



Children and Child Protection Policy

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

PART 1: Safeguarding children and child protection procedures

Cherrytrees Children Nurseries Ltd is dedicated to the support, development and promotion of high-quality care and education for the benefit of our children, families and community. We are committed to safeguarding children and promoting their welfare.

All staff, students and volunteers have a responsibility for safeguarding children, being vigilant and identifying and reporting any safeguarding concerns, in line with this and supporting policies, including:

Acceptable internet use policy	Online safety policy
CCTV policy	Promoting positive behaviour policy
Data protection and confidentiality policy	Safe and respectful care policy
Inclusion and equality policy	Safer recruitment of staff policy
Intimate care policy	Social networking policy
Late collection and non-collection of children policy	Additional Support Needs and Disability Policy
Emergency lock down policy	Staff behaviour policy
Lone working policy	Suitability of staff policy
Looked after children policy	Supervision of children
Missing child from nursery policy	Supervision of visitors' policy
Missing child from outings policies	Volunteer agreement
Mobile phone and electronic device use policy	Whistleblowing policy
Nappy changing policy	Young workers policy

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 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.

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
- 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.

The person reporting this should sign these records as well as 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.

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.

Contact telephone numbers

- Care Inspectorate 0345 600 9527
- Scottish Social Services Council (SSSC) 0345 6030891
- Health Protection team See Nursery manager
- Local authority social services See Nursery manager
- Non-emergency police 101.

PART 2: Definitions 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 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
- Significant changes to behaviour patterns.

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, 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 parent disapproval
 - Failing to seek or accept appropriate comfort or affection from an appropriate person when significantly distressed
 - Coercive controlling behaviour towards parents
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- Lack of ability to understand and recognise emotions
 - Very young children showing excessive comforting behaviours when witnessing parental or carer distress.

Child-on-child abuse

If child-on-child abuse is suspected, then any concerns must be reported in line with our safeguarding procedures.

Child-on-child abuse is also known as peer-on-peer abuse; children are included as potential abusers in our policies. Child-on-child abuse may take the form of bullying, physically hurting another child, emotional abuse or sexual abuse. Reporting procedures in these instances remain the same although additional support from relevant agencies may be required to support both the victim and the perpetrator. Children who develop harmful behaviours are also likely to be victims of abuse or neglect.

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



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.

If **physical abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

Fabricated illness (FII)

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.

FII is a form of **physical abuse**, and any concerns must 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 with no medical reason. The procedure may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy, according to the community.

It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother, and/or death (definition taken from the *multi-agency statutory guidance on female genital mutilation*). Other consequences include shock, bleeding, infections (tetanus, HIV and hepatitis B and C) and organ damage.

FGM is a form of **physical abuse**, and any concerns must be reported in line with our safeguarding procedures.



In addition, there is a mandatory duty to report to police any case where an act of FGM appears to have been carried out on a girl under the age of 18.

Breast ironing

Breast ironing, also known as breast flattening, is a process where young girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or to 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. These actions can cause serious health issues such as abscesses, cysts, itching, tissue damage, infection, discharge of milk, dissymmetry of the breasts, severe fever.

Breast ironing/flattening is a form of **physical abuse**, and any concerns must be reported in line with our safeguarding procedures.

Sexual abuse

Sexual abuse involves forcing, or enticing, a child to take part in sexual activities. Sexual abuse does not necessarily involve a high level of violence and includes whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse.

Sexual abuse can take place online and technology can be used to facilitate offline abuse. Adult males are not the sole perpetrators of sexual abuse; women also commit acts of sexual abuse, as do other children. This policy applies to all children up to the age of 18 years.

Action must be taken if staff witness symptoms of sexual abuse including a child indicating sexual activity through words, play or drawing, having an excessive preoccupation with sexual matters or having an inappropriate knowledge of adult sexual behaviour, or language, for their developmental age. This may include acting out sexual activity on dolls or 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.

Additional signs of emotional and physical symptoms are shown below.

Emotional signs	Physical signs
• Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age or stage of development • Personality changes, such as becoming insecure or clingy • Regressing to younger behaviour patterns, such as thumb sucking or bringing out discarded cuddly toys • Sudden loss of appetite or compulsive eating • Being isolated or withdrawn • Inability to concentrate	• Bruises • Bleeding, discharge, pains or soreness in their genital or anal area • Sexually transmitted infections • Pregnancy.



