

## Safeguarding policy contents

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## Child Protection and safeguarding policy

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Date: April 2026

Name of the person who wrote this policy: Gemma Hames

Contact details: 07471486691, [DarlingDaisies1@outlook.com](mailto:DarlingDaisies1@outlook.com)

Name of the Designed Safeguarding Lead (DSL): Gemma Hames

When 2 childminders work together, they are both equally responsible for keeping children safe.

Second childminder name and contact details (if relevant):

### Underpinning legislation

This policy demonstrates my commitment to child protection and compliance with underpinning safeguarding legislation. The main pieces of legislation and guidance underpinning this policy include:

- The Statutory Framework for the Early Years Foundation Stage (EYFS).
- The Childcare Register.
- Working together to safeguard children.
- What to do if you are worried a child is being abused.
- Ofsted's early years inspection guidance.
- Information sharing guidance.
- Keeping children safe in education.
- Prevent Duty guidance for England and Wales.
- The Equality Act 2010.
- Disqualification under the Childcare Act.
- General Data Protection Regulation and UK data protection legislation.

Further legislation and non-statutory safeguarding and child protection guidance may also be accessed.

### **Definitions of safeguarding / child protection**

**Safeguarding** means protecting the health, wellbeing and human rights of children at risk, enabling them to live safely, free from abuse and neglect.

**Child protection** is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm.

### **Safeguarding / child protection statement**

**EYFS** states: 'Providers must take all necessary steps to keep children safe and well.'

Safeguarding is everyone's responsibility. Everyone in contact with children and their families has a role to play in safeguarding. My role as a childminder is to comply with the statutory requirements in the Early Years Foundation Stage (EYFS) and the Childcare Registers and to protect the children in my care.

Some of the ways we fulfil this responsibility is to keep this policy updated, stay up-to-date with changes to child protection threats and complete regular safeguarding training. As the main childminder for the setting, Gemma Hames is the Designated Safeguarding Lead (DSL), having completed training with Lancashire County Council, and works closely with the Local Authority Safeguarding Partners.

We aim to ensure that all children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, are treated with equal respect and have equal rights to protection.

### **Thresholds of need**

Attached are the thresholds of need from the Local Safeguarding Partners to this policy. This is known as Lancashire County Council's Continuum of Need— **appendix 1.**

If a child lives in a different Local Authority, the reporting information will be retained and procedures followed as provided by that Local Authority.

### **Signs and symptoms of abuse**

There are 4 main types of abuse – physical, emotional, neglect and sexual. Attached is the latest information about the 4 types of abuse, defined in the statutory guidance 'Working Together to Safeguard Children', to this policy. Symptom guidance is included to recognise signs of abuse and changes to children's behaviour which might indicate abuse. **appendix 2.**

### **Ofsted reporting requirements**

Reporting guidance from the Ofsted document 'Early Years Providers: non-compliance action' is attached to this policy – **appendix 3.** We are aware of the requirement to report changes to Ofsted in relation to disqualification (all providers) and disqualification by association (childminders only).

### **Consent**

Conversations about a worry should usually begin with the family. It is a good way of exploring whether they share the concerns and worries and to assess any help that might be needed. If parents or young people understand that you're trying to help and are willing to work with you, they may be open to you making a referral to get the help they need, which will need their explicit consent.

When there are concerns about the welfare or development of a child, wherever possible the permission of parents/carers/children/young people (as appropriate to age and understanding) should have been sought before contacting Early Help Services or Children's Services.

Consent to the referral and sharing information with other professionals must be written and signed by someone who holds parental responsibility and placed in the child's 'safeguarding file'.

Consent is not required if an advice conversation is held with any regulated support hub, as long as identifiable details of the family are not shared.

There will be rare occasions when it would not be appropriate to inform parents / carers that services are being contacted about a safeguarding concern, when by doing so the child/young person would be placed at immediate or greater risk of harm.

