

## Safeguarding Card

Report your concerns immediately

Do not wait until later – make this situation your absolute priority.

Designated Safeguarding Lead: Sally Duck - 07825 271475  
Deputy Safeguarding Lead: Angie Halstead – 07766 256388  
Manager: Ann Leong – 07539 048417  
Owner: Bryony Creed - 07786 733847

Concerns about a child refer to:

C-SPA – Single Point of Access – 0300 470 9100 (including child protection consultation line)

C-SPA - Out of Hours – 01483 517898 (emergency duty team)

[cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

OFSTED - 0300 123 4666 – reporting an allegation against a member of staff

OFSTED - 0300 123 1231 – general helpline

Front door for Prevent: Email referral form – [preventreferrals@surrey.police.uk](mailto:preventreferrals@surrey.police.uk)

Concern about a member of staff: LADO – 0300 123 1650 (Option 3)

SETTINGS NUMBERS: OFSTED EY469375

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Knowle Nursery School – Child Protection Procedure

If you believe that a child may be experiencing Physical Abuse,

Emotional Abuse, Neglect or Sexual Abuse:

You must:

- Listen carefully
- Make accurate notes using the child's words
- Inform the designated person for child protection
- Tell the child they have done the right thing by telling you

You must not:

- Ask leading questions
- Use your own words to describe events
- Investigate
- Speak to parent or carer
- Promise confidentiality

Report your concerns immediately to the designated person

If you do not feel confident that the settings designated persons will act then act yourself

