

TAMSIN'S LITTLE ACORNS

Safeguarding Policy and Procedure

As a registered childminder I have a duty of care to ensure your children are protected and safe and if we have a concern with regards to the wellbeing of a child, we have a responsibility to act upon this.

I am a designated person who has attended a "Child Protection Training Course" which enables me to identify, understand and respond appropriately to signs of possible abuse and neglect. I regularly attend safeguarding courses that enables me to keep my knowledge current and up to date.

Safeguarding covers the following areas:

- Policies and procedures
 - Anti-Bullying
- Media and Internet Safety
 - Risk Assessments
 - Domestic Abuse
 - Child Protection
 - Health and Safety
 - Safer Recruitment

Child Protection Legislation states that any person who comes into contact with children in their everyday work has a duty to safeguard them.

Procedure for reporting a Safeguarding Issue

If we feel there has been any specific change in a child's behaviour, any deterioration in their wellbeing or any reason to suspect neglect, we will seek advice from Northumberland's Social Care Team and then follow it up with a letter within 48 hours. We will implement the Local Safeguarding Children's Board (LSCB) procedures, without delay to minimise any risk to the child.

To ensure the best possible outcome we will also report our concerns to OFSTED. Child protection concerns are kept completely confidential and only shared with people who need to know this information.

We may discuss our concerns with the parent or carer and ask for an explanation, providing it will not put the child at any risk. I will keep a factual record of any concerns, which will be passed to the Social Care team if a safeguarding issue is raised.

If a child discloses a safeguarding issue to us we will follow the procedure below:

- Listen to the child and allow them to talk
- Reassure the child that they have done the right thing and that they are not to blame
- React calmly and keep responses short and simple
- Inform the child what will happen next
- We will promise to support the child, however we will not promise confidentiality
- All concerns will be recorded accurately and as soon as possible following the conversation

- We will contact the local Social Care Team
- We will not discuss any concerns with anyone other than the professionals who need to know this information

If a concern is raised about me or any member of my household or staff, I will contact Northumberland's Safeguarding Board and Ofsted by telephone and then followed by a letter. I will also seek advice from my Childminding Support Officer.

Northumberland Safeguarding Board Information:

If you think a child or young person is being abused or mistreated or you have concerns about the safety or welfare of a child, you must speak to someone immediately. You can ring the Northumberland Safeguarding Team on 01670 623980 (office hours) who will connect you to your local Children's Social Care Team or ring 01670 822386 (out of hours).

In an emergency, phone the police 999.

Photos and Mobile Phones

I will ensure my mobile phone is fully charged and kept on me at all times in case of emergencies.

We will take photos of the children participating in day to day activities, print them out and display them in the child's individual diary. The photos will then be saved to the child's individual progress file and stored on my computer, which is password protected. I will require parental permission to display photos on my website of the children and will not publish anything without the parents or carers approval.

During my care children will not be able to access on line services without the supervision of an adult, this includes gaming on line and social media.

We will politely ask that parents refrain from taking photos in the setting without permission.

Lone Working Policy

As a responsible employer I will ensure there are suitable people working within my setting. Ofsted are responsible for checking the suitability of childminders and their assistants.

Me and my staff will have completed a DBS and be registered with the update service.

Staff cannot be under the influence or be taking any other substance which would affect their ability to care for children. If staff require medication that is prescribed to them and they have a written explanation from a GP that it will not affect them, the medication will be stored in the appropriate cupboard, out of reach.

Staff will not be authorised to have their mobile phone on their person during working hours.

I will never leave children unsupervised with unauthorised people.

Late Collection Policy

If a parent/carer fails to collect their child at the appointed time I will contact them, if there is no response I will refer to the child's personal file and use the Emergency Contact details for the nominated party. If there is no adult contactable to collect the child after 60 minutes I will ring the local services department.

Failure to collect a child will also result in a fee of £7.00 per hour.

If this happens on a regular basis I will contact the local services department and alert them to possible signs of Neglect.

Lost or Missing Child Policy

If a child is missing and we cannot locate them the following procedure will be carried out:

- If a child cannot be placed and we believe they are missing the first thing we will do is contact the parents or carer
- We will then contact the emergency services and report the child missing
- If staffing allows we will then go and look for the child, retracing our steps
- A detailed report will be carried out and all staff members will be asked for a statement in writing

If you have any questions about my Safeguarding Policy please do not hesitate to ask.