

Safeguarding & Child Protection Policy

Staff's first responsibility and priority is the safety and wellbeing of the children in our care. If we have any cause for concern, we will report it to the relevant bodies, following the local authority Child Protection guidelines. The local Child Protection Duty Team is based at Pullar House in Perth, Monday to Friday from 9 am until 5 pm. The Duty Officer will be available to discuss concerns about the care and protection of any child in the local community. Out-with these hours' enquiries are dealt with by the Out of Hours Service, which is based at Almondbank House, Perth. The Duty Officer (for both locations) can be contacted on the following number: **01738 476768 (24 hours)**.

As Service Manager I am the designated Child Protection Lead and have a valid safeguarding training qualification, which staff, and I will renew at least every two years. All staff will also keep up to date with any latest information about safeguarding and child protection and will update policy accordingly, to include any changes. All staff understand that child abuse can be classified as physical, sexual, emotional or neglect, and can also be a combination of these, and are aware of the signs and symptoms that may indicate abuse is occurring.

Policy Review

This Child Protection and Safeguarding Policy will be reviewed **annually**, regardless of whether any changes or amendments are made at other times throughout the year. Additional reviews and updates may take place as needed in response to changes in legislation, guidance, or circumstances, but the formal annual review ensures the policy remains up-to-date, relevant, and effective.

I have read, understand, and will advise all staff on the following important documents:

- Scottish Government – National Guidance for Child Protection in Scotland 2021
- Children (Scotland) Act 1995
- Prevent Duty Guidance (2015)
- Children and Young people (Scotland) Act 2014
- Scotland is getting it right for every child (GIRFEC)

Children will only be released from our care to a parent/carer, or an adult named and authorised by them. A password might be used to confirm identity if the person collecting the child is not previously known to staff. Should a child fail to be collected from the setting, we will call parents after 15-20 minutes. If we cannot reach them, we will next call their emergency contacts. If we still cannot reach anybody to collect the child, we will keep them at my setting for up to one hour. After this point, we would contact Children's Services for advice. Parents/carers must notify staff of any concerns they have about their child and any accidents, incidents, injuries, or changes in circumstances which may affect the child. We will record any details necessary following accident/incident whilst in our care and ask a parent/carer to sign that they have seen our notes.

Unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent/carer if we notice:

- significant changes in a child's behaviour.
- deterioration in a child's general wellbeing and/or appearance.
- unexplained bruising, marks or signs of possible abuse or neglect.
- children's comments which give cause for concern.
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or while with a friend/family member.

If a child tells staff that they or another child is being abused, staff will:

- show that we have heard what they are saying, and that we take their allegations seriously.
- listen when a child shares any worries, without prompting them or asking them leading questions. Staff will not interrupt when a child is recalling significant events and will not make a child repeat their account.
- reassure the child that they can tell staff anything that is worrying them, but that we cannot promise not to tell anybody because some things have to be passed on, in order to keep them safe.

Emma's Explorers

Date: 05 2025

Review Date: 11 2025

Safeguarding & Child Protection Policy

- explain what actions we must take, in a way that is appropriate to the age and understanding of the child.
- record what we have been told, as soon as we can, using exact words where possible.
- make a note of the date, time, place, and people who were present during the disclosure.

Safeguarding & Child Protection Policy

As Child Protection Lead, I will call the local Children's Services duty desk for advice and an assessment of any situation causing concern. I will follow up this phone call at a later date, if I obtain any further information on the matter, either from the child or a family member. I will record the concern and all contact with Children's Services in a safeguarding log, which will be kept locked away securely for the legally required length of time.

In all instances, I will record:

- the child's full name and address.
- the date and time of the record.
- factual details of the concern, for example bruising, what the child said, who was present.
- details of any previous concerns.
- any action taken, such as speaking to parents.
- details of any explanations from the parents/carers (if it is safe to discuss the matter with them).

It is not staff's responsibility to attempt to investigate the situation.

We must notify the local Child Protection Duty team and Care Inspectorate if any allegations of abuse are made against a staff member.

Prevent Duty

The Prevent Duty was published in 2015, and it identifies the duty of care that all early years' practitioners have to be vigilant in order to help to prevent children from being drawn into terrorism.

In order for Care Practitioners to fulfil the Prevent Duty, it is essential that they are able to identify children who may be vulnerable to radicalisation and know what to do if they are identified. Protecting children from risk of radicalisation should be seen as part of our wider safeguarding duties and is similar in nature to protecting children from other abuse, whether these come from within their family or are the product of outside influences.

We understand that there is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with all safeguarding issues, we will be alerted to changes in children's behaviour which could indicate that they may be in need of help or protection. We are aware that any child, from any background, can be the victim of radicalisation and as such, will report any concerns about a child. Staff will not discriminate based on the colour of their skin, their social class, their cultural background or any other such factors. All concerns will be passed on to Children's Services.

Protection of Vulnerable Groups (Scotland) Act 2007 and PVG Scheme Compliance

We are fully committed to adhering to the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007. Where applicable, particularly when an assistant is employed, we will ensure that no individual is permitted to work in the service unless they are a member of the **Protecting Vulnerable Groups (PVG) Scheme**. All staff will undergo a PVG Scheme check through Disclosure Scotland to confirm they are not listed on either the children's list or the adults' list. Membership will be kept under regular review, and updates will be requested where appropriate to maintain compliance.

Prohibition of Physical Punishment

We operate a strict policy prohibiting any form of physical chastisement or punishment. No person working in the service is permitted to use physical discipline under any circumstances. Our approach supports positive behaviour through nurturing, respectful interactions, and guidance appropriate to each child's age and stage of development.

Safeguarding & Child Protection Policy

Ensuring the Fitness of Persons on the Premises

We are committed to ensuring that no one working in the service—or regularly present on the premises—is unfit to be in contact with children or other service users. Recruitment procedures include PVG checks, reference checks, and interviews. Ongoing supervision and safeguarding awareness training help ensure continued suitability of all individuals involved in the service. Any concerns about conduct or suitability will be addressed immediately in accordance with our safeguarding procedures.

Whistle Blowing

Staff have a duty to report unacceptable behaviour (such as abuse, inappropriate comments, excessive one-to-one attention, and the sharing of images without permission) to the relevant authorities; including that of childcare practitioners who may be working with me and/or other professionals working with children. This action is necessary when their actions are detrimental to children, have placed a child at risk, caused actual harm to a child or are clearly illegal.

Staff will follow the listed procedure if we suspect any of the above has taken place:

- identify the bad practice.
- record exactly what was observed.
- establish witnesses wherever possible.
- keep copies of all correspondence and relevant information.
- seek support from colleagues.
- ask to be informed about the outcome.

In these situations, staff may need to contact the police, social workers, the Care Inspectorate, and any other relevant bodies, then pass on any information.

Useful Telephone Numbers

Local Child Protection and Duty Team (PKC): 01738 476768

Local Police Station: 01786 289070 (111/999)

Care Inspectorate: 0345 600 9527

NSPCC Child Protection Helpline: 0207 825 2505

Local Early Years Team: 01738 472372

Useful Information

<https://www.pkc.gov.uk/article/17667/Child-protection>