



Child Protection & Safeguarding Policy

Purpose of Policy

We aim to provide a healthy, safe, and secure environment for children to learn best. This environment encourages children to have positive relationships with adults caring for them. Children will have the opportunity to enjoy learning and grow in confidence in our welcoming, safe, and stimulating quality setting (Statutory framework for early years foundation stage, 2017/2021).

The Guidance in context

Snuggle Bunnies Childcare works in accordance with “**The Children’s Act (England and Wales) 2006**” and we also refer to the following guidance and procedures to protect and safeguard all children:

- Every Child Matters (2003)
- Safeguarding children in early years settings in Brent
- Statutory for the early years Foundation Stage- Setting the standards for learning, development, and care for children from birth to five (2017/2021)
- Development Matters (2020/2021)
- Birth to Five Matters (2021)
- Early years outcomes (2013)
- A know how guide- The EYFS progress check at age two (2012)
- The UN Convention on the Rights of the child

- Protection of Freedoms Act (2012)
- The Prevent Duty (2015)
- Working together to safeguard children (2018/2021)
- The Children & Families Act (2014)
- Children & Social Work Act (2017)
- Keeping Children Safe in Education (2020)
- Data Protection Act (1998)
- Rehabilitation of Offenders Act 1974
- And other HM Government children documents

A copy of all documents above is available at the setting for the childminder, assistant, and parents/carers to view or it can be viewed online.

The purpose of this policy is to provide the childminder, assistant and parents/carers of Snuggle Bunnies Childcare with guidance of the procedures taken when there are safeguarding and welfare concerns. The childminder and assistant must be alert to any issues of concerns in the child's life at home or elsewhere. The childminder will take lead responsibility for safeguarding all children. In the event of concerns and/or allegations made against the childminder or the assistant, the childminder and/or assistant will inform Brent LADO as soon as possible or within 24 hours and Ofsted within 14 days or as soon as. The childminder (lead practitioner) is responsible for liaison with Brent LADO.

This policy will also explain the use of mobile phones, cameras and smart devices in the setting, Child Protection and Safeguarding training for including the childminder that enables them to identify, understand and respond appropriately to signs of possible abuse and neglect (described in this policy), keep up dated with new knowledge of Safeguarding so, the childminder and the assistant understand their Safeguarding policy and procedures issues. Training is available

for the childminder and the assistant. Training will support the childminder and assistant to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and suitable manner.

Signs of Possible Abuse and Neglect

- Significant changes in children's behaviour
- Deterioration in children's well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments for cause for concern
- Any reason to suspect abuse or neglect outside the setting, for instance in the child's home or that a girl has been subjected to (or at risk of) female genital mutilation and/or
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children, for instance inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities or in inappropriate sharing of images

The childminder and assistant may find the link below helpful
[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](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)

All workers have a role to play in Child Protection and Safeguarding all children. Practitioners caring for children within the setting, care for the children more regular than anyone else in the caring service. Practitioners can identify and support for whom there are child protection concerns. If the setting has concerns about children's safety or welfare, they must inform **Brent Family Front Door 0208 937 4300**. If an allegation is made or a serious incident has happened, then the **LADO in the borough the child resides in** must

be contacted. If an allegation is made, please call **Ofsted 0300 123 1234** and in emergencies the **Police 999** without delay.

Children have a fundamental right to be protected from harm. Children depend on help from adults for their safety and protection. The English and Welsh Government are in a legally binding international agreement setting out the political, economic, social, and cultural rights of every child regardless of the child's race, religion, or abilities. Children and young people have the right to grow up so, that they can become successful learners, confident individuals, effective contributors, and responsible citizens. All children and young people (including unborn babies) have the right to be cared for and protected from harm, abuse, grow up in a safe environment in which their rights are respected and their needs met.

Allegations

Any allegations of serious abuse or harm by any person living, working, or looking after children at the setting (whether the allegations relate to harm or abuse committed in the setting or elsewhere). The setting must inform **Ofsted 0300 123 1234** and **Brent LADO 0208 937 4300** of the actions taken in respect of the allegations or serious incident. This call and information must be made as soon as reasonably possible, but at the latest within 14 days of the allegation being made or serious incident taken place. Failure to comply without reasonable excuse, fails to comply with this requirement, commits an offence.

