**NAME OF ESTABLISHMENT FERGUSLIE AND SHORTROODS OUT OF SCHOOL CARE**

**AIM**

To establish a positive ethos that supports and values school age children and contributes to their welfare and general protection

Good practice that protects children requires the careful exercise of professional judgement and skill.

**ACTION GUIDANCE**

If you have direct evidence or suspicion of child abuse then the only way you can protect the child or children is to report the matter immediately. You must ensure that your ongoing involvement is in each child’s **best** interest and is in line with guidelines and procedures of standard circular 57.

If a member of staff or other adult have cause for concern **proof is not required,** they should immediately report to the person in charge: -

**Shortroods OSC: Caroline Young Senior Childcare Co-ordinator on 07795590686,**

**Ferguslie ASC: Thomas Jones Senior Childcare Co-ordinator 07483361156**

**The Co-ordinator should**

Treat the grounds for concern as a priority

Consider the needs of all children involved

Take emergency action if required re **Police on 0141 532 5900 or Medical Services 0141 887 9111**

Immediately report to the **Senior Social Worker on 0141 842 5151** by day and after 4.45 p.m. on **0800 811 505** discuss with the duty social worker the action to be taken if any and if the parent’s should be notified

All details should be stored in a **confidential case** **file.**

Maintain confidentiality at all times

Co-operate with all agencies involved

**Staff in the absence of the co-ordinator should immediately record relevant information which should be signed and dated they should then contact Pamela McKechan at Childcare Partnership on 840 8930**

**during the hours of 3 p.m. and 4.45 p.m. or following the guidelines as above.**

Give support to child/children /staff as necessary and appropriate

**CHILDLINE 0800 1111 - CHILDPROTECTION LINE 0800 022 3222**

**ADDITIONAL GUIDANCE**

It is the role of Police and Social Work to investigate allegations of child abuse not you.

All information should be recorded by the person the child speaks to or the manager in charge, the information should be detailed as said and no questioning should take place other than to clarify the explanation and whether it is consistent with the injury or cause for concern.

All information **will be treated** confidentially **although** where there is cause for concern about a child’s welfare the information **will** be passed to Police or Social Work.

Information will be treated sensitivity and will only be conveyed to those professionals who are in a position to protect and support the child/children.

If a member of staff is suspected of abuse the same policy applies

It is important to keep an open mind and that staff should consider that child abuse could be one of several explanations for behaviour which causes concern.

All staff access **Child Protection Training and have regular updates and in-house training annually**

**In keeping with Renfrewshire Council’s guidelines**

**Reviewed: April 2024**