

# SCA POLICY

## SAFEGUARDING POLICY FOR CHILDREN & YOUNG PEOPLE

### Version Control

VERSION	DATE	COMMENTS	INITIALS	NEXT REVIEW
1.1	Dec 2016	Original	ST	01/12/17
1.2	08/09/17	Amended format	ST	01/12/17
1.3	26/02/18	Updated	RC	26/02/19
1.4	26/03/18	GDPR	RC	26/03/19
1.5	03/07/19	Updated	CR	02/07/19
	01/07/19	No amendments	CR	30/06/20
1.6	01/09/20	EYFS Statutory Framework (Early Adopter). Addition of childminder training and support during referral. Information sharing with parents. Childminders SG assessment during progress check and inspection. Addition of SCA safeguarding threshold: traffic light system. Extended list of LADOs to include counties SCA cover. Addition of roles and responsibilities of DSL	CF	01/09/21
1.7	01/09/21	Addition to if a person is added to Barred List. Update of LADO details	CF	01/09/22
1.8	01/10/21	Inclusion of Domestic Abuse Act 2021	CF	01/09/22
1.9	12/09/22		SE	12/09/23
2.0	27/03/23	Formatting amends & added glossary	ST	26/03/24
2.1	26/03/24		ST	25/03/24

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## Glossary

CAF = Common Assessment Framework

CYPS = Children and Young People's Service

DBS = Disclosure and Barring Service

DSL = Designated Safeguarding Lead

EYFS = Early Years Foundation Stage

LAC = Looked-After Children

LADO = Local Authority Designated Officer

LSCP = Local Area Safeguarding Children's Partnership

MASH = Multi-Agency Safeguarding Hub

## Introduction

At Suffolk Childcare Agency (SCA) we work with children, parents, external agencies and the community to safeguard and promote the welfare of all children to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

## Purpose

- To create a 'culture of safety' in which the children in our care are protected from harm in all areas of our service delivery. Robust procedures are in place to prevent the impairment of children's health and development
- To provide clearly displayed information for parents and staff about the designated safeguarding person (member of agency team) and the contact details on how to report concerns about a child to Customer First
- A commitment to respond promptly and appropriately to all reported allegations of concerns of abuse to children and to work with statutory agencies in accordance with procedures from the LSCP

Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document will be used in conjunction with the SCAs other policies and procedures.

## Legal Framework and Definition of Safeguarding

Safeguarding and promoting the welfare of children, in relation to this policy is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring the children are growing up in circumstances consistent with the provision of safe and effective care

- Taking action to enable all children to have the best outcomes

(Definition taken from the HM Government document: 'Working together to safeguard children 2018)

### Other references

- Safeguarding Vulnerable Groups act 2006
- The Statutory Framework for Early Years Foundation Stage (EYFS) 2017/ The Statutory Framework for Early Years Foundation Stage July 2020 (Early Adopter Version)
- Working together to safeguard children (revised 2018)
- Safeguarding Children and Safer recruitment 2006, 2007
- The Protection of Children Act 1989 Children Act 2004
- Keeping Children Safe in Education 2021
- Domestic Abuse Act 2021
- Childcare Act 2006

### Policy Intention

To safeguard children and promote their welfare SCA will:

- Provide safe and secure environments to encourage children to develop a positive self-image
- Provide positive role models
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Always listen to children
- Provide an environment where practitioners are confident to identify where children and families may need intervention and seek the help they need
- Provide adequate and appropriate staffing resources to meet the needs of children
- Share information with other agencies as appropriate

SCA is aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our childminders have a duty to protect and promote the welfare of children. Due to the many hours of childcare we are providing, childminders may often be the first people to identify that there may be a problem. They may well be the first people in whom children confide information that may suggest abuse, or be the first to spot changes in a child's behaviour which may indicate abuse.

SCA's prime responsibility is the welfare and well-being of each child registered with an SCA childminder. As such we believe we have a duty to the children, parents and childminders to act quickly and responsibly in any instance that may come to our attention. This includes ensuring SCA registered childminders are adequately trained and confident of their safeguarding role and responsibilities. SCA will share information with any relevant agencies, such as local authority services for children's social care, health professionals or the police. All childminders will work with other agencies, including as part of a multi-agency team, where needed, in the best interests of the child.

