

Tummy Tickers Day Care

SAFEGUARDING AND WELFARE

Policies and Procedures

Safeguarding Policy

As a childminder and an employer I am the Designated Safeguarding Lead (DSL) for my setting. "The Statutory Framework for the Early Years Foundation Stage published April 2017" document lays out my professional responsibility with regard to Child Protection, safeguarding and the welfare of your child whilst in my care. All children whatever their background, religion or family circumstances have a fundamental right to be offered care and protection by those responsible for their safety and well being. The welfare and safety of your child whilst in my care is paramount. I have carefully set out in this document to show how I will ensure your child will be provided with a safe, healthy and secure setting so I can care for and meet their individual needs. I want your child to enjoy learning and be able to reach their full potential.

All Ofsted registered childminders in Bristol must comply with the procedures in the Bristol Safeguarding Children Board (BSCB) booklet, 'Child Protection and Safeguarding Procedure and Guidance for Independent Day Care Providers' revised April 2015. If you would like to view this booklet you can do this online by visiting the Bristol City Council website www.bristol.gov.uk or if you do not have access to a computer, I will print it out for you on request. I must also have regard for the Department for Education source document Working Together to Safeguard Children 2018, which explains responsibilities and how agencies should work together to safeguard children.

This booklet sets out the guidelines for me and instructs me on how to record any incidents or accidents that may happen during my working day or what to do should I have safety or welfare concerns about a child in my care.

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Alcohol and Drugs

During my working week I will be working with at least two assistants, a cook and an admin assistant. As a registered childminder and employer I will have sole responsibility for your child whilst they are in my care so it is vital that I and my employees are fully aware and alert at all times so I can protect your child from any potential dangers. To do this effectively I and my assistants must **not** be under the influence of alcohol or any form of drugs (including some prescription medication). If I or my assistants have prescribed medication, other than routine antibiotics I must inform Ofsted who will make a decision as to whether I can continue to mind whilst taking them. I will **never** drink any alcohol during minded hours or directly before childminding hours begin.

If you have been drinking or taking drugs immediately before coming to collect your child, please can you arrange for another responsible adult to collect your child, especially if you plan to drive home.

Drugs and alcohol are now more readily available to younger children. If I have any concerns that your child may be drinking alcohol, taking drugs or smoking I will discuss the matter with you immediately. I will then work with you to support your child, however I reserve the right to terminate our contract with immediate effect if I am concerned that your child's behaviour due to drugs/alcohol may be putting the other minded children at risk.

Child Protection

I have had full training on how to identify signs of possible abuse and neglect, it is also my responsibility to ensure any staff also know and understand how to identify possible signs of abuse and neglect within my setting. I can and do refer to the document 'What to do if you're worried a child is being abused' March 2015 you can find this document using this link below;

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

I must always deal with concerns in a timely and appropriate way. The Government's statutory guidance 'Working Together to Safeguard Children' sets out my responsibilities as a childminder; you can find this document by following this link;

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Should I believe a child in my care to be in immediate danger or their personal safety causes me concern or if I have an allegation made against me, my assistants or a member of my family it is essential that I follow the procedures set out in the document "*Child Protection and Safeguarding – Procedure and Guidance for Independent Day Care Providers*" which you can read on request. There is also a copy in my policies and procedures folder which you can see any time on request.

My procedures for child protection issues are listed below.

1. I am aware of the signs and symptoms of child abuse: physical, emotional, and sexual, and those of neglect. I would discuss any concerns with parents at the earliest opportunity if I should:
 - notice any significant changes in a child's behaviour or deterioration in a child's well-being
 - notice any unexplained bruises or marks
 - find that a child's comments gave me cause for concern
 - have any reason to suspect abuse or neglect.
 - any reasons to suspect neglect or abuse outside the setting, for example in the child's home or that a girl may have been subjected to (or is at risk of) female genital mutilation

I am also aware of the kinds of inappropriate adult behaviour towards children which are the indicators of sexual abuse in a perpetrator, and to which I must respond appropriately and promptly.

- I would record any concerns, worrying marks or comments by a child in the 'accident and incident book', and also make a note of the resulting discussion with the parent.

