

Laurencekirk Nursery

Child Protection Policy



UNCRC Article 19: Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

The purpose of this policy is to ensure the protection of children within the setting and to support staff in being confident and consistent in doing so. This procedure ensures staff work safely with children and take responsibility for protecting them. All staff and students working within the setting are made aware of this procedure and the part they need to play to protect children. Additionally, all staff must undertake annual child protection training.

The following procedure has been written based on, *Health and Social Care Standards My support, my life*, (regarding descriptive statements 1.2, 1.19, 3.14, 3.20-3.25 and 5.19), Care Inspectorate, 2017; *Getting it Right for Every Child*, Scottish Government 2022, *Children & Young People (Scotland) Act 2014*, *National Guidance for Child Protection in Scotland*, Scottish Government 2023 and local guidance regarding child protection.

The setting has visible posters and guidance displayed to allow easy access and support staff in taking the required steps to protect children. At Laurencekirk Nursery, the Designated Child Protection Officer is **Hayley Wood** (Early Years Senior Practitioner). At Laurencekirk School, the Designated Child Protection Officer is **Jill Smith** (Head Teacher) and **Caroline Duncan** (Depute). If none of the DCPOs are available, staff should contact any senior member of staff, a senior staff member from another school or duty social work directly.

CONTACTS

Jill Smith - 01561 400640

Caroline Duncan - 01561 400640

Hayley Wood - 01561 400640

Duty Social Work - 01467 537111

If a staff member has any concern regarding the safety or wellbeing of a child, a 'Child Safety and Wellbeing Sheet' (Appendix 1) should be completed containing factual and relevant information which is then passed on to the DCPO or relevant authorities. The Child Protection in Education Flowchart (Appendix 2) is then followed.

The Head Teacher & EYSP have the following responsibilities in respect to Child Protection:

- Ensure all staff fully understand their responsibilities for child protection.
- Ensure establishment practice complies with local authority guidelines.

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- Ensure the curriculum equips children and young people with the knowledge, skills and attributes to protect themselves.
- Appoint a suitably experienced and trained Child Protection Co-ordinator. In primary schools this will be the Head Teacher.
- Appoint a Depute Child Protection Co-ordinator. In small settings, arrangements can be agreed for a Child Protection Co-ordinator from another school within the local area to be nominated as Depute.
- Ensure that all employees know who the named Child Protection Co-ordinator is.
- Ensure arrangements are clearly communicated to all staff and contact details are displayed in every classroom, activity space and main office.
- Ensure that all visiting staff, students, volunteers, temporary, newly appointed and permanent employees know who the Child Protection Co-ordinator is.
- Ensure children, young people and parents have information and understand procedures on child protection and that senior staff can be approached at any time.
- Ensure recruitment and induction procedures give due regard to child protection.
- Ensure staff contribute effectively to multi-agency child protection procedures
- Monitor and evaluate child protection policy and procedures and, where necessary, plan for improvement.

Child Protection Co-Ordinator

The role of the Child Protection Co-ordinator is critical to the effective operation of child protection procedures within the school and nursery. The Child Protection Co-ordinator has a legal duty to share concerns appropriately.

All establishments must have an assigned Child Protection Co-ordinator and Depute.

The Child Protection Co-ordinator has the following responsibilities in respect to child protection:

- Be the point of contact for employees and other agencies on child protection.
- Implement the service's child protection policy and procedures.
- Comply with authority guidelines on appropriate and secure record systems for child protection information.

Role of individual staff members

Every member of staff working with children has a responsibility to:

- Help keep children and young people safe and well.
- Be vigilant for signs that children and young people may need support, are at risk, or are suffering from harm and/or neglect.
- Immediately contact the Child Protection Co-ordinator when they have concerns or hear allegations.

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- Contribute to taking action or supporting children and young people following identifications of concerns.
- Ensure their work is carried out in ways that prevent harm to children and young people and maintain safety and wellbeing of all involved.
- Attend establishment based child protection briefings and training and record this on a suitable Professional Learning Record

All members of staff should discuss any concerns they have about a child or young person with the Child Protection Co-ordinator however minor these worries may seem. The Child Protection Co-ordinator may have additional knowledge or information which, when added to, clearly indicates that the child may be at risk.

Role of Visiting Staff

The roles and responsibilities outlined above apply equally to staff visiting the school for whatever reason and:

- Visiting staff should familiarise themselves with the child protection arrangements in each setting they visit to ensure they are prepared in advance to appropriately respond to any concerns about a child or young person as they arise;
- Visiting staff must ensure they know who the Child Protection Co-ordinator or Designated Officer is in each setting they work in and ensure they share any concerns, however minor, with that member of staff as soon as they arise;
- Visiting staff must check regularly that they are aware of any changes in arrangements for child protection.

Updated August 2023

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