SCA aims to carry out this policy by:

- Keeping the children at the centre of all we do

- Helping children to establish and sustain satisfying relationships within their families with peers and with other adults
- Promoting children's right to be strong, resilient and listened to by enabling children to have the self-confidence and the vocabulary to resist inappropriate approaches
- Work within the Local Area Safeguarding Children's Partnership (LSCP) guidelines
- Ensure childminders are trained to understand the safeguarding policy and procedures, are alert to identify possible signs of abuse, understand what is meant by child protection and are aware of the different ways in which children can be harmed, including by other children through bullying or discriminatory behaviour
- Ensure that all staff feel confident and supported to act in the best interest of the child, share information and seek the help that the child may need
- Ensure that all staff are familiar and are updated regularly with child protection training and procedures and kept informed of changes to local/national procedures
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by MASH
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that children are never placed at risk while in the care of childminders
- Take any appropriate action relating to allegations of serious harm or abuse against any person working with children, or living or working on the premises including reporting such allegations to the police and other agencies as identified by the LSCP
- Ensure parents are fully aware of child protection policies and procedures and are kept informed of all updates when they occur
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements, guidance or procedures.
- Give parents the opportunity to feedback and inform of any concerns
- Taking action to enable all children to have the best outcomes

## Responding to Allegations of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm. Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult, adults, another child or children. The signs and indicators listed in ANNEX (ii) may not necessarily indicate that a child has been abused but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms, or any of them to a marked degree.

## Indicators of child abuse

- Failure to thrive and meet development milestones
- Fearful or withdrawn tendencies
- Aggressive behaviour
- Unexplained injuries to a child or conflicting reports from parents or staff
- Repeated injuries
- Unaddressed illnesses or injuries
- Unexplained changes to behaviour

- Role playing out experiences
- Full disclosure

## Recording suspicions of abuse and disclosures

Childminders and SCA staff should make an objective record of any observation or disclosure. This should include:

- Child's name
- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date, time, and the names of any other person present at the time
- Any discussion held with the parent(s) (where deemed appropriate)

These records should be signed by the person reporting this and the Manager, dated (dd/mm/yyyy) and kept in a separate confidential file. This may form the basis of a Multi-Agency Referral Form (MARF) to Customer First.

If a child makes a disclosure of potential abuse to a childminder or staff member, it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly, and disclosure is not forced, nor words put into the child's mouth. As soon as possible after the disclosure details must be logged accurately.

It may be thought that through discussion with all concerned the matter needs to be raised with the Local Authority's Children and Young People's Service and relevant authorities. Childminders involved may be asked to supply details of any information and concerns they have with regard to a child. SCA expects all members of staff and childminders to cooperate with the Local Authority CYPS, police, and relevant bodies in any way necessary to ensure the safety of the child(ren). SCA's Designated Safeguarding Lead or Deputy DSL will support childminders and agency staff throughout the referral process. This maybe support with paperwork, or well-being and emotional support.

All staff and childminders must not make any comments either publicly or in private about a parent or staff members supposed, or actual behaviour.

We will support children by offering reassurance, comfort and sensitive interactions. Our childminders will plan activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group.

## Support to families

### Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the LSCP/CYPS/police does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

SCA believes building trusting and supportive relationships with families, childminders and all staff members within the agency is key to safeguarding children. SCA makes it clear to parents its role and responsibilities in relation to safeguarding children by sharing our agency's policies and procedures and supporting childminders in providing parents with their own setting's policies.

SCA continues to welcome the child and the family whilst enquiries are being made in relation to alleged abuse. Parents and families will be treated with respect in a non-judgemental manner whilst any external investigations are carried out in the best interests of the child.

Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate in line with guidance of the LSCP with the provision that the care and safety of the child is paramount. SCA will do all in our power to support and work with the child's family.

### Confidentiality

All records of suspicions, enquiries of investigations are kept confidential and shared only with those who need to know. Any information is shared in line with guidance of the LSCP.

### Staff/childminders

Our policy is to provide a secure and safe environment for all children. We only allow childminders or childminder assistants whom are registered by SCA to care for children and who have an enhanced clearance from the Disclosure and Barring Service (DBS). We do not allow volunteers or any other adult who may be present in the childminders' premises regardless of whether or not they have a DBS clearance to be alone with children.

All staff and childminders will receive initial Safeguarding training during their induction/ pre-registration period and attend further child protection training as appropriate. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers (See ANNEX B), recording and reporting concerns and creating a safe secure environment for the children in the premises of the childminder.

