



CHILD PROTECTION 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. However any concern can be reported directly to Social Services or the Police.

Child Protection is everyone's concern

If an injury / suspected form of abuse is evident on handover

- Show your care and concern by acknowledging the injury / suspected abuse.
- 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 any form of abuse is suspected

- Do not ask leading questions for example say 'how did that happen?' **Not** 'did **** do that?'
- Discuss with Lucy O'Connor (Child Protection Officer), if available.
- Inform Social Work or the Police, who will then decide what action to take.

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 mental state of health.
- Any actual words used by the person concerned.
- Photographic evidence may be taken to help with the recording of the injury.
- On the child's personal folder, record that a care and welfare form has been filed in.
- Store records securely, in the child protection folder in the filing cabinet.
- 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 it will always be available to the people concerned.

If suspicions appear to be justified or confirmed.

- Make no attempt to investigate further. It is not the responsibility of any Early Years Worker to investigate abuse.
- If available, Lucy O'Connor (Child Protection Officer) will report the case to the Social Work Department and/or the Police.
- If the child protection officer is not available, then the person suspecting the abuse should make the referral to the relevant authorities.
- If the Child Protection Officer is informed and decides not to report the incident, then the person that originally identified a concern should report the incident themselves.
- Inform the Chairperson that a Child Protection incident has occurred and what action has been taken. Do not name the persons involved. (Unless the alleged perpetrator is a member of staff or instructed to do so by the relevant authorities.)
- The Social Work / Police contact will guide those involved through the process.
- Social Care and Social Work in Scotland (SCSWIS) should also be informed if a child at Playgroup is suspected to have been abused.

Follow up.

- It is important that any child protection issue raised is followed through to a suitable conclusion.
- If Social Work do not contact you to explain the outcome then it is the responsibility of the person who first made the referral to contact Social work to find out what the outcome has been.

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

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

Adopted by the Committee

Date

February 2016