**Safeguarding Children**

**Everyone at St James’ has an important Role to Safeguard Children**

Due to the many hours of care we are providing, staff will often be the first people to sense that there is a problem. They may well be the first people in whom children confide about abuse. The Pre-School has a duty to be aware that abuse does occur in our society. This statement lays out the procedures that will be followed if we have any reason to believe that a child in our care is subject to emotional, physical or sexual abuse, bullying or neglect.

Our prime responsibility is the welfare and wellbeing of all children in our care. As such we believe we have a duty to the children, parents/guardians and staff to act quickly and responsibly in any instance that may come to our attention. The Pre-School has a duty to report any suspicions of abuse to the Local Authority which has a duty to investigate such matters. The Pre-School will follow the procedures set out in the Local Authority Safeguarding Documents, and as such will seek their advice on all steps taken subsequently.

Should any member of staff have concerns for the welfare of any child they will immediately inform their Safeguarding Officers **THE MANAGER (Deborah Nichols) OR THE ASSISTANT MANAGER.** A nursery nurse’s responsibilities do not include investigating the suspected abuse. However, the staff will keep accurate records of their observations and of anything said to them by the child or others in connection with the suspected abuse. It is always important to listen to children. Strict confidentiality will be observed at all times. All our staff will receive training on the protection of children from abuse. It is the policy of the Pre-School to provide a secure and safe environment for all children.

If any allegation is made against a member of staff, OFSTED, Children’s Advice and Support Service and Catherine Ballans (LADO) will be informed.

Children’s Advice and Support Service 0151 459 2606

Ofsted 0300 123 1231

Whistleblowing Hotline 0300 123 3155

whistleblowing@liverpool.gov.uk

LADO & Risk Manager - Catherine Ballans 07716 702034 or

Deputy LADO - Pauline Trubshaw 07841 727309

Police Control Room 0151 709 6010 / 999

Liverpool Safeguarding Children Board (LSCB) 0151 233 0493/05

Government helpline for extremism concerns 020 7340 7264