**Model Child Protection and Safeguarding Policy for Childminders**



**Issued by the London Borough of Lambeth December 2024**

The model policy relates to Ofsted Registered Childminders working within the Statutory Framework for the Early Years Foundation Stage.

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| **Please note:** This model policy is to support you to devise your own policy. Please make sure that you only state in your own policy what you do in your own setting. You can add or delete as appropriate. |

**Name:**

As a registered childminder, I am the lead safeguarding practitioner for my setting.

In the case of childminders working together, each childminder is responsible for meeting the requirements of their own registration. Childminders must know that they have a shared responsibility when working together for the wellbeing of all the children present. Therefore, where childminders work together, each childminder also has a responsibility to refer any concerns where another childminder does not continually meet the requirements of their registration.

My Unique Registered Number from OFSTED is:

My first responsibility is towards the children in my care. I understand that I have a duty to share information to safeguard children. At times this information may be highly sensitive.

If I have any cause for concern, I will report it to the relevant bodies and liaise with local statutory children’s services for the child’s home area, as appropriate, following the local procedures.

The team to contact in Lambeth is called the **Integrated Referral Hub, Phone: 0207 926 3100**. After office hours I would call: **0207 926 5555**.

If I am unsure, or feel I need to discuss the situation, I will contact **Deborah Carter, Senior Safeguarding Manager for Lambeth** on 07935602437or at DCarter@lambeth.gov.uk

I can also contact **Kathryn Shaw, Early Years & Out of School Quality Improvement Lead** on07908119631 or at KShaw2@lambeth.gov.uk

I follow the Lambeth Safeguarding Children Partners procedures which can be found at: <https://www.lambethsaferchildren.org.uk/>

I understand that child abuse can be physical, sexual, emotional, neglect, domestic, or a mixture of these, and I am aware of the signs and symptoms of these. See appendix for different types of abuse.

**Allegations**

I must notify Ofsted and the LADO of any allegations of abuse that are alleged to have taken place while the child is in my care, including any allegations against me, or any members of my family, or other adults or children in my home who have had contact with minded children.

I must inform **Lambeth’s Local Authority Designated Officer (LADO) on 0207 926 4679**. I will follow the advice given to me. I will also contact my public liability insurance provider for legal advice if necessary.

(I will refer to the Lambeth Safeguarding Referrals Poster for guidance)

**Other Notifications**

I am aware that I must notify Ofsted of any serious accident, illness, or injury to, or death of, any child while in my care, and of the action taken. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. Failure to comply with this requirement, commits an offence. I must notify local child protection agencies of any serious accident or injury to, or the death of, any child while in their care, and must act on any advice from those agencies. 3.52.

I must notify Ofsted of any food poisoning affecting two or more children cared for on the premises that I am using. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident. Failure to comply with this requirement, commits an offence. 3.50

Link to notify Ofsted: [Report a serious childcare incident - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/report-a-serious-childcare-incident)

If I am a Childminder working from my own home, I must tell Ofsted if someone new moves into my home such as a partner, lodger, friend, or family member. I must also tell Ofsted if someone new is working in my home such as a new assistant.

If I am registered as a Childminding on non-domestic premises I must inform Ofsted if anyone new starts working from the premises that I am using, such as a new assistant.

Link to more information: [Early years and childcare services: EY3 changes to individuals - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/early-years-and-childcare-providers-ey3-changes-to-individuals)

**Prevent duty**

I am aware that I must have due regard of the **Prevent duty**. From July 2015 all registered childcare providers are subject to a duty under section 26 of the Counterterrorism and Security Act 2015, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies. Bodies to which the duty applies must have regard to the [statutory guidance](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf).

I understand the signs and indicators of extremism or radicalisation. If I have any concerns, I will +contact the Prevent Officer in Lambeth on 0207 926 7025 or 0207 926 3668, or email prevent@lambeth.gov.uk and my Safeguarding Partners as above.

I am aware of the Department for Education telephone helpline (020 7340 7264) to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk

I must also ensure that no individual who is unsuitable to work with children has unsupervised access to a child in my care. I have read and understand the safeguarding and welfare requirements of EYFS. I have also read the national statutory guidance document <https://www.gov.uk/government/publications/working-together-to-safeguard-children> and [What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2).