Definitions

For child protection purposes this policy refers to any child aged 0 – 18 or 24 years (24 years for Children with Special Educational Needs). A “child” means a person under the age of 18. “Harm” means ill-treatment or impairment of health or development, which is defined in the Children’s Act (refer to the Children’s Act 2006 and see below). A **parent** is defined as any person who has parental responsibilities for a child. For example: a mother or father. We may also include in

this; foster, adoptive parents and carers, including those who may have substantial care of a child.

A **child carer**: These people may not have specific parental responsibilities but nonetheless, have a duty of care for the child. This is **inclusive** of Snuggle Bunnies Childcare staff.

What is Child Abuse?

Child Abuse is the term used to describe ways in which children are intentionally or inadvertently harmed or placed at risk of harm, usually by adults, and often by people that they trust.

Abuse and neglect are forms of maltreatment- a person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

A child's welfare concerns may happen in many different contexts and can change in terms of their nature and seriousness. Children may be abused in a family or in a community or an institutional setting. This can happen over a period of time but can also be a one-off incident. The symptoms and warning signs of child abuse and neglect can differ from child to child. Children who are disabled may be especially vulnerable to abuse because they may have an impaired capacity to resist or avoid abuse (speech and language communication needs) that may make it difficult to share with others what is happening.

Parental behaviours may be another type of indication of child abuse or neglect, so staff need to be alert to parent-child interactions that are concerning including other parental behaviours. Such as parents under the influence of drugs and alcohol or sudden changes to their mental health.

By understand the signs, all staff can respond to the problems as early as possible to provide the right support and services required for the child and their family. Be mindful that not all signs do not automatically mean a child is being abused or neglected. There are a

number of signs that may indicate that a child may be being abused or neglected.

Some warning signs below might be indicators of abuse or neglect:

Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn, or clingy, or they might have difficulty sleeping or start wetting the bed

- Children with clothes which are ill-fitting and/or dirty
- Children with consistently poor hygiene
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason
- Children who do not want to change clothes in front of others or participate in physical activities
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry
- Children who talk about being left home alone, with inappropriate carers or with strangers
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason
- Children who are regularly missing from school or education
- Children who are reluctant to go home after school
- Children with poor school attendance and punctuality, or who are consistently late being picked up
- Parents who are dismissive and non-responsive to practitioners' concerns
- Parents who collect their children from school when drunk, or under the influence of drugs
- Children who drink alcohol regularly from an early age
- Children who are concerned for younger siblings without explaining why
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements

(What to do if you're worried a child is being abused- Advice for practitioners' March 2015).

Categories of Abuse

- **Physical Injury** is deliberately physically hurting a child. Any forms of injury inflicted or knowingly, and not prevented by any person having custody or care of a child. Physical abuse is often defined by injuries that cannot be explained by the normal play activities of a child/baby.

Signs of Physical abuse- can be different forms such as bruising, cuts, burns on the child particularly if these are on parts of the body not normally injured in accidents. Physical abuse such as finger bruises, bruises to the child's trunk indicate the child has been gripped to shake them, this should be taken seriously, injuries to the mouth (bruising to both sides of mouth and cheeks or inside mouth), reluctant to change clothes or roll up sleeves, hitting, pinching, shaking, throwing, poisoning, burning, or scalding, drowning, or suffocating a child on purpose. This type of abuse can happen in any household, however, children have more of a risk when their parents are experiencing domestic abuse, drugs, alcohol, and mental health. Babies and children who are disable are at a higher risk of suffering physical abuse. Parents or carers can fabricate the symptoms of abuse in a child. Outside of the family household physical abuse can also occur.

- **Emotional Abuse** is a persistent emotional maltreatment of a child. This also can be defined as psychological abuse which can have a severe effect on a child's emotional development.

Signs of emotional abuse- Head banging or rocking, significant changes in behaviour, reports witnessing domestic abuse, shouting at a child, deliberately telling a child that they are worthless, unloved, inadequate, bullying (including by peers), exposing a child to inappropriate experiences, being punished and inconsistency of behaviour towards a child. This can include not giving children an opportunity to express their views, deliberately silencing them or 'making fun' of what they

are saying or communicating. Emotional abuse may involve serious bullying including bullying online through social platforms, online games, or mobile phones by a child's peers.

