

## Safeguarding file

A lot of childminders are being advised by their Local Authorities and LSCBs to put together a safeguarding evidence file for parents and Ofsted. It is **not** a requirement to have a safeguarding evidence file – you might keep the information in other files and folders and you don't need to move everything around if it is immediately accessible and makes sense to you.

A safeguarding file might contain –

- Information sheet from your LSCB
- Your safeguarding and child protection policy and procedures
- Safeguarding procedures (often called a 'model' procedure) from your Local Safeguarding Children Board (LSCB) and any additional information they give you such as referral details
- Document retention information so parents know exactly what information you keep about their child and why
- NSPCC factsheet about recognising the signs of abuse –  
[http://www.nspcc.org.uk/Inform/research/briefings/signs-of-abuse\\_wda102204.html](http://www.nspcc.org.uk/Inform/research/briefings/signs-of-abuse_wda102204.html)
- Working together to safeguard children (03.2013) – front page printed for your file -  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- NSPCC summary of the 'Working Together' document –  
[http://www.nspcc.org.uk/Inform/research/briefings/Working\\_together\\_2013\\_wda95001.html](http://www.nspcc.org.uk/Inform/research/briefings/Working_together_2013_wda95001.html)
- Safeguarding and child protection training certificate – your training must be authorised by your Local Authority
- Safeguarding training certificates for any update / refresher courses you have attended / taken online
- Note** - while these are good practice they do not replace the 'official' training course which must be LA approved
- Further policies and procedures relating to safeguarding such as –
  - Complaints
  - Mobile phone and digital camera
  - Risk assessment
  - Lost / missing child
  - Failure to collect
- Copies of DBS records for those over 16 living on the premises
- Copies of your Ofsted registration certificate
- Document about domestic abuse and where to get help
- Your record forms for –
  - Accident, injury and first aid – including information about reporting accidents to Ofsted and RIDDOR
  - Illness records and advice for parents
  - Guidance on infection control in childcare settings from HPA –  
[http://www.hpa.org.uk/web/HPAweb&HPAwebStandard/HPAweb\\_C/1203496946639](http://www.hpa.org.uk/web/HPAweb&HPAwebStandard/HPAweb_C/1203496946639)
  - Medication administration
  - Physical intervention
  - Incident reporting

As it is not a requirement to have this file, the contents list will vary depending on who you ask. You might call documents different things or have other information you want to include...