

1.0 SAFEGUARDING AND CHILD PROTECTION

1.1 SAFEGUARDING AND CHILD PROTECTION POLICY

If a member of staff notices:

- Radical changes in the behaviour of a child at pre-school
- Worrying marks and/or bruises
- A child talking about experiences, which may give cause for concern
- Decline in a child's general wellbeing
- Neglect

The following action should be taken:

- Member of staff to report concerns to the Manager
- IN STRICTEST CONFIDENCE, the Manager to make own observations and notes (with times and dates)
- Manager to express his/her concerns to the parents/carers and make notes of conversation, with date
- If concern remains, the Manager to contact Social Services Day Care Advisor, without delay (notes to be made with dates)
- Manager to inform Committee Chair of concerns and of actions taken. The information should then remain a confidence between manager and Chair.
- Any issue needing clarification refer to Berkshire Local Safeguarding Children Boards. Child Protection (website) or What to do booklet and reference chart.

N.B. This is a very sensitive area – ENSURE CONFIDENTIALITY AT ALL TIMES

OFSTED must immediately be informed, if there are any allegations of serious harm, if abuse by any person working or looking after children at the premises (whether the harm or abuse occurred on the premises or elsewhere). They must also be informed of the action taken.

The Manager must also immediately notify the appropriate Child Protection Agency.

Informing Parents/carer

Parents/carer are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the Local Area Child Protection Committee does not allow this. This will usually be the case where the parent/carer is the likely abuser. In these cases the investigating officers will inform parents.

Local Authority Designated Officer (LADO) West Berks contact: Juliet Penley

Email: jpenley@westberks.gov.uk

Tel: 01635 519093



This policy was adopted by: Teddy Bears Pre-School

On: 19th February 2015

Review date: November 2016

Signed on behalf of provider: Signed 10th December 2015

Name of signatory: Karen Ashcroft

Role of signatory: Chair