During induction staff/childminders will be given contact details for: (see ANNEX i)

- Agency Designated Safeguarding Lead (DSL)\*
- Customer First / Children & Young People's Service (CYPS)
- Multi Agency Safeguarding Hub (MASH) professional's consultation line

- Police
- Local Area Safeguarding Children's Partnership (LSCP)
- Local Authority Designated Officer (LADO)

These contacts will enable the childminders to report any safeguarding they may have independently if the need arises.

\*SCA has a named person within the agency who takes lead responsibility for safeguarding and coordinates child protection and welfare issues, known as the DSL. They undertake specific training, including safeguarding and understanding the roles and responsibilities of the DSL and are regularly updated on developments within this field. The agency DSL liaises with the LSCP and CYPS.

**The Designated Safeguarding Lead at SCA is Claire Chapman.**

SCA will ensure:

- Adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the agency are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out 'enhanced disclosure' checks within the Disclosure Barring Service (DBS) before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- Childminders have regular opportunities to declare changes that may affect their suitability to care for the children. This includes information about their health, medication or about changes in their home life such as whether anyone they live with in a household has committed an offence or been involved in an incident that means they are disqualified from working with children
- The DBS update service is used on a termly basis to re-check childminders and agency staff's criminal history and suitability to work with children
- We will abide by the requirements of the EYFS and any Ofsted guidance in respect to obtaining references and suitability checks for all childminders and agency staff
- We will abide by the requirements of the Safeguarding Vulnerable Groups Act (2006) and the Childcare Act 2006 in respect of any person who is disqualified from providing childcare, is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern
- All childminders and agency staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner.

All childminders will receive regular supervision meetings where opportunities will be made available to discuss any issues relating to individual children, child protection training and any needs for further support. Childminders will also receive a progress check in their first year followed by an annual inspection during which childminders' knowledge of their safeguarding roles and responsibilities will be assessed. If childminders gain an 'outstanding' judgement at their inspection, they will not be re-inspected for 3 years, however, their Agency Manager will carry out a yearly support visit where the childminders' safeguarding understanding, policies and procedures will be assessed. Agency Managers can request a re-inspection of a setting at any point.



## Barred list

If you are added to a barred list during your employment, we will be legally obliged not to allow you to continue to engage in regulated activity. This may mean that we cannot continue to employ you.

If we receive notification that you have been barred, we will investigate whether you can continue to be employed in activities that are not regulated activities, but in these circumstances, we reserve the right to dismiss you without notice.

## Allegations against employees of SCA, childminders or any other person living or working on the childminders premises

If an allegation is made against a childminder regardless of whether the allegation relates to the premises or elsewhere, SCA will follow the procedure below.

- LADO will be informed immediately for advice and guidance by the childminder/agency
- In order for this to be investigated by the appropriate bodies promptly
- The allegation should be reported to the safeguarding officer who is on duty. If this person is the subject of the allegation, then this should be reported to the agency DSL or another Agency Manager.
- A full investigation will be carried out by the appropriate professionals (LADO and LSCP)
- SCA will follow all instructions from the LADO & LSCP and ask all childminders and agency staff to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- SCA reserves the right to suspend any childminder or agency staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- SCA will dismiss any childminder or agency staff in connection with founded allegations following an enquiry
- Unfounded allegations will result in all rights being re-instated
- Founded allegations will be passed on to the relevant organisations including the Local Authority CYP and or police. Where a childminder or staff member is dismissed from the setting because of misconduct, SCA will immediately notify OFSTED and the LSCP. The agency will also notify the DBS to ensure their records are kept updated
- All records will be kept until the person reaches normal retirement age or for 10 years if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary re-investigation
- Counselling will be available for staff and childminders who are affected by an investigation

SCA has a clear commitment to protecting children and promoting welfare should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the DSL at the earliest opportunity.

## ANNEX (i)

### Contact Telephone Numbers

Agency Safeguarding Officer – Claire Chapman Tel: 01728 746970

Police call 999 /111

Local Safeguarding Children’s Partnership(LSCP): <https://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links?eprivacy=1>

### Whistle blowing /allegations against professionals

Anybody who has a whistleblowing concern about the service or practices in any Local Authority can use Ofsted’s Whistleblowing Hotline or email address:

**0300 123 3155**

[whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)

Local Safeguarding Children’s Partnership(LSCP) can be found at: <https://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links?eprivacy=1>

## ANNEX (ii)

### Types of abuse and particular procedures followed:

#### Physical abuse

Action needs to be taken if childminders or agency staff have reasons to believe that there has been a physical injury to a child, including deliberate poisoning, where there is definite knowledge, or reasonable suspicion that the injury was inflicted or knowingly not prevented. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles and face.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the Agency Manager.

