



# Policy - Safeguarding and Child Protection

**Title:** Safeguarding and Child Protection

**Category:** Safeguarding Children

**Review Date:** 1st Aug 2019

**Description:**

Child Protection Policy Opening Statement

Statement of intent

Forest Tribe Friends Childminding I fully recognise that I have a responsibility in place to safeguard and promote the welfare of all children and I have a role to play in noticing indicators of possible abuse or neglect. This policy sets out how my practice complies with statutory responsibilities relating to safeguarding and promoting the welfare of children who attend my practice.

I have attended a child protection training course (Designated Officer) every 2 years. Assistants at my practice will also attend an appropriate child protection course.

I follow BSCB Buckinghamshire Safeguarding Children Board procedures, which can be accessed online <http://www.bucks-lsrb.org.uk/>

Forest Tribe Friends Childminding acknowledges its duty to act appropriately with regards to any allegations towards a member of staff or volunteer, or to any disclosures or suspicion of abuse.

Forest Tribe Friends Childminding recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2018.

This policy includes

- \* Roles & Responsibilities
- \* Recognising signs of abuse
- \* Safeguarding lead information
- \* Disclosure
- \* Liaising with other agencies
- \* Allegations against Forest Tribe Friends team
- \* Safer Recruitment
- \* Training
- \* Records & Record retention
- \* Confidentiality
- \* Whistle blowing
- \* E safety
- \* Photographs
- \* Visitors

Forest Tribe Friends Childminding believes that:

- The welfare of all children and young people is paramount
- All children, whatever their age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual identity, have the right to protection
- All allegations, reports or suspicions of abuse should be taken seriously and responded to in a swift and appropriate manner

Forest Tribe Friends Childminding ensure that:

- All children and young people will be treated equally and with respect and dignity
- The welfare of each child will always be of highest priority
- Bullying (in any form) is neither accepted nor condoned
- Action will be taken to stop any inappropriate verbal or physical behaviour
- There is a clear line of accountability with regards to safeguarding concerns
- Staff and volunteers will be kept updated with regards to changes in legislation and policies for the protection of children and young people
- Staff and volunteers will undertake relevant and appropriate development and training in relation to safeguarding children
- All staff and volunteers within the organisation are fully aware of their responsibilities to safeguarding and their duty to the children and young people in that they fully understand the correct process for reporting concerns

## CHILD PROTECTION POLICY: INTRODUCTION

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004: and in line with the following:

- Working Together to Safeguard Children 2018

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/722305/Working\\_Together\\_to\\_Safeguard\\_Children\\_...](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/722305/Working_Together_to_Safeguard_Children_-_2018.pdf)

- What to do if you are worried a child is being abused 2015

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_b](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_b)

- Keeping Children Safe in Education 2016

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

## Roles and Responsibilities

All staff and volunteers, including myself working within Forest Tribe Friends Childminding must:

- Understand the different categories of abuse and neglect, and how to recognise the signs.  
Significant changes in children's behaviour.  
Deterioration in children's general well-being.  
Unexplained bruising, marks or signs of abuse or neglect.  
Children's comments which give cause for concern.  
Pattern of absences or frequent absences  
Any reasons to suspect neglect or abuse outside of my practice for example in the child's home.  
Inappropriate behaviour displayed adults involved with the child.
- Recognise that some parents/carers may require additional support in raising their children, for example because of mental health issues, substance or domestic abuse.
- We understand our responsibility to report any concerns that a child is being, or is at risk of being, abused or neglected. This includes reporting any concerns regarding another staff member or volunteer's behaviour towards a child or children.
- If appropriate; Forest Tribe Friends Childminding will work to develop effective links with relevant agencies and cooperate as required with their enquiries on child protection matters, including attendance and written reports at child in need, Team Around the Family (TAF) meetings and child protection conferences.
- I use the BSCB Buckinghamshire Safeguarding Children Board Threshold document and refer to this guidance 4 levels of concerns. Depending on which concerns fit into depends on where I will seek help/advice or make referrals. Any concerns are recorded by myself on a log of concern (date, detail of concern, action taken) and I will use the Threshold document for guidance on requesting help if I feel it is required. Including Contacting Family Resilience on 0845 are there to help the whole family not just the child  
<http://www.bucks-iscb.org.uk/professionals/thresholds-document/>
- If you as a parent have a concern about any child you should call First Response, if you feel a child is in danger of significant harm.

