



Child Protection Policy

Child Protection Policy Statement

Hyde 'n' Seek are fully committed to safeguarding the welfare of all children. We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Hyde 'n' Seek consider it to be the duty of all those employed in the organisation to prevent the physical, sexual or emotional abuse of all children with whom they come into contact, including reporting any abuse discovered or suspected.

Paid staff and students will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children.

Child Protection is paramount

The well-being of children takes precedence over any other consideration, including client confidentiality. It is an inherent part of the roles and responsibilities of all staff to ensure that children get the help they need when they need it.

Timely and effective action

All staff will have sufficient training and experience to be alert to signs that children may be in need of help or protection and will take appropriate action to intervene at the point when that help or protection is required. Staff will be alert to the accumulative nature of many child protection issues and will be proactive in recording and reporting any concerns they may have at the stage when these concerns first arise and not merely when the signs and symptoms become more apparent.

The Primary role of Hyde 'n' Seek Nursery

The Primary Role of Hyde 'n' Seek is to bring to the attention of statutory authorities any incident, suspected incident or reasonable concern which suggests that there may be a child protection issue. In bringing a potential child protection issue to the attention of the statutory authority all relevant information will be passed on. However, Hyde 'n' Seek may only be involved in investigation and intervention at the request of and working alongside, statutory authorities.

All Concerns will be handled with sensitivity

In assessing whether or not there may be a child protection issue, due care will be taken to;

- Respect the feelings and perceptions of the child
- Maintain respect for the parents and other family members
- Maintain confidentiality, as appropriate and within accepted guidelines

Hyde 'n' Seek will endeavour to seek the least disruptive and least interventionist action consistent with the Child Protection Policy, Glasgow Child Protection Committee Inter Agency Guidance and GCC Circular 57, child welfare and safety.

Promoting Child Protection

Hyde 'n' Seek will aim to make children aware of their right to be safe and to be protected and will seek to make parents and carers aware of its Child Protection Policy and Procedures. Parents and Carers will be encouraged to be involved with the work of the organisation and will have access to all guidelines and procedures as and when requested. We will provide information about who to contact if a member of the community has a concern about a potential child protection issue and any such concerns will be considered seriously and appropriate action taken. We will seek to ensure that children are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's Complaints Procedure.

Procedures will be fully recorded

- All actions taken to protect the child will be recorded
- Relevant forms will be appropriately complete and signed
- Relevant forms will be passed to appropriate Hyde 'n' Seek Management and/or Social Work Services.

Implementation Policy

Staff will have appropriate training and access to advice, supervision and support from management in order to implement this Child Protection Policy effectively. Management will endeavour to keep up to date with national developments relating to the care and protection of children and young people and will seek to ensure all policies and procedures are in line with current national standards.

GUIDELINES FOR EMPLOYEES

“All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. The welfare of children is paramount.” (Scottish Executive Framework for Standards, 2005)

All organisations working with children have an obligation to refer suspicions about the well-being of children to Social Services, who have a responsibility to make enquiries into the child’s welfare and, where appropriate, to conduct a Child Protection investigation. As a Hyde ‘n’ Seek employee you may be the first link in the Child Protection Chain.

Support Contact Details

Social Work Child Protection out of hours service 0800 811 505

Social work Department 0141 287 8700

For recording purposes five broad categories of abuse have been identified and these are as follows (*see Appendix One for further details*);

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

If you have suspicions that any of these may be happening;

- Your **first** duty is to reassure and support the child and to establish their immediate well-being.
- Your **second** is to gain further information about the nature of the suspected abuse – this does **not** mean interrogating the child, nor does it permit putting words into the child’s mouth.
- Your third is to communicate the information to your Manager – remember, you **cannot** promise to maintain confidentiality in circumstances where you believe a child to be at risk. Reasonable suspicions **must** be reported to the Manager.

The Manager will then discuss the nature of any concerns with you and may decide, without necessarily identifying the child in question, to discuss these concerns with the Company Directors.

Where these concerns remain, you will be required to complete a Child Safety Form, the Manager will ensure that the appropriate Social Services Officer is contacted, and this referral will be followed up in writing within 48 hours. You may become involved in any subsequent investigation or case conference which takes place.

CHILD PROTECTION PROCEDURES

It is the responsibility of **all** Hyde 'n' Seek employees to ensure that children get the help they need when they need it and that any intervention on a child's behalf should be timely and effective in addressing any situation where a child may be in need of protection.

In order to facilitate this process Hyde 'n' Seek employees will seek to;

- Establish positive and trusting relationships with the children in their care
- Provide a named person as the main point of contact for a child where any protection issue might arise
- Give due respect and understanding to the child's age, ability, family circumstances and ethnic, cultural and religious background.

If you receive a disclosure from a child which refers to a potential abusive situation:

- Reassure the child and establish their immediate well-being
- Treat any allegations with respect and, where it is appropriate to do so, find out further information about the situation, being sure to support rather than to challenge the child's point of view. Do not feed information to the child or interpret what they are telling you. Your role is to accept and acknowledge the information and **not** to investigate the alleged circumstances. Remember, no child should be questioned beyond the point where they are willing to talk and any questioning by staff should be viewed merely as an opportunity to clarify any concerns you may have.
- Report the disclosure to your Manager.
- Record the disclosure on a Child Safety Form

If you suspect abuse, other than sexual abuse, may have taken place:

- Speak to the child, in a manner appropriate to their age and understanding, about the symptom which is causing you concern and where it will not place the child at further risk by doing so, speak to the parent or carer about the symptom which is causing concern
- Listen to the child and the parent/carer's explanation and, if you continue to have a suspicion that abuse may have taken place, report your concerns to your Manager.
- Record your suspicion on a Child Safety Form

If you suspect sexual abuse may have taken place:

- Report your suspicion to your Manager immediately
- Record your suspicion on a Child Safety Form

If you hear an alleged abuse from a third party:

- Recommend that the person make a report of their allegation to Social Work Services or the Police themselves and then take a note of their allegation, asking for their name and contact details
- Report the allegation to your Manager
- Record the allegation on a Child Safety Form

REPORTING PROCEDURES

Initiating a Child Protection **referral** may put pressure on relationships and all reporting procedures should be handled with the highest degree of sensitivity to the child's and the family's needs, and in accordance with the highest standards of professionalism. Staff should seek to minimise any risks by working in collaboration with other staff and other agencies at the earliest possible stage, while recognising the need to share relevant information with the **smallest number of people necessary** to support and maintain the child's safety and well-being. The Manager will have the responsibility to refer the matter to the relevant statutory authority and a clear and positive relationship with families should be borne in mind at all stages of the Child Protection procedure. Where it is appropriate to do so, and does not involve placing the child at further risk, both the child and the family involved should be kept informed of any procedures being undertaken. If in doubt, accept further advice from the statutory authority before divulging details of any potential investigation to the child and/or family.

MANAGEMENT OF CONFIDENTIAL INFORMATION

Hyde 'n' Seek recognises the right of all children and adults to be treated with trust and respect and acknowledges their right to confidentiality in relation to any information about their own personal or private circumstances.

We also recognise that a child's right to be protected from abuse or harm is of paramount importance and that the protection of the child will override the normal rules of confidentiality. Consequently, where there is a concern that a child may be at risk of abuse or harm all relevant information will be shared with the appropriate Manager and Directors and with any statutory authority called upon to investigate the circumstances of the alleged risk. However, Hyde 'n' Seek will take every reasonable precaution to ensure that information is handled with sensitivity, in line with the Child Protection Policy, and that, beyond those individuals who need access to the information for child protection purposes, normal rules of confidentiality will continue to apply.