



Safeguarding Children Policy and Procedure

"Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken when there are safeguarding concerns about a child and in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

Page 16 of the Statutory Framework for the EYFS 2017 (3.4)

I will meet the requirements of the Early Years Foundation Stage and Childcare Register by:

- ✓ Being alert to any issues for concern in the child's life at home or elsewhere. It is therefore helpful if you share information with me that you think maybe significant, (Please refer to my **Confidentiality Policy and Procedure**).
- ✓ Promote British Values within my everyday practice (see Department for Education's definition of British Values - Protecting-children-from-radicalisation-the-prevent duty - page 5).
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- ✓ Being the Designated Safeguarding person, I will be taking the lead responsibility for safeguarding children in my setting.
- ✓ Completing Safeguarding Children (Child Protection) training every 2 years, enabling me to identify, understand and respond appropriately to signs of possible abuse, whether physical, emotional, sexual (including child sexual exploitation) or neglect, at the earliest opportunity (EYFS 2017:3.5)

- ✓ Having regard to the Government's statutory guidance '*Working Together to Safeguard Children 2018*,' '*Nothing is more important than children's welfare. Children who need help and protection deserve high quality and effective support as soon as a need is identified.*' (July 2018) and '*Prevent duty guidance for England and Wales 2015*' (EYFS 2017:3.7)
- ✓ Notifying West Sussex Safeguarding Children's Board of any serious accident or injury to, or the death of, any child while in my care, and I will act on any advice from WSCB.
- ✓ Ensuring that any person having unsupervised contact with children is suitable to be in regular contact with children and an enhanced Disclosure and Barring Service (DBS) check has been completed. I ensure that I have asked for personal circumstances to be disclosed (via a staff suitability declaration) that could disqualify individuals from working with children. This would usually be my assistant.

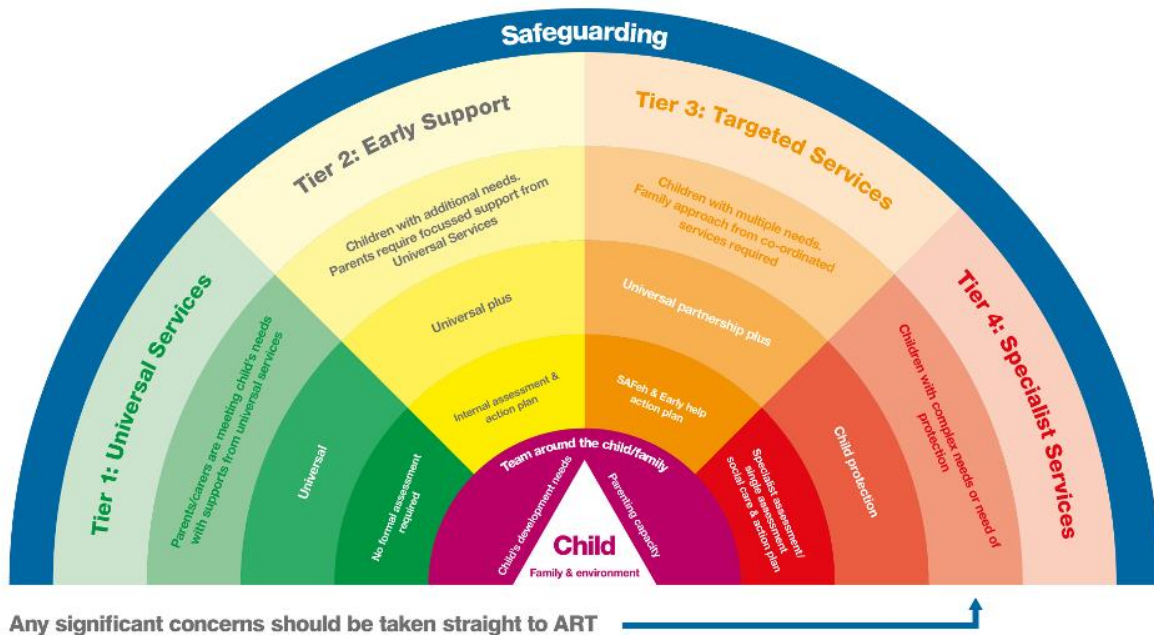
Mobile Devices*

I follow the following procedure regarding the use of mobile devices:

