



LITTLE BARN FARM

Policy statement: Safeguarding Children & Child Protection

This policy and procedure is a legal requirement

As a childminder at Little Barn Farm, I (Jo Wanner-Halder) am the lead safeguarding practitioner for my setting.

My first responsibility and priority is towards the children in my care. If I have any cause for concern I will report it to the relevant bodies, following the Local Safeguarding Children Board (LSCB) procedures. The name of our LSCB is Buckinghamshire Children Safeguarding Board and the LSCB procedures can be found at <http://www.bucks-lscb.org.uk>.

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

I am aware that I must have **due regard to the need to prevent people being drawn into terrorism**. This is referred to in the Prevent Duty. I am also 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 on 0845 460 0001 for concerns about a child or 0800 137 915 with concerns about an adult and my LSCB as above.

I am aware of the Department for Education telephone helpline (020 7340 7264) to enable staff 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 [Working Together to Safeguard Children 2015](#) and [What to do if you are Worried a Child is being Abused - Advice for Practitioners 2015](#). I have also read and understand the Ofsted safeguarding guidance - [Inspecting Safeguarding in Early Years, Education and Skills settings](#).

I keep up to date with child protection issues and relevant legislation by taking regular training courses. The date of my last training was 'Buckinghamshire Safeguarding for All' on 21st September 2017 and by reading relevant publications such as *Childcare Professional*.

I follow the procedures outlined in my confidentiality policy. 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 concerns without discussing this with you.

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

Children will only be released from my care to the parent/carer or to someone named and authorised by them. A password agreed between us will 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.

Parents must notify me of any concerns they have about their child, changes at home, and any accidents, incidents or injuries affecting the child, which I will record in my 'accident, incident and medication folder' ask parents to sign.

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 well-being;
- 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, or any person 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.

I recognise the additional barriers that exist when recognising 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 First Response duty desk for advice and an assessment of the situation.

I will follow this phone call up with a letter to the Duty team within 48 hours. I will record the concern and all contact with Children's Services thereafter.

If an allegation is made against me, any member of my family, or any other adult or child in my setting I will report it to Ofsted and the Local Authority designated officer or team of officers, following the Local Safeguarding Children Board procedures. I will also contact PACEY's Helpline on 0300 003 0005 for advice and support along with my PLI provider. All legal obligations with regards to employing suitable people at Little Barn Farm would have been followed and DBS checks on any persons aged over 16 living at my setting.

In all instances I will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- 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 and with that in mind have laid out my procedure for their use:

- I will ensure my mobile phone is fully charged and with me at all times in case of emergencies.
- I have the facility to take photographs on both my mobile phone and camera and will seek your permission to take any photographs of your child to record activities and share their progress with you.
- Any photographs taken will be deleted after either emailing to you or printed for use in your child's learning journey
- I will not publish any photographs of your child on any social networking sites or share with any other person without your permission.

I request that you do not use your mobile phone whilst dropping off and collecting your child/ children

Any visitors to the setting will also be asked not to use their mobile phone

We do not allow children to use mobile phone, games console etc with camera to the setting. This is so that we can work together for the safety of all children in attendance and inappropriate access to material when using the internet.

In order to comply with the Data Protection Act 1998 I have registered with the Information Commissioner's Office as a data controller to allow me to store digital images on an SD card device/computer.

Monitoring Visitors to my setting

It is my responsibility that any visitors to Little Barn Farm are suitable to be around children and under no circumstances would any child be left unattended in a visitors company

Uncollected child

If you are running late to collect your child please contact me

If a child is not collected within 20 minutes of the agreed collection time and I have not been contacted with an explanation, I will try calling the parents' contact numbers.

Then I will try the emergency contact numbers provided on your contract.

During this time, I will continue to safely look after the child.

I will continue to try the parents' contact numbers and emergency numbers. If I have heard nothing after 1 hour from the original agreed collection time, I have a duty to inform the local authority duty social worker.

I may charge an additional fee for late collection

Lost/missing child

I will safely supervise children when we go on outings or trips, and undertake a risk assessment.

I will teach the children about safety when we are out and about and tell them what to do if they do become lost according to their age and stage of development. For example when we get to the park we will talk about where to go if they can't see me and think that they are lost. I will also teach the children about stranger danger and shouting NO if they feel threatened. Older children could use their mobile phone to summon help or phone me if they were lost or worried.

If a child goes missing I would first check our arranged meeting place. I would also shout their name and do a quick search of the immediate area. I would ensure that the other children in my care were together and with me. If the child cannot be found then I will tell the police, provide a description of the child and their clothing and search the area.

If a child goes missing in a public place e.g. a library, park, shop or shopping centre I will also alert the staff, park warden and security staff.

Other children in my care will be kept with me and reassured.

I will advise the relevant parents as soon as is reasonably practical to do so.

After the event I will record the incident and inform Ofsted.

Important contact numbers

First Response Team: 0845 460 0001

Ofsted: 0300 123 1231

PACEY: 0300 003 0005

Prevent Officer: 0845 460 0001

Local Authority Designated Officer: 01296 382 070

Little Barn Farm Ltd	
LBF signature	
Date	23rd October 2017
Parent(s)' name	
Parent(s)' signature	
Date	