Safeguarding Policy

Policy Created: 31/07/2020
Reviewed: 23/06/2026

This policy will be reviewed on an annual basis (or as required) as a reflection of my commitment to safeguarding children and their families. This will be in addition to ongoing reflection, review and update of my practice which includes ongoing training and professional development.

My Commitment to Safeguarding Children

As a childminder registered with tiney, I am the Designated Safeguarding Lead in the setting and must take lead responsibility for safeguarding children. The welfare of children in my care is paramount. Therefore, my primary responsibility will always be to the child. I also ensure that any person I work with is suitable to do so, has the relevant training and has passed any required checks to fulfil their roles.

Myself and any assistants follow the guidance set out in 'Working together to safeguard children' and 'Prevent duty guidance for England and Wales'. In addition, I ensure my policies are in line with the Early Years Foundation Stage (EYFS) Statutory Framework For Childminders and other relevant legislation.

What the EYFS states:

3.1 Children learn best when they are healthy, safe, secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

3.2 This section of the framework sets out the safeguarding and welfare requirements childminders must meet. They are designed to help childminders create a high quality, welcoming, and safe setting where children can enjoy learning and grow in confidence.

3.3 Providers must take all necessary steps to keep children safe and well.

EYFS Statutory Framework For Childminders (2024)

The NSPCC Definition of Safeguarding and Child Protection:

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

My Responsibility as a Designated Safeguarding Lead

Recognise, Record, Refer:

- I will keep my safeguarding knowledge up to date by undertaking a safeguarding training course at least every two years that meets the training requirements of the EYFS. I will also ensure all assistants undertake safeguarding training at least every two years and ensure their knowledge is up to date as part of their regular supervisions.
- I will identify, understand and respond appropriately to the signs of possible abuse and neglect.
- I will record any cause for concern promptly and accurately.
- If necessary, I will notify the LSP (Local Safeguarding Partners) in line with their local reporting procedures. In emergencies I will contact the police.
- In the event of a serious accident or injury or death I will notify the LSP (Local Safeguarding Partners), tiney and my insurer and any advice given will be followed.

Household Members, Assistants and Regular Visitors:

- I will ensure that every person who has regular contact with children in my care, for example assistants, household members over the age of sixteen and regular visitors to the premises have passed any required checks to fulfil their roles and have the relevant training (where appropriate). DBS certificates are available for parents/carers to view on request.
- When employing / taking on an assistant I will ensure that all procedures to check their suitability are followed prior to commencing their role. (See safer recruitment of assistants' section)
- I will not allow anyone whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with the children being cared for.

Safer Recruitment of Assistants / staff working in the childminding setting

Anyone working in the setting will be required to have full suitability checks carried out by the childminder agency and a relevant enhanced DBS check prior to commencing work in their role. In addition to this I will obtain at least two references for any assistant prior to them commencing work in my setting. I will adhere to the reference requirements outlined in the EYFS when seeking these.

Assistants' safeguarding training implementation

As the Designated Safeguarding Lead (DSL), I will regularly assess the safeguarding knowledge of all assistants and mandate further training or refresher courses as required.

Allegations

I will report any allegations of abuse alleged to have been committed on my premises or elsewhere (for example on a visit) against anyone who is living in, working, or looking after children at the premises to the Local Authority Designated Officer (LADO) or equivalent as well as tiney immediately.

Whistleblowing

If assistants / staff or co-childminders wish to raise concerns about poor or unsafe practice in the setting, they must ensure concerns are reported in a timely manner and follow the setting's whistleblowing policy. Any one working in the setting will be made aware of the whistleblowing policy as part of their induction.

If I suspect a child is being abused:

In line with the EYFS I will pay particular attention to -

- Significant changes in children's behaviour.
- A decline in children's general well-being.
- Unexplained bruising, marks or signs of possible abuse or neglect.
- Concerning comments from children.
- Inappropriate behaviour from assistants, or any other person working with the children. This could include: inappropriate sexual comments; excessive one-to-one attention beyond what is required through their role; or inappropriate sharing of images.
- 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 is at risk of) female genital mutilation.
- Any other concerns I may have about abuse occurring in the child's home including regular non-attendance

If doing so would not cause additional risk to the child, I will initially speak directly to the parent/carer about my concerns. If my concerns persist, I will report these to the LSP (Local Safeguarding Partners) and the police if appropriate and follow their advice. In these circumstances, I will give all the information required to the relevant authority, including any confidential information that may be appropriate.

I will ensure I follow my LSP procedures for reporting any concerns.

If I am made aware of private fostering arrangements:

If I suspect a child in my care is subject to a private fostering arrangement, I have a legal duty to report it to the local authority where the child is resident. I will contact them on Harrow Children and Families Team at 020 8901 2690 or also call the duty team at 020 8736 697.

