



## Hillbury House Nursery

Registered Day Nursery (130690)

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### Hillbury House Nursery- Overview of Safeguarding of Children Policy

Liz Woolley is the designated safeguarding officer for Hillbury House Nursery.

Secondary safeguarding officer is:

Charis Minter

Kelli Sweet and Abbi Coomber

**Safeguarding Statement:** At Hillbury House Nursery, we are fully committed to providing the highest quality of care for children aged 0-5. A vital part of our role involves keeping children safe. We are guided by the principles as set out in The Early Years Foundation Stage statutory guidance., section 3.1 states that:

*Children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.*

Our policies and procedures support us in our mission to protect and promote children's wellbeing. We follow arrangements as set out by the Brighton & Hove LSCB and as such, we adhere to the Pan Sussex Child Protection Procedures.

#### Safe working practices

Staff are fully aware of their safeguarding duties and receive full induction training to equip them to deal with safeguarding issues in a sensitive and timely manner.

#### Procedure for dealing with concerns and disclosures

##### Parental Partnerships

At Hillbury House we foster positive working relationships with parents and carers, and ordinarily they will be our first point of contact when we have concerns about a child. The child's key worker and/or Liz Woolley will discuss any issues with the family seeking to gain further information, which may result in no further action being taken. In all cases, confidential records will be kept, these will detail the nature of the concern and any action taken. The child's parents will normally be fully involved in the process. We have 'Accident Reports', which are accidents that have happened at nursery and 'Existing Injury Report' - accidents that happened away from nursery. If a child has an accident at whilst at nursery we record this on the accident report with all the required information, this report is then fed back to the parents and signed by staff and parent. Once this is done it is stored in our accidents folder, this folder is checked and reviewed by the safeguarding lead every month to pick up on any patterns of accidents etc.



The parents are asked to fill out the existing injuries form when an accident has happened away from the setting to establish the cause. This is stored in a separate folder and again is reviewed every month. If we were to notice regularity etc in a child's injuries this would be noted on a chronology of concern form and if founded, we would then follow our procedures re speaking to parents or FDFP.

**The welfare of the child should remain of paramount importance throughout.**

**See Epidemic & Pandemic Policy.**