As a childminder, working alone, I am more vulnerable to allegations of abuse being made against myself or my family.

# In order to take precautions to protect myself from this happening:

* I will ensure all household members over 16 have an up-to-date DBS check and are not left alone with minded children.
* I will ensure all visitors to the house sign the visitors’ record and do not have unsupervised access to the children under any circumstances.
* I will follow my Physical Contact and Intimate Care Policies at all times.
* I will ensure, where possible, that no trades people are in the house during minded hours, unless it is an emergency repair. If they do visit the premises during working hours, they will not be near minded children without supervision and children will be kept at a safe distance, appropriate to the works being carried out.
* I will document every accident and incident that occurs while children are in my care, informing parents and requesting them to sign my records.
* I will ask parents/carers to inform me of any accidents/incidents that children have been involved in away from my setting and take a note of any pre-existing injuries for my records, which a parent/carer must sign.
* I will ensure the children are supervised at all times.
* I will keep accurate records and inform parents/carers of any important information about their child.

However, sometimes allegations can be made, and this unfortunate situation cannot be avoided.

**In the event of an allegation being made, I will follow the procedure detailed below, in order to gain support and professional advice.**

* I will contact Local Area Designated Officer (LADO) 0344 800 8020
* I will contact Ofsted, my public liability insurance provider and Norfolk Early Years on 01603 222300
* I will write a detailed record of all related incidents, including what was said and by whom, with times and dates.
* I will ask any witnesses (if there were any) to write a statement detailing the incident they observed, and to provide their contact details in case it needs to be followed up by the authorities.
* If advised to do so, I will suspend my childcare services until a full investigation into the matter has been completed.

If you have any concerns regarding this procedure, please do discuss them with me.