

- *Please refer to extra guidance in second copy of this policy, in this file*

GLEN URQUHART CHILDCARE CENTRE  
Scottish Charitable Incorporated Organisation SC024692

## **CHILD PROTECTION POLICY**

Glen Urquhart Childcare Centre aim to follow the standards within:

- Protection of children (Scotland) Act 2003
- The United Nations Convention of the Rights of the Child.
- National Guidance for Child Protection in Scotland 2014
- Children and Young People (Scotland) Act 2014
- Inter-agency Guidelines to protect children and young people in Highland
- Easy Guide Highland – Health and Social Care

We are committed to creating an environment in which children are safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately. The well being of children in our care takes precedence over any other consideration. It is the clear responsibility of all those involved in our Centre to adopt good practice throughout all aspects of their work with children. The above documents will always be used to ensure the correct procedures are implemented to safeguard children.

In order to achieve this, we will:

- Seek to work in partnership with parents, carers, Highland Council and other external agencies to promote good practice within the area of child protection.
- Update any changes in child protection policy and practice under guidance from Highland Council.
- Ensure that all staff have access to appropriate child protection training, supervision and support in order to implement this policy effectively.
- Plan and organise the Centre so as to minimise situations where the abuse of children may occur, within the 5 categories of abuse.
  1. Physical injury
  2. Physical neglect

3. Sexual Abuse
4. Emotional Abuse
5. Non organic failure to thrive

The detailed arrangements, systems and procedures for ensuring that the above policy statements are fully implemented are contained in the Inter-Agency Child Protection Guidelines published by the Child Protection Committee – Highland.

Our Centre has adopted the following safe caring practices for each play activity to minimise situations where abuse of children could occur:

- Parents will be fully informed of the learning activities their child will participate in, including staffing arrangements.
- Staff will not spend time alone with a child unnecessarily and will only do so with the knowledge and consent of the Centre Manager or Assistant Manager.
- If, when alone with a member of staff, a child is accidentally hurt, or appears to be distressed in any manner, or appears to be sexually aroused by the adult's actions, or misunderstands or misinterprets anything the adult has done, the adult must report any such incident to the Manager or Assistant Manager and follow the correct procedures. The child's parents should be informed of the incident as soon as possible.
- Children will not be allowed to use inappropriate language or behaviours unchallenged.
- Staff will not use inappropriate language or make suggestive comments to children or other members of staff even in fun.
- Staff will be made aware of their role, area of responsibility, and person to whom they are accountable within the centre as part of their training.
- Staff must respect children's privacy and dignity particularly when providing intimate care, e.g. toilet assistance and changing. Such assistance should only be given with the full consent and understanding of the parents.
- Staff should not allow or engage in any inappropriate touching of any kind.
- The role of the Centre staff is to inform the Manager or Assistant Manager of any instance, which suggests that abuse is taking place. It is NOT the role of the Centre to wait for proof, investigate or gather evidence of abuse.
- REFER do not INVESTIGATE

#### Staff

- Complete a P.V.G. disclosure check for all staff and long-term volunteers.
- We will ask for the names of two referees who will be prepared to provide a written reference
- We will interview prospective volunteers and staff
- We will carry out a probationary period for all volunteers and staff of at least 1 month

- We will carry out a full induction, which includes child protection information, before a new member of staff, student or volunteer has contact with children.
- Are always vigilant
- Record any concerns – always including a date, time and signature.
- Refer confidentially to Manager or Assistant Manager.
- DO NOT discuss with anyone else. Child protection concerns are shared on a 'Need to know' basis.
- Staff are made aware on a need to know basis
- Be aware that someone else could misinterpret your actions even if they are well intended
- When a child tells an adult or acts out a scenario about possible abuse, his or her statements should not be dismissed or ignored. The adult should listen carefully to what the child wants to communicate, taking account of the child's age and stage of
- development, and allow the child to say what he or she wants to say without being drawn into detailed questioning. What has been said/acted out should be noted including dates and times.
- An older child who attends the Centre can be given the name and telephone number of an organisation or individual that may be able to help them with any concerns or worries that they require additional support with. For the Inverness Area the child can be given the following name and number: **Inverness Social Work Office, Carsgate, Inverness, (01463) 883795. If staff are concerned the Manager or Assistant Manager will contact the child's 'Named Person' i.e. Primary or High School Head Teacher.**
- Only share concerns with and seek support from those persons identified as authorised to do so within the Child Protection Policy guidelines.

Children with special needs are particularly vulnerable and staff often have to provide assistance with personal care, which may include the physical handling of a child.

- Where a child is fully dependant on a member of staff to provide such assistance there is a need to be responsive to the child's wishes, and to give the child choices where possible.
- Children should not be assisted to do things of a personal nature that they can do for themselves.
- The Centre recognises that, in common with all organisations providing activities for children, there is the possibility that allegations of abuse could be made against members of staff.

**All such allegation will be investigated following Highland Council Inter-Agency Guidelines**

The Centre will always seek to work with families in a clear, positive and open way, bearing in mind always that the welfare of the children is of paramount concern.

Child abuse is a criminal offence. All staff working at the Centre have an ethical duty to report any reasonable concern that a child may be being abused.

## GLEN URQUHART CHILDCARE CENTRE

### Child protection

#### Procedure checklist

If

- A child discloses abuse, or
- A member of staff suspects a child may have been abused, or
- A third party expresses concern
- A staff member witnesses an abusive situation involving another staff member

The member of staff must: - RECORD and REPORT

- R      Respond without showing any signs of disquiet, anxiety or shock
- E      Enquire casually about how an injury was sustained or why a child appears upset
- C      Confidentiality must not be promised to children or adults in this situation
- O      Observe carefully the demeanour or behaviour of the child
- R      Record in detail what has been seen and heard
- D      Do not interrogate or enter into detailed investigations: rather encourage the child to say what he/she wants until enough information is gained to decide whether or not a referral is appropriate.

Then REPORT to the Manager or Assistant Manager

Members of staff **must not**

- Investigate suspected/alleged abuse themselves
- Evaluate the grounds for concern
- Seek or wait for proof
- Discuss the matter with anyone other than the Manager and Assistant Manager

Date last reviewed Jan 2019

Date of next Review Jan 2020

Signature \_\_\_\_\_

Designation \_\_\_\_\_