



# Anne Riggs Childcare

anneriggschildminding.co.uk

Looking after generations of  
Plymouth's children since 1989

## Safeguarding Children Policy

Revised February 2017

This policy has been developed in accordance with the principles established by the Children Acts 1989 & 2004, the Childcare Act 2006, the Safeguarding Vulnerable Groups Act 2006 and is in line with government publications: “Working Together to Safeguard Children” 2015, “Framework for the assessment of Children in Need and their families” 2000, “What to do if you are worried a Child is being abused” 2015.

As a registered Childminder I take seriously my responsibility to ensure the safety and promote the welfare of children in my care in line with the procedures laid out by the Local Safeguarding Children Board. I have developed a structured procedure to be followed in the case of suspected abuse, which is regularly reviewed and updated.

I attended Safeguarding Children Awareness Training in July 2015 and I am aware of the signs and symptoms of abuse - physical, emotional and sexual, and those of neglect. I update my training as necessary.

I am aware that I must have due regard to the need to prevent people I look after from being drawn into extremism or terrorism. At my setting I actively promote British Values to help build the children’s resistance to radicalisation. I am aware of the signs and symptoms of FGM (or the possibility of it) and will remain observant for these. At as earliest time as possible I will be made aware through CARA via my Local Authority of any incidents of domestic violence where this may impact on a child in my care. Although I always fully supervise any use of the internet for all children I pay due regard to the Online Safety: A Toolkit for Early Years Settings, children of any age are not permitted access to any social media or online forums.

I provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. I support the children's development in ways that will foster security, confidence and independence. I aim to provide an environment in which children and young people feel valued and respected, and confident to approach me if they are in difficulties, believing they will be effectively listened to.

I refer to the current copy of "What to do if you're worried a child is being abused" on my computer and this is available for you to read if required. This sets out the guidelines for how I must record any incidents and disclosures and the procedures I must follow. I also give due regard to the Plymouth Assessment Framework 2016.

If I have reason to believe that any child in my care needs protection in any way, I will:

- Refer a child if there are concerns about possible abuse, to Children, Young People and Families Department
- Referrals will be made in writing, following a telephone call. Under these circumstances I will share information relating to your child with CYPS and the Police if requested. If the concern relates to me or another adult in my setting, I will follow my 'Allegations of Abuse' procedure.
- Keep written records of concerns about a child, even if there is no need to make an immediate referral. I will ensure that all such records are kept confidential and securely, separate from a child's records.
- Liaise with other agencies and professionals.
- Attend case conferences, or other multi-agency planning meetings, as necessary
- Ensure that any child currently with a child protection plan who is absent without explanation is referred to their Social Worker, Social Care Team.

If a child confides in me I will:

- Show that I have understood what they are saying and that I take their allegations seriously
- Encourage the child to talk, without asking leading questions or interrupting when a child is recalling a significant event
- Record the concern and the child's comments in writing, in their own words as far as possible. The record will contain

1. The child's name
  2. The child's date of birth
  3. The date the record is made
  4. A note of the child's non-verbal behaviour
  5. A body map, if appropriate, to record any visible injuries or marks
  6. My name and signature
- Inform the child that I cannot promise not to share this information but that everything I do will be in the interest of their safety
  - Contact the Gateway for advice or information to support children and young people in need of early help or where there is a concern about their vulnerability
  - Contact the contact the Multi -Agency Hub if a child is at significant risk of harm or there is a child protection concern
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  - Seek advice from the Early Health and Care Plan

### **Confidentiality**

- I recognise that all matters relating to safeguarding are confidential.
- I will disclose any information about a child on a need to know basis only, referring to 'What to do if you're worried a child is being abused' and the 'Information Sharing 2015 Guide. I am aware that I have a professional responsibility to share information with appropriate agencies in order to safeguard children.
- I am aware that I cannot promise a child to keep secrets which might compromise their safety and wellbeing.
- I undertake to share an intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, I will consult with Social Care at Children and Young People's Services.

### **Visitors to my home**

- I record all visitors to my home during childminding hours with the time and nature of visit. Children are never left unsupervised with visitors

### **Mobile Phones / Cameras / Social Networking**

- Mobile phones and cameras will never be used in compromising situations, which could be misinterpreted and lead to potential allegations.

