



## ROMPERS PRIVATE NURSERY CHILD PROTECTION POLICY



### Policy Statement:

All children and young people have the right to be cared for and protected from harm and abuse. They deserve to grow up in a safe environment in which their rights are respected and their needs met.

All staff at Rompers have a responsibility for the care and welfare of children along with the promotion of their personal safety. They have a key role in creating physically and emotionally safe environments and in recognising and monitoring situations when children have been, or are at risk of being, harmed.

It is essential that all staff at Rompers are aware of the Child Protection policy and the procedures to follow.

“All staff in contact with children and young people must play their part in making sure that children and young people are

**Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included.”**

**UNCRC Articles:** All articles

### Aims of this Policy:

- To safeguard all children in Rompers from potential offenders.
- To ensure all staff are appropriately and adequately trained in Child Protection, including being aware of the GIRFEC “My World” triangle and the SHANARRI indicators.
- To maintain a safe environment in which the children at Rompers feel confident in, adults who listen and respond to individual needs in order to build up trusting relationships.
- To use the following policy and procedures to respond to any suspected abuse.

### Roles and Responsibilities:

#### Role of Manager:

- To create an ethos where all aspects of child’s wellbeing are supported, including their safety.
- To ensure all child protection concerns are dealt with immediately as a matter of priority.

- To ensure the nursery is a physically and emotionally safe environment by ensuring all staff have a working knowledge of the Child Protection Guidelines and complete annual Child Protection training.
- To ensure child protection information is stored securely in a location that is only accessible by designated staff.

### Role of Child Protection Designated Officer (CPDO)

At Rompers, each room has one or two CPDO's who are trained in Child Protection. The manager/owner and Senior Team Leader are also fully trained CPDO's as additional support in the setting.

CPDO's must:

- Ensure that the manager is made aware of all relevant Child Protection information for the setting.
- Ensure all staff, including new staff member are aware of our guidelines and procedures.
- Facilitate robust Child Protection practice throughout the setting and include within Improvement plans.
- Provide support to staff dealing with Child Protection issues, ensuring all relevant documentation is completed.
- Ensure that appropriate support and protection is offered to children following referral.
- Liaise the child's Named Person (NP) or Lead Professional (LP) and other agencies as appropriate.
- Ensure relevant information is shared with the receiving CPDO when a child transfers to a new setting or school.
- Adhere to the Continuum of Need child's planning framework. *(See image below)*
- Monitor the management of Child Protection information in line with policy.
- Share Information appropriately relating to siblings or other children in the household with CDPO's in other settings.
- Seek feedback on child protection referrals to ensure you are fully appraised and informed of progress; and share this information with relevant staff in the setting.

### Role of Staff

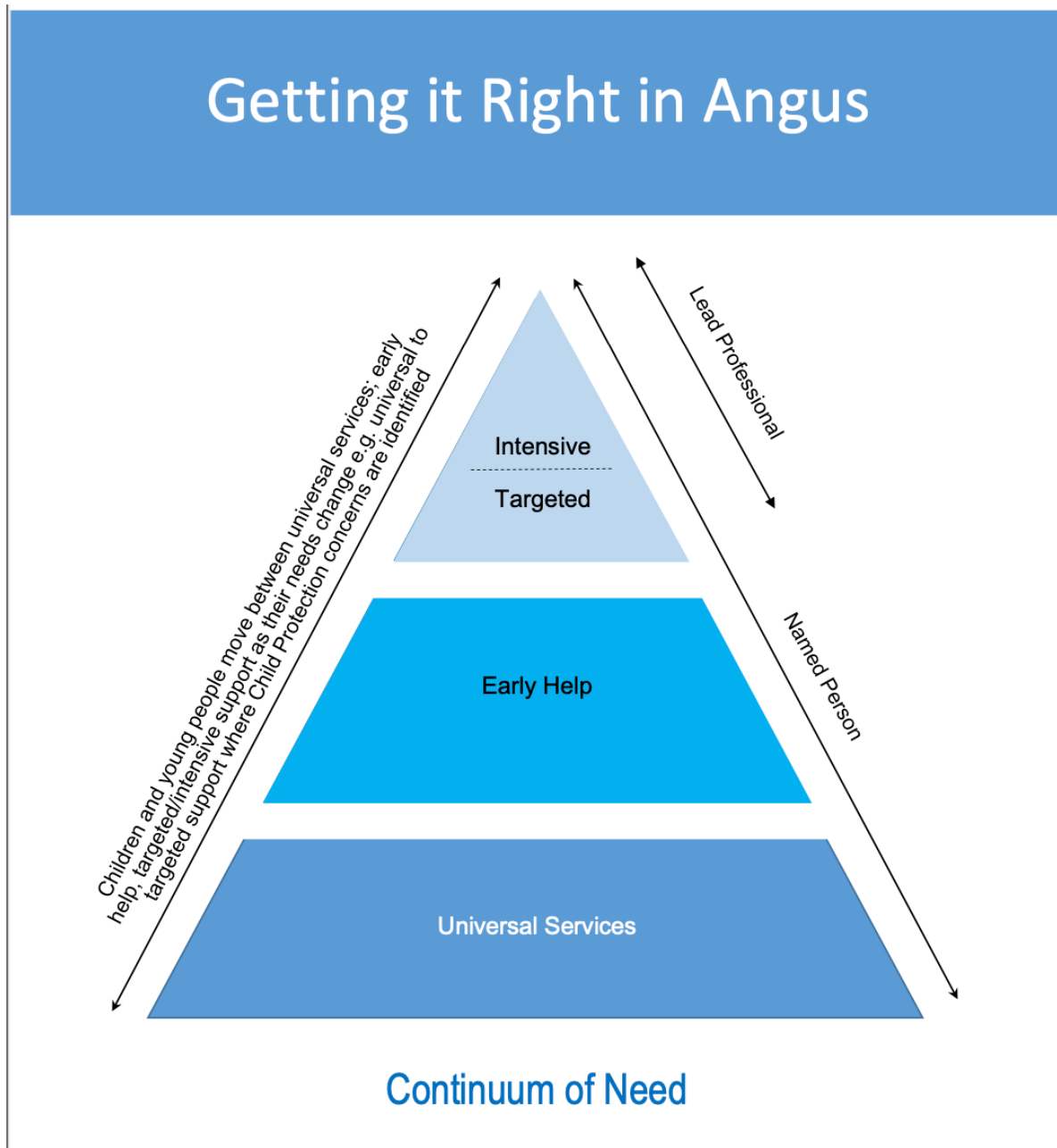
- Contribute to the creation of a physically and emotionally safe environment.
- Know how to access Child Protection Guidelines and Procedures and follow these appropriately.
- Complete annual Child Protection training to ensure up to date knowledge.
- Know how to respond to Child Protection concerns – **listen, observe, record and report.**
- Report any Child Protection concerns to a CPDO and be aware of who the CPDO's are within the setting.