Contact number 01296 383962 email [cypfirstresponse@buckscc.gov.uk](mailto:cypfirstresponse@buckscc.gov.uk)

## RECOGNISING THE SIGNS OF ABUSE

Abuse and Neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children can be abused in a family or in an institution or community setting by those known to them or, more rarely, by others. Children can be abused by an adult, or another child or children.

**Physical Abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm, may also be caused when a parent or carer fabricates the symptoms or, or deliberately induces, illness in a child.

**Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. This may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may also include age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental stage as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur without physical or sexual abuse.

**Sexual Abuse:** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, where the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), or non-penetrative acts such as masturbation, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, pornography or watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet) where the abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child Sexual Exploitation:** This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Neglect:** The persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health and development. Neglect may occur during pregnancy as a result of maternal substance misuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers):or
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

#### Children with Disabilities

I recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. If I am dealing with children with complex disabilities and/or emotional and behavioural problems I will be particularly sensitive to signs of abuse.

#### Prevention of Radicalisation

I have attended Prevent Duty Training. If I am concerned about one of the children in my care, I will contact First Response Team

The Government Prevent Strategy, has raised awareness of the specific need to safeguard children, young people and families from violent extremism. The Counter-terrorism and Security Act, 2015 places a duty on professionals have due regard to the need to prevent people from being drawn into terrorism.

<https://www.gov.uk/government/publications/prevent-duty-guidance2015>

#### Child Sexual Exploitation (CSE)

Child Sexual Exploitation involves exploitative situations, contexts and relationships where young people receive something (for example food, drugs, alcohol) as a result of engaging in sexual activities.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including grooming.

If I am concerned about any children within my care I will contact First Response Team

#### Female Genital Mutilation (FGM)

Female genital mutilation includes procedures that intentionally alter or injure the female genital organs for non-medical reasons. It is carried out on children ages of 0–15, depending on the community in which they live. FGM is extremely harmful and has short and long term effects on physical and psychological health. FGM is internationally recognized as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

If I am concerned about any children within my care I will contact First Response Team

#### Private Foster Caring

Private Foster Caring is when a child under the age of 16 (18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between parent and carer, for a period of 28 days or more.

If I am concerned about any children within my care I will contact First Response Team

#### Peer on Peer

I have an awareness of peer on peer abuse and recognise the following:

- o Children and young people are capable of abusing their peers
- o Peer on peer abuse relates to situations such as physical abuse (biting, kicking, hitting etc), sexual exploitation (inappropriate sexual language, touching, sexual assaults), gang violence, financial abuse, prejudiced behaviour (feeling powerless, worthless, marginalised etc) and exploitative relationships
- o I will gather the facts using age appropriate language, supporting the children concerned. If it's occurred within my setting I will speak to the parents of the children concerned

If I am concerned about any children within my care I will contact First Response Team

#### SAFEGUARDING LEAD

All organisations working with children and young people should have a Safeguarding Lead in place. The Safeguarding Lead will provide a direct point of contact for staff member or volunteer who has a child protection concern, record any concerns in a clear (and secure) manner, and ensure that the appropriate action is taken. The Safeguarding Lead should also ensure that the Child Protection Policy is being fully adhered to.

The Safeguarding Lead for Forest Tribe Friends Childminding is

MELANIE MARSHALL

I can be contacted on 07803340096

If I am not available, advice should be immediately sought from:

The First Response Team 01296 383962

email: [secure-cypfirstresponse@buckscc.gcsx.gov.uk](mailto:secure-cypfirstresponse@buckscc.gcsx.gov.uk)

NB. This email address is only secure if emailing from another secure account.

#### WHAT TO DO IF YOU ARE CONCERNED ABOUT A CHILD

It is important that every staff member and volunteer within my practice are clear about what they need to do if they have safeguarding concerns. It is the responsibility of all staff and volunteers, to raise any concerns regarding the welfare and safety of children.

