

SAFEGUARDING AND CHILD PROTECTION POLICY

How are children kept safe from harm in the setting?

As childminders, our first responsibility and priority are the safety and wellbeing of the children in my care. This policy details how we keep children safe with regards to the following important aspects:

- safeguarding and child protection.
- photos, videos and online safety.
- staff and other adults.
- children's health.
- safety within the setting.
- vulnerable children.
- managing children's behaviour.
- information and records.

SECTION 1 - SAFEGUARDING AND CHILD PROTECTION

1.1 What is safeguarding and child protection?

'Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. Safeguarding means:

- Protecting children from abuse and maltreatment.

- Preventing harm to children's health or development.
- Ensuring children grow up with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm.

This includes child protection procedures which detail how to respond to concerns about a child.' [NSPCC website](#)

1.2 Who is the Designated Safeguarding Lead (DSL) and what do they do?

In a childcare setting, there is always a DSL, who takes responsibility for safeguarding the children in attendance.

As we are both lead childminders, we are both the DSL and have a duty to:

- record notes about children's welfare.
- liaise with the Local Safeguarding Partners team, should we have any significant concerns.

- provide support and guidance if there are any other staff members in the setting.
- keep ourselves (and staff members) up to date with safeguarding training, including awareness of updated EYFS 2025 guidance:
- ensure all staff and household members are aware of the whistleblowing process, and that this information is clearly displayed in the setting.

1.3 What are the main types of abuse?

Child abuse can be classified as physical, sexual, emotional or neglect and children can experience a combination of these.

Domestic violence is also classified as a type of abuse in some publications. In addition to the main types of abuse, childminders will also be familiar with safeguarding terminology and specific threats.

As childminders, we are required to have thorough, regular training that ensures I am aware of the signs and indicators to look out for which may indicate abuse has occurred. We are also required to know what to do if we have any concerns, who to report them to and the correct procedures to follow.

1.4 How might abuse be identified?

Children may have visible marks from physical abuse and in some cases could disclose information about what has happened to them. The [NSPCC website](#) also lists other signs that can, in some cases, indicate abuse is happening:

- ‘Unexplained changes in behaviour or personality.
- becoming withdrawn.
- seeming anxious.
- becoming uncharacteristically aggressive.
- lacks social skills and has few friends, if any.
- poor bond or relationship with a parent.
- knowledge of adult issues inappropriate for their age.
- running away or going missing.
- always choosing to wear clothes which cover their body.’

These signs on their own do not necessarily mean that a child is being abused, there could be other explanations and other factors affecting their behaviour.

Abuse might also be identified through the behaviour and/or comments from adults who have the children in their care, some of which can raise concerns for the child/children's safety and wellbeing. All concerns will be recorded on a Safeguarding Record of Concern Form.

1.5 What precautions are taken to protect children in the setting?

- robust 'Safer Recruitment' policies and procedures are in place to ensure all staff and volunteers are safe to work with children (see section 3.5).
- all staff are aware of health and safety protocol and what to do in an emergency.
- at least one adult has an appropriate first aid qualification at all times (see section 3.8).
- children are supervised at all times (within sight and/or earshot).
- no child can leave the house without an adult, and nobody can enter the house without staff permission.
- all household members over the age of 16 have an up-to-date DBS check and are not left alone with minded children.
- visitors to the house do not have unsupervised access to the children under any circumstances or at any time.
- children are provided with a safe and welcoming environment, allowing them to feel comfortable to talk to staff about anything that is upsetting them;
- children are taught about [PANTS \(the underwear rule\)](#) so they can understand when something might be inappropriate for them or others to do;
- We will keep accurate records and inform parents/carers of any important information about their child.
- We will document every accident and incident that occurs while children are in my care, informing parents and requesting them to sign my records.
- We 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 using a Pre-Existing Injury Form, which a parent/carer must sign.
- Should a child fail to arrive or be collected from my setting, we will follow my Absent and Uncollected Child Procedure.

