



Child Protection & Safeguarding Policy

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. 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 government's statutory guidance 'Working Together to Safeguard Children'¹ as:

- 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 cyberbullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm

Where a child's behaviour raises a safeguarding concern, this will be addressed in accordance with the Managing Children's Behaviour Policy.

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

Safeguarding Principles

I, Linzie Shaw, am the Designated Safeguarding Lead for this setting. 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, renewing it regularly to keep up to date as safeguarding 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.
- Evidence of training completion and how it is implemented in practice is maintained in my portfolio.

Safer Recruitment

In line with the EYFS statutory framework (September 2025), my safeguarding policy includes steps to ensure that only suitable individuals are recruited to work with children in my setting. Specifically:

- References must be obtained and verified before any individual begins working with children in the setting.
- A satisfactory enhanced Disclosure and Barring Service (DBS) check for the Child Workforce must be completed before unsupervised access to children is permitted.
- A signed Disqualification Declaration must be completed by all assistants and volunteers.
- Full details of the recruitment and vetting process are set out in my Assistant and Volunteer Policy.

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 MAST (the Multi-Agency Screening Team).

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 Officer at MAST.
- 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. All safeguarding records, including written records of concerns, disclosures, and referrals, will be retained until the child reaches the age of 25.
- Refer all relevant information to the Child Protection Officer at MAST 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 at MAST 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

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. Any individual working in or visiting this setting who has concerns about the conduct of any adult — including the registered provider — is encouraged to report those concerns without fear of reprisal. 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. When a concern is raised, I will acknowledge it promptly, treat it in confidence, and ensure appropriate action is taken. No one will face any negative consequences for raising a genuine safeguarding concern.

You may wish to contact:

Local Authority Designated Officer

- <https://safeguarding.calderdale.gov.uk/report-concerns/>
- Telephone: 01422 394055
- Email: laloadmin@calderdale.gov.uk

Ofsted

- <https://www.gov.uk/government/publications/whistleblowing-about-childrens-social-care-services-to-ofsted/sharing-concerns-and-information-with-ofsted-about-childrens-social-care-services>
- Telephone: 0300 123 3155
- Email: whistleblowing@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

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

Emergency Contact Details

To ensure that appropriate procedures can be followed to protect the safety and wellbeing of every child in my care, I maintain up-to-date emergency contact information for each family. This covers a range of situations including accidents or emergencies, child or provider injury, an unauthorised collector, or a child who has not arrived at the setting on time.

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, a minimum of two emergency contacts must be provided, and these emergency contacts cannot be parents, legal guardians, or carers. In line with the EYFS statutory framework (September 2025), I encourage parents to provide more than two emergency contacts where possible, to support prompt follow-up in the event of an unexplained absence.

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 early years providers to help prevent the risk of children and young people being drawn into terrorism or extremism. This includes safeguarding learners from extremist ideologies and radicalisation.

I will promote the British Values of:

Democracy

Having a voice, decision-making together, and understanding that everyone's opinion is valued.

The Rule of Law

Understanding that rules and laws matter, govern us, and protect us all.

Individual Liberty

Freedom for all, developing self-knowledge, and understanding that people are free to hold different opinions.

Mutual Respect and Tolerance

Treating others as you would like to be treated, and celebrating diversity while respecting those with different faiths, beliefs, or no faith.

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 at MAST 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.
- I 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

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)

Telephone 01422 394055

Email LADOAdmin@calderdale.gov.uk

Ofsted

Telephone 0300 123 1231

Email enquiries@ofsted.gov.uk

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

Early Intervention Team

Telephone 01422 392697

Email joanna.dunkley-pritchard@calderdale.gov.uk

Prevent Education Officer

Telephone 07967837822

Email Assia.Hussain@Calderdale.gov.uk

Police

Emergency 999

Non-Emergency 101

Early Years Improvement Team

Telephone 01422 392694

E-mail 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.

- **West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures**
Protocol for bruising, burns and scalds non-mobile babies
<https://westyorkscp.trixonline.co.uk/chapter/multi-agency-protocol-for-the-assessment-of-non-mobile-babies-with-injuries-including-bruising-burns-and-scalds-in-non-mobile-babies>

- **.Gov**
Working Together to Safeguard Children
<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

- **.Gov**
Prevent Duty Website
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

Publication & Version History

Version	Date	Description of Change
1.0	05 June 2025	Initial publication
1.1	03 June 2026	EYFS 2025: added training evidence bullet; new Safer Recruitment section; strengthened whistleblowing procedure; emergency contacts updated to encourage additional contacts.
1.2	04 June 2026	Proof-read and copy-edit: corrected typographical and grammatical errors, clarified emergency contacts section, updated Ofsted whistleblowing contact details, added Prevent Duty section, tightened Prevent Duty opening language.
2.0	05 June 2026	Annual review and sign off

Next Scheduled Review: 05 June 2027

This policy is subject to ongoing revision. Minor amendments may be made between annual reviews and will be recorded in the table above.