



Woodpark Nursery Child Protection Statement

At Woodpark Nursery we are committed to creating an establishment and local community in which children are safeguarded.

As a stakeholder in the local community we have a professional and contractual obligation to report all claims or suspicions of child abuse to Mrs Debbie MacKenna, our Child Protection Officer (CPO).

The advice we receive from South Lanarkshire Councils Child Protection Committee are as follows.

Concerns about a child or young person

Reporting responsibility.

- If a child makes a disclosure or you have a general concern about a child's behaviour or presentation, this should be **recorded on a Concerns Reporting Form immediately**, photocopy the form and pass to the Child Protection Officer **immediately afterwards**.
- If **Debbie MacKenna** is unavailable the concern must be passed to the Depute Head Teacher **Marianne Duncan**. If Marianne Duncan is also unavailable, staff should take their concern to the Principal Teacher **Jenny Purton**.
- The CPO or member of Senior Management Team **must read and sign the form**.
- On the rare occasion that all the senior management team are unavailable, staff must contact the next person in authority, this would be the **Emergency Duty Social Worker**.
- A record of events is **recorded and logged on to the Early Years Pastoral Notes** system.
- The CPO will then make the decision whether to simply collect the information or pass the concern to Social Work or Police Scotland.
- If you feel that the concern has not been dealt with appropriately then **you have the responsibility to contact Social Work independently**.
- **All child protection concerns, or disclosures of information made by a child to a member of staff must be reported to the CPO immediately and without delay.**

How to respond to a child who discloses abuse.

- **Remain calm** and listen very carefully.
- **Acknowledge what has been said**, take the disclosure seriously and reassure the child.
- **Never promise to keep secrets!**
- **Record exactly what the child said** in their own words.
- **Date, time and sign the report.**
- **Pass the report to the CPO immediately** – Mrs Debbie MacKenna, Head Teacher.



After Reporting.

- You can **ask the CPO to update you** about any concern you have raised.
- **Any update** you receive is confidential and, on a need-to-know basis, **therefore it should not be shared widely with the rest of the staff team.**
- If the concern is found to be serious, multiple agencies will be called to an **Inter-agency Referral Discussion (IRD)**. Representatives and information from **Social Work, Education, Police Scotland and Health**, who are involved in the child's life attend this IRD. At this meeting a decision is made about the child's safety/ wellbeing.
- At times, **staff making the initial report may be called to give evidence at a Children's Hearing Panel.**

When a child discloses abuse by a member of staff.

- **Remain calm** and listen very carefully.
- **Acknowledge what has been said**, take the disclosure seriously and reassure the child.
- **Never promise to keep secrets!**
- **Record exactly what the child said** in their own words.
- **Date, time and sign the report.**
- **Pass the report to the CPO immediately** – Mrs Debbie MacKenna, Head Teacher.

When a child discloses abuse by a member of SMT

- **Remain calm** and listen very carefully.
- **Acknowledge what has been said**, take the disclosure seriously and reassure the child.
- **Never promise to keep secrets!**
- **Record exactly what the child said** in their own words.
- **Date, time and sign the report.**
- **Contact South Lanarkshire Council's Senior Child Protection Officer Deborah Lyndsay.** (Details can be found on the annual Child Protection Update received at the beginning of the school year)

All staff should be provided with the Child Protection concertina guidance. If you do not have one, request one from the school office.

Any disclosure made against a member of the establishment's staff team must be reported to the Care Inspectorate.

August 2023