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## **JACC Safeguarding Policy for Parents & Childminders**

The Jersey Association of Child Carers (JACC) committee feels that Safeguarding children is at the forefront of anyone's role when working as a childcare provider. The JACC committee wishes to support members with safeguarding children and families who use their service with any concerns that may arise and guide them in safeguarding procedures with outside agencies.

As Registered Childminders, our priority is children's safety and wellbeing, and we promote the ability to thrive in a safe, secure, and friendly environment. We do this by observing the children's individual development and holistic needs. Forming stable relationships between the children, parents and Registered Childminder is important to us.

All our members are up to date with the new Children and Young People's (Jersey) Law 2022.

### **How can we be a safer organisation?**

We will recognise that it is our responsibility under the children's act to promote the welfare of children and protect from harm.

Work in partnership with Registered Childminders Parents/carers and other agencies to ensure a safe environment for children.

As self-employed individuals we mostly work alone, so being able to find someone in our community to talk with about concerns and how we feel supported by others is helpful with our practice.

The committee can help Registered Childminders with their safeguarding responsibilities, by being available for any questions and queries they may have. The JACC hope to support your wellbeing, by listening to you and understanding your views and wishes. It is our hope that our support will help you to feel safe to speak openly., We will support you in making decisions on how to take things forward. Our wish is to be inclusive and welcoming with all Registered Childminders, by listening and taking your views into account.

It is important to ensure that all Registered Childminders understand all aspects of safeguarding including data protection, record keeping, confidentiality, teamwork and relationships.

Our Designated Safeguarding Leads are happy to provide support for Registered Childminders who are writing their own safeguarding policies.

We aim to encourage and promote learning opportunities; these could be from the regulator CEYS or the Safeguarding Partnership Board or internally by the JACC. We aim to help ease any anxieties they may have about registration reviews and the role CEYS plays in our work.

### **What can child abuse look like?**

Emotional, neglect, physical, sexual, domestic or a mixture of these. For information on these, Please refer to [Safeguarding Children | Jersey Safeguarding Partnership Board](#) for definitions of Abuse.

### **Who are your designated safeguarding leads their roles and responsibilities**

Helen Treby and Michelle Leitch are the trained DSL for the childminder community. We aim to:

- Provide support and guidance on safeguarding procedures.
- Promote awareness of safeguarding issues among Registered childminders.
- We will take all concerns seriously and investigate them thoroughly
- We will acknowledge your concern or complaint within 2 working days.
- Keep your identity confidential wherever possible.
- Investigate your concerns fairly and objectively.
- Take appropriate action to address the concern, which may include disciplinary action (CEYS would decide this), reporting to external agencies, or changes in procedures.
- Keep you informed of the progress of the investigation and its outcome unless exceptional circumstances prevent this.

## **The Importance of policies**

Ceys requires each Registered Childminder to have a set of mandatory policies that meet the standards of legislation. These are:

- The Day Care of Children (Jersey) Law 2002
- The Children and young People Law (Jersey) Law 2022

The mandatory policies are:

- Accident and injury (to include Notifiable Accident policy)
- Administration of Medication
- Complaints
- Data Protection
- Emergency and Fire Evacuation
- E-safety and online
- Health and Safety (to include risk assessment)
- Illness and Infection Control
- Inclusion (to include Equal Opportunities and SEND)
- Intimate Care
- Pet and animal policy
- Outings (including missing child)
- Overnight Care (If applicable)
- Partnership with Parents
- Positive Behaviour Management (to include biting)
- Safeguarding and Child Protection (to include late/failure to collect a child)
- Smoking, Vaping, Alcohol and other Substances

Childminders are required to review their policies pre their yearly registration, they are also required to review and update policies if any incidents occur during the year. The policies are there to keep children safe, support high quality care and protect both the childminder and families. They should explain how a childminder will keep the children safe and how risks are assessed. Ensure all families are treated equally and fairly. Help parents to understand how the childminder works, what to expect and what their responsibilities are to build trust between childminder and families. How they will support each individual child's development.

## **Reporting safeguarding concerns**

Please email any safeguarding concerns to the JACC DSL email, we will endeavour to respond quickly, if you have not heard from us within 24 hours, please call either Helen or Michelle.