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- If after this discussion with the parents I remain concerned, I am required to make a referral, called a 'request for help', to First Response 0117 903 6444
- I would normally seek agreement from parents to make a referral/request for help to First Response, but if I believe there may be a potential risk of significant harm, then parental permission can be by-passed. If I am unsure of whether or not I need to make a child protection referral I can ask for advice from First Response or from the Early Help Social Worker for my area. While I am seeking advice I would not mention the child's name.
- I would always inform parents that I have made, or am going to make a request for help, unless I had concerns about the child's safety or the safety of my own family.

N.B The Early Help Social Worker might advise that a request for Early Help would be appropriate rather than a child protection referral; in which case I would explain to parents about what Early Help is, give them a leaflet, and ask them if they would like me to request Early Help. This request would be made via First Response.

Responding to different types of abuse

FGM

If I have suspicions that a girl may have been subjected to FGM or that she is at risk of being subjected to FGM either in this country or abroad, I should make a referral to First Response. I am aware that a 'known' case of FGM must be reported to the police as a crime, using Tel 101.

Grooming

I am aware of the kinds of inappropriate adult behaviour towards children which are the indicators of sexual abuse in a perpetrator, and to which I must respond appropriately and promptly.

Domestic Abuse

I am aware that domestic abuse can involve any incident or pattern of incidents of controlling, coercive or threatening behaviour, or violence between family members. Children who witness domestic violence and abuse (even if they are not physically present) may feel fear, guilt, shame, sleep disturbances, sadness, depression, and anger (at both the abuser for the violence and at the other parent for being unable to protect them).

I am aware that the younger the child, the higher the risk to their safety, including to an unborn child. I am aware that domestic abuse can often go hand in hand with other forms of child abuse. I am aware that domestic abuse can be triggered by pregnancy and there is, in fact, an increased risk of violence after partners separate. I am aware that domestic abuse can affect the victim's ability to parent and to meet a child's needs.

I know that any conversations with a parent who is experiencing coercive behaviour, should be held in private with that parent alone. I need to think about the safety of the victim and child and bear in mind that an abuser may not seem abusive to me.

I would seek to support a victim on their own terms. I can signpost a parent to services which are listed on the Bristol City Council website <https://www.bristol.gov.uk/crime-emergencies/abuse-violence>

I must also consider the impact of domestic abuse on the child and respond appropriately. To support my decision-making I can take advice from a Families in Focus Social Worker and use the Threshold Guidance and Matrices <https://bristolsafeguarding.org/children-home/professionals/policies/#ThresholdGuidance>

I can make a request for help from Families in Focus (via First Response and with the parent's consent). if there is serious physical violence or if a child is at risk of physical violence by being in the line of fire or if they seek to protect the adult victim; I would make a child protection referral to First Response. I would call 999 if there is immediate danger.

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Child Protection - Allegations

Should there be any allegations of serious harm or abuse about me, or about any person living, working or looking after children alongside me, I must inform the Local Authority Designated Officer (LADO) (tel: 0117 9037795) within one working day, inform Ofsted as soon as practicable, but at the latest within fourteen days and as an Enhanced Provision childminder I must also inform Dawn Butler, Early Years Manager. Tel: 07827 306287. In the event of an allegation made against me, or anyone in my household, then in addition to contacting the LADO and informing Ofsted, I would;

- contact the police for them to investigate the allegation
- this may result in a court case, and if this allegation was 'upheld' i.e. a conviction was made, then I as the employer, must inform the Disclosure and Barring Service (DBS) and initiate the barring process

The procedure below is referenced from the following website published by South West Child Protection Procedures. www.online-procedures.co.uk/swcpp/procedures/allegations-against-staff/ This is the procedure that must be followed if it appears that a person has;

- behaved in a way that has harmed a child, or may have harmed a child, or,
- possibly committed a criminal offence against or related to a child, or,
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children,
- Behaved or may have behaved in a way that indicates that they may not be suitable to work with children

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2#history>

This would constitute grounds for an allegation and the procedure to report allegations must be followed.

