



# Child Safeguarding Policy

**January 2026**



# Child Safeguarding Policy

## Statement of Intent

Sunnybank Childcare understands and complies with safeguarding responsibilities under the Children Act 1989-2004 and follow safeguarding policies and procedures. Sunnybank Childcare follow guidance from the Wales Safeguarding Procedures, the Welsh Government's statutory guidance on safeguarding children under Social Services and Well-Being (Wales) Act 2014, and the United Nations convention on the rights of the child – ensuring children are kept safe from any harm, are given a voice and have their individual needs met.

At Sunnybank Childcare we have a duty to safeguard and promote children's welfare and ensure the safety and well-being of all children in our care. We run our service safely and in compliance with CIW minimum standards to ensure there is minimum risk to children and their families.

**As the registered Childminder of Sunnybank Childcare, Camille Bell is the safeguarding lead for our setting.**

## What is Safeguarding?

Safeguarding involves both the protection of children and adults who are in need of care and support from abuse, neglect or other kinds of harm and the prevention of children and adults from becoming at risk of abuse, neglect or other kinds of harm.

## Principles

- Every child and adult at risk (whatever their background, culture, age, disability, gender, ethnicity, religious belief) has a right to participate in a safe society without any violence, fear, abuse, bullying or discrimination.
- Every child and adult at risk has the right to be protected from harm, neglect, exploitation and abuse.
- Everyone has a responsibility for protecting children and adults at risk from abuse and neglect and working in a way that promotes and supports their best interests.



Category of Abuse	Signs and Symptoms
<b>Neglect</b> <p>“Neglect is the ongoing failure to meet a child’s basic needs and the most common form of child abuse. A child might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put children and young people in danger. And it can also have long term effects on their physical and mental wellbeing.”<sup>1</sup></p>	<ul style="list-style-type: none"><li>▪ Medical needs not being met, not taking a child to the doctor when ill or injured.</li><li>▪ Not being registered with a GP.</li><li>▪ Not being taken to the Dentist with dental problems.</li><li>▪ Inappropriate clothing for the season.</li><li>▪ Constant hunger.</li><li>▪ Asking for or stealing food</li><li>▪ Dehydration.</li><li>▪ Arriving in soiled nappies which don’t appear to have been changed overnight.</li><li>▪ Failing to ensure that the setting has a child’s medication.</li><li>▪ A child being left unattended.</li><li>▪ Untreated nappy rash.</li><li>▪ Frequently tired.</li><li>▪ Not seeking/expecting attention or comfort.</li><li>▪ Parents/carers are unsupportive and uninterested in the child’s education or behaviour.</li></ul>

<sup>1</sup> <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/neglect/>



<b>Emotional and Psychological Abuse</b>  Emotional / Psychological abuse is any type of abuse that involves the continual emotional mistreatment of a child. Emotional / Psychological abuse can involve deliberately trying to scare, humiliate, isolate or ignore a child. Threatening, shouting at a child or calling them names. Making a child perform degrading acts, humiliating or constantly criticising a child.	<ul style="list-style-type: none"><li>▪ Being unable to play</li><li>▪ Neurotic behaviour</li><li>▪ Self-stimulation e.g. rocking or head banging</li><li>▪ Fear of making mistakes</li><li>▪ Frozen watchfulness e.g. still/withdrawn but seemingly on guard</li><li>▪ Sudden speech disorders</li><li>▪ Regression in behaviour or skills</li><li>▪ Extreme emotional outbursts</li><li>▪ Inappropriate knowledge of adult matters such as sex, alcohol and drugs</li><li>▪ Nightmares or sleep difficulties</li><li>▪ Self-harming</li><li>▪ Developmental delay in terms of emotional progress.</li><li>▪ Fear of parent being approached regarding their behaviour.</li><li>▪ Indifference to the parent/carer, a passive acceptance of change of carers or being overly affectionate.</li><li>▪ Frequent rages at minor provocation.</li></ul>
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## Physical Abuse

