



CAIRNDOW COMMUNITY CHILDCARE Policy No.8

Child Protection Policy Statement

This policy was drawn up in consultation with *committee and staff* of *Cairndow Community Childcare Ltd.*

Cairndow Community Childcare Limited will :

- Hold a register of every child involved with the group including relevant medical details and have a contact name and number close to hand in case of emergencies
- Treat everyone with respect
- Remember that some issues are confidential
- Provide an example we wish others to follow
- Where possible consider activities which involve more than one adult being present or at least within sight and hearing of others
- Be aware that someone else might misinterpret our actions even if they are well intentional
- Respect a child's right to personal privacy
- Provide time for children to talk to us
- Encourage children to respect and care for others
- Take action to stop an inappropriate verbal or physical behaviour
- Have a group policy for the collection of children after sessions have finished
- Remember to refer not investigate any suspicious or allegations about abuse
- Only share concerns and seek support from those identified in the groups child protection policy
- Complete the vetting checklist

CHILD PROTECTION POLICY

Cairndow Community Childcare recognise that child protection should not be treated in isolation and take account of guidance given by Argyll and Bute Council Child Protection Committee and address recruitment and selection of volunteers and paid employees by doing the following:

- Check that all adults who could be seen to be in a "child care position" are fully vetted
- Ensure that every new volunteer or member of staff will complete a personal profile form
- Make a request for previous addresses on volunteer/job application forms
- Ask for names of two referees who will be prepared to provide a written reference
- Follow up each reference with a telephone call or person contact during which we will discuss the applicant's suitability to work with children and keep a record of such in the applicant's file
- Undertake Disclosure Scotland Checks
- Interview prospective volunteers and staff
- Note at interview all previous experience of volunteers and staff in working with children
- Carry out a probationary period for all volunteers and staff of at least 6 months

We believe that every child regardless of age has at all times and in situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. If we have suspicions about a child's physical, sexual or emotional well-being, we will take action.

All volunteers or staff are encouraged to share concerns with the group's committee member who has agreed to monitor child protection issues. If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about

the child's safety. We will contact Social services or Police immediately. If our concerns are more general about a child's welfare, then we will discuss these with our group's child protection monitor, who will then make a referral to Social Work who will make the necessary arrangements. It is important that all volunteers and staff communicate concerns accurately. To this end, volunteers and staff will follow the procedures below:

- Upon receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs
- Share their concerns with the monitor of the group and agree action to take
- Always **refer never investigate** any suspicions or allegations about abuse

If we have concerns we must act, it may be the final piece of the jigsaw that is needed to protect that child or we may prevent further children from being hurt.

Area Social Work Office

01546 604281

Police Station

01499 302222

Out of Hours Social Work Emergency Service

0800 811 505