

Safeguarding Procedure

- If there are any concerns for a child, staff will start a separate file and will make sure forms are signed / dated, stored appropriately and locked away.
- All staff and the manager should raise awareness of good parenting and recognise when they may need support.
- Use effective communication with other professionals involved with the child.
- If a staff member sees or hears something they are concerned about, they are to speak to the lead safeguarding person nominated : **Rebecca Wilkinson** or in her absence **Angela Matthews (Eastbourne) and Debbie White (Polegate)**. The staff can record what they observed on a welfare concern form, (Appendix A) writing only what they know, hear or see and Body Map if needed (photos of injuries never to be taken).
- The welfare concern form is discussed with the lead safeguarding person to clarify what is said and the lead person then writes a response and decision using the CON (Continuum of need). This gets filed with the child's file.
- Appendix C – which is about the child’s details will go in the front of the child’s file.
- Written records must be in good English.
- Use a cross reference sheet to notice patterns.
- Be honest if someone tells you something, you have to pass it on.
- **If the level of need is high at level 3** the lead, **Rebecca Wilkinson** or in her absence, **Angela Matthews (Eastbourne) or Debbie White (Polegate)** will contact the SPOA (single point of advice) team on **01323 464222**, or email 0-19.SPOA@eastsussex.gov.uk.
- SPOA will check the children’s index to see if the child is known and if needed refer to Early help team. (section 17).
- If it is a level 4 on the CON (continuum of need), SPOA will pass information onto MASH (multi agency safeguarding hub) for immediate safeguarding action S47.
- Note all records of calls, discussions, minutes of meeting for the child who has disclosed something.
- Use Appendix to note chronology.
- Contact SPOA for advise if any allegations of sexual abuse, domestic abuse or concerns of anyone becoming radicalised.
- Contact LADO (local authority designated officer) **through SPOA** if there are any allegations of staff or there are any serious accidents at the setting. They will get LADO to contact you.