Additionally these procedures may be used:

- where an allegation might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity,
- if there are concerns about the person's behaviour towards their own children, or
- there are safeguarding concerns connected to the individual about children unrelated to their employment or voluntary work, and there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to children they work with, or,
- when an allegation is made about abuse that took place some time ago and the accused person may still be working with or having contact with children

If an allegation about staff is substantiated and the person is dismissed, or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services the LADO should discuss with the employer whether a referral should be made to the Disclosure & Barring Service (DBS) for consideration of inclusion on the barred lists, and/or a regulatory body e.g. the General Teaching Council or General Medical Council, to consider professional misconduct.

There is a legal requirement for employers to make a referral to the DBS where they think that an individual has:

- engaged in conduct e.g. inappropriate sexual conduct, that harmed, or is likely to harm, a child;
- The individual is considered to pose a risk of harm to a child.

This duty arises where an employer has removed the individual from relevant work with children e.g. dismissed the individual, or the person has chosen to cease relevant work in circumstances where they would have been removed had they not done so. Referrals should be made as soon as possible after the resignation or removal of the member of staff involved and within one month of ceasing to use the person's services. Consideration will then be given as to whether the person should be barred from working with children, or have conditions imposed in respect of their work.

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Assistants and whistleblowing

At induction I make it clear to my assistants that they can bring their concerns or grievances to me in the first instance, but if they had a serious concern about the quality of early years practice within my setting they should know that they can phone the Ofsted CIE line Tel: 0300 123 4666 or email enquiries@ofsted.gov.uk

Child Protection - allegation recording keeping

The procedure below is referenced from the following website published by South West Child Protection Procedures. www.online-procedures.co.uk/swcpp/procedures/allegations-against-staff/ Details of allegations that are found to have been malicious should be removed from the individual's personnel record.

For all other allegations it is important to have a clear and comprehensive summary of the allegation that covers:

- details of the allegation
- how the allegation was followed up including any actions taken
- the outcome of the allegation
- any decisions made

Such records should be kept on the confidential personnel file of the accused with a copy being provided to the person concerned.

The purpose of the record is:

1. To enable accurate information to be given in response to any future reference request, where appropriate.
2. To provide clarification for any future DBS Disclosure in which information is released by the police about information they hold on a previous allegation(s) that did not result in a criminal conviction.
3. To prevent the need for re-investigation if at a future point an allegation re-surfaces.

Records should be retained until the accused person reaches normal retirement age or for a period of 10 years from the date of the allegation if this is longer.

Child Ratios

The EYFS states that, "at any one time childminders may care for a maximum of six children under the age of eight. Of these six children, a maximum of three may be young children, (A child is a young child up until 1st September following his/her fifth birthday) and there should only be one child under the age of one." This is governed also by the available space within your setting.

When I have assistants working with me my ratios are bigger than if I was working alone. The square footage rules still apply and would need to be taken into account before increasing my numbers at any point.

Even though I could take my maximum capacity on a daily basis, as a responsible childminder, I will not do this just because I can. Whether I do or do not take on a child is based on the individual needs of that child and the children that I already mind for. I have to be sure that each child has every opportunity to develop in a healthy, safe and fun environment and that my child care services will be a quality learning experience for them all.

Disqualification

I am aware that I must inform Ofsted within 14 days if ever I became disqualified from providing childcare as a result of a serious conviction, or disqualified by association because a member of my household had been convicted of a serious offence, such as those that are listed in the statutory guidance document 'Disqualification under the Childcare Act 2006'

First Aid

Childminders and any assistants, who might be in sole charge of the minded children for any period of time, must hold a current 12 hour paediatric first aid certificate. You can find my assistant's and my current and valid certificate in the staff file. It is my responsibility to ensure I and my assistants always hold a current first aid certificate. I can

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administer basic first-aid treatment. My first-aid box is clearly labelled and easily accessible, for reference it is stored in a high cupboard in the kitchen which will be labelled with a green cross. I will also have a portable first aid kit which I will carry with me when taking the children on any outing.

- Any accidents or first aid treatment given to your child are recorded on an accident / incident form
- Parents will be informed, where possible, on the same day of the incident and a signature of the parent is required to show I have discussed the incident with them
- I must notify Ofsted within 14 days of any serious accident or injury to, or serious illness, or death of, any child whilst in my care, and I must act on any advice given to me by them

Independent arrival at childminders

I am happy to mind older children who are at secondary School and who wish to arrive at my home independently, however I can't be held responsible for your child's safety until s/he arrives into my care. I will need to know in advance details of their anticipated times of arrival, if they are staying at school for a club, sports fixture or detention I will need to be notified. If there are any unexpected changes please let me know or ask your child to let me know by text.

