

HILLEND CHILDREN CENTRE

Child Protection guidance

Within Hillend It is everyone's duty to protect children.

All staff are trained on an annual basis including Janitor, Drivers, Catering, Cleaners and Clerical

Grounds for Concern – Action for All Staff: - As a member of staff, temporary or permanent, if you have a concern about a child you must report to head of centre or manager immediately.

(Appendix1)

All staff must report any of the following:

- a specific incident
- a disclosure made by a child or parent or carer
- information from a third party
- adult behaviour or circumstances that may place the child at risk of harm
- child behaviour or circumstances that may place the child at risk of harm

Secrets should NOT be kept at any time during discussions with a child (or third party), staff should not agree to keep secret any information, which implies that a child might have been subject to abuse or is at risk of future abuse.

Who do you report to?

In the first instance:-

1st person – Sonia McKay – Head of Centre

2nd person – Ann McArthur – Deputy Head

3rd person – Joyce Patrick – Deputy Head

4th person – Stacey Barbour – Senior EYECO

In the event of above persons being unavailable you would contact and request to speak to Education Services and speak to the **Early Years Manager** Yvonne Gallacher on 01475 712812 and social work on 01475 715365.

(Phoning and seeking advice from one of our Cluster Establishment Heads can also be requested if the above persons above cannot be contacted in an emergency.)

Nursery Cluster Establishments:-

Lesley O'Hagan – Blairmore Nursery – **5995**

Annmarie Cunningham – Wellpark Children's Centre – **5730**

Craig Scott – Glenbrae Children's Centre – **4987**

Review Date

A or earlier in response to any new guidelines, local, national or practice development.

Date	Head of Centre Signature
August 2025	