

Safeguarding Lead Practitioner Policy

Springboard Nurseries have two designated Safeguarding practitioners at each setting, this is the nursery manager and deputy manager.

This ensures that the role of the designated practitioner is suitably always covered by a fully trained senior staff member.

The safeguarding lead practitioner's role includes the responsibilities for:

- Implementing and promoting the safeguarding and child protection policies and procedures within the nursery.
- Acting as the main point of contact within the setting, receiving, and acting upon any reported concerns. This includes ensuring that the completed paperwork is accurate, correct, fully completed and reviewed as necessary, and stored in a secure and safe place.
- Ensuring all staff are familiar with and adhere to the safeguarding and child protection policy that is in place and know the procedures to follow and whom to go to should the need arise. This is included as part of the staff induction programme.
- Providing support, advice, and guidance to any other staff on an ongoing basis or on any specific safeguarding issue as required.
- Implementing, maintaining, and updating the policy and procedures on an annual basis or as required.
- Ensuring that all relevant information around child protection is communicated to the staff team through our staff meetings.
- Providing guidance on relevant matters to all staff members as appropriate and promoting best safeguarding practice at all times.
- Advocating the importance of child protection to parents/ carers so that they know we have their child's best interests at the heart of our practice.
- Monitoring child attendance, accident logs, pre-existing injury reports and cause for concern forms to exclude any possible child protection issues. These are reported and acted upon accordingly.
- Representing the key link to statutory agencies (social care or police) during and following any formal investigations that may have to take place. This includes maintaining confidential records of reported cases, action taken, liaising with the statutory agencies and ensuring they have access to all necessary information.
- Liaising with the local children's services and local safeguarding children's board. (Hull/East Riding)

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023