Children and babies may be abused physically through shaking or throwing. Other injuries may also include burns or scalds. These are not usual childhood injuries and should always be logged and discussed with the childminders Agency Manager.

#### Female genital mutilation

This type of physical abuse is practised as a cultural ritual by certain ethnic groups and there is now more awareness of its prevalence in some communities in England including its effect on the child and any other siblings involved. As a childcare agency, this may be an area of abuse our childminders could come across. Symptoms may include bleeding, painful areas, and acute urinary retention, urinary infection, wound infection, septicaemia, and incontinence, vaginal and pelvic concerns. If there are any concerns about a child in this area, contact should be made to the children's social care team in the same way as other types of physical abuse.

#### Fabricated illness

This is also a type of physical abuse. This is where a child is presented with an illness that is fabricated by the adult carer. The carer may seek out unnecessary medical treatment or investigation. The signs may include a carer exaggerating a real illness or symptoms, complete fabrication of symptoms or inducing physical illness, e.g. through poisoning, starvation, inappropriate diet. This may also be presented through false allegations of abuse or encouraging the child to appear disabled or ill to obtain unnecessary treatment or specialist support.

#### *Procedure:*

- All signs of marks/injuries to a child, when they come into the premises of a childminder, will be recorded as soon as noticed by the childminder
- The incident will be discussed with the parents/careers at the earliest opportunity, where felt appropriate
- Such discussions will be recorded and the parent/carers will have access to such records
- If there appears to be any queries regarding the injury, the local authority children's social care team will be notified in line with the procedures set out by the LSCP

## Sexual abuse

Action needs to be taken under this heading if the childminder or agency staff has witnessed occasion(s) where a child indicated sexual activity through words, play, drawing, had an excessive pre-occupation with sexual matters, or had an inappropriate knowledge of adult sexual behaviour or language. This may include acting out sexual activity on dolls/toys or in the role play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge, and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in the child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing; the procedure stated earlier in the document under 'recording suspicions of abuse' will be followed.

### *Procedure:*

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be reported to the MASH team and advice will be followed
- The observed instances will be reported to the SCA's Designated Safeguarding Lead
- The matter will be referred to the Local Authority Children's and Young People's Service (CYPS)
- A sensitive and confidential discussion will be held with the parents/carers of any other children party to inappropriate play if appropriate.

## Emotional abuse

Action should be taken under this heading if the childminder or agency staff has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent/carer, or it may include parents or carers placing inappropriate age or developmental expectations upon them. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them, becoming withdrawn aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

### *Procedure:*

- The concern should be discussed with the childminder

- The concern will be discussed with the parents/carers
- Such discussions will be recorded and the parents/carers will have access to such records
- A common assessment framework (CAF) form may need to be completed
- If there appear to be any queries regarding the circumstances, the matter will be referred to the local authority children's social care team

### Neglect

Action should be taken under this heading if the childminder or agency staff has reason to believe that there has been persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold, starvation or failure to seek medical treatment when required on behalf of the child), which results in serious impairment of the child's health or development, including failure to thrive.

Signs may include a child persistently arriving at the childminders premises unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at the childminders premises in the same nappy they went home in or a child having an illness that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support from the childminder. They may be clingy and emotional. In addition, neglect may occur thorough pregnancy as a result of maternal substance abuse.

#### *Procedure:*

- The concern will be discussed with the parent/carer if appropriate
- Such discussions will be recorded and the parent/carer will have access to such records
- A common assessment framework (CAF) form may need to be completed if the need for early help is identified
- If there appear to be any queries regarding the circumstances, the matter will be referred to the local authority children's social care team
- SCA will be informed once the referral has been made to Social Services with information such as the child's name, date, time of referral and Local Authority

## ANNEX (iii)

### SCA Safeguarding Threshold: Traffic Light System

SCA will continually monitor the safeguarding procedures of a childminder using the following traffic light system:

