**Child Protection and Safeguarding Policy & Procedure**

**NMS Regulation Standard 20**

I have a responsibility to keep children safe from harm and the welfare of the children is always paramount, it is my legal duty to refer all allegations of child abuse, harm or neglect appropriately and without delay. As a childminder I am the lead safeguarding practitioner for my setting. Everyone who comes into contact with children has a moral and legal responsibility to protect children and it be the first priority. I have completed a safeguarding course and will keep this up to date. When completing my IHC and PCP courses to become a registered childminder I was taught how important or a responsibility it is to always ensure the safety of children. The Introduction to home-based childcare (IHC) and Preparing for childminder practice (PCP) courses provided me with information to further my knowledge, understanding and demonstrate how important children need to be protected and safely looked after within a childminding setting. It is my sole responsibility to protect and safeguard children from harm and incidents as well as reassure families regarding the security and safety of the child whilst they attend my setting. Running a professional setting whilst being compliant with requirements.

I will do this by:

The Wales Safeguarding Procedures which are now available to everyone to view either online via [www.safeguarding.wales](http://www.safeguarding.wales) or by downloading the Wales Safeguarding Procedures mobile App. There will be no printed copies of the procedures. This means that there will always be a single up-to-date version available. It will also make finding information quick and easy.

I will ensure thatthetwo key principles of safeguarding and protecting is my responsibility and a child centred approach underpin safeguarding practice:

Having regard for the Rights of Children and Young Persons (Wales) measure 2011 and specifically Article 19 of the UN Convention on the Rights of the Child which states: ‘Children have the right to be properly cared for and protected from violence, abuse and neglect by their parents and anyone looking after them.’

Having regard for the ‘Safeguarding Children: Working Together To Safeguard Children’(2018)’. under the Children Act 2004 ([www.wales.gov.uk](http://www.wales.gov.uk)) and ‘What to do if you’re worried about a child being abused (2015)’.

I am are aware of **The Mid and West Wales Safeguarding Board** and have regard for the Social Services and Well-being (Wales) Act 2014.

<http://cysur.wales/home/>

To ensure best practice i will complete an annual self-evaluation audit to identify good practice and areas of development.

I will make sure that I am aware of the many categories of abuse:

* Physical abuse – This may involve hitting, throwing, shaking, poisoning, scalding or burning, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer fabricates or induces illness in a child.
* Emotional abuse – persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.
* Sexual abuse – involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
* Neglect – persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs. In addition, neglect may occur during pregnancy because of maternal substance misuse.

Further training is accessed regarding Female Genital Mutilation (FGM)

I will attend appropriate (at least level 2) child protection training which will be renewed every 3 years as best practice.

I will keep a log of DBS numbers and dates for renewal. This includes all visitors to the setting.

A copy of my Child Protection Policy will be given to all parents as part of the child induction process.

Regular risk assessments are carried out on all activities within the setting and ensure that adequate insurance cover is provided.

I will operate effective policies for arrival and collection of children, outings, behaviour management and inclusive practice, and the use of electronic equipment and the safety measures put in place.

I will be reporting, recording and monitoring any injuries sustained by a child in my care. Also recording any suspicious injuries sustained away from my care. I will also record any changes in a child’s behaviour; taking action when appropriate (parents will normally be the first point of contact, unless it is deemed that this would place the child at risk)

Physical Intervention will only ever be used as a last resort, and that at all times, it must be the minimal force necessary to prevent injury to another person (please see Behaviour Policy)

There are two types of disclosure:

* A disclosure about a child
* A disclosure about professional abuse.

**I will implement the Wales Safeguarding procedures without delay to minimise any risk to the child. I will call the local social services duty desk and follow it up with a letter within 48 hours. I will keep a factual record of he concern and will ask the parents for an explanation, providing it will not put the child at risk.**

**Actions to be taken in the event of a disclosure about a child:**

In the event of having concerns/suspicion that a child has or is suffering abuse/harm/neglect or if someone tells them that they or another child or young person is being abused/harmed or suffering neglect I will: (as is appropriate to the age/stage of the individual child)

* Stay calm, listen and show that the child has been heard what they are being told and that they take the allegation seriously.
* Offer reassurance and support.
* Will not prompt or ask leading questions.
* Will not ask the child to re-tell their story.
* Explain what actions i must take (using agreed procedures)
* I Will not promise to keep what they have been told a secret or confidential but explains that I will share information on a ‘need to know’ basis.
* I will immediately write down, using the exact words what i have been told, using a child body map is appropriate.
* Make a note of the date, time, place and people present in the discussion.
* Will not confront the alleged abuser.

