

Sarratt Ducklings Pre-School

Child Protection Policy

Actions to be taken include making an immediate written record of the allegation using the informant's words- including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Manager.

If the concerns are about the Manager, then the Management committee chair in this setting is: SANDRA MCCONNELL-TAIT (Chairperson) smt18@btinternet.com

The recipient of an allegation must **not** unilaterally determine its validity and failure to report it in accordance with procedures is a potential disciplinary matter.

The manager will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer:

Children's Services- 0300 123 4043

SOOHS (Out of hours service – Children's Services) – 0300 123 4043

If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay.

If it is decided that the allegation meets the threshold for safeguarding, this will take place in accordance with section 4.1 of the Hertfordshire Safeguarding Children Board Interagency Child Protection and Safeguarding Children Procedures.

If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration via the setting's internal procedures.

The manager should, as soon as possible, **following briefing** from the local authority designated office, inform the subject of the allegation.

For further information see: HSCB Inter-agency Child Protection and Safeguarding Children Procedures (Electronic) Section 4.1 Managing Allegations against adults who work with children and young people.