 **Absence of the Manager**

 **Rothesay Primary Pre-Five Unit**

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 28: You have the right to education.

Article 29: You have the right to an education which develops your personality, talents and abilities.

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.

In the absence of the nursery manager Elize Milani, the Lead Practitioners on-site will ensure that high standards of care & education continue to be provided for all children.

During the school closure periods, when the school management team are unavailable, the lead practitioners will be the main point of contact for visitors and in the event of any safeguarding issues. If they require advice or guidance, earlyyears@argyll-bute.gov.uk will always be available to support. Staff will be informed of this prior arrangement.

In the absence of all three leads in cases of unavoidable sickness/absence, in which case earlyyears@argyll-bute.gov.uk should be notified asap by Lead Practitioner

Carol-Anne Dooley, and support will be provided by the Early Years Team, Argyll and Bute Council, contactable at the above email address.

Management team (out-with term time) can be contacted:

Leanne Costello: leanne.costello@argyll-bute.gov.uk 0170050151020/501032

Carol-Anne Dooley: carol-anne.dooley@argyll-bute.gov.uk 0170050151020/501032

Caroline Swan: caroline.swan@argyll-bute.gov.uk 0170050151020/501032

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In case of emergency, contact early years and your email will be directed appropriately to the member of the team:

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| earlyyears@argyll-bute.gov.uk |  01369708563 |
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The management team will ensure that the following procedures are adhered to:

* Staff effectively deployed throughout the nursery
* There will always be one Lead Practitioner on the premises at all times the nursery is opened.
* All staff are aware of safeguarding issues and follow the nursery’s safeguarding procedures for non-term-time.
* Ensure security of the children, staff and premises are upheld and any issues reported to MITIE.
* Liaising with parents/carers as appropriate
* Accurately maintain the nursery’s registers and documentation concerning health and safety and child protection.
* Ensuring the environments are kept to a high standard, ensuring children have the opportunities to be engaged in suitable planned play activities, suited to their individual needs. Planning experiences and spaces in line with the ethos of Realising the Ambition.
* Ensure food hygiene standards are being maintained and liaising with catering staff when needed.
* Staff continuing CPD as in keeping with SSSC codes of conduct.
* Mentor staff to ensure they are aware of relevant policies and guidance as needed.
* Ensure staff understand and implement the campus values and vision at all times.
* Work in partnership with other early years professionals and outside agencies
* Fully comply with the nursery’s outings policy to ensure the safety of children outside nursery premises
* Be responsible for the management of trips and outings as appropriate e.g. by deploying staff appropriately, maintaining documentation, briefing staff, taking appropriate action to minimise any risks.
* Any staff sickness or issues regarding staff conduct will be directed to early years.

In case of safeguarding procedures to be followed:

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| **STEP 1****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 Carol-Anne Dooley (or subsequent other) 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. Carol-Anne Dooley (or subsequent other) 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.
* Record a notification with the Care Inspectorate within 24hours of the event.

**Immediately report** In all cases, if Carol-Anne Dooley (or subsequent other) 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:

THE GROUNDS FOR CONCERN

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Name of individual who reported grounds for concern to Carol-Anne Dooley/ Leanne Costello/Caroline Swan (delete as appropriate)

(PRINT):

Signature: Date:

Person contacted by Carol-Anne Dooley/ Leanne Costello/Caroline Swan (delete as appropriate):

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