



MELISSA'S CHILDCARE

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SAFEGUARDING AND CHILD PROTECTION POLICY

Statement of Intent

The safety and well-being of every child in my care is my highest priority.

I am committed to providing an environment where children feel safe, valued, listened to and protected from harm.

As the registered childminder, I take lead responsibility for safeguarding and promoting the welfare of all children in my care and will take prompt and appropriate action whenever concerns arise.

Every person looking after children must remain alert to issues or concerns in a child's life, whether these arise at home, within the setting or elsewhere.

The welfare of the child is paramount.

All children, regardless of age, gender, ability, race, culture, language, religion or sexual identity, have equal rights to protection.

Legal and Statutory Framework

This policy is based primarily on the requirements of the Early Years Foundation Stage (EYFS) statutory framework for childminders, effective from 1 September 2026, together with relevant safeguarding duties and procedures.

The EYFS requires childminders to take all necessary steps to keep children safe and well and to have and implement safeguarding policies and procedures.

I also take account of relevant government safeguarding guidance, including Working Together to Safeguard Children and Prevent duty guidance.

Safeguarding Responsibilities

Melissa Lewis is the Designated Safeguarding Lead and takes lead responsibility for safeguarding children at Melissa's Childcare.

Howard Lewis is the Deputy/Support DSL.

Safeguarding is everyone's responsibility.

Any assistant, volunteer, student or other person looking after children must immediately raise any safeguarding concern through the appropriate procedure. Concerns should normally be reported immediately to Melissa.

Where Melissa is unavailable, or where the concern relates to Melissa, the concern must be escalated through the appropriate external safeguarding procedure.

No person should be prevented from raising a genuine safeguarding concern.



Safeguarding Principles

- The welfare of the child is always paramount.
- Children must be protected from abuse, neglect and harm.
- Children's voices are listened to, respected and taken seriously.
- Safeguarding is everyone's responsibility.
- Concerns must be acted upon without delay.
- A concern does not need to be proven before it is reported.
- Children with SEND may have additional vulnerabilities and their individual circumstances will be considered.

The setting's arrangements for the use of mobile phones, cameras and other electronic devices with imaging, recording or sharing capabilities are set out in the 'Use of Mobile Phones, Cameras & Electronic Devices' section below and the separate Mobile Phone & Electronic Devices Policy."

Types of Abuse, Neglect and Risk

I am trained to recognise signs and indicators of:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- online harm and exploitation;
- child-on-child harmful behaviour;
- child sexual exploitation;
- child criminal exploitation, including county lines;
- fabricated or induced illness;
- female genital mutilation;
- radicalisation and extremism;
- and other forms of harm or abuse.

Safeguarding concerns will always be considered in the context of the individual child.

Responding to Concerns or Disclosures

If a child discloses abuse or communicates a safeguarding concern, I will:

1. Remain calm and listen carefully.
2. Take the child seriously.
3. Reassure the child that they have done the right thing by speaking.
4. Avoid leading questions or attempting to investigate.
5. Never promise confidentiality.
6. Explain, in an age-appropriate way, that information may need to be shared to keep them safe.
7. Record the concern accurately and as soon as reasonably practicable.
8. Report the concern immediately through the appropriate safeguarding procedure.

Records will distinguish between fact, observation and information reported by others.



Action When There Is a Concern About a Child

If I have concerns about a child's safety or welfare, I will immediately notify the relevant local authority children's social care team in accordance with local reporting procedures.

In an emergency, I will contact the police.

I will also take account of the relevant Local Safeguarding Partnership procedures and government safeguarding guidance.

Parents/carers will normally be informed where appropriate, unless doing so could place the child or another person at increased risk or would otherwise prejudice safeguarding action.

Bromley Safeguarding Contacts

Bromley Children & Families Hub / Children's Services

Monday to Friday, 8:30am–5:00pm:
020 8461 7373 / 020 8461 7379

Email: candfhub@bromley.gov.uk

Emergency Duty Team – out of hours, weekends and public holidays:
0300 303 8671

Immediate danger or emergency:
999 – Police

Local Authority Designated Officer (LADO):

The current Bromley LADO contact details will be verified directly with Bromley Council and kept up to date in the safeguarding records.

Ofsted – general enquiries:
0300 123 1231

Ofsted – childcare concerns/complaints:
0300 123 4666

Ofsted email:
enquiries@ofsted.gov.uk

These contact details will be checked during the policy review and whenever local safeguarding arrangements change.