The email address is: [jaccsafeguarding@gmail.com](mailto:jaccsafeguarding@gmail.com) please copy in [ceys@gov.je](mailto:ceys@gov.je)  
**Advice will be given around contacting the Children and Families Hub.**

If you think a child is in danger, please call the Police on 999 **immediately**. If you have a concern about either DSL and don't want to share via our email, please contact Christina Jandron (JACC Chairperson) via email [chairpersonjaccjersey@gmail.com](mailto:chairpersonjaccjersey@gmail.com) for the attention of Christina or by calling 07797868770 The JACC committee member who answers the phone will ask Christina to call you back.

The DSL in question will be removed from the process and Christina or another assigned committee member will carry out the investigation with the other DSL until the issue is resolved.

Here is a link for the Jersey Safeguarding Partnership Board which has links and information for professionals on how to report a concern to them  
<https://safeguarding.je/safeguarding-children/i-am-a-professional/>

## **Allegations against a Registered Childminder**

If there are any allegations against an adult whilst a child is in the care of a Registered Childminder, including any allegations against them or a member of their household – They must inform the Jersey Designated Officer at [JDO@health.gov.je](mailto:JDO@health.gov.je)

The childminder will also contact their public liability insurance provider for legal advice if necessary.

## **Injuries and how they are reported**

Parents and Registered Childminders all have a responsibility to ensure the safety and wellbeing of children. Record keeping is vital within childcare to protect not only the children in our care but yourself as well.

Children are risk takers and will have a multitude of different types of accidents throughout their lives, whether that is with their parents or in your setting so having a written record is important. For accidents that happen in the Childminder's care, the information that is recorded in their accident report form will include: Date, place, nature of injury and what injuries were caused, how you treated them, it is essential both Parents and Childminders date & sign this.

## **Parental Responsibility**

It is very important that you must inform your Registered Childminder of any injuries sustained by your Child whilst not in their care before you leave them with your Childminder (Even if you think they are only minor).

Your Childminder will keep a record of what happened in case any problems relating to the injury arises with your child whilst in their care. Where an existing injury is discovered by them & you have not informed them, a written report will still be carried out & they will inform you on collection of your child and ask you to sign the accident record.

Depending on the nature of this injury, it may be necessary for them to contact you by phone upon its discovery *This information will be kept confidential & only discussed with the relevant people concerned.*

## **Childminder Responsibility**

If a child arrives with bruising or marks, it is your duty to record these. If you notice anything during the day, contact the parents/carers and let them know before recording these.

Getting an account of what happened from the parents and recording it with signatures & dates is vital. These records could be important in the future especially if you notice a pattern or feel uncomfortable with explanations you have received from the parents/carers. Some records may make you think that the child or family needs support.

As an example, the records you hold may form part of the bigger picture and may support a serious case where a child is in need of safeguarding and other agencies will benefit from these records.

There is also the instance if an allegation is made towards you, having these records could support your case.

## **Children who disclose**

Children have the right to be seen, heard and respected. If a child discloses that they or another child is being abused, children should feel that they have been heard and that their allegations are taken seriously.

Show the child that you are willing and able to listen, without prompting them or asking them leading questions, try to not interrupt when a child is recalling significant events and do not make a child repeat their account. Reassure the child that they can speak openly about what is worrying them, and do not promise to keep this information to yourself because some things have to be passed on in order to keep them safe. Explain what actions must be taken and that only those that need to know will be told, in a way that is appropriate to the age and understanding of the child. Record what you have been told, as soon as possible, using exact words where possible; make a note of the date, time, place and people who were present during the disclosure.

## **Whistle Blowing**

We all have a duty to report unacceptable behaviour. Whistleblowing is designed to encourage and enable Registered Childminders, parents, and anyone else that is part of our community to raise concerns about wrongdoings without fear of repercussion. We are committed to providing a safe and secure environment for all children, and your voice is vital in achieving this goal.

This action is necessary when their actions are detrimental to children's wellbeing, where requirements of registration have not been met, have placed a child at risk, scared or frightened a child or caused actual harm to a child.

If you have identified bad practice, it is good practice to record exactly what was observed and seek support from your DSL.

We all have a duty to report unacceptable behaviour as per the Children and Young People (Jersey) Law 2022.

Written by Michelle Leitch and Helen Treby on 28th March 2024

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