

## Swiss Valley Childminding Child Protection Policy

*Last reviewed: 19.08.23*

*Signed: Aimee & Christine Eynon*

*Policies & procedures are reviewed yearly and amended accordingly*

The safety of young children in my care is of paramount importance. Whenever children are on the premises at least two adults will be present. All staff will be required to complete Safeguarding training. All staff and volunteers will receive training in the settings Policies and Procedures. If any form of abuse (physical, emotional, sexual, FGM, direct/indirect domestic abuse, neglect) of a child is suspected it must be reported to the Manager (the designated person). If abuse of a child is suspected I will follow the following procedure:

- Receive information and record it
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Consult with the Child Protection Team at Carmarthenshire Social Services to discuss concerns
- Make a formal referral to the Child Protection Team.

Procedure to be followed if a child or young person tells you they, or someone else is being abused:

- Stay calm
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that the information will need to be shared with others. Not promise to keep a secret.
- Allow the child to continue at his/her own pace
- Do not interrupt disclosure with questions. Questions will be simple. Staff will never ask leading questions that suggest a particular answer.
- Reassure the child they have done the right thing in telling you

- Tell them what you will do next and who the information will be shared with
- Record in writing what was said, using the child's own words, note date, time, any names mentioned, to whom the information was given and ensure the record is signed and dated.
- Pass information to your Line Manager immediately or as soon as possible.
- Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people yourself. This could jeopardise Future criminal prosecutions and the safety of the child.

Abuse can happen within an organisation. If an allegation is made against a member of staff report to your Manager immediately without alerting the member/s of staff named. If your line Manager is the person suspected of abuse then report to the Manager of the setting or contact CIW immediately. The line manager may contact the Child Protection central referral team, Dyfed Powys Police, the child protection co-ordinator for Carmarthenshire Council, Carmarthenshire Local Safeguarding Children's board, the NSPCC or CIW. All staff are aware of the lines of contact and know where to find these contact numbers.

Relevant contact details:

LA: 0300 333 2222/ 01554 742322

NSPCC: 0808 800 5000

CIW: 0300 790 0126