- We will put measures in place to prevent children from leaving the setting without an adult. In the event that this does occur, we will follow the steps contained in my Lost Child Procedure.

1.6 What happens if there are safeguarding concerns regarding a child?

If we have any cause for concern about a child, we will report it to the Local Safeguarding Partners (LSP), following their procedures. The name of our LSP is Hampshire Safeguarding Children Partnership and the LSP procedures can be found at <https://www.hampshirescp.org.uk/report-a-concern/> If we have a concern that a child is in immediate danger, we will call 999 to report it to the police.

1.7 What happens if an allegation of abuse is made?

We have procedures in place that we can follow for each of the following situations:

- What happens if a child discloses that they or another child are being abused?
- What happens if an allegation is made against a parent/carer?

- What happens if an allegation is made against a childminder?
- What would happen if a child has been subjected to FGM?
- What happens if an allegation is made against an employee or volunteer at our setting?
- What happens if an allegation is made against a child?
- What happens if a child makes an allegation against someone from outside the setting?
- How can parents/carers report a safeguarding concern?
- How does the whistleblowing process work?
- What safeguarding information is a childminder required to record and/or report?

Details of exactly what would happen if an allegation was made can be found in my Managing Allegations of Abuse Procedure. This includes steps to follow for parents/carers, staff and other adults, in each of the situations above.

All adults in the setting are aware of safeguarding and child protection procedures, as well as having access to information about what to do if they have any concerns.

In order for the information to be accessible without anyone having to ask for it, details of how to contact the Local Safeguarding Partner will be displayed on request and can be found online at [Hampshire Safeguarding Children's Partnership website](#).

1.8 How will staff keep up to date with developments in safeguarding?

As childminders, we are required to have a valid safeguarding training qualification, which we must renew at least every two years. We will also endeavour to keep up to date with any new information about safeguarding and child protection and update our policy to include such changes accordingly.

1.9 What statutory safeguarding guidance and key documents are in place for childminders?

Childminders must follow the statutory guidance in their nation.

In **England**, this is the [Statutory Framework for the Early Years Foundation Stage](#) (Department for Education, 2021).

Ofsted has published guidance for those providing childcare, including childminders, regarding:

- [reporting new adults in the home](#) (Ofsted, 2020a)
- [reporting children's accidents and injuries](#) (Ofsted, 2020b)

- [reporting a serious childcare incident](#) (Ofsted, 2020c)
- [registration requirements for childminders and childcare providers](#) (Ofsted, 2022)
- [registering with Ofsted if you provide childcare for under 2 hours a day](#) (Ofsted, 2020d)
Taken from the [NSPCC website](#).

We have read and understood the following key documents and will revisit them as they are updated:

- Statutory Framework for the Early Years Foundation Stage (EYFS 2025)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2025)
- Prevent Duty Guidance (2023)
- What to Do If You're Worried a Child Is Being Abused (Latest version)
- Information Sharing for Safeguarding Practitioners (Latest version)
- Inspecting Safeguarding in Early Years Settings (Ofsted)

1.10 What is Prevent Duty and how do childminders help to prevent radicalisation?

The [Prevent Duty](#) document identifies the duty of care that all early years practitioners have, to be vigilant in order to help prevent children from being drawn into terrorism and extremist ideologies. For childminders to fulfil the Prevent Duty requirements, it is essential that they are able to identify children who may be vulnerable to radicalisation and know what to do if they are identified.

Protecting children from the risk of radicalisation is part of a childminders' wider safeguarding duties and is similar in nature to protecting children from other abuse, whether these come from within their family or are the product of outside influences. We understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology.

As with all safeguarding issues, we will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Any child, from any background, can be the victim of radicalisation and as such, we will report any concerns about a child. We will not discriminate based on the colour of a child's skin, their social class, their cultural background or any other such factors. All concerns will be

passed on to the Local Safeguarding Partners.

