**WE TAKE CHILD PROTECTION SERIOUSLY!**

***Kidz Kabin nurseries are committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and parents to share this commitment.***

No child should suffer harm of any form, either at home or at nursery. Everyone who works or visits our nursery has the responsibility to make sure that all our children are safe.

We want to make sure that all visitors and parents attending Kidz Kabin know what is expected of them.

***How do I assure my behaviour is always appropriate?***

Appropriate relationships with children should be based on mutual trust and respect. Visitors should be good examples of these while at the nursery.

* Sign in the visitor’s book
* Stay within the area of the nursery you are signed to visit
* Do not wander into other areas of the nursery
* Do not photograph or video children as this contravenes Kidz Kabin’s policies and procedures.
* No smoking on the premises
* All visitors will be issued with a badge which must be worn and visible at all times

***Please help to safeguard the children in our care by following these guidelines!***

***What should you do if you are worried about a child?***

If you become concerned about:

* Comments made by a child
* Marks or bruising on a child
* Changes in the child’s behaviour or demeanour

*Please report these concerns to one of the named Designated Protection Leads or Managers who will act in the best interests of the child:* ***Marketa Buonaiuto (Manager/Safeguarding Officer) or Linda Symons*** *(****Safeguarding Officer****), or* ***Caroline Reed*** *(****Manager****)-Fortismsere , Charlotte Gadd or Vjollca Alushi – Shropshire Hall (Manager/Deputy Manager)*

***What should you do if a child discloses that she/he is being harmed?***

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. However, refrain from interrogating the child as this needs to be handled by specialists trained in safeguarding. Forms to record this information are available for the manager and should be completed and handed in person to the DCPL so that the information can be discussed immediately. Following this discussion, the DCPL will ensure that the matter is dealt with in the most appropriate way. Please sign and date form.

***What should you do if the allegations concern a member of nursery staff?***

Report the allegations to the Designated Lead Safeguarding Officers (Marketa Buonaiuto marketa@kidzkabin.com ; or Linda Symons linda@kidzkabin.com

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