



MELISSA'S CHILDCARE

SAFEGUARDING AND CHILD PROTECTION POLICY

Statement of Intent

The safety and well-being of every child in our care is our highest priority. We are committed to providing an environment where children feel safe, valued, listened to, and protected from harm. As the registered childminder, I recognise my statutory duty to safeguard and promote the welfare of all children and to take prompt, appropriate action where concerns arise. We follow the principle that the welfare of the child is paramount and ensure that all children—regardless of age, gender, ability, race, culture, language, religion, or sexual identity—have equal rights to protection.

Legal Framework

This policy is informed by statutory and non-statutory safeguarding guidance including:

- Working Together to Safeguard Children (2023)
- The Children Acts 1989 & 2004
- EYFS Statutory Framework (2024)
- What To Do If You're Worried a Child Is Being Abused (2015)
- Prevent Duty Guidance (2015)
- Domestic Abuse Act (2021)
- Guidance on Sexual Violence and Sexual Harassment in Schools and Colleges
(KCSIE does not legally apply to childminders but may inform best practice if you complete this training.)

We comply with EYFS requirement 3.2: *"Providers must take all necessary steps to keep children safe and well."*

Designated Safeguarding Leads

DSL (Lead): Melissa Lewis

Deputy/Support DSL: Howard Lewis

Contact:

Phone: 07361494086

Email: melchildcare@outlook.com

All safeguarding concerns must be reported directly to **Melissa Lewis**.

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 on immediately—no delay.

Types of Abuse, Neglect and Risk

We are trained to recognise signs of:



- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Domestic abuse
- Online harm and exploitation
- Peer-on-peer / child-on-child harm
- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE) including County Lines
- Fabricated or induced illness
- Female Genital Mutilation (FGM)
- Radicalisation and extremism (Prevent Duty)

Children with SEND have higher vulnerability. We work closely with parents and agencies where appropriate.

Responsibilities & Training

- I complete safeguarding training at least every two years (latest completed: June 2025).
 - We receive regular updates and stay aware of current risks.
 - We hold enhanced DBS checks and undergo ongoing suitability checks.
 - We hold valid Paediatric First Aid qualifications.
 - We understand and follow legal duties for child protection, Prevent Duty, safer working practice, and information sharing.
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Responding to Concerns or Disclosures

If a child discloses abuse, we will:

1. Listen carefully, remain calm, and reassure the child.
2. Never promise confidentiality—explain our duty to keep them safe.
3. Record the disclosure factually (using the child's own words).
4. Report concerns immediately to the relevant safeguarding authority.

We may contact:

- Parents/carers (unless doing so places the child at further risk)
 - LADO
 - MASH (Children's Social Care)
 - Police (immediate danger)
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Reporting Responsibilities (MASH / LADO / Ofsted)

Where we have serious concerns that a child is or may be at risk of significant harm, I am legally required to refer to:

- **LADO:** 0208 461 7775
- **MASH:** 0208 461 7373 / 7379 / 7026
Email: mash@bromley.gov.uk
- **Emergency Duty Team (Out of Hours):** 0300 303 8671
- **Police:** 999 (immediate risk)

I will also notify Ofsted: 0300 123 1231.



Record Keeping

Safeguarding records will include:

- Child's full name and address
- Date and time
- Clear, factual account of the concern or disclosure
- Witness details (if any)
- Previous or relevant concerns
- Parents' explanation (if appropriate and safe)
- Actions taken and by whom

We comply with GDPR and maintain strict confidentiality.

Records are securely stored and transferred to the next setting in line with Local Authority expectations.

Allegations Against Me, My Assistants or Anyone Living/Working in the Home

If an allegation is made about:

- Me (the childminder)
- An assistant
- A household member
- A visitor or volunteer

We will:

1. Record the allegation immediately.
2. Contact LADO without delay.
3. Inform Ofsted.
4. Cooperate fully with investigations.

No person under investigation will have unsupervised contact with children.

Whistleblowing

We understand our duty to report concerns relating to:

- Unsafe or inappropriate behaviour
- Poor practice
- Policy breaches
- Risk to children
- FGM, forced marriage, extremism, exploitation

Concerns may be reported to safeguarding partners, Ofsted, or police.

NSPCC Whistleblowing Line: 0800 028 0285

Online Safety

To protect children from online risks:

- All device use is supervised and monitored.
 - Devices have appropriate security, filters, and parental controls.
 - Children are supported with age-appropriate online safety learning.
 - Parents are given guidance to reinforce safe practices at home.
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Use of Mobile Phones, Cameras & Smart Devices

- Our mobile phone is used only for emergency or essential communication.
 - Visitors must store their phones securely on arrival.
 - No visitor may use phones/cameras around children.
 - Photos of children are taken only on setting-approved devices and with parental consent.
 - Smart watches are not used for notifications during childcare hours.
 - Upskirting is recognised as a criminal safeguarding offence.
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Visitors Policy

- All visitors must sign in and out.
 - Visitors must store mobile phones safely as directed.
 - Children will never be left alone with visitors.
 - Visitors are supervised at all times.
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Attendance Monitoring

While EYFS attendance is voluntary, unexpected absences may raise safeguarding concerns. If a child does not attend as expected, we will:

- Attempt to contact parents
- Consider any safeguarding risks
- Refer to MASH if concerns escalate

Attendance patterns may highlight risks such as FGM or radicalisation.

Prevent Duty

We actively promote British Values:

- Democracy
- Rule of law
- Individual liberty
- Mutual respect and tolerance

Concerns regarding radicalisation or extremist influence will be referred to safeguarding partners.

Health, Safety, and No-Smoking Policy

- No smoking or vaping is permitted anywhere on the premises.
 - We maintain a safe environment through daily checks and risk assessments.
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Additional Record Books & Permissions

We maintain:

- Existing injury records
- Accident book



- Behaviour records

Parents provide written permission for:

- Outings
 - Photographs
 - Emergency medical treatment
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Working in Partnership

We work in partnership with:

- Local safeguarding partners
 - Health professionals
 - Early Help services
 - LADO
 - Children's Social Care
 - Parents and carers
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Key Updates (Effective 1st September 2025)

- Strengthened Early Help processes
 - Improved information-sharing expectations
 - Enhanced guidance on sexual abuse and harmful behaviour
 - Increased attention to domestic abuse
 - Greater emphasis on hearing the child's voice
 - Reinforced whistleblowing procedures
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Monitoring and Review

This policy is reviewed annually or sooner if legislation or guidance changes.