Physical abuse is when someone hurts or harms a child or young person on purpose. Physical abuse is any way of intentionally causing physical harm to a child or young person. It also includes making up the symptoms of an illness or causing a child to become unwell. Physical abuse includes the following:

- Hitting with hands or objects
- Slapping and punching
- Kicking
- Shaking
- Throwing
- Poisoning
- Burning and scalding
- Biting and Scratching
- Breaking bones
- Drowning

- Unexplained bruising, marks or injuries on any part of the body.
- Multiple bruises – in clusters, often on the upper arm or the outside of the thigh. Finger mark bruises could indicate the child has been gripped tightly. These are of particular concern when presenting on a child's trunk – it may indicate the child has been gripped in order to shake them.
- Injuries in the mouth – such as bruising to both sides of the mouth or cheeks, or injuries inside the mouth, may be a sign of non – accidental injury through force feeding. This is of particular concern with force fed babies.
- Marks on pre-mobile babies or children who are not yet crawling or walking.
- Human bite marks.
- Scalds, with upward splash marks.
- Cigarette burns, multiple burns with a clearly demarcated edge.
- Fractures.
- Parents/carers are unable to explain the child's injuries.
- Fear of parents/carers being approached for an explanation.
- Reluctance to get changed in hot weather or wearing inappropriate clothing.
- Withdrawn.
- Depression.
- Self-harming.
- Running away.
- Flinching when approached or touched.
- Aggressive behaviour/severe temper outbursts.



<p><b>Sexual Abuse</b></p> <p>“When a child or young person is sexually abused, they’re forced, tricked or manipulated into sexual activities. They might not understand that what’s happening is abuse or that it’s wrong for the abuser to do this to them.”<sup>2</sup></p> <p>Sexual abuse can happen in person or online.</p> <p>Sexual abuse includes the following:</p> <ul style="list-style-type: none"><li>▪ Sexual touching of any part of a child’s body, whether they are clothed or not</li><li>▪ Using a body part or object to rape or penetrate a child</li><li>▪ Forcing a child to take part in sexual activities</li><li>▪ Making a child undress or touch someone else</li><li>▪ Exposing a child to sexual acts</li><li>▪ Forcing a child to take part in sexual activities or conversations online or through a smartphone.</li><li>▪ Forcing a child to make, view or share child abuse images or videos.</li></ul>	<ul style="list-style-type: none"><li>▪ Pain or itching in the genital area.</li><li>▪ Brusing or bleeding near the genital area.</li><li>▪ Sexually transmitted disease.</li><li>▪ Vaginal discharge or infection.</li><li>▪ Stomach pains.</li><li>▪ Discomfort when walking or sitting down.</li><li>▪ Pregnancy.</li><li>▪ Fear of being left with a specific person or group of people.</li><li>▪ Sudden or unexplained changes in behaviour.</li><li>▪ Having nightmares.</li><li>▪ Bedwetting.</li><li>▪ Running away from home.</li><li>▪ Sexual knowledge which is beyond their age or developmental level; an indication that the child has been exposed to or involved in pornography or inappropriate conversation and materials.</li><li>▪ Sexual drawings or language.</li><li>▪ Eating problems.</li><li>▪ Self-harm or mutilation / suicide attempts.</li><li>▪ Saying they have secrets they cannot tell anyone about.</li><li>▪ Sexually explicit behaviour.</li></ul>
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<sup>2</sup> <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/child-sexual-abuse/#what>



<b>Financial Abuse</b>  Financial abuse is the act of using money as a weapon to take advantage of a child. This is often done to children by stealing and exploiting a child's money or using their personal information for some economic gain.  Financial abuse includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.	Some early warning signs that point towards financial abuse include: <ul style="list-style-type: none"><li>▪ If a child has a credit report.</li><li>▪ If a child receives mail addressed to them about payments or account status.</li><li>▪ If a child is punished for spending their own money.</li><li>▪ If a child has no access to their own money.</li><li>▪ If a parent demands monetary gifts be written to the parent instead of the child.</li><li>▪ If a parent threatens their child by withholding or taking their money.</li><li>▪ If a parent takes part or all the money given to the child (earned or gifted).</li></ul>
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## Financial Exploitation