#### **Action to be taken if there is a safeguarding concern about a child**

Children need to feel secure in a safe environment. For example, I will record if a child arrives at the setting with injuries and notify the Local Authority Safeguarding Partners if the injuries are unexplained; we are aware that marks on a non-mobile baby or child are unlikely to be accidental and must be reported; we recognise the risks to children from sexual abuse such as female genital mutilation which is illegal and must be reported to the police (non-emergency number).

If we suspect there is a child protection issue, we will take appropriate steps to support the child and record concerns, following advice from my Local Authority, using appropriate documentation when required. Concerns will be reported immediately to the Safeguarding Children Partners.

Please see attached a list of contact details and a step-by-step procedure in line with this policy – **appendix 4**.

#### **Action to be taken if a child makes a safeguarding disclosure**

Every child will be made to feel comfortable and safe enough to approach the childminder or assistant if they are worried or in difficulty. If a child makes a disclosure related to safeguarding, this will be recorded word-for-word, exactly what was said and report the disclosure to parents and, if relevant, to the relevant agency- via the 'Safeuarding File'.

We recognise that where a child's behaviour changes suddenly or over a period of time and / or a child displays behaviour that is worrying, this might be a sign of possible abuse or trauma.

All staff working with children have received appropriate training on how to receive children's disclosures. Whilst parents would normally be spoken to, it may not be advisable in these circumstances if the disclosure relates to suspected sexual abuse, induced/fabricated illness or FGM. Assistance should be sought from Safeguarding teams.

#### **Action to be taken if a safeguarding allegation is made against me or a family member / staff**

If a child or parent makes an allegation against any member of staff, the people in the home or visitors, their comments will be recorded word-for-word and a report will be made to the Local Authority Designated Officer (LADO) who will take over the investigation. Ofsted and other agencies will also be informed and may conduct their own investigation- **appendix 5**.

#### **Mobile phone and camera policy**

Staff use mobile phones and cameras in the setting to communicate with parents and to make phone calls in emergencies; photos of children are shared with parents to support children's home learning; some photos are printed for children's files or to displayed in the setting. Parental permission is requested from parents in relation to sharing photographs for social media, to comply with data protection legislation.

Other devices with imaging and sharing capabilities such as smart watches are not used to monitor emails, phone calls etc during working hours.

Visitors are not left unsupervised and do not use mobile phones or cameras when near the children.

We are aware that safeguarding legislation has made upskirting (taking photos up skirts) a reportable offence.

We will always make every effort to ensure that the identity of the child will be protected as far as possible on social media by using blurring/ icons and/or the back of the child's head. We will never photograph a child who is not in appropriate clothing.

If a child has an injury or becomes unwell whilst in our care, and the parent requests a photograph/video of the injury/ rash etc- we will comply with the parents consent, as long as the child's dignity is maintained (eg. In areas that are not considered inappropriate).

#### **Supporting vulnerable children**

We are aware that children with special educational needs and / or disabilities (SEND) are especially vulnerable to abuse and neglect. Where appropriate, we aim to work closely with parents and other agencies / professionals involved in the child's care.

#### **Whistleblowing**

We are aware of the requirement to disclose information if the intention is to keep children safe. Whistleblowing might cover, for example, raising concerns about poor staff practice including disqualification notifications; concerns about inappropriate comments, excessive one-to-one attention beyond the normal or inappropriate sharing of images by a colleague or manager; observing poor practice while on an outing; or, if there is a concern about a child in any context.

When 2 or more childminders work together, each childminder is responsible for safeguarding / child protection. Practitioners and parents should report concerns to the Local Authority Safeguarding Partners via the safeguarding protocol in Appendix 4.

### **Attendance monitoring**

While attendance in early years settings is not statutory, regular attendance is always encouraged to ensure children gain the most benefit from their time here. If a child was expected and not brought by parents, we must consider that the absence may be linked to safeguarding reasons – for example, a parent has had an accident or died at home, or a child has an injury which parents are hiding from me. The requirement to monitor children's attendance is also linked to female genital mutilation (FGM) and the Prevent Duty. Children's attendance is monitored via a daily attendance log, and every effort to contact the parent will be made. If they are unable to be contacted, their emergency contact will be contacted. Attendance will be monitored and any pattern will be monitored via the 'Safeguarding File'.