1.11 What are 'Fundamental British Values' and how do they affect childminding settings?

'Providers must have regard to the government's statutory guidance 'Working Together to Safeguard Children' and to the 'Prevent duty guidance for England and Wales'. [EYFS Framework 2025, DfE](#)

The Prevent Duty guidance states that all childcare settings must promote 'Fundamental British Values', which can build children's resilience to radicalisation and help them to gain the confidence to challenge extremist views in later life. They will have an input into creating rules and codes of behaviour for our setting, ensuring that everyone is given equal opportunities and treated fairly. An ethos of total acceptance of all views, faiths, cultures and races will be created (except discriminatory), where children will appreciate and respect their own and others' cultures.

This part of the curriculum includes: 'teaching children to be respectful and to recognise those who help us, and contribute positively to society; developing children's understanding of fundamental British values; developing children's understanding and appreciation of diversity; celebrating what we have in common; and routinely challenging stereotypical behaviours and promoting respect for different

people. [Early Years Inspection Handbook 2022, DfE](#)

We will provide suitable, age-appropriate opportunities, which encourage children to respect each other's views, beliefs and values, to understand that their opinions count and to talk about their feelings. We will reflect on our differences and how we are all unique and special. Activities will involve turn taking, sharing and collaboration. Children will be encouraged to understand their own and others' behaviour and its consequences.

SECTION 2 - PHOTOGRAPHS, VIDEOS AND ONLINE SAFETY

2.1 Will my child have their photograph taken at our setting?

We will only take photos and videos of children with written agreement from parents/carers. With permission, photos and observations of the children may be sent to parents/carers via Whatsapp or Babydays or Email. Parents/carers must agree not to share any photos of other people's children on social media. We will not upload photos from the setting onto any social media site, or similar website, unless there is express written permission from a parent/carer to do so. Parents/carers have the right to withdraw such permission at any time if they change their minds and any online content must be deleted should this happen. Further

information can be found in my Observations, Mobile Phones and Cameras Policy.

In order to give details of which circumstances (if any) that you are happy for me to take and use photographs of your child, you should fill in the separate Personal Information and Permissions Form.

2.2 Will other people be allowed to take photos of my child in the setting?

Visitors and children will not be allowed to take photographs of minded children on personal ICT equipment, unless they have been given specific permission by myself and other parents/carers. Older children with their own phones or tablets will either be asked not to use these within the setting or to disable/cover their cameras.

2.3 How are photos of my child kept secure?

We will password protect entry to my mobile phone(s), tablet(s) and computer(s), where such images are stored. We may download photos onto our computer for the sole use of the setting.

We will delete photos when they are no longer required, in line with the GDPR regulations May 2018.

2.4 How do childminders promote online safety at the setting?

In addition to the benefits that can be gained through the use of the ICT, we recognise the importance of introducing online safety from an early age, where developmentally appropriate. In addition to keeping children safe when using ICT in the setting, we will provide simple, age-appropriate activities to help children start to understand how to stay safe online.

We do not use voice-activated smart devices or AI tools that collect data or listen in. All technology used is assessed for safeguarding and privacy risks.

SECTION 3 - STAFF AND OTHER ADULTS

3.1 How many children is a childminder allowed to care for?

Registered childminders are each allowed to provide childcare for up to six children under the age of 8 at any one time. The recommendation is that this generally consists of up to three EYFS children (aged 0-4), with no more than one of these being under 12 months old.

However, exceptions can be made to this ratio if a childminder completes a thorough Risk Assessment (which could be in writing, but this is not a requirement), has the required floor space (provided in the EYFS framework) and is confident that they can demonstrate during inspection that they

are able to meet the individual needs of all of the children.

They must ensure that adjusting the ratio will not impact negatively on any child's safety, welfare or learning and that they are adequately insured. Childminders must never have more than six children all of whom are under the age of 8. They could, however, hire a registered assistant to increase their numbers, if they have adequate floor space. Parents/carers must give written permission using a Parental Permission Form for an assistant to work with and be left alone with their child (limited to 2 hours per day maximum).