Financial exploitation can happen to any child, from any background. It takes many forms, including exploitation within families and care placements as well as outside the home. A growing concern across the country involves criminals approaching children and young people online through gaming and social media platforms, and in places like shops and cashpoints with offers of quick cash and fake job opportunities, only to use and control their bank accounts to commit fraud and launder money from organised crime. Children are threatened, abused and exposed to huge risk, with young people often completely unaware of the source of the money or that anything illegal has taken place. Children are being targeted and their bank accounts are being used to launder money by individuals or criminal groups exposing children and young people to great risk, physically, emotionally and within the criminal justice system. Child Financial Exploitation is a form of Child Criminal Exploitation.

## Signs of Financial Exploitation

Financial exploitation is often hidden in plain sight, but you might notice a child or young person is:

- Showing signs of distress or neglect when entering a bank or building society.
- Visiting a branch far away from the account holder's address.
- Paying in/withdrawning a large quantity of cash.



- Being instructed or controlled by another individual or someone is keeping an eye on them from a distance.
- Receiving frequent messages and calls. They might appear anxious when answering.
- Paying in small amounts frequently or receiving small amounts frequently.
- Receiving cash deposits or transfers from unknown sources.
- Receiving wages to an account they don't have access to or that other people have access too.
- Talking about job offers or opportunities for quick cash.

## County Lines

County lines is a form of criminal exploitation. It is when criminals befriend children, either online or offline, and then manipulate them into drug dealing. The 'lines' refer to mobile phones that are used to control a young person who is delivering drugs, often to towns outside their home county.

Young people aged 14-17 are most likely to be targeted by criminal groups but there are reports of seven-year-olds being groomed into county lines.

Primary school children are seen as easy targets because they're less likely to get caught. The grooming might start with them being asked to 'keep watch' but it soon escalates to them being forced to stash weapons, money, or become drug couriers.

County lines operations are often hard to spot, but the signs are visible. You might notice a child has multiple mobiles, comes home with unexplained injuries or bruising, suddenly has new trainers they can't afford. These could all be indicators that a young person is in trouble.

## Child Sexual Exploitation

Child Sexual Exploitation (CSE) is a type of sexual abuse. It happens when a child or young person is coerced, manipulated or deceived into sexual activity in exchange for things that they may need or want like gifts, drugs, money, status and affection. Children and young people are often tricked into believing they're in a loving and consensual relationship so the sexual activity may appear consensual. This is

called grooming and is a type of abuse. They may trust their abuser and not understand that they're being abused. CSE does not always involve physical contact, and can also occur through the use of technology. Children and young people can be trafficked into or within the UK for sexual exploitation. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person.



The Child Exploitation and Online Protection Centre (CEOP) aims to keep children and young people safe from sexual abuse and grooming online.

Parents, carers and children can report a concern about child sexual abuse or online exploitation to the CEOP Safety Centre.

**ANY CHILD IN IMMEDIATE DANGER SHOULD ALWAYS CALL 999 FIRST.**

**This link takes you to the CEOP website where you can report any concerns you may have. Click [www.ceop.police.uk/safety-centre/](http://www.ceop.police.uk/safety-centre/)**

# childline

ONLINE,  
ON THE PHONE,  
ANYTIME  
[childline.org.uk](http://childline.org.uk)  
**0800 1111**

Are you being bullied?

If you are being bullied, or you are not ready to make a report to CEOP, you can talk to Childline anonymously online or on the phone - No worry is too big or too small.

[Visit Childline](http://childline.org.uk)

## Child Trafficking

Trafficking is where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:

- sexual exploitation.
- benefit fraud.
- forced marriage.
- domestic slavery like cleaning, cooking and childcare.
- forced labour in factories or agriculture.
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.



## **Radicalisation**

Radicalisation in children is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm. Radicalisation can happen in different ways and is considered a form of child abuse. It may involve a child being groomed online or in person, exploited, shown violent films, images or writing, put at risk of physical danger through extremist acts, and harmed emotionally and psychologically.

