

# **HIGHWAY DAY NURSERY**



## **Child Protection Policy**

We aim to provide a safe, secure environment for all children to develop and grow in.

We will ensure that your child is not knowingly placed at risk while under the supervision of nursery staff. (All staff have an enhanced Disclosure check).

Maintain confidentiality at all times. (See Confidentiality policy)

We need to know who is collecting your child everyday.

Make sure all staff are aware of Child Protection issues and nursery procedure. ( Follow the Inter-agency Child Protection Guidelines).

Update and review our policy and procedure as necessary.

The Nursery has a legal duty to report any suspicions of child abuse to Social Services. We are required to keep written records of any information that may be relevant, then pass these on to the Social Work Department if requested. Parents will be kept up to date at all times – unless the child is thought to be at risk. We follow the Inter- agency Child Protection Guidelines set down by Scottish Borders Child Protection committee.

# HIGHWAY DAY NURSERY

## Procedure for Child Protection Policy

- Constant vigilance for physical and behavioural signs of abuse.
- Any injuries or behavioural changes should be discussed with Nursery manager.
- Injuries should be recorded with dates, times, nature of injury, explanations given by child and/or parent. (Use non-accidental injury form)
- Staff should listen and be sympathetic towards a child who attempts to disclose any form of abuse. Do not ask leading questions or interrogate the child but give them time to tell their story in their own words. Note it down, accurately, date & time of disclosure.
- If there is serious concerns for a child's safety the nursery manager will phone Social Services immediately and they will be responsible for conducting an investigation.
- If appropriate an explanation will be sought from the parents unless such a discussion is thought to be harmful to the child.
- Any explanation will be recorded and dated.
- If parent needs help and support Nursery Manager and staff will help or refer parent to others who can help.
- Nursery manager will consult with other staff members as appropriate to decide on significance of evidence.
- If sufficient concern and evidence is gathered or serious injury to child observed, Nursery Manager will contact Social Services. (ICS)
- Parents will be informed of any action taken unless this is likely to harm the child.
- Any written records will be made available to others professionals as necessary (i.e. Social Worker or police ) Otherwise all records are to be kept confidential.
- Parents can see the records if the child will not be harmed by this.

The policy of the setting is to work in partnership with the parents whenever possible. Staff are to be sensitive and supportive of all children.

**STAFF ARE NOT TO INVESTIGATE ONLY REPORT SUSPICIONS OF ABUSE.**