



CHILD PROTECTION POLICY

The protection of children's welfare is the responsibility of everyone who comes into contact with them. This includes parents, carers, relatives and educators. It is up to all of us to engage with children effectively, building their confidence by giving care, consistency and balance to their lives. In order to achieve this we must all work together and take appropriate steps for early intervention where needed. By taking this approach we can support families when they need it most.

Child protection is provided by the Social work department, which supplies support for families whose children are in need of safeguarding to promote their welfare and upbringing.

Guidance and Principles

United Nations Convention on the Rights of the Child (1989)

Relevant Legislation

Children (Scotland) Act 1995. Children and Young People (Scotland) 2014

The protection of Children (Scotland) Act 2003

The Protection of Vulnerable Groups (Scotland) 2007

Relevant Agencies and Guidance

National Care Standards - Standard 3, 12 and 14.

GIRFEC - Getting It Right For Every Child

SSSC Codes of Practice

The Early Years Collaborative - EYC (principles of Prevention and Early Intervention)

National Guidance for Child Protection in Scotland 2010

Edinburgh and Lothians Inter-Agency Child Protection Procedures (2012)

Curriculum for Excellence

Pre - Birth to Three Framework

Building The Ambition

Setting The Table

As an Early Years Partner Provider nursery, Colinton Private Nursery takes its guidance on child protection from the City of Edinburgh Council and all documentation in place supports this.

All staff members must follow nursery policy and procedures on child protection. They should at all times show good practice and be aware of the possible indications of abuse or neglect, along with the procedure for dealing with suspected cases. The nursery is responsible for ensuring all staff are trained on Child Protection and GIRFEC through induction procedures, in-house training and outside agencies, at the differing levels of responsibility. A mandatory Child Protection Level 2 Training Event is held annually in the nursery. The Child Protection officers are responsible for ensuring that staff are kept up to date with legislative changes and have access to training and documentation. Staff are responsible for attending training provided. They must also read and be aware of all documentation provided by the nursery on Child Protection and GIRFEC, following all policies and procedures rigidly. These include ensuring the principles of SHANARRI for every child and relevant parts within "Building the Ambition" and "Setting the Table"

The Child Protection Officer is: Joanne Laidlaw

The Child Protection Deputy Officers are : Debbie Brownlee

Julie Place

Reporting a child welfare concern

There are differing indicators which may cause a concern over a child's welfare. Staff must always seek advice from the nursery Child Protection officers if any concerns are raised. These are classed as **confidential** and any information should be restricted to a need to know basis only. A GIRFEC "Child Welfare Concern Form" must be filled in by the child protection officers and passed onto the child's Named Person, who is normally the child's own health visitor. These forms are kept in the GIRFEC and child protection folder located in the office. Along with these forms the child protection team may also be a need to contact Social Care Direct, police or the Emergency out of hours Social Work Team. Staff must ensure that they follow procedures at all times and act responsibly, in a professional manner when dealing with any matters of delicacy.

If a child arrives with injuries the staff must:

- Seek support from the nursery Child Protection officers immediately.
- Ensure immediate medical attention, if necessary.
- Explanations however puzzling should be accepted and accusations should not be made. Make a written record, including diagrams, of observations and explanations given. Have a witness wherever possible. This recording of information is to ensure that reasonably full and clear information is obtained in order to be able to make an appropriate referral to the Social Work Department if necessary.
- Ask open-ended questions to the child. These are known as the "W" questions. e.g **what happened, where did it happen, when did it happen, who did it?**
- At no time should staff ask the child leading questions, speculate or make assumptions, make negative comments, approach the alleged abuser or react in a shocked or panicked mannerism. Staff must also not make any promises to the child or agree to keep secrets.

- If you suspect that the injuries have been caused by assault or by the failure to protect the child you must seek further intervention from the nursery Child Protection Officers. They will contact, without delay, Social Care Direct, police or the Emergency Duty Team out of office hours.

If through conversation or other contact with the child you have cause to suspect physical, sexual or emotional abuse or neglect of a child in your care:

- Listen to what the child says. Be comforting and sympathetic but again follow the same question rules as above. Ensure that the child feels as little responsibility as possible.
- It is particularly important not to make any suggestions to the child regarding how the incident may have happened, therefore do not question the child except to clarify what he/she is saying.
- Write down exactly what the child says, or what actions concern you, and what you have said in response. Sign and date it.
- Do not make assumptions about who the allegations might concern. If a member of staff may be involved, appropriate steps must be taken to ensure the safety of the child and other children.
- Inform the member of staff in charge of your suspicions and that person will contact without delay, Social Care Direct, police or the Emergency out of hours Social Work Team.
- Ensure all conversations have been documented and passed onto the nursery child protection officers. This includes a GIRFEC wellbeing concern form.
- Once a child is referred to Social work they and the Area child protection committee will make an assessment of the child's needs.

Following such a referral, enquiries will be undertaken by social work and possibly the police. Staff may be required to provide statements and attend an Initial Child Protection Conference.

The nursery has the right to share any information regarding child protection with other child care professionals. All information will be kept confidential.

For further information on procedures to be followed in any case of child welfare concerns, please refer to the nursery GIRFEC and Child Protection folder. The guidance within this folder must be followed. **"Edinburgh and Lothians Inter-Agency Child Protection Procedures"** contain all the relevant help and support through a child protection case. The nursery Child Protection Officers are in place to support staff and take the necessary steps to ensure all procedures are followed within this guidance. This folder is located in the office of the nursery, within the GIRFEC and child protection folder.

All staff must be aware of this document and have a clear understanding of their roles and responsibilities regarding Child Protection and GIRFEC within the nursery.

On entering employment or student status within the nursery, there will be an induction meeting held with a member of management. This will include child protection, whistle blowing policy, Mobile phone, Ipad and social networking policy, rules, regulations and general conduct. Full staff child protection training events are held yearly within the nursery. Management level child protection CPD events will be attended and any new changes to legislation, fed back to staff. Policies are reviewed and updated to suit changes in legislation or any other relevant scenario.

Please refer to the appendix of the child protection policy. This contains information on the nursery's position of no responsibility over private arrangements of babysitting between staff, parents and carers, but highlights every person's responsibility in safeguarding children,

Useful contact details -

Social Care Direct: 0131 200 2327

Emergency Social Work Service : 0800 731 6969 (evenings, weekends, public holidays)

Email - socialcaredirect@edinburgh.gov.uk

www.edinburgh.gov.uk/childprotection

Police: 111 emergency - 999

Health Protection Team 0131 536 0467

Amethyst Team 0131 316 6600