



BURGESS HILL

— GIRLS —

Appendix B Safeguarding EYFS

1.6.3.b

SAFEGUARDING

EARLY YEARS FOUNDATION STAGE

This should be read alongside the School's Safeguarding Policy.

Our setting will work with children, parents and the community to ensure the rights and safety of children and to give them the very best start in life.

Liaison with other agencies

- We have a copy of the Government's publication, '*What to do if you are worried a child is being abused*' for parents and staff and all staff are familiar with what to do if they have concerns. This can also be downloaded from the website: www.everychildmatters.gov.uk
- We have procedures for contacting the Local Authority on child protection/safeguarding issues.
- We notify Ofsted of any incident that may affect the well-being of a child. Ofsted would be notified of a problem within 14 days.
- If a referral has been by telephone to Social Services or the Police Child Protection Team (investigating agencies) this referral must be confirmed in **writing within 24 hours**. Our referral should be acknowledged within 24 hours. If not, we ring them.

Use of Mobiles phones and Cameras in the EYFS setting

Only School equipment (phones, cameras or other recording technology) is to be used in the EYFS setting; this equipment must be stored securely when not in use and must not be used outside the setting.

Staff and students working within the EYFS setting:

- must adhere to the ICT Acceptable Use policy
- are not permitted to keep their mobile phone on their person during EYFS sessions
- are not to use their personal equipment to take photographs, videos or audio recordings of the children
- must ensure that any images taken of children are appropriate and stored and managed safely

Designated Members of Staff (DMS)**Lead DMS whole school****Mrs Kathryn Bell (Head Burgess Hill Girls)****Burgess Hill Girls Nursery –**

- **Mrs Suzanne Roberts (Nursery 51 Manager) Lead Nursery DMS** from October 2016
- Mrs Alison Hickman (Deputy Nursery 51 Manager) DMS from February 2014

Burgess Hill Girls

- **Mrs Heather Cavanagh** (Head of Junior School) Junior School DMS from September 2011

The designated members of staff within the Nursery setting will take the lead responsibility for safeguarding children within the EYFS setting and liaising with local statutory children's agencies as appropriate.

The School will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

Ofsted will be informed of the above as soon as is reasonable practicable, but at least within 14 days.

NSPCC Helpline 0808 800 5000

The Multi-Agency Safeguarding Hub (MASH) Single POC for safeguarding concerns in West Sussex:

- E-mail MASH@westsussex.gcsx.gov.uk
- 01403 229 900
- 0330 222 6664 (out of hours)

Adults and Children

03302 222673 (Direct)
07841 308548 (Mob)
sue.cart@westsussex.gov.uk

Head of Safeguarding
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