When your child arrives I will text you to let you know they have arrived safely. If you do not have a mobile phone you are welcome to call me on my mobile phone to confirm their arrival.

If I your child fails to arrive at the anticipated time, I will try to contact them on their mobile phone to confirm their whereabouts. If I am unable to make contact I will contact you for further guidance. If you are unavailable I will contact the school. In the unlikely event that I have been unable to locate your child I will contact the police for further guidance. These procedures are not meant to alarm you but to reassure you that I am providing the best care possible for your child.

If you are planning for your child to arrive independently to me please let me know so we can ensure that all parties involved are fully aware of these procedures and any alterations made to them. I will require you to sign a separate permission sheet giving your permission for your child to arrive at my setting unaccompanied.

Late / non collection of child

Parents have a responsibility to collect their child on time as agreed in their contract. Childminders have a responsibility to hand children over at the end of the day to a designated person as per parental instructions on the contract. I will not release a child to an unauthorised person. If there are no other options for you than to send an unauthorised person to collect your child I would need ALL the following steps to happen;

1. A phone call from you, the parent, informing me of the situation
2. The full name, home address, a photo (if possible) and a full description of the person you wish to collect your child
3. The person would then need some form of identification to show me on collection of the child to prove who they were
4. The person would have to know and tell me a password agreed by you and me

I do understand that life throws obstacles in our way and delays can happen when you are due to collect your child. I also appreciate that not every parent has the use of a mobile phone but it is still courteous to let me know, as soon as you possibly can, if you are going to be late collecting your child.

If a parent has not notified me of a delay within 30 minutes of the agreed collection time, I will follow the below procedure;

- I will attempt to contact the parents on all numbers detailed on the contract. If this is unsuccessful I will try the emergency contact person stated on the Childs Record Form.

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- If I am unable to make contact with any of the numbers listed on the contract or Childs Record Form within 2 hours of the agreed collection time, it is my responsibility to telephone First Response who will advise me on how to proceed with your child. First Response contact number is 0117 903 6444. Out of office hours I will telephone The Emergency Duty Team on 01454 615 165.

Lost / Missing Child

The care of your child is paramount and I always have plans and risk assessments in place to ensure that they remain with me and are safe. However sometimes a child can wander off and may get separated from the childminder, especially in busy places. Therefore as a responsible childminder I have written a procedure that will be followed in the unlikely event of this happening.

- I will immediately raise the alarm to all people around me that I have lost a child and enlist the help of anyone I can to look for them
- If it is a secure area such as a shopping centre or Zoo, I will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV
- I will provide everyone involved in the search with a description of the child.
- I will reassure the other children with me, as they may be distressed.
- If I have an assistant at that point in the day I will leave the other children with the assistant whilst I look for the missing child and continue to deal with the situation
- I will then alert the police and provide a full description
- I will then alert the parents of the missing child of the current situation
- If I do not have an assistant with me I will then contact my emergency back-up childminder to come and collect any other children I am minding this will allow me to concentrate on the search
- I will inform Ofsted of the incident and its outcome at the earliest opportunity but at least within 14 days of the incident

I take precautions to avoid a situation happening by implementing the following measures:

- Where possible I will ask the children to hold my hand or walk alongside the pushchair when we are out and about
- Try to avoid going to places that are overcrowded
- On outings to busy places I will make use of reins if I feel a child has a particular tendency to run off
- I talk to the children on every outing about the dangers of wandering off and of talking to strangers
- At home I will keep the front door locked at all times, although a key will be kept near the door high up in case of an emergency evacuation (See Emergency Evacuation Policy and Procedure)
- At home I will keep the back door locked at all times unless we are utilising the back garden. A key will also be kept near the door high up in case of an emergency evacuation (See Emergency Evacuation Policy and Procedure)

Non-mobile baby* injuries

Bruising in a baby who has no independent mobility is very uncommon. It may be an indicator of a serious medical condition or physical abuse. Severe child abuse is six times more common in babies under one than in older children. Early years practitioners must follow the BSCB 'Multi-agency Guidance on Non-mobile Babies'.

