



## Kinellar Nursery

### **Child Protection Policy**

Everyone has a responsibility to protect children from harm. School staff are in a unique position to contribute to the protection of children and must share concerns with appropriate colleagues and agencies.

Every school has a designated Officer who has been specially trained to listen to concerns and act on them as necessary. In Kinellar School this is the Head teacher. Any concerns should be relayed to the Head teacher immediately. If the Head teacher is not available a member of the Management team should be informed.

Where the Head teacher judges that there is evidence of abuse or potential danger to a child then she/he will contact the Divisional Social Work Department and / or the Police in accordance with the NESPC Child Protection guidelines. Full copies of these guidelines are located in the Head Teacher's Office.

Social work and the police will determine when and how the child's parents/carers and other services are to be informed of the concerns.

Local Social Work Office: 01467 534555  
Kemnay Family and Children's Team

In the context of these guidelines, the term "Child Abuse" incorporates suspected as well as actual abuse of children. Provided there are reasonable grounds for suspicion, each instance of actual or suspected Child Abuse must be reacted to and followed up as indicated in these guidelines.

The Inter agency Child protection guidelines, 'protecting Children & Young people in Aberdeenshire' identifies five categories of child abuse which must be recorded and acted upon;

- Physical Injury
- Non-Organic Failure to Thrive
- Emotional Abuse/Emotional Neglect
- Sexual Abuse
- Physical Neglect

## **EDUCATION PROCEDURES FOR THE MANAGEMENT OF CASES OF CHILD ABUSE OR CHILD PROTECTION COMING TO THE NOTICE OF EDUCATION STAFF**

1. All educational establishments (this to include Community Education) should designate a senior member of staff as responsible for co-ordinating action on child abuse within the establishment. Referrals should normally be through this designated person but every employee has the responsibility to make a direct referral if this is necessary.
2. Any member of staff suspecting or identifying child abuse should, without delay, contact the designated member of staff. If contacting the designated person implies delay beyond the end of the Nursery session, an assessment should be made of the child's safety and, if necessary, a direct referral should be made.
3. Where the designated member of staff judges that there is evidence of abuse or potential danger to a child then he/she must ensure that Social Work is contacted (this to include discussion as to how parents are engaged). It is important that all staff understand that investigation only needs to establish evidence of the need to investigate abuse. A full inquiry by Education staff must be avoided because collection of evidence is a specialist Police/Social work role. Inappropriate inquiries may prevent successful prosecution.
4. If it is considered that the child required immediate medical attention, contact the Management Team to contact School Doctor, GP, Royal Aberdeen Children's Hospital or Local Hospital as appropriate. If there is a view that the child may risk further abuse if returned home, the Police and Social Work must be informed as soon as possible and preferably well before the end of day.
5. When the designated member of staff considers that further investigation is required before suspicions can be confirmed or rejected, he/she can contact social work and any other agency who may be able to assist in any such inquiries or who may have information about the child or family, including the child's General Practitioner and, if actively involved in the case, Educational Psychologist. The Area Officer may also check the Child Protection Register.
6. A Head of Establishment may, of course, at any time draw to the attention of the Reporter to the Children's Panel the circumstances of a child who is believed to be in need of compulsory measures of care.
7. In all cases, incidents should be logged, action taken and recorded in written form. A copy of any such report should be forwarded to the QIO designated for the school.
8. The Educational Psychology Service should name a psychologist responsible for each administrative area or group in the Authority.
9. It is essential to maintain strict confidentiality in all child protection matters. Breach of confidentiality is a serious disciplinary matter and must be reported immediately to the line manager.

10. The Head of Establishment/designated member of staff should:
  - i) Ensure that all staff, including new staff, on an ongoing basis, are made familiar with the contents of this policy.
  - ii) Consider the planning of curricular provision designated to help children become good parents.
  - iii) Consider in the planning of any curricular provision designated around, for example, social and life skills, elements related to self-protection from risk of abuse.
  
11. It is possible that employees are implicated in abuse. Indeed, any adult or child may be an abuser and research shows that some abuse may be perpetrated by women or men, or women and men acting in partnership. Disclosure should not be discounted because of the status or role of the alleged abuser.

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