



Child Protection Policy

Safeguarding Children and Child Protection

HSCS: 3.20, 3.21, 3.22, 3.23, 3.24, 3.25

At Carebears Children's nursery we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, helped to thrive and be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding children is everybody's responsibility. All staff, students, any supply staff and visitors are made aware of, and asked to adhere to, the policy.

This policy works alongside these other specific policies to cover all aspects of safeguarding children and child protection:

- Online safety
- Modern slavery and child trafficking
- Prevent duty and radicalisation
- Domestic violence, honour based violence (HBV) and forced marriages
- Looked after children
- Monitoring staff behaviour
- Social networking
- Mobile phone and electronic device use
- Safer recruitment of staff
- Disciplinary
- Grievance
- Promoting positive behaviour.

Legal framework and guidance

- The Protection of Vulnerable Groups Act 2007
- Protection of Children (Scotland) Act 2003
- Children and Young People (Scotland) Act 2014
- Getting it right for every child (GIRFEC) approach
- National Guidance for Child Protection in Scotland 2014
- The Early Years Framework
- UN Convention on the Rights of the Child

- The Children's Charter
- Counter-Terrorism and Security Act 2015.

Policy intention

To promote children's welfare we will:

- Create an environment to encourage children to develop a positive self-image
- Provide positive role models
- Encourage children to develop a sense of independence and autonomy in a way that is appropriate to their age and stage of development
- Provide a safe and secure environment for all children
- Always listen to children.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. Safeguarding children and child protection is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the other nursery policies and procedures.

The nursery staff are aware that abuse does occur in our society and we are vigilant in identifying signs of abuse and reporting concerns. Our early learning and childcare practitioners have a duty to safeguard and promote the welfare of children. Due to the many hours of care we are providing, staff may often be the first people to identify that there is a problem. They may well be the first people in whom children confide information that may suggest abuse.

Our prime responsibility is the welfare and well-being of each child in our care. As such we believe we have a duty to the children, parents and staff to act quickly and responsibly in any instance that may come to our attention. All staff will work with other agencies, including as part of a multi-agency team where needed, in the best interests of the child.

The nursery aims to:

- Keep the child at the centre of all we do, providing sensitive interactions that develop and build children's well-being, confidence and resilience. We will support children to develop an awareness of how to keep themselves safe, healthy and have positive relationships
- Ensure that children are never placed at risk while in the charge of nursery staff
- Ensure that information is shared only with those people who need to know in order to protect the child and act in their best interest
- Ensure that all staff feel confident and supported to share information and seek the help that the child may need
- Ensure staff are trained right from induction to understand the Safeguarding children and child protection policy, are alert to identify possible signs of abuse, understand what is meant by safeguarding children and child protection and are aware of the different ways in which children can be harmed, including by other children (peer-on-peer) through bullying or discriminatory behaviour
- Support staff to notice the softer signs of abuse and know what action to take
- Be aware of the increased vulnerability of children with disabilities and additional support needs and other vulnerable or isolated families and children

- Ensure staff understand how to recognise early indicators of potential radicalisation and terrorism threats and act on them appropriately in line with national and local procedures
- Ensure that all staff are familiar and updated regularly with safeguarding children and child protection issues and procedures including the local Child protection committee guidelines
- Ensure parents are fully aware of Safeguarding children and child protection policies and procedures when they register with the nursery and are kept informed of all updates when they occur including through annual safeguarding children and child protection newsletters and updates
- Make any referrals in a timely way, sharing relevant information as necessary in line with procedures set out by the local Child protection committee guidelines
- Regularly review and update this policy with staff and parents where appropriate and make sure it complies with any legal requirements and any guidance or procedures issued by the Child Protection Board
- Keep the setting safe online using appropriate filters, checks and safeguards, monitoring access at all times
- Ensure that staff identify, minimise and manage risks while caring for children

Identify changes in staff behaviour and act on these as per the staff behaviour policy.

We will support children by offering reassurance, comfort and sensitive interactions. We will offer diverse activities according to individual circumstances to enable children to develop confidence and self-esteem within their peer group and support them to learn how to keep themselves safe.

Contact telephone numbers

- Care Inspectorate [0345 600 9527]
- Scottish Social Services Council (SSSC) 0845 6030891
- Child Protection Team 0131 200 2327
- Local authority social services – Social Care Direct 0131 200 2324
Captains road Social Work Centre
40 captains road
EH17 8QF
0131 529 5151
- Prevent Delivery Unit East on 0131 311 3230; West on 01236 818 940; or North on 01382 596 021
- Non-emergency police 101.

