

Safeguarding children

My first responsibility and priority is towards the children in my care. If I have any cause for concern I will report it, following the local Safeguarding Children Board procedures. The relevant local procedures that are held by me are available on request. I understand that child abuse can be physical, sexual, emotional, neglect or a mixture of these. I must notify Ofsted of any allegations of abuse, which are alleged to have taken place while the child is in my care.

Procedure

I keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications such as *Who Minds?* This helps me be aware of the signs of abuse or neglect and what to do if I have a concern.

I have copies of, and am familiar with, the local Safeguarding Children Board procedures. Every six months I check that I have the latest version of the relevant procedures (or any documents that may replace them in the future).

If I am concerned about a child's welfare, I may contact the local authority, the NSPCC, the National Childminding Association (NCMA), or other relevant support services for advice, providing this does not affect confidentiality.

Child protection concerns that could identify a particular child are kept confidential and only shared with people who need to know this information.

Parents must notify me of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which will be recorded.

I work together with parents to make sure the care of their child is consistent. Please see my Working with Parents policy.

If I notice:

- 1 significant changes in behaviour
- 2 unexpected bruising or marks
- 3 any comments made which give me cause for concern
- 4 deterioration in general wellbeing which causes concern

I will implement the local Safeguarding Children Board procedures in England, without delay to minimise any risk to the child. I will call the local social services' duty desk and follow it up with a letter within 48 hours. I will keep a factual record of the concern and will ask the parents for an explanation, providing it would not put the child at risk.

The EYFS Statutory Framework in England and Wales requires me to let Ofsted know of any concerns that I have reported without delay.

If a child tells me that they or another child is being abused, I will:

- 1 show that I have heard what they are saying, and that I take their allegations seriously
- 2 encourage the child to talk, but I will not prompt them or ask them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account
- 3 explain what actions I must take, in a way that is appropriate to the age and understanding of the child
- 4 write down what I have been told using exact words where possible
- 5 make a note of the date, time, place and people who were present at the discussion
- 6 then report my concerns immediately to the duty social worker who has the experience and responsibility to make an assessment of the situation.

If an allegation is made against me, I will report it to Ofsted and social services following the Safeguarding Children Board procedures. I will also contact NCMA's safeguarding children service on for advice and support.

In all instances I will record:

- 1 the child's full name and address
- 2 the date and time of the record
- 3 factual details of the concern, for example bruising, what the child said, who was present
- 4 details of any previous concerns
- 5 details of any explanations from the parents
- 6 any action taken such as speaking to parents.

It is not my responsibility to attempt to investigate the situation myself.