

## Grace- Childminder

Mrs Grazyna Karlowska-Grenda  
& Mr Piotr Grenda  
22 Wolves Lane  
N13 6DR London

Name of Child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

### Safeguarding children

My first responsibility and priority is towards the children in my care. If I have any cause for concern I will report it, following the Local Safeguarding Children Board procedures. The relevant local procedures that are held by me are available on request. I understand that child abuse can be physical, sexual, emotional and neglectful, or a mixture of these. I must notify Ofsted/CSSIW of any allegations of abuse that are alleged to have taken place while the child is in my care.

#### Procedure

I keep up to date with child protection issues and relevant legislation by taking regular training courses and by reading relevant publications [insert appropriate publications that you read, for example, Who Minds? or Nursery World]. This helps me be aware of the signs of abuse or neglect and what to do if I have a concern.

I have copies of, and am familiar with, the Local Safeguarding Children Board procedures. Every six months I check that I have the latest version of the relevant procedures (or any documents that may replace them in the future).

I have a copy of the relevant booklets and guidance (as outlined in the NCMA booklet Safeguarding Children: a Guide for Childminders and Nannies). I have read them and understand them.

If I am concerned about a child's welfare, I will contact the local authority, the NSPCC, NCMA or other relevant support services for advice, confidentially will be assured only when it is clear that there is **no risk** of harm to a child.

Child protection concerns that could identify a particular child are kept confidential and only shared with people who need to know this information.

Parents must notify me of any concerns they have about their child and any accidents, incidents or injuries affecting the child, which will be recorded.

I work together with parents to make sure the care of their child is consistent – please refer to my Working with Parents policy.

If I notice:

- significant changes in children's behaviour
- unexpected bruising or marks or signs of possible abuse
- any comments made which give me cause for concern
- deterioration in general wellbeing which causes concern
- signs of neglect

I will implement the Local Safeguarding Children Board procedures without delay to minimise any risk to the child. I will call the local social services' duty desk immediately, if it is known that a child is at risk of harm. I will follow it up with a letter within 48 hours. I will keep a factual record of the concern and will ask the parents for an explanation, providing it would not put the child at risk. The standards for registered childminders in both England and Wales require me to let Ofsted/CSSIW know of any concerns that I have reported without delay.

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
- write down 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
- then report my concerns immediately to the duty social worker who has the experience and responsibility to make an assessment of the situation.

Childminder Signature and Date

\_\_\_\_\_

Parent/Carer Signature and Date

\_\_\_\_\_

## Useful telephone numbers

|  |               |
|--|---------------|
| Local social services duty desk  |               |
| Local police station   |               |
| CSSIW  | 01443 848450  |
| Ofsted   | 08456 404040  |
| NCMA Information Line – for help and support for with all areas of childminding, including allegations of child abuse.                 | 0800 169 4486 |
| NCMA Legal advice line – offers free, professional advice to NCMA members on any legal problem related to their childminding business. | 01253 777468  |
| NCMA regional office   |               |
| NSPCC child protection helpline – 24-hour helpline for people worried about a child  | 0808 800 5000 |
| Local early years team   |               |