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| <ul style="list-style-type: none">• Lack of trust or fear of someone they know well, such as not wanting to be alone with a carer• Becoming worried about clothing being removed. | |
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If **sexual abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

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 its potential signs and symptoms. 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

Emotional abuse is persistent emotional ill treatment that has severe and persistent adverse effects on a child's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm. Emotional abuse is present to some extent in all types of ill treatment of a child, but it can also occur independently of other forms of abuse.

It may involve:

- conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person
- exploitation or corruption of a child, or imposition of demands inappropriate for their age or stage of development
- repeated silencing, ridiculing or intimidation
- demands that so exceed a child's capability that they may be harmful
- extreme overprotection, such that a child is harmed by prevention of learning, exploration and social development
- seeing or hearing the abuse of another (in accordance with the Domestic Abuse (Scotland) Act 2018)

Signs and indicators may include delay in physical, mental and/or emotional development, sudden speech disorders, overreaction to mistakes, extreme fear of any new situation, neurotic behaviour (rocking, hair twisting, self-mutilation), extremes of passivity or aggression, appearing to lack confidence or self-assurance.



If **emotional abuse** is suspected, then any concerns must be reported in line with our safeguarding procedures.

Neglect

Neglect consists in persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. There can also be single instances of neglectful behaviour that cause significant harm. Neglect can arise in the context of systemic stresses such as poverty and is an indicator of both support and protection needs.

'Persistent' means there is a pattern which may be continuous or intermittent which has caused or is likely to cause significant harm. However, single instances of neglectful behaviour by a person in a position of responsibility can be significantly harmful. Early signs of neglect indicate the need for support to prevent harm.

The GIRFEC SHANARRI indicators set out the essential wellbeing needs. Neglect of any or all of these can impact on healthy development. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); to protect a child from physical and emotional harm or danger; to ensure adequate supervision (including the use of inadequate caregivers); to seek consistent access to appropriate medical care or treatment; to ensure the child receives education; or to respond to a child's essential emotional needs.

Faltering growth refers to an inability to reach normal weight and growth or development milestones in the absence of medically discernible physical and genetic reasons. This condition requires further assessment and may be associated with chronic neglect.

Malnutrition, lack of nurturing and lack of stimulation can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. For very young children the impact could quickly become life-threatening. Chronic physical and emotional neglect may also have a significant impact on teenagers.

If **neglect** is suspected, then any concerns must be reported in line with our safeguarding procedures.

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

The National Crime Agency (NCA) defines county lines as 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 live in a different area to the dealers, so drug runners are needed to transport the drugs and collect payment.

Perpetrators often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. A child is targeted and recruited into county lines through schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes.

Signs and symptoms include:

- Changes in dress style
- Unexplained, unaffordable new things (for example, clothes, jewellery, cars etc.)
- Missing from home or school and/or significant decline in performance
- New friends with those who don't share any mutual friendships with the victim, gang association or isolation from peers or social networks
- Increase in anti-social behaviour in the community including weapons
- Receiving more texts or calls than usual
- Unexplained injuries
- Significant changes in emotional well-being
- Being seen in different cars or taxis driven by unknown adults
- A child being unfamiliar with where they are.

If involvement in **county lines** is suspected, then any concerns must be reported in line with our safeguarding procedures.

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.

Extremism and radicalisation

Under the Counter-Terrorism and Security Act 2015, there is a duty to safeguard vulnerable and at risk children by preventing them from being drawn into terrorism. This is known as the Prevent Duty.

Children can be exposed to different views and receive information from various sources and some of these views may be considered radical or extreme. Radicalisation is the way a person comes to support or be involved in extremism and terrorism; usually it's a gradual process so those who are affected may not realise what's happening. Radicalisation is a form of harm. The process may involve:

- Being groomed online or in person
- Exploitation, including sexual exploitation
- Psychological manipulation
- Exposure to violent material and other inappropriate information
- The risk of physical harm or death through extremist acts.

For further information visit [The Prevent Duty](#) website.

If **radicalisation or extremism** is suspected, then any concerns must be reported in line with our safeguarding procedures. This includes reporting concerns to the police.

Online safety

While the growth of internet and mobile device use brings many advantages, the use of technology has become a significant component of many safeguarding issues such as child sexual exploitation and radicalisation.

There are four main areas of risk associated with online safety:

- Content - being exposed to illegal, inappropriate or harmful material such as pornography, fake news, racist or radical and extremist views
- Contact - being subjected to harmful online interaction with other users such as commercial advertising or adults posing as children or young adults
- Conduct - personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images and online bullying
- Commerce - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Report online safety concerns to the DSL and to the Child Exploitation and Online Protection Centre (CEOP): <https://www.ceop.police.uk/Safety-Centre/>



Inappropriate content received via email must be reported to the DSL and to the Internet Watch Foundation (IWF): <https://www.iwf.org.uk/>

Child trafficking and modern slavery

Child trafficking and modern slavery is when children are recruited, moved, transported and then exploited, forced to work or are sold.

For a child to have been a victim of trafficking there must have been:

- *Action*: recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation
- *Purpose*: sexual exploitation, forced labour or domestic servitude, slavery, financial exploitation, illegal adoption, removal of organs.

Modern slavery includes slavery, servitude and forced or compulsory labour and child trafficking. Victims of modern slavery are also likely to be subjected to other types of abuse such as physical, sexual and emotional abuse.

Signs and symptoms for children include:

- Being under control and reluctant to interact with others
- Having few personal belongings, wearing the same clothes every day or wearing unsuitable clothes
- Being unable to move around freely
- Appearing frightened, withdrawn, or showing signs of physical or emotional abuse.

If **child trafficking** or **modern slavery** are suspected, then any concerns must be reported in line with our safeguarding procedures.

Up skirting/down blousing

Up skirting and down blousing are criminal offences. They involve taking pictures of someone's genitals, buttocks or other intimate images under their clothing without them knowing, either for sexual gratification or in order to humiliate, or distress, the individual.

If **up skirting or down blousing** is suspected, then any concerns must be reported in line with our safeguarding 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.
- Children's actions are believed to have brought bad fortune to the family or community.



If CALFB is suspected, then any concerns must be reported in line with our safeguarding procedures.

PART 3: Reporting procedures

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 have 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 in the office, staff room and playrooms.

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.

Staffing and volunteering

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

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: **Nursery manager.**

We have a secondary designated officer to pick up any concerns in the lead designated officer's absence. The name of the secondary officer is **Deputy manager.**

- 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 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

²https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf



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.

PART 4: Recruitment, selection, induction and training

Recruitment and selection

Through the implementation of our Safer recruitment of staff policy, we endeavour to prevent unsuitable people from becoming members of staff. Procedures include relevant checks, such as requesting references, establishing the identity of applicant and conducting criminal records disclosures. Where required, staff and stakeholders have PVG checks.

Clear person specification criteria and processes during the recruitment and selection process enable us to determine a candidate's suitability for the role.

We have specific responsibilities, as outlined in this policy, for any staff, apprentices, students and learners under the age of 18 whether living with their families, in state care, or living independently.

Induction and probation for staff

As part of our induction process, all new workers will receive basic training on this Safeguarding children and child protection policy, so they have the necessary knowledge and skills to safeguard and promote the welfare of children.

Within the first week of induction, all staff will receive a copy of this policy. It is the line manager's responsibility to ensure that the new staff member understands it and is able to follow it. All safeguarding training must be completed by the end of the probationary period.

All staff are expected to keep their safeguarding knowledge and skills up-to-date and report any concerns they may have. We maintain records to ensure all staff have received the training they need.

Learners on placements or in employment

We hold responsibility for ensuring that learners on placement or in employment are familiar with and sign up to this policy and agree to work within this framework. Learners will receive basic child protection training prior to starting their placement.

Learners and students under the age of 18 will be protected as children. Risk assessments will be completed to ensure their safety and well-being are protected and supported during their employment or training period. If situations arise during employment or placement which identifies those aged 18 or under are at risk from abuse or neglect, we will contact the appropriate bodies to ensure the individual is safeguarded.

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 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 at the earliest opportunity.

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 at the earliest opportunity.

Legal framework and guidance

We adhere to all current legislation, as below:

- 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 2021
- The Early Years Framework
- UN Convention on the Rights of the Child
- The Children's Charter
- Counter-Terrorism and Security Act 2015.



This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>Feb 25</i>	<i>S Bennet</i>	<i>Feb 26</i>

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