



Brnton House Nursery
It's never too early to learn

Child Protection Policy

Everyone using the nursery should recognise that keeping children safe, in every aspect of their lives, is a priority. In adopting and implementing Child Protection Procedures, the nursery is working together with all childcare agencies, following practise and policy designed to protect children across Scotland. Our nursery will work with children, parents, external agencies and the community to ensure the welfare and safety of children to give them the best start in life. Children have the right to be treated with respect and to be safe from any abuse in whatever form.

Staff and managers responsibilities upon suspecting abuse

As a staff member:

- Contact the Manager or Deputy immediately and advice them of all the circumstances.
- Record any circumstances which led you to the concern or suspicion (e.g. descriptions of what you saw or heard and when). Make this record at the time or immediately after, remember this may form the crucial part of a child protection enquiry. Note anything the children has said or done in an unbiased way directly in the child's words and without putting thoughts and ideas into their head.
- Be available to the child to offer support but do not attempt to examine or question the child or any other person with regard to any injury or allegation.

As a Manager (with regards non staff member)

- Contact the Social Work Department. If for any reason you are making contact out with office hours you may need to contact the out of hours team.
- Contact the parent/carer and advice them of the situation
- Liaise with the referring member of staff to keep them appraised

As a Manager (With regards to staff member)

- Isolate the member of staff and advise them that an allegation has been made against them. The member of staff should be offered support but not be questioned by any person, other than when a proper and effective investigation takes place.
- Follow steps as above.
- Liaise with the enquiry team to decide on an appropriate course of action with regards to the member of staff's continued contact with children in the workplace.

Child protection policy continued.....

All staff will be familiar with their own responsibilities to act swiftly upon any suspicions or concerns they may have about any child or member of staff of the nursery. The nursery will follow the procedures set out in the National Care Standards and as such will seek advice on all steps taken subsequently. The nursery has a duty to report any suspicions around abuse to the local authority who have an obligation to investigate such matters.

Staff Training

All staff are required to gain an enhanced disclosure before working with children. Any volunteers that are in the building will never be left alone with children and will never perform duties such as nappy changing without an enhanced disclosure check. All visitors/contractors to the nursery will be accompanied whilst on the premises especially when in the areas that children use.

All staff are required to attend external training on Child Protection matters as well as take part in internal training on a regular basis to ensure that they are familiar with Child Protection procedures and up to date policy changes. Prior to commencement of employment staff are also required to submit two references.

Contact details for reference and information

Nurseries designated Child Protection Officers:

- Louise Wilson – Nursery Manager
- Sharon Fraser – Deputy Manager

Parentlineplus

- Telephone – 0808 800 2222
- Website – www.parentlineplus.org.uk

The Child Protection and Duty Team

(To make referrals or to speak to a team member for advice)

- Telephone – 01738 476768

The Family Protection Unit

(The specialist police unit that deals with Child Protection investigations. There is also a domestic violence officer based within the team)

- Telephone – 01738 892912

The Out Of Hours Social Work Team

For emergency referrals after 5.00 pm or at weekends

- Telephone - 01383 432270

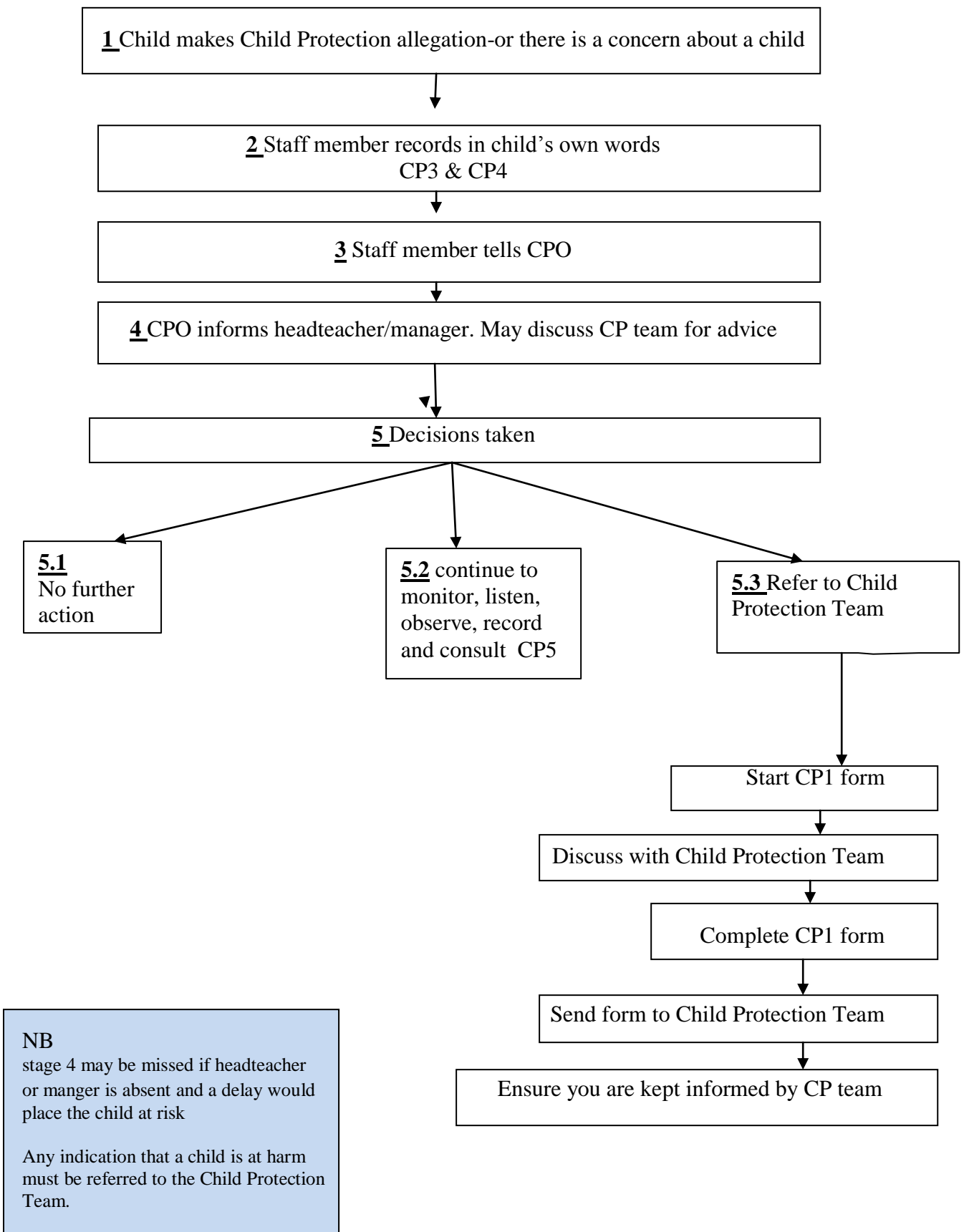
The Child Protection Planning Officer

Can also be contacted for advice regarding legislation, guidance and procedural matters. It can also be the telephone number for the keeper of the Child Protection Register for Perth and Kinross.

- Telephone – 01738 47690

Child protection policy continued.....

Child Protection Procedure



Child Protection Policy continued.....

The nursery aims regarding child protecting:

- To ensure that children are never placed at risk while in the charge of nursery staff.
- To ensure that confidentiality is maintained at all times
- To ensure that all staff are alert to the signs and understand what is meant by safeguarding and are aware of the different ways in which children can be harmed including by other children i.e. bullying
- Ensure that all staff are familiar with safeguarding issues and procedures
- Ensure that parents are fully aware of safeguarding policies and procedures when they register with the nursery and are kept informed of all updates when they occur
- Regularly review and update this policy.

This policy will be reviewed yearly

Signed by Manager.....Date.....

**Brnton House Nursery, Edinburgh Road, Bridge of Earn, Perthshire, PH2 9PP.
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