If a non-mobile baby has an injury, however seemingly minor and however plausible the parent or carer's explanation, I must contact the on-call Community Paediatrician (tel 0117 923 0000) without delay to request advice on whether or not an examination is required. The Community Paediatrician will need to know the baby's name, date of birth, parent's contact details and the explanation which the parent has given for the injury (I will not offer any suggestion to the parent as to how the injury might have occurred). If the Community Paediatrician deems that an examination is required, I will explain to the parent that someone with parental responsibility must give their consent to, and attend, the examination. I will discuss with the parent how they will get the child to the medical

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examination and the following day I will check that the baby was taken to the examination. If a parent refuses to take the baby for an examination I must inform the Community Paediatrician and First Response.

After consulting with the Community Paediatrician and facilitating an examination (if need be), I must contact First Response to provide information about the injury. First Response will carry out Social Care checks. The Community Paediatrician will liaise with Social Care about any findings.

If a baby has bleeding from the nose, mouth, ear or any other serious injury I will call 999 for an ambulance. After arranging the emergency response, I will seek an explanation from the parent and record this and the description of the injury. I will advise the on-call Community Paediatrician (tel 0117 923 0000) that an ambulance was called and First Response, so that Social Care checks can be made.

While accidental injury can occasionally occur in mobile babies it is still relatively rare, although not as rare as for non-mobile babies. I am aware of the degree of risk of child-abuse to babies, whether mobile or non-mobile. If I am in any doubt about the plausibility of the explanation for an injury to a mobile baby, or if I am concerned about the severity of the injury, I will consult with the on call Community Paediatrician or with First Response.

**A non-mobile baby is a baby who is not yet pulling to stand, crawling, cruising around furniture, or toddling. Babies who are sitting up and rolling are classed as non-mobile.*

Personal Information / Data

I understand that if I store personal details about other people on my computer or any digital format (including mobile phones and digital cameras), I will need to notify the Information Commissioner's Office (ICO) for Data Protection.

Photography and Mobile Phones

As a registered Childminder it is important for me to be able to communicate with parents instantly therefore I will use my mobile when I am at home or out and about so I am easily contactable and can use my phone in an emergency.

Mobile phone technology has developed significantly to include internet access and wireless connections as well as camera, video and sound recording and sending and receiving messages. They are now an extremely effective method of communication, which can only be an advantage regarding Safeguarding children.

However, I understand that there is a need to balance the advantages with the potential for misuse, and I intend to protect the children in my care with the following procedures:

- Ensure ALL visitors to my home during Childminding hours are asked not to take photos, video or record sound of any children on my premises
- Ensure any assistants working with me will leave their personal phone in a safe storage area (on top of the microwave) unless they are in sole charge of a child in which case they will need their mobile phone on them for emergency purposes only
- Ensure my phone and computer is kept out of the reach of children
- Ensure that all children who have their own phones put them in their school bags and understand that they must not take photos, access the internet, record video or sound of any child I am minding during the time they are with me.

Taking of photos with a Mobile Phone, Tablet or Camera

The use of photos to support observation, assessment and planning and to provide a pictorial record for parents has become part of my practice. To ensure that everyone in my setting is protected I have the following procedures in place:

- Pictures are taken by myself or any assistant I have given permission to with the written permission of parents. Parents indicate if they are willing for photos of their children to be used for: sharing with them;

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supporting Observation, Assessment & Planning; children's records; advertising (in which case how and where)

- I will avoid putting myself into any compromising situation which could be misinterpreted and lead to possible allegations.
- Pictures are always transferred to my computer which is password protected then pictures are deleted from my phone / camera when they have been suitably placed in files for each child.
- I have registered with the Information Commissioner's Office for Data Protection.
- I also use an app called 'Tapestry' which is an online learning journal facility so I can record observations and special moments of the children within my setting. I do this through my mobile phone and also on a Hudl tablet I use for my business. When you take photos through the Tapestry app it leaves no photo stream of the photo on my phone or tablet, this ensures that the photos are only stored on the app which can then be accessed by myself or the relatives who hold passwords to their account for their own child.
- My assistants are only allowed to take photos of the children through the Tapestry app via my tablet and only if I have specifically given her prior permission and own logo on code.
- I have a pin number for Tapestry that is only known by me and I do not disclose it to anyone.
- I do not use digital cameras in my setting to record imagery of the children who I mind.
- I have a separate permission sheet to allow me to take group photos of the children to load onto Tapestry for observation purposes only which highlights that they must not upload any photo from Tapestry that contains another child apart from their own.

