<Insert - SETTING NAME, ADDRESS AND LOGO>

<Insert – DATE>

**Commitment to Safeguarding and Child Protection**

Dear Parent/Carer

As the registered provider of childcare at <insert name of childcare setting> I / we have a commitment to the safeguarding and protection of all children.

To do this, I / we have a responsibility to consider the wellbeing of all children who attend this setting. This means I / we are aware of the things we see and hear from children that might indicate the child is at risk of harm. In most situations any matter of concern that is identified will be discussed with you as the parent/carer of the child. I / we recognise these can be difficult conversations to have but I / we will raise matters with you as we know the wellbeing and safety of your child is important. In the best interests of your child I / we would hope that we can have an open and honest conversation, should the situation arise.

In certain circumstances I / we will share these concerns in accordance with the Sussex Child Protection and Safeguarding Procedures. This means I / we will contact the **Integrated Front Door** (IFD, formerly known as MASH)in West Sussex. They will make a decision as to whether the concern warrants further assessment or investigation. IFD is the first point of contact with children’s social work services.

In very rare circumstances and where children are seen to be at risk of immediate harm, I /we may contact IFD without having spoken to you first and gained your agreement.

More detail of the safeguarding and child protection practices for <insert name of childcare setting> is contained in our policy. A copy of this policy can be made available to you upon request.

I/ we feel it is important that you are aware of our commitment to safeguarding and child protection, from the beginning of our working partnership and what this may mean in practice.