## **Prevent**

The Prevent duty was established by the Counter-Terrorism and Security Act 2015. The core mission of Prevent is stopping people from becoming terrorists or supporting terrorism. The early intervention support provided by Prevent addresses the personal, ideological, and social factors which make people more susceptible to radicalisation. The 'Counter Terrorism and Security Act 2015' places a duty on Early Years providers "to have due regard to the need to prevent people from being drawn into terrorism. Sunnybank Childcare will build children's resilience to radicalization by promoting fundamental British values and enabling them to challenge extremist views. We will be positive role models for all children within the setting and support children's personal, social and emotional development and understanding of the world. We will be alert to any signs or changes in a child's behaviour that might indicate a concern and we will report concerns following our child protection procedures.

## **Female Genital Mutilation**

FGM is a form of child abuse and should be reported immediately following the [Wales Safeguarding Procedures](#) Any information or concern that a child is at immediate risk of, or has undergone, FGM should result in an immediate child protection referral. If we think a child is in immediate danger, we will call the police on 999 straight away. FGM is dangerous and a criminal offence in the UK. FGM is when a female's genitals are deliberately altered or removed for non-medical reasons. It's also known as 'female circumcision' or 'cutting', but has many other names. There are no medical reasons to carry out FGM. FGM is often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades. Children are rarely given anaesthetic or antiseptic treatment and are often forcibly restrained. FGM is used to control female sexuality and can cause long-lasting damage to physical and emotional health.



## FGM Support

If you're worried a child is at risk of or has already had FGM, you can call the anonymous dedicated FGM helpline on [0800 028 3550](tel:08000283550) or email [fgm.help@NSPCC.org.uk](mailto:fgm.help@NSPCC.org.uk).

FORWARD (Foundation for Women's Health Research and Development) is an African-led women's rights organisation that can offer [guidance on emergency support and advice](#) for those affected by FGM.

### FGM helpline

FGM helpline is available from 8am-8pm Monday to Friday and 9am-6pm at the weekend. However, you can email [fgm.help@NSPCC.org.uk](mailto:fgm.help@NSPCC.org.uk) at any time. It's free and you don't have to say who you are. If you think a child is in immediate danger, please call the police on 999 straight away.

[Call 0800 028 3550](tel:08000283550)

[Email fgm.help@NSPCC.org.uk](mailto:fgm.help@NSPCC.org.uk)

### For children and young people

FORWARD Youth works to ensure the safety, well-being and dignity of girls facing FGM. They have helpful [advice on FGM](#), as well as [support for children and young people](#).

### How Childline can help

Children and young people can get support from Childline if they're worried about or have experienced FGM. Childline has lots of helpful [advice on FGM](#), including how to get help and fears about speaking up. Calls to [0800 1111](tel:08001111) are free and confidential. Children can also contact [Childline online](#).

Other risk areas include: Modern-Day Slavery and Gangs, Grooming, Bullying, Domestic Abuse, Hate Crime, Safeguarding children from other harmful practices related to tradition, culture, religion or superstition such as Breast Ironing, Forced Marriage and Honour Based Violence.

## Working in Partnership with Parents

We share our Child Safeguarding policy with parents/carers before a child attends our setting. Parents/ carers are required to notify Camille Bell of any concerns they have about their child or any accidents, incidents, or injuries affecting the child. We will work collaboratively with parents to ensure the protection of their child, which may involve discussing any concerns with them. At Sunnybank Childcare we believe that effective communication promotes positive partnerships with parents/carers and families. We value parents and carers as being their child's primary carer and educator and aim to



develop a good partnership with all of our families which promotes good communication and a positive environment.

To ensure the safety and security of all children, we will only release a child to adults authorised for collection. Parents/carers are requested to provide us with a list of authorised individuals, along with any relevant descriptions or photographs for identification purposes. In emergency situations, a password system may be used. If we are unsure of the identity of anyone collecting the child, we will ring the parent/carer to check before allowing the child to leave our care. Children will not be released into the care of anyone that gives reason to believe they may be under the influence of drugs or alcohol.

