Safeguarding and child protection policy and procedures – contents

What the title means -

- Child protection = protecting children.
- Safeguarding = what you do if child protection has gone wrong.
- Policy = what you will / will not do.
- Procedures = the steps you follow if you need to do something eg report a concern.

Your **policy** will state that you protect children from abuse.

- You are the designated practitioner for safeguarding in your provision and you must attend LSCB / LA approved training. Other training might be useful for CPD eg online training courses, but your main course must be LSCB / LA approved and must be taken as often as required by your LA. Note the roles of the designated practitioner (your roles – to stay updated, to monitor safeguarding etc) in your policy.
- You must have a copy of the Government's statutory guidance 'Working Together to Safeguard Children 2013' in your computer files. Some LSCBs recommend printing the first page for your safeguarding file (this is not a requirement).
- You should note your LSCB safeguarding procedures - if your LSCB has a model safeguarding policy you must adopt it alongside your own policy.

Your **procedures** will include –

- Signs of abuse – physical, emotional, sexual and neglect – this is a useful factsheet from the NSPCC - <http://www.nspcc.org.uk/signsofabuse#what>.
- What you would do if a parent arrived under the influence of drugs or alcohol.
- Procedures if an allegation is made against you, a member of your family, staff, a visitor, another child etc – the steps you will take if an allegation is made ending with a note that you are aware you must contact Ofsted within 14 days to inform them (EYFS requirement).
- Procedures if a child discloses a child protection / safeguarding / abuse issue – the steps you will take if a child makes a disclosure, ending with a note that you are aware you must contact Ofsted within 14 days to inform them (EYFS requirement).

**Note** - It is very important that you make it clear that you are not qualified to investigate a safeguarding allegation and you will always report it to the LADO, Ofsted etc following your reporting procedures.

- How you protect vulnerable children – for example, children with special educational needs and disabilities (SEND).

- How you protect older children – for example, by teaching them about safe touch and stranger danger.
- E-safety – covering you, any staff you work with and the children's use of technology.
- Confidentiality statement including when you might have to break confidentiality to support a child.

When writing your procedures, you can, if you find it helpful, link to the EYFS 2014 – work through each of the EYFS requirements and note how you comply.

### **Contact numbers**

Safeguarding telephone numbers – check they are up-to-date. The numbers should include –

- LADO – Local Authority Designated Officer (some LAs have different names for them) – you must know the name of your LADO, how you can contact them and their role
- Children's services out of hours service
- Safeguarding advisor for your LA
- Police
- Your insurance company
- Ofsted

**Note** – some LAs are launching new 'early help pathways'. It is good practice to check your LSCB / LA website for updated safeguarding information every month. You cannot rely on your LA contacting you to tell you about changes.

**Other procedures** linked to your safeguarding procedures include –

- Mobile phone and camera policy – statutory. See this blog for more information - <http://knutsfordchildminding.blogspot.co.uk/2009/10/photographs-and-childminders.html>
- Uncollected child / late arriving parents procedure – statutory
- Missing child procedure – statutory
- Record keeping and confidentiality – recommended
- Visitor procedure – recommended
- Risk assessment procedure – recommended
- Health and safety policy – recommended
- Your LSCB might advise you to write a non-mobile baby protocol – recommended. There is a sample on the Independent Childminders Facebook group here - <https://www.facebook.com/groups/independentchildminders/804027336285342/>.

## **Safeguarding file**

You might find it useful to put together a safeguarding file / folder. This is not a requirement of the EYFS. You will find some ideas for contents on the Independent Childminders Facebook group here - <https://www.facebook.com/groups/independentchildminders/758836924137717/>.

## **Working with staff**

If you work with staff – assistants, co-childminders etc, then you will need extra information in your safeguarding and child protection policy and procedures including –

- Safe recruitment procedures
- Supervision records
- Training they have taken / in-house training delivered
- Whistle blowing procedures – required
- Details about CRB / DBS checks
- Disqualification information
- Information about staff taking alcohol, drugs or medication / substances
- Social networking information - recommended

You must know how to keep children safe from staff and be able to talk about how you monitor staff to make sure children are not in danger. Your staff must also be able to confidently say what they would do if they had concerns about your treatment of the children. Reference this in your whistleblowing procedures.

You might find it useful to read these 2 serious case reviews –

- <https://www.scribd.com/doc/142008880/Serious-Case-Review-Nursery-z> - Plymouth review
- <http://library.nspcc.org.uk/HeritageScripts/Hapi.dll/search2?searchTerm0=C4712> – Birmingham review

Thank you to Laura Henry - <http://www.laurahenryconsultancy.com/training/> - for your input.