

# Melandrew Daycare Safeguarding Policy

This policy has been developed in accordance with the principles established by the Childrens Acts 1989 and 2004 and in line with government publications. Working together to Safeguard children 2006 , Framework for the assessment of children in need and their families 2000, What to do if you are worried a child is being Abused 2006. If I have cause for concern I will report it following the (MASH) Multi-Agency Safeguarding Hub on 0844 8803563. If I require advice I will contact the North Devon and Torridge contact.

As a registered childminder I take it seriously my responsibility to ensure the safety and promote the welfare of children in my care in line with the procedures laid out by the local safeguarding children board. I have developed a structured procedure to be followed in the case of suspected abuse, which is regularly reviewed and updated.

As the Designated officer for my childminding setting I work with other agencies to ensure I have adequate arrangements in place to identify, assess and support those children who are suffering harm I can be contacted on 01271 325375 during the following hours 0900-2100.

I attended the safeguarding children awareness in November 2010 and I am aware of the signs and symptoms of abuse – physical, emotional, and sexual and those of neglect. I will continue to update my training as necessary.

I provide a Caring positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child. I support the children's development in ways that will foster security, confidence and independence.

I aim to provide an environment in which children and young people feel valued and respected, and confident to approach me if they are in difficulties, believing they will be effectively listened to.

A copy of 'What do to if you're worried a child is being abused', is held and available for you to read if required. This sets out the guidelines for how I must record any incidents and disclosures and the procedures I must follow.

If I have a reason to believe that any child in my care needs protection in any way I will

- Refer a child if there are concerns about possible abuse, MASH (1) Referrals will be made in writing, following a telephone call. Under these circumstances I will share information relating to your child with MASH and

the Police if requested. If the concern relates to myself or another adult in my setting, I will follow my 'Allegations of Abuse' procedure.

- Keep written records of concerns about a child, even if there is no need to make any immediate referral. I will ensure that all such records are kept confidential and securely, separate from a child's records.
- Liaise with other agencies and professionals
- Attend case conferences or other multi-agency planning meetings, as necessary
- Ensure that any child currently with a child protection plan who is absent without explanation is referred to their Social Worker, Social Care Team

If a child confides in me I will:

- Show that I have understood what they are saying and that I take their allegations seriously
- Encourage the child to talk, without asking leading questions or interrupting when a child is recalling a significant event
- Record the concern and the child's comments in writing, in their own words as far as possible. The record will contain;
  - The child's name
  - The child's date of birth
  - The date the record is made
  - A note of the child's non verbal behaviour
  - A body map, if appropriate to record any visible injuries or marks
  - My name and signature
- Inform the child that I cannot promise not to share this information but that everything I do will be in the interest of their safety
- Seek advice from MASH and if necessary, log a referral with MASH.

Confidentiality

- I recognise that all matters relating to safeguarding are confidential
- I will disclose any information about a child on a need to know basis only, referring to 'What to do if you're worried a child is being abused', and the Information Sharing Pocket Guide
- I am aware that I have a professional responsibility to share information with other agencies in order to safeguard in children
- I am aware that I cannot promise a child to keep secrets which might compromise their safety and wellbeing.
- I undertake to share an intention to refer a child to MASH with their parents/Carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt I will consult with MASH advice line.

Visitors to my home.

- I record all visitors to my home during childminding hours with the time and nature of visit. Children are not left unsupervised with visitors.

Please see my allegations of Abuse Police regarding how I protect myself and other adults in my home from allegations being made against us.

If you have any concerns, I will be happy to meet and discuss them with you.

Childminders name: Melanie McKenna

Childminders signature: \_\_\_\_\_

Date: 15<sup>th</sup> February 2012

Review Date: September 2011

Reviewed 4/9/2011

Review due: 4/9/2012      Reviewed: 24/10/2011

Review due October 2012

### Procedure for local reporting

#### **For immediate referrals:**

Multi-Agency Safeguarding Hub (MASH) 0345 155 1071

email - [mashsecure@devon.gcsx.gov.uk](mailto:mashsecure@devon.gcsx.gov.uk)

Out of hours: CYPS Emergency Duty Service 0845 6000 388

#### **For advice regarding concerns:**

*Senior District Co-ordinator:*

Exeter, East and Mid Devon      Nikki Phillips 01392 384394

Northern Devon      Melissa Filby 01271 388901

South, West & Teignbridge      Sue Bolt      01626 324982

*Registration & Inspection Officer* Mary Cousins 01392 385533

#### **In the case of an allegation:**

Local Authority Designated Officer (LADO) 01392 384964

#### **Notify:**

Ofsted 0300 1231231