**Policy Statement**

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

**Procedures**

* We ensure that all parents/carers know how to complain about the behaviour or actions of staff within the setting, or anyone working/volunteering within the community centre, which may include an allegation of abuse. See Complaints Policy.
* We refer to Safeguarding and Child Protection Policy when responding to any complaint that a member of staff within the setting or anyone working in Little Buds, has abused a child.
* We respond to any disclosure by children or staff that abuse by a member of staff within the setting or anyone working in Little Buds, may have taken, or is taking place, by first recording the details of any such alleged incident.
* We refer any such complaint immediately to one of the Designated Child Protection Officers. We also report any such alleged incident to Social Services and what measures we have taken. We are aware that it is an offence not to do this.
* We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.
* We would report any incident to Social Services

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………..

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