3.2 Why does my child need a 'key person'?

Quote from EYFS 3.1. *'Children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.'*

It is an EYFS requirement that all children have a 'key person' and that parents/carers are introduced to this person when their child starts in the setting. By giving each child, a key person from their first day in the setting, this ensures that the adult is able to get to know the child well, help them to settle into the setting and ensure that their education and care needs are continually met. It also ensures continuity in communication between the setting and parents/carers.

3.3 Will any other adults be in the setting at the same time as my child?

Adults who are living in the household or regularly staying overnight may be present at the same time as childcare is provided. All such individuals (over the age of 16) will have an enhanced DBS check.

If any of these persons are accused of taking part in criminal activity which may affect their suitability to be around children, we will inform Ofsted and all parents immediately and cease providing childcare until the matter has been resolved.

From time to time, we may also have visitors in the house while minded children are in the setting. Such people may include:

- prospective parents with their child(ren) visiting the setting;
- friends/family visiting a household member away from the children;
- tradespeople working in a separate part of the house;
- friends/family visiting for a play session.

All visitors will be our responsibility, and we will check ID for unfamiliar visitors, such as tradespeople, before they enter the premises.

Visitors will be asked to sign a Visitors' Log, which can show who was in the setting and when, in case of future allegations.

3.4 Will any other adults be left alone with my child?

At all times, the children will be within sight or hearing of us (or a registered staff member). All intimate care (e.g. nappy changes, toileting) will be done by us (or a registered staff member).

If we employ a registered assistant, they can be left alone with the children for no longer than two hours per day and written parental permission must be obtained for them to work with each child. An assistant must have a valid first aid certificate in order to be left alone with children and must be within legal ratios.

Children will never be left alone with any other adult (out of sight and/or earshot). The only exception to this rule is if there were an emergency.

From September 2025, any registered assistant left alone with children must hold a valid Paediatric First Aid (PFA) certificate to be included in ratio. Parental written permission is required and assistants may only be left alone with children for up to two hours per day.

3.5 What procedures are in place for safer recruitment?

The guidance from the Safer Recruitment section of [Keeping Children Safe in Education](#) 2021 will be used if recruiting new staff members or volunteers. This gives guidance for how to:

- advertise a position.
- shortlist applicants.
- complete an enhanced DBS check (with children's barred list information);
- check proof of identification, qualifications, employment history and references.
- check a person's right to work in the UK and any relevant overseas records.
- ensure all staff are suitable and adequately trained for a role working with young children.

3.6 Under what circumstances might a childminder or staff member be disqualified from working with children?

A childminder will be unable to work with children if they:

- have a criminal record for violent or sexual offences (in the UK or abroad);

- have been refused registration relating to childcare.
- are living in the same household as someone who is disqualified (disqualification by association).

3.7 Can childcare practitioners work if they are under the influence of medication or other substances?

All childminders (and staff members) must be fit for work when children are present. They will not be under the influence of alcohol or recreational drugs.

If a medication they have taken affects their ability to work safely, then they cannot be left alone with children and will not be included in childcare ratios.

3.8 Do childminders have adequate first-aid training?

We have a current, full paediatric first-aid qualification and have a fully stocked first-aid kit, which is available at all times while children are present (on site and on outings).

Full paediatric first-aid (PFA) courses last a minimum of 12-hours and include in-person training for practical elements. Parents/carers can be shown a copy of first-aid certificates on request. My qualification will be updated every three years and the first-aid kit replenished regularly, using my First-Aid Kit Checklist.

SECTION 4 - CHILDREN'S HEALTH

4.1 Are childminders allowed to give medication to children?

We are allowed to administer both prescription and non-prescription medication to children, provided that it is necessary, and the parents/carers have filled in the relevant Administering Medication Record Form.

Prescription medicines cannot be administered unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor). All prescription medicines should be brought in their original box/container, with the child's name and date of birth visible on the pharmacy label.

