

Safeguarding and Child Protection Policy

Section 1 - Safeguarding and Child Protection

1.1 What is safeguarding and child protection?

Safeguarding is the action you take to promote the welfare of children and protect them from harm. Safeguarding means:

- protecting children from abuse and maltreatment;
- preventing harm to children's health and development;
- providing support to meet children's needs when problems emerge;
- ensuring children grow up with safe and effective care, within their family where possible;
- taking action to make sure that all babies, children and young people have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering, or likely to suffer, significant harm. This includes child protection procedures detailing how to respond to concerns about a child.

(NSPCC, 2025)

1.2 Who is the Designated Safeguarding Lead (DSL) and what do they do?

In a childcare setting, there is always a DSL, who takes responsibility for safeguarding the children in attendance. As a childminder working alone, I am the DSL and I have a duty to:

- record notes about children's welfare;

- liaise with the Local Safeguarding Partners team, should I have any significant concerns;
- provide support and guidance if there are any other staff members in the setting, ensuring that they understand the setting's safeguarding policies and procedures, and have up to date knowledge of safeguarding issues;
- keep myself up to date with relevant safeguarding training;
- identify any potential signs of abuse or neglect in children and know how to respond if there are any concerns.

1.3 What are the main types of abuse?

Child abuse can be classified as physical, sexual, emotional or neglect and children can experience a combination of these. Domestic violence is also classified as a type of abuse in some publications. In addition to the main types of abuse, childminders will also be familiar with safeguarding terminology and specific threats.

As a childminder, I am required to have thorough, regular training that ensures I am aware of the signs and indicators to look out for which may indicate abuse has occurred. I am also required to know what to do if I have any concerns, who to report them to and the correct procedures to follow.

1.4 How might abuse be identified?

Children may have visible marks from physical abuse and in some cases could disclose information about what has happened to them. The NSPCC website also lists other signs that can, in some cases, indicate abuse is happening:

- 'unexplained changes in behaviour or personality;
- becoming withdrawn;
- seeming anxious;
- becoming uncharacteristically aggressive;
- lacks social skills and has few friends if any;
- poor bond or relationship with a parent;
- knowledge of adult issues inappropriate for their age;
- running away or going missing;
- always choosing to wear clothes which cover their body.' (NSPCC, 2025)

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These signs on their own do not necessarily mean that a child is being abused, there could be other explanations and other factors affecting their behaviour.

1.5 What precautions are taken to protect children in the setting?

- Robust 'Safer Recruitment' policies and procedures are in place to ensure any staff and volunteers will be safe to work with children (see section 3.5).
- I am aware of health and safety protocols and what to do in an emergency.
- I have an appropriate first-aid qualification that is kept up to date (see section 3.8).
- Children are supervised at all times (within sight and/or earshot).
- Detailed information will be collected about each child's dietary requirements, allergies, intolerances and medical needs before they enter the setting. For any child identified with a food allergy, intolerance, or medical condition (such as coeliac disease), parents/carers must provide a copy of their child's Individual Health Care Plan from the Allergy Clinic/Health Care Practitioner. This information will be used to develop an individual risk assessment which will detail our procedures for meeting the child's specific needs within the setting and during outings, ensuring their full participation without compromising their health and safety. Any new staff will be made aware of any special requirements, symptoms to look out for and treatment protocol, as well as a named person being responsible for ensuring food provided meets each child's needs.
- While eating, children will be seated safely in age-appropriate chairs, within both sight and earshot at all times, usually with me sitting facing them. There will always be a trained first-aider present while children eat. I will promote safer eating behaviours, enabling me to quickly identify emergencies such as incidents of choking and allergic reactions. Food provided will be age-appropriate and prepared in ways that reduce the risks of choking. If a choking incident occurs that requires intervention, this will be recorded, shared with parents/carers and safety procedures will be reviewed.
- Weaning will be done in close collaboration with parents/carers and I am aware that allergies and intolerances could develop at any time, particularly when introducing new foods.

- No child can leave the house without an adult and nobody can enter the house without staff permission.
- All household members over the age of 16 have an up-to-date DBS check and are not left alone with minded children.
- Visitors to the house do not have unsupervised access to the children under any circumstances or at any time.
- Children are provided with a safe and welcoming environment, allowing them to feel comfortable talking to me about anything that is upsetting them.
- I will keep accurate records and inform parents/carers of any important information about their child.
- I will document every accident and incident that occurs while children are in my care, informing parents and requesting them to sign my records.

1.6 What happens if there are safeguarding concerns regarding a child?

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1.7 What happens if an allegation of abuse is made?

I have procedures in place that I can follow for each of the following situations:

- What happens if a child discloses that they or another child are being abused?
- What happens if an allegation is made against a parent/carer?
- What happens if an allegation is made against a childminder?
- What would happen if a child has been subjected to FGM?
- What happens if an allegation is made against a volunteer at
- What happens if an allegation is made against a child?
- What happens if a child makes an allegation against someone from outside the setting?
- How can parents/carers report a safeguarding concern?
- How does the whistleblowing process work?
- What safeguarding information is a childminder required to record and/or report?

All adults in the setting are aware of safeguarding and child protection procedures, as well as having access to information about what to do if they have any concerns.

For the information to be accessible without anyone having to ask for it, details of how to contact the Local Safeguarding Partner will be displayed prominently in the setting and can be found online at:

1.8 How will I keep up to date with developments in safeguarding?

As a childminder, I am required to have a valid safeguarding training qualification, which I must renew at least every two years. Alongside this statutory training, I also endeavour to keep up to date with any new information about safeguarding and child protection through additional courses, as necessary. I use what I learn to update my practice accordingly. My policies and procedures are also regularly reviewed to keep them up to date.

1.9 What statutory safeguarding guidance and key documents are in place for childminders?

'Childminders must follow the statutory guidance in their nation... Ofsted has published guidance for those providing childcare, including childminders, regarding:

- reporting new adults in the home (Ofsted, 2024a)
- reporting children's accidents and injuries (Ofsted, 2022a)
- reporting a serious childcare incident (Ofsted, 2022b)
- registration requirements for childminders and childcare providers (Ofsted, 2025)
- registering with Ofsted if you provide childcare for under 2 hours a day (Ofsted, 2020d)

(NSPCC, 2025)

I have read and understood the following key documents and will revisit them if/when I am made aware that updates have been made:

- Early Years Foundation Stage Statutory Framework for Childminders (2025)
- Prevent Duty Guidance: England and Wales (2023)
- Working Together to Safeguard Children (2025)
- Keeping Children Safe in Education (2025)
- What to Do If You're Worried a Child Is Being Abused - A Guide for Practitioners (2015)
- Early Years Inspection Toolkit (2025)
- Information Sharing Advice for Safeguarding Practitioners (2018)
- UN Convention on the Rights of the Child, Unicef
- Children and Social Work Act (2017)

1.10 What is Prevent Duty and how do childminders help to prevent radicalisation?

The main aim of the Prevent Duty is to 'tackle the ideological causes of terrorism'. Childminders have a duty of care to be vigilant to help prevent children from being drawn into terrorism and extremist ideologies.

For childminders to fulfil the Prevent Duty requirements, they must be able to identify children who may be vulnerable to radicalisation

and know what to do if they are identified.

Protecting children from the risk of radicalisation is part of a childminder's wider safeguarding duties and is similar to protecting children from other abuse, whether these come from within their family or are the product of outside influences.

I understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with all safeguarding issues, I will be alert to changes in children's behaviour which could indicate that they may require help or protection.

Any child, from any background, can be the victim of radicalisation and as such, I will report any concerns about a child. I will not discriminate based on the colour of a child's skin, their social class, their cultural background or any other such factors. All concerns will be passed on to the Local Safeguarding Partners.

1.11 What are 'Fundamental British Values' and how do they affect childminding settings?

'Childminders must also take into account the government's statutory guidance 'Working Together to Safeguard Children' and 'Prevent duty guidance for England and Wales'

(EYFS Framework for Childminders, 2025)

The Prevent Duty guidance states that all childcare settings must promote 'Fundamental British Values', which can build children's resilience to radicalisation and help them gain the confidence to challenge extremist views in later life.

