**Castlemilk Day Nursery**

**Child Protection Policy**

**Rationale:**

Working in a nursery school puts us in the privileged position of being able to make close personal relationships with young children. Parents entrust us with their care and safety and have a right to expect us to be able to respond appropriately to all their needs.

In particular the physical and emotional needs of children in this age group means that nursery staff are often required to deal with situations which put them in close personal and physical contact with the young child in their care. Staff and student have a duty to make sure that both they and the children are not put at risk when in potentially vulnerable situations.

In summer 2011 new guidance and procedures for child protection came out. It was re -named to West of Scotland Child protection Procedures. The changes that have been made are categories of registration removed, updated definitions of abuse and neglect, timescale for child protection process specified and web based document, with links to other relevant documents. There are new indicators of risk which covers more risks. “When making judgements about the risks and needs of a child, there are a range of indicators that should trigger assessment and where appropriate, action”. The nursery also refers to Management Circular 57.

**Aim:**

To ensure the safety and protection of all children in our care. ( The child is paramount)

**Things you must do:**

* Treat all children with respect; they have a right to say **No**.
* Respect a children’s right to privacy.
* Avoid being left alone with children particularly if they need changed or helped with their toilet routine or personal care. If this is not possible keep the door open and/or remain in sight or hearing others.
* Ensure students do not deal with changing/toilet needs on their own. They should assist a member of staff or be in view of a member of staff.
* Ensure parent volunteers know to inform staff if a child needs help or attention.
* Have sound knowledge of Management Circular 57 and West of Scotland Child protection Procedures.
* Participate in a yearly review of the Child Protection Policy and Guidelines.
* Listen to the child carefully.
* Take the allegation seriously.
* Affirm the child’s feelings
* Reassure the child

**Thing you must not do:**

* **Show disbelief**
* **Give the child guarantee of confidentiality**
* **Making promises**
* **Do not prompt or suggest when in discussion**

If a child disclosed any abuse staff should follow the procedures these are;

* To fill in a record of concern form also a factual statement on paper which the child had said. This would be done straight away without any third party discussions to ensure only the present information is accurate. This is for evidence if needed in court proceedings.
* The form is given to **Head of Centre** who is our child protection officer. They decide if any action is to be taken and what action to take.
* The Head of centre would fill in a single agency form. This form is then sent to social work and should be returned to nursery. There is also separate form where management may decide to phone health visitor or speak to parents. This is done before the single agency form is sent.
* In the absence of Head of centre the Depute Head will oversee child protection duties.

It is the responsibility of the Head of Centre to refer any case of suspected child abuse to the appropriate agencies.

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| This policy was rewritten in: | August 2018 |
| Date for review: | August 2019 |