Where a child makes a disclosure:

- I will offer reassurance to the child, that they have done the right thing in telling someone and I am glad they told me.
- I will never stop a child who is freely recalling significant events
- Listen to the child
- Gives reassurance that I will take action and I will not promise to keep their disclosure a secret but will tell the right people, who can help them.
- I will not question the child, instead I will use TED; Tell, Explain, Describe
- When I am able I will make an accurate record of what I have been told, taking care to note any times, dates or locations mentioned. I will use the child's name where possible. I will not substitute anatomically correct names for body part names used by the child. I will record all subsequent events until further notice
- I will call First Response for advice
- I recognise that children who are abused or witness abuse may find it difficult to develop a sense of self-worth and trust those around them.
- I recognise that some children may adopt inappropriate or abusive behaviours and that these children may be referred on for appropriate support and help
- I will provide activities to encourage self-esteem and self-motivation. Forest Tribe Friends Childminding will have an ethos that actively promotes a positive and secure environment within my home practice and at Forest School.
- I will encourage positive behaviour and provide a consistent approach, focusing on the behaviour not the child's self-worth. I will ensure that children know that abusive behaviour is unacceptable and they are not to be blamed for any abuse

If there is immediate risk of harm to a child DO NOT DELAY, ring 999

At Forest Tribe Friends Childminding I have:

Any documentation regarding child protection is kept confidentially in a locked filing cabinet  
I have a 'Together we can tackle child abuse' poster displayed in my entrance to practice.

[www.bucks-lscb.org.uk/concerned-about-child/professionals-report-a-concern/](http://www.bucks-lscb.org.uk/concerned-about-child/professionals-report-a-concern/)

## POLICIES AND PROCEDURES

### Liaison with other agencies

Forest Tribe Friends Childminding will work to develop effective links with relevant agencies and cooperate as required with their enquiries regarding child matters, including attendance and written reports at child in need, Team Around the Family (TAF) meetings and child protection conferences and core groups. I use the BSCB Buckinghamshire Safeguarding Children Board Threshold document and refer to this guidance 4 levels of concerns. Depending on which concerns fit into depends on where I will seek help/advice or make referrals. Any concerns are recorded by myself on a log of concern (date, detail of concern, action taken) and I will use the Threshold document for guidance on requesting help if I feel it is required. Including Contacting Family Resilience on 0845 300 0000 are there to help the whole family not just the child  
<http://www.bucks-lscb.org.uk/professionals/thresholds-document/>

## ALLEGATIONS OR CONCERNS REGARDING A MEMBER OF STAFF OR VOLUNTEER

Disclosures of abusive or inappropriate behaviour towards children may be made in relation to staff members or volunteers working within Forest Tribe Friends Childminding. Alternatively, staff members or volunteers may have concerns regarding behaviour they have witnessed from another member of staff or volunteer towards children.

In response to any allegation, the named person should respond in line with the BSCB Procedure for Managing Allegations and where appropriate must contact the Early Years Designated Senior Manager

Alison Terry (Early Years Designated Senior Manager)  
Contact Number: 01296387147 Email: [aterry@buckscc.gov.uk](mailto:aterry@buckscc.gov.uk) or  
Joe Cook (Deputy Early Years Designated Manager)  
Contact Number: 01296387147 Email: [jcook@buckscc.gov.uk](mailto:jcook@buckscc.gov.uk)

At Forest Tribe Friends Childminding we would follow the flowchart provided, which shows the key actions I would take in response to an allegation. If the allegation is against myself the Early Years Designated Senior Manager can be contacted directly.

Transfer of Risk: Should an assistant of Forest Tribe Friends Childminding be involved in child protection, other safeguarding procedures or Police investigation in relation to abuse or neglect, they must inform me as their employer. In these circumstances, I will need to assess whether there is any potential for risk in my workplace and the individual's own work with children or young people.

## SAFER RECRUITMENT

### Suitable People

I hold an enhanced Disclosure and Barring Service (DBS) check from Ofsted Certificate Number: 001616494381 Date of Issue: 24th May 2018  
My own children are under 16 (DOB 2006 & 2004)  
Any Assistants I employ will also hold a Childminding Assistant DBS check and paediatric first aid certificate, I will carry out a minimum of two references for each assistant.