### **The Prevent Duty**

We are aware of the risks of children being radicalised or exposed to extremism in their family or online. It is noted the duty was updated in 2023 and the scope of the legislation was broadened – also see mobile phone and camera policy.

If there is a concern that a child is being radicalised or exposed to extremism, this will be raised with the relevant agency urgently, within the Local Authority Safeguarding Partners, via the safeguarding referral process in appendix 4.

To comply with the Prevent Duty requirements, British values of democracy, rule of law, individual liberty, mutual respect and tolerance and share information with parents are included in the curriculum.

### **Online safety**

There are many benefits to children using technology in the setting. However, the internet can be a dangerous place. We aim to keep children safe online by their monitoring online use and encouraging children to be open about what they are doing online. Children are taught how to stay safe online in age-appropriate ways and any computers, tablets or other internet accessible resources are secure. Information about online safety is shared with parents. We are aware of the latest cyber-crime guidance in the EYFS (strong passwords, backing up important information, deletion and reporting of 'phishing emails', protecting the device from viruses and malware.

### **Record keeping and ICO registration**

The Local Authority requires safeguarding / child protection records to be passed on to the next setting and complete a record transfer letter. Until this time, records (paper and online) are stored as securely as possible and confidentially. The setting is registered with the Information Commissioners Office (ICO) and the registration is renewed annually.

### **Partnership working**

Data protection legislation is not a barrier to information sharing in a safeguarding / child protection context. We aim to work in partnership with other agencies and / or professionals, to ensure procedures are suitable to identify, assess and support children.

### **Safer Staffing**

All adults in the setting are carefully vetted, trained in safeguarding, and checked with a DBS. We maintain safe adult-to-child ratios at all times to ensure children are properly supervised, supported, and protected. Any new staff taken on within the childminding setting will receive a 'Letter of Suitability' from Ofsted as well as a clean DBS prior to starting.

### **Sharing this policy with parents**

Parents are partners in the setting and this policy is shared to help them understand the obligations regarding child protection and safeguarding. External sources of guidance are also signposted for parents and I am available in the setting to answer parent questions.

This policy and the appendices must be provided in writing and shared with parents to comply with the Childcare Register requirements. An Ofsted parent poster must also be displayed in the setting and/or accessible to parents (to share Ofsted contact details)– **appendix 6.**

Additional policies are also shared with parents to support our safeguarding commitment and can be read and downloaded online at [www.darlingdaisies.co.uk](http://www.darlingdaisies.co.uk)

**Designated safeguarding lead signature**

Signature: 

Date: April 2026

Policy review date: April 2027

## References

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- DfE Early Years Foundation Stage for childminders (from 04.01.2024).
- DfE Childcare Register (regularly updated).
- Ofsted Early Years Inspection handbook (regularly updated).

Other references when used are noted in the text.