Physical Contact

As an Ofsted registered Childminder I am very aware that each child has differing needs. Some children like to be affectionate and show it through hugs, kisses etc others are not so tactile. I am happy to hug, kiss (head) hold hands, cuddle and tickle your child providing both you and your child are happy with this. I would never force a child to do any of the above and would always consider their personal space and respect their decisions regarding their own personal boundaries with regards to comforting them if they are upset or needed reassurance or a cuddle to say well done.

I will restrain a child only if they are at risk of inflicting harm on themselves or others. I will separate children if they are fighting. I will restrain a child if they try and run into the road, sharp objects, unsafe terrain. If I do need to restrain your child I will document it in my incident book and ask you to sign the record. This is to protect all parties.

I will also need to have some physical contact with your child in order to ensure hygiene routines are carried out. For example the washing of hands, faces and teeth and the wiping of noses. I am happy to assist with toileting according to the age and stage of ability of the child and to change nappies if required. If necessary I will change a child's clothes if they have had an accident, are wet or muddy or the weather changes to hotter or colder. If you have any concerns or wish to discuss the matter further please do not hesitate to let me know.

Should your child soil themselves to the point it would be unhygienic to not wash them, I will give them a very short shower or shallow bath until they are clean. Using a clean towel I would dry them and put them into a clean outfit. I will ask you to sign additional permission for this when you sign contracts or close to that time. This is rarely needed and if I have had to give your child a bath I will always tell you on pick up and explain why this was necessary.

Recruitment policy

As a childminder and an employer I take my commitment to Safeguard and Promote the Welfare of Children and Young People very seriously and expect all staff, students and volunteers to do the same.

I aim to ensure that all people working with children are suitable to do so and we are therefore extremely vigilant when recruiting new staff to join our team. My procedure is as follows:

- I will only use reputable newspapers and the job centre's website when advertising any vacancies

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- The adverts will always contain the statement written above, regarding my commitment to safeguarding and promoting the welfare of children and young adults.
- All applicants will be required to complete an application form and will then receive a letter from me stating whether they have been successful in reaching the next stage (face to face interview) or not.
- All shortlisted candidates will receive a job description and where possible, have their references checked before attending an interview.
- During an interview applicants will be asked to prove: Their identity (passport or photocard driver's license) Relevant qualifications (certificates) Eligibility to work in the UK (official paperwork) Their criminal history, (disclosing anything that will show up on a DBS check) detailed enquiries will also be made regarding any gaps in their employment.
- The final decision regarding employment will remain with me at all times.
- Each applicant will receive communication from me stating whether they have been successful or not.

Starting work:

- The successful candidate will be informed that their job offer is conditional, dependent on the return of 2 satisfactory written references and an enhanced DBS including the update service via Ofsted and a suitability confirmation from Ofsted. I will also require a suitability letter from your doctor stating you are safe to be responsible for the care of children.
- New members of staff will not be allowed unsupervised access or be able to provide intimate care (nappy changing/toileting) to any child until their DBS check comes back clear and their suitability is confirmed by Ofsted.
- New members of staff will undergo an induction period (minimum of 12 weeks) during which time they will read and discuss my policies and procedures. Their work ethic and performance will also be monitored very closely during this time and if satisfactory levels are not being reached their employment may be reconsidered.
- All staff will attend an annual 'ongoing suitability interview' and are responsible for notifying me, in person, if any circumstances arise that may affect their suitability to work with children. This includes any health concerns or incidents that have occurred outside of the setting. Staff will face disciplinary action if they fail to notify me within a reasonable time scale.

My DSL responsibility to assistants

I understand that I have the lead responsibility for safeguarding within my setting. When working with any assistant I must ensure that they have an up to date knowledge of safeguarding issues and understand the procedure to be followed in the event of any concerns raised. I understand that I should provide supervision to any of my assistants, ensuring that there is opportunity to raise any issues or concerns about children's well-being.