I will report the concerns immediately to the local Social Services Team and/or the police. They must also inform CIW that a referral has been made and that procedures are being followed.

**Actions to be taken in the event of a disclosure about professional abuse:**

I understand that it is important to differentiate between cases involving issues such as poor professional practice and cases that give rise to child protection concerns (including cases involving abuse of trust). I will deal with the former via disciplinary procedures or other avenues, however, child protection concerns will always be dealt with through local child protection procedures in line with the policy detailed above

**Making the referral**

The referral is made to Powys County Council, CYSUR and social services as soon a problem, suspicion or concern about a child becomes apparent (within 24 hours)

Outside office hours, referrals are made to the social services emergency duty team or the police.

The duty social worker taking the referral is given as much of the following information as possible by me.

* The nature of the concerns
* How and why those concerns have arisen
* The full name, address and dates of birth of the child.
* The names address and dates of birth/ages of family members along with any other names which they are known by.
* The names and relationship of all those with parental responsibility.
* Information on any other adults living in the household.
* Information relating to other professionals involved with the family, including the name of the child’s G.P
* Any information held on the child’s developmental needs and his/her parents’/carers’ ability to respond to these needs.

As a member of PACEY I have access to guidance, support and training on key issues related to child protection and know how to contact them which is by phone or email.

**Record Keeping**

I will keep accurate, concise and clear records, that are signed, dated and timed.

I will make arrangements for retention, storage and destruction of electronic and paper records of child protection matters meet the relevant regulations of GDPR/Data Protection Act 2018

Records kept by myself are shared on a need to know basis with social services departments.

* there are arrangements that set out the processes for sharing information with other professionals to protect children from harm.

<https://gov.wales/sharing-information-safeguard-children>

**Throughout a child protection investigation**

I will:

* Make every effort to build and maintain trusting and supportive relationships between families.
* Do all it can to support and work with the child’s family.
* Share any confidential records on a child with the child’s parents, except in cases in which parents are implicated and evidence gives rise for concern.

It is not my responsibility to investigate the situation myself. I will notify CIW of any concerns that I have reported, any allegations of abuse and if an allegation is made against myself, family or any other adult within my setting.

**The use of technology**

Please see my confidentiality policy for further information on how I plan to use Information Communication Technology (ICT) within my setting.

I have use of a mobile phone, laptop and ipad which are all designated for LittleCwtch use only. Each device is password protected. I will be advising that children within my setting do not use a mobile phone device. I will allow the use of ipads during the child’s time in my setting however this will be monitored by myself and will have age appropriate apps on it as well as parental controls. I will be work within the criteria set by the certification of films and electronic games to ensure that they are age appropriate. Parents and visitors are reframed from using their mobile phones when within my setting to protect children further that I am caring for. If the adult needs to use their phone to make a call etc I will ask them to do so outside of the setting away from the children. No unauthorised photography or videos will be taken when the children are under my care. I understand the effect of cyberbullying and will not tolerate any of this within my setting. If you wish to report a threat you can do so via the online protection centre or CEOP.

**Prevent Duty**

I have a duty to safeguard children who are at risk of sexual exploitation, forced marriage, radicalisation, extremism, FGM and anything else that could put them in harm.

I am duty bound to report incidents covered by the Counter Terrorism and Security Act 2015.

If I were to have any concerns regarding Terrorism and Radicalisation I am to contact the Anti-Terrorist Hotline – 0800 789 321

It is within accordance of the National Minimum Standards that this policy is in place. It is shared with parents before a child is admitted into my care and clearly states my responsibilities for reporting suspected child abuse or neglect.

I attend Child Protection Training Courses every 3 years ensuring I am up to date with procedures. I am also responsible for liaison with child protection agencies in any child protection situation.

Powys Front Door Services

Contact number/s Tel: Office Hours 01597 827666 Out of Hours 0845 0544847

<https://en.powys.gov.uk/article/8155/Report-a-concern-about-a-child>

Police: Local Police stations details:

Contact Number/s 999 or 101 or 01267 222020 outside Dyfed-Powys

Mid Wales and West Safeguarding Board

<http://cysur.wales/home/>

NSPCC Helpline 0808 8005000 <https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

Childline 0800 11 11

CIW regional office:

Contact Number: 0300 7900 126 [CIW.southwest@wales.gsi.gov.uk](mailto:CIW.southwest@wales.gsi.gov.uk)

**Child Protection Flowchart**



This chart is to be used as a guide to the organisational procedures for The Protection of Children. For further information please refer to the internal policy for Child Protection and the Wales Child Protection Procedures.

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| --- | --- |
| This policy was adopted by: | Date: |
| To be reviewed: | Signed: |