1. I have sole use of my mobile phone, which will be used to contact parents/carers if necessary.
2. Any photographs of children recording their developmental milestones will not be shared with anyone else, unless I have received written permission from parents/carers to do so.
3. Photographs and information are only stored on a computer where necessary and for a reasonable timescale.
4. Photographs and information are password protected; and compliant with the Information Commissioner's Office (ICO) and Data Protection Act 1998.
5. Images of children are not displayed on any social media or web site without prior written agreement from both parents/ carers.
6. Parents and/or carers, visitors and children are not to use a mobile device or camera whilst in my setting.
7. People living in my house will have their phone locked away in the filing cabinet whilst children are present or locked in the bedroom upstairs where children do not have access.

I have an understanding of the thresholds set by West Sussex Safeguarding Children's Board:

Children, young people and their families have different levels of need and these may change over time.



1. Low level needs

Most children and young people have low level needs that can be supported through a range of general services provided by:

- Education and early years providers
- Health providers
- Leisure facilities
- Housing providers and tenants support organisations
- Community groups and organisations

2. Emerging needs or identified needs

Children and young people who have additional needs can be addressed by professionals working in a universal setting as they come to light through early help assessment.

3. Multiple or complex needs

Children and young people may need a more targeted support offer through targeted services.

4. Complex or serious needs including child protection concerns

Children and young people who have more complex needs may need support from specialist services such as Social Care, the Youth Offending Team and the Targeted Disabilities Services. I will refer to **MASH** on **01403 229 900** or **0330 222 6664** if out of hours.

If I notice anything that gives me cause for concern, such as:

- Significant changes in the child's behaviour.
- Deterioration in general wellbeing.
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Any comments made which give me cause for concern.
- Any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or at risk of) female genital mutilation.
- Signs of radicalisation

These concerns will be shared with parents and/or carers unless, sharing these concerns puts the child at risk of significant or further harm. If after speaking to parents and/or carers I still have concerns I will seek advice from **MASH** on **01403 229 900** or **0330 222 6664** if out of hours.

If sexual abuse or fabricated illness is suspected, then I will contact **MASH** directly on **01403 229 900** Or **0330 222 6664** or **MASH@westsussex.gov.uk**

If the Specialist Assessment Team agrees a referral is required I will complete and submit the online referral form noting the unique reference number. (This must be completed and submitted within 48 hours.)

PREVENT DUTY

As a registered Childminder I am required to meet the Prevent duties which are detailed in the Counter-Terrorism and Security Act 2015. I will:

- ✓ Attend training relating to Sussex's procedures and CHANNEL Process relating to the Prevent Duty.
- ✓ Respond by being vigilant to anyone displaying signs of radicalisation, this may be a child, young person or relatives of the children that I mind.
- ✓ Report any concerns to the **MASH** on **01403 229 900** or email Sussex Police on **prevent@sussex.pnn.police.uk**

SAFER WORKING PRACTICE

To ensure the safety of children in my care:

I will:

- ✓ Not allow children in my care to be left alone with another person, without the prior consent of the parent and/or carer, such as an assistant or my emergency backup for example.
- ✓ Have an 'Existing Injuries Log', which parents are required to sign to say they have made me aware of an accident or incident occurring whilst the child was not in my care.
- ✓ Maintain records of any concerns I have.
- ✓ Keep up to date with safeguarding children issues through training and regularly visiting West Sussex's Safeguarding Children's Board website **<http://www.westsussexlscb.com/>**
- ✓ Not ask leading questions should a child make a disclosure to me.
- ✓ Request parent's permission for children to be photographed and ensure that children are not photographed where permission is not granted.
- ✓ Keep accurate records on each child, and keep them safe and secure (please see my **Confidentiality Policy and Procedure**)
- ✓ Ensure all household members over 16 have an enhanced disclosure (DBS check) in place.
- ✓ Ensure all visitors sign the visitor's book, and do not have unsupervised access to the children (please see my **Visitor's Policy and Procedure**).

- ✓ Record any accident/incident/injury in the Accident/Incident Log; and request parents to sign and date these records to confirm that they have seen the details.
- ✓ Supervise children appropriately, in accordance with their age and stage of development.

