

Safeguarding Policy and Procedure



We are committed to ensure that we meet our responsibilities by treating any child protection concern seriously and sensitively. If we suspect a child may be at risk the lead Safeguarding officer will immediately refer the case to the local statutory Child Protection agencies for advise;

MASH (multi agency Safeguarding Hub)

Tel- 020 8708 3885

Email- capt.referrals@redbridge.gov.uk

Or write to the following address-

**Redbridge Multi Agency Safeguarding Hub
Redbridge childrens trust
Lynton house
225-259 High Road
IG1-1NY**

A MARF notification can made from the redbridge website

If a member of staff observes or suspects abuse they will report this to the Lead Safeguarding Officer at the earliest opportunity.

Full written records of all incidents will be produced and maintained in our safeguarding case notes and separate private files will be made up and kept private. Information will include:

- Full details of the alleged incident
- Details of all the parties involved
- Any evidence or explanations offered by those involved
- Dates, times and locations

Little Cherubs Kindergarten will ensure that the records distinguish between what are the facts of the incident and what is recorded as information that people have shared.

The Lead Safeguarding and the Deputy Safeguarding will be responsible for ensuring that written records are dated, signed and kept confidentially.

Any child involved in an alleged incident will be comforted and reassured. Staff will;

- Listen to the child
- Make no judgement
- Ask open questions that encourage the child to speak in their own words
- Ensure the child is safe, comfortable and not left alone
- Make no promises that cannot be kept e.g. promising not to tell anyone what they are being told

We will always consider the safety and welfare of a child or young person when making decisions to share information about them. Where there is concern that the child is



suffering or at risk of suffering significant harm the child's safety and welfare must be the priority.

Similarly if there is any allegation raised regarding a staff member who works with children. Then Redbridge LADO will be informed by the Safeguarding Team in one working day on 02087085350.

Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer or any abuse that is alleged to have taken place on the premises, during a visit or outing as soon as possible or within 14 days at the latest. If an allegation is made against The Manager or The Lead Safeguarding Officer the registered person will be informed and they will take the lead role. Please refer to the relevant procedure.

Each staff member is inducted into the nursery safeguarding Policy and procedure and attends a core safeguarding training at the start of their employment which is attended then more frequently. The management team attends the Advanced safeguarding training.

The nursery follows the cameras, mobile phone smart watches and electronic devices policy to ensure the safeguarding of staff and children (Please refer to the Policy)

The nursery follows a strict safer recruitment Policy to ensure staff is carefully vetted and are suitable to work with children. (Please refer to the safer recruitment Policy)