Types of abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by harming them, or by failing to act to prevent harm.

Children may be abused within a family, institution, or community setting by those known to them or a stranger. This could be an adult or adults, another child or children.

The signs and indicators listed below may not necessarily indicate that a child has been abused, but will help us to recognise that something may be wrong, especially if a child shows a number of these symptoms or any of them to a marked degree.

Indicators of child abuse and particular procedures followed

- Failure to thrive and meet developmental milestones
- Fearful or withdrawn tendencies
- Unexplained injuries to a child or conflicting reports from parents
- Repeated injuries
- Unaddressed illnesses or injuries.

Softer signs of abuse as defined by National Institute for Health and Care Excellence (NICE) include: ¹

Emotional states:

- Fearful
- Withdrawn
- Low self-esteem.

Behaviour:

- Aggressive
- Oppositional habitual body rocking.

Interpersonal behaviours:

- Indiscriminate contact or affection seeking
- Over-friendliness to strangers including healthcare professionals
- Excessive clinginess, persistently resorting to gaining attention
- Demonstrating excessively 'good' behaviour to prevent parental or carer disapproval
- Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
- Coercive controlling behaviour towards parents or carers
- Lack of ability to understand and recognise emotions
- Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Peer-on-peer abuse

We are aware that peer-on-peer abuse does take place, so we include children in our policies when we talk about potential abusers. This may take the form of bullying, physically hurting another child, emotional abuse, or sexual abuse. We will report this in the same way as we do for adults abusing children, and will take advice from the appropriate bodies on this area, to support both the victim and the perpetrator, as they could also be a victim of abuse. We know that children who develop harmful sexual behaviour have often experienced abuse and neglect themselves.

Recording suspicions of abuse and disclosures

Staff should make an objective record of any observation or disclosure (supported by the nursery manager). This record should include:

- Child's name

¹ <https://www.nice.org.uk/guidance/ng76/chapter/Recommendations>

- Child's address
- Age of the child and date of birth
- Date and time of the observation or the disclosure
- Exact words spoken by the child
- Exact position and type of any injuries or marks seen
- Exact observation of any incident including any other witnesses
- Name of the person to whom any concern was reported, with date and time and the names of any other person present at the time
- Any discussion held with parent.

These records should be signed by the person reporting this and the manager or supervisor, dated and kept in a separate confidential file.

If a child starts to talk to an adult about potential abuse it is important not to promise the child complete confidentiality. This promise cannot be kept. It is vital that the child is allowed to talk openly and disclosure is not forced or words put into the child's mouth. It is important to remember this because any subsequent investigation by the relevant authorities must not be compromised by staff putting words in the child's mouth. As soon as possible after the disclosure, details must be logged accurately.

It may be thought necessary that after discussion with all concerned the matter needs to be raised with the Child Protection Team and the Care Inspectorate. Staff involved may be asked to supply details of any information they have concerns about with regard to a child. The nursery expects all members of staff to co-operate with the Child Protection Team and the Care Inspectorate in any way necessary to ensure the safety of the child.

Staff must not comment either publicly or in private about the alleged or actual behaviour of staff or a parent.

Physical abuse

Action needs to be taken if staff have reason to believe that there has been physical harm or injury to a child, which may involve hitting, smacking, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. These symptoms may include bruising or injuries in an area that is not usual for a child, e.g. fleshy parts of the arms and legs, back, wrists, ankles, trunk and face. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. This is fabricated or induced illness or FII.

Many children will have cuts and grazes from normal childhood injuries. These should also be logged and discussed with the nursery manager or room leader.

Children and babies may be abused physically through shaking or throwing. Other injuries may include burns or scalds, drowning or suffocation. These are not usual childhood injuries and should always be logged and discussed with the nursery manager.

Fabricated illness

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. The parent or carer may seek out unnecessary medical treatment or investigation, they may exaggerate a real illness and symptoms, or deliberately induce an illness through poisoning with medication or other substances, or they may interfere with medical treatments. Fabricated illness is a form of physical abuse and any concerns will be reported, in line with our safeguarding procedures.