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 and parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

- **Neglect** is defined as the wilful failure to meet the basic needs of a child, for example, not providing adequate clothing, lack of food or malnourishment or caring for a child inadequately and leaving them without adequate supervision or shelter and hygiene. This is likely to result in serious impairment of the child's health and or development. Children who are neglected can also be suffering from other types of abuse. Signs of neglect is not always straightforward to identify when you have concerns about a child. However, practitioners still need to remain alert and do not miss opportunities to take timely action. If a parent or carer becomes physically or mentally unable to care for a child, neglect can occur. In addition to this, a child can be neglected due to the parent or carer having an addiction to alcohol or drugs, which can impair their ability to take care of their child as the parent/carer's priority would be to buy drugs or alcohol rather than food, clothes, or warmth for the child.

Signs of neglect- arriving with nappies that do not appear to have been changed overnight, dehydration, not seeking or expecting attention or comfort, untreated nappy rash or headlice, consistent failure to attend medical appointments, e.g., Doctor, constant hunger, dirty, overly tired, failure to thrive, weight loss, clothing that is inadequate, dirty or age inappropriate and significant in children's behaviour.

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. not having 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 health care, and parents who fail to seek medical treatment when their children are ill or are injured.

- **Sexual Abuse and exploitation-** is any sexual activity with a child. A child may have been sexually abused but may not understand what is happening and not understand that this is wrong. This can have an impact on mental health. Child exploitation is a form of sexual abuse where children are exploited for money or status. 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.

Signs of sexual abuse- physical contact, assault by penetration (rape or oral sex) or non- penetrative acts such as involvement of children in masturbation, injury, pain or itchy in the genital area, discomfort when sitting down or walking, involvement of children in pornographic activity, including taking pornographic photographs and involving children in watching or viewing pornographic materials, involvement of children in sexual activity including inappropriate sex play, including; kissing, rubbing and touching outside of clothing, sodomy, and sexual intercourse with a child, even with their consent including grooming a child in preparation for abuse (including via the internet). Male and females can commit acts of sexual abuse as can other children.

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

Signs 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 well-being, children who misuse drugs and alcohol, children who go missing for periods of time or regularly come home late, and children who regularly miss school or education or don't take part in education.

- **Bullying** is defined as any form of abuse on a child which is inflicted upon them by their peers, this abuse can be subtle, including, teasing, being ignored or left out, being pushed, or pulled about, or having money or possessions taken.
- **Cyber Bullying** is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming, and mobile phones.
- **Radicalisation** is a process by which a person comes to support terrorism and forms of extremism. This can happen in specific background factors with specific influences such as family, friends or being online and with specific needs for that an extremist or terrorist group may appear to provide the answer whether that may be in their home, amongst friends/family conversations or sharing information online. Social media is a major factor in radicalisation of young people. All staff should

be alerted to changes in a children's behaviour which should indicate that they may need help or protection.

Signs of radicalisation- day to day behaviour including children's play becoming increasingly centred on an extremist ideology, group, or cause. Possession of materials or symbols associated with extremist cause, using insulting to derogatory names for other groups, increase in physical or verbal assault, damage to property, supporting and condoning violence behaviour. If you become aware of any of these types of abuse you should share your concerns with the DSL Charmaine Morgan and/or inform **Brent Family Front Door 020 8937 4300, Local Authority Designated Officer (LADO) for allegations or serious incidents (brent.lado@brent.gov.uk) and Ofsted 0300 123 1234 or the Police on 999 in emergencies.**

- **FGM** is the cutting of a female genitalia.

The signs of FGM- blood, a child saying that it hurts, family history of practising FGM, FGM being practised in the child's community or country of origin, parent/carer expressing concerns that FGM will be carried out, a family not engaging with health professionals, educational practitioners or other agencies or known to social care services, a girl whose family have undergone FGM, talking about FGM, seeking help from practitioners as child is aware or suspects that she may be at risk of FGM, unexpectedly absent from the setting, sections missing from their red book.

If you have any concerns, inform the Designated Safeguarding Lead, Charmaine Morgan and/or the **Brent LADO safeguarding team Brent Family Front Door 0208 937 4300** and record on a body map with a dated/timed on a statement. This must be reported to the **Police 999.**

The use of mobile phones and digital cameras/smart devices (iPad):