They will have input into creating rules and codes of behaviour for our setting, ensuring that everyone is given equal opportunities and treated fairly.

An ethos of total acceptance of all views, faiths, cultures and races will be created (except discriminatory), where children will appreciate and respect their own and others' cultures.

This part of the curriculum includes:

'teaching children to be respectful and to recognise those who help us, and contribute positively to society; developing children's understanding of fundamental British values; developing children's understanding and appreciation of diversity; celebrating what we have in common; and routinely challenging stereotypical behaviours and

promoting respect for different people.'

(PACEY, 2025)

I will provide suitable, age-appropriate opportunities, which encourage children to respect each other's views, beliefs and values, to understand that their opinions count and to talk about their feelings.

We will reflect on our differences and how we are all unique and special. Activities will involve turn-taking, sharing and collaboration. Children will be encouraged to understand their own and others' behaviour and its consequences.

1.12 How will privacy be maintained during nappy changes and toileting?

Children's privacy will be protected as much as possible, while also maintaining high levels of hygiene and safety. Nappy changes will be done discreetly, out of the direct view of others, wherever possible. Children will be required to respect each other's privacy and to not watch each other during nappy changes or while using a potty/toilet. Children will be encouraged to ensure they are fully dressed after toileting, before joining the others.

Section 2 - Electronic Devices and Online Safety

2.1 How are electronic devices with imaging and sharing capabilities used in the setting?

2.2 Will other people be allowed to take photos of my child in the setting?

Visitors and children will not be allowed to take photographs of minded children on personal electronic devices unless they have been given specific permission by myself and other parents/carers.

Older children with their own electronic devices will either be asked not to use these within the setting or to disable any cameras and recording facilities.

2.3 How are photos of my child kept secure?

I will ensure entry to my electronic devices and computer(s) are password protected, where such images are stored. I may download files onto my computer for the sole use of the setting.

I will delete images and recordings when they are no longer required, in line with the GDPR regulations of May 2018.

2.4 How do childminders promote online safety in the setting?

Section 3 - Staff and Other Adults

3.1 How many children is a childminder allowed to care for?

Registered childminders are each allowed to provide childcare for up to six children under the age of eight at any one time (floor space dependent). The recommendation is that this generally consists of up to three EYFS children (aged 0-4), with no more than one of these being under 12 months old.

However, exceptions can be made to this ratio if a childminder completes a thorough risk assessment (which could be in writing, but this is not a requirement), has the required floor space (provided in the EYFS framework) and is confident that they can demonstrate during an inspection that they can meet the individual needs of all of the children.

They must ensure that adjusting the ratio will not impact negatively on any child's safety, welfare or learning and that they are adequately insured. Childminders must never have more than six children all of whom are under the age of eight.

They could, however, hire a registered assistant to increase their numbers, if they have adequate floor space. Parents/carers must give written permission using a Parental Permission Form for an assistant to work with and be left alone with their child (limited to two hours per day maximum).

3.2 Why does my child need a 'key person'?

'Children typically build warm, trusting and respectful relationships with their key persons. As a result, they are confident to share their concerns in age- and/or stage-appropriate ways.'

(Early Years Inspection Toolkit, 2025)

'Key person arrangements, care practices, routines and warm, positive relationships are effective in promoting children's feelings of security and character development.'

(Early Years Inspection Toolkit, 2025)

3.3 Will any other adults be in the setting at the same time as my child?

Adults who are living in the household or regularly staying overnight may be present at the same time as childcare is provided. All such individuals (over the age of 16) will have an enhanced DBS check. I will inform Ofsted within 14 days about any new individuals aged 16 or over who move into my home or start working there during childcare hours. If any of these persons are accused of taking part in criminal activity or any issues arise that may affect their suitability to be around children, I will inform Ofsted and all parents immediately and cease providing childcare until the matter has been resolved. From time to time, I may also have visitors in the house while minded children are in the setting. Such people may include:

- prospective parents with their child(ren) visiting the setting;
- friends/family visiting a household member away from the children;
- tradespeople working in a separate part of the house;
- friends/family visiting for a play session.