Female genital mutilation (FGM)

FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. Some ethnic groups practise this form of physical abuse as a cultural ritual. When the procedure happens is dependent on the community and it may occur shortly after birth, during childhood, during adolescence, just before marriage or during a woman's first pregnancy. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, urinary infection, septicaemia, incontinence, difficulties in childbirth (causing danger to the child and mother) and/or death.

If you have concerns about a child or family, you should contact the children's social care team in the same way as other types of physical abuse. We have a mandatory duty to report to police any case where an act of female genital mutilation appears to have been carried out on a girl under the age of 18.

Breast ironing

Breast ironing also known as "breast flattening" is the process where young girls' breasts are ironed, massaged and/or pounded down with hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage. Although this is unlikely to happen to children in the nursery due to their age, we will remain vigilant for the signs and symptoms in children and families using our services and follow-up concerns, adhering to our safeguarding children and child protection referral process.

Procedure:

- All signs of marks/injuries to a child when they come into nursery or that occur during time at the nursery, will be recorded as soon as they are noticed by a staff member
- The incident will be discussed with the parent at the earliest opportunity
- Such discussions will be recorded and the parent will have access to such records
- If there are any queries regarding the injury, it will be reported immediately to the nursery manager or person designated with the lead in safeguarding children and child protection who will immediately refer the matter to the local authority Child protection team.

Sexual abuse

Action needs to be taken under this heading if the staff member has witnessed occasions where a child has indicated sexual activity through words, play, drawing, an excessive pre-occupation with sexual matters, or an inappropriate knowledge of adult sexual behaviour or language.

This may include acting out sexual activity on dolls/toys or in the role-play area with their peers, drawing pictures that are inappropriate for a child, talking about sexual activities or using sexual language or words. The child may become worried when their clothes are removed, e.g. for nappy changes.

The physical symptoms may include genital trauma, discharge and bruises between the legs or signs of a sexually transmitted disease (STD). Emotional symptoms could include a distinct change in a child's behaviour. They may be withdrawn or overly extroverted and outgoing. They may withdraw away from a particular adult and become distressed if they reach out for them, but they may also be particularly clingy to a potential abuser so all symptoms and signs should be looked at together and assessed as a whole.

If a child starts to talk openly to an adult about abuse they may be experiencing, the procedure below will be followed.

Procedure:

- The adult should reassure the child and listen without interrupting if the child wishes to talk
- The observed instances will be detailed in a confidential report
- The observed instances will be immediately reported to the nursery manager or person designated with the lead in safeguarding children and child protection who will immediately refer the matter to the Child Protection Team in the local authority.

Child sexual exploitation (CSE)

CSE is defined as a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

We will be aware of the possibility of CSE and the signs and symptoms this may manifest as. If we have concerns we will follow the same procedures as for other concerns and we will record and refer as appropriate.

Adult sexual exploitation

As part of our safeguarding procedures we will also ensure that staff and students are safeguarded from sexual exploitation.

Emotional abuse

Action should be taken under this heading if the staff member has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child, caused by persistent or severe ill-treatment or rejection.

This may include extremes of discipline where a child is shouted at or put down on a consistent basis, lack of emotional attachment by a parent, or it may include parents or carers placing inappropriate age or developmental expectations on children or causing them to feel frightened or in danger, or exploiting or corrupting children. Emotional abuse may also be imposed through the child witnessing domestic abuse and alcohol and drug misuse by adults caring for them.

The child is likely to show extremes of emotion with this type of abuse. This may include shying away from an adult who is abusing them or becoming withdrawn, aggressive or clingy in order to receive their love and attention. This type of abuse is harder to identify as the child is not likely to show any physical signs.

Procedure:

- The concern should be discussed with the *manager/*room supervisor/*registered person/*person designated with the lead in safeguarding children and child protection
- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the circumstances and/or the concerns relate to the parents, it will be reported immediately to the nursery manager or person designated with the lead in safeguarding children and child protection who will immediately refer the matter to the Child protection team in the local authority.

Neglect

Working Together to Safeguard Children (2018) defines neglect as 'the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development'. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. Protect a child from physical and emotional harm or danger
- c. Ensure adequate supervision (including the use of inadequate caregivers)
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs may include a child persistently arriving at nursery unwashed or unkempt, wearing clothes that are too small (especially shoes that may restrict the child's growth or hurt them), arriving at nursery in the same nappy they went home in or a child having an illness or an identified special educational need or disability that is not being addressed by the parent. A child may also be persistently hungry if a parent is withholding food or not providing enough for a child's needs.