All medication must be accompanied by the original instructions and show full details of the required dosage. We are only able to give the dosage shown on the label, relevant to the age/weight of the child, unless a pharmacy label with the child's name on specifies otherwise.

Each day that a child needs medication at the setting, parents/carers must give details about when the last dose was given, how much the child had and when the next dose is due.

Written records will be kept, and parents/carers will be informed on the same day of the time(s) that medication has been administered.

Agreement to administer medication is at my discretion. We may ask parents/carers to administer medication themselves if delivering it may be upsetting to the child (e.g. eye drops, suppositories) or if specific medical training is required and is not available/appropriate.

4.2 How is medication stored in the setting?

All medication in the setting is stored out of the reach of children. If parents/carers are bringing medication into the setting, they must give it directly to me (or a member of staff) and specify if it requires refrigeration. Medication must not be left in bags, where children may have access.

4.3 How are healthy eating & oral hygiene promoted?

Teaching children about healthy eating and oral hygiene are both important parts of the EYFS 2021. In our setting, children will be encouraged to learn about how to make healthy food choices for themselves. Any food that we provide for children will contribute towards a healthy and balanced diet. Advice on how to prepare healthy meals at home and healthy lunch boxes (where applicable) will be regularly shared with parents/carers. We will work with parents/carers if their child

has a restricted diet or if their child has any health issues regarding food allergies or food consumption; we will aim to support parents to access the help they need.

Children will regularly learn about dentists, oral hygiene and how to look after their teeth, as well as learning about the effects that some foods and drinks can have on their teeth and bodies. Fresh drinking water will be available at all times.

A Paediatric First Aid trained adult will be present during all meals and snacks, in line with EYFS 2025 requirements. Staff are trained to reduce choking risks and follow allergy action plans for individual children. Menus and food preparation will follow the updated DfE nutrition guidance.

4.4 How closely are children supervised while eating?

Children will usually be sat together while eating, with myself (or another adult) present. They will not be left alone until they have completely finished their food. They may also sit on benches outdoors or on the floor for picnics.

All food provided will be age-appropriate for each child and cut into suitably sized/shaped pieces (e.g. grapes) to reduce choking hazards, following advice in the [Help for Early Years Food Safety Guidelines](#).

4.5 What happens if a child has an allergy or special dietary requirements?

Parents/carers must inform us if their child has any known allergy or develops one, no matter how serious or mild. They must also provide details of any special dietary requirements, e.g. vegetarian, vegan, halal etc. We have a duty of care to protect children from contact with known allergens and will share detailed information of allergens contained in any food provided, on request.

We will also abide by the wishes of parents/carers with regard to food choices, avoiding specified foods where requested.

4.6 How is food poisoning prevented?

As a childminder, we handle food on a daily basis and as recommended, we have a valid food hygiene certificate, which is updated regularly. We have adequate hand washing and food preparation areas in the setting.

When registering as a childminder, our setting was automatically listed as a food handler with the local authority and as such, we may be inspected for food hygiene from time to time. The guidance set out by the Food Standards Agency in [Safer Food, Better Business](#) is followed in my setting.

SECTION 5 - SAFETY WITHIN THE SETTING

5.1 How are children kept safe while playing outdoors?

It is an EYFS requirement that 'Providers must provide access to an outdoor play area or, if that is not possible, ensure that outdoor activities are planned and taken on a daily basis (unless circumstances make this inappropriate, for example unsafe weather conditions).'

All equipment provided in my outdoor area at the setting will be age-appropriate and safe to use. Weather conditions will be assessed before going outdoors and children will be suitably dressed to ensure they are safe and happy (e.g. to prevent sunburn or discomfort).

5.2 How are children kept safe on outings?

Any potential risks will be considered prior to going on any outings, including those specific to the destination, method of transport, weather and the children in attendance.

We will consider how these risks can be removed or minimised.

