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	POLICY - Child Protection			

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## 1. PURPOSE

Protecting children and young people is everyone's responsibility. It is the aim of FossoPLAY to ensure that all children and young people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual identity have the right to protection from abuse, and are entitled to grow up in a safe environment.

## 2. SCOPE

This policy applies to all staff and volunteers, including students, involved with FossoPLAY

## 3. RESPONSIBILITIES

1. **The Owner** is responsible for the following (a) Ensuring that all staff are aware of, have access to, and adhere to this policy. (b) Providing adequate suitable resources and training to enable managers and staff to follow this procedure
2. **Nursery Management** have responsibility for the following: (a) Ensuring this procedure is applied in the service. (b) Providing support and resources to enable the development of associated procedure. (c) Completing the necessary records for all allegations, suspicions and disclosures that occur on the appropriate forms i.e. Concern recording form and child chronology. (d) Advising other teams or colleagues of potentially hazardous situations by suitable means as soon as possible. (e) Ensuring an organisational procedure for Child Protection is developed and put in place, in line with this procedure. (f) Ensuring Play Practitioners are provided with adequate and appropriate resources, support and training to enable them to deal with Child Protection. (g) Ensuring Play Practitioners are aware of the service's procedure and adheres to it. (h) Advising colleagues or support services of potentially hazardous situations by suitable means as soon as possible. (i) Recording and reporting a child protection incident to relevant services and developing strategy to minimise the chance of an incident recurring.
3. **Play Practitioners** have responsibility for the following: (a) Adhering to FossoPLAY procedure (b) Reporting to Nursery Management any child protection incident that may or has occurred. (c) Completing the necessary records for all allegations, suspicions and disclosures that occur; i.e. Concern recording form and child chronology. (d) Identifying and advising Nursery Management of any situation that may be considered hazardous. (e) Using all resources provided to enable child protection incidents to be dealt with in a safe manner.

## 4. PROCEDURE / GUIDELINES

### Procedures:

- All staff are recruited in line with FossoPLAY's recruitment policy, which includes, 2 reference checks, enhanced PVG disclosure Scotland check prior to the appointment of a position with FossoPLAY
- All staff have read the Child Protection Policy and **Perth and Kinross Child Protection Committee Inter-Agency Child Protection Guidelines 2017**.
- All staff have signed the 'I have read the child protection policy and procedure' form.
- All volunteers are recruited in line with FossoPLAY's volunteers policy.

- All staff to be registered with Scottish Social Services Council.
- All staff, volunteers, students follow FossoPlay's Child Protection procedure (in conjunction with the Perth and Kinross Child Protection Committee Inter-Agency Child Protection Guidelines 2017)
- All staff to undertake FossoPLAY approved Child Protection Training for their role.
- All staff to undertake associated risk management training e.g Risk/Benefit Assessment, First Aid Training etc.
- All visitors to the nursery must sign the visitors register.

### **GUIDELINES FOR RESPONDING TO ALLEGATIONS, SUSPICIONS OR DISCLOSURES OF ABUSE.**

#### **DO:**

- Ensure they are safe and protected from any further harm and abuse;
- Stay calm - no matter how difficult it may be to listen to;
- Provide reassurance - tell them they are not to blame and that you know how difficult it must be for them;
- listen to them and believe in them;
- take them seriously;
- Keep any questions to an absolute minimum, nod and acknowledge what they are saying;
- Ask open questions only - who; what; where and when type questions;
- Make sure you understand what they are telling you;
- Write down everything that they tell you as soon as possible - using their words if possible;
- Be honest - tell them what you are going to do next; why you need to do it and that you are going to have to speak to someone who can help them;
- Make a note of the time, date and place where this took place and who was present; and
- Remember - doing nothing is not an option - act promptly and immediately, report your worry or concerns to your Line Manager, Supervisor or Designated Child Protection Officer.

#### **DO NOT:**

- panic;
- Interrupt them;
- Ask them to repeat what they are saying;
- Ask them probing, leading and / or closed questions and do not ask them any why questions;
- Make any assumptions about what they are telling you;
- Make negative comments or facial expressions;
- Start any investigation whatsoever;
- Approach the alleged abuser;
- Keep this to yourself;
- Assume somebody else will do something and / or deal with it;
- Delay unnecessarily;
- Make promises to keep secrets; and
- Promise confidentiality. All staff, volunteers, including students, must adhere to this policy at all times.

## 5. REFERENCES

### 5.1 Perth and Kinross Child Protection Committee Inter-Agency Child Protection Guidelines 2017

#### 5.1 HSE: CHILDREN'S PLAY AND LEISURE – PROMOTING A BALANCED APPROACH

FossoPLAY will have developed site specific, child specific and play activity/ opportunity risk assessments to control or eliminate risks to the staff and service users within the setting.

## 6. OPERATIONAL PROCEDURES

- 6.1 FossoPLAY will have a copy of the policies and procedures on site, which must be on accessible to all parents and carers. The policies will be reviewed annually or when a change to guidelines and or legislation occurs.
- 6.2 FossoPLAY will have copies of the Perth and Kinross Child Protection Committee Inter-Agency Child Protection Guidelines 2017
- 6.3 FossoPLAY will have a copy of the Perth and Kinross Child Protection and Duty Team - (24 hours) contact details accessible to all staff and parents carers and wider service users

## 7. TRAINING

- 7.1. All permanent staff must hold a level Child Protection Certificate relevant to their role
- 7.2 All permanent staff must attend Risk/Benefit Assessment Training
- 7.2. All casual staff who are expected to work in the setting receive relevant training on Child Protection Training.
- 7.3. All casual staff who are expected to work in the setting receive relevant training on Risk/Benefit Assessments Training.

## REVISION HISTORY

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