All visitors will be my responsibility and I will check identification for unfamiliar visitors, such as trades-people, before they enter the premises.

3.4 Will any other adults be left alone with my child?

At all times, the children will be within sight or hearing of myself (both within sight and hearing when eating). All intimate care (e.g. nappy changes, toileting) will be done by myself.

3.5 What procedures are in place for safer recruitment?

The guidance from the Safer Recruitment section of Keeping Children Safe in Education 2025 will be used if recruiting new staff members or volunteers. This gives guidance for how to:

- advertise a position;
- shortlist applicants;
- complete an enhanced DBS check (with children's barred list information);
- check proof of identification, qualifications and employment history;
- personally obtain references before a candidate is appointed, ensuring they are from the candidate's current employer, training provider or education setting and have been completed by a person with appropriate authority;
- discuss any discrepancies with a candidate's application and request additional information where necessary;
- obtain verification of the individual's most recent employment and secure a reference from the last time the applicant worked with children, where applicable;
- establish the reason the candidate left their most recent post and resolve any concerns before confirming whether they are 'suitable' and issuing a job offer;
- check a person's right to work in the UK and any relevant overseas records;

- ensure all staff are suitable and adequately trained for a role working with young children.

3.6 Under what circumstances might a childminder or staff member be disqualified from working with children?

A childminder will be unable to work with children if they:

- have a criminal record for violent or sexual offences (in the UK or abroad);
- have been refused registration relating to childcare;
- are living in the same household as someone who is disqualified (disqualification by association).

3.7 Can childcare practitioners work if they are under the influence of medication or other substances?

All childminders (and staff members) must be fit for work when children are present. They will not be under the influence of alcohol or recreational drugs.

If a medication they have taken affects their ability to work safely, then they cannot be left alone with children and will not be included in childcare ratios.

3.8 Do childminders have adequate first-aid training?

I have a current, full paediatric first-aid qualification and have a fully-stocked first-aid kit, which is available at all times while children are present (on-site and on outings).

Full paediatric first-aid (PFA) courses will be chosen following guidance in the Early Years Foundation Stage (EYFS) Statutory Framework, will last a minimum of 12 hours and include in-person training for practical elements. Parents/carers can be shown a copy of first-aid certificates on request.

Section 4 - Children's Health

4.1 Are childminders allowed to give medication to children?

I am allowed to administer both prescription and non-prescription medication to children, provided that it is necessary and the parents/carers have filled in the relevant Administering Medication Record Form.

Prescription medicines cannot be administered unless they have been prescribed for the child by a doctor, dentist, nurse or pharmacist (medicines containing aspirin should only be given if prescribed by a doctor).

All prescription medicines should be brought in their original box/container, with the child's name and date of birth visible on the pharmacy label.

All medication must be accompanied by the original instructions and show full details of the required dosage. I am only able to give the dosage shown on the label, relevant to the age/weight of the child, unless a pharmacy label with the child's name on specifies otherwise.

Each day that a child needs medication at the setting, parents/carers must give details about when the last dose was given, how much the child had and when the next dose is due.

Agreement to administer medication is at my discretion. I may ask parents/carers to administer medication themselves if delivering it may be upsetting to the child (e.g. eye drops, suppositories) or if specific medical training is required and is not available/appropriate.

4.2 How is medication stored in the setting?

All medication in the setting is stored out of the reach of children. If parents/carers are bringing medication into the setting, they must give it directly to me (or a member of staff), and specify if it requires refrigeration. Medication must not be left in bags, where children may have access.

4.3 How are healthy eating and oral hygiene promoted?

Teaching children about healthy eating and oral hygiene are both important parts of the EYFS Framework for Childminders, 2025. In my setting, children will be encouraged to learn how to make healthy food choices.

Any food that I provide for children will contribute towards a healthy and balanced diet.

'Where children are provided with meals, snacks, and drinks, these must be healthy, balanced and nutritious.'