5.3 Will my child go on public transport or travel by car?

There may be times when we travel out of the local area. If we will be using public transport or going in the car, parents/carers will be informed of this prior to travel.

We have valid car insurance which covers business use for childminding.

We have also completed a detailed risk assessment for travel, which details specific measures we have taken to ensure the safety of children when travelling by car or public transport.

Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first.

Taken from [gov.uk website](https://www.gov.uk).

We will ensure that all children have appropriate car seats or booster cushions, where required.

These will be correctly fitted, following the manufacturer's instructions and will be age/stage appropriate for the children using them.

5.4 What happens if a child has an accident?

For any accidents, a written Accident Form will be completed, with details of any injuries and treatments given, which parents/carers will be required to sign on the same day, or as soon as practicable after this. Parents will also be sent/given a copy of this form for their records.

5.5 What happens if a child or adult has a serious accident or injury?

We have a legal duty to report all serious injuries, accidents and illnesses, including:

- anything that requires resuscitation;
- admittance to hospital for more than 24 hours;
- a broken bone or fracture;
- dislocation of any major joint, such as the shoulder, knee, hip or elbow;
- any loss of consciousness;
- severe breathing difficulties, including asphyxia;
- anything leading to hypothermia or heat-induced illness;
- if a child suffers any loss of sight, whether it is temporary or permanent;
- the absorption of any harmful substance by inhalation, ingestion or through the skin;
- an electric shock or electrical burn from exposure to a harmful substance, a biological agent, a toxin or an infected material.

5.6 What happens if a child goes missing from the setting or while on an outing?

The wellbeing of your child is paramount, and we will always do my best to ensure that they remain with me and are safe. However, we cannot completely eliminate the risk of a child being separated from the group in a busy place or ensure that they will not attempt to leave the setting without an adult.

Children must be kept safe while on outings. Providers must assess the risks or hazards which may arise for the children and must identify the steps to be taken to remove, minimise and manage those risks and hazards. P37 EYFS Framework 2021, DfE

As a responsible childminder, we have completed a risk assessment which details how we will reduce the risk of a child being separated from the group on outings or leaving the setting without permission. We also have a Lost Child Procedure which details what I would do in the unlikely event that a child were to become lost/missing.

5.7 What would happen if there was an emergency at the childcare setting?

All staff working in the setting will be aware of procedures that relate to emergencies and understand what to do. We will also have regular age-appropriate fire safety talks with the

children, along with practising how to exit the building in an emergency. Smoke detectors are fitted and in use, and a carbon monoxide detector. Fire exits will be accessible and easily opened by an adult from the inside. For security, all doors and windows will be kept locked when not in use, but all staff will know where the keys are kept.

5.8 Are smoking and vaping allowed on the premises?

Smoking and vaping are not allowed on the premises during working hours, while children are present or about to be present. In addition:

- No one is permitted to smoke inside my home or any vehicle that is used to transport minded children at any time.
- Vaping will not be allowed by staff during working hours or by household members in the same room/space as children.
- If visitors to my home wish to smoke after business hours, they may do so outdoors and dispose of any waste in an outdoor bin, away from the play area.
- We will not enter any indoor venue where smoking or vaping is happening, including private dwellings.
- In outdoor public places, we will avoid other people who are

smoking as much as possible.

- We will also provide information to parents/carers about the dangers of smoking and vaping around their children if necessary.

5.9 How safe are the toys that my child plays with?

All toys that children have access to will be checked and cleaned regularly to ensure they are safe for children to use. Any broken or hazardous toys will be removed immediately.

Children will only be offered toys and resources that are suitable for their age/stage of development. The level of supervision required for each resource/activity will be continually assessed and some children may be supervised more closely.

5.10 How do childminders limit the spread of illnesses and infectious diseases?

Our Illness and Infection Control Procedure details when it is appropriate for children to attend the setting and when they should stay at home. This is to reduce the spread of infection and to avoid the setting having to close if we (or other staff members) become infected with an illness. This procedure also details what would happen if the setting were to close due to staff illness.