Allegations of Harm or Abuse

If an allegation of **harm or abuse** is made about:

- Melissa;
- an assistant;
- a household member;
- a volunteer;
- a visitor;



- or anyone living, working or looking after children at the premises,

the allegation will be treated seriously and managed through the appropriate safeguarding procedures.

This applies whether the alleged harm or abuse is said to have occurred at the premises or elsewhere, including on an outing.

The allegation will be recorded immediately.

The relevant safeguarding authority/LADO will be contacted without delay.

Where required by the EYFS, Ofsted or the relevant childminder agency will be notified of the allegation and the action taken.

The notification will be made as soon as reasonably practicable and, in any event, within 14 days of the allegation being made.

No person whose suitability is in question will be permitted to have unsupervised contact with children where this would be unsafe or contrary to safeguarding advice.

I will cooperate fully with any safeguarding investigation and will not attempt to conduct an investigation myself where this could interfere with the appropriate authorities' work.

Whistleblowing

I maintain appropriate whistleblowing arrangements so that assistants can raise concerns about poor or unsafe practice.

Concerns may include:

- unsafe or inappropriate behaviour;
- poor practice;
- breaches of safeguarding procedures;
- risks to children;
- concerns about another adult's conduct; or
- concerns that a safeguarding issue has not been appropriately addressed.

Assistants will be told how and when concerns can be reported and what will happen after a concern is raised.

If an assistant feels unable to raise a concern with Melissa, or believes that a genuine concern has not been addressed, they may use other appropriate channels, including Ofsted, the local safeguarding arrangements, the police or the NSPCC whistleblowing advice line.

NSPCC Whistleblowing Advice Line: 0800 028 0285.

Safer Recruitment and Suitability

All people who work with or regularly have contact with children must be suitable for their role.

Melissa's Childcare follows its separate Safer Recruitment Policy.



For assistants, I will:

- obtain the required reference before recruitment;
- ensure required suitability checks are completed;
- ensure assistants have the training required for their role;
- monitor ongoing suitability;
- ensure assistants understand their duty to disclose information that may affect their suitability;
- not allow an assistant to begin working or volunteering until the required enhanced criminal-record and barred-list checks have been received;
- ensure anyone whose suitability has not been appropriately checked does not have unsupervised contact with children.

Students, volunteers and apprentices who assist with childminding are treated as assistants for EYFS purposes where applicable.

Suitability of People Living or Working on the Premises

I will ensure that people who may have regular contact with children on the premises are suitable.

Where applicable, changes to people aged 16 or over living or working on domestic premises will be notified to Ofsted or the relevant childminder agency within the required timescale.

Any significant event which could affect the suitability of myself or another person who cares for or regularly has contact with children will be dealt with promptly and notified where required.

Banned Dog Breeds

No banned dog breed to which section 1 of the Dangerous Dogs Act 1991 applies, including an XL Bully type, will be kept or present on the premises at any time while registered childcare is being provided.

This requirement applies even where the owner has a certificate of exemption.

The Pet Policy and premises risk assessments will be reviewed accordingly.

Safeguarding Training

I will maintain the safeguarding knowledge and training required by the EYFS.

Safeguarding training will be completed at least every two years, with additional updates or training undertaken where appropriate.

My latest safeguarding training was completed in June 2025.

Assistants will receive appropriate safeguarding training and will be supported to put safeguarding knowledge into practice.

Paediatric First Aid



I maintain valid paediatric first aid training as required by the EYFS.

Where an assistant is responsible for caring for children, their training and suitability will be monitored in accordance with the EYFS requirements.

Use of Mobile Phones, Cameras & Electronic Devices

To protect children's safety, privacy and dignity, Melissa's Childcare has clear arrangements for the use of mobile phones, cameras and other electronic devices with imaging, recording or sharing capabilities.

This includes mobile phones, tablets, cameras, smart watches and other wearable or electronic devices.

Personal Mobile Phones

- Personal mobile phones must not be used for personal calls, messages, social media, browsing or other personal activities while staff are caring for children.
- Personal mobile phones must be kept securely away from children and must not distract staff from supervising or interacting with children.
- Personal phones may only be accessed during an agreed break or where there is an emergency or legitimate childcare or safeguarding reason.
- Personal mobile phones must never be used to photograph, film or record children.

Setting Mobile Phone

The setting's mobile phone may be used for essential communication relating to the safe and effective running of the childcare setting.

It may be used in an emergency, including contacting emergency services or parents/carers where necessary.

Use of the setting mobile phone must never interfere with children's supervision, safety, care or interaction.