- Workers, parents/carers and visitors are not allowed to use mobile phones including smart phones and smart watches in the setting.
- Parents/carers must keep mobile phones/smart phones in their pockets or handbag and must only use them outside of the setting. However, in the event of an emergency parents/carers and visitors can approach the childminder and the childminder would direct them outside to the front of the grounds of the setting to make a call/answer a call or text.
- Workers are not allowed to use mobile phones/smart device in the setting.
- Workers are not recommended to have personal friendships/relationships with parents/carers and or on social platforms. Reputation is important. If there is pre-existing relationship, this should be discussed with the childminder who will consider how this will be managed.
- Workers are not recommended to accept friend requests on social platforms
- The setting checks with parents that they consent to the use of camera/smart devices (iPad) for appropriate recording purposes for evidence of the child's learning and development.
- Only the setting camera/iPad may be used to take pictures of children for educational purposes and educational learning apps.
- Check websites, apps, and tools prior to using them with the children
- Check the search history
- Model safe practice when using technology with children
- Ensure data is shared online in accordance with the setting data protection responsibilities
- Children exploring the educational age-appropriate apps, website and online tools on the iPad/computer can access the technology safely and will be supervised for the duration using

the device. Workers will take immediate action if they are concerned about bullying or children's well-being.

- **Any concerns will be reported to the DSL and or the Brent LADO with allegations or a serious incident 0208 937 4300.** All information will be recorded and actioned following the mobile phone, cameras, and smart devices policy.

The setting will respond to any suspicions of the inappropriate taking or distribution of photographs of children (see **Photographs- Mobile Phone & Smart Devices Policy and Photographs- Mobile Phone and Smart Devices Policy**).

Recognition of Child Abuse (Alert)

Snuggle Bunnies Childcare workers have a duty of care to identify the specific category of abuse that a child may be experiencing and highlight any causes for concern to the appropriate person and organisations such as the **Designated Safeguarding Lead (DSL) Charmaine Morgan and Brent Family Front Door 0208 937 4300 and/or the LADO on 0208 937 4300 if there is an allegation or serious incident (Brent Local Authority Designated Officer).**

The following list although not exhaustive may indicate some of the signs and symptoms of child abuse, it should be noted that some children may display some of these signs in times of stress; it does not necessarily mean that they are being abused. However, the childminder and assistant should document anything they have witnessed, indicate the date, time, and any other witnesses (incident form) including reporting the incident to the Designated Safeguarding Lead.

Reminder of the Indicators of Abuse

- Significant changes in children's behaviour
- Deterioration in children's well-being
- Injuries to the child that is not consistent with the normal play activities of a child, either in position or type.

- Inconsistent or unreasonable explanation of an injury
- Inappropriate behaviour such as sexually explicit remarks or actions, mood swings, uncharacteristically quiet/aggressive, severe tantrums.
- Inappropriate behaviour displayed by other members of staff or any other person working with children, e.g., inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities or inappropriate sharing images
- Becoming isolated socially
- Overeating, loss of appetite, weight loss, weight gain.
- Inappropriately dressed or ill-kept and/or dirty
- Self-inflicting injury
- Open distrust of, or discomfort with, parent/carer or child
- Delayed social development, poor language, and speech
- Excessively nervous behaviour, such as rocking or hair twisting
- Low self esteem
- Children's comments which give cause for concerns
- Any reasons to suspect neglect or abuse outside the setting for e.g., in child's home or that a girl may have been subjected to (or at risk) female genital mutation

General indicators of abuse, though often typical of sexual abuse

- Recurring Abdominal Pain
- Reluctance to go home
- Flinching when approached or touched
- Recurring headaches

Sharing concerns with parents

Parents/carers with parental responsibility should be made aware of the child protection policy of the childcare provider and that any concerns will be referred to **Brent Family Front Door** or if an allegation is made or a serious incident has taken place this will be referred to the **LADO** where the child resides in the best interest of the child. It is best practice to share any concerns with parents/carers as soon as possible to form the best assessment of the issue, unless informing them will place the child or practitioner at risk of harm. It is good practice to discuss any concerns with the LADO at Brent Front Door before making an official referral. A decision can be made as to whom should inform the parent/carer.

Exceptions to sharing concerns with parents/carers:

To inform parents/carers, may put the child or practitioner at risk, possible organised abuse involving more than one child or abuser, suspected abuse of a child with another child and where the child is a risk of immediate harm. If unsure, seek advice from **Brent Family Front Door on 0208 937 4300**.

Assisting children to remain safe

There are a range of resources and information in keeping children safe on the NSPCC website. These can be found at:

<https://www.nspcc.org.uk/keeping-children-safe/support-for-parents/>

The resources show a summary of the guidance to keep children and practitioners safe.

Disclosure of Abuse

If a child chooses to disclose that they have experienced being abused or may be harmed in the future, we need to respond in ways to support the child.

