



# Child Protection & Safeguarding Policy

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## Purpose of the Policy

Nothing is more important than a child's welfare. Children in need of help and protection deserve high-quality, effective support as soon as a need is identified. Everyone who interacts with children and families plays a crucial role in safeguarding.

According to the EYFS, child protection and safeguarding policies must align with the guidance and procedures of relevant local safeguarding partners (LSP). These policies should address:

- Issues of concern in a child's life at home or elsewhere.
- Actions to be taken when there are safeguarding concerns.
- Procedures for allegations against staff members.
- The use of mobile phones and cameras in the setting.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy and as defined in the governments statutory guidance 'Working Together to Safeguard Children'<sup>1</sup>:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

## The Risks to Children

Children can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of children can cover a wide range of circumstances and behaviours. For example, children can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm

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

## **Safeguarding Principles**

As the Designated Safeguarding Lead, I will:

- Ensure that all individuals aged 16 or over living or working in my household are suitable to work with children, verified through Enhanced DBS checks and Ofsted suitability checks.
- Maintain my knowledge through child protection training and ensure this is renewed to further understand ways to protect children, processes and regulations change.
- Stay updated with relevant legislation through regular contact with local authorities and childminding development providers.
- Be alert to any issues of concern in a child's life through regular communication with parents/carers and schools.
- Refer any concerns to the relevant agencies without delay.

## **Safeguarding Training Requirements**

In line with the revised EYFS (September 2025), I ensure that the safeguarding training I have received:

- Aligns with the new Annex C criteria, covering the signs of abuse, local referral processes, and how to respond to concerns appropriately.
- Is updated regularly, with refresher training undertaken at least every two years.
- Is clearly documented in my portfolio and accessible for Ofsted inspections.

## **Procedures**

### **Child Protection Concern or Spontaneous Allegations of Abuse**

Where a child is identified as being at immediate risk of serious harm, I will call the police on 999 and inform the relevant authority through the Calderdale child protection advisor.

If a child makes a disclosure relating to harm or abuse and is identified as a safeguarding concern without immediate risk of serious harm, I will:

- Listen calmly and carefully, showing that their views are being taken seriously.
- Provide appropriate and honest reassurance.
- Avoid interrogating the child or asking probing, intrusive, or leading questions.
- Avoid making false promises regarding confidentiality, as I will share any concerns with the child protection advisor.
- Make a confidential written record of the discussion either during or immediately afterwards, including key details such as the date, time, place and people concerned. This record will be stored in the child's confidential file.
- Refer all relevant information to the Child Protection Officer by the end of the day if possible, or by the end of the next working day.
- Discuss with the parents/guardians only when deemed appropriate through the guidance of the Child Protection Officer.

## Protocol for Bruising, Burns and Scalds in Non-Mobile Babies

If a non-mobile baby shows bruising, burns, or scalds not caused by a disclosed medical condition (e.g., a coagulation disorder), an immediate referral to the Child Protection Officer will be made, or to the police if the Child Protection Officer is unavailable.

## Allegations against a member of staff or any other adult living or working on the premises

If there are concerns regarding the conduct of myself or any adult living or working on the premises, which pose or may pose a safeguarding risk to children, such as:

- Harming a child physically or emotionally.
- Exposing a child to harmful behaviour.
- Engaging in criminal activity concerning a child.

All concerns about unsafe or inappropriate behaviour will be reported without delay to the Local Authority Designated Officer (LADO). I will not attempt to investigate or resolve concerns independently. Instead, the designated authority will determine the next appropriate steps.

They will be contacted at:

- <https://safeguarding.calderdale.gov.uk/report-concerns/>
- Telephone: 01422 394055
- Email: [ladoadmin@calderdale.gov.uk](mailto:ladoadmin@calderdale.gov.uk)

To reduce the risk of a safeguarding incident taking place in my setting I will ensure that all persons living or in contact with children in the setting are subject to a full referral to the Disclosure and Barring Service and are active subscribers to the renewal service.

If I become aware that a person living in my household over the age of 16 has committed an offence, I will inform Ofsted immediately as this may lead to disqualification by association.

## Whistleblowing

The revised EYFS requires all providers to have a clear and robust whistleblowing procedure. If the concern is serious, relates to the behaviour of the registered provider, or if you feel unable to discuss it with me directly, you are encouraged to report it externally.

You may wish to contact:

### Local Authority Designated Officer

- <https://safeguarding.calderdale.gov.uk/report-concerns/>
- Telephone: 01422 394055
- Email: [ladoadmin@calderdale.gov.uk](mailto:ladoadmin@calderdale.gov.uk)

## Ofsted

- <https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>
- Telephone : 0300 123 4666
- Email : [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

## NSPCC Whistleblowing Helpline (for professionals):

- <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>
- Telephone: 0800 028 0285
- Email : [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

All reports will be handled with confidentiality, and no one will face repercussions for raising legitimate concerns.

## Emergency Contact Details

To ensure that, in the event of an accident or emergency, child or provider injury, someone other than the usual carer collecting a child or a child that has not arrived at the setting on time, appropriate procedures can be followed to protect the safety and wellbeing of every child in my care.

Before a child starts at my setting, I gather detailed information from parents/carers regarding emergency contacts and individuals authorised to collect the child. This information is documented securely and kept up-to-date to ensure clarity on who has parental responsibility and who is authorised to collect the child.

Each parent is required to provide at least four contact details in total. These can include a mix of parents, legal guardians, carers, and emergency contacts. Regardless of the combination, at least two emergency contacts must be provided, and these emergency contacts cannot be parents, legal guardians, or carers.

To ensure the accuracy and relevance of this information:

- I conduct an annual review of each child's personal and emergency contact details.
- Parents or legal guardians are reminded that it is their responsibility to promptly notify me of any changes to contact information or authorised individuals throughout the year.