Photographs and Videos

- Photographs and videos of children will only be taken using a setting-approved device and for a legitimate childcare-related purpose.
- Appropriate parental/carers consent will be obtained where required.
- The number of photographs and videos taken will be kept to the minimum necessary.
- Images and videos will be stored securely and only shared with parents/carers through technically secure methods.
- Staff must never use personal devices to photograph or record children.
- Photographs and videos must never be taken for personal use.
- Images of children must never be posted on staff members' personal social-media accounts or shared through personal messaging or social-media applications.

Smart Watches and Wearable Devices



Smart watches and other wearable devices must not be used to photograph, record or communicate with children.

Staff must not use wearable devices in a way that distracts them from supervising children or compromises children's privacy.

Where a device has imaging, recording or sharing capabilities that cannot be appropriately controlled, Melissa may require the device to be removed or stored securely while childcare is being provided.

Visitors

Visitors will be asked to store personal mobile phones, cameras and other recording devices securely while children are present.

Visitors must not photograph, film or record children unless specifically authorised for an appropriate childcare or safeguarding purpose.

Visitors must never share photographs or information about children on social media.

Safeguarding Concerns

Any concern about the inappropriate use of a mobile phone, camera or electronic device must be reported immediately to Melissa, unless the concern relates to Melissa, in which case the concern must be reported through the appropriate safeguarding procedure.

Concerns may include inappropriate photography or recording, unauthorised sharing of images, inappropriate communication with a child, or any use of a device that may place a child at risk.

Any suspected misuse of a device will be managed in accordance with the Safeguarding and Child Protection Policy and the setting's procedures for allegations of harm or abuse.

Professional Conduct

Staff are expected to model appropriate and responsible use of technology.

The needs, safety, privacy and wellbeing of children must always take priority over the use of electronic devices.

This section is read alongside the Mobile Phone & Electronic Devices Policy, Screen Use Policy, Privacy/Confidentiality Policy and Data Protection procedures.

Online Safety

Children's access to digital devices and online content will be supervised.

Children will not be allowed unrestricted access to the internet.

Appropriate security, filtering and parental controls will be used where relevant.

Children will receive age-appropriate support to understand how to stay safe when using technology.



Online safeguarding concerns will be managed through this policy.

Attendance and Absence

Although EYFS attendance is voluntary, unexplained or prolonged absence may raise safeguarding concerns.

If a child is absent without notification or for a prolonged period, I will:

- attempt to contact the parent/carer;
- contact alternative emergency contacts where necessary;
- consider patterns and trends in attendance;
- consider the child's vulnerability;
- consider the vulnerability and circumstances of the parent/carer;
- consider the child's home circumstances;
- implement safeguarding procedures where necessary; and
- refer concerns to children's social care and/or request a police welfare check where appropriate.

The setting's Child Absence Policy provides further detail.

Prevent Duty

I recognise my duty to have due regard to the need to prevent people from being drawn into terrorism.

I will promote respect, tolerance and understanding and will remain alert to signs that a child or family may require safeguarding support.

Any concern about radicalisation or extremist influence will be managed through the safeguarding procedure.

Confidentiality and Record Keeping

Safeguarding records will include, where relevant:

- child's full name;
- date and time;
- clear and factual details of the concern or disclosure;
- the child's own words where appropriate;
- witness details;
- relevant previous concerns;
- information provided by parents/carers where appropriate and safe;
- action taken;
- who took the action; and
- referrals or notifications made.

Records will be securely stored and accessed only by those who have a legitimate professional need to see them.

Information will be shared when necessary to safeguard a child, even where confidentiality would otherwise apply.



Safeguarding records will be retained in accordance with the setting's Retention Policy and relevant legal requirements.

Visitors

Visitors will follow the separate Visitors Policy.

Visitors will:

- sign in and out where required;
- have their identity checked;
- store phones and personal devices as directed;
- never be left alone with children;
- be appropriately supervised.

Unauthorised people will not be permitted to enter areas where children are being cared for.

Health, Safety, Smoking and Vaping

No smoking or vaping is permitted anywhere on the premises.

Daily safety checks and appropriate risk assessments will be carried out.

Safeguarding will be considered as part of health and safety arrangements, including sleep, eating, toileting, outings, pets and the use of digital devices.

Working in Partnership

I work in partnership with:

- parents and carers;
- Local Safeguarding Partners;
- children's social care;
- health professionals;
- Early Help services;
- LADO;
- Ofsted; and
- other relevant agencies.

Information will be shared appropriately where necessary to safeguard children.

Review - This policy will be reviewed if there is a change to the EYFS, safeguarding requirements, legislation, local safeguarding arrangements, staffing or the circumstances of Melissa's Childcare.

