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**The Role of the Nominated Child Protection Lead**

**Purpose of the role**

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at The Chelsfield Nursery and Pre-school.

To promote the safety and welfare of children and young people involved in, The Chelsfield Nursery and Pre-schools activities.

**Duties and responsibilities**

1. Take a lead role in developing and reviewing The Chelsfield Nursery and Pre-schools safeguarding and child protection policies and procedures.
2. Take a lead role in implementing The Chelsfield Nursery and Pre-schools safeguarding and child protection: ensuring all safeguarding and child protection issues concerning children and young people who take part in The Chelsfield Nursery and Pre-schools activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at The Chelsfield Nursery and Pre-school understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child’s welfare.
4. Make sure children and young people who are involved in activities at The Chelsfield Nursery and Pre-school and their parents know who they can talk to if they have a welfare concern and understand what action the Nursery/Pre-school will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in The Chelsfield Nursery and Pre-schools activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with The Chelsfield Nursery and Pre-school may present a risk to children or young people. This includes:
7. Assessing and clarifying the information
8. Making referrals to statutory organisations as appropriate
9. Consulting with and informing the relevant members of the Organisations Management
10. Following the Organisations safeguarding policy and procedures
11. Liaise with, pass on information too, and receive information from, statutory child protection agencies, such as.
12. The local authority child protection services
13. The police

This includes making referrals to agencies when necessary.

1. Store and retain child protection records according to the legal requirements and the nursery/pre-school safeguarding and child protection policy and procedures.
2. The Designated lead **Julie Carter** to work closely with management and the deputy safeguarding lead to ensure all parties are kept up to date with safeguarding issues, being kept up to date with any concerns about organisational safeguarding issues and concerns around child protection practice.
3. Be Familiar with and work within inter-agency child protection procedures and developed by the local child protection agencies.
4. Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
5. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works with, or volunteers for, the children and young people at The Chelsfield Pre-school and Nursery
6. Attend team meetings, supervision sessions and management meetings.
7. Work flexibly as may be required carrying out any other related and reasonable duties.

**Appointment to this role is subject to satisfactory vetting and barring checks.**

**Child protection leads must have received relevant safeguarding and child protection training.**

**That is specific to their role. This training should be refreshed regularly ( 2 Yearly) and they**

**should keep up to date with any changes in safeguarding and child protection.**

**legislation and guidance.**

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| This policy was adopted by | The Chelsfield Nursery |  |
| On | September 2024 |  |
| Date to be reviewed | September 2025 |  |
| Signed on behalf of the provider |  | |
| Name of signatory | Gary Carter | |
| Role of signatory | Director | |