

Willowview Early Learning Centre

Child Protection Policy

Legislative Framework

GIRFEC

National Care Standards 3

HGIOELC 2.1

Children and Young People Act 2014

Standard circular

CI A Quality Framework for the Daycare of children, Childminding and School-aged children

Rationale

At Willowview Early Learning Centre we will ensure that all children are kept safe, well cared for and able to flourish within our learning environment. All Early Years practitioners receive Child Protection training on a yearly basis and additional training in specialised areas where appropriate to support the needs of children and families. This ensures that Childcare practitioners are equipped and confident in responding to any safeguarding concerns.

At Willowview Early Learning Centre we will work in close partnership with families and supporting agencies to provide support to children and families when required.

Content and Context

- All staff at Willowview Early Learning Centre will receive Child Protection training on a yearly basis, which will include Argyll and Bute Child Protection policy and in house Child Protection procedures.
- All staff will follow Argyll and Bute Child Protection procedures (**see appendix 1**)
- All staff will receive training on how to complete record of concern paperwork.
- When staff identify a concern about a child, they should complete a record of concern form with a factual account of what the child said or action/s that took place (**see appendix 2**) and report concern/s to the Senior Management Team as soon as possible.
- Senior management team should follow the grounds for concern action or Request for Assistance form and contact relevant agency. (See appendix 3)
- Member of Senior Management Team dealing with the concern will record any update or advice given from any relevant agency on grounds of concern form or update Request for Assistance form.

- Member of Senior Management Team should update staff member on any actions to be taken or advice given so that they may support the child or adult appropriately.

Procedure for Staff to follow

- All members of staff will develop their understanding of the signs and indicators of abuse and their responsibility for referring any concerns through Child Protection training sessions.
- All new members of staff will be given a copy of our child protection procedures as part of their induction into Willowview Early Learning Centre
- All members of staff will know how to respond to a child who discloses abuse.
- It is vital that our actions do not abuse the child further or prejudice further enquiries, for example:
Stay calm, listen to the child, if you are shocked by what is being said try not to show it. Do not promise confidentiality, you can however promise privacy, reassure the child they have done the right thing, explain who you will have to tell and why.
If a child is making a disclosure the pace should be dictated by the child, do not ask leading questions for example, 'what did they do next?' It is our role to listen not to investigate.
- Use open questions such as 'is there anything else you wish to tell me'.
- Accept what they are telling you, do not make judgements.
- Reassure the child that they have done the right thing in telling you. Do acknowledge how hard it was for them to tell you.
- Do not criticize the perpetrator, this may be someone they love.
- Tell them what you will do next and with whom the information will be shared
- The conduct of staff when in a 1:1 situation with a child is managed in a way that would not lead any reasonable person to question their motives or intentions. All staff must ensure that their behaviour and their actions do not place children or themselves at risk of harm or of allegations of harm to children
- Staff must report all information immediately, to the Head of Centre or Lead Practitioner.
- The Head of Centre or Lead Practitioner should contact HSCP immediately to discuss further action by asking to speak with a duty social worker or child's own social worker, name and numbers can be found in child's file.

Main Contact number for HSCP

01546 605517

- All information should be recorded on the official recording sheet, as the child said it and what the response from the adult was and the outcome if known.

Monitoring

This policy will be monitored on a yearly basis, by Senior Management Team through 6 monthly Staff Supervision and annual Staff Appraisal to ensure that all staff at Willowview Early Learning Centre truly understand their responsibilities in relation to safeguarding children and supporting families.

Policy Adopted:

August 2021

Reviewed and Updated June 2022

Due for review: June 2023