



CHILD PROTECTION POLICY

Ferryfield playgroup is committed to creating an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

Exclude known abusers

- It will be made clear to applicants for posts within Ferryfield playgroup that they
 - Will be interviewed before appointment is made.
 - Will be asked to complete a PVG enhanced disclosure form.
 - Will be asked to provide two referees.
 - Other adults will not be left alone with children.

Seek and supply appropriate training

- All staff at Ferryfield playgroup will be trained to recognise the symptoms and signs of possible abuse, including but not restricted to neglect, physical, emotional and sexual abuses.
- All staff will receive training in GIRFEC (Getting it Right for Every Child) to enable them to provide support to vulnerable children and their families.
- All staff will receive training in Fife Child Protection guidelines to ensure they are aware of the policies and procedures to follow in Fife.
- Documentary evidence of all courses attended will be kept.

Prevent abuse by means of good practice

- All staff will be registered with Scottish Social Services Council (SSSc).
- All staff will be subject to a PVG enhanced disclosure check.
- Adults that have not been vetted through the PVG scheme will not be left alone with any child or be allowed to take children, other than their own, to the toilet.
- Adults will not be left alone for long periods of time with individual children or small groups of children.
- Should an occasion arise, where a staff member feels the need to take a child in to a secluded situation, will alert another member of staff, who will then monitor the length and reason for the absence.
- Adult / child ratios, as outlined in the National Care Standards, will be adhered to at all times.
- Children will only be collected from the group by adults authorised by parents / carers to do so.

Respond appropriately to suspicions of abuse

- The welfare of the child is paramount in all investigations of suspected abuse.
- Changes in children's behaviour will be investigated.
- Any suspicion of abuse will be referred directly to Social Services or the Police.
- All suspicions and investigations will be kept confidential, shared only with those that need to know.

Keeping records

- Whenever a member of staff observes something that they deem to be of concern, this should be reported to the Manager and then recorded on the Care and Welfare forms. This will then be filed in the Care and Welfare Folder and noted on the child personal folder.

- The record will include the name of the child and the date of the observation and should describe the concern without comment or interpretation. Where appropriate the child's exact words should be recorded. Staff may also take photographs of any injuries to help with the recording process, however the dignity of the child should be maintained at all times. The record should be signed and dated by the person recording it.
- These records are kept in a separate folder in the filing cabinet and are only accessible by Lucy O'Connor, Manager.

Liaise with other bodies

- Ferryfield playgroup operates in accordance with SCSWIS, SSSc and local authority guidelines.
- Confidential records will be kept under lock, however these records can be made available to Social Services or the Police, to ensure the welfare of the child.
- In any incident of suspected abuse will be reported to the child's 'named person' in line with current GIRFEC guidelines. At this age the named person is the child's Health Visitor.
- SCSWIS inspectors may also have access to child protection records to ensure playgroup is recording and responding appropriately.
- If a Child Protection referral is made, the guidance of the Social Work department will be followed with regards to who is informed.

To support families

- Ferryfield playgroup will take every step in its power to build up trusting and supportive relationships between families and staff.
- Where abuse in the home is suspected, Ferryfield playgroup will continue to welcome and support both the child and family.

Adopted by the Committee

Date

August 2015