

# Space Place Early Years Centre

## Child Protection Policy



**HGIOELC 2.1 Safe Guarding and Child Protection**

**HSCS: 3.20 I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities**

**Reviewed by Management  
July 2023  
(next review Jul 2026)**

**Date of review: Jul 21**

**Changes:**

**No changes**

## **RATIONALE**

*"Child protection depends on the knowledge, skills and confidence of those who work with children and families. Strong, clear and relevant guidance in this area is an essential support for the children's workforce."*

(National Guidance for Child Protection Scotland, Scottish Government 2010)

*"All children and young people have the right to be cared for and protected from harm, and to grow up in a safe environment in which their rights and needs are respected"*

(National Framework for Child Protection Learning and Development in Scotland, Scottish Executive 2012)

This policy outlines basic responsibilities of all staff in relation to Child Protection in Space Place EYC for specific guidance including information about confidentiality, using technology and allegations made against staff please refer to the South Ayrshire Council MG on Child Protection.

## **AIM**

- To ensure that all children are kept safe and protected from harm.

## **OBJECTIVES**

- To provide a safe, secure environment for all children.
- To provide Child Protection and related GIRFEC training for all staff.
- To work in partnership with other professionals to protect children.
- To implement Child Protection procedures as required:
- To share our procedures with parents/carers.
- To use the "Assessment Triangle" and the Health and Wellbeing Outcomes when completing children's Care Plans and within reports for other appropriate forums.

## **IMPLEMENTATION**

- Staff will ensure that the nursery environment will keep children safe and secure at all times.
- Staff will attend Child Protection training and keep this knowledge up-to-date on at least an annual basis.
- Staff will actively seek related training courses to develop their understanding of the GIRFEC agenda.
- Staff will work in partnership with other professionals in the protection of children.
- Staff should implement the Child Protection procedures as required.
- Child Protection procedures will be included in the nursery handbook and displayed on the notice boards.
- Staff will have a working knowledge of the Assessment Triangle and SHANARRI etc.

## Responsibilities

### Child Protection Co-ordinator (Caroline Fyfe)

The Child Protection Co-ordinator (CPC) in educational establishments, has both general and particular responsibilities with regard to child protection, including to:

- ✓ Co-ordinate action within the school in relation to specific children or young people, about whom concerns have been raised;
- ✓ Liaise with other agencies, (e.g. Police, Social Work, Children's Reporter, Health staff) on general issues relating to child protection;
- ✓ Support investigations, Court proceedings, Children's Hearings and case referrals or Significant Case Reviews;
- ✓ Listen and respond to general concerns raised by staff, children, young people and parents or carers in relation to child protection;
- ✓ Organise staff briefings and training on child protection and wellbeing, for the 'Specific Contact Workforce' in accordance with the National Framework for Child Protection Learning and Development in Scotland, Scottish Government; oversee the planning of any curricular provision designed to give children and young people, the knowledge and skills to keep themselves safe from all forms of abuse;
- ✓ Ensure accurate record keeping of all information, related to a child or young person's wellbeing and protection is carefully recorded using a chronology of significant events, together with relevant documentation;
- ✓ Ensure child protection files and all confidential sensitive and personal information are securely stored in accordance with up-to-date *File Management Guidance* and the Data Protection Act 1998;
- ✓ Ensure that all child protection chronologies are reviewed at least once every term; and
- ✓ Whenever practicable, attend all Child Protection, multi-agency meetings and Children's Hearings or delegate the Named Person to do so.

### All Staff

Members of school staff are in a unique position because of their daily contact with children and young people. They will often be the first person, with whom a child shares his/her concerns, or the first to notice a change in a child's behaviour. In the event of a disclosure or of abuse or neglect, staff should be aware that they DO NOT have the authority to investigate these concerns.