## **Record Keeping**

Sunnybank Childcare keep records such as accident/incident forms and communication records to safeguard children and protect anyone working or living on the premises. We record any injuries/accidents with the date and time of the accident/incident occurring. We record the nature of the injury, and treatment of the injury such as cold compress etc. Any injuries are also recorded on a body map identifying where the injuries are on the child's body. Details of where the accident/incident happened such as Garden, Play Room etc. are also provided and we ask any witnesses to sign and date the form. We require the child's parents/carers to sign the accident/incident form ASAP and file the form away following GDPR (General Data Protection Regulations). Copies of the form will be given to the parent/carer.

If a child arrives at our setting with an existing injury, we also require the parent/carer to complete and existing injury form which should provide the same details. Date and time of accident/incident, nature and treatment of injury, details of where the accident/incident happened and details of any witnesses. Details of whether any medical advice was sought and completion of a body map.

Sunnybank Childcare will also write down and record important conversations and make communication records which parents and carers can sign to acknowledge when important conversations have taken place recording any concerns etc.

## **Reporting**

Sunnybank Childcare will report any cause for concern following the [Wales Safeguarding Procedures](#). Sunnybank Childcare have a legal duty to report any allegations of abuse or neglect as soon as possible. If a child is likely to be in immediate danger, we will call 999 and ask for the police.



Sunnybank Childcare will report concerns about a child(ren) at risk to the Advice & Assistance Team (IAA). The Information, Advice and Assistance Service (IAA) works in partnership with police, health, adult services and MASH. The IAA team is the first point of contact for professionals and members of the public. The team respond to all initial enquiries in relation to children and families. The team offer information, advice and assistance. These enquiries range from requests for information and services through to concerns about the welfare or safety of a child or young person. The Information, Advice & Assistance Team will decide what response is required and whether the concern should be referred to the Cwm Taf Multi Agency Safeguarding Hub, often referred to as MASH for consideration under child protection procedures.

#### **Procedure when contacting Information Advice and Assistance Team:**

Sunnybank Childcare will report concerns about children to the Information Advice and Assistance Team (IAA) on **Tel: 01443 425006**

- The IAA will assess our call and direct us to the most appropriate service area.
- We will make contact with the parent/carer if appropriate and where there would be no further risk to the child/adult to inform them of the referral and request agreement if appropriate
- We will provide as much information as possible and be very clear about the reason for the referral
- We will confirm a telephone referral in writing using the C1 form as soon as possible and within 48 hours.
- Sunnybank Childcare will contribute as necessary to Child Protection enquiries.
- Sunnybank Childcare will record all decisions and actions in writing on a Chronology record and make sure these are kept securely and in line with the policy.
- ***If any incident arises after 5.00pm***, Monday to Friday and on weekends and Public Holidays, we will contact the Social Services Emergency Duty Team on **01443 743665**.

#### **IAA (Information, Advice and Assistance)**

Tel: **01443 425006**

Email: **IAATeam@rctbc.gov.uk**

#### **MASH (Multi Agency Safeguarding Hub)**

Tel: **01443 743730**



Out of Hours Tel: **01443 743665**

Email: **ChildrensSafeguardingHub@rctcbc.gov.uk**

Emergency Referrals Outside of Office Hours Email:  
**SocialWorkEmergencyDutyTeam@rctcbc.gov.uk**

**Police Emergencies: 999**

## **Allegations**

If an allegation is made against any person working or living on the premises of Sunnybank Childcare, we will report any allegations to Care Inspectorate Wales in accordance with Standard 21 of the National Minimum Standards. We will also contact social services and keep records of all conversations regarding the allegation and contact our insurance provider. Sunnybank Childcare will keep accurate records of telephone calls, conversations, letters and all other forms of communication such as text, email etc. Any allegations regarding anyone working or living on the premises will not be dismissed.

