



## **Safeguarding/Child Protection Policy**

Our responsibility as Childminders is to ensure the safety and welfare of all the children in our care in line with the procedures laid out by the local Safeguarding Children's Board (LSCB) which can be found at [www.brightonandhovelscb.org.uk](http://www.brightonandhovelscb.org.uk). We have regard to the government statutory guidance 'working together to safeguard children'

The child protection statement lays out the procedures that we will follow if we have any reason to believe that a child in our care is subject to emotional, physical or sexual abuse or neglect, or a mixture of these, signs and symptoms of these.

- Significant changes in a child's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern

Our first responsibility must be the welfare of the child and we have a duty to children, parents /carers and staff to act quickly and responsibly to any instance that comes to our attention.

Children will only be released from my care to the parent/carer or to someone named and authorised by them. A password might be used to confirm identity if the person collecting the child is not previously known to me.

Parents must notify me of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which I will record and ask parents to sign.

Unless I believe that it would put the child at risk of further harm, I will discuss concerns with a child's parent if I notice:

- Significant changes in a child's behaviour
- Bruising or marks not consistent with a reported accident
- Any comments made by a child which give me cause for concern
- Signs of neglect.

If a child tells me that they or another child is being abused, I will:

- Show that I have heard what they are saying, and that I take their allegations seriously.
- Encourage the child to talk, but I will not prompt them or ask them leading questions. I will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- Explain what actions I must take, in a way that is appropriate to the age and understanding of the child.
- Record what I have been told using exact words where possible.
- Make a note of the date, time, place and people who were present at the discussion.

I will call **Brighton and Hove Front Door for Families (FDFF)**

[FrontDoorForFamilies@brighton-hove.gcsx.gov.uk](mailto:FrontDoorForFamilies@brighton-hove.gcsx.gov.uk)

Telephone: 01273 290400

I will follow this phone call up with a letter to the Duty team within 48 hours. I will record the concern and all contact with Children's Services thereafter.

If an allegation is made against me, any member of my family or any other adult or child in my setting I will report it to Ofsted and social services, following the Local Safeguarding Children Board procedures. I will also contact PACEY's Information Line on 0845 880 0044 for advice and support.

In all instances I will record:

- the child's full name and address
- the date and time of the record
- factual details of the concern, for example bruising, what the child said, who was present
- details of any previous concerns
- details of any explanations from the parents
- any action taken such as speaking to parents.

It is not my responsibility to attempt to investigate the situation myself.

## Prevent Duty

I have a duty in the counter-terrorism and security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.

I comply with the requirements of the Prevent Duty Guidance and its aim to protect children from radicalisation, extremism and being drawn into terrorism.

As a setting we have taken training to develop our knowledge in this area (May 2017).

Early years providers serve arguably the most vulnerable and impressionable members of society. The Early years Foundation Stage (EYFS) accordingly places clear duties on providers to keep children safe and promote their welfare. It makes clear that to protect children in their care, providers must be alert to any safeguarding and child protection issues in the child's life at home or elsewhere. Early years providers must take action to protect children from harm and should be alert to harmful behaviour by other adults in the child's life. Early years providers already focus on children's personal, social and emotional development. The Early years foundation stage framework supports early years providers to do this on an age appropriate way, through ensuring children learn right from wrong, mix and share with other children and value others views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

This guidance should be read in conjunction with other relevant guidance. In England this includes working together to safeguard children, keeping children safe in Education and information sharing: Her Majesty's government advice for professionals providing safeguarding services to children, young people, parents and carers.

Early education funding regulations in England have been amended to ensure that providers who fail to promote the Fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs do not receive funding from local authorities for the free Early Years entitlement.

Ofsted's current inspection framework for the early years provision reflects the requirements in the statutory Framework for the Early Years Foundation Stage.

Prevent work depends on effective partnership. To demonstrate effective compliance with the duty, I must demonstrate evidence of productive co-operation, in particular with local prevent co-ordinators, the police and local authorities, and co-ordination through existing multi-agency forums, for example Community Safety Partnerships.