This may include behaviours such as:

- Listen to the child and be attentive
- Being honest with the child and explain that you will not be keeping your disclosure a secret
- Show reassurance and remind them that they have done the right thing coming to you and you will do your best to support them
- Keep an open mind
- Stay calm
- Being non-judgemental and reassuring
- Being careful not to ask leading questions of the child- just listen
- Do not take control of the situation yourself
- Maintain confidentiality
- Keep records
- Talk to the right people
- Do not make promises you cannot keep
- Immediately tell your DSL, Charmaine Morgan and or Brent Front Door.
- Explain what you will do next

For a child not verbalising their feelings use your observational skills and use the emotion chart to support them **(see Appendix D)**.

Children with Special Educational Needs (SEN) and/or disabilities are often to be vulnerable to abuse. This could be due to the difficulties in communication and practitioners must ensure that they use a variety of strategies to ensure that they are listening to the needs of

the child or young person. Any concerns about a child with SEND should always be treated the same way as those about any child. If you have concern/allegation of abuse about a paid practitioner or volunteer, it is important that the practitioner records the observation that has given them cause for concern. The observation statement should be written as soon as possible, incident report (**see Appendix A**).

You **must** record the following:

- Name of child or adult
- Date of birth
- Date and time of incident
- Name of witness/adult present, write what you observed, what you said or did or what concerns were reported to you
- Place incident occurred
- Description of incident observed adult/child behaviour that gives you cause for child protection concerns
- How you or staff dealt with incident
- Conditions of child following the incident
- If parent was contacted
- Name of parent contacted and time
- How parent was contacted
- Other comments
- You must sign and date your statement
- Highlight on the body map (**see Appendix C**)
- Report your concerns immediately to the lead practitioner (DSL) and/or manager
- In the event of an accident complete the accident record form (**see Appendix C**)

The DSL or person in charge is responsible for informing the Local Authority Designated Officer (LADO), where there is an allegation made against a worker or volunteer, working in the setting. **Brent Family Front Door 020 8937 4300, Local Authority Designated Officer (LADO) (brent.lado@brent.gov.uk) and Ofsted 0300 123**

1234. This information should be reported as soon as reasonably practicable at the latest within 14 days.

If the childminder (Designated Safeguarding Officer DSL) is the subject of the allegation the person making the allegation should be discrete and refer directly to Brent Family Front Door **Brent Family Front Door 020 8937 4300**. Once this allegation is brought to your attention all children will need to be collected as soon as possibly by parent/carer or emergency person.

If you find that the member of staff is unsuitable to continue working in the setting, the employer has the legal duty to escort the worker off the premises and make a referral to the Disclosure and Barring Service and report to the LADO at **Brent Family Front Door 0208 937 4300**.

Information for the manager can be found at:

<https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

The Procedure of Recording and Reporting (Refer) of an Incident – Suspicions of Abuse including Allegations

All workers should be aware that any incidents must be recorded with child's name, DOB, the date, and time including witnesses' signature(s). All injuries must be highlighted on the body map. It is also extremely important for staff to communicate about matters of this kind.

If a worker suspects that a child is under threat, there are several steps that **must** be taken.

- 1. Recognise** the specific category of abuse that a child may be experiencing.
- 2. Respond** to the child if the child can share what happen, listen to the child, and do not probe the child with questions. Inform the child that to help them you must tell the manager (DSL). The worker should tell the child who this person is and reassure the child that they can trust them and that they have done the

right thing in telling you what has happened. Listen to the child and note down what they say to you **in their own words**. It is important at this stage, that you do not interrupt the child when speaking and you do not probe questions or put words into their mouth.

- 3. Report** the specific concerns by informing the manager or the [Charmaine Morgan] person responsible for Child Protection (DSL) in the setting verbally or a written account of something observed, heard, or done. If the manager is not available, staff should refer to the Brent Local Safeguarding Children Board guidelines for details of their LADO or call **Brent Family Front Door on 020 8937 4300**, www.brentlscb.org.uk or call the out of hours telephone number **020 8863 5250**

- 4. Record** your suspicions using Incident form (**see Appendix A**) (including the date, time, name of person writing the report and any witnesses), highlight any causes for concern using the list of abuse sheet (**see Appendix C**) and use the body map to indicate with an **X** (Cross) or circle ○ using a **black pen (see Appendix B)** give the written document to the manager or the person responsible for child protection (DSL) of the setting to file.

