

Children's Services

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Date as Postmark

Dear Registered Childcare Provider

Child Protection Procedures

The enclosed letter to parents or guardians is to explain to those using your service that as a registered childcare provider, you have a legal duty to follow the Child Protection Procedures which have been drawn up by the East Sussex Safeguarding Children partnership. You should give them a copy of the letter and your child protection policy and procedure, ideally **before** placing their child/ children so that they may be fully aware of your duties. **Please ensure that adequate explanation is given to parents to ensure they understand the letter is just to confirm your duties as a childcare provider.**

The Child Protection Procedures require that anyone who has a suspicion that a child may be suffering or is at risk of suffering significant harm, must report those suspicions to the Single Point of Advice (SPOA) Service within Children's Social Care. You should regularly check that your records are up to date with the necessary contact numbers. This currently is:

SPOA Phone: 01323 464222

Opening Hours: Monday to Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm

[Email: 0-19.SPOA@eastsussex.gov.uk](mailto:0-19.SPOA@eastsussex.gov.uk)

Emergency Out of Hours: 01273 335905/335906

Such situations are always distressing but nevertheless, the welfare of children is the paramount concern. Please note that you also have a legal responsibility to share your complaints procedure with parents, to ensure they know what to do in the unlikely event that they have any concerns or complaints about your childcare. You must also ensure all parents have the most up-to-date contact details for Ofsted.

If you require any further guidance about the content of your policies and procedures, please contact the **Standards and Learning Effectiveness Service on 01323 463026, and ask for the Early Years Support and Intervention Officer for your area.**

Yours sincerely,

Sam Efde, LADO Safeguarding Unit

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Enclosures: SPOA Guidance for Early Years Settings and Letter for Parents