**CIW can be contacted via the following channels:**

**CIW**  
**Welsh Government Office**  
**Rhydycar Business Park**  
**Merthyr Tydfil**  
**CF481UZ**

**Telephone: 0300 7900 126**

**E-mail: [CIW@gov.wales](mailto:CIW@gov.wales)**

**Twitter - [@Care\\_wales](https://twitter.com/Care_wales)**

**Facebook - [Care Inspectorate Wales](https://www.facebook.com/CareInspectorateWales)**

## **Disclosures**

If a child discloses abuse, we will use the TED safeguarding technique which is Tell, Explain and Describe. We will remain calm, listen attentively to what the child is saying and show that we take their allegations seriously. We will explain what actions we must take in a way that is appropriate to the age and understanding of the child. We will not promise to keep what we have been told a secret or confidential as we have a responsibility to disclose information to those who need to know and reporting concerns is not a betrayal of trust. We will write down and record all the information the child has



told us as soon as possible and record what we have been told using the exact words. We will also record the date, time, place and people who were present at the discussion and report concerns immediately.

## **Whistleblowing**

Whistleblowing is raising or reporting concerns relating to the safety or welfare of children and young people. Everyone who works with children has a duty to report abuse and malpractice to the relevant authorities.

## **Confidentially**

Information sharing is vital for the safeguarding of children and adults at risk. Sunnybank Childcare is committed to complying with data protection law which allows us to use and share personal information only where we have a proper and lawful reason for doing so. The Data Protection legislation does not put barriers in place for sharing information but enhances individuals' rights to have their personal information processed fairly, lawfully and transparently. As a matter of good practice, we will inform the parent/carer in regard to a child or adult at risk and how information will be shared and seek consent. We will share confidential information without consent if it is required by law, or directed by a court, or if the benefits to a child or young person that will arise from sharing the information outweigh both the public and the individual's interest in keeping the information confidential. Sunnybank Childcare store any safeguarding concerns / information in line with the setting's Safeguarding policy and procedure and Wales Safeguarding Procedures.

## **E-Safety**

The term E-safety means to provide a safe online environment for children and adults. E-safety is the safeguarding of children and adults from any harm arising from the misuse of digital technology and the web. It is to ensure safe practices by children and adults when using Information Communication Technology equipment (ICT), and maintaining a safe online environment.

Sunnybank Childcare ensure E-safety within the setting through ensuring we have filtering systems in place on any digital device to prevent children from accessing unsuitable material. We will work closely with parents to ensure consistent ICT use at home and in our setting and promote healthy digital habits. Children will be supervised at all times while using ICT devices to ensure that children in our care use ICT safely and responsibly, promoting their digital wellbeing and supporting their holistic development. All devices in our setting have up-to-date antivirus software and parental controls



ensuring the safety and security of children while using ICT. Children are taught about online safety, privacy, and respectful behaviour when using digital devices and when online.

## **Safer Recruitment**

As the registered Childminder of Sunnybank Childcare, Camille Bell has a duty to ensure all children are safeguarded from individuals who may pose a risk. Camille Bell and any other adults living or working at the setting have been checked by the Disclosure and Barring service (DBS).

## **Visitors**

All the comings and goings of any person wishing to visit Sunnybank Childcare will be recorded in our Visitors Book.

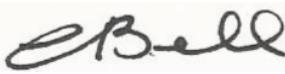
## **Training**

Safeguarding training is kept up to date and in line with CIW National Minimum standards. As the registered Childminder of Sunnybank Childcare, Camille Bell is the safeguarding lead for our setting. Camille has attended a Group C (Level 3) Advanced Safeguarding and will renew her training every 3 years in line with the National Safeguarding Training, Learning and Development Standards.



## Review

This policy will be reviewed annually and updated as necessary to ensure our service is run safely and in compliance with CIW Minimum Standards.

Statement of Purpose revised and adopted on	Signed on behalf of Sunnybank Childcare	Date of next review
January 2026		January 2027

Reviewed by staff on:	Additions/Comments	Signature of staff: