

Auchinairn Early Years Centre



Child Protection Policy

It is the policy of Auchinairn Nursery to promote and safeguard the welfare of all children by protecting them from physical, sexual, domestic and emotional abuse.

All members of staff at Auchinairn Nursery are aware of the categories of abuse and have undertaken relevant training and have been informed of the signs to look for when abuse is suspected or occurring. All staff follow East Dunbartonshire Council Procedures and Guidelines in Child Protection.

- Physical Injury
- Sexual Abuse
- Domestic Abuse
- Parental Substance Misuse
- Physical Neglect
- Emotional Abuse
- Non-Organic Failure to Thrive

All instances of abuse are documented. This includes details of subsequent action taken, and is retained by the Head of Centre. This is in accordance with the Internal Reporting Process as set out by EDC. It is the staff's duty to report any concerns to the Child Protection Coordinator and follow procedures.

All Documentation will be treated in the strictest confidence by all nursery staff. Children's confidentiality will be protected at ALL times.

Child Protection Co-ordinator (CPC): Michelle Torrie

Depute Co-ordinator (CPC): Lauren Brown

Social Work Advice & Response: 0141 777 3000

Policy Statement

At Auchinairn Early Years Centre (EYC), we are fully committed to safeguarding and promoting the wellbeing of all children.

We will:

- Protect children from harm, abuse, neglect and exploitation
- Ensure all staff understand their duty to act immediately
- Create a culture where children are safe, respected and listened to

We believe:

Child protection is everyone's responsibility

Our Approach

Child protection is part of a continuum of support, from early help to urgent intervention.

Our practice is underpinned by:

- Getting it Right for Every Child (GIRFEC) – right help, right time
- A rights-based approach
- A trauma-informed approach
- Strong partnerships with families

Roles & Responsibilities

All Staff

Must:

- Be vigilant to signs of harm
- Respond appropriately to disclosures
- Record concerns accurately
- Report immediately to CPC

Child Protection Coordinator

Responsible for:

- Receiving concerns
- Risk assessment and decision making
- Contacting Social Work / Police

- Maintaining secure records
- Supporting staff
- Monitor safeguarding practice
- Audit records and chronologies
- Ensure staff training compliance
- Maintain a strong safeguarding culture

Recognising Concerns

Concerns may arise from:

- Disclosure
- Observation
- Behaviour changes
- Third-party information

Staff will use professional curiosity, considering:

- Patterns over time
- Changes in presentation
- Family context

Responding to a Child

If a child discloses:

Staff will:

- Stay calm
- Listen carefully
- Reassure
- Explain information must be shared

Staff will NOT:

- Investigate
- Ask leading questions
- Promise confidentiality

Recording Concerns

All concerns must be:

- Recorded immediately
- Written using the child's exact words
- Factual (not opinion)
- Records must include:
 - Date, time, location
 - Who was present
 - Action taken

Reporting Procedures

Staff must:

- Record
- Report concerns immediately to CPC

The CPC will:

1. Review information
2. Decide
 - Monitor (wellbeing concern) or
 - Refer to Social Work
3. Contact Advice and Response, Contact Police if required
4. Complete Notification of Concern Form
5. Record on SEEMIS system, under Latest Significant Event (Chronology)

No delay is acceptable

Chronology

A chronology will be maintained for all children where there are concerns.

Chronologies support a full understanding of a child's lived experience and emerging risk.

What is a chronology:

A chronology is a summary of key events in a child's life that are critical to understanding their wellbeing, needs and potential risk. It is compiled from detailed records and presented in date order, providing a clear timeline of significant incidents, concerns, strengths and actions.

Chronologies may be single-agency or multi-agency, and where shared, must follow information-sharing protocols and confidentiality requirements.

Within Auchinairn EYC, the CDC is responsible for ensuring chronologies are maintained, monitored and used effectively to safeguard children and promote their wellbeing in line with Getting it Right for Every Child (GIRFEC) principles.

Chronologies:

- Record significant events over time
- Help identify patterns and risk
- Support decision making and assessment

Chronologies must:

- Be kept up to date
- Show links between concerns and actions
- Be used actively in safeguarding decisions

Working with Families

At Auchinairn EYC we are committed to working in open, honest and respectful partnership with families, recognising that they play a key role in their child's wellbeing and development.

Where there are concerns about a child's wellbeing, we will aim to be transparent with parents and carers and involve them in discussions and decision-making, where it is safe and appropriate to do so. Our approach is guided by the principles of Getting it Right for Every Child (GIRFEC), ensuring that the child's wellbeing always remains central.

When working with families, we will:

- Share concerns in a clear, sensitive and supportive manner
- Consider the level of risk to the child before sharing information
- Take into account the likely response of parents or carers, including how this may impact the child's safety
- Seek advice from the Designated Local Authority Child Protection Lead or relevant professionals if there is any uncertainty
- Avoid sharing information where doing so may place the child at further risk of harm or compromise an investigation

In some circumstances, it may not be appropriate to inform parents immediately. In such cases, we will follow guidance from relevant agencies and act in the best interests of the child.

Our practice reflects guidance from the Care Inspectorate and the National Guidance for Child Protection in Scotland 2021, ensuring that decisions are proportionate, child-centred and focused on achieving the best possible outcomes.

