



Ofsted Registration Number: EY486869  
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## **Safeguarding Statement**

### **Introduction**

As a childcare provider the welfare of the children in our care is paramount. We have written a series of policies that clearly outline what we will do in a variety of situations. Each policy has a detailed procedure that outlines how we will implement these policies. These policies follow legislation as detailed in The Children Act 1989, The Children Act 2004, Early Years Foundation Stage (2014) welfare and Ofsted requirements and the guidance for safeguarding and promoting children's welfare specific health and safety requirements.

- All registered providers inform Ofsted and other required statutory bodies of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any abuse which is alleged to have taken place on the premise. (included in child protection policy)
- In group settings, a practitioner is designated to take lead responsibility for safeguarding children within the setting, attend a child protection training course, and to liaise with local statutory children's services agencies (the local authority's children's social care department, the police, the NSPCC). (included in child protection policy)
- Providers must engage with, and provide the following information for, parents:
- the type of activities provided for the children (included in parent's pack)
- the daily routines of the setting (included in parent's pack)
- the staffing of the setting (included in parent's pack)
- food and drinks provided for the children (included in parent's pack)
- the setting's policies and procedures, for example admissions policies, equal opportunities policy, safeguarding children policy (included in parent's pack)
- the complaints procedure (copies provided by the provider on request) (included in parent's pack)
- details for contacting Ofsted and explain that parents can make a complaint to Ofsted should they wish (included in parent's pack)
- the procedure to be followed in the event of a parent failing to collect a child (included in failure to collect a child policy)
- the procedure to be followed in the event of a child going missing (included in what to do if a child goes missing policy)

Providers must actively seek necessary information from parents in advance of a child entering care on the premises, such as:

- emergency contact numbers (included in collection consent form)
- special dietary requirements, preferences or food allergies the child may have (included in 'all about me form')
- special health requirements (included in 'all about me form')
- information about who has legal access to a child (included in 'all about me form')

- Providers must maintain a regular two-way flow of information with parents and between providers (e.g. where the childminder regularly collects the child from nursery). (included in working with parents policy)
- Registered providers must put in place a written procedure for dealing with concerns and complaints from parents and keep a written record of complaints and their outcome. (included in complaints policy)
- Providers must investigate all written complaints relating to the requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint. (included in complaints policy)
- The provider must provide Ofsted, on request, with a list of all complaints made during any specified period, and the action which was taken as a result of each complaint. (included in complaints policy)
- Providers must only release children into the care of individuals named by the parent. (included in collection consent forms)
- All providers must have and implement an effective policy about equal opportunities and for supporting children with learning difficulties and disabilities. (included in equal opportunities policy)
- Providers must not use, or threaten to use, physical/ corporal punishments or any form of punishment which could have an adverse impact on the child's well-being. (included in behaviour management policy)
- Providers must have an effective behaviour management policy which is adhered to by all members of staff. (included in behaviour management policy)
- Providers must obtain an enhanced Criminal Records Bureau (CRB) Disclosure, which includes a Protection Of Children Act list /List 99 check, in respect of all people who work directly with children or who are likely to have unsupervised access to them. (included in child protection policy)
- Providers must only allow unsupervised contact with children on the premises for people who have undergone an enhanced CRB check. (included in child protection policy)
- Providers must keep records to demonstrate to Ofsted that the checks have been done, including the number and date of issue of the enhanced CRB Disclosure. (included in child protection policy)
- Providers must have effective systems in place to ensure that practitioners and others likely to have unsupervised access to the children (including those living or working on the premises) are suitable to do so. (included in child protection policy)
- Registered providers must notify Ofsted of:
  - any change of provider or person in charge
  - any change of persons of 16 years or over living or working on childminding premises
  - any change proposed in the hours during which childcare is provided which will entail the provision of overnight care
  - any significant event which is likely to affect the suitability of the registered person or any person caring for the children on the premises to look after children
  - any change in their name or address
  - any change in the name of a body, the registered number of a company, or any change in the name or registration number of a charity
  - any change in the childcare category applicable to a registered person
  - any change in the address of premises
  - Where there is a change of provider or person in charge, or of any change in persons of 16 years or over living or working on childminding premises, the information to be provided is the new person's date of birth, name, any former names or aliases and home address. (included in child protection policy)
- Providers must meet the requirements for adult: child ratios (included in meeting the needs of the child policy)