## Prevent Duty

The Prevent duty requires all safeguarding providers to help prevent the risk of people becoming terrorists or supporting terrorism. This includes safeguarding learners from extremist ideologies and radicalisation.

I will promote the British Values of;

### **Democracy**

Supporting children to manage their emotions, develop a positive sense of self, set simple goals, have confidence in their abilities, and persist and wait for what they want.

### **The Rule of Law**

Helping children make good friendships, cooperate and resolve conflicts, understand the reasons for rules, know right from wrong, and behave accordingly.

### **Individual liberty**

Teaching children to understand differences in religious and cultural communities and that everyone is of equal value.

### **Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith**

Treating others as you want to be treated and leading by example, regardless of faith or belief.

Behaviours that might cause concern:

- Isolation
- Lack of confidence
- Anger
- Peer pressure
- Desire for political or moral change
- Desire to dominate or control others
- Mental health issue
- A need for status
- A need for identity, meaning or belonging

If a concerning behaviour is identified, I will:

- Make a confidential written record of the observation during or immediately afterward, including key details such as date, time, place, and people involved.
- Refer all relevant information to the Child Protection Officer by the end of the day if possible, or by the next working day.
- Discuss with the parents/guardians only when deemed appropriate and guided by the Child Protection Officer.



## Mobile Phones and Cameras

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.

As a Childminder I recognise that it is important for me to be able to communicate with parents instantly. I will use my mobile when I am both in and away from the setting.

I will use photos to support observation, assessment and planning and to provide a pictorial record for parents. However, I understand that there is a need to balance the advantages with the potential for misuse, and intend to protect the children in my care with the following procedures:

- Photos or videos are taken only by me with written permission from parents.
- Parents indicate if they are willing for photos of their children to be used for sharing with them, supporting observation, assessment, and planning, children's records, and advertising.
- Pictures are transferred to my computer, which is password protected, and deleted from storage devices once a child leaves.
- All visitors to my home during Childminding hours are asked to keep their phones in their bags and to take calls away from the children
- Ensure my phone is kept out of the reach of children
- I will be registered with the Information Commissioner's Office (ICO) for the purposes of storing personal details about others on my computer or any digital format (including mobile phones and digital cameras).

## Early Help

The Early Help Pathway aims to give children and families having trouble at any point in their lives help, as early as possible. Effective early help works to:

- Prevent problems before they happen.
- Stop current problems getting worse.
- Nurture personal strengths and skills that prepare children to live a larger life.
- Build resilience in families to access support when they need it.

If I identify a family that would benefit from this service, I will seek their consent to contact the Early Help Pathway Team on their behalf.

## Contact Details

### MAST (Multi-Agency Screening Team)

Telephone 01422 393336

E-mail [MASTadmin@calderdale.gov.uk](mailto:MASTadmin@calderdale.gov.uk)

Website <https://new.calderdale.gov.uk/health-and-social-care/children-and-family-care/child-protection>

### Emergency Duty Team (out of office hours)

Telephone 01422 288000

Website <https://new.calderdale.gov.uk/contact/out-hours>

### Local Authority Designated Officer (LADO)

Email [LADOAdmin@calderdale.gov.uk](mailto:LADOAdmin@calderdale.gov.uk)

### Ofsted

Telephone 0300 123 1231

Email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Website <https://www.gov.uk/guidance/report-a-serious-childcare-incident>

### Early Intervention Team

Telephone 01422 39 4092

Email [joanna.dunkley-pritchard@calderdale.gov.uk](mailto:joanna.dunkley-pritchard@calderdale.gov.uk)

### Prevent Duty co-ordinator

Telephone 07967837822

Email [Assia.Hussain@Calderdale.gov.uk](mailto:Assia.Hussain@Calderdale.gov.uk)

### Police

Emergency 999

Non-Emergency 111

Local Police Force 0113 208 9787

### Early Years Improvement Team

Telephone 01422 392694

E-mail [giso@calderdale.gov.uk](mailto:giso@calderdale.gov.uk)

Website <https://new.calderdale.gov.uk/schools-and-learning/local-offer-send/early-years-childcare>

## Portfolio of Information

As good practice, I have created a portfolio of guidance and information to accompany my Child Protection Policy, which can be referenced when needed. This includes detailed information on categories and indicators of abuse, found in documents such as 'Inspecting Safeguarding in Early Years Education and Skills Settings' from the .Gov website.

<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills>

Links included in this portfolio will be checked annually for accuracy and operation. New legislation or updates will be added to this portfolio promptly.

- **Bradford, Calderdale, Kirklees and Wakefield Safeguarding Children Partnerships**  
Protocol for bruising, burns and scalds non-mobile babies  
[https://westyorkscb.proceduresonline.com/files/multi\\_age\\_bruises\\_scalds.pdf](https://westyorkscb.proceduresonline.com/files/multi_age_bruises_scalds.pdf)
- **.Gov**  
What to do if you are worried a child is being abused  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)
- **.Gov**  
Working Together to Safeguard Children Document  
[https://assets.publishing.service.gov.uk/media/5fd0a8e78fa8f54d5d6555f9/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/5fd0a8e78fa8f54d5d6555f9/Working_together_to_safeguard_children_inter_agency_guidance.pdf)
- **.Gov**  
Working Together to Safeguard Children Website <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- **.Gov**  
Female Genital Mutilation  
[www.gov.uk/government/publications/female-genital-mutilation-guidelines](http://www.gov.uk/government/publications/female-genital-mutilation-guidelines)
- **.Gov**  
Prevent Duty Website  
[www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty](http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)
- **.Gov**  
Keeping Children Safe in Education  
[www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2)