If I have any concerns or questions regarding Prevent Duty at my setting, I will contact my Local Authority in Brighton and Hove

Brighton & Hove City Council  
Kings House  
Grand Avenue  
Hove  
BN3 2LS  
Phone: 01273 290000  
Email: [info@brighton-hove.gov.uk](mailto:info@brighton-hove.gov.uk) Online form

In line with section 26 of the counter-terrorism and security act (2015) we understand the importance of staff members being able to recognise and identify vulnerable children and to have "due regard to the need to prevent people from being drawn into terrorism".

We recognise the importance of protecting children from the risk of radicalisation and promoting British values in the same way we would protect and safeguard children from any other abuse.

We will ensure all staff members are able to notice changes in children's behaviour as we would do with any kind of safeguarding matter as there is no single way of being able to identify a child who is at risk of being

vulnerable or susceptible to radicalisation/extremism. Any concerns that are raised we will contact FDF and the LCSB.

## **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 (“the 2003 Act”). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

At Goldstone Giggles, we have a safeguarding procedure and protecting children in our care is paramount. All staff are responsible to adhere and follow these policies.

We endeavor to adhere to the following:

- The safety and welfare of the child is paramount
- All agencies involved act in the interest of the rights of the child as stated in the UN convention 1989 and the Children’s act 1989.
- All professionals are made aware of the possibility of a girl being at risk of FGM as a result of religious beliefs, nationality and other unusual events that could lead to FGM e.g. a child being taken out of the setting for six weeks or more by parents or relatives.
- If a member of staff had concerns over a child, they would report it to the manager in the setting who would then decide whether a referral was needed to the Front Door for Families (FDF) 01273 290400  
FrontDoorForFamilies@brighton-hove.gcsx.gov.uk

### Types of FGM

Female genital mutilation is classified into 4 major types.

- Type 1: **(Clitoridectomy)** – removing part or all of the clitoris.
- Type 2: **(Excision)** – removing part or all of the clitoris and the inner labia (lips that surround the vagina) with or without removal of the labia majora (larger outer lips).
- Type 3: **(Infibulation)** – narrowing of the vaginal opening by creating a seal, formed by cutting and repositioning the labia.
- **Other harmful procedures** to the female genitals, including pricking, piercing, cutting, scraping or burning to the area.

### **Effects of FGM**

There are no health benefits to FGM and it can cause serious harm including:

- Constant pain
- Repeated infections, which can lead to infertility
- Bleeding, cysts and abscesses
- Problems passing urine or incontinence
- Depression, flashbacks and self-harm

### **FGM and mental health**

FGM can be extremely traumatic experience that can cause emotional difficulties throughout life, including:

- Depression
- Anxiety
- Flashbacks to the time of the cutting
- Nightmares and other sleep problems

In some cases, women may not remember having FGM at all, especially if it was performed when they were an infant.

## **Why FGM is carried out**

FGM is carried out for various cultural, religious and social reasons within families and communities in the mistaken belief that it will benefit the girl in some way (for example, as a preparation for marriage or to preserve her virginity).

However, there are no acceptable reasons that justify FGM. It's a harmful practice that isn't required by any religion and there are no religious texts that say it should be done. There are no health benefits of FGM.

FGM usually happens to girls whose mothers, grandmothers or extended female family members have had FGM themselves or if their father comes in from a community where its carried out.

## **Where FGM is carried out**

Girls are sometimes taken abroad for FGM, but they may not be aware that this is the reason for their travel. Girls are more at risk of FGM being carried out during the summer holidays, as this allows more time to "heal" before they return to school.

Communities that perform FGM are found in many parts of Africa, the Middle East and Asia. Girls who were born in the UK or are resident here but whose families originate from an FGM practising community are at greater risk of FGM happening to them.