Neglect may also be shown through emotional signs, e.g. a child may not be receiving the attention they need at home and may crave love and support at nursery. They may be clingy

and emotional. In addition, neglect may occur through pregnancy because of maternal substance abuse.

Procedure:

- The concern will be discussed with the parent
- Such discussions will be recorded and the parent will have access to such records
- If there appear to be any queries regarding the circumstances, it will be immediately reported to the nursery manager or person designated with the lead in safeguarding children and child protection who will immediately refer the matter to the Child protection team in the local authority.

Child Criminal Exploitation (CCE)

CCE can be described as when an individual, or group, takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact as it can also occur using technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country, forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late
- Children who regularly miss school or education, or do not take part in education.

If staff have any concerns regarding CSE or CCE, they will be reported following our safeguarding reporting procedures.

County lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs from big cities into smaller towns, using dedicated mobile phone lines or other form of 'deal line'. Customers will live in a different area to where the dealers and networks are based, so drug runners are needed to transport the drugs and collect payment. They are likely to exploit children and vulnerable adults to move the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Signs that a child may be involved in county lines could be a change in behaviour, suddenly having more money or possessions, change in friendship group, withdrawing from family life, sudden change in appearance, unexplained physical injuries, staying out late or a lack of interest in school and previous positive activities.

Cuckooing

Cuckooing is a form of county lines crime in which drug dealers take over the home of a vulnerable person in order to exploit them criminally as a base for drug dealing, often in multi-

occupancy or social housing properties. Signs that this is happening in a family property may be an increase in people entering or leaving the property, an increase in cars or bikes outside the home, windows covered or curtains closed for long periods, family not being seen for extended periods, signs of drug use or an increase in anti-social behaviour at the home.

If we recognise any of these signs, we will report our concerns as per our safeguarding children and child protection reporting process.

Contextual safeguarding

As young people grow and develop they may be vulnerable to abuse or exploitation from outside their family. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online.

As part of our safeguarding procedures we will work in partnership with parents and carers and other agencies to work together to safeguard children and provide the support around contextual safeguarding concerns.

Domestic abuse / Honour based violence / Forced marriages

We look at these areas as safeguarding children and child protection concerns. Please refer to the separate policy for further details on this.

Online safety

We take the safety of our children very seriously and this includes their online safety. Please refer to the Online safety policy for further details.

Modern slavery and child trafficking

Please refer to our Modern slavery and child trafficking policy for detail on how we keep children safe in this area.

Up skirting

Up skirting involves taking a picture of someone's genitals or buttocks under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual. This is a criminal offence and any such action would be reported following our reporting procedures.

Child abuse linked to faith or belief (CALFB)

CALFB can happen in families when there is a concept of belief in:

- Witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- Ritual or multi murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies

- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Reporting procedures

All staff have a responsibility to report safeguarding concerns and suspicions of abuse. These concerns will be discussed with the Child Protection Coordinator as soon as possible.

- Staff will report their concerns to the Child Protection Coordinator (in the absence of the Officer they will be reported to the Deputy Child Protection Coordinator)
- Any signs of marks/injuries to a child or information a child has given will be recorded and stored securely
- For children who arrive at nursery with an existing injury, a form will be completed along with the parent or carer explanation as to how the injury happened. Staff will have professional curiosity around any explanations given and any concerns around existing injuries will be reported
- If appropriate, the incident will be discussed with the parent/carers, such discussions will be recorded and the parent will have access to these records on request
- If there are queries/concerns regarding the injury/information given then the following procedures will take place:

The Child Protection Coordinator will:

- Contact the local authority Child Protection Team to report concerns and seek advice immediately, or as soon as it is practical to do so (if it is believed a child is in immediate danger we will contact the police)
- Inform Care Inspectorate
- Record the information and action taken relating to the concern raised
- Speak to the parents (unless advised not to do so by Child Protection Team)
- The Child Protection Coordinator will follow up action taken by Child Protection Team if they have not contacted the setting within the statutory timeframe

Keeping children safe is our highest priority and if, for whatever reason, staff do not feel able to report concerns to the Child Protection Coordinator or deputy they should call the Child Protection Team or the NSPCC and report their concerns anonymously.

