

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 Designated Safeguarding Lead (DSL) 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 DSL 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 DSL 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 DSL has overall responsibility as to any decisions made and which agency to contact.
- 8) Should an injury occur whilst the child is on the premises, a record of the incident/accident, 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/accident 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.
- 9) If a child presents with an injury on arrival, an explanation will be requested and recorded on the incident/accident form and must be signed for by the parent/guardian.
- 10) Staff are not allowed to have personal mobile phones or personal cameras in their possession whilst in class. Parents and visitors are not allowed to use mobile phones on the premises.
- 11) 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.
- 12) If you wish to view the full policy, please ask.