## Further information

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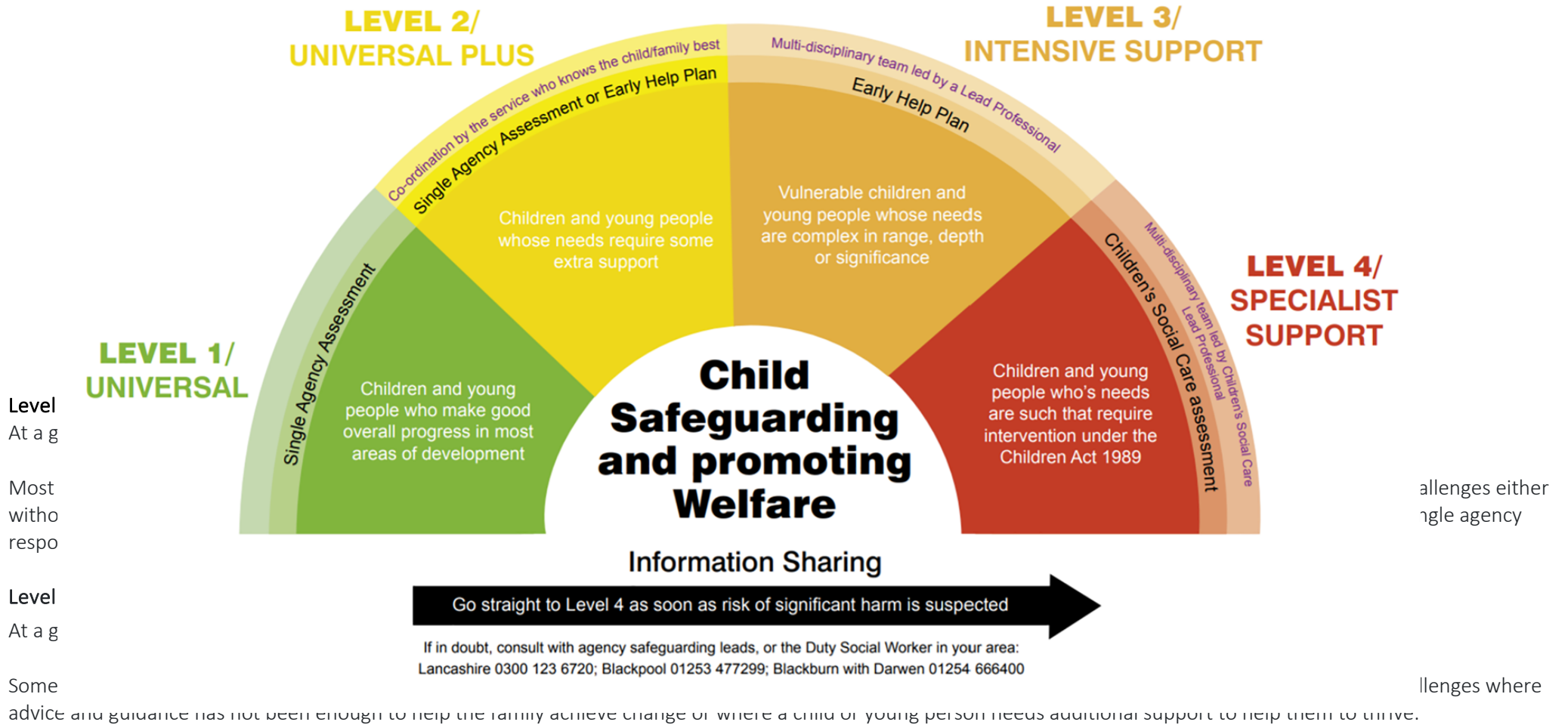
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**About information taken from EYFS statutory documents:** this guide is based on version of the statutory framework for England referenced above. Information sourced from the Department for Education (DfE) has been reproduced as per the Open Government Licence for Public Sector Information.

Appendix 1- thresholds of need from my Local Safeguarding Partners (LCC Continuum of Need)

Levels of Need – At a Glance



May benefit single agency response through Early help assessment and plan. Should be co-ordinated by the service who knows the child or family best and **requires consent from those with parental responsibility.**

### **Level 3 - Intensive support**

At a glance: Vulnerable children and young people whose needs are complex in range, depth or significance.

A small number of children, young people and families will experience significant difficulties and will need coordinated support from experts working with them to find sustainable solutions that reduce the impact of challenge on the wellbeing and development of children and young people.

May benefit co-ordinated, multi-agency response through Early help assessment and plan. Led by Family Intensive Support Services; **requires consent from those with parental responsibility.**

### **Level 4 - Specialist support**

At a glance: Children and young people whose needs are such that require intervention under the Children Act 1989.

In exceptional cases families need specialist, statutory support that is designed to maintain or repair relationships and keep families together wherever possible. In some very specific circumstances, the needs are so great that children need to be away from their family to ensure that they are protected

Where children require or may benefit from Children's Social Care assessment and planning. Intervention is led by Children's Social Care Lead Professional. **Consent is not required if there are concerns about the child's safety that place them at risk of significant harm or if to seek consent would place the child at increased risk.**

## Appendix 2- Signs & Symptoms of Abuse

Not all signs and symptoms are a sure sign of abuse or neglect, therefore, Darling Daisies Childcare uses an Accident and Incident Log as a matter of course to log pre-existing injuries, new injuries or concerns, to be able to track patterns. An 'individual safeguarding file' will be established with the record of concerns, discussions with the child, parents and any consent given (if appropriate).