I will work with parents/carers if their child has a restricted diet or if their child has any health issues regarding food allergies or food consumption.

I will aim to support parents to access the help they need. Fresh drinking water will be available at all times.

'Childminders must promote the good health, including the oral health, of the children they look after.'

(EYFS Framework for Childminders, 2025)

4.4 How closely are children supervised while eating?

'Children must always be within sight and hearing of a childminder or assistant whilst eating.'

(EYFS Framework for Childminders, 2025)

All food provided will be age-appropriate for each child and cut into suitably sized/shaped pieces (e.g. grapes) to reduce choking hazards, following advice in the Help for Early Years Food Safety Guidelines.

4.5 What happens if a child has an allergy or special dietary requirements?

Parents/carers must inform me if their child has any known allergy or develops one, no matter how serious or mild. They must also provide details of any special dietary requirements, e.g. vegetarian, vegan, halal etc.

I have a duty of care to protect children from contact with known allergens and will share detailed information of allergens contained in any food provided, on request.

4.6 How is food poisoning prevented?

As a childminder, I handle food daily. I have adequate hand washing and food preparation areas in the setting. When registering as a childminder, my setting was automatically listed as a food handler with the local authority and as such, I may be inspected for food hygiene from time to time.

Section 5 - Safety Within the Setting

5.1 How are children kept safe while playing outdoors?

'Childminders must provide access to an outdoor play area. If that is not possible, they must ensure that outdoor activities are planned and taken daily (unless circumstances make this inappropriate, for example unsafe weather conditions).'

(EYFS Framework for Childminders, 2025)

All equipment provided in my outdoor area at the setting will be age-appropriate and safe to use. Weather conditions will be assessed before going outdoors and children will be suitably dressed to ensure they are safe and happy (e.g. to prevent sunburn or discomfort).

5.2 How are children kept safe on outings?

Any potential risks will be considered before going on any outings, including those specific to the destination, method of transport, weather and the children in attendance. I will consider how these risks can be removed or minimised.

'Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first.'

(Government Digital Service, 2012)

5.4 What happens if a child has an accident?

For any accidents, a written Accident Form will be completed, with details of any injuries and treatments given, which parents/carers will be required to sign on the same day, or as soon as practicable after this. Parents will also be sent/given a copy of this form for their records.

5.5 What happens if a child or adult has a serious accident or injury?

I have a legal duty to report all serious injuries, accidents and illnesses, including:

- anything that requires resuscitation;
- admittance to hospital for more than 24 hours;
- a broken bone or fracture;
- dislocation of any major joint, such as the shoulder, knee, hip or elbow;
- any loss of consciousness;
- severe breathing difficulties, including asphyxia;
- anything leading to hypothermia or heat-induced illness;
- if a child suffers any loss of sight, whether it is temporary or permanent;
- the absorption of any harmful substance by inhalation, ingestion or through the skin;
- an electric shock or electrical burn from exposure to a harmful substance, a biological agent, a toxin or an infected material.

5.6 What happens if a child goes missing from the setting or while on an outing?

'Children must be kept safe while on outings. Childminders must assess potential risks or hazards for the children and must identify the steps to be taken to remove, minimise, and manage those risks and hazards.'

(EYFS Framework for Childminders, 2025)

- Household members will not be allowed to vape in the same room/space as children during working hours.
- If visitors to my home wish to smoke after business hours, they may do so outdoors and dispose of any waste in an outdoor bin, away from the play area.
- We will not enter any indoor venue where smoking or vaping is happening, including private dwellings.
- In outdoor public places, we will avoid other people who are smoking as much as possible.

5.7 What would happen if there was an emergency in the childcare setting?

I have a range of risk assessments and precautions in place for the setting that reduce the risks of emergencies such as fires, serious accidents, floods, etc.

I have a thorough knowledge of all procedures that relate to emergencies and understand what to do. Fire exits will be accessible and easily opened by an adult from the inside.

For security, all doors and windows will be kept locked when not in use but keys will be accessible in case of an emergency. I will also have regular age-appropriate fire safety talks with the children, along with practising how to exit the building in an emergency.

