



Round and Round the Gardens Childcare

... the natural choice for your child.

Jack Temple Building . Pyrford Road . Pyrford . Surrey . GU22 8UQ
01932 355322

Company Director / Nursery Manager
Suzanne Dawe BA (Hons) / EYPS
manager@roundandroundthegardens.co.uk

Company Secretary / Business Manager
Andi Hart Assoc. CIPD MCMi MInstAM
admin@roundandroundthegardens.co.uk

Round and Round the Gardens Childcare Safeguarding/ Child Protection – Policy and Practice

Our Safeguarding policy promotes effective multi agency working in light of the Children's Act 2004 and the DfE document, Working Together to Safeguard Children 2013.

We intend to create in our nursery, an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. Our main responsibility is the welfare of the children in our care. In order to achieve this we will:

SEEK AND SUPPLY TRAINING

- The setting follows a robust staff recruitment policy and procedure which can be found in our policy file.
- We will seek out training opportunities for all adults involved in the group to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse and sexual abuse. All staff will attend '**Working together to safeguard children**' training run by Surrey Early Years, within their first three months of being at the setting, however the setting policy and procedures is discussed during staff inductions before they start their first full day so that new staff are aware at all times of what to do if they have any concerns about safeguarding and what to do.
- To ensure that all staff attend a refresher workshop with regards to Safeguarding every 2/3 years, depending on their needs and want for updated knowledge.
- We will ensure that ALL adults who work and look after children comply with the local child protection procedures approved by the Surrey Safeguarding Children's Board (SSCB), and put these and the settings procedures into practice.
- During staff inductions the setting completes their DBS check within this time, ensuring that all documents are current and relevant. While awaiting DBS reports to be completed staff are asked to sign a Criminal convictions declaration and until such time as these checks are complete they are supervised at all times. This declaration also asks for information regarding criminal convictions of those at the same address to be disclosed.
- We will ensure that all adults within the setting know who to contact should they have concerns regarding staff members, parents or children regarding safeguarding matters, including the named Designated Safeguarding Lead



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- (DSL) within the setting, Suzanne Dawe, the Deputy DSL – Alanna Griffiths/ Sarah Wilkinson-Smith through to multi agency contacts including –
- The Multi-Agency Safeguarding Hub (MASH) 0300 470 9100 – Monday – Friday 9am – 5pm or the out of hours phone – 01483 517898 – emergency duty team
 - Surrey County Council's local authority child protection designated officer (LADO) for allegations against a member of staff - 0300 200 1006
 - Emergency duty team – OUT OF HOURS – 01483 517898
 - Prevent Duty Advice or referral – **Police 101 or 999 if a flight risk** – For advice only Surrey Early Years and Childcare Service – Sue Monk – 01382 833826
 - NSPCC 24 hours helpline – 0800 8005000
 - The Police in all cases – 101 OR 999
 - This policy is reviewed annually however also it is adapted when new and relevant legislation is brought in and would require this policy to be changed.

ROLES AND RESPONSIBILITIES FOR THE DLS / DEPUTY DSL

- To have full and relevant training from the SSCB – Modules 1 and 2 Safeguarding Children Foundation Training.
- To ensure ALL staff members are aware and follow the Safeguarding policy and procedures and their training. That they are aware of contact persons should they have a concern about a child or staff member.
- To ensure staff know that they have opportunities to discuss safeguarding concerns as and when required.
- To respond appropriately and confidentially to concerns or allegations from children, staff or parents.
- To consult with the Local Authority Designated Officer (LADO) within 24 hours of responding to a concern.
- Share information with the staff team.
- To monitor, observe and assess children if behaviour have changed are if staff show concern.
- To collate information when there are concerns and keep all information safe and secure.
- To ensure staff's training is up to date with regards to Safeguarding and Child protection, including Prevent Duty legislation and how to use this in their practice.
- To work with multi agencies where an allegation or concern has been raised.
- To ensure Safeguarding procedure are reviewed and updated regularly.
- To work with staff and encourage them to promote children's thinking in how to keep themselves safe.

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- To monitor and review accident books and incident reports to monitor or identify and possible safeguarding issues.
- To monitor and review ICT equipment used around the nursery to ensure this is being used appropriately.
- Contact the SCCC who provide relevant and up to date advice and make decisions about referrals.
- For the DSL to update their training every 2 years.
- To ensure parents are informed and aware of where to find policies and procedures regarding safeguarding and child protection.

Parents' & Carers' Responsibilities –

The best way to ensure the highest care for your child is to develop a good partnership and to ensure a continuity of care between your home and our care. We can do this together by sharing information regularly about your child. If your child has any health problems or has suffered an accidental injury away from our care, you must inform us when you leave a child in our care so that we can keep a record of it. We will both sign and date this record. Likewise, if your child suffers an injury in our care, we will record it and we will both sign and date this record.

EXCLUDE KNOWN ABUSERS:

- It will be made clear to applicants over the age of 16 years who work directly with the children and enquiring for posts within the nursery that an enhanced DBS check will be carried out as well as all applicants working within the nursery, whether voluntary or paid, will be interviewed before an appointment is made and will be asked to provide at least one reference. All such references will be followed up. In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one job to another, explanations will be sought. Applicants will also need to inform the setting if any persons who live at the same address as them have a criminal conviction and state what this conviction is. If it is felt that it is not appropriate for the applicant to work at the setting due to this conviction an offer of employment may be withdrawn.
- All appointments, both paid and voluntary, will be subject to a thorough one day induction where the owner/ manager and business officer will discuss the policies and procedures, including safeguarding, child protection with details of named DSL's, whistle-blower, ICT (including Social networking and mobile phone policy) how they are implemented and ask staff to sign to state that they understand. There will then be a 3 month probationary period and the

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position will not be confirmed unless the nursery is confident that the applicant can be safely entrusted with children.

PREVENT ABUSE BY MEANS OF GOOD PRACTICE

- **Confidentiality with regards to Safeguarding and child protection is vital and staff are made aware of this during their inductions and by means of the settings confidentiality policy.**
- There is constant supervision of all children by members of staff supported by the lay out of the room and deployment of supporting adults.
Staff ratios are maintained in line with OFSTED requirements.
• 0-2 years 1:3 • 2-3 years 1:4 • 3-5 years 1:8
- Adults will not be left alone for excessive periods of time with individual children or with small groups. Any adult who needs to take a child aside – for example, for time out after behaviour, which needs improvement – will leave the door ajar.
- Mobile phones are not, in any case, allowed in the classroom and staff are not permitted to use personal camera's to take pictures of children.
- If a member of staff has a concern regarding a child's 'intimate care' for example, an injury through accident which may be causing the child pain, they must have a member of staff present if they wish to investigate the area and apply first aid.
- Adults who have not been registered as "fit" persons will not take children unaccompanied to the toilet. For example, students, staff without a current DBS check, temporary cover staff.
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feeling and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.
- At Round and Round the Gardens Childcare we aim to help children to learn to be 'strong, resilient and listened to.' We create a culture of value and respect for each individual, having positive regard for each child's heritage arising from their colour, ethnicity, and language, cultural and social

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background. This seen through our dates for the diary events at we organise with our families and staff as well and throughout the classrooms in the use of resources, books and equipment offered.

- The setting understands its role and has due regard, under section 26 of the Counter-Terrorism and Security Act 2015, which states the providers are required to *'have due regard to prevent people from being drawn into terrorism'*. Within our setting ethos and working within the guidelines of the Early Years Foundation stage we weave 'British values' into every aspect of the children and families time here, helping everyone to live a safe and welcoming communities where they feel they belong. We do this by –
 - focusing on children's personal, social and emotional development, ensuring children learn right from wrong, mix and share with other children, value other's views, know about similarities and differences between themselves and others, and challenge negative attitudes and stereotypes
 - staff being alert to harmful behaviours by influential adults in the child's life. This may include discriminatory and/or extremist discussions between parents, family and/or staff members
 - taking action when they observe behaviour of concern
 - staff being able to identify children who may be vulnerable to radicalization, and know what to do when they are identified
 - assessing the risk of children being drawn into terrorism, and work in partnership with local partners such as the police, Prevent Co-ordinators, Channel Police Practitioners and their LSCB, to take account of local risks and respond appropriately
 - make referrals to local Channel Panels, Channel Police Practitioners or the LSCB, if we are concerned that an individual may be vulnerable to being drawn into terrorism or extremism
 - assessing training needs in the light of our assessment of the risk
- The setting displays leaflets with regards to ***'Bruising in children who are not independently mobile'*** (Surrey Safeguarding children's board) for staff and parents to be aware of. The points are noted and although we do not have children who attend the setting who are not mobile we realise that it is important to be aware of siblings who come into the setting with children who do attend. Also we understand that this refers to children who have SEND and whose disability prevents/ causes barriers for communication. We also ensure that children who have English as an additional language and those from minority ethnic groups have their needs recognised.

