

If one of our children makes a disclosure to you, remain calm and reassure the child that they haven't done anything wrong. DO NOT promise confidentiality; explain that you need to tell someone.

If you need to clarify information, ask open-ended questions like "Can you tell me/explain/describe?"

Record the disclosure on a Record of Concern form (these can be found on the Safeguarding Board in the staff room, and they are also available from the main office) or in the safeguarding packs in every room.

The information needs to be factually accurate and using the words of the child. Also include any emotions and body language that the child is displaying.

DO NOT record your assumptions or interpretations.

The record must be signed and dated.

Pass the completed Record of Concern form to a DSL/DDSL immediately.

For further information on types of abuse and safeguarding at this nursery, please see the full policy document in the nursery foyer or the nursery office

# Safeguarding Information for Staff, Visitors and Parents

## UNICORN Nursery

**Always remember**  
**Don't think "What if I'm  
wrong"**  
**Think: "What if I'm right"**



At Unicorn we are committed to keeping our children safe. By providing a safe environment for children to learn and play, and by identifying children who are, or may be, suffering harm, the nursery endeavors to ensure that they are kept safe at nursery and at home.

To achieve this, we have systems in place which are designed to:

- ◆ create and maintain a safe environment
- ◆ identify child welfare concerns leading to appropriate action
- ◆ use our curriculum to enable the children to start to develop 'keep safe' strategies
- ◆ create a listening culture to hear the child's voice
- ◆ operate safe recruitment and selection procedures to prevent unsuitable people working with our children

Anyone visiting the nursery shares the responsibility to keep children safe whilst on our premises and will be required to work within the guidelines of our safeguarding procedures.

**Mrs Caroline Rolls, the Designated Safeguarding Lead should be contacted. In her absence, please speak to the Deputy Safeguarding Lead, Mr Nathan Wilson.**

For more detailed information, please see our Safeguarding and Child Protection Policy document, which is part of a set of policies designed to create a safe environment for our children. There is a copy of the policies in the foyer, and all policies are also available on request.

**For further information on protecting children, please visit:**  
<https://www.nspcc.org.uk>

## Safeguarding Guidance for staff, visitors and volunteers

Unicorn Day Nursery is committed to safeguarding and promoting the welfare of all our children. It is a requirement that all staff, visitors, students and volunteers share this commitment.

We have a duty of care to our children to pass on any information about them which is of concern, to a Designated Safeguarding Lead (DSL) responsible for safeguarding.

### Our Procedures

- ◆ Be aware of and be alert to the potential abuse of children
- ◆ All safeguarding and Child Protection issues or concerns must be reported to one or all of the following staff:



**Caroline Rolls DSL**



**Nathan Wilson DDSL**