Please make yourself aware of our **Child Protection Policy** and our **Complaints procedure**.



**Our aim** is to work in partnership with parents. We aim to provide the best education for your child and the best support for parents. Our Child Protection Policy aims to secure the care and wellbeing of your child/ren.

|  |
| --- |
| **Helpful Local Organisations****In North Ayrshire** |
| **EDUCATION****North Ayrshire Council****Educational Services**01294 324400**SCOTTISH CHILDREN’S REPORTER’S****ADMINISTRATION**0300 200 1850**SOCIAL WORK SERVICES**North Ayrshire CouncilSocial Work Services- IRVINE 01294 310300- KILBIRNIE 01505 684551 | **SUPPORT/ADVICE****Befriending and Respite Project (BARS)**01294 605505**North Ayrshire****Young Carers Centre**01294 311333**The Addiction Service**01294 461731**Women’s Aid**01294 602424**Scottish Domestic Abuse Helpline**0800 027 1234 |



****

**Corsehilll Primary &**

**Early Years Class**

**Guide to Child Protection:**

**for parents and carers**

****

**Why have a policy?**

All staff employed by North Ayrshire Council at Corsehill Primary EYC have a **legal** responsibility to care and look after children and to ensure their welfare. They have a **legal** responsibility to respond appropriately when there is cause for concern for the wellbeing of a child or young person.

They also have a **legal** responsibility to report these concerns to the Child Protection co-ordinator who is Lorna Marshall (HT). These concerns then must be reported to an appropriate agency i.e. Social Services, Police.

**How do we do this?**

We have policies and procedures in place;

**Absence Monitoring** **Policy** - We ask parents to keep us informed if children are off, when they will return and the reasons why. If we do not hear from parents we will phone to establish why the child is absent. This helps us ensure that children are safe and well.

**Admissions & Enrolment Policy** - We ask for as much information on enrolment as parents/carers can provide about their child as this helps us to ensure that we can care for the child in the best way.

**Child Protection Policy** – This ensure staff are clear on their roles and responsibilities in protecting children’s welfare.

**Open Door Policy** – This provides parents with an opportunity to access the Child Protection Co-ordinator should they need to discuss any issues or concerns.

**Complaints procedure** – This ensures parents know how to report any concerns they may have and find a way to resolve them.

**Key Worker System** – Each child is allocated a key worker so that parents have a person they can talk to about their child. Key workers are available to speak to parents at the beginning and end of each session or through appointment.

**Recording and Reporting of Accidents –** When a child has an accident at nursery, this is recorded on an accident sheet; you will be asked to sign this sheet in order to confirm staff have explained to you what has happened and that your child was given the correct treatment.

**Comments/Suggestions** – We have a comments and suggestions box in the corridor so that parents can comment on the service we provide.

**Staff training Calendar** – This ensures all staff are appropriately trained in Child Protection.

**Disclosure Scotland** – All staff are disclosure checked to ensure their suitability to work with children.

**How do we respond to concerns about children’s Care/Welfare?**

* Member of Staff records any concerns
* Member of Staff reports concerns to the Child Protection co-ordinator (Lorna Marshall, HT)
* Child Protection co-ordinator discusses concerns with staff.
* Child Protection co-ordinator decides if the child is in need of immediate protection or not and proceeds with course of action. This could be contacting an external agency i.e. Police, Social Services or in some instances it may mean speaking to the parent of the child.
* Child protection co-ordinator may then need to complete a formal referral to Social Services.

**How can parents help us keep children safe?**

* **Absence from Nursery** - If your child is going to be off Nursery, phone to keep us informed of why they are off and when you think they will return.
* **Open communication** – Know your child’s key worker and pass on as much information as you can about your child and their needs.
* **Reporting accidents** - If your child has a bump/bruise/burn etc. tell staff when you drop them off. This ensures staff are aware of what has happened. It also tells staff it has happened at home and not since the child has come into nursery. This also helps staff understand if your child is having an ‘off’ day and reasons why.
* **Keeping staff and children safe** – North Ayrshire operates a no tolerance policy on violence and aggression. This is on display throughout the school.