

# Safeguarding Procedures

## DESIGNATED PERSON NAME

In thier absence - see Safeguarding board

## Responsibilities

All Designated Safeguarding Leads have a job description specific to their safeguarding role. There should always be at least one safeguarding officer on site within the nursery. Along with this rule there must also always be a member of the management team on all sites at all times to ensure that the nursery runs smoothly in the case of an emergency.

- 1 To be aware of who to go for advice support and referrals
- 2 To provide information and advice to staff
- 3 To ensure staff receive child protection training accordingly
- 4 To liaise with staff, parents and outside agencies
- 5 To ensure accurate records are kept and maintained
- 6 To ensure confidentiality is maintained where necessary
- 7 To maintain a working knowledge of the social care guidelines on safeguarding children
- 8 To regularly review the effectiveness of the policy and to update it when necessary

## ALLEGATIONS AGAINST A MEMBER OF STAFF

In the event of an allegation of child abuse being made against a member of staff, the designated member of staff will inform LADO immediately. The nursery will

- 1 Assess the situation and suspend the member of staff pending the outcome of an enquiry
- 2 Contact local area designated officer (LADO)
- 3 Inform Ofsted once investigation is undertaken
- 4 Ensure all allegations are recorded accurately on a record of concern form and followed up in the appropriate manner
- 5 The matter will be treated in confidence and any investigation will be conducted by the relevant authority

**LADO (local authority designated officer) 0161 4745657**

**OFSTED 0300 123 1231**

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## CHILD PROTECTION PROCEDURES

If any staff have concerns:

- 1 Inform the designated person of your concerns
- 2 DSL will decide if a top to toe check is required (see top to toe policy)
- 3 Write down your concerns on a 'record of concern' sheet/chronology form
- 4 If appropriate the designated person will discuss staffs concerns with the child's parents
- 5 If after talking to the child's parents the designated person is still unhappy with their explanation or their stories conflict, the designated officer must contact MASSH to gain further advice
- 6 If it is not appropriate to discuss concerns with the child's parents, the MASSH team must be contacted directly and advice followed.
- 7 If staff do not feel that their concern has been dealt with accordingly by the Designated Lead, they must escalate this and contact one of the services below themselves, dependent on if it is a concern about a child or concern against a staff member.

### Contact numbers -

**MASSH (MULTI AGENCY SAFEGUARDING AND SUPPORT HUB)**  
**0161 217 6028**

**LADO - Online referral form**

**EMERGENCY DUTY TEAM (OUT OF HOURS) 0161 718 2118**

**OFSTED 0300 123 1231**

**POLICE 999 IN EMERGENCY**

**FOR ANY CONCERNS REGARDING PREVENT DUTY -**

**Advice or report - ANTI TERRORIST HOTLINE - 0800 789 321**

The Social Care team will then be responsible for any further action that is needed.

**All records of what you have seen and done must be accurate and detailed. A diagram of a body map can also be used if appropriate.**

The nursery will follow the guidance of the Stockport LSCB (Local Safeguarding Children Board) with regard to children protection issues and procedures.

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