- 5.** Refer to the Brent Local Safeguarding Children Board guidelines for details of their LADO or call **Brent Family Front Door on 020 8937 4300**, www.brentlscb.org.uk or <http://brentsafeguardingpartnerships.uk/children/> or call the out of hours telephone number **0208 863 5250** and or the **police 999** if not do so already.

- 6.** Remove or suspend paid or voluntary staff immediately including Manager.

Records of suspicions must include the following information:

- Record the nature of the suspicion (**see Appendix A**)
- Details of any injury (Including marking on the body map **APPENDIX B**)
- Times, dates, place, and any other relevant information
- Dates, times, and names of other adults involved with the child who may substantiate the suspicion
- Details of all or any other witnesses
- Sign and date
- The manager or person in charge will then determine the situation and refer the case to the **Local Authority Designated Officer (LADO) Brent Safeguarding Team 0208 937 4300** or the **police 999**.

Suitable People:

The childminder will ensure that a suitable assistant applies to Ofsted aware of the process (DBS home-based checked and/or additional DBS check if reside or worked out of the UK), check work history over 5 years, ask candidate to explain gaps in employment or any irregularities, ID checked with 2 supporting references from previous employment. The assistant can provide the best possible care and learning to all children, protect and safeguard children, promote the welfare of children and young people. The childminder will check all employed assistants looking after children are suitable and can fulfil the requirements of their role. Workers provide the best possible care and learning to all children, protect and safeguard children, promote the welfare of children and young people.

The childminder must tell the assistant that they are expected to disclose any convictions, court orders reprimands and warnings that may affect their ability to work with children (before or during

employment at the setting) once employed. The childminder will not allow unsuitable people to have unsupervised contact with children being cared for.

If the childminder is disqualified from the registration the childminder must not continue as an early year's provider. The childminder must not employ any persons in connection with the early years provision.

London Borough of Brent Essential Contact Information

LADO at Brent Family Front Door: 020 8937 4300 (9am-5pm Option 1)

Out of Hours Service: 020 88863 5250

Police Child Protection Team: 020 8733 5070/999

Ofsted Helpline: 0300 123 1234 Email: @ofsted.gov.uk

Ofsted Complaints Team: 0300 123 4666

NSPCC: 0808 800 5000 Email: @nspcc.org.uk

Family Information Service Brent (FIS): 020 8937 3001

London Safeguarding Children Board: www.londonscb.gov.uk Tel: 020 7934 9714

PREVENT – Making a referral: What you should do in the first instance that:

- A **person** is at risk of radicalisation
- A **venue** is being used for promoting extremism
- A **speaker** at a public or council venue is promoting extremism

Please send the details of the person, including their name, address, and the reason you are making the referral.

This **MUST** be sent by secure email to:

family.frontdoor@brent.gov.uk

Please insert the subject box: **PREVENT** to prioritise your email or to Performance Team, Children and Young People, Brent Council, 4th Floor Brent Civic Centre, Engineers Way, Wembley, HA9 0JF.

Once you have sent the email, the Community Safety Manager will contact you to progress the referral and clarify any information

required. This will include providing any appropriate forms as required. Please do not send any forms until the Community Safety Manager has been in direct contact with you regarding your referral.

If you would like advice and/or are not sure about referring, please call 020 8937 4300 (9am-5pm Option 1)

Hospitals: All have either emergency or minor injuries unit.

Brent Central Middlesex: 020 8965 5733

Northwick Park: 020 8864 3232

St. Mary's: 020 3312 6666

Edgware: 020 8952 2381

Royal Free: 020 7794 0500

Chase Farm: 020 8366 6600

Finchley Memorial: 020 8349 6300

Designated Nurse NHS Brent Clinical Commissioning Group: 020 8733 1600
07887 633 691

Brent Safeguarding Children Board: 0208 937 4300

Brent Emergency Duty Team Out of hours after 5pm: 0208 863 5250

Brent Safeguarding Children Board Administrator: 020 8937 4300

Web: www.brentscb.org.uk

<http://brentsafeguardingpartnerships.uk/children/>

Email: family.frontdoor@brent.gov.uk brent.lado@brent.gov.uk

Common Assessment Framework (CAF) has been replaced by the **Early Help Assessment (EHA)** to reflect the **Signs of Safety (SOS)**.