5.8 Are smoking and vaping allowed on the premises?

‘Childminders must not allow smoking in or on the premises when children are present or about to be present.’

(EYFS Framework for Childminders, 2025)

Smoking and vaping are not allowed on the premises during working hours, while children are present or about to be present. In addition:

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5.9 How safe are the toys that my child plays with?

All toys that children have access to will be checked and cleaned regularly to ensure they are safe for children to use. Any broken or hazardous toys will be removed immediately.

Children will only be offered toys and resources that are suitable for their age/stage of development. The level of supervision required for each resource/activity will be continually assessed and some children may be supervised more closely.

5.10 How do childminders limit the spread of illnesses and infectious diseases?

5.11 How are sleeping children kept safe?

‘Sleeping children must be frequently checked to ensure that they are safe. Being safe includes ensuring that cots and bedding are in good condition and suited to the age of the child, and that babies are placed down to sleep safely in line with the latest government safety guidance: Sudden infant death syndrome (SIDS) – NHS (www.nhs.uk)’

(EYFS Framework for Childminders, 2025)

5.12 What would happen if an unexpected person tried to collect my child?

Children will only be released from my setting to a parent/carer or someone named and authorised by them. A password might be used to confirm identity if the person collecting the child is not already known to me.

Please be aware that I cannot legally withhold a child from an adult who has parental responsibility (i.e. is named on their birth certificate) if they can provide evidence and valid identification unless a court order is in place.

5.13 What would happen if a child did not arrive at the setting or wasn't collected when expected?

'Providers must take all necessary steps to keep children safe and well.'

(EYFS Framework for Childminders, 2025)

Part of the procedure is to request a police emergency welfare check, to visit the family if they do not respond to messages on time. This is because there have been several reported cases in the past where families have been involved in an accident and have been unable to contact their family's childcare setting.

Section 6 - Vulnerable Children

6.1 How are children with SEND protected from harm?

Arrangements will be put in place to support children with SEN or disabilities, having regard for the Special Educational Needs Code of Practice.

Children with Special Educational Needs and Disabilities are statistically more likely to suffer harm and abuse than other children. This may be due to their increased vulnerability, their extra care needs and/or the additional challenges that their parents/carers may face.

Procedures will be followed to monitor and record any concerns that arise for children with SEND. It will be acknowledged that parents/

carers may have increased pressures in parenting a child with SEND, but this will not be allowed to cloud judgement as to what is acceptable concerning the treatment of a child.

I will offer support and guidance where possible but may also need to refer parents/carers to appropriate external agencies, including the Local Safeguarding Partners if this is required for their or their child's wellbeing and safety.

6.2 How are non-mobile babies protected from harm?

I am aware that non-mobile babies are usually not able to injure themselves. My policy is to record and report any suspicious bruises or marks on a baby, as these are more likely to be non-accidental injuries than similar marks on older children.

Section 7 - Managing Children's Behaviour

'Providers must not give or threaten corporal punishment to a child and must not use or threaten any punishment which could adversely affect a child's well-being.'

(EYFS Framework for Childminders, 2025)

Any issues resulting from children's behaviour will be recorded on an Incident Record Form and reported to parents/carers.

7.1 How is bullying and discrimination tackled in the setting (incl. cyberbullying)?

I am aware of the various types of bullying and will not accept bullying of any kind in my setting. Children will be taught about mutual respect and how to be considerate of other people's feelings and views.

Children will be closely monitored if using the Internet on devices in the setting and will not be allowed to go online without supervision. If I discover that a child is being bullied online (cyberbullying), I will do my best to support the child and discuss the issue with their parents/carers.