If I suspect a child and/or a parent/carer is at risk from radicalisation:

I will contact the national Prevent advice line to seek advice for anyone I suspect is vulnerable to being drawn into terrorism. I will also ensure I actively assess the risk of children in my setting being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

Drugs and Alcohol:

I will ensure that no one in the setting is under the influence of drugs or alcohol that could affect their ability to care for children.
I will not release a child from my setting into the care of an adult I suspect is under the influence of drugs or alcohol. In this situation, I will endeavour to contact anyone else who is authorised to collect the child. If no one is available to collect the child I will contact the local authority children's services team and follow their advice.

Use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities

I am registered with the Information Commissioner's Office (ICO) as a data controller. I will use my mobile phone or other digital devices (including tablet or laptop) during the working day in certain circumstances. My devices are password protected and stored safely to minimise the risk of being lost or stolen.

What I will do:

- Make sure I am contactable in the event of an emergency
- Take necessary phone calls to do with my business
- Use the tiney app for secure messaging, taking photographs to help with observations and recording children's progress. If any image of children is left in my phone I will make sure to delete it every week or once per month. If my phone or device is lost I will notify tiney immediately to prevent any unauthorised access of my account.
- Store emergency contact details on my phone so they are easy to access when I am out
- Use my camera and/or my phone camera to take photos of children in my care which I may use to create displays at my setting or to send to parents to show a child's progress.
- I will obtain parental permission in the tiney app to take and/or share any photographs.
- Where possible use the tiney app to send pictures to parents to make sure that the information is shared in a safe and secure way. I sometimes use WhatsApp because it is easier to share picture to the parents.
- Ensure that any photograph taken of a child in my care is appropriate.
- Ensure that any photos stored on my devices for work purposes are properly password protected, and they are deleted when not required.
- Printing will take place only when strictly necessary using my own printer.
- I will ensure that any technology with recording capability e.g. ring doorbells, CCTV, smart watches and laptops and monitors will be used appropriately with consent and adhering to the appropriate policy and guidelines. Where any recording devices are used I will make sure parents and/or carers are made aware of where these are, what they are used for and what I will do with any images or footage.
- I will ensure that my staff and I maintain professional boundaries and behaviour when using social media.

Other people's use of mobile phones or other electronic devices with imaging and sharing capabilities

- Visitors to my setting (including parents) will not be allowed to use mobile phones or other electronic devices with images and sharing capabilities to record or take photographs in the setting. Pictures are allowed when agreed, and consent is signed by everyone during special occasions.
- If an older child (my own or a cared-for child) brings a mobile phone to my setting I will make it clear that the phone is only to be used for emergency calls / texts while other children are present and ask that it be left in the child's bag or a visible location out of reach of minded children.
- I will be alert to people including parents and other childminders taking photos of children in my care when I am out in a group or in public. I will ensure that no person without prior permission takes photos which include the children in my care.

How parents/carers can work in partnership to keep children safe

In order to ensure child's needs are consistently met, please inform me of any of the following -

- changes or circumstances in the child's life which could significantly affect the child's behaviour and/or needs.
- any involvement with social services that is ongoing and provide details for the child's social worker/support worker.
- any existing injuries or incidents,
- specific dietary requirements and/or allergies
- medical / health needs.
- any concerns you may have relating to the care of any children in the setting

Documents I have read and referred to:

- tiney safeguarding training
- Working together to safeguard children
- Keeping children safe in education
- The EYFS statutory framework for childminders
- Protecting Children from radicalisation (the Prevent Duty)
- Child sexual exploitation: definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation
- Safeguarding children and protecting professionals in early years settings: online safety considerations.
- The NSPCC website

Useful contacts

- tiney safeguarding helpline: 020 4579 9271 (emergency use only)
- The local authority I live in is Harrow
- MASH (or equivalent) team contact details: Address: Civic Centre 2nd floor Station Road Harrow HA1 2XY
  Golden Number: 020 8901 2690 between 9am and 5pm, Monday to Friday
  Emergency Duty Team (operates out of hours): 020 8424 0999 between 5pm and 9am, Monday to Friday, 24 hours during weekends and all bank holidays.
  duty.assess@harrow.gov.uk
  If the child is in immediate danger call the Police, 999. •

LADO (or equivalent) contact details: Rosalind South
lado@harrow.gov.uk
via the Golden Number: 020 8901 2690 **(out of hours: 020 8424 0999)**

- Morten Michel Insurance: 03300589861
- National Prevent advice line: 0800 011 3764

Harrow Safeguarding officer: 020 8420 9453
Department for Education concerns relating to extremism telephone helpline 020 7340 7264 Or by email to counter.extremism@education.gsi.gov.uk