These contact numbers are displayed [*insert contact numbers*]

Responding to a spontaneous disclosure from a child

If a child starts to talk openly to a member of staff about abuse they may be experiencing then staff will:

- Give full attention to the child or young person
- Keep body language open and encouraging
- Be compassionate, be understanding and reassure them their feelings are important using phrases such as “you’ve shown such courage today”
- Take time and slow down: show respect, pause and do not interrupt the child, let them go at their own pace
- Recognise and respond to their body language
- Make it clear you are interested in what the child has to say

- Reflect back what they have said to check your understanding, use their language to show it's their experience
- Reassure the child that they have done the right thing in telling you. Make sure they know that abuse is never their fault
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

(Information taken from NSPCC)

Any disclosure will be reported to the nursery manager or Child Protection Coordinator and will be referred to the Child Protection Team immediately, following our reporting procedures.

Monitoring children's attendance

As part of our requirements under the statutory framework and guidance documents, we are required to monitor children's attendance patterns to ensure they are consistent and no cause for concern.

We ask parents to inform the nursery prior to their children taking holidays or days off, and all incidents of sickness absence should be reported to the nursery the same day so the nursery management are able to account for a child's absence.

This should not stop parents taking precious time with their children, by keeping us informed parents can help us to meet our statutory requirements and let us know that children are safe.

If a child has not arrived at nursery within one hour of their normal start time, the parents will be called to ensure the child is safe and healthy. If the parents are not contactable then the further emergency contacts will be used to ensure all parties are safe. Staff will work their way down the emergency contact list until contact is established and we are made aware that all is well with the child and family. It is a parent's responsibility to keep their emergency contact details updated. If contact cannot be established then we would assess if a home visit is required to establish all parties are safe.

Where a child is part of a child protection plan, or during a referral process, any absences will be reported immediately to the child protection team to ensure the child remains safeguarded.

Informing parents

Parents are normally the first point of contact. If a suspicion of abuse is recorded, parents are informed at the same time as the report is made, except where the guidance of the child protection team/police does not allow this. This will usually be the case where the parent or family member is the likely abuser, or where a child may be endangered by this disclosure. In these cases, the investigating officers will inform parents.

Looked after children

As part of our practice, we will ensure our staff are aware of how to keep looked after children safe. In order to do this we ask that we are informed of:

- the legal status of the child (e.g. whether the child is being looked after under voluntary arrangements with consent of parents or on an interim or full care order)
- contact arrangements for the biological parents (or those with parental responsibility)
- the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her
- the details of the child's social worker and any other support agencies involved
- any child protection plan or care plan in place for the child in question.

Please refer to the Looked After Children policy for further details.

Staffing and volunteering

Our policy is to provide a secure and safe environment for all children. The nursery will therefore not allow an adult who has not received their Disclosure Scotland clearance check to be left alone with a child.

We ask all new staff to register with the Protecting Vulnerable Groups (PVG) scheme under the Protection of Vulnerable Groups (Scotland) Act 2007.

All staff will attend safeguarding children and child protection training within their first six months of employment and receive initial basic training during their first week. This will include the procedures for spotting signs and behaviours of abuse and abusers/potential abusers, recording and reporting concerns and creating a safe and secure environment for the children in the nursery.

We have a named person within the nursery who co-ordinates safeguarding children and child protection and welfare issues. The Child Protection Coordinator undertakes specific training and accesses regular updates to developments within this field.

The named person regarding safeguarding children and child protection at the nursery is: Suzanne McCafferty

- We provide adequate and appropriate staffing resources to meet the needs of all children
- Applicants for posts within the nursery are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974. Candidates are informed of the need to carry out checks before posts can be confirmed. Where applications are rejected because of information that has been disclosed, applicants have the right to know and to challenge incorrect information
- All Disclosure Scotland checks will be updated on a regular basis to ensure the suitability of the adults caring for the children. We ask all staff requiring updated checks to join the PVG scheme
- We abide by the Care Inspectorate requirements regarding references and suitability checks for staff and volunteers to ensure that no disqualified person or unfit person works at the nursery or has access to the children
- We ensure we receive at least two written references BEFORE a new member of staff commences employment with us