Communities at particular risk of FGM in the UK originate from:

- Egypt
- Eritrea
- Ethiopia
- Gambia
- Guinea
- Indonesia
- Ivory Coast
- Kenya
- Liberia
- Malaysia
- Mali
- Nigeria
- Sierra Leone
- Somalia
- Sudan
- Yemen

## **The law and FGM**

FGM is illegal in the UK

It is an offence to:

- Perform FGM(including taking a child abroad for FGM)
- Help a girl perform FGM on herself in or outside the UK
- Help anyone perform FGM in the UK
- Help anyone perform FGM outside the UK on a UK national or resident
- Fail to protect a girl for whom you are responsible from FGM

Anyone who performs FGM can face up to 14 years in prison. Anyone found guilty of failing to protect a girl from FGM can face up to 7 years in prison.

## **Data Collection and Retention Policy General Data Protection Regulation (GDPR)**

In order to comply with the conditions of the General Data Protection Regulation (GDPR) and the Information Commissioners Office (ICO) I am required to state what data I collect, why I collect your personal data, what it is used for and who I will share it with. I also need to inform you how long I must keep it for and why.

I will keep any data confidential and only share when consent has been obtained except in cases of safeguarding and welfare of the child where I am obligated to share.

### **What data do I collect?**

Name, address and contact details of parent/s or person with parental responsibility  
Name and contact details of emergency contacts  
Name and date of birth of your child/ren  
Details of any medical conditions/medication  
Details of child's GP/Health visitor  
Parent's NI number  
Child's proof of age (copy of child's birth certificate/passport)  
Photos of children  
Child's name on artwork

### **Why do I collect this data?**

In order to process invoices  
To fill out medication forms  
To keep records of your child/rens development and observations  
To record details and observations on online learning journal (Tapestry)  
To record details of any accidents/incidents whilst in my care  
To prove eligibility for funding  
To fill out funding (EYFE) contracts  
To carry out the 2-year progress check  
To identify a child's belongings

### **How do I store this data?**

Children's records are stored in their files in a locked filing cabinet/securely on a separate password protected hard-drive  
Digital photos are stored on Tapestry, secured cloud-based storage or password protected hard-drive  
Online learning journals are cloud based and password protected.  
Artwork and pictures are displayed in the setting  
Premises are secure and visitors are monitored

### **Who will I share this data with?**

I will only share the data where it is my obligation to under legislation e.g. Ofsted/social services/local authority.  
Unless it is a case of child protection I will always obtain your permission to share this data

### **How long will I keep the data?**

Childs learning development records leave with the child and any copies held will be destroyed  
Registers of children's attendance, medical records and accident/incident reports are kept according to national record retention regulations  
Photographs will be deleted when the child leaves the setting  
Any photographs used for advertising will also be subject to separate consent

Consent for data collection and processing as described above is to be signed for in consent forms.

### **The use of mobile phones and cameras**

I understand that mobiles phones are an everyday part of life and with that in mind I have laid out my procedure for their use:

- I will ensure my mobile is fully charged and with me and all times in case of an emergency
- I have the facility to take photographs on my mobile phone, camera and tablet and I will seek your permission to take any photographs of your child to record activities and to share their progress with you
- Any photographs will be deleted after either emailing, messaging or printing to use in your child learning journal
- I will not publish any photographs of your child on any social networking sites or share with any other person without your permission

I request that you do not use your mobile phone whilst dropping off and collecting your child/children Any visitors to the settling will also be asked not to use their mobile phones, if your child has a mobile phone, games console etc with a camera facility that they wish to bring into the setting please let me know so that we can work together for the safety of all the children in attendance and ensure appropriate access to material when using the internet.

In order to comply with the Data Protection Act 1998 I have registered with the Information Commissioners office as a data controller to allow me to store digital images on SD card device/ computer.

