**Safeguarding & Child Protection - Policy and Procedures**

**Policy**

Most WCA (Magic Minders) members are registered childminders. Registered childminders act as the lead practitioner designated with responsibility for child protection and safeguarding in their settings (DSL). They have a responsibility to protect the children in their care and must take all necessary steps to keep them safe and well. This is a legal requirement underpinned by legislation and enforced through the *Statutory Requirements for the Early Years Foundation Stage: Safeguarding & Welfare Requirements* 2021 which all Ofsted Registered childcare settings must implement and abide by. Associate members, such as registered childminder assistants and Ofsted registered nannies also have a legal duty of care to safeguard and protect children.

Members should also have regard to the documents: ‘Working Together to Safeguard Children’ and ‘Revised Prevent Duty Guidance in England and Wales’, follow the guidance in the West Sussex Safeguarding Children Partners website and be aware of wider harms such as domestic abuse, bullying, child on child abuse, teenage relationship abuse, upskirting, downblousing, radicalisation, hate crimes, gang violence, online abuse, Female Genital Mutilation (FGM), breast ironing, substance misuse, Forced Marriage, honour-based violence, faith-based abuse and witchcraft, child sexual exploitation, child criminal exploitation (including County Lines), modern slavery and trafficking.

**Magic Minders members must fulfil their obligation to keep children safe and well at all times** and be alert to any issues for concern from a child’s home or elsewhere (including the setting) that may indicate they are at risk of, experiencing or may be experiencing significant harm as a result of abuse or neglect, and to have in place procedures regarding the use of mobile phones and cameras and other devices with imaging and sharing capabilities, in the event of a child going missing, failure to collect a child and an allegation being made against them or any adults living or working in the setting premises. They must have safeguarding and child protection policies and procedures in place for their setting and Public Liability Insurance.

**In addition to members’ own safeguarding and child protection policies and procedures Magic Minders has further procedures, including whistleblowing, to be used as part of its day-to-day operations, including but not limited to the vacancy coordination service, drop-ins, organised events, website, and social media presence.**

When attending events and drop-ins organised by the group, members must be vigilant and alert for signs and indicators of abuse or neglect, including:

* Significant changes or extremes in children’s behaviour
* Fearfulness
* Regressive behaviours
* Withdrawal or secretive behaviour
* Other behaviour exhibited which gives cause for concern, including sexualised behaviour
* Deterioration in children’s general well-being
* Unexplained bruising, marks, burns or other physical signs of possible abuse or neglect
* Bruising or marks on a non-independently mobile baby or child
* Unkempt appearances, poor hygiene, extreme hunger or fatigue, untreated medical conditions, poor oral health
* Comments children make, which give cause for concern, including racist, homophobic or other discriminatory remarks
* Older children with unexplained amounts of cash, valuables, new clothing etc. that they describe as ‘gifts’ (CSE/CCE)
* Older children receiving an excessive number of texts or phone calls, that they may be guarded about (CSE/CCE)
* Secretive behaviour when online
* Pregnancy
* Urinary infections; STD
* Adults or children who appear to be inebriated or under the influence of drugs
* Unexplained, sudden, or prolonged absences
* Long holidays planned for female minded children to countries where FGM is practised
* Children’s or adults’ references to special (older female) visitors from such countries or special events involving female family members and friends only
* Girls suddenly spending longer than usual in the bathroom or problems such as pain when urinating, frequent urinary infections, or other signs that they may have undergone FGM or sexual abuse

