

# Safeguarding Children (Child Protection)

Guide for childminders, home child-carers, children centres, pre-schools, nurseries and out-of-school providers

*Children have a right to protection from being hurt, and from violence, abuse and neglect*  
(United Nations Convention on the Rights of the Child, Article 19)

No one likes to think of children being abused, but child abuse is a reality. It is important that all those involved with children or young people are alert to the possibility of abuse, and know what to do if they have concerns about a child's safety or welfare.

This leaflet provides very basic guidelines, and important telephone numbers. You should also have a copy of [What to do if you're worried a child is being abused](#) 2015– summary'(reference number DFES-04319-2006) .

## Safeguarding guidance for professionals

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[Working together to safeguard children](#) 2015

This document clarifies the core legal requirements on individuals and organisations to keep children safe.

## Training

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Safeguarding training is available through Oxfordshire Safeguarding Children Board (OSCB), [www.oscb.org.uk](http://www.oscb.org.uk) Tel:01865 815843. (There is currently no charge)

Everyone who works with children, young people and/or their families must attend a three-hour 'generalist' safeguarding training session. This must be renewed every three years.

Group settings must have a designated person with lead responsibility for safeguarding, who has attended the one-day OSCB 'specialist' safeguarding training within the last two years.

Childminders are required to attend the three-hour 'generalist' safeguarding training followed by the one-day OSCB 'specialist' safeguarding training.

## Your responsibilities

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All Ofsted-registered childcare providers are legally required to report (see next page) all cases of actual or suspected abuse of any child in their care.

If you are registered with Ofsted, make sure you know when Ofsted should be informed of matters relating to safeguarding children.

Childcare settings that are not required to register should also follow these guidelines.

It is important that parents/carers are made aware of your safeguarding responsibilities when their child joins your setting. They should also know who to contact if they have concerns about your setting. The leaflet or brochure you provide for parents should include this information.

## How do I know if a child is at risk of abuse?

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You play an important role in identifying signs of possible abuse because of your regular contact with children.

Abuse takes many forms – physical, emotional, sexual, neglect. You may see suspicious marks or bruises, you may notice a change in the child's behaviour, you may be aware of family

difficulties, a child may fail to attend without explanation (in circumstances which make you anxious) or a child may say something directly about ill-treatment.

Make a confidential, factual record of what you have seen or heard. Do this at the time of the event.

## What should I do if I'm worried about a child?

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If you think a child may be suffering (or has suffered) abuse or neglect, you must take action. If you are concerned about divided loyalties between parent and child, remember – **the safety and welfare of the child must come first and may depend on you reporting your concerns.**

Act promptly, particularly in cases of suspected physical abuse or neglect which could be life threatening.

If you are:

- concerned that a child may be suffering physical, sexual or emotional abuse or is being neglected
- are a child or young person and you are being abused or neglected
- are a parent or carer and you feel you are harming your child or are close to doing so, contact one of the following numbers:

Multi-Agency Safeguarding Hub (MASH): **0845 050 7666**

Emergency Duty Team (outside office hours): **0800 833 408**

## No name consultations

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If you would like to make a no names consultation OSCB advise you contact your local assessment team until locality link workers are in place:

- Oxford City Assessment Team – call **01865 328563**  
[cfassessmentcity@oxfordshire.gov.uk](mailto:cfassessmentcity@oxfordshire.gov.uk)

- South Assessment Team – call **01865 323041**  
[cfassessmentsouth@oxfordshire.gov.uk](mailto:cfassessmentsouth@oxfordshire.gov.uk)
- North Assessment Team – call **01865 323039**  
[cfassessmentnorth@oxfordshire.gov.uk](mailto:cfassessmentnorth@oxfordshire.gov.uk)

However, if you cannot get in touch with the local assessment team contact the MASH on the above telephone number.

## What should I say to the child's parents/carers?

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In most cases, you should notify the parents before making a formal referral.

However, there are times when this could put a child at risk of greater harm.

Go straight to the Assessment Team if, for example:

- a child makes a clear disclosure of sexual abuse
- or
- a child has an injury and makes a disclosure about it.

If you are discussing on a no-names basis or making a referral, always:

- tell the Assessment Team worker what, if anything, you have already said to the child's parents
- write down the name of the Assessment Team worker and the date, time and details of your discussion
- write down the details of any subsequent conversation you have with the parents.

## Allegations

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You must have a procedure to follow if an allegation of abuse is made against you.