Nappy rash could be an indicator for neglect, especially if this is left untreated. Nappy rash is common in babies, however as part of our due diligence, a record any occurrences for nappy rash and for this to be signed against. I will work closely with the parent/carer to follow both a suitable treatment and preventative programme.

If I have a cause for concern, I will follow the procedure as outlined in the Safeguarding Policy.

I am aware of the signs and symptoms of child abuse: physical, emotional, and sexual, and those of neglect. I would discuss any concerns with parents at the earliest opportunity (if I believe the child is not at risk of significant harm).

### Common signs and symptoms across all ranges are:

- Frequent injuries, including unexplained bruises or marks. Any bruises or marks on a child/baby that is not mobile is always a cause for concern.
- Looking unclean
- Malnutrition / dehydration
- Physical symptoms (e.g. headaches, stomach aches, chronic pain)
- Bad dreams / bed wetting / sleep disorders / insomnia
- Separation anxiety / panic attacks
- Fear of certain adults or places
- Fear or shyness / social withdrawal
- Running away
- Failure to thrive
- Change in mood / personality
- Compulsive / risky sexual behaviours
- Behaviour problems, aggressive / damaging behaviour / Lying / stealing
- Substance (drug / alcohol) abuse of child or adult
- Repeated self-injury / self-neglect
- Anxiety / depression
- Attention / concentration / learning problems Dissociative states
- Eating disorders

**Physical abuse-** inflicting injury to a child, harmful substances around or given to the child and inducing illness.

Bruising and physical injuries in young babies or children who can't walk should always raise concerns.

### Signs of Physical abuse

- Children with bruising or other injuries often purposefully wear long-sleeved clothing that covers everything, even in hot weather.
- Children suffering physical abuse might be afraid of physical contact or recoil from touch. They might also be afraid of medical help, or of you contacting the suspected abuser.
- Some children react to abuse with aggression – angry outbursts or self-destructive tendencies

**Emotional abuse**- belittling, unfair expectations and exploitation & frightening of a child.

### Signs of Emotional abuse

- Self loathing (blaming themselves for things)
- Extremes (response that may display extreme passivity and compliance, or extreme aggression and anger.
- Mature or immature for their age.
- Self-harm.
- Learning issues (slow to learn or difficulty developing relationships).

**Sexual abuse**- physical acts, non-contact activity, online abuse.

### Signs of sexual abuse

- Having unexplained money.
- Behaviour- passivity and aggression, insecure or clingy, or overly affectionate
- Perhaps using sexually explicit behaviour or language inappropriate for their age.
- They might start to wet again after being dry, day or night, and complain of nightmares.
- Learning issues- refuse to attend, unable to concentrate etc.
- Lack of trust.
- Extreme behaviour- depression, self-harm, suicide attempts, running away, overdosing and eating disorders can all be responses to sexual abuse.

**Neglect**- persistent failure to meet the child's needs.

### Signs of neglect

- Hygiene
- untreated medical problems & dental health
- behaviour
- hunger
- school/ setting issues

## Appendix 3- OFSTED reporting

### Serious incident reports

What is needed to be reported depends how serious the incident is. A significant event is classed as an event that could have had the potential or has caused harm to the child looked after. OFSTED need to be informed about significant events that are related to the registered person and people connected to the registration:

- anyone aged 16 or over who lives, or works during childcare hours, in a childminder's home or childcare on domestic premises, and anyone that was checked as part of the registration process.

Ofsted inspectors will use the information provided by serious incident reports as part of their inspections. Ofsted may also take enforcement action if necessary.

### Who can report a serious incident

Any member of staff can use the serious incident reporting form to tell Ofsted about an incident.