- For childminders providing night time care, required ratios continue to apply. The children must be close by and within easy hearing distance (this may be via a monitor). (included in meeting the needs of the child policy)
- The premises and equipment must be organised in a way that meets the needs of children. (included in meeting the needs of the child policy)
- In registered settings, providers must meet the following space requirements (included in meeting the needs of the child policy):
  - children aged 3 to 5 years: 2.3 m<sup>2</sup> per child
- The provider must ensure that, so far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities. (included in equal opportunities policy)
- Providers must have effective systems to ensure that the individual needs of all children are met. (included via observation, planning and reviewing)
- Providers must promote equality of opportunity and anti-discriminatory practice and must ensure that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, learning difficulties or disabilities, gender or ability. (included in equal opportunities policy)
- Providers must ensure that there is a balance of adult-led and freely chosen or child-initiated activities, delivered through indoor and outdoor play. (included in meeting the needs of the child policy)
- Providers must undertake sensitive observational assessment must be undertaken in order to plan to meet young children's individual needs. (included in meeting the needs of the child policy)
- Providers must plan and provide experiences which are appropriate to each child's stage of development as they progress towards the Early Learning Goals (included in meeting the needs of the child policy)
- Providers must record the following information on individual children:
  - Full name (included in child's personal file)
  - Date of birth (included in child's personal file)
  - The name and address of every parent and carer (of that child) who is known to the setting (included in child's personal file)
  - Which of these parents or carers the child normally lives with (included in child's personal file)
  - Emergency contact details of the parents and carers (included in child's personal file)
- Providers must keep the following information and documentation:
  - Name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision (not applicable as I am always present with children in my care, although I have details of another childminder who I have authorised to care for the children in an emergency, I have parental consent for this)
  - A daily record of the names of the children looked after on the premises, their hours of attendance and the names of the persons who looked after them. (register)
  - Registered providers must display their certificate of registration and show it to parents on request. (on display in annex)
  - A record of the risk assessment which clearly states when it was carried out, by whom, date of review and any action taken following a review or incident. (see risk assessments in policies file)

**Policies that include the above information:**

**Behaviour management** – This policy outlines how we set boundaries for children and what techniques we employ to encourage children to adhere to them.

**Child protection** - This policy outlines the possible signs and symptoms and behaviours of physical, emotional and sexual abuse, neglect and bullying. It outlines how we will record any information we have and how we will share the information only with the Referral and Assessment team.

**Collect a child** – This policy outlines our response should a parent fail to collect a child from our setting. It gives guidance on time scale and how we will contact emergency cover for the child.

**Complaints procedure** - This policy outlines the route a parent or carer should take should they have concerns about any aspect of the service we provide. We provide them with the address and telephone number to inform Ofsted.

**Confidentiality** – This policy outlines how we use and store information that we hold on the children in our care and their families. We also give details of our registration with the Information Commissioners Office (ICO).

**Equal opportunities** – This policy details how we take all appropriate steps to give an equal and inclusive service to all children in our care. We take all reasonable steps to remove any barriers to inclusion and embrace the diversity of our society. We actively involve all parties, allowing them to become part of the decision making that affects their lives.

**Meeting the needs of the child policy** – This policy outlines how we comply with regulations, including staff ratios, space requirements, observations and planning.

**Performance review** – This is a form that we regularly give to parents to allow them the chance to give feedback about the service we provide.

**Photography and video policy** – This outlines why we use photographs of the children in our care and how we will store and use them to enhance the documentation we use. It is also a consent form for parents to sign.

**Working with parents policy** – This policy outlines what information we provide parents with and how we communicate with parents to ensure the best outcome for the child.