- Visitors to my home will never be left unsupervised with children and therefore visitors will never be in a situation where their mobile phone/camera usage could lead to potential allegations.
- I will not post anything on social networking sites that could cause offence to any child or their families. I will gain signed parental permission before sharing any images with others and then only in pre-approved closed groups.

Any assistants will be made aware of the above phone / camera policy and will be made aware of professional boundaries when using social networking sites. They will not be permitted to share images, video or audio on any mobile phone or social networking site, the childminder makes all changes to the settings social networking site.

### **Procedure for Allegations of Abuse Against a Childminder**

As a Childminder working alone I may be vulnerable to allegations of abuse being made against me or another adult in my home. I will take precautions to protect myself from this happening by (this list is not exhaustive):

- Ensuring all household members aged 16 and over and any assistants have an up-to-date safety check, ie Police check if registered pre Ofsted, DBS or CRB.
- Ensuring all visitors to the house during childminding hours are recorded and do not have unsupervised access to the children under any circumstances
- Ensuring, where possible, that no workmen/women are in the house during minded hours, unless it is to repair an emergency service or for health and safety reasons
- Documenting every accident and incident that occurs while children are in my care, informing parents of such events and requesting them to sign my records
- Noting any noticeable marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care
- Ensuring the children are within sight and/or hearing at all times according to the child's age & stage of ability
- Keeping accurate records on each child and writing a daily diary or observations journal.

However, if an allegation is made, I will follow the procedure detailed below in order to gain support and professional advice:

Contact:

- The Local Authority Designated Officer immediately to discuss the nature of the allegation and the appropriate action to be taken
- Ofsted to advise them of the allegation and action taken\* 0300 123 1231
- Morton Michel Insurance (Legal Advice Line) 0117 9340567
- Plymouth Early Years Advisor

\* Ofsted must be informed as soon as reasonably possible, and at the latest within 14 days of allegation being made

I will keep a detailed record of all related incidents, including what was said and by whom, with times and dates.

After seeking advice/approval from the Local Authority Designated Officer, I will ask witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.

I have a duty to inform the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups. ([www.isa.homeoffice.gov.uk](http://www.isa.homeoffice.gov.uk))

If you have any concerns, I will be happy to meet and discuss them with you.

Childminder's signature: \_\_\_\_\_

**Review March 2018**

## Useful telephone numbers (correct at printing February 2017)

Gateway	01752 668000
Plymouth Advice and Assessment	01752 308600
Out of hours Advice and Assessment	01752 346984
Devon Advice and Assessment service	0345 155 1071
Cornwall Advice and Assessment service	0300 123 1116
Local Authority Designated Officer (Simon White)	01752 307144
Police Child Abuse Investigation Unit	01752 284522
Early Years Safeguarding and Welfare Officer (Maria Hollett)	07795121445 01752 307486
Plymouth Early Years Adviser (Trish Dakin)	07468713884
Multi Agency Hub	01752 305200
Domestic Violence Advice	01752 252033
Pacey Information Line – for help and support with all areas of childminding, incl. allegations of child abuse.	0800 169 4486
Childline	0800 1111
NSPCC Child Protection Helpline	0808 800 5000
Ofsted	0300 123 1231

### Meeting the Early Years Foundation Stage (welfare requirements) for childminding

Safeguarding Children: The Children Acts of 1989 and 2004, and the Early Years Foundation Stage state that “the registered person must comply with local child protection procedures approved by the Local Safeguarding Children Boards and ensures that all adults working and looking after children in the provision are able to put the procedures into practice”.

### Safeguarding and promoting children’s welfare

The welfare requirements within the *Statutory Framework for the Early Years Foundation Stage* require providers to take the necessary steps to safeguard and promote the welfare of children in their care. In particular they are required to implement an effective safeguarding children policy.

The provider must ensure that anyone working with them understands the safeguarding policy and procedure.

Providers should follow the guidelines set out in the booklet “What To Do If You’re Worried A Child is Being Abused”, produced by the Department for Children, Schools and Families (DCSF).