If someone makes an allegation that any worker/volunteer in your setting has harmed a child, or has behaved towards a child in a way that indicates they are unsuitable to work with children, you **must inform the Local Authority Designated Officer (LADO) within one working day**. The LADO will advise you on actions that need to be taken.

**A safeguarding self-assessment** to help you check your responsibilities is available at:

**Early Years and childcare settings** <http://www.oxfordshire.gov.uk/cms/content/early-years-foundation-stage-safeguarding-and-welfare-requirements>

**Childminders have a separate self- assessment**

<http://www.oxfordshire.gov.uk/cms/content/safeguarding-self-assessment-guide-early-years-and-childcare-settings>

## Safeguarding children in Oxfordshire contact numbers

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### Local Authority Designated Officer (LADO) Team

Barry Armstrong, Alison Beasley

**01865 815956/ 323457**

### Multi-Agency Safeguarding Hub (MASH)

If you are:

- concerned that a child may be suffering physical, sexual or emotional abuse or is being neglected
- are a child or young person and you are being abused or neglected
- are a parent or carer and you feel you are harming your child or are close to doing so, contact one of the following numbers:

Multi-Agency Safeguarding Hub: **0845 050 7666**

Emergency Duty Team (outside office hours): **0800 833 408**

[Find out more about the Multi-Agency Safeguarding Hub \(MASH\).](#)

### No name Consultations

- Oxford City Assessment Team – call **01865 328563**  
[cfassessmentcity@oxfordshire.gov.uk](mailto:cfassessmentcity@oxfordshire.gov.uk)
- South Assessment Team – call **01865 323041**  
[cfassessmentssouth@oxfordshire.gov.uk](mailto:cfassessmentssouth@oxfordshire.gov.uk)
- North Assessment Team – call **01865 323039**  
[cfassessmentnorth@oxfordshire.gov.uk](mailto:cfassessmentnorth@oxfordshire.gov.uk)

**Police Enquiry Centre**

call: **101**

## Other useful contacts

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### **Ofsted complaints number:**

(and to express a concern about a member of staff) **0300123 1231**

### **NSPCC Child Protection Helpline** **0800 800 5000**

24 Hour Helpline for anyone concerned about a child at risk of abuse

### **Oxford Sexual Abuse and Rape Crisis Centre** **01865 726295**

Supports female survivors of rape, sexual abuse, domestic violence and sexual harassment.  
(Mon and Thurs 6.30 – 9pm, Fri 11.30am – 2pm, Sun 6 – 8.30pm)

### **NAPAC** **0800 085 3330**

#### **(The National Association for People Abused in Childhood)**

Support for adult survivors of any form of childhood abuse.

Support, advice and guidance via the Freephone national information line

(Mon – Thurs 10am - 9pm, Fri 10am – 6pm)

### **Stop It Now!** **0808 1000 900**

Confidential helpline for those who suspect someone they know is abusing a child, or who are worried about their own thoughts or behaviour.

(Mon – Thurs 9am – 9pm, Fri 9am – 7pm, but closed on Bank Holidays)

### **Child Exploitation and Online Protection (CEOP)** [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

### **Oxfordshire Family information Service** **0845 226 2636** [www.oxonfis.org.uk](http://www.oxonfis.org.uk)

## Useful publications

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- [Recruiting Safely: safer recruitment guidance helping to keep children and young people safe](#)
- [Keeping children safe in education](#)
- [What to do if you're worried a child is being abused](#)
- [Framework for the Assessment of Children in Need and their Families](#)
- [Working Together to Safeguard Children](#)

## Oxfordshire County Council Safeguarding Procedures

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See the Oxfordshire Safeguarding Children Board website: [www.oscb.org.uk](http://www.oscb.org.uk)

or by contacting Alison Beasley, Safeguarding Co-ordinator, Tel: 01865 323457

### Oxfordshire Safeguarding Children Board (OSCB)

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The OSCB is an independent body. It co-ordinates the work that agencies do to safeguard and promote the welfare of children and young people.

It also has a wider responsibility to keep children and young people safe – not only from abuse and neglect but from other things that can impair their health and development, such as accidents and domestic violence.

The OSCB Procedures Manual is available at [www.oscb.org.uk](http://www.oscb.org.uk)

The procedures aim to encourage close working between agencies, to facilitate early intervention in a supportive way, to meet the needs of children and their families.

The OSCB publishes a regular newsletter. Its website includes sections for children, parents, professionals and members of the public.

Contact for this publication:

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### Oxfordshire Early Years