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- The setting has separate policies and procedures with regards to DBS, Whistle blowing, Mobile phones, Social Media, Bullying, Stakeholders, Camera's, Intimate care that can be accessed at all times in the policy folder at the front of the nursery.
- Parents have access to our policies and procedures by means of our parent's pages on the website. This is password protected and this password is given to parents in their new parents information pack. A list of available policies and procedures, including the safeguarding and child protection policies are stated here so that parents are made aware of the procedures.
- Our parental registration forms, which are completed prior to children starting with us, require parents to provide with the following information names, addresses. Gender, date of birth, names of persons who have parent's responsibility, who has legal contact with the child and who does the child normally live with. We ask our parents to update their information records annually and take note of any changes with regards to these areas to ensure we are aware of these important areas. The manager is responsible for liaising with parents/ carers and the team about this information.
- The setting is aware of specific theme's and timings with regards to Female Genital Mutilation and has training into what to look for with regards this matter. We follow and take advice from the ' Multi Agency Statutory Guidance on Female Genital Mutilation 2016'.

The layout of the classroom/s will permit constant supervision of all children.

Use of Mobile Phones and the use of Cameras (Separate Policy please see policy file)

All staff personal mobile phones remain in their lockers during work time and are only accessed during allocated breaks which would be outside the nursery room. Photos taken in the nursery are with our nursery cameras where permission and consent is sought from parents and/carers to use these photos. Any parent may see the photographs of their own child that we hold on record.

Social Networking Websites (Separate IT/ICT policy)

Staff do not post anything onto social networking sites such as Facebook that could be construed to have any impact on the reputation of the Nursery or the School. Staff do not make reference to their work or give any information anonymous or otherwise about children, their carers or other service users on social networking sites. Staff do not post anything onto social networking sites that could be construed as offensive to any member of staff, parent or service user. Parents or service users should not be friends with staff on social networking sites. Where this relationship already exists or

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family or friends are also service users and have access to a staff member's social networking page this is addressed with the staff member's line manager. Any work issues that come to our notice on a social networking site are reported immediately to a line manager.

Responses

Responding to a Child who confides in you

- Stay Calm
- Do not make promises you cannot keep
- Offer reassurance and support
- Immediately tell your line manager or DSL
- Record the facts and discussion in the child's own words and give a copy to your manager
- Do not take control of the situation yourself
- Maintain confidentiality
- Keep records
- Talk to the right people

RESPOND APPROPRIATELY TO SUSPICIONS OF ABUSE

The first concern will be the child – ALWAYS.

- Children whose condition **OR** behaviour has given cause for concern will be listened to, reassured and helped to understand that they themselves are valued and respected and have not been at fault.
- Changes in children's behaviour/appearance will be investigated, noted and an 'Expression of Concerns' form should be completed and handed to Suzanne (DSL). If visual marks are present then body maps to monitor these marks should be used. These are available to staff in the Expression of Concerns folder. These will then be discussed further and if appropriate further observation and monitoring may be required.
- Follow the 'What to do if you're worried a child is being abused' flow chart which is available in the Child Protection file and is in all classrooms as well as the staff room.
- Parents will normally be the first point of reference; however should it be felt that expressing any concerns may put the child at any further risk then the Multi Agency Safeguarding Hub (MASH) should be contacted. This can be



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done anonymously and for further advice on the situation. However in this process you may be ask for the following –

Child's full name

Child's date of birth

Details of allegations or concern

Details of setting or service and details of the manager on site

Additional relevant information regarding the child, e.g, ethnicity and other agencies involved.

- In some circumstances, the Social Services Department may be the first point of reference. In cases where significant harm is apparent or a child is at risk of the Police should always be called – 999.
- All such suspicions and investigations will be kept confidential, shared only with those who need to know. The people most commonly involved will be the member of staff, the nursery leader and the management.
- If a volunteer or member of staff is accused of any form of child abuse, s/he will be interviewed immediately by the person in charge. The person accused may choose to attend the interview accompanied by a friend or colleague and to seek advice from a union representative where applicable. The interview will usually be with the nursery leader. However, if the allegation is against the leader, staff should contact the Deputy DSL, Alanna Griffiths/ Sarah Wilkinson-Smith, and the interview may be conducted with another senior member of staff and/or Social Services.
- The person responsible for responding to concerns must consult with the LADO within 24 hours. LADO will:

Advise you of next steps to take

- How to manage talking about the concerns with the adult who may have harmed the child
 - How to inform the child's parents/ carers
 - How the employer safeguards children throughout any investigation
 - What they expect of you and other agencies involved
 - Surrey County Council's local authority child protection designated officer (LADO) for allegations against a member of staff - 0300 200 1006
- The person against whom the allegation is made will be informed of the allegation and will immediately be suspended on full pay while an investigation

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is made. Investigations will be in line with SSCB procedures and conducted in conjunction with their policies and procedures. These are as follows –

There are a range of outcomes arising from allegations as follows:

- **Substantiated**

A substantiated allegation is one which is established by evidence or proof.