**Procedures**

**The Magic Minders designated safeguarding lead (DSL) is the Secretary.**

**If the secretary is not present at a drop-in this duty will normally be undertaken by another officer present.**

* If any member has concerns about the safety or well-being of a child in the care of a member, member’s assistant, or any other child present that they observe, or a child discloses abuse to them, or they are concerned by content posted on the group’s website/social media, they should record their concerns, notify the child’s childcarer, where safe to do so, and advise the Magic Minders’ DSL or deputy.
* Depending on the nature of the concern, this may need to be followed up by contact with the Integrated Front Door.
* The member should follow their own safeguarding and child protection policies and procedures to ensure the child is kept safe and well.
* All accidents, injuries, and incidents (including physical intervention and incidents of extreme behaviour, racism or discrimination) reported must be recorded by the DSL or deputy.
  + Observations, details of any injuries, dates of injuries or incidents, names and addresses of those involved and anything disclosed by a child must be accurately and objectively recorded by the witness on an accident & incident form.
* All records of concern shall be retained by the secretary for a reasonable period (usually 3 years), then securely destroyed.
* The childminder responsible for the child/ren involved should follow their own data retention policy regarding records relating to child protection and make these available to the Integrated Front Door (IFD) and/or police on request.
* If a child discloses details of abuse, the witness must listen carefully and sensitively and record what they say but not prompt or ask leading questions. They should provide reassurance, but not make any false promises, make any judgements, or show any negative emotions. They should not undertake any investigation but follow the instructions from the IFD.
* If the child is in immediate danger telephone the Integrated Front Door and the police.

**Whistleblowing**

* All adult non-member visitors, and any associate members without an enhanced DBS (or equivalent) aged 16+ to Magic Minder drop-ins and closed events MUST not be left unsupervised with a childminded child and must be always in the company of a member. This does not apply to childminder assistants who are covered by their childminder’s membership.
* A register of all attendees must be completed at drop-ins and events.
* If anyone has concerns regarding the conduct of an adult at a drop-in or other Magic Minder event, they must notify the designated committee member (normally the Secretary or other officer, if the Secretary is not present) and follow their own policy if the concern relates to the safety of a child.
* A record of the concern or allegation must be recorded by the Secretary/designated committee member (who should pass the record of concern onto the Secretary). Any records relating to child protection shall be retained securely for 3 years. The childminder involved should follow their own data retention policy regarding records relating to child protection and allegations
* **The LADO and Ofsted must be alerted to all cases in which it is alleged that a person who works with children has:**
  + Behaved in a way that has harmed a child or may have harmed a child.
  + Possibly committed a criminal offence against or related to a child.
  + Behaved towards a child or children in a way that indicates he/she would pose a risk of harm to children.
  + Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
* The LADOs for West Sussex are Miriam Williams and Donna Tomlinson.
  + Contact Number: 0330 222 6450
  + Email address: LADO@WestSussex.gov.uk
* **Where a reported concern does not relate directly to the safety of a child the Secretary/designated committee member should refer the member to the group code of conduct and if applicable the group complaint policy.**

**The use of cameras, mobile phones and other imaging and sharing capable devices**

* Members may take photos and videos of the children in their care whilst at drop-ins and events using password protected devices only.
* These must not include other children unless they have explicit permission from their Childminder.
* Photos must not be posted on social media platforms without explicit, written parental consent.
* Adults may make and receive calls whilst at drop-ins and events but are asked not to discuss confidential information in the hearing of other attendees, including children.
* Magic Minders is registered as a data controller with the Information Commissioner’s Office (ICO) and will comply at all times with the requirements of the GDPR and Data Protection Act 2018

**Safeguarding Contact Information:**

**Magic Minders Secretary**

Email: [magicminders@gmail.com](mailto:magicminders@gmail.com)

**West Sussex Integrated Front Door: telephone M-F 9.00-5.00: 01403 229900**

Emergency out of hours service: 0330 222 6664

**Local Authority Designated Officer** LADO (Allegation against adults) **01403 229900**

Email: [wsscp@westsussex.gov.uk](mailto:wsscp@westsussex.gov.uk) for general enquiries

Online portal: <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/i-m-a-professional-requesting-a-service-for-a-child/>

LSCP Website: <https://www.westsussexscp.org.uk/>

Website Pan Sussex procedures: <http://sussexchildprotection.procedures.org.uk/>

**Ofsted**

Ph 0300 123 1231

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

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

**PACEY (Professional Association for Childcare and Early Years)**

0800 169 0044

**Early Years Alliance (EYA)**

Tel:  020 7697 2595

**NSPCC**

Helpline: **0808 800 5000**

FGM Helpline: 0800 028 3550

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)