5.11 How are sleeping children kept safe?

We will follow this [NHS guidance](#) for keeping sleeping babies/children safe, alongside discussion with parents/carers about how their baby/toddler sleeps at home. Cots provided in the setting will be in good condition, age-appropriate and with suitable, clean bedding.

We will aim to create a calm, safe and familiar environment for children during nap times, in order to encourage restful sleep. Children will sleep in the play room and our bedroom (in cot only). They will be monitored using Wi-Fi camera and checked on in-person every 10 minutes unless staying overnight.

5.12 What would happen if an unexpected person tried to collect my child?

Children will only be released from our setting to a 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 already known to me.

Please be aware that we cannot legally withhold a child from an adult who has parental responsibility (i.e. is named on their birth certificate), if they can provide evidence and valid identification, unless a court order is in place.

5.13 What would happen if a child did not arrive at the setting or wasn't collected when expected?

Our Absent and Uncollected Child Procedure outlines what would happen if a child did not arrive at the setting or was not collected when expected.

'Providers must take all necessary steps to keep children safe and well'. [EYFS Statutory Framework, p21](#)

Part of the procedure is to request a police emergency welfare check, to visit the family if they do not respond to messages in a timely manner.

This is because there have been a number of reported cases in the past where families have been involved in an accident and have been unable to contact their family's childcare setting.

SECTION 6 - VULNERABLE CHILDREN

6.1 How are children with SEND protected from harm?

Arrangements will be put in place to support children with SEN or disabilities, having regard for the [Special Educational Needs Code of Practice](#).

Children with Special Educational Needs and Disabilities are statistically more likely to suffer harm and abuse than other children.

This may be due to their increased vulnerability, their extra care needs and/or the additional challenges that their parents/carers may face. Procedures will be followed to monitor and record any concerns that arise for children with SEND.

It will be acknowledged that parents/carers may have increased pressures in parenting a child with SEND, but this will not be allowed to cloud judgement as to what is acceptable with regards to the treatment of a child.

We will offer support and guidance where possible but may also need to refer parents/carers to appropriate external agencies, including the Local Safeguarding Partners, if this is required for theirs or their child's wellbeing and safety.

6.2 How are non-mobile babies protected from harm?

We are aware that non-mobile babies are usually not able to injure themselves. Our policy is to record and report any suspicious bruises or marks on a baby, as these are more likely to be non-accidental injuries than similar marks on older children.

As stated on P34 of the [Statutory Framework for the EYFS](#), 'Providers must not give or threaten corporal punishment to a child and must not use or threaten any punishment which could adversely affect a child's wellbeing.' Any issues resulting from

children's behaviour will be recorded on an Incident Record Form and reported to parents/carers. Children's behaviour will be managed in an appropriate way, as described in our Positive Behaviour Procedure.

SECTION 7 - MANAGING CHILDREN'S BEHAVIOUR

7.1 How is bullying and discrimination tackled in the setting (incl. cyberbullying)?

We are aware of the various types of bullying and will not accept bullying of any kind in my setting. Children will be taught about mutual respect and how to be considerate to other people's feelings and views. Children will be closely monitored if using the Internet on devices in the setting and will not be allowed to go online without supervision. If we discover that a child is being bullied online (cyberbullying), we will do my best to support the child and discuss the issue with their parents/carers.

7.2 How much physical contact will there be between staff and my child?

Children will be given some degree of physical affection within my childcare setting, which will be appropriate to the situation and the child's preferences. Physical contact may be necessary for the following reasons:

- **Comfort and nurturing:** This kind of physical contact will be required daily to meet the physical and emotional needs of younger children and babies, as well as occasionally (with consent) older children.
- **Personal care and hygiene:** This involves attending to the personal care needs of babies and aiding young children to perform tasks they cannot yet do independently (e.g. changing nappies, wiping noses/bottoms/faces, dressing and undressing, attending to some medical needs, washing hands, replacing hair accessories). This may also apply for some older children, if appropriate.
- **First aid:** If a child has an injury, they may need first aid to be administered, such as being cleaned up with a medical wipe, applying plasters and ice packs, etc.
- **Physical intervention:** At times, the need may arise for me to intervene physically in a situation, in order to keep a child from harming themselves, others or causing serious damage to property. If children are fighting, they will be separated. We will always use the minimum force necessary. Any such incidents

will be recorded.