This would include findings which were upheld at a disciplinary hearing or criminal convictions.

- **Unsubstantiated**

An unsubstantiated allegation is not the same as a false allegation. It simple means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore does not imply guilt or innocence.

It is quite common for allegations to be unsubstantiated where a complainant may be a child or a vulnerable person as it is often difficult to establish in the absence of other witnesses exactly what happened.

- **Unfounded**

This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.

- **Deliberately invented or malicious**

This means there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

Giving a context to allegations

In order to provide a context for disclosing an unsubstantiated allegation the following could be provided to assist a future employer in assessing its relevance:



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- Basic facts of the allegation, anonymising any witnesses/complainants
 - Length of service and number of allegations in that time
 - The view the employer took of this allegation and any action taken
 - Whether the employee remained in employment following the allegation, if so this suggests an ongoing confidence in their suitability for employment which should be reflected in the reference
 - Whether the employer still had any concerns in the light of this allegation or whether they still had their full confidence
 - Whether any further training and development was offered in response to the allegation and how effective this was
 - In the case of unfounded, deliberate or malicious allegations confirmation that these should not have any affect in the employee's professional reputation
 - Where an employee resigned facing a disciplinary investigation, so effectively the outcome is unknown, this should be disclosed in any reference
-
- Confidential records will be kept of the allegation and of all subsequent proceedings.
 - In all circumstances Ofsted must be informed immediately of this allegation or within 24 hours. This must be followed up in writing no later than 14 days after the allegation was made. It is the responsibility of the manager to gather information where the allegation has been made against a staff member, not the DSL.



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KEEP RECORDS

- Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. The record will include, in addition to the name, address and age of the child: timed and dated observations, describing objectively the child's behaviour/appearance/emotional state, without comment or interpretation; where possible, and the exact words spoken by the child. This will then be signed and dated by the person who recorded the information.
- Should it be felt necessary an Early Help Assessment may be requested in order to support a family during a time they may be at need and therefore this may effect a child's welfare. The DSL/ DDSL will work with the parents and discuss the areas of change and need and how they can be supported. This may lead to additional agencies becoming involved to support the family in the home environment as well as the child in the setting.
- If there are physical and visual signs these may be marked on a body map, either Baby/Toddler or Child. These should be signed, dated and questions asked on body map page answered. Body maps are useful in order to build up a file of possible signs of abuse.
- Such records will be kept in a separate, locked file and will not be accessible to people other than the nursery leader, key staff and other members of staff /professionals as appropriate.
- Records may be kept up to 21 years.

LIASE WITH OTHER BODIES

- The nursery operates in accordance with guidelines laid down by the registering authority. Confidential records kept on children about whom the nursery is assessing will be shared with SSCB and the Social Services Department if the nursery feels that adequate explanations for changes in the child's condition have not been provided. We actively promote multi-agency working, especially via an Early Help Assessment.
- With parental permission the setting will pass on safeguarding concerns to additional settings that a child may attend or may be transitioning to. However should we feel that a child is at risk of danger, information will be given to protect a child at all times.



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- The setting has links with the local children's centre and in our new parents information pack seek information and permission from parents with regards to whether they have attended the centre and whether we can contact them to share information. We also liaise with previous settings/ childminders etc, with regards to the child attending our setting.
- The group will maintain on-going contact with the registering authority, together with names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in any emergency, for the nursery and the Social Services Department to work well together.
- The setting has a Sharing information policy which parents are asked to sign upon registering at the setting. This give the setting permission to share important and relevant information with additional services if it is felt it is needed.

SUPPORT FAMILIES

- The nursery will take every step in its power to build up trusting and supportive relationships between families and staff and volunteers in the group.
- Where abuse at home is suspected, the nursery will continue to welcome the child and family while investigations proceed.
- Confidential records kept on a child will be shared with parents. In some cases a Early Help Assessment (EHA) maybe implemented to find out the whether a child has additional needs or if they are likely to be significantly harmed.
- With the provision that the care and safety of the child must always be paramount, the nursery school will do all in its power to support and work with the child's family.

For further information –

<http://new.surreycc.gov.uk/social-care-and-health/childrens-social-care/protecting-children-from-harm>

<http://new.surreycc.gov.uk/social-care-and-health/contacting-social-care/contact-childrens-services>



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Safeguarding Children Policy

Policy Signed by:

Date:

Position:

Updated – January 2017
Review – January 2018