Self Assessment

It is essential for any business to undergo regular assessments. This allows the responsible persons for the business to understand where improvements need to be made to meet state requirements and for their own personal high standards. I have signed up to the Bristol Standard Self Evaluation programme which encourages reflective practice within your setting in all areas. I always encourage any person involved in my setting, parent or employee, to come forward with any ideas they may have or any health and safety concerns regarding my premises or practices. I will address all concerns or ideas in writing and will keep you informed of the progress of your ideas or comments at every stage. Please submit these by email to tummyticklesdaycare@gmail.com

Suitable People

During the hours that I mind your child, I am responsible for keeping them safe from unwanted attention. When they are with me in my house or at a playgroup or just out and about, no other person will be allowed to have unsupervised access/contact with your child under any circumstances or for any amount of time. When I work with my assistants and other staff they must have an Enhanced DBS check and Children's Social Care check which is

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scrutinised by Ofsted (form EY2): Ofsted takes the decision on the suitability of anyone working with a childminder or living in the household of a childminder.

If I recruit an assistant/student placement who is not a member of my household, in addition to the Ofsted scrutiny, I will vet the assistant by gathering; references /employment history /record of qualification/ and noting the DBS check.

Before recruiting an assistant I explain my responsibility with regard to 'disqualification' and ask the assistant to sign a self- declaration about disqualification and disqualification by association.

When working with **any** assistant, I must ensure that they have an up to date knowledge of safeguarding issues and understand the procedure to be followed in the event of any concern being raised. I will support and encourage assistants to discuss with me any issues concerning a child's development or well-being.

I understand that I have the lead responsibility for safeguarding within my childminding setting.

When assistants start work in my setting I have an induction process, explaining the policies and procedures of my setting which describe good working practice/conduct in relation to taking photographs, the use of mobile phones and electronic safety (e safety) such as the appropriate use of social networking sites.

The Prevent Duty

Childminders and assistants should be aware of the Prevent Duty which is a safeguarding responsibility on all childcare providers and schools, to protect children/teenagers from being radicalised into a criminal act of violence, or from being affected by the radicalisation of those around them (such as being taken by a parent to Syria). As with managing other safeguarding risks, there isn't a single way of identifying an individual who is being radicalised; but causes of concern could be, for example, someone who is viewing extreme, violent propaganda online, or expressing extremist views which may lead to an act of terrorism.

It is my responsibility to know how to refer someone who may be vulnerable to radicalisation, or the effect of radicalisation, and know how to respond. I will be alert to changes in children's behaviour or circumstances which could indicate that they may be in need of help or protection. I understand that extremist ideology, leading to acts of violence, can be promoted by far right ideologies as well as from ISIL (also known as ISIS or Da'eesh.)

If I observe any behaviour of concern, I would inform both First Response Tel 0117 9036444 and the local Prevent Team, also called the South West Counter- terrorism Team (SWCT) Tel 0117 9455536 or channelsw@avonandsomerset.pnn.police.uk

In respect of the Prevent Duty and in keeping with the ethos of the EYFS, I will promote British Values, which are:

- democracy
- the rule of law
- individual liberty
- mutual respect
- tolerance of those of different faiths and beliefs

I will promote British Values in an age appropriate way, ensuring that children; learn right from wrong, mix and share with other children, value other's views, know about similarities and differences between themselves and others, and can question or challenge negative attitudes and stereotypes in others.

Training

As part of my course to become a registered childminder, I attended Child Protection training. I keep up to date with my knowledge of Child Protection issues by attending a Child Protection & Safeguarding training session at least once every 2 years.

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I am familiar with the South West Safeguarding and Child Protection Procedures website which gives full information on the signs and symptoms of abuse and how to respond. I am aware that information on signs and symptoms of abuse can also be found in the government booklet 'What to do if you are worried a child is being abused' March 2015. <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Visitors

While I am childminding I may have visitors, such as another childminder, with the benefit to the children in mind. Although it is not mandatory, I keep a record of visitors to my home during childminding hours, noting the length and purpose of the visit. If any tradesperson or casual caller has to come into the house when my minded children are present, I will check their identity. I will never leave minded children unsupervised with a visitor.