This will help ensure that families get the right support at the right time, and as quickly as possible. CAF Team: 020 8 937 4300

CAF Coordinator: **Email:** family.frontdoor@brent.gov.uk

Web: www.brent.gov.uk/caf

All allegations against professionals working in a position of trust with children in Brent must be made via Local Authority Designated Officer (LADO) at Brent Family Front Door: 020 8937 4300 and Ofsted 0300 123 1234 as soon as reasonably possible, but at the least within 14 days of the allegations being made. A registered provider who without reasonable excuse, fails to comply with the requirements commits an offence.

The Safeguarding Division monitors and promotes best practice in relation to children who are receiving a social care service, promotes Safeguarding work within the wider community and handles all allegations by children against people in a position of trust.

Reporting Communicable Diseases including COVID-19

See the following website for a chart showing exclusion times for various illnesses.

The chart denotes a notifiable disease with a star ***(SEE APPENDIX E)**

Please contact Public Health Agency **Public Health duty Room on 0300 555 0119** or visit the link below if you need more advice or information including the latest guidance

https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf

In case of children in their care contracting a notifiable disease, providers and childminders are required to notify both Ofsted and the Local Health Protection Unit (HPU):

Brent HPU

North West London Health Protection Team

61 Colindale Avenue

London NW9 5EQ

Email: phe.nwl@nhs.net

Tel: 020 3326 1658 Fax: 020 3326 1654– 9am-5pm Mon-Fri

Tel: 01895238282 – Out of Hours

Coronavirus Response Cell:

Tel: 0300 303 0450

Email: lcrc@phe.gov.uk

Covid-19 Procedures see the Actions for early years and childcare providers during the COVID-19 pandemic guidance May 2021 below

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

or the guidance is available in the setting.

Snuggle Bunnies Childcare recognises that it can be a traumatic experience for workers to be a witness to a child's disclosure or a worker, either paid or voluntary of abuse; therefore, all workers will be offered information on counselling services to help them through this time.

Talking Therapies Service Brent is a free and confidential NHS service for people who are registered with a GP in the borough. This service offers support to those experiencing

- Feelings and sadness
- Low motivation or energy
- Sleeping difficulties
- Worry and stress
- Feelings of panic

To contact this service, follow the details below

Talking Therapies Services Brent, Fairfield's House, Fairfield's Crescent, Roe Green, Kingsbury, NW9 0PS.