**Procedure (how I put the statement into practice)**

I keep up to date with child protection issues, local cultural and religious concerns, and relevant legislation by taking regular training courses. The date of my last training was

I also check the Lambeth Safeguarding Children Partnership (LSCP) website regularly: <https://www.lambethsaferchildren.org.uk/>

Unless I believe that it would put the child at risk of further harm, I will discuss concerns with a child’s parent if I notice:

* significant changes in children’s behaviour
* deterioration in children’s general wellbeing
* unexplained bruising, marks or signs of possible abuse or neglect
* children’s or parents’ comments which give cause for concern, including expressing extremist views
* any reasons to suspect neglect or abuse outside the setting, for example in the child’s home; and/or inappropriate behaviour displayed by other members of staff/assistants, or any person working with children.

I aim to share all information with parents but in some instances (where I am worried about a child’s wellbeing) I may have to refer serious concerns without discussing this with you first.

I work together with parents to make sure the care of your child is consistent.

**Behaviour Management and Physical Intervention**

I must not give or threaten corporal punishment to a child and must not use or threaten any punishment which could adversely affect a child's well-being. I must take all reasonable steps to ensure that corporal punishment is not given by any person who cares for or is in regular contact with a child, or by any person living or working in the premises where care is provided. Failure to meet these requirements commits an offence. I will not be taken to have used corporal punishment (and therefore will not have committed an offence), where physical intervention was taken for the purposes of averting immediate danger of personal injury to any person (including the child) or to manage a child’s behaviour if absolutely necessary. I must keep a record of any occasion where physical intervention is used, and parents and/or carers must be informed on the same day, or as soon as reasonably practicable. 3.54

**Attending and collecting**

Children will only be released from my care to the parent/carer or to someone suitable named and authorised by them. A password agreed between us might be used to confirm identity if the person collecting the child is not previously known to me. Children will not be released into the care of anyone that I have reason to believe is under the influence of drugs or alcohol.

Where a child fails to attend unexpectedly, I will take all necessary action to attempt to contact their parents. If contact cannot be made, I will phone the other emergency contact numbers. Any unexplained absence where there is a serious concern will be reported to the Police. I will contact other safeguarding agencies according to individual circumstances. For example, if there is a concern that a parent may have had an accident and a child can’t summon help, or if there is a suspected case of FGM, or concerns relating to the Prevent duty. Where a family has a social worker and the child stops attending, I may be required to inform their social worker.

Parents must notify me of any concerns they have about their child, and any accidents, incidents or injuries affecting the child, which I will record and ask parents to sign.

I will secure written consent from parents to administer medication and confirm when the last dose was given at home. I will record each dose of medication and ask parents to sign this record upon collection of their child. I will store medication safely, out of reach of children.

I ensure that I complete Paediatric First Aid training every 3 years to keep my knowledge up to date and to provide effective first aid when required.

I also ensure that I have Public Liability Insurance in place at all times to meet legal requirements.

I will ensure I have at least three relevant contacts for the child, so that I have alternative contact details in the case of emergency or unexpected absences.

I recognise the additional barriers that exist when identifying the signs of abuse and neglect of children who have special educational needs and/or disabilities.

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

* Show that I have heard what they are saying, and that I take their allegations seriously.
* 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.
* Explain what actions I must take, in a way that is appropriate to the age and understanding of the child.
* Record what I have been told, using exact words where possible.
* Make a note of the date, time, place, and people who were present at the discussion.

I will call the relevant Social Care Department for the child’s home address. In Lambeth that is the Integrated Referral Hub on 0207 926 3100 for advice and an assessment of the situation. I will follow this phone call up with a [referral form](file:///C%3A/Users/LBoyle/Desktop/Multi-agency%20Referral%20Form%20%28MARF%29) within 48 hours. I will record the concern and all contact with relevant agencies thereafter.

In all instances I will record:

* the child’s full name and address and the date and time of the record
* factual details of the concern, for example bruising, what the child said, who was present
* marks could be recorded on a body outline drawing
* details of any previous concerns
* details of any explanations from the parents
* any action taken, such as speaking to parents.

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

**The use of mobile phones and cameras**

I understand that mobile phones are an everyday part of life for parents and childminders, here is my procedure for their use:

* I will ensure my mobile phone is always charged and with me in case of emergencies.
* I will ensure that all electronic devices with “**imaging and sharing** **capabilities”** are used and stored safely. (This includes mobile phones, cameras, tablets, iPads, smart watches, kindles and gaming devices)
* I have the facility to take photographs on my mobile phone, camera and other technological devices. I will seek parental permission for myself and my assistants to take any photographs of your child to record activities and share their progress with you.
* Any photographs taken will be stored, used and deleted in accordance with data protection and privacy guidelines.
* I will not publish photographs of your child on any social networking sites or share with any other person without your written permission.
* I understand that it is not appropriate to photograph injuries or bruises on a child’s body and I would use a ‘concerns recording form’ to indicate injuries instead.

I request that you do not use your mobile phone or any other technological devices with **imaging and sharing capabilities** whilst dropping off and collecting your child/children.

Any visitors will also be asked not to use their mobile phone or any other smart device.

If your child has a mobile phone, games console or any other device with etc with imaging and sharing facilities that they wish to bring into the setting, please let me know. This is so that we can work together for the safety of all children and ensure appropriate access to material when using the internet.

More information is available here: [Safeguarding children and protecting professionals in early years settings: online safety considerations - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations)

To comply with the Data Protection Act 2018 and GDPR I have registered with the Information Commissioner’s Office (ICO) as a data controller to allow me to store digital images on an SD card, Smart device, or computer.

I will ensure that all IT devices used by the children have parental locks, and that the children are being supervised. I will set limits on screen time. I will ensure that I keep up to date with e-safety guidance to support children to use technology safely add wording sent.

**Female Genital Mutilation (FGM)**

I am aware of my responsibility to report concerns that a child may have undergone or be at risk of undergoing FGM [Female Genital Mutilation – multi-agency guidance](https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation)

The Female Genital Mutilation Act 2003 legislation can be found [here](https://www.legislation.gov.uk/ukpga/2003/31/contents)

The legislation clarifies the offence of female genital mutilation:

(1) A person is guilty of an offence if he/she excises, infibulates or otherwise mutilates the whole or any part of a girl’s labia majora, labia minora or clitoris.

(2) But no offence is committed by an approved person who performs—

(a) a surgical operation on a girl which is necessary for her physical or mental health, or

(b) a surgical operation on a girl who is in any stage of labour, or has just given birth, for purposes connected with the labour or birth.

Contact Lambeth’s Integrated Referral Hub on 0207 926 3100 or the police on 999 if a child is at immediate risk

**Missing Child**

I must inform parents about the procedure that I will follow in the event of a child going missing within my premises, from any premises that I am using, or off site during outdoor events.

I will search for the child ensuring that any other children are safe.

If the search is unsuccessful, the police will be informed.

Parents will be notified and advised as soon as possible.

Any missing or lost child incident will be considered as a significant incident and the LADO and Ofsted will be informed.

**Risk assessments**

I risk assess my home, and any other premises that I use, to identify aspects of the environment that need to be checked on a regular basis. This includes identifying when those aspects will be checked, and how the risk will be removed or minimised. This will also include foods offered to the children, routines, key times of day such as arrival and departure times, activities offered to the children, outings and any known hazards in the environment such as button batteries. I will ensure that there is no smoking, vaping or use of e-cigarettes in my home, or other premises being used, while children are present. If there has been any use outside of Childminding hours, I will ensure that the environment is fully ventilated for a suitable period before children arrive.

I will ensure that there is no access to alcohol or medication in my home or in any other premises that I use.

**Using non-domestic premises**

**This applies to all Childminders; those registered as a Childminder without domestic premises, and those registered as a Childminder with domestic premises:**

Under my Childminder registration with Ofsted, I can use non-domestic premises. Ofsted **must** be informed of any other premises that I intend to use. I will ensure that I risk assess any other premises and I will notify my public liability insurance company of any changes accordingly. I will ensure that the space is solely for the use of myself and any assistants or co-childminders that I may work with, and the children in my/our care. I will pay particular attention to the safety of moving children from one premises to another. I will ensure that parents know where their child/ren are at all times, including where to drop off and collect their child/ren from. I will make sure that there are suitable sleep arrangements and toilet and hand washing facilities.

I will also ensure that there is suitable food preparation and storage areas.

I will continue to meet all of the requirements of the EYFS at all times on any premises that I use: [EYFS statutory framework for childminders](https://assets.publishing.service.gov.uk/media/670f8c0f366f494ab2e7b93d/EYFS_statutory__framework_for_childminders.pdf) This framework applies to all Childminders registered on the Early Years Register.