- **Friendships between children:** Physical contact between children, such as holding hands, kissing (on the hand, head or cheek) and hugging, is a natural way for children to express their affection for each other. These kinds of physical contact are welcome in my setting, but we encourage all children to ask for permission before touching others and to respect others' responses.

We always make sure that before making physical contact with a child for any of the reasons stated above, we ask their permission or explain what we are doing.

Unless absolutely necessary in an emergency situation, I would never touch a child in a way that might cause them harm, distress or discomfort. All of the aspects above can be discussed in more detail on request, if you have personal preferences as to what level of contact you feel is appropriate for your child.

SECTION 8 - INFORMATION AND RECORDS

8.1 What data is kept by the setting and how long for?

There is certain information that we are required by law to collect about a child and their family (e.g. date of birth, home address, emergency contacts,

allergies). Other aspects of the information we collect may be requested in order to provide better personalised care for the children in my setting (e.g. religious background, family circumstances, information about their home life).

As childminders, we are legally required to register with the ICO (Information Commissioner's Office) as a data handler. We are aware of my responsibilities with regards to confidentiality, storing data securely and data retention periods.

8.2 How are my family's records kept confidential?

All information collected about a child and their family will be locked away or password protected so that it cannot be accessed by anybody other than ourselves (or other authorised staff members where applicable). Some data may, at times, be made available to other persons with the right or a professional need to see it.

8.3 How is attendance monitored?

We are required to record the date and time each child arrives and leaves the setting. In line with the EYFS 2025 framework, we must hold **at least two emergency contact numbers** for each child and follow up on any absence that has not been reported. Persistent lateness or absences will be recorded

and, where necessary, shared with relevant safeguarding agencies.

8.4 What records will be kept in the setting, and which will be shared with parents/carers?

The following record forms will be used within the setting to support children's ongoing safety and wellbeing. Records regarding children's health or wellbeing must be shared with parents/carers (unless it might put a child at risk to do so) and parents/carers will be asked to sign to acknowledge that they have seen these records.

- Accident Record Form with Body Map_
- Administering Medication Record
- Attendance Registers
- Incident Record Form
- Personal Information and Permissions Form
- Physical Intervention Record Form
- Pre-Existing Injury Record Form
Safeguarding Record of Concern Form
- Visitors' Log

8.5 Will any information need to be reported to Ofsted or a registering agency?

Any serious incidents, including those listed below, will be reported to Ofsted or the appropriate agency without delay. This includes, but is not limited to:

- Serious accidents, hospital admission, or notifiable diseases.
- Any event where a child may have been at risk of harm (e.g. uncollected or missing child).
- Significant safeguarding concerns or referrals to statutory agencies.
- Breach of data protection or stolen devices containing children's information.
- Any incident involving violence, exploitation, county lines activity, or risk to public safety.
- Any failure to meet the EYFS 2025 safeguarding or welfare requirements.

- Local Safeguarding Partners
Duty Desk: 01962 876355
- Local Authority Designated Officer (LADO): 01962 876364
- Local Prevent Number: 999
- Ofsted/ Registering Agency: 0300 123 4666
- Ofsted Whistleblowing Hotline: 0300 1233155
- Police Emergency Number: 999
- Police Non-Emergency Number: 101 / Local Police Station:
- NSPCC Child Protection Helpline:
<https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/>

For advice and support on various safeguarding matters.

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SECTION 9 - USEFUL TELEPHONE NUMBERS