Name: No. Dated  
Carrie Swallow 001633505550 12 October 2018  
Holiday Club Assistant Paediatric Certificate dated: 21/6/2018

Forest Tribe Friends Childminding will be caring for children under and over the age of eight for more than two hours a day, I will therefore be registered on the Early Years and Childcare registers

- The Early Years Register – I will be caring for children aged from birth to 31 August following their fifth birthday; and will be working in accordance with the Early Years Foundation Stage framework for the Early Years Foundation Stage
- The Childcare Register,
  - o Part A: Compulsory – as I will be caring for children from 1 September after the child's fifth birthday up until their eighth birthday
  - o Part B: Voluntary – as I will be caring for children aged eight and over,

Ofsted will be informed if there are any allegations made against myself, my children or my assistants. Any actions which have taken place in respect of this notification will be done within 14 days of the allegation being made. I understand that failure to comply with this requirement is a criminal offence.

I am aware of the Safeguarding Vulnerable Groups Act 2006 and know it is my duty to inform the Disclosure and Barring Service and Ofsted should I need to report an assistant because they have harmed or put a child in risk of harm.

## TRAINING

I hold a Level 3 in Childcare and Forest School Leader level 3 qualification. I was a manager of CSG Pre School Playgroup for 9 years, where I held the post of Designated Safeguarding Officer and Senco.

My Assistants will hold a minimum level 2 of relevant childcare qualification. They will have attended Safeguarding training and 12 hour Paediatric First Aid training.

I hold a current 12 hour paediatric first aid certificate, and a 16 hour forest school certificate, these are updated every three years. Certificates are displayed in the office.

I will assess relevant courses to enhance our skills and interests in child development, Forest School and mandatory courses.

## RECORDING & RECORD RETENTION

Forest Tribe Friends Childminding will keep clear, detailed written records of concern about children's welfare keeping a Log of Concerns (noting the date and action taken). I will ensure all records are kept secure and in a locked location. Parents do not have an automatic right to access child welfare records and will be given as to what the consequences of information sharing might be. Unless it would place the child at risk of significant harm, parents will be informed. Once a concern has been completed, where it will be stored and what will happen to it when the child leaves the practice.

When the child about whom there have been child welfare concerns (whether subject to a child protection plan or not) leaves Forest Tribe Friends Childminding, their child's 'child welfare file' will be transferred to the receiving school or setting using the following protocol:

- The file will be marked 'confidential, addressee only' and sent to the Designated Person, if known, of the receiving setting or school. The file will be delivered by post where possible; otherwise sent by delivery that can be tracked and signed for.
- I will contact the receiving setting/school by telephone to make them aware that there is a child welfare file and, once sent, ask them to confirm as soon as possible that they have received the file. I will keep a record that the file has been received in order to be able to identify its location.
- Parents will be made aware that child welfare records will be transferred, unless this would place the child at risk of acute harm.
- Forest Tribe Friends Childminding practice will not keep a copy of transferred records but will keep a record of the current file location and date the file was transferred.
- If individual child welfare files cannot be transferred for any reason, the setting will archive them for 25 years from the child's date of birth.

## CONFIDENTIALITY & INFORMATION SHARING

Consent: When responding to a concern about a child, making a referral to Children's Social Care or the EYDSM, consent should be sought in line with the procedure provided on the two flow diagrams at appendix 1 and 2.

- Staff will ensure confidentiality and that relevant and proportionate information is shared appropriately. The setting works within the guidelines set out in Sharing Advice for Safeguarding Practitioners 2018 (Department for Education).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419628/Information\\_sharing\\_advice\\_safeguarding\\_practitioners\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners_2018.pdf)

- As the Safeguarding lead for my practice I may disclose any information about a child to other members of staff on a 'need to know' basis only.
- Everyone at Forest Tribe Friends Childminding are aware that they have a professional responsibility to share relevant and proportionate information with other agencies in order to safeguard children.
- When timescales are not specified, Forest Tribe Friends Childminding will keep records of the concern and subsequent actions taken for a minimum of 10 years. Records will not be shared with any other staff members or volunteers.
- If an allegation is made against a member of staff, a comprehensive, confidential summary of the allegation will be kept on their personnel file. This record will be kept by the Forest Tribe Friends Childminding until normal retirement age, or 10 years after the allegation if longer. This record should include a clear outcome when cases have been investigated and found to be without substance.
- For cases in which an allegation was proven to be false, unsubstantiated or malicious, the allegation will not be included in employer references, even if the individual has been the subject of repeated allegations.