### What to include in the report

Your report needs to be more than a list of times and events. An inspector needs to know:

- the type of incident and a summary of what happened
- when and where the incident happened
- your contact details and the details for your service and members of staff
- what other organisations have been told
- details of any children involved
- initials and job titles of any staff and people involved
- actions taken by staff and managers at the time and planned prevention measures

### Updating a serious incident report

The only time to use the form to send an update, is to tell OFSTED about the conclusion of a child protection query. All other incidents require one report.

In the event of a further general update on a reported incident, an email to [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) is suffice.

### Sending updates about a child protection enquiry

You must use the form to OFSTED:

- if a child protection enquiry has started or concluded
- the outcome of the child protection enquiry.

This must include the OFSTED reference number that was given when the form was first inputted.

## What Ofsted will do with your report

Ofsted may talk to the setting about reports made at your next inspection and could also:

- look for records of previous serious incidents and how the risk was assessed.
- contact the setting regarding the incident, request additional information or ask for updates via email.
- write to the setting requesting a comprehensive report on the steps taken (which may be in the form of an action plan) in response to the incident
- carry out an inspection or monitoring visit of the setting
- gather further information and evidence before making a decision about taking enforcement action

#### Appendix 4- Safeguarding concern procedure

- Early Years Safeguarding Officer (Catherine Isherwood)- 07909001430
- Children’s Services- 0300 123 6720 (Out of hours: 0300 123 6722)
- Local Authority Designated Officer (LADO)- 01772 536 694
- PREVENT- 01772 413398

#### **Referring a child in immediate danger**

- 1.) If it is believed that a child is in immediate danger, the Police are to be contacted at the first instance on **999**. Parental request is not required in this instance if it puts the child at risk of further harm.
- 2.) These concerns are then to be reported to LCC Children’s Services by telephone on **0300 123 6720** or **0300 123 6722** if out of hours, disclosing the Police crime log number. Children’s Services will only accept telephony referrals if the child is at immediate risk of harm and in need of assistance within the next 24 hours.
- 3.) Within 24 hours, a formal online referral (‘Request for Support’) will need to be completed online using <https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/safeguarding-children/requesting-support-from-childrens-services/>

#### **DSL referring a child with a safeguarding concern/ unmet needs**

- 1.) Have all clear documentation gathered in readiness for discussions with the parent/carer.
- 2.) Discuss this with the parent/carer and gain their consent as outlined above in the policy (if the child is not in immediate danger or if it puts the child at risk of further harm)
- 3.) DSL to establish whether the child's needs are at **level 2, 3 or 4 of Lancashire’s Continuum of Need**.
- 4.) **If telephone advice is required prior to the referral, LCC Children’s services may be contacted on 0300 123 6720**, or Catherine Isherwood (EY Safeguarding Officer) on **07909001430**
- 5.) Complete a formal online referral (‘Request for Support’) online at <https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/safeguarding-children/requesting-support-from-childrens-services/>

#### **Injury to a non-mobile\* baby**

Bruising in a baby who has no independent mobility is very uncommon. It may be an indicator of a serious medical condition or physical abuse. Severe child abuse is six times more common in babies under one than in older children. All non-mobile baby injuries, however minor, must be discussed with LCC Children’s Services.

*\*Babies who are starting to roll or are sitting up (but cannot crawl) are classed as ‘non-mobile’. In other words, a non-mobile baby is a baby who is **not yet** pulling to stand, crawling, cruising around furniture, or toddling. Once a baby is bum-shuffling, commando crawling, pulling to stand, cruising etc, they are classed as ‘mobile’.*

- 1.) Have all clear documentation gathered in readiness for discussions with the parent/carer.
- 2.) Discuss this with the parent/carer and gain their consent as outlined above in the policy (if the child is not in immediate danger or if it puts the child at risk of further harm)
- 3.) Explain to the parent that following the referral, they may be referred to the Community Paediatrician.
- 4.) **LCC Children’s services are to be contacted on 0300 123 6720.**

- 5.) If it is deemed that the child needs to be examined, the parent must be contacted the following day of the examination to check that the baby attended.
- 6.) If the parent discloses that the baby was not taken, LCC Children's Services will be contacted again and updated on the above telephone number.

