Ot Dan Dan's we work together to safeguard children. This means protecting their safety and welfare through policies and procedures and good practice. Reflecting our commitment to parental partnership, we aim to keep you in formed and included in all aspects of the care and education of your child, with regards to safeguarding, this entails developing a two way information sharing, openness, trust and honestly on a day to day basis this will involve telling each other about concerns, or accidents/incidents that have happened in the nursery or at home or elsewhere.

This is standard procedure and in line with the local authority expectation, will be recorded in order to protect you, us and most of all your child. We have out-lined below, the basic expectations of the nursery and parents/carers- if you would like to read our full safeguarding policy and procedure these can be found in the policies folder in the lobby area, and a copy can be emailed to you.

Our safeguarding officers are Danielle Peacock and Meg Knight who will be able to answer any questions, give advice, or listen to your child's key person

If Your child has an accident or something happens at home/elsewhere

Tell your child's key person, or buddy wha has happened when you bring them into nursery

You you be asked to completed an incident report this is standard procedure.

Accident/ incident are kept confidentially in the office

In a rare case where there are serious concerns, the nursery may seek advice or share accident/incident details with the local authority in-line with other professional obligation.

Parents are involved unless a child is thought to be at significant of risk of harm.

## Allegations against a member of staff

If you wish to make an allegation against a nember of staff this must be put in writing

Statements will be taken and the member of staff may be suspended

The nursery will follow procedures including informing the local authority with in 4 hours

investigate and include all necessary agencies such as OFSTED and the police, then in form parent of outcomes

## Nurseries Responsibilities

To keep children safe, happy and well cared for, including safe resources, people and environments To inform parents as soon as possible of any concerns, accidents or

To record accidents, existing injuries and incidents accurately with signatures from parents and nursery,

To educate children about keeping safe and healthy

statutory
safeguarding
guidelines and
working
practices

## Disclosure from a child

If a child discloses a concern we will listen and reassure them. We may then record, discuss with parents, complete incident record or seek advice

Any record of the discloser will state the child's exact words/ gestures not our interpretations or

If an incident record is completed, the parent will be asked to comment and sign it unless a child is at risk

Serious concerns will be shared with the local authority, parents informed- unless child is at risk