FGM - Female Genital Mutilation (sometimes referred to as female circumcision)

FGM refers to procedures that intentionally alter or cause injury to a female's genital organ for non-medical reasons. There are no health benefits to the procedure and it significantly harms girls and women in many ways. The procedure involves removing or damaging healthy and normal female genital tissue and therefore interferes with their natural bodily functions.

FGM will cause severe pain and can cause long-term complications, including difficulty in childbirth. FGM is illegal in the UK, however it is practiced in some African countries as well as parts of the Middle East and Asia. Girls may be taken back to their home country to be given time to heal; this could be during the 6 week holiday period.

FGM is a form of child abuse and should be reported immediately to **MASH** on **01403 229 900** and **Sussex Police** on **01273 470 101**.

LADO (LOCAL AUTHORITY DESIGNATED OFFICER)

The LADO manages cases where allegations are made against adults who work with children and young people.

If an allegation is made against the Childminder or any other person living or working on the premises or working directly with the children,

I will:

- ✓ Contact the Local Authority Designated Officer (LADO) On within one **03302 223339** working day,
- ✓ If it is a serious allegation and/or includes current injury, risk of losing forensic evidence, danger to the child, I will contact the police first, then the LADO and make a referral to **MASH On 01403 229 900**
- ✓ Inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at my premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).

I must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.

I will also contact the LADO if I observe inappropriate behaviour displayed by any other person caring or working with children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing of images.

EARLY HELP

When different professionals are involved with children, young people and families it is important to make sure that these services work together to listen to the voice of the family and get the right support in place. The new 'Early Help' process replaces the former Common Assessment Framework. Early Help is completed with parents to identify what additional services a child and family might need. As a Registered Childminder, I can complete this assessment with parents/children. Early Help will only be completed with the child's and/or parents' permission. I will contact the Early Intervention and Prevention referral team on **01444 255477** to establish whether Early Help already exists.

I will access relevant Early Help information via West Sussex Council's website - <https://www.westsussex.gov.uk/social-care-and-health/social-care-and-health-information-for-professionals/children/early-help/integrated-prevention-and-earliest-help-ipeh-services/>

If at any time during the course of completing Early Help, I am concerned a child has been harmed or abused or is at risk of being harmed or abused, I will follow West Sussex's procedures.

The sooner a family receives the right support, the sooner they are able to improve their situation and prevent the need for prolonged support.

Support starts with universal services, such as the school, the health service and the police. Families needing additional support will receive the next level.

A 'whole family' approach ensures that children's needs and welfare are being met and maintained as well as those of the family. This is done by working with the family, local communities and others already supporting them.

Early help also includes parents-to-be and very young children where:

- Their needs are not being met by routine or 'universal' services.
- They do not meet thresholds for statutory interventions.

There are four elements to early help:

1. The [Multi-Agency Safeguarding Hub \(MASH\)](#) aims to provide a single and consistent point of access to advice, guidance and decision-making about the right level of help needed to keep each child safe or achieve change.
2. Family Support Hubs that ensure families passed on by the MASH are joined to the right kind of support quickly through a co-ordinated response with partners.
3. A partnership of specialist keyworkers for families with multiple or complex needs who require coordinated multi-agency support. This aims to prevent the need for statutory social care intervention.
4. Strong local partnerships to support families in their communities and make sure they have the capacity to deliver an early help response.

The West Sussex County Council Integrated Prevention and Earliest Help (IPEH) team includes:

- Early Childhood Service
- Children and Family Centres
- Think Family

- Early Help
- Youth Services
- Healthy Child Programme (HCP), including health visitors, school nurses and the Family Nurse Partnership (FNP).

The IPEH work alongside West Sussex partners, including the district and borough councils. They also call on the skills and knowledge of services who work closely with families and children, including:

- Heads and governors of schools
- Sussex Police
- The Probation Service
- Health and maternity services
- Voluntary organisations
- Other internal family support services, such as children's social care and those working with specialist needs.

**Mobile devices are defined here as: any device where individuals can access a camera and/or the internet. This includes, but is not solely restricted to: phones, gaming machines, smart watches, tablets, mini tablets and digital notebooks.*

Signature: