

The UN Convention on the Rights of the Child

Article 19: You have the right to be protected from being hurt or badly treated.

Article 33: You have the right to be protected from dangerous drugs

Article 34: You have the right not to be touched in ways that make you feel uncomfortable, unsafe or sad.

Article 36: You have the right to protection from of any other kind of exploitation.

Article 39: You have the right to help if you have been hurt, neglected, or badly treated.

**Rationale**

Within Rothesay Primary Pre-five unit we aim to create an environment in which all children are safe, feel safe in the setting, are well cared for and able to flourish.

This policy upholds the procedures that are in place to support children and protect them from harm, abuse and neglect. It will ensure that all staff are vigilant about children’s health and safety, are aware of and have a clear understanding of their roles and responsibilities and are supported by comprehensive child protection procedures to inform their practice. It is everyone’s responsibility to ensure that children are protected from harm, abuse and neglect.

**Roles and Responsibilities:**

The Child Protection Coordinator in Rothesay Primary School and Rothesay Primary Pre-5 unit during **term time** is:

**Mrs Louise Nicol**

In her absence report a child protection concern to a member of the senior leadership team (Elize Milani, Elaine Sullivan, Dale Somerville).

The Child Protection Coordinator in Rothesay Primary School and Rothesay Primary Pre-5 unit during **school closure** is:

**Miss Carol-Anne Dooley**

In her absence report a child protection concern to **Leanne Costello** or **Caroline Swan**. (Please see absence of a manager policy).

TheChild Protection Coordinator will ensure that: -

* Legislation in respect of Child Protection is adhered to in Rothesay Primary Pre-Five Unit (see Standard Circular 3.23)
* National and authority guidelines are followed by all members of staff
* Staff have ready access to current information regarding child protection legislation, the main elements of child abuse and their role and responsibilities in protections children
* All referrals are systematically and securely logged.
* All staff, will receive an annual update regarding child protection procedures.
* Staff have access to appropriate in-service training should the nursery or members of staff regard this as desirable or necessary.
* Staff are given appropriate advice regarding child protection on outings or visits.
* Care Inspectorate Notification must be completed within 24 hours of the event.
* Early Years are contacted (during school closure).
* PVG checks are in place when other adults are indirect contact with children at the nursery.
* Authority child protection audits are completed and returned timeously.

**All staff will ensure that:**

 • They are aware of their professional and corporate responsibilities in relation to child protection.

 • They are familiar with the indicators of abuse

• They are aware of the Authority guidelines and where to locate them.

 • They record all child protection concerns and pass them onto the Child Protection co-ordinator immediately.

**Procedures**

For the purpose of Child Protection, the Child Protection Co-ordinator in Rothesay Primary Pre-Five Unit is **Mrs Louise Nicol** (during term time) and **Miss Carol-Anne Dooley** (during school closure).

Should an allegation of abuse be reported the following procedures must be followed as outlined below:

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| **STEP 1****During Term-Time:****Immediately report** your grounds for concern to **Louise Nicol**. In her absence report a child protection concern to a member of the senior leadership team (Elize Milani, Elaine Sullivan, Dale Somerville).**During School Closure:****Immediately report** your grounds for concern to **Carol-Anne Dooley** (Lead Practitioner). In her absence report the safe guarding concern to Leanne Costello or Caroline Swan (Lead Practitioners).If you have direct evidence or suspicion of child abuse then the only way you can protect the child or children is to report the matter **immediately**. You must ensure that your ongoing involvement is in each child’s best interests: you must not wait to seek clarification, nor agree to keep the information secret, nor discuss the matter with others. |

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| **STEP 2** Follow the guidance given by the Child Protection Co-ordinator in relation to recording your concerns, supporting the child and co-operating with subsequent actions to investigate the grounds of concern and to protect the child or children concerned. |

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| **B.** The Child Protection Co-ordinator should follow the action points listed below in the order they judge appropriate for the particular circumstances for each case. There should be an absolute minimum of delay in moving through the Action Points. |

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| **ACTION POINTS** Treat the grounds for concern as reported by the member of staff as a priority for action.* Consider immediate needs of all children involved.
* Take emergency action if required.
* Gather information and if appropriate seek clarification (not proof).
* Ask staff to record relevant information.
* Store all information in a confidential Incident File.
* Contact Early Years on the same day (**during school closure**).
* Record a notification with the Care Inspectorate within 24hours of the event.

**Immediately report** In all cases, if the Child Protection Co-ordinator consider that there is a possibility of abuse then the matter must be reported immediately to: Richard McIntyre Social Work Team Manager On: Tel: 01700 50133 Mobile: 07795 338710. If Richard McIntyre is not available staff will contact duty social work within office hours on - 01546 605517. Or ring SWES for out of hours on - 01631 569712Discuss with the duty senior social worker the action to be taken, including when and by whom parents will be informed and the child or children interviewed. **Immediately report** a medical emergency to the medical services and administer first aid if needed before reporting to the duty senior social worker.Urgent circumstances may require help from the police, e.g. immediate avoidance of further abuse, immediate pursuit of an alleged abuser, avoidance of destruction of evidence. Police can be contacted on 999If a member of staff is alleged to be involved in child abuse then contact should be made with the Education Service Senior Manager. Decisions will then be made regarding appropriate action and the involvement of other services. **Record** (on the same day) the grounds for concern and action taken using the Child Protection Recording Form. Send the original report and a copy as detailed on the form. Keep a copy of this information, signed and dated, in the Incident File.**Co-operate** fully with all statutory agencies who may become involved. **Support** the child or children involved as necessary and appropriate. **The Difference Between Child Protection and Child Abuse Could Be You.** |

**CHILD PROTECTION RECORDING AND REFERRAL FORM**

Child’s name: Date of birth:

Address:

School:

Sibling’s Name(s) Date of birth School Attended

Name of Parent(s) / Guardian(s) or Carer(s):

Relationship to Child:

Address:

Telephone:

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Name of individual who reported grounds for concern to Child Protection Co-ordinator

(PRINT):

Signature: Date:

Person contacted by Child Protection Co-ordinator:

Designation:

Date and time contacted:

Copies of this form should be sent as follows:

• Original to local Duty Officer or Social Worker with whom the Child Protection concern was initially raised

 • Copy to Suzanne Harper, Argyll House, Dunoon for distribution to Head of Education, Lead Officer Child Protection and Principal Educational Psychologist