

# Safeguarding Children

## Parent and Carers' procedure

KinderWorld is committed to the protection and well being of the children in their care.

If a parent notices anything untoward or has any worries or concerns regarding a member of staff the following action should be taken.

- The Parent/Carer should discuss their concerns with the Nursery Manager (Debbie Antrobus) and the Safeguarding officer (Emma Louis). A confidential report will be completed.
- Depending on the implications behind the concern the Room Supervisor/Manager will talk to the member of staff involved.
- If the area of concern is disputed other staff witnesses will be consulted.
- If serious allegations are made the member of staff involved will be suspended pending investigation.
- Once all information is gathered the Manager will decide what future action to take. A final report will be completed.
- If serious allegations are substantiated then the member of staff involved will be instantly dismissed and the matter reported to appropriate authorities i.e. Ofsted, Police.
- Parents/Carers will be informed of the outcome of the investigation.

In the interest of confidentiality the number of people consulted must be kept to a minimum.

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