



Early Learning and Childcare

## **CHILD PROTECTION POLICY**

The Care Inspectorate's Health and Social Care Standards inform the standard of practice expected of Ferryfield's staff, when following this policy they are adhering to:

### **Standard 1: I experience high quality care and support that is right for me.**

#### Dignity and respect

1.2 – My human rights are protected and promoted and I experience no discrimination.

### **Standard 2: I am fully involved in all decisions about my care and support.**

#### Dignity and respect

2.3 – I am supported to understand and uphold my rights.

2.4 – I am supported to use independent advocacy if I want or need this.

#### Be included

2.14 – I am fully informed about what information is shared with others about me.

### **Standard 3: I have confidence in the people who support and care for me.**

#### Dignity and respect

3.4 – I am confident that the right people are fully informed about my past, including my health and care experience, and any impact this has on me.

#### Compassion

3.8 – I can build a trusting relationship with the person supporting and caring for me in a way that we can both feel comfortable with.

3.10 – As a child or young person I feel valued, loved and secure.

#### Responsive care and support

3.14 – I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

3.17 – I am confident that people respond promptly, including when I ask for help.

#### Wellbeing

3.20 – I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.

3.21 – I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing, that I may be unhappy or may be at risk of harm.

3.22 – I am listened to and taken seriously if I have a concern about the protection and safety of myself or others, with appropriate assessments and referrals made.

3.24 – If I might harm myself or others, I know that people have a duty to protect me or others, which may involve contacting relevant agencies.

### **Standard 4: I have confidence in the organisation providing my care and support**

#### Dignity and respected

4.1 – My human rights are central to the organisations that support and care for me.

4.2 – The organisations that support and care for me help tackle health and social inequalities.

#### Compassion

4.3 – I experience care and support where all people are respected and valued.

#### Responsive care and support

4.11 – I experience high quality care and support based in relevant evidence, guidance and best practice.

4.14 – My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.

4.17 – If I am supported and cared for by a team or more than one organisation, this is well coordinated so that I experience consistency and continuity.

4.18 – I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.

#### Wellbeing

4.23 – I use a service and organisation that are well led and managed.

Ferryfield 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 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 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 on our registration certificate issued by SCSWIS, will be adhered to at all times.
- Children will only be collected from the group by adults authorised by parents / carers to do so. All other adults will be challenged and checked by staff.

### **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 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 (these photos cannot be used in a legal capacity and so written records need to be able to stand alone and be as accurate as possible), 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.

**Liase with other bodies**

- Ferryfield 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 Ferryfield 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 and how we proceed.

**To support families**

- Ferryfield 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 will continue to welcome and support both the child and family, without judgement.

Adopted by the Committee .....

Date .....

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