- All students will be requested to join the PVG scheme
- Volunteers, including students, do not work unsupervised
- We abide by the Protection of Vulnerable Groups Act 2007 requirements in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have lead to dismissal for reasons of child protection concern
- We have procedures for recording the details of visitors to the nursery and take security steps to ensure that we have control over who comes into the nursery so that no unauthorised person has unsupervised access to the children
- All contractors/external workers will be Disclosure Scotland checked/PVG scheme registered and the manager will request this before allowing them access to the nursery. All visitors/contractors will still be accompanied whilst on the premises, especially when in the areas the children use
- All staff have access to and comply with the whistleblowing policy which will enable them to share any concerns that may arise about their colleagues in an appropriate manner
- Signs of inappropriate staff behaviour may include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images. This is not an exhaustive list, any changes in behaviour must be reported and acted upon immediately
- All staff will attend regular supervision meetings where opportunities will be made available to discuss safeguarding children and child protection training and any needs for further support
- The deployment of staff within the nursery allows for constant supervision and support. Where children need to spend time away from the rest of the group, the door will be left ajar or other safeguards will be put into action to ensure the safety of the child and the adult.

Confidentiality

All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Child Protection Team. All staff, students and volunteers are bound by confidentiality and any information will not be discussed out of work, or this will become a disciplinary matter.

The Nursery has due regard to the data protection principles as in the Data Protection Act 2018 and General Data Protection Regulations (GDPR)^[2]. These do not prohibit the collection and sharing of personal information, even without consent if this would put the child at further risk. We will follow the principles around data collection and information sharing, and ensure any information is recorded and shared in an appropriate way.

Support to families

- The nursery takes every step in its power to build up trusting and supportive relations among families, staff and volunteers within the nursery
- The nursery continues to welcome the child and the family whilst investigations are being made in relation to abuse in the home situation. Parents and families will be treated with respect in a non-judgmental manner whilst investigations are carried out in the best interests of the child

- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child, only if appropriate under the guidance of the Child Protection Team, with the proviso that the care and safety of the child is paramount. We will do all in our power to support and work with the child's family.

Employees, students or volunteers of the nursery or any other person living or working on the nursery premises

We have a Staff Behaviour Policy in place that supports us to monitor staff and changes in their character. Staff are aware of the need to disclose changes to circumstance and use the whistle blowing policy where required.

We also operate a Mobile phone and electronic device use policy and Social networking policy, which state how we will keep children safe from these devices whilst at nursery. This also links to our Online safety policy.

Allegations against those working or volunteering with children

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises, regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below.

The incident will be dealt with by the *manager/*registered person with support from the Child Protection Team:

- A full investigation will be carried out by the appropriate professionals to determine how this will be handled
- The nursery reserves the right to suspend any member of staff during an investigation
- All investigations/interviews will be documented and kept in a locked file for access by the relevant authorities
- Support will be provided to all those involved in an allegation throughout the external investigation in line with professional support and advice
- Unfounded allegations will result in all rights being re-instated
- Substantiated allegations will be passed on to the relevant organisation (police) and will result in the termination of employment. The Care Inspectorate will be notified immediately of this decision
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the *nursery manager/*owner/*registered person at the earliest opportunity.

Extremism and radicalisation: The Prevent Duty

Under the Counter-Terrorism and Security Act 2015 schools all over the UK have to implement the Prevent Duty. There are currently no plans to extend it to nurseries in Scotland. However, settings in Scotland can raise any concerns about a child or family with their local authority – each has a Prevent Single Point of Contact for this purpose – or with the Prevent team at Scottish Government. The Care Inspectorate has proactively engaged with the Prevent

agenda and is currently looking at considering Prevent-related issues as part of the inspection process.

Alongside this we will be alert to any early signs in children and families who may be at risk of radicalisation, on which we will act and document all concerns when reporting further.

In Scotland, call Prevent Delivery Unit East on 0131 311 3230; West on 01236 818 940; or North on 01382 596 021 or email PreventDeliveryUnit@scotland.pnn.police.uk

We have a Prevent Duty and Radicalisation policy in place. Please refer to this for specific details.

Modern slavery and human trafficking

Please refer to our Modern slavery and human trafficking policy for details on how we keep children safe in this area.

Our nursery has a clear commitment to protecting children and promoting welfare. Should anyone believe that this policy is not being upheld, it is their duty to report the matter to the attention of the *nursery manager/*owner/Child Protection Coordinator/*registered person at the earliest opportunity.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>10.01.23</i>	<i>Daniel Rutherford</i>	<i>10.01.24</i>

Links to UNCRC Articles: 1, 2, 3, 5, 6, 12, 13, 16, 18, 19, 20, 32-37, 39