7.2 How much physical contact will there be between staff and my child?

Children will be given some degree of physical affection within my childcare setting, which will be appropriate to the situation and the child's preferences. Physical contact may be necessary for the following reasons:

- **Comfort and Nurturing:** This kind of physical contact will be required daily to meet the physical and emotional needs of younger children and babies, as well as occasionally (with consent) older children.
- **Personal Care and Hygiene:** This involves attending to the personal care needs of babies and aiding young children to perform tasks they cannot yet do independently (e.g. changing nappies, wiping noses/bottoms/faces, dressing and undressing, attending to some medical needs, washing hands, replacing hair accessories). This may also apply to some older children, if appropriate.
- **First Aid:** If a child has an injury, they may need first aid to be administered, such as being cleaned up with a medical wipe, applying plasters and ice packs etc.
- **Physical Intervention:** At times, the need may arise for me to intervene physically in a situation, to keep a child from harming themselves or others or causing serious property damage.
- **Friendships Between Children:** Physical contact between children, such as holding hands, kissing (on the hand, head or cheek) and hugging, is a natural way for children to express their affection for each other. These kinds of physical contact are welcome in my setting but I encourage all children to ask for permission before touching others and to respect others' responses.

I always make sure that before making physical contact with a child for any of the reasons stated above, I ask their permission or explain what I am doing. Unless necessary in an emergency, I would never touch a child in a way that might cause them harm, distress or discomfort.

All of the aspects above can be discussed in more detail on request if you have personal preferences as to what level of contact you feel is appropriate for your child.

Section 8 - Information and Records

8.1 What data is kept by the setting and how long for?

There is certain information that I am required by law to collect about a child and their family (e.g. date of birth, home address, emergency contacts, allergies). Other aspects of the information I collect, may be requested to provide better personalised care for the children in my setting (e.g. religious background, family circumstances, information about their home life).

As a childminder, I am legally required to register with the ICO (Information Commissioner's Office), as a data handler. I am aware of my responsibilities concerning confidentiality, storing data securely and data retention periods.

8.2 How are my family's records kept confidential?

All information collected about a child and their family will be locked away or password protected so that it cannot be accessed by anybody other than myself, unless authorised.

'Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.'

(EYFS Framework for Childminders, 2025)

8.3 How is attendance monitored?

Childminders are legally required to record the date and time each child arrives and leaves the setting on an Attendance Register. If a child does not arrive at the setting when they are expected, their parents/carers will be contacted to enquire about the reason why. I will always aim to have additional emergency contact details for a child, who can be contacted should the parents/carers be unreachable. If there are concerns about a family's safety, a welfare check from the police will be requested. If a child regularly has time off without a valid explanation or is off ill for extended periods, this may be a cause for concern and has the potential to become a safeguarding issue.

8.4 What records will be kept in the setting and which will be shared with parents/carers?

The following record forms will be used within the setting to support children's ongoing safety and wellbeing. Records regarding children's health or wellbeing must be shared with parents/carers (unless it might put a child at risk to do so) and parents/carers will be asked to sign to acknowledge that they have seen these records.

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8.5 Will any information need to be reported to Ofsted or a registering agency?

Any significant events will be reported, such as:

- serious accidents or incidents (list given in the previous section);
- if two or more children are affected by food poisoning;
- involvement with safeguarding partners and statutory agencies, where they are being investigated;
- a device containing children's information being lost or stolen;
- an incident where a child or children may have been at risk of harm, for example:
 - » involvement in a car accident when transporting children;
 - » a child was able to leave a setting or was missing for any period;
 - » a child was not adequately supervised (such as being left unattended in a car);
 - » an unauthorised person gained access to the childcare premises;
- if someone has been the victim of a crime that occurred on the childcare premises, such as assault, harassment or vandalism;

- any incidents of domestic abuse;
- any incidents of self-harm or overdose;
- any one-off or ongoing incidents on or around the premises that may affect children, such as violence, criminal or sexual exploitation and gangs, county lines activity, grooming and child trafficking;
- the disqualification of a person who lives/works on the premises;
- changes to health.

Section 9 - Useful Telephone Numbers

Local Safeguarding Partners Duty Desk:

Local Authority Designated Officer (LADO):

Local Prevent Number:

Ofsted/ Registering Agency:

Ofsted Whistleblowing Hotline:

Police Emergency Number: 999

Police Non-Emergency Number: 101 /

Local Police Station:

NSPCC Child Protection Helpline:

Mind: 0300 123 3393

For advice and support on various safeguarding matters.

Local Early Years Team:

Notes: