

POLICIES & PROCEDURES

Safeguarding, protection and welfare of children in a home based setting

Last Updated	28 th August, 2017
Review Date	28 th February, 2018
Responsibility	Sarah Cowperthwaite
Safeguarding, protection and welfare	<ul style="list-style-type: none"> • I am the lead safeguarding practitioner for my setting. • I have a duty of care for all children in my care. They are my first responsibility and priority. • I will foster a safe, caring environment for children in my care at all times. • If I have any cause for concern I will report it to the relevant bodies. • I understand that children can be bullied in different ways and am aware of the signs of these. • I understand I must have due regard to the need to prevent people being drawn into terrorism. I am aware of the signs and indicators of extremism or radicalisation. If I had any concerns I would contact the Prevent Officer in my local area and my LSCB. • I understand that I must notify Ofsted about any allegations of abuse that are alleged to have taken place while a child was/is in my care. • I understand that there is a risk to children from technology, mobile phone and camera misuse. • I have read and understand the safeguarding and welfare requirements of the Early Years Foundation Stages. • I have read and understand the national statutory guidance document Working Together to Safeguard Children 2015 and What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015.
Reporting concerns	<p>I have a duty of care to the children in my care and will keep them safe. It is my duty to recognise symptoms of abuse and report any concerns I have. I understand the importance of confidentiality and will act only in the best interests of a child.</p> <ul style="list-style-type: none"> • I understand that child abuse can be physical, sexual, emotional, neglectful, or a mixture of these, and am aware of the signs and symptoms of these. • If there is immediate danger, I will phone the police or emergency services on 999. • If I believe a child is at risk of significant harm, neglect or injury, I will report my concerns or make a referral to the Multi-Agency Safeguarding Hub (MASH) (MASH is the 'front door' of Wiltshire's safeguarding service. See more at:

	<p>http://www.wiltshire.gov.uk/children-young-people-protection#sthash.7g5AebSI.dpuf)</p> <ul style="list-style-type: none"> • I will use the Wiltshire Local Safeguarding Children Board Procedures Manual to help guide me: http://www.proceduresonline.com/swcpp/wiltshire/contents.html and will record any concerns, unexplained injuries etc and keep them in the child's personal file, accessible only to myself. • I will only share relevant, factual data to the relevant people
When harm or abuse are suspected or alleged against self	<p>I am fully committed to the best care for children in my setting. This is the procedure I would follow if harm or abuse was suspected or alleged against me:</p> <ul style="list-style-type: none"> • I would remain calm and act in a professional manner • I would contact Ofsted and Local Authority Designated Office (LADO) to report the allegation • I would maintain confidentiality and keep details of the case only to those directly involved • I would keep accurate and factual records of all conversations, telephone calls, letters and actions regarding the allegation • I would seek legal advice from PACEY legal line and would inform my Public Liability Insurer
When harm or abuse are suspected or alleged against third party	<p>In order to protect the children in my care:</p> <ul style="list-style-type: none"> • I will never leave children in my care with an unregistered or unauthorised person or people unsupervised • I will ensure that my family and visitors to my home behave appropriately and are not left unsupervised with children in my care <p>If harm or abuse were suspected or alleged against a third party, this is the procedure I would follow:</p> <ul style="list-style-type: none"> • I would remain calm and act in a professional manner • I would ensure that all children in my care are supervised and not at risk of any further or potential harm • I would try to get the facts of the allegation, maintaining confidentiality and keeping details of the case only to those directly involved • I would keep accurate and factual records of all conversations, telephone calls, letters and actions regarding the allegation, sign them and ask all parties concerned to also sign it • I would keep relevant parties informed of what I was going to do • I would contact Ofsted and Local Authority Designated Office (LADO) to seek advice and report the allegation • If the allegation was really serious, I would contact the police.

<p>Pre-existing injuries and accidents within the setting</p>	<ul style="list-style-type: none"> • It is the duty of the parent to inform me of any existing injuries to the child at drop-off. I will make a note of it on the child's day sheet, sign it and ask that the parents sign and date it. • I will write any accidents or injuries that occur while a child is in my care in my accident book and record name of child, date and time of injury, where accident happened, what happened, injuries, treatment given. I will sign it and ask parents or carers to also sign. • I will follow guidelines of Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) (1995) for reporting accidents. • For full Accidents, Incidents and Emergencies procedures, please see Accidents, Incidents and Emergencies procedures document
<p>When a child is uncollected</p>	<p>I will provide my best care for your child during our agreed contracted hours. I understand that not everything goes to plan all the time, and this is the procedure I will follow if you fail to collect your child at our agreed collection time.</p> <ul style="list-style-type: none"> • If you know that you will be late or are running late to collect your child please contact me as soon as is possible for you to do so. • If a child is not collected within 20 minutes of the agreed collection time and I have not been contacted, I will try calling the contact number(s) you have provided for yourselves as parent(s) or carer(s). • If I fail to reach you, I will try the emergency contact numbers you have provided on your contract. • During this time, I will continue to look after your child and will keep them calm and reassured. • I will continue to try your contact numbers and emergency numbers. • If I have heard nothing after 2 hours from the original agreed collection time, I have a duty to inform the local authority duty social worker and will do so. • I will charge an additional fee for late collection if it is later than 15 minutes from the original agreed collection time.
<p>Fostering a safe, caring environment and when a child becomes missing or is lost</p>	<p>I will safely supervise children within my setting and when we go on outings or trips. I will follow the below procedure to do this.</p> <ul style="list-style-type: none"> • I will undertake risk assessments both for inside my setting and outside trips and revisit them regularly. • I will regularly review all equipment and resources within my setting, checking that they are child-safe, age-appropriate and in working, clean condition • I will teach children about safety in my setting with respect to their age and stage of development (eg. Not running inside, how to use scissors, the dangers of hot water) • I will review accident book frequently to minimise future risks

	<ul style="list-style-type: none"> • I will teach children about safety when we are outside of my setting and make sure they understand what to do if they become lost, with respect to their age and stage of development. (Arranging a safe spot to meet if they think they are lost, teaching about stranger danger and shouting NO if they feel uncomfortable or in danger) • In case of a missing child within my setting: <ul style="list-style-type: none"> ○ I will search house and outside areas thoroughly ○ I will check doors and gates to check they are still securely fastened ○ I will ask older children if they know where the child is ○ I will contact child's parents and report child as missing to police and contact Ofsted • In case of a missing children outside of my setting: <ul style="list-style-type: none"> ○ I would check our arranged meeting place ○ I would shout their name while carrying out a quick search of the immediate area, ensuring that other children in my care were safe and stayed with me ○ If the child could not be found then I would inform police, providing a description of the child and their clothing and search the wider area. I would continue to shout their name ○ If a child goes missing in a public place (a library, museum etc) I would alert the staff ○ Then, I would contact the child's parents and Ofsted. ○ Other children in my care will be kept with me and reassured
Use of Mobile Phones and Cameras	<p>I respect the rights a child has to privacy and safety and will do everything in my power to protect this right from being breached or exploited.</p> <ul style="list-style-type: none"> • I will never photograph or record any children in my care without parental permission in the form of a signed and dated consent form. • Parents reserve the right to withdraw consent at any time and I will respect these wishes with immediate effect. • Identifiable images will never be used online, eg. Website or social media. • Non-identifiable images may occasionally be used for newsletters and to illustrate my website. Images used will never use a child's name or personal details. Every effort will be taken to anonymise any image used online. • Identifiable and non-identifiable images, if permission is in place, may be used to illustrate a child's learning journey. They will be shots of the child only and will not contain other children. • If images are taken, they will be transferred to a password-protected hard drive only accessible by myself within 24 hours and deleted from the original memory card.

	<ul style="list-style-type: none"> • Identifiable images will only be kept for a maximum of 6 months, non-identifiable will only be kept for a maximum of 12 months. • Parents are strongly requested not to take photographs within my setting in order to minimise disruption, but may take photos of only their child/ren. • Children will be strongly discouraged from using their own phones while in my care and will not be allowed to take photographs of other children within my setting. • Parents are free to view all images held of their child/ren upon request. • Parents are free to request copies of photographs held of their own children, I can send them via email or transfer them to their USB stick.
Related Documentation and Additional Information	<ul style="list-style-type: none"> • Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) (1995) • Working Together to Safeguard Children 2015 • What to do if you are worried a Child is being Abused - Advice for Practitioners 2015 • Wiltshire Local Safeguarding Children Board Procedures Manual • Statutory Framework for the Early Years Foundation Stage

Bibliography

Reporting of Injuries, Diseases and Dangerous Occurrences 1995. SI 1995/3163. London: HMSO.

Riddall-Leech, Sheila. (2015) *Cache Level 3 Preparing to Work in Home-Based Childcare*. 1st Edition. Hodder Education.

Statutory framework for the early years foundation stage: Setting the standards for learning, development and care for children from birth to five. (2014) London: Department for Education

What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015. DFE-00124-2015. London: HMSO

Wiltshire Council. *Child protection*, [Online], Available: <http://www.wiltshire.gov.uk/children-young-people-protection> [23 Feb 2017].

Wiltshire Safeguarding Children Board. *Wiltshire Safeguarding Children Board Procedures Manual*, [Online], Available: <http://www.proceduresonline.com/swcpp/wiltshire/contents.html> [23 Feb 2017].

Working Together to Safeguard Children 2015. DFE-00130-2015. London: HMSO