

What happens if a Parent / Carer or member of the public reports a concern to staff?

Mrs Rossborough (Nursery Teacher) or a member of the school management team will be informed. Parents will normally be the first point of reference if there are any minor concerns. A Care and Welfare form will be completed and passed to the Child Protection Co-ordinator. The Co-ordinator may contact Social Services or the Family Protection Unit depending on the nature of the concern.

ALL CONCERNS WILL BE TAKEN SERIOUSLY

In any action taken the care and welfare of the child is always our primary concern.

At Touch School and Nursery the designated Child Protection Co-ordinator is:

Mrs Miller (Headteacher)

The Depute Co-ordinator is:

Mrs Wilson (Depute Headteacher)

If you have a concern regarding the safety of a child you may also speak to someone in Social Services directly:
01383 609111

If you are concerned about the safety of a child and feel a crime may have been committed you can also speak to someone in the Family Protection Unit:
01383 312910

Touch Nursery

Information Leaflet for Parents and Carers



Child Protection

"It's everyone's jobit's our job."

The Education Service has a range of roles and responsibilities in relation to Child Protection.

- **All children have the right to be protected from abuse and exploitation**
- **All children are entitled to grow up in a safe environment**
- **All children have the right to be listened to and taken seriously and for their wishes and feelings to be considered**

(Fife Child Protection Guidelines)

Our Nursery is concerned with all aspects of a child's wellbeing and we are committed to working with and sharing information with other agencies in order to ensure the protection and safety of children.

CHILD PROTECTION IS THE RESPONSIBILITY OF EVERY ADULT INVOLVED WITH A CHILD.

What do we do to keep children safe?

All staff are trained in Fife Child Protection Guidelines and this is updated each year.

We follow a number of procedures:

- We treat every child with respect and try to ensure privacy appropriate to age and situation

- We build an ethos of trust and security within the Nursery
- We provide time for children to talk to us and we value what they say
- We encourage the children to respect and care for each other
- We encourage children to be as independent as possible
- We note any changes to behaviour, mood, sleeping or eating patterns
- We share concerns with parents and if appropriate we consult other agencies
- We record any concerns
- We record any accidents within the Nursery
- We plan and provide opportunities for children to explore how they can help keep themselves safe, as part of our Health and Wellbeing programme.
- We provide opportunities for children to take risks in an age appropriate way
- All staff and students have had an enhanced Disclosure Scotland check and are suitably qualified and supervised.

If your child has had a fall or accident which has left a mark, bruise, cut, graze or burn it would be helpful if you could make your child's keyworker aware of this and how it happened. In the same way, if your child has an accident whilst in our care we will record this in our Accident Book and you will be asked to sign this to say you have been informed of the accident. We will record how the accident happened and what action was taken.