



Child Protection

Policy

It is our aim at Dunscore Pre-School Centre to provide a safe secure environment within which the children will be able to thrive and enjoy learning.

Procedures

To help us to achieve this the following good practice will apply :

1. The main door will remain snibbed or locked during session and parent's may gain admittance by ringing the door bell.
2. If the parent/guardian is unable to pick up their child at the end of a session the Playleaders must be informed of the alternative arrangements being made and given details of the adult responsible for collecting the child from the centre. Parents must ensure that the playleaders are aware of the identity of the individual collecting their child.
3. A list of adults approved by the parent/guardian as being allowed to collect their child on a regular basis will be securely maintained by the playleaders along with a list of contact telephone numbers to be used in an emergency.
4. No child will be allowed to leave the Centre at the end of a session without an approved adult. If in the opinion of the staff on duty the parent/carer is incapable of looking after the child safely—through being under the influence of drugs, alcohol or other mental health issues, delaying tactics should be employed to get the child's emergency contact person or other family member to look after the child in the meantime.
5. Children will be supervised at all times by a responsible adult, including when taking part in Dunscore Pre-School Centre's external activities, e.g. walks, visits and other outings. A risk assessment will be undertaken and appropriate ratios will be agreed and adhered to.
6. Playleaders will not be left alone for long periods with individual children. If a child needs to be taken aside for any reason the play leader will alert another member of staff, and they will monitor the length of absence. Adult:Child ratios, as outlined in the national care standards will be adhered to at all times.
7. Children will not be left alone with visitors to the group. All new visitors will be asked to provide proof of identity. Details of every visitor will be kept on file (including name, position, organisation and contact details). In addition, the name of any visitor will be recorded for every session they attend in the daily diary. Staff will supervise children, when visiting specialists are on the premises. Regular visitors will require an enhanced disclosure certificate.
8. Any accident or incident occurring during a session will be recorded in the Accident Record Book and the parent/guardian will be informed of the details. The details will then be transferred to a secure file.
9. Staff will be made aware of the requirement to notify the Manager and Chair about any occurrence which may affect their disclosure status. Staff turning up for duty under the influence of drugs or alcohol will be instructed to go home. They will also face disciplinary action and may be dismissed for gross misconduct. If a member of staff faces disciplinary action it will be reported to the Care Inspectorate.
10. Children will be respected, listened to and encouraged to develop a sense of autonomy and independence through adult support in making choices and in finding names for their own feelings, and acceptable ways to express them. This will enable children to have the self-confidence and the vocabulary to resist inappropriate approaches. Children will be encouraged to be confident in dealing with personal hygiene needs. "Accidents," will be dealt with in a sensitive manner.
11. The layout of the playrooms will permit constant supervision of all children.

12. We will access training opportunities for all relevant staff and volunteers at the centre to ensure that they recognise the symptoms of possible physical abuse, neglect, emotional abuse, and sexual abuse and are aware of child protection procedures. Documentary evidence, of all courses attended and training undertaken will be kept at the centre. All staff will be trained to at least tier one and the Child Protection Officer will undergo tier two training.

13. In addition, general discussion sessions will be held with all staff, students and volunteers regarding child protection and current legislation.

14. In order to ensure that known abusers are excluded and the recruitment and that selection procedure is robust, we will rigorously follow our recruitment policies. All Playleaders will be registered with the Scottish Social Services Council and will be required to follow the SSSC Code of Conduct.

15. Toddler Group

All the above sections not relating to staff will also apply to the toddler group, although parents are not required to have advanced disclosures carried out. The toddler representative on the committee will report any concerns to the child protection officer. Children attending the toddler sessions do so with a parent or carer who is responsible for them throughout the session.

Dunscore Pre-school Centre follows the most up to date information provided in PROTECTING CHILDREN AND YOUNG PEOPLE IN DUMFRIES AND GALLOWAY CHILD PROTECTION POLICY FOR SCHOOLS AND EARLY LEARNING AND CHILD CARE SETTINGS 2016.

At Dunscore Pre-School Centre we intend to create an environment in which any suspected child abuse is promptly and appropriately responded to.

The centre recognises that it has a prime responsibility to ensure the safety of children in the centre and has a duty to report any suspicions of abuse.

1. Responding appropriately to suspicions of abuse

Changes in children's behaviour or appearance will be monitored, recorded and acted upon by both staff and volunteers. Suspicions will be referred to Children's MASH and parents will be informed of this process. Parents will be kept informed of all actions taken concerning a child. If a child makes an allegation or a staff member is concerned about inappropriate conduct by another staff member it should be reported to the Child Protection Co-ordinators or in her absence, Children's MASH or the Child protection Education Officer. If the member of staff concerned about is the Child Protection Co-ordinator, the staff member should contact Head of Service. NAMS should be checked to determine if a child is on Child Protection Register or is Looked After.

All such suspicions will be kept confidential, and shared only with those who need to know. Action taken in this regard will be reported to the Chair by the Child Protection Officer or Assistant Child Protection Officer. Where there are suspicions of a child being abused while in the group's care (e.g. by a staff member, volunteer or parent/carer) the Care Inspectorate and the Chair will also be notified.

2. Keeping Records

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance a specific and confidential record or chronology will be set up, quite separate from the usual ongoing of records of children's progress and development. This will include:

- The name, address and age of the child.
- Timed and dated observations, describing objectively the child's behaviour and appearance without comment or interpretation, and where possible the exact words spoken by the child.

Such records or chronologies will be kept in a locked file separate from progress records and will not be accessible to people in the preschool group, other than to the Manager, Chair and the Administrator. The aforementioned will be the only people within the group to have access to confidential information and secure files.

3. Liaising with other bodies

Management and Staff of the centre are in touch with a variety of outside agencies to ensure a correspondence on all matters regarding the children's well being. The need to ensure proper protection for children requires that agencies share information promptly and effectively when necessary. If there is a reasonable concern that a child may be at risk of harm this will always override the Centre's requirement to keep information confidential. Confidential records and chronologies, kept on children about whom the centre is anxious, will be shared with the children's MASH if it is felt that adequate explanations for changes in the child's condition have not been provided. Chronologies should include the date and time the observation was made, the child's age, the source of the information, the name and role of the practitioner recording, a summary of the key points of the event – referencing any key documents or further information which may be in the file, as well as details of the outcome and action taken.

If a report on a child is to be made to the authorities, the child's parents will be informed at the same time as the report is made.

Once reported Dunscore Preschool Centre will maintain ongoing contact with the local authority, including names, addresses and telephone numbers of individual social workers, to ensure that it would be easy, in an emergency, for the Preschool and the social work department to work together.

4. Supporting families

Dunscore Pre-School Centre will take every step in its power to build up a trusting and supportive relationship with families, staff and volunteers in the group. The staff at the Centre will strive to support the family before a crisis occurs

Where abuse at home is suspected, staff will continue to welcome the child and family while investigations proceed. Dunscore Pre-School Centre will do all in its power to support and work with the child's family.

Dunscore Pre-school Centre follows the most up to date information provided in PROTECTING CHILDREN AND YOUNG PEOPLE IN DUMFRIES AND GALLOWAY CHILD PROTECTION POLICY FOR SCHOOLS AND EARLY LEARNING AND CHILD CARE SETTINGS. Procedures detailed in the above will take precedence over this document in the case of conflicting information.

Contacts

These will be checked on an annual basis when the policy is reviewed.

Audrey Lowrie Child Protection/GIRFEC Development Officer (Education) Children, Young People & Lifelong Learning (CYPLL) Tel: 01387 260451 Mobile: 07827 277 336 email: Audrey.lowrie@dumgal.gov.uk

Police 999 (in an emergency) or 101

Care Inspectorate 0345 6030890

Children's MASH 03033333000

Child protection Co-ordinator - *Lee Mackenzie (Manager)*

Depute Child Protection Co-ordinator - *Morag Walker (Administrator)*