Confidentiality & Information Sharing

- Information is shared on a need-to-know basis
- Confidentiality cannot be guaranteed where a child is at risk
- Information is shared to protect the child

Child-Centred Practice

We ensure:

- Children's views are listened to and recorded
- Children influence decisions
- Children feel safe and supported

Child After Incident Support

Following any concern

We will:

- Ensure the child feels safe
- Provide emotional reassurance
- Maintain routine where possible
- Monitor wellbeing

We will record:

- Child's emotional presentation
- Support provided
- Any further concerns

Multi-Agency Working

Child protection is a shared responsibility across agencies

We will work in partnership with:

- Social Work
- Police

- Health
- Attend meetings
- Share relevant information

Supporting Staff

We recognise that reporting a child protection concern is a significant responsibility, and staff will be fully supported throughout and after this process. We understand that involvement in child protection can be emotionally impactful. Therefore, staff will be supported through:

- Debrief opportunities following a concern or incident
- Access to supervision and reflective practice
- Ongoing guidance and reassurance from senior staff

Staff should not investigate concerns themselves or discuss the matter with others outside of appropriate channels. All information must be handled sensitively and shared only on a need-to-know basis.

Where appropriate, feedback will be provided to the member of staff who raised the concern, ensuring they feel heard, valued and supported.

Staff Training

All staff must complete:

- Annual Child Protection Training
- Trauma-informed practice training

Concerns About Staff and Whistleblowing

At Auchinairn EYC we are committed to maintaining the highest standards of safeguarding, transparency and professional conduct. The safety and wellbeing of children is always our priority.

We recognise that, on occasion, parents or staff may have concerns about the behaviour or conduct of a member of staff, volunteer or any adult working within the setting. All concerns will be taken seriously, responded to promptly, and handled in a fair, respectful and confidential manner.

Parents and staff are encouraged to:

- Speak directly to the Head of Centre or CDC as soon as possible

- Share concerns in person, by telephone, or in writing
- Use the setting's main contact number to ensure concerns are directed appropriately and recorded

Where a concern relates to the Manager, parents or staff should contact the setting's registered provider or nominated senior contact. Please our complaints procedure and whistleblowing policy for further information.

Whistleblowing

Our whistleblowing policy supports our Child Protection Policy and ensures that:

- Any concerns about unsafe, poor or inappropriate practice are reported and acted upon without delay
- Individuals raising concerns are listened to, taken seriously and supported
- Concerns can be raised confidentially and without fear of unfair treatment or repercussions
- Appropriate action is taken in line with national guidance, including referral to external agencies where required

In line with Care Inspectorate expectations and the National Guidance for Child Protection in Scotland 2021, any concerns about staff behaviour will be managed through robust safeguarding procedures and, where necessary, shared with the Local Authority and any relevant agencies such as social work services or Police Scotland.

All staff are registered with the Scottish Social Services Council (SSSC) and are required to adhere to the SSSC Codes of Practice, which set out clear expectations for safe, respectful and professional conduct. Any concerns may be referred to the SSSC where a worker's fitness to practise is in question.

The setting follows safer recruitment and ongoing safeguarding requirements under the Protecting Vulnerable Groups (PVG) Scheme. This includes a duty to make referrals to Disclosure Scotland where a member of staff is removed from regulated work due to harm or risk of harm to a child.

We promote an open and transparent culture where children, families and staff feel confident to raise concerns, knowing they will be handled professionally, sensitively and always in the best interests of children.

Digital & Online Safety

We recognise that digital technology is part of everyday life and are committed to ensuring it is used safely and appropriately within the setting. Children are supported to develop early awareness of safe, respectful and responsible use of technology in an age-appropriate way.

All staff follow clear procedures regarding the use of mobile phones, smart devices and online platforms to ensure children are protected from harm. Images, videos and information about children are only captured, stored and shared in line with our safeguarding and data protection procedures.

We actively minimise risks by:

- Ensuring children do not have unsupervised access to internet-enabled devices
- Using secure systems and approved devices for any digital learning
- Monitoring and reviewing digital practices regularly

Any concerns relating to digital or online safety, including the misuse of technology or inappropriate content (at home and EYC), will be treated as a child protection matter and responded to in line with our safeguarding procedures.

This approach is in line with expectations from the Care Inspectorate and supports our duty to safeguard children in both physical and digital environments.

Safeguarding High-Risk Children

We pay particular attention to:

- Non-verbal children
- Children with additional needs
- Domestic abuse indicators
- Neglect patterns
- Care Experience (Promise children)

Escalation

If concerns are not acted upon:

Staff must escalate through:

- CPC

- Senior leadership
- Local authority procedures

Monitoring & Quality Assurance

CDC and Local Authority will:

- Audit safeguarding records regularly
- Monitor chronologies
- Review staff knowledge
- Identify areas for improvement

Policy Review

This policy will be reviewed:

- Annually
- Following any incident
- In line with national updates

Transparency Statement

This policy is shared with:

- Families
- Staff
- Visitors

We aim to:

- Be open and transparent
- Build trust
- Work in partnership to keep children safe

Documents that underpin and support policy:

National Guidance for Child Protection in Scotland (2021)

Getting It Right For Every Child

UNCRC – Article 32,33,34,35

Realising the Ambition: 3.4, 3.5

EDC Multi-agency Child Protection Guidance

This policy has been reviewed and updated in consultation with staff and parent/carers

Signed : April 2026