The role of EYC staff is **TO OBSERVE, RECORD AND REPORT:**

Observe carefully the child or young person's behaviour and demeanour:

- ✓ Record in detail what the staff member has seen and heard and when;
- ✓ Any signs of physical injury should be described in detail or sketched;
- ✓ Exact words used by the child or young person should be quoted;
- ✓ A guarantee of secrecy or confidentiality must not be given to the child;
- ✓ Use open-ended questions;
- ✓ The child or young person must be told that the Child Protection Co-ordinator (CPC) will have to be informed;
- ✓ Report suspicions or disclosure immediately to the Child Protection Co-ordinator;
- ✓ Take notes, date and sign them, as soon as possible and recording should not delay reporting;

- ✓ Even when no formal referral has been made to the Health and Social Care Partnership, notes should be kept in a confidential record in Pastoral Notes on SEEMIS;
- ✓ Be supportive and assure them you will only share this information with those people who need to know in order to prevent any further harm; and
- ✓ Take time to listen, without asking too many questions.

#### **Ancillary and Support Staff**

School assistants, administrative assistants, janitors, and catering staff are often seen by children and young people as possible confidantes, because of the nature of their contact and should take the above actions in the event of a disclosure.

As with other school staff, it is vital that all concerns regarding the welfare or safety of a child or young person are reported to the Named Person and if necessary, the Child Protection Co-ordinator, as soon as possible, and that such suspicion or concerns are not discussed more widely.

For specific guidance including information about confidentiality, using technology and allegations made against staff please refer to the South Ayrshire Council MG on Child Protection.

#### **Staff Guidance In The Event Of A Child Disclosure**

In the event of a child disclosure happening when management are out the building staff should do the following:

1. Use an in-house update form and write word for word what the child says
2. Call early years central team and seek support - see poster for contact details
3. Contact social work for support and guidance - 01292 267675
4. Complete the Educational Services : Notification of Concern Form and access the child details in the managers child filing drawers : ensure date of birth and address are accurate, also spelling of child name \*
5. Email the Notification form to [InitialResponseTeam@south-ayrshire.gov.uk](mailto:InitialResponseTeam@south-ayrshire.gov.uk) and [Education.Concern@south-ayrshire.gov.uk](mailto:Education.Concern@south-ayrshire.gov.uk), also email your line manager/depute all forms
6. Keep a printed copy of the Concern form in the child confidential file along with the in-house update form
7. Ensure the telephone land line is available for updates & inform the centre Admin office staff that you are awaiting an important call
8. Make yourself aware of the guidance - see management guidance book
9. Aim to text message the centre manager / depute that an CP concern has taken place
10. Following disclosure manager/depute will update online Ayrshire system and Seemis

# Role of Child Protection Co-ordinator



IF CHILD IS AT IMMEDIATE RISK TELEPHONE  
THE POLICE DIAL 999

IS CHILD AT RISK OF ABUSE OR SIGNIFICANT HARM?

TELEPHONE Social Work

Initial Response Team on:

01292 267675 or call 0800 328 7758 if out of hours.

COMPLETE Child Protection CONCERN Form

Send immediately to:

InitialResponseTeam@south-ayrshire.gov.uk and  
Education.Secure@secure.south-ayrshire.gov.uk

ENTER FULL DETAILS into PASTORAL NOTES on SEEMIS and  
in CHRONOLOGY OF SIGNIFICANT EVENTS and in AYRshare

PUT a copy of the Concern Form in The child's  
CONFIDENTIAL file.





8. CHILD PROTECTION FLOWCHART

**IF CHILD IS AT IMMEDIATE RISK TELEPHONE THE POLICE  
DIAL 999**

**IS CHILD AT RISK OF ABUSE OR SIGNIFICANT HARM?**

**TELEPHONE SOCIAL WORK  
INITIAL RESPONSE TEAM ON  
01292 267675 OR CALL 0800 328 7758 IF OUT OF HOURS.**

**COMPLETE CHILD PROTECTION CONCERN FORM  
APPENDIX III**

**SEND IMMEDIATELY to:  
Initial Response Team**

**InitialResponseTeam@south-ayrshire.gov.uk**

**and**

**Education.Concerns@south-ayrshire.gov.uk**

**ENTER FULL DETAILS IN CHRONOLOGY OF SIGNIFICANT  
EVENTS ON SEEMIS**

**PUT A COPY OF THE CONCERN FORM IN THE CHILD  
PROTECTION FILE**

