

## **THE ORCHARD COMMUNITY PRE-SCHOOL**

Registered as Company Limited by Guarantee in England and Wales  
Registered Office: 17a Elmside, Milford, Godalming, Surrey, GU8 5EG  
Registered Number: 8791069  
Registered Charity Number: 1154900

This pre-school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Safeguarding and Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including supply staff, volunteers, committee and trustees) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pre-school children are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

### **Our Designated Safeguarding Lead (DSL) is:**

**Lois McPhee  
Deputy Manager**

If you are concerned about a child's welfare, please record your concern, and any observations or conversation heard, and report to the DSL as soon as possible the same day. Do NOT conduct your own investigation.

If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is unsuitable to work with children) then you should report this in confidence to the manager Sam Talman, who will refer the matter to the Committee Chairperson. The chairperson will then consider what action to take.