

## Safeguarding children is a task for everyone at.....

All staff members at ..... have an important role to play in helping to identify welfare concerns and possible indicators of abuse or neglect at an early stage. For some children a one-off serious incident or concern may occur, and you will have no doubt that this must be immediately recorded and reported. Most often, however, it is the accumulation of a number of small incidents, events or observations that provide the evidence of harm being caused to a child.

It is vital that any concern you have for a child's welfare, however, small is recorded and passed to our Safeguarding Lead.

### Your Designated Safeguarding Lead is

#### What should you do if you have concerns?

- ✓ **You must pass concerns to the Designated Safeguarding Lead, or Deputy in the Safeguarding Lead's absence, as soon as possible after they are identified. This must be a priority.** It is important that the child is not sent home at the end of the day without taking the right protective action.
- ✓ In the absence of the Designated Safeguarding Lead/ deputy, contact the Front Door (01275 888808) for a no names consultation or North Somerset Early Years for advice [earlyyears@n-somerset.gov.uk](mailto:earlyyears@n-somerset.gov.uk)
- ✓ The Safeguarding Lead is responsible for referring child protection concerns to Children's Social Care. Although the timing of referrals is based on perceived risk, it is expected that **this will happen as soon as possible and as a priority.**
- ✓ In the first instance, you could pass concerns to the Safeguarding Lead verbally, but you must follow this in writing. **All concerns must be recorded on the record of concern form.**
- ✓ Do not keep your own system to note concerns. You must use the system detailed in this aide memoire. This is to ensure proper communication, collation, and storage of information.