## ESCALATION, CHALLENGE & WHILSTLEBLOWING

### Escalation and Challenge

At Forest Tribe Friends Childminding, I would hope that any assistants I have, would be confident to be able to speak up if they have a concern and they are aware of my Child Protection policy and the procedure to follow should they have a concern regarding a child, or an adult's behaviour towards a child. If they are unhappy

I will share the link to the BSCB Buckinghamshire Safeguarding Children Board, BSCB Escalation, Challenge and Conflict Resolution Procedure which provides the process should a concern be raised regarding the handling of any safeguarding concerns.

### Whistleblowing

As a registered childminder I am required by section 40 of the Childcare Act 2006 and the EYFS Statutory Framework Safeguarding and Welfare requirements to take the necessary steps to safeguard and promote the welfare of children, this includes raising/reporting concerns of unacceptable behaviour that put a child at risk. I will take the necessary steps to keep all children safe and well and act upon any concerns accordingly, to do this I will:

- Promote a transparent setting and practice
- Encourage my assistant/parents/cares/family members/visitors to act quickly and raise any concerns they may have to me about the setting, my assistant or myself. I will provide a log, investigate and act upon them accordingly
- Report any unacceptable behaviour by my assistant, other childminders and any other professionals working with children to the relevant authorities (including Ofsted and may also include the Police and Social Care) and share with them any relevant information I have
- Notify Ofsted if I become aware of unregistered childminding
- Unacceptable behaviour may include (but is not limited to):
  - o Any form of abuse (physical, verbal, psychological, neglect)
  - o Putting the child at risk
  - o Acting illegally
  - o Acting in contravention to the EYFS Statutory Framework

Whistleblowing is different from making a complaint. All concerns will be treated in confidence and where appropriate every effort will be made not to reveal the whistleblower's identity.

If an assistant/parent/carer/family member/visitor does not feel that they can discuss any concerns with me they should contact Ofsted on 0300 123012. If a concern has been raised I will:

- Record the date the concern arose
- Record how the concern was received (email, text, phone, in person)
- Record details of the concern using as much detail as possible with names, dates, times, whether concerns were witnessed or are suspicions and nature of the concern
- Record immediate action taken and date and which authorities have been notified and what documentation has been collected and shared
- Record any follow up action (including changes in setting and any further contact with Whistle-blower)

## e-SAFETY

## Mobile Phones

Parents are asked not to use their phones whilst on my premises, wherever possible. Parents are not to take any photographs of ANY children, including whilst at my practice.

I will carry a mobile phone, so I am contactable at all times. I use this phone to take photographs of the children during sessions, once these photos are in children's individual Babysdays gallery they are deleted from my phone. This phone is passcode protected. This number will be provided to all parents at emergency contacts.

## Social Media, Website and What's App

When joining Forest Tribe Friends Childminding practice, we will discuss where and when you are happy for photographs of your child to appear, (children's DOB will NEVER appear on any of my social media sites) sign permission will be obtained, as a parent you can withdraw this permission in writing at any time.

Promotion of Forest Tribe Friends Childminding is necessary to make a successful business, social media is an essential tool. I have a Facebook page which enables prospective parents to see what I offer and the activities they can expect their children to do. My website which is used to provide information on availability, fees, activities, my Local offer and details of home based and Forest School ethos. My Facebook page will show activities we have been up to in our spaces if necessary. I will also use the Facebook page to send relevant links regarding Childminding, child development and Forest School practices. Anything included on Forest Tribe Friends Facebook page or website will be with prior permission and parents can ask for a photograph to be withdrawn at any time.

## PHOTOGRAPHS

Photographs will be taken during session times of activities the children are taking part in on my mobile phone, they are then uploaded on to the children's photo galleries, on Babysdays which is only used for Forest Tribe Friends Childminding. They are then deleted from my phone.

I will also use my camera, again once the photos have been uploaded onto Babysdays system the photos will be deleted from the camera.

Photos are only taken of children with whom I have permission to photograph.

## VISITORS

Any visitors to Forest Tribe Friends Childminding will have to sign in on arrival and out when they leave on the visitor's section on Babysdays system. ID cards need to be shown, if appropriate.

No children will be left alone with any visitors, myself or my assistants will be present at all times.

Visitors will be made aware of my practices, Child Protection Policy.