Green: Low Risk	
<p><b>DEFINITION:</b></p> <p>Childminders gain a <i>Good/Outstanding</i> inspection judgement            There are no reports of safeguarding issues and all safeguarding policies and procedures are in place            There is good relationship between childminder and children / parents / SCA staff / other agencies            There is a positive atmosphere at the setting and children's behaviour is settled            Childminder, children, parents and staff are happy            Childminder attends regular training sessions and support groups.            Childminder has up to date mandatory training such as first aid and safeguarding training            Childminder meets deadlines eg. submitting assessment trackers            Childminder is in regular contact with their agency manger, replies to messages and sometimes attends support/training/wellbeing groups</p>	<p><b>SCA Procedures:</b></p> <p>Standard SCA monitoring and regulation            Progress check in the first year            Yearly inspection (unless judged <i>Outstanding</i>)            On-going support visits and regular contact with Agency Manager (at least once a month)            Access to SCA support and well being groups</p>
Amber: Medium Risk	
<p><b>DEFINITION:</b></p> <p>Concerns about a setting or childminder where the children are NOT in immediate danger            Childminder is unable to cope with the pressures of childminding            Childminder appears stressed and there are concerns about their well being            Childminder does not meet SCA deadlines on numerous occasions            Setting is graded <i>Requires Improvement</i> on inspection            Children's behaviour at the setting raises concerns: they are unsettled, behaviour is challenging and rules/routines are not in place            Childminder is consistently not returning calls / emails from SCA            Childminder has taken on 'looked-after children' or children with SEND or children known to Social Services and needs additional support</p>	<p><b>SCA Procedures:</b></p> <p>Additional monitoring: more visits, phone calls and emails offering support and training            Inspection within 6 months childminders with 'looked-after children' / SEND unless there is a concern)            Support with training needs            Well-being support            An action plan to ensure areas for development are being improved rapidly            If no improvement, setting is moved to RED and there is a possible suspension</p>
Red: High Risk	
<p><b>DEFINITION:</b></p> <p>A report concerning the welfare of child from LA, Ofsted, police, other settings, another agency or general public            Observations from a visit:                a breach of safeguarding procedures                a breach of EYFS statutory framework                signs of abuse in children: physical, emotional, sexual, neglect                a child makes a disclosure about childminder or assistant            Childminder demonstrating their well-being is irrationally unstable and is unfit to look after children            Continuing breach of SCA agreement            Inadequate inspection</p>	<p><b>SCA Procedures:</b></p> <p>If child's safety / own safety / college's safety / childminder's safety is at risk then call 999            Call LADO – follow advice, make referral at earliest opportunity. (If no answer at LADO, leave a message with contact details. If still onsite and required to supervise children / assist police, ask SCA to continue to call LADO on your behalf.) Possible call to MASH team following advice from LADO            Call SCA Head Office – DSL is Claire Chapman (01728 746 970), Deputy DSL is Michelle Boreham            Write up incident at earliest opportunity, include dates and times            Inform Ofsted at earliest opportunity            Inform other Safeguarding Partners – eg. social services            Immediate suspension of childminder's registration pending further investigation by police / advise from LADO / MASH</p>

## ANNEX (iv)

### The roles and responsibilities of the designated safeguarding lead and deputy

The DSL is: Claire Chapman

The Deputy DSLs are: Michelle Boreham and Donna Hollis

These are the roles and responsibilities of the DSL. In the absence of the DSL the Deputy DSL will assume these roles and responsibilities:

- Ensure everyone puts the child first at all times
- Ensure safeguarding is at the centre of all decisions
- Ensure the organisation has appropriate policies and procedures in place
- Ensure safe recruitment practice
- Mentor all staff about safeguarding during induction and supervision
- Attend refresher training and ensure staff attend
- Be familiar with the procedures and protocols of the LSCP and Children's Trust Board
- Keep up to date with changes and check LSCP website
- Ensure all staff are familiar with and follow the organisations procedures and protocols for safeguarding children and young people
- Raise awareness of any changes to procedures
- Develop and model effective partnerships with parents
- Be point of contact for staff and service users
- Support staff and service users who have concerns
- Work closely with other agencies to safeguard and promote the welfare of children and young people
- Refer safeguarding concerns about children and young people or staff
- Know who to contact and how
- Facilitate effective record keeping
- Ask open questions of child and parents/carers to contextualise your concerns (where doing so would not put the child at risk)
- DO NOT INVESTIGATE YOURSELF

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**Signed on behalf of Suffolk Childcare Agency**

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**Dated**

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**Print Name**

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**Review Date**