



## **Safeguarding children procedure – In the event of suspected child abuse or neglect**

If we believe a child in our care has been, or is being abused, or neglected we will discuss this with the Manager and then the Chair(s) of the Committee. (Refer to our safeguarding children policy).

If we still have concerns we will contact the Surrey Safeguarding Children Board (SSCB) and follow their instructions. Their contact details are 08456-009009.

We will follow the referral up in writing, within 48 hours.

In an absolute emergency, and we feel the child is in immediate danger we will ring Caterham Police Station on 0845 1252222 (surrey police switchboard).

We will keep accurate records of:

- Explanations made by the child, parent or carer;
- All times and dates as relevant;
- The injuries, bruises, cuts and burns.

If there is an accusation of abuse made against a staff member, the Manager will be advised and then the Chair(s) of the Committee. They will then inform SSCB 08456 009009 and Ofsted (08456 404040) and follow their instructions.

We will make sure that the staff member has no contact with the children pending the outcome of the investigation.

Every effort will be made to avoid unnecessary disruption to staff, parents and children. However our priority will be the child's safety and welfare.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date:

This procedure will be reviewed: Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: