

Cherrytree Nursery School Ltd

Child Protection & Safeguarding Policy

If any member of staff suspects a child of being in danger or in need of protection from a situation, the following guidelines should be followed:-

- 1) A record of any conversation between the child and the member of staff should be accurately made, including date, time, location, other people present and names of those who actually heard the conversation.
- 2) The senior supervisor on the premises should be informed as soon as practical and as much information given as possible about the circumstances of the revelation or the observance of possible abuse.
- 3) The supervisor will assess the situation, taking into account any previous information received or knowledge of the home environment. S/he will decide whether to seek further advice from Social Services, Health Visitor, Doctor, Police or whether to keep the child under observation for a period of time. S/he will also decide whether the parents should be spoken to at this point, or not.
- 4) If the senior supervisor feels it is in the child's best interests (i.e. if it is felt the child is in danger) they will contact the relevant agency without first notifying the parent / carer.
- 5) All information recorded is to be kept strictly confidential within the Nursery, attached to the child's file and kept in a locked filing cabinet.
- 6) Any further concerns about the child should be recorded. A decision as to when other agencies may need to be called in, will be reviewed on a regular basis.
- 7) The supervisor has overall responsibility as to any decisions made and which agency to contact.
- 8) In the event of a child not being collected from Nursery, every effort will be made to contact the parent/carer, or one of the specified contact names on the child's registration form. If no contact can be made, the manager will contact Social Services to ask for advice and possibly to look after the child until the parents/carers are available. If the child is to be cared for by Social Services, a message will be attached to the front door of the building when the manager leaves, asking the parent/carer to contact us or Social Services when they are available. The manager will take a note of the parent's contact numbers and continue to try to contact them.
- 9) If a child was thought to be lost from the building we would make a thorough search of the building, checking indoors and outside. If the child could not be found, the Police would be called and their help enlisted. The parent/carer would be called and informed of the situation.
- 10) If a child becomes unwell whilst at Nursery, his/her parent/carer will be contacted and asked to collect the child as soon as possible. In the event of the sickness being potentially contagious, or the parent/carer not being able to collect the child for a while, he/she will be removed from the rest of the group and kept in a quiet area where he/she may rest and be monitored. The parent/carer will be informed of any treatment the child may have received (e.g. cooling down) prior to collection.
- 11) Should an injury occur whilst the child is on the premises, a record of the incident, the treatment given, and the name of the person who dealt with the incident will be recorded. The parent/carer will be asked to sign the incident sheet to show that they have been advised of the incident. Should the illness/injury be deemed to be serious the child's doctor will be contacted, or an ambulance called.
- 12) Staff are not allowed to have personal mobile phones or personal cameras in their possession whilst in class.
- 13) If an allegation of abuse or an issue of serious concern is made against a member of staff, the manager of the setting will consult with Kent County Council's Children's Safeguarding Unit who will advise whether to refer the incident to Children's Social Services or the Police for investigation.
- 14) If you wish to view the full policy, please ask.