### **Procedure for Abuse Against a Childminder**

As a Childminder we are vulnerable to allegations of abuse being made against us or our families. We will take precautions to protect ourselves from this happening by:

- Ensuring all household members over 16 are CRB/DBS cleared
- Ensuring all visitors to the house sign the visitors book and do not have unsupervised access to the children under any circumstances
- Ensuring, where possible, that no workmen are in the house during minded hours, unless it is to repair an emergency service or for Health and Safety Reasons.
- Document every accident and incident that occurs whilst in my care, informing parents and requesting them to sign my records
- Noting any marks on the children when they arrive and asking parents to inform me of any accidents that have occurred whilst outside my care
- Ensuring the children are supervised at all times
- Keeping accurate records on each child and writing a daily diary

However sometimes allegations are made and this unfortunate situation cannot be avoided. We will then follow the procedure detailed below, in order to gain support and professional advice:

**Contact: Local Authority Designated officer (LADO)**

**Darrel Clews 01273 295643**

**Email: [Darrel.clews@brighton-hove.gov.uk](mailto:Darrel.clews@brighton-hove.gov.uk)**

We will write a detailed report of all related incidents, including what was said and by whom, with times and dates.

We will ask any witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.

We will contact Ofsted within 14 days of any allegation

### **Equality of Opportunity Policy**

Goldstone Gigglers work in accordance with relevant legislation, including

Equalities Act 2010.

We give all children in our care the opportunity to reach their full potential ensuring equality of opportunities and support children with learning difficulties and disabilities. Sometimes this means adapting an activity to the child's individual abilities and stage of development, providing additional resources or giving one child more attention and support than others during a particular activity or routine.

All children in our care are given the opportunity to play with all the toys (subject to health and safety with children under 3 years of age). No toys are just for girls or just for boys. We try to ensure our toys reflect positive images of children and people from different cultures and with different abilities. We have toys and resources that challenge stereotypical ideas on what careers are open to men and women.

Families joining Goldstone Gigglers are made aware of equal opportunities policy and is open to every family in the community, we recognize that many different types of families successfully love and care for their children.

No child in our care will be discriminated against in anyway, whether for their ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. We encourage the children to be healthy and respectful of each other's differences and to value everyone as an individual.

Our aim is to show respectful awareness of all the major events in the lives of the children and families in the group and in the society as a whole and welcome the diversity of backgrounds from which they come. Parents and children will be encouraged to welcome a range of different festivals together with the stories, celebrations and special food and clothing they involve, as part of the diversity of life, which may enhance the children's learning and understanding

We encourage parents to share with us any festivals, special occasions or artefacts, which may enhance the children's learning and understanding.

We follow the fundamental British values we promote them by:

- **Democracy**

We give the children opportunities though out the day during circle time and activities to express their feelings and to respect others feelings, we take time to listen to what the children have to say thought out our day.

We give the children the choice of activities throughout the day and a range of different role play resources which involve turn taking, sharing and collaboration.

- **Rule of law**

As a settling, we have golden rules that our children understand and follow throughout the day these are displayed around our setting we promote these golden rules throughout the day which applies to all the children in the settling. We teach the children rights from wrongs in our everyday routine and activities where children understand their own and others behaviour and consequences.

- **Individual liberty**

We provide opportunities for children to develop their self-knowledge, self-esteem and increase their confidence in their own abilities, for example through allowing children to take risks on an obstacle course and talking about their experiences and learning.

We encourage a range of experiences that allow children to explore the language of feelings and responsibility, reflect on their differences and understand everyone is free to have different opinions.

- **Mutual Respect and Tolerance**

We encourage and explain to the children about the importance of tolerant behaviour's, such as sharing and respecting each other's opinions.

We promote diverse attitudes and challenge stereotypes, for example, by sharing stories that reflect and value the diversity of children's experiences.

We provide resources and activities that challenge gender, cultural and racial stereotyping.

We create an ethos of inclusivity and tolerance within our setting where views, faiths, cultures and races are valued.

We aim to arrange visits whereby children can engage with the wider community.

We encourage children to acquire a tolerant, appreciation and respect for their own and other cultures by discussing with them the similarities and differences between themselves and their friends, and among families, faiths, community's cultures and traditions.

We share and discuss practices, celebrations and experiences.

