

**CHILD PROTECTION PROCEDURE**

In accordance with the conditions set out in the Early Years Foundation Stage guidance, it is the responsibility of the registered person of all full day care, sessional care, out of school care and crèches to share with parents the procedures in place at the setting if we suspect a child is a victim of abuse. It is the duty of all practitioners in childcare to make any suspicions they may have of child abuse known to his/her manager and/or designated Child Protection Officer. Contact details for the local authority social services (LSCB) are: 01708 433 or 01708 433999 (out of hours) – the department is located at: Mercury House, Mercury Gardens, Romford, RM1 3BD. Contact details of the National Society for the Prevention of Cruelty to Children are: 0808 800 5000. There are also procedures (set out in our prospectus) regarding suspected abuse by a member of staff. Please be assured that all information will be handled confidentially and in a sensitive manner.

The flow chart set out below will give you an idea of what procedures need to be taken for a ‘referral’ to be put into action. If it is felt necessary for the matter to be taken further, there are additional procedures which are set out in the Government publication “What to do if you’re worried a Child is being abused” (summary), a copy of which can be accessed via the Manager. It must be stressed that all early year’s practitioners must consider the child’s safety as paramount above everything else.

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