

# Law Primary School Nursery

## Child Protection Policy

*Child Protection in East Lothian is co-ordinated by the East and Midlothian Public Protection Committee. This committee has representatives from Police Scotland, health, social work, community services, housing, care providers, legal services, voluntary sector and elected council members. It supports adults and children who live in both East and Midlothian.*

### Rationale

All agencies, including Law Primary School Nursery, have a role to play in protecting children. Children at Law Primary School Nursery have the right to be safe and adults in our nursery community have the responsibility to protect them.

### Aim

To protect all children at Law Primary School nursery from child abuse and neglect.

### Objectives

- Staff and parents/carers are aware of the procedure should they have concerns that a child at Law Primary School nursery is being abused or neglected.
- Staff and parents/carers are aware of the procedure should they consider a child likely to be at risk of significant harm from abuse or neglect.

### Implementation

- All staff working with children will complete Child Protection training.
- Staff have access to the Edinburgh and Lothian's Inter-agency Child Protection Guidelines (2015) for further information
- In accordance with present Data Protection laws staff and parents will share relevant information where there is an indication that a child's wellbeing is at risk.
- It is essential that parents/carers and staff pass on concerns straight away, including:
  - a child tell you or someone else about an experience
  - changes in a child's behaviour and/or presentation
  - concerns shared by a third party (eg neighbour, relative or another child)

-witnessing an incident involving parents/carers and/or child

Concerns should be passed on to Ailsa Swinburne (DHT) who is responsible for child protection. If unavailable then contact the Children's Wellbeing Duty Team directly (01875 824090).

- Should a child confide in a staff member or parent/carers, the staff member or parents/carers should:
  - reassure the child and be supportive
  - not interview the child/use leading questions which assume information e.g. 'Did someone hit you?'
  - only ask 'What happened?' 'When did it happen?' 'Where did it happen?' 'Who did it?'
  - must not make false promises to children that cannot be kept e.g. that they won't tell anyone
  
- Staff should record what the child has told them at the earliest opportunity, using their exact words where possible (on appendix 2)
  - record what was said by them and the child
  - only record facts (if you are giving an opinion make sure it is clear)
  - hand write form
  - record to be passed to Ailsa Swinburne, DHT responsible for child protection
  - information will be passed to Children's Wellbeing Duty Team for further discussion/action (see appendix 1)

## **CHILD PROTECTION CONTACT LIST**

**CONCERNED PERSON**



**Initial contact**

**AILSA SWINBURNE DHT**



**Contact Duty Social Work if necessary**

**Direct line**

**104 Law**

**155 Nursery**

**If unavailable**



**Jacqui MacKinnon**



**Contact Duty Social Work if necessary**

**Direct Line 103 Law**

**If unavailable**



**If the above are unavailable, any Child Protection concern should be reported to the Duty Social Worker immediately on 01875 824090.**

**Complete, sign and date East Lothian Council's Child Protection Record and pass to Ailsa Swinburne without delay.**

**EAST LoTHIAN COUNCIL**

**Note of Child Protection Concern**

*Insert School Address*

**THIS FORM SHOULD BE HANDWRITTEN**

This form should be completed by:

- any member of staff reporting a possible child protection concern (you may wish to discuss the situation informally before completing this form) OR
- the Designated Member of Staff (DMS) when reporting a concern/query regarding child concern to one of the three core agencies
- and should remain in school securely stored in a child protection file

**1. Member of staff recording concern**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

**Details of child or young person**

Name: \_\_\_\_\_

Class: \_\_\_\_\_ DOB: \_\_\_\_\_

Date when this child protection concern was first noticed:

**DO NOT DELAY IN REPORTING THIS INCIDENT ONCE ALL RELEVANT DETAILS ARE KNOWN**

**2. Area of particular concern (tick)**

	SOCIAL. e.g.: Changes in peer relationships
	FAMILY. e.g.: e.g. break up of family, death of relative, suspected parental drug or alcohol abuse
	DEVELOPMENTAL: e.g. falling behind in previously reached milestones
	EMOTIONAL. e.g.: e.g. noticeable change in behaviour and/or attitude
	PHYSICAL. e.g.: poor hygiene, bruising, signs of shaking, throwing, parent/carer feigns symptoms of, or deliberately causes ill health to a child
	NEGLECT e.g.: Failure to meet a child's basic physical and/or psychological needs
	SEXUAL. e.g.: Use of inappropriate language or display of inappropriate behaviour
	OTHER:

**Notes** (please use the child's words as far as possible):  
Continue on page 3 or securely attached notes taken previously

### 3. Sharing of this Information

Have you shared this concern with any other person (e.g. senior member of staff, DMS Child Protection, another agency)?

**YES/NO**

**If yes:**

Name of person: \_\_\_\_\_ Position/agency: \_\_\_\_\_

Contact tel. number(s): \_\_\_\_\_  
(If outside school)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional information if required: e.g. advice offered, direct instructions and by whom

#### 4. Checklist

### FOR THE MEMBER OF STAFF CONTACTING EITHER HEALTH, SOCIAL WORK OR POLICE SCOTLAND WITH CHILD PROTECTION CONCERN

	Check:	√
1	Full name of child or young person including any other names they may be known as	
2	Date of Birth	
3	Address including any recent former addresses	
4	Best description of concern using key questions (what happened, where, who, when?)	
5	Does the child or young person have any visible marks or bruises?	
6	When were the marks first noticed?	
7	Is this child or young person at imminent risk?	
8	What are the main concerns?	
9	Recorded on pastoral notes as a CP concern	

PLEASE ENSURE THIS CONCERN FORM AND ANY OTHER DETAILS OF THE INCIDENT ARE:

1. RECORDED IN PASTORAL NOTES AS: "*CP Item recorded in secure file*"
2. STORED IN THE CHILD OR YOUNG PERSON'S RED CHILD PROTECTION FILE

Reviewed Sep 2021