Tel: 0208 206 3924

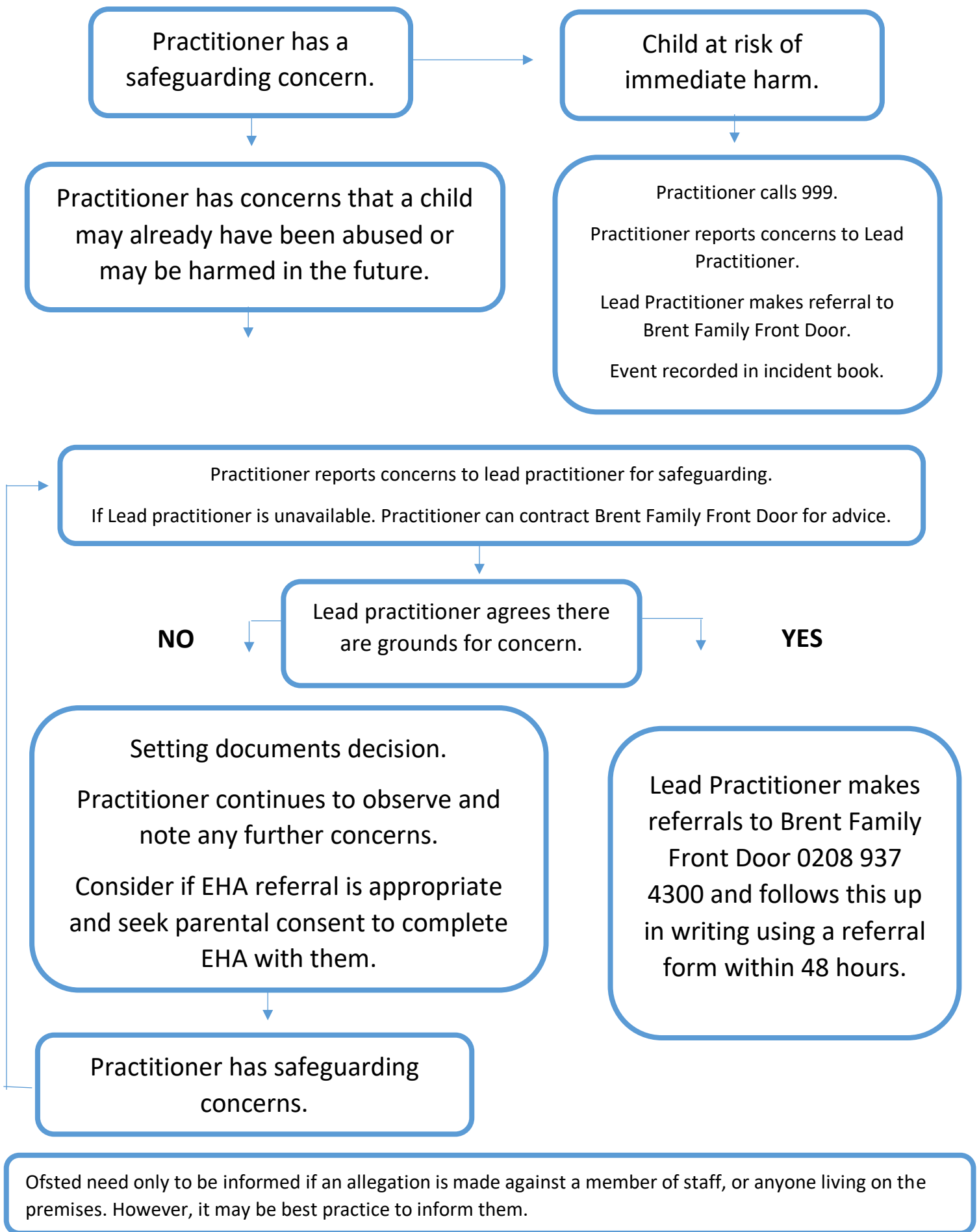
Email: cnw-tr.brent.iapt@nhs.net

End Note

All parents/carers should be aware that workers attend regular child protection training in order that we keep all children safe from harm. The setting has a duty to report any suspicions of abuse and neglect to any of the contacts listed under the London Borough of Brent Essential Contact Information above who have a duty to investigate such matters.

Flow chart in the event of a safeguarding concern

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 policy for Child Protection and the local authority Child Protection Guidelines.



All workers Should:

- Play your part in helping to develop an ethos where all people matter and are treated with equality, and respect and dignity.
- Always put the care, welfare, and safety needs of a child first.
- Respect a child's right to be involved in making choices and decisions which directly affect them.
- Listen attentively to any ideas and views a child wants to share with you.
- Respect a child's culture (for example, their faith and beliefs)
- Respect a child's right to privacy and personal space.
- Respond sensitively to children who seem anxious about participating in certain activities
- Speak to a member of staff immediately if you suspect that a child is experiencing bullying or harassment.
- Be aware of the vulnerability of some groups of children to being isolated and hurt.
- Ensure that when you are working with children you are at least within sight or hearing of other adults.
- Listen carefully when a child 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to your manager and adhere to the Child Protection Policy and Procedures.

- Report immediately any suspicion that a child may be at risk of harm or abuse.
- Never dismiss what a child tells you as lies or exaggeration
- Only control/support a child who is at imminent harm of inflicting harm to themselves or others.
- Never underestimate the contribution that you can make to the development of safe communities for children.

Workers Should Not:

- Exaggerate or trivialize another worker's concern about a child or ignore an allegation or suspicion of abuse in the hope that it will either go away or that someone else will deal with it.
- Discuss personal issues about a child or their family with other people except where it concerns the wellbeing of the child.
- Be drawn into derogatory remarks or gestures in front of the children or young people.
- Allow a child or young person to be bullied or harmed by anyone else in the organisation
- Allow children to swear or use sexualised language unchallenged.

Workers Should Never:

- Engage in sexually provocative games, including horseplay
- Never allow others to or yourself engage in touching a child in a sexually provocative manner

- Never make sexually comments to a child, even in a fun way such as explicit instructions, an explicit act of violence, explicit language
- Engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraint
- Never form inappropriate emotional or physical relationships with children
- Harass or intimidate a child or worker because of their age, race, gender, sexual orientation, religious belief, socio-economic status, or disability
- Unnecessarily invite or allow children to stay with them at their home.

If you have any questions related to this policy, please speak to the childminder.

Last Updated/Reviewed On:	SIGNITURE
17/03/2020	C. Morgan
12/11/2020	C. Morgan
10/03/2021	C. Morgan
22/05/2021	C. Morgan
05/10/2021	C. Morgan