**Kingsmeadows Nursery (Peebles) Ltd**

**Child Protection Policy**

Kingsmeadows Nursery fully recognises its responsibilities for Child Protection and this policy applies to all staff, students and volunteers working in the setting.

Useful telephone numbers:

Children and Families Social Work Duty Team 01896 664159

Child and Adult Protection Unit 01896 662787

Local Police Office 01721 720637

We undertake to:

* Ensure safe recruitment practices checking suitability of staff and volunteers
* Make new staff aware of this policy at induction and give them a copy of it to keep for themselves together with information notes
* Raise awareness of child protection issues and train staff accordingly accessing all available training courses and keeping up to date with current guidelines
* Display copy of policy in staff room and on general notice board in setting
* Help children begin to develop the skills needed to keep them safe
* Develop and implement procedures for identifying and reporting cases, or suspected cases of abuse
* Maintain a safe environment in which children can develop, learn and flourish
* Help children to feel secure and encourage them to talk
* Ensure we listen to children carefully
* Display information from outside agencies such as Childline to help our older children access information and advice independently
* Protect service users and stakeholders from alcohol and substance misuse. If an issue arises relating to alcohol and substance misuse management will deal with this promptly and appropriately whilst maintaining confidentiality. The well-being of the child is of paramount importance and we will ensure their welfare and safety is respected.

Furthermore, we undertake to follow the Scottish Borders Council Child Protection guidelines and:

* Ensure we have a senior member of staff appointed to the role of child protection co-ordinator – this is currently the Manager
* Ensure all staff understand their responsibilities in being alert to signs of abuse
* Ensure all staff understand their responsibilities with regard to reporting any concerns to their Lead Practitioner, child protection co-ordinator or other senior member of staff
* Keep written records of concern in a locked place separate to the child’s main information file – even when there appears to be no need to refer immediately
* Chronology report to be kept with the child’s care plan and a note will be made if there are any concerns for a child in the setting
* Ensure parents / carers understand the setting’s responsibility for child protection by giving them a copy of this document

Responsibilities of:

Staff – to be vigilant and immediately inform their Lead Practitioner or the child protection co-ordinator of any concerns they may have providing as much evidence as possible i.e. dates, times, descriptions in the words of the child are most useful. Comply with any further instructions or requests from the child protection co-ordinator. Each staff member is responsible for acting promptly and appropriately on any concerns arising, remembering that our responsibility for children’s wellbeing includes handing the child over to an adult who we can confidently expect to maintain the child's safety.

Child Protection Co-ordinator – to listen carefully to staff concerns and make an immediate referral if they feel sure abuse has taken place or the child is believed to be in immediate danger. Contact Children and Families Social Work Duty Team and also the police if deemed necessary. If there are concerns but no immediate danger to the child is perceived or unsure that abuse has taken place a note of concern will be completed and filed, relevant staff informed of concerns, and the child will be monitored. The Scottish Borders Reporting Procedure Flowchart will be adhered to in all cases.

Information to be recorded should include:

Specific incidents; dates; times; actual words used by the child; details of any other concerns that have been reported giving dates etc; signs of possible abuse – with diagram demonstrating location if physical; any conversations with the child; if concerns have been raised with the parents record what was said.

*This list is not exhaustive and any other information which may be relevant should also be recorded.*

Should a referral to Children and Families Social Work Duty Team have to be made the following information will be passed on:

Description of concerns; what the child has said; if it is believed the child is in imminent danger; if there are any other children who could be at risk; the child’s name, date of birth and address; details of the child’s parent’s/carers; details of person/s thought to have caused the child harm or pose any risks to them.

We understand that children who suffer abuse may have difficulty in developing a sense of their own worth and we will focus on developing this in such children by following other setting policies and through content of planned activities and experiences offered.

This policy will be reviewed annually or more frequently if any aspect requires to be addressed in the interim.

Reviewed January 2022