



Ashton House Nursery  
- Est. 1988 -

## 5. Safeguarding Children Procedure



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## SAFEGUARDING CHILDREN

### PROCEDURE FOR CONCERNS ABOUT A CHILD'S WELFARE (i-ART)

- A DSL must be informed immediately of any concerns regarding the welfare of a child
- After consideration and observation, the DSL must report these concerns to the Integrated Access and Referral Team (i-ART). Advice and guidance offered by i-ART will always be followed.

**INTEGRATED ACCESS AND REFERRAL TEAM (i-ART)**    **0300 123 7047**  
(Cheshire West and Chester)

**EMERGENCY DUTY TEAM (EDT)**    **01244 977277**  
(Out of Hours for Cheshire West and Chester)

**CHESHIRE POLICE**    **0845 458 0000**

- The DSL must put the referral in writing within 48 hours.
- A social worker and the DSL will acknowledge receipt of the referral and a decision on the next course of action will be made within one working day.
- An initial assessment will be made.
- If concerns are of a sexual nature, or the child is at risk, the parents/carers will not be approached prior to contacting i-ART.
- Other concerns will be discussed with the parent/carer, an agreement will be sought and the reason for making the referral explained. If the parents/carers do not agree that the safety of the child is paramount, their wishes may be discounted.
- Written records, giving dates, times, the activity the child was involved with at the time, what was said or observed, will be kept.
- Confidentiality is crucial in all matters and written records will be locked away.
- The Nursery Manager must put the referral in writing within 48 hours.
- A social worker and the nursery manager will acknowledge receipt of the referral and a decision on the next course of action will be made within one working day.
- An initial assessment will be made.
- If concerns are of a sexual nature, or the child is at risk, the parents/carers will not be approached prior to contacting i-ART.
- Other concerns will be discussed with the parent/carer, an agreement will be sought and the reason for making the referral explained. If the parents/carers do not agree that the safety of the child is paramount, their wishes may be discounted.
- Confidentiality is crucial in all matters and written records will be locked away.

### PROCEDURE FOR ALLEGATIONS AGAINST A MEMBER OF STAFF (LADO)

- The nursery DSL must be informed immediately of any concerns or allegations against a member of staff
- The DSL will carry out an internal investigation and make a professional judgement.
- If required, the nursery DSL must report the incident to the Local Authority Designated Officer (LADO) within one working day, by completing the consultation form and emailing it to: [safeguardinglado@cheshirewestandchester.gov.uk](mailto:safeguardinglado@cheshirewestandchester.gov.uk). This form can be found on the Cheshire West and Chester Safeguarding Children Partnership website and in the yellow Policies and Procedures file in the manager's office.
- The LADO will then advise on the best way to proceed with the referral.
- If an allegation requiring immediate attention is received outside of normal hours the DSL should contact:

**EMERGENCY DUTY TEAM (EDT)**    **01244 977277**

**CHESHIRE POLICE**    **0845 458 0000**

**Cheshire Police Protection Unit (Referral)**    **01606 364294**

Email: [western.ppu@cheshire.pnn.police.uk](mailto:western.ppu@cheshire.pnn.police.uk)

- OFSTED must then be informed as soon as possible, within 14 days of the incident occurring
- Confidentiality is crucial in all matters and written records will be locked away.

**Mandy Jourdan and Stacey Campbell are the Designated Safeguarding Leads (DSL).**