



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 Designated Safeguarding Lead who is also our manager, the Deputy DSL and/or the Deputy manager (Refer to our safeguarding children policy).

If we still have concerns we will C-SPA (Children's Single Point of Access) during office hours the contact Number is 0300 470 9100 or email on cspa@surreycc.gov.uk. Out of hours the emergency duty team can be contacted on 01483 517898 or by email edt.ssd@surreycc.gov.uk Or Surrey Safeguarding Children Partnership on 0300 123 1620 who will signpost us to the relevant team.

We will record any referrals/concerns 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) or 999.

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 DSL (who is also the Manager) and/or DSL is to be informed. The DSL/Deputy DSL will contact LADO on 0300 123 1650 (option 3) or by email on LADO@surreycc.gov.uk. Lado can also be contacted in the event that a staff member feels that their concern has not been taken seriously or appropriate actions/steps taken. The Chair (s) of the committee may be informed but advice will be followed from LADO/C-SPA.
- The DSL/Manager or Deputy DSL will contact the Safeguarding Children Partnership on 0300 123 1620 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 2025

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

Staff Signatures: