



CARE AND WELFARE PROCEDURE

It is the responsibility of all adults, including parents / carers to protect the welfare of all children in the community. It is expected that anyone with any child care concerns will report these to the appropriate person. If the concern is about a child that attends Ferryfield Playgroup this can be reported to the Child Protection Officer – Lucy O'Connor. Care and Welfare concerns regarding children that do not attend Ferryfield Playgroup can be reported to the child's Named Person; birth to 8 weeks this is the midwife, 8 weeks to pre-school this is the child's Health Visitor and school age will be a designated person in the child's school.

Child Protection is everyone's concern

If an injury / welfare issue is evident on handover

- Show your care and concern by acknowledging the injury / issue.
- Listen carefully to the parents / carers explanation.
- If you are concerned about the validity of the explanation, follow up with the procedure below.

In all circumstances, if a care and welfare issue is suspected

- When speaking to children or parents do not ask leading questions for example 'how did that happen?' **Not** 'did **** do that?'
- Discuss with Lucy O'Connor (Child Protection Officer), if available, who will decide on an appropriate course of action.

In all circumstances record concerns on a 'Care and Welfare' form

- Detail the date and the name of the person the concern has been raised about.
- Evidence of the person's physical and / or their apparent state of mental health.
- Any actual words used by the person concerned.
- Photographic evidence may be taken to help with the recording of the injury (but this cannot be used in any legal situation).
- Store records securely, in the care and welfare folder in the filing cabinet.
- On the child's personal folder, record that a care and welfare form has been filed in.
- Respect the rights of confidentiality of the child, the family and the alleged perpetrator.
- Information should only be available on a 'need to know' basis; however information will always be passed to the appropriate people concerned with supporting and caring for the child and their family.

If suspicions appear to be justified or confirmed.

- Staff should discuss as a team how best to proceed.
- Inform the child's named person.
- Discuss with parents / carers / named person how the staff can support everyone to move forward.
- Inform the Chairperson that a Care and Welfare incident has been identified and what action has been taken. Do not name the persons involved.
- If appropriate, seek help, advice and support of professionals or advise parents to contact professional support.
- Continue to monitor and support both the child and the family.

Follow up.

- It is important that any care and welfare issues raised are followed through to a suitable conclusion.
- Ensure that the child and family are supported throughout.
- Work with professionals until the issue is resolved or families can go forward unsupported.

Contact Numbers

Social Work

Social Work Services Contact Centre 01383 441177

Social Work Out of Hours Emergency 08451 550099

E.Mail: sw.contactctr@fife.gov.uk

Police

Fife Constabulary Non-Emergency Number 101

Public Protection Unit 01592 776767

E.Mail: PPUChildAbuseInvestigations@fife.ppn.police.uk

Health Visitor

Rona Haig / Elaine Willmitt 01334 656812

If you think some-one is in immediate danger, do not hesitate, call **999** immediately.

Adopted by the Committee

Date

August 2015