If a baby has bleeding from the nose, mouth, ear, or any other **serious injury, 999 will be called** for an ambulance. After arranging the emergency response, an explanation from the parent will be documented in the child's 'Safeguarding file' with a description of the injury. LCC Children's Services will then be contacted on the above telephone number.

While accidental injury can occasionally occur in mobile babies it is still relatively rare (although not as rare as for non-mobile babies), therefore there is a higher degree of risk of child-abuse to babies, whether mobile or non-mobile. If there is any doubt about the plausibility of the explanation for an injury to a mobile baby, or if there are concerns about the severity of the injury, LCC Children's Services will then be contacted on the above telephone number.

### **PREVENT Duty**

If you become aware of an individual you feel is vulnerable to radicalisation, suspect someone is being radicalised or encouraged to support terrorism or are experiencing pressure from others about this, any of the following can provide advice and support:

- Call 999 in an emergency if you need police assistance
- For advice on preventing radicalisation or reporting concerns in Lancashire, please email [concern@lancashire.pnn.police.uk](mailto:concern@lancashire.pnn.police.uk)
- Call the Prevent team for advice or support on 01772 413398
- Once advice is sought, you may report a concern using via ACT (Action Counters Terrorism) <https://www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/report-possible-terrorist-activity2/report-possible-terrorist-activity/>

## Appendix 5- responding to allegations

- Early Years Safeguarding Officer (Catherine Isherwood)- 07909001430
- Children's Services- 0300 123 6720 (Out of hours: 0300 123 6722)
- Local Authority Designated Officer (LADO)- 01772 536 694

### Responding to allegations

Should there be any allegations of serious harm or abuse about anyone working for Darling Daisies Childcare, or about any person living/ visiting the property, Local Authority Designated Officer (LADO) must be contacted within a day, and Ofsted as soon as practicable, but at the latest within fourteen days.

In addition to responding appropriately to allegations, the LADO must be informed within a day if anyone working for Darling daisies, or any member of my household/ visiting:

- has behaved in a way that has harmed a child, or may have harmed a child
- has possibly committed a criminal offence against, or related to, a child, or has
- behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children
- behaved in a way that indicates that they may not be suitable to work with children (this could include behaviour outside of the childminding setting)
- If there are concerns about the person's behaviour (assistants or co-childminders) towards their own child/ren or child/ren unrelated to their employment or voluntary work
- Any issues of a safeguarding nature in the assistants or co-childminders personal life that may have an impact on their suitability
- When an allegation is made about abuse that took place some time ago and the accused person may still be working with or have contact with children (non-recent abuse.)

(Working Together to Safeguard Children, 2018)

In addition to contacting the LADO and informing Ofsted, the priority is to ensure the children cared for are considered at risk.  
If the child is at risk, the above procedure, the Safeguarding procedure as above (DSL referring a child with a safeguarding concern/ unmet needs) are to be followed.

Appendix 6- OFSTED parent poster

# Parents



**Ofsted registers, regulates and inspects childcare for children aged from birth to 17 years.**

Registered childcare providers and childminders have to meet requirements in the early years foundation stage statutory framework and/or the Childcare Register. These requirements relate to welfare and safety, the people providing the care and the organisation of the childcare. Childcarers registered on the Early Years Register, who care for children aged from birth until 31 August following a child's fifth birthday, also have to meet requirements for children's learning and development.

What you can tell us:

- Is the childcare good?
- Can it be made better?
- Do you have any concerns?

If you want to tell us anything about your child's childcare, you can write to us at:

**[enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)**

**Ofsted  
Piccadilly Gate  
Store Street  
Manchester M1 2WD**

If you have a concern or complaint, you can ring:

**0300 123 1231**

For more information, search for 'Guides for parents: how early years settings are inspected' or scan the QR code:



If you would like information about the availability of childcare in your local area, please visit **[www.gov.uk/find-local-council](http://www.gov.uk/find-local-council)** to find your local council.