## **Procedures:**

- As part of our safe staff recruitment policy, all prospective team members will have relevant checks made on them including two references, PVG clearance and SSSC registration.
- Child Protection will be made a priority at staff meetings and in-house training will take place in September each year to ensure all staff are aware of what to do if there is a Child Protection concern and can be confident in carrying out relevant procedures should they need to do so.
- CPDO's will ensure we keep up to date with current legislation by attending Child Protection training annually and reviewing national and local guidelines where appropriate.
- Any changes or amendments to the policy will be shared with all staff and parents.
- Staff will be made aware of this policy and the procedure during their induction period and undertaking of induction booklet.
- Within each child's PPR in the office in a locked cabinet, an Angus Council Chronology form and a SHANARRI wellbeing chronology will be filed, staff will note any wellbeing concerns on this record.
- Any information regarding a Child Protection concern with a child will be documented by a CPDO and stored in the child's PPR within the office in a locked cabinet.
- All information is to remain strictly confidential as disclosed in our confidentiality policy and only shared with relevant professionals if necessary.
- We will request a contact name and number of a social worker for any child who is in contact with social work or on the Child Protection register.
- All staff will be aware of the Angus Council Child Protection Education Guidelines and Procedures, these will be available for staff to refer to at any time by being placed in the staff room.

## The Continuum of Need

The Continuum of Need is a visual tool that provides a common language for describing needs and risks for children and young people. It is based on the idea that children and their families can move between levels of need when considering the type of support they require.



**Monitoring:**

- Staff will attend Child Protection training annually each September.
- We will ensure all staff and parents are aware of the Child Protection Designated Officers by having this evident on the staff tree presented on the notice board.
- We will keep a record of all PVG, references and SSSC checks.
- We will continually review our policy and procedures and keep these up to date with any changes.

**Review:**

Date	Management	Track of Changes
August 2021	P. Guthrie	none
August 2022	Team Leader	<p>Child Protection will be made a priority at staff meetings and in-house training will take place in August.</p> <p>Team Leaders will ensure we keep up to date with current legislation by attending Child Protection training annually</p> <p>Staff will be made aware of this policy and the procedure during their induction period and undertaking of inductions booklet.</p> <p>Within each child's PPR in the office in a locked cabinet, an Angus Council Chronology form and a SHANARRI wellbeing chronology will be filed, staff will note any wellbeing concerns on this record</p> <p>Any information regarding a Child Protection concern with a child will be documented by a Child Protection Officer and stored in the child's PPR within the office in a locked cabinet.</p>
February 2023	Room Champions	UNCRC articles added
October 2024	K.Myers	Policy updated to reflect Angus Council guidelines and procedures. Added Continuum of Need.