

UNCRC Article 19: I have the right to be protected from being hurt or badly injured.

UNCRC Article 36: I have the right to be kept safe from things that could harm my development.



Largs Early Years Centre Child Protection Policy

Rationale

Child protection is everyone's responsibility and it is important that all staff know their role in safeguarding and protecting our children.

Through our UNCRC work we encourage and support the children to learn about their rights and develop their skills and knowledge. This helps them learn about keeping themselves safe and encourages them to use their voice to share any worries or concerns they may have.

Aims of policy

- ♦ To provide clear guidance for practitioners to ensure the care, welfare and safety of the children.
- ♦ For staff to follow the processes and act appropriately if there is any concerns for the immediate well being of an individual child.

Responsibilities

- ♦ The Child Protection Co-ordinator (CP) is Alicia Train. The CP Co-ordinator is the main point of contact for all staff and external agencies.
- ♦ The (HOC) is responsible for ensuring staff at Largs Early Years Centre are fully aware of their role and responsibilities in relation to Child Protection.
- ♦ The HOC should ensure that during a staff member's induction that the Child protection procedures are covered in depth.
- ♦ The HOC should also ensure staff access relevant training which is available via North Ayrshire's Council Child Protection Committee.
- ♦ The HOC will deliver extensive mandatory training at the start of the academic year for all staff to refresh their skills and knowledge.
- ♦ All staff should ensure they follow the procedures and guidance at all times.
- ♦ Staff should be familiar with NAC Policy & Operating procedures G2 - Protecting & Safeguarding Children (May 24), this provides an in depth explanation of the Authority policy.

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1. If a member of staff suspects abuse or has a concern about a child they should:

- ♦ Staff should consider the immediate needs of child/children involved.
- ♦ Gather the information and if appropriate seek clarification (**not proof**)
- ♦ Make a note of the concerns including an accurate account, including the time and date on a confidential pastoral note recording form.
- ♦ Speak to the Child Protection co-ordinator (Alicia Train) or depute head of centre (Shirley-Anne Jess) and share the concerns.
- ♦ The CP co-ordinator will then discuss the nature of concerns and if necessary take advice from the link senior manager.
- ♦ If the child protection co-ordinator decides the child is in need of immediate protection they will contact Social Services and speak to the allocated Social Worker. If the child does not have Social Services involvement they should speak to the member of the team who is on duty. They should use the telephone referral check list (**see appendix 3**) to ensure they have given and received all the information required.
- ♦ They will then agree on a course of action, this should include how the parent will be informed and timescales for feedback.
- ♦ A written notification of concern form (**appendix 4**) will be completed and sent to the appropriate contacts within 24 hours. (If it is child protection this should be completed on the same working day).
- ♦ Details of the written notification of concern should be added onto seemis pastoral notes and Ayrshare and the copy added to the child's 7 part file.
- ♦ Information will be passed to other staff as necessary and the need for confidentiality will be stressed.

2. If a staff member is monitoring a child/family:

- ♦ Staff should complete a weekly 'Time Line of Events' sheet (pink) for any child on the child protection register or where some changes have been noted e.g. attendance
- ♦ This should be signed & dated by the key worker and handed into the office on a **Friday**. It will be checked by the CP co-ordinator and signed. It will then be filed in the child's folder under 'recorded information'
- ♦ In the event that the information recorded needs to be dealt with **immediately** staff should report concerns to the CP co-ordinator and it will be dealt with at the time. Staff should be clear that they **should not**

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wait until the end of the week to report concerns if the situation requires immediate attention.

- ♦ In the event that an incident needs a more detailed recording staff should complete a **Pastoral note recording form**. Staff should detail the information and inform the CP co-ordinator. The CP co-ordinator will complete the **actions required** if any are taken. They will also include the next steps in relation to reporting or monitoring. This information will be placed in pastoral notes and Ayrshare if appropriate.
- ♦ Staff can speak to the CP co-ordinator at any time regarding concerns about a child/family. The CP co-ordinator operates an open door policy.

3. If a member of staff is alleged to be involved in child abuse

- ♦ The Head of Centre should be informed immediately who will act accordingly.
- ♦ The Head of Service will be informed immediately and appropriate action taken (see early years guidance sheet)

4. Procedure for informing parents of policy on child protection

- ♦ At the Pre Admission Visit parents should be given a copy of the Child Protection Policy Explained for Parents Guidelines.
- ♦ Parents will then be asked to sign to confirm they have read and understand their responsibilities in relation to child protection.

5. Policy & Operating procedures G2-Protecting & Safeguarding Children

- ♦ This is displayed within the Staff Room and each member of staff has their own copy. Child protection procedures are reviewed and discussed at the start of the academic year in August.

This in house policy should be used in conjunction with Protecting & Safeguarding Children (G2) and comply with North Ayrshire Child Protection Committee guidelines.

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Kilbirnie Social Services: 01505 684551

**Strathclyde Police - At any Police Office or at the Ayrshire
Public Protection Unit 01563 505092**

Standby Social Work (Out of Hours): 0800 811 505

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Review annually