**Serious Illness**

For general reportable illness I will contact:

**South London Health Protection Team (HPT)**,

Public Health England Zone C,

3rd Floor, Skipton House

80 London Road, London SE1 6LH

Email slhpt.oncall@phe.gov.uk  or telephone 0344 326 2052

**The Public Health team at Lambeth:**

0207 926 2900 Publichealth@lambeth.gov.uk

**Ofsted**

Please notify Ofsted using the online form which can be accessed at this link: <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

I will also notify my **Lambeth Locality Lead**

**Appendix**

**Different types of abuse** and their indicators - taken from [What to do if you are worried a child is being abused](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

There are four main categories of abuse and neglect: physical abuse, emotional abuse, sexual abuse and neglect.

**Physical Abuse**

Physical abuse is deliberately physically hurting a child. It may take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens. Babies and disabled children also have a higher risk of suffering physical abuse.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.

Some of the following signs may be indicators of physical abuse:

* Children with frequent injuries
* Children with unexplained or unusual fractures or broken bones
* Children with unexplained:
	+ Bruises or cuts.
	+ Burns or scalds; or
	+ Bite marks

**Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child’s emotional development.

Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example, in the way that a parent interacts with their child. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them or making fun of what they say or how they communicate.

Emotional abuse may involve serious bullying, including online bullying through social networks, online games or mobile phones by a child’s peers.

Some of the following signs may be indicators of emotional abuse:

* Children who are excessively withdrawn, fearful or anxious about doing something wrong
* Parents or carers who withdraw their attention from their child, giving the child the ‘cold shoulder’
* Parents or carers blaming their problems on their child
* Parents or carers who humiliate their child, for example, by name calling or making negative comparisons

**Sexual abuse and exploitation**

Sexual abuse is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong. Sexual abuse can have a long-term impact on mental health.

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

Some of the following signs may be indicators of sexual abuse:

* Children who display knowledge or interest in sexual acts inappropriate to their age
* Children who use sexual language that you wouldn’t expect them to have
* Children who ask others to behave sexually or play sexual games
* Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

**Child sexual exploitation**

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn’t always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

* Children who appear with unexplained gifts or new possessions
* Children who associate with other young people involved in exploitation
* Children who have older boyfriends or girlfriends
* Children who suffer from sexually transmitted infections or become pregnant
* Children who suffer from changes in emotional wellbeing
* Children who misuse drugs and alcohol
* Children who go missing for periods of time or regularly come home late
* Children who regularly miss school or education or don’t take part in education

**Neglect**

Neglect is a pattern of failing to provide for a child’s basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child’s health or development.

Children who are neglected often also suffer from other types of abuse. It is important that practitioners remain alert and do not miss opportunities to take timely action. However, while you may be concerned about a child, neglect is not always straightforward to identify.

Neglect may occur if a parent becomes physically or mentally unable to care for a child. A parent may also have an addiction to alcohol or drugs, which could impair their ability to keep a child safe or result in them prioritising buying drugs, or alcohol, over food, clothing or warmth for the child. Neglect may occur during pregnancy as a result of maternal drug or alcohol abuse.

Some of the following signs may be indicators of neglect:

* Children who are living in a home that is indisputably dirty or unsafe
* Children who are left hungry or dirty
* Children who are left without adequate clothing, e.g., without a winter coat
* Children who are living in dangerous conditions, i.e., around drugs, alcohol or violence
* Children who are often angry, aggressive or self-harm
* Children who fail to receive basic healthcare
* Parents who fail to seek medical treatment when their children are ill or are injured

**Domestic Abuse** – if I suspect a child is being exposed to domestic abuse, or that a pregnant woman is experiencing domestic abuse I will contact Lambeth’s Integrated Referral Hub on 0207 926 3100 or after office hours 0207 926 5555.

Information about support available can be found [here](https://beta.lambeth.gov.uk/noise-nuisance-anti-social-behaviour-and-safety/domestic-violence/violence-against-women-and-girls) or by visiting <https://beta.lambeth.gov.uk/noise-nuisance-anti-social-behaviour-and-safety/domestic-violence/violence-against-women-and-girls>

**Safeguarding children is everyone’s responsibility.**

Signed

Date

Date for review