

## **1.4 Child Protection**

Child protection in its widest sense is protecting children from harm or potential harm.

The Pre-School Child protection officer is Catherine Stone.

A booklet called "What to do if you're worried a child is being abused" is available if any parent/carer has any concerns regarding a child.

### **1.4.1 Awareness**

All Pre-School staff will be made aware of the above child protection issues upon joining the Pre-School, and will have an induction within their first week of employment.

### **1.4.2 Allegations made against a member of staff.**

If an allegation is made against any member of staff or helper within the pre-school it should be directed to either the Pre-School Leader or Chairperson of the Committee. The person against whom the allegation has been made should be suspended while evidence is assessed and collected. The evidence will either be hearsay, opinion or factual in which case the following actions will be taken

- Hearsay - internal and external investigations carried out to establish whether there is anything to report to the Child Protection Team.
- Opinion - the situation will be monitored, records kept of any incidents which might give cause for concern.
- Factual - information reported to Duty Social Worker of Police Child Protection Unit and Early Years directorate.

If no evidence is found the worker will be re-instated.

If evidence is found the worker will be dismissed and the early Years Directorate informed immediately.

### **1.4.3 When Staff suspect a child is being abused.**

If a member of staff suspects a child of being abused they:

- Will monitor the situation
- Will hand write notes that are signed and dated
- WILL NOT discuss with parents anything if the safety of the child could be in danger
- May speak to the child carefully but with no leading questions and if in any doubt WILL NOT question the child
- Will talk to the Child Protection Officer

**Child protection is the responsibility of everyone and the safety of the child is paramount.**

If in any doubt Child Protection will be rung on 0844 800 8014 for advice. Referrals will be made.

#### **1.4.4 Confidentiality**

Staff and committee will respect that all information concerning child protection investigations is CONFIDENTIAL to the children and families involved and the child protection services. Information will not be shared with unauthorised others.

#### **1.4.5 How a referral is made**

A referral will be made on the same day concerns are raised.

Staff involved will make detailed notes (dated and signed) about what has happened or what has caused the concern and keep any relevant pictures or writing that the child has done. These will then be passed to the Social Worker dealing with the referral.

#### **1.4.6 Contact Numbers**

**Social Services Customer Service Centre  
0844 800 8014**