

## PRIMROSE HILL DAY NURSERY

### Child Protection Policy

#### Introduction:

We, in Primrose Hill, have a primary responsibility for the care, welfare and safety of the children in our charge, and we will carry out this duty through our policy, which aims to provide a caring, supportive and safe environment in which all our children can learn and develop to their full potential.

All our staff and volunteers have been subject to appropriate background checks. The staff of Primrose Hill has also adopted a Code of Practice for our behaviour towards children.

The purpose of the following procedures on Child Protection is to protect our children by ensuring that everyone who works in Primrose Hill- management, supervisors, assistants and volunteers - has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration.

In addition, we the children attending Primrose can only be collected by someone over the age of 18 years old.

### Initial concerns

Staff are encouraged to report ANY initial concerns they have about a child immediately to the designated child protection officer (located on our main information board and TV). These concerns are recorded on an initial concern form in a hardback book and kept in a locked cabinet within nursery.

Any bruising on a pre-mobile baby is reported to Gateway via Designated Safeguarding Officer without delay.

"Definition: A pre-mobile baby is a baby who is not yet crawling, not actively rolling as a means of mobility (including those only able to flip from back to front), not bottom shuffling, not pulling to stand, not cruising nor walking independently".

### Procedures for Reporting Suspected (or disclosed) Child Abuse:

- **The Designated staff members for Child Protection are Angela Magee, Laura Patterson, Andrew Magee or Jenny Mair**
- If a child makes a disclosure to a staff member which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, **the member of staff must act promptly.**
- **He/she should not investigate** - this is a matter for Social Services - but should report these concerns immediately to the designated staff member, discuss the matter with them, and make full notes.

Written record to include:

- the nature of the information
- who gave it
- the time, date and circumstances
- where the concern relates to signs or symptoms of possible abuse, a description of these

- The designated staff member will discuss the matter with the managers as a matter of urgency to plan a course of action and ensure that a written record is made.
- The managers, in consultation with the designated staff member, will decide whether, in the best interests of the child, the matter needs to be referred to Social Services. **If there are concerns that the child may be at risk, the nursery is obliged to make a referral.** Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.
- Before a referral is made the managers may seek clarification or advice from:

### **Social services**

**81 Ellis Street  
Carrickfergus  
BT38 8AZ**

No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. Advice will be sought as to whether the Police (08456008000) are to be informed. **The safety of the child is our priority.**

- Where there are concerns about possible abuse, the Manager will inform:
  1. The Social Services or the PSNI (especially with regard to Cyber-Bullying)
- **Written documentation forwarded to:**

### **Carrickfergus Social Services**

**81 Ellis Street  
Carrickfergus  
BT38 8AZ**

**02893315112**

- A written record will be kept and will include:
  - details of any advice sought, from whom and when

- the decision reached as to whether the case should be referred to Social Services; and, if so,
- how, when and by whom this was done
- otherwise, reasons for not referring to Social Services

### **Procedures to follow if the complaint is about a member of staff:**

- If a complaint about possible child abuse is made against a member of staff or a school volunteer, the managers (or the designated staff member, if he/she is not available) must be informed immediately. The above procedures will apply (unless the complaint is about the leader). Where the matter is referred to Social Services, the member of staff will be removed from duties involving direct contact with pupils, and may be suspended from duties as a precautionary measure pending investigation by Social Services.
- If a complaint is made against the management, the designated staff member (or a supervisor if she is not available) must be informed immediately. He will inform the owners and together they will ensure that the necessary action is taken.

### **Confidentiality:**

It should be noted that information given to members of staff about possible child abuse cannot be held 'in confidence'. No promise of confidentiality can or should ever be made to a child or anyone else giving information about possible abuse. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be told.

### **Partnership with Parents:**

Parents are made aware, through the Parent Information Booklet, notice board and letters to parents, of Primrose Hill's Child Protection arrangements, within its policies



Parents are also advised as to how they may make a complaint about their child's or another child's safety, and the resource that they have if they are not satisfied with the outcome.

A copy of the flowchart in Appendix 1, which lists the arrangements to be followed, is made known to parents at least once every two years as is a shortened version of this policy. Additional copies are posted on walls within nursery.

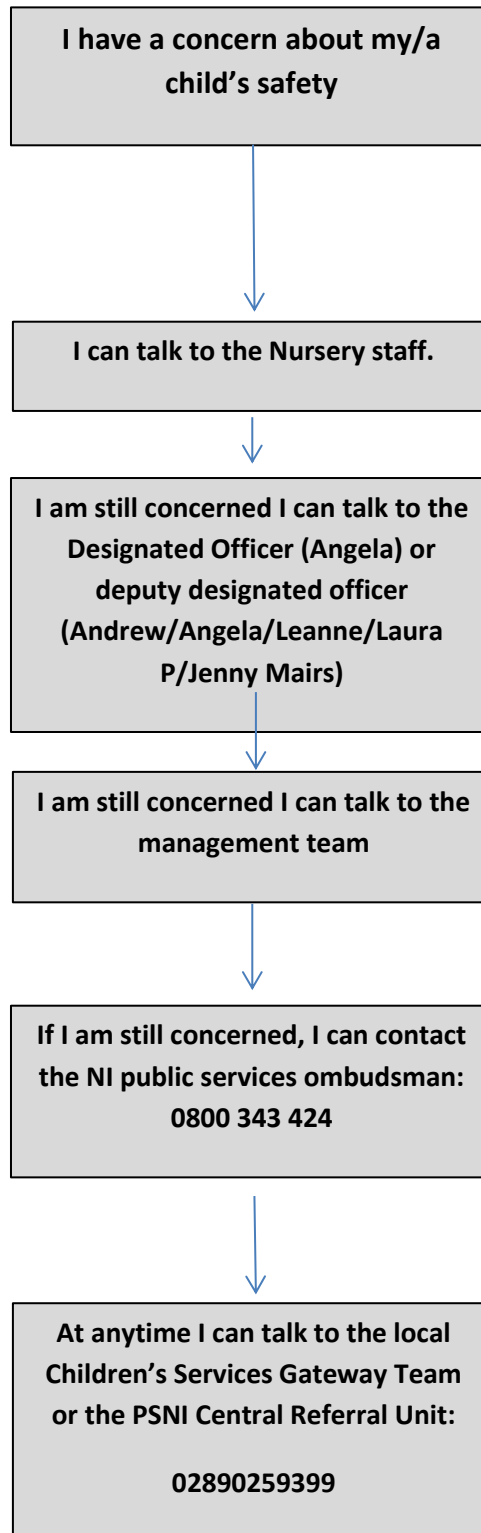
### **Voluntary Helpers:**

Primrose Hill has procedures in place to follow when recruiting volunteers, including obtaining references, checking identity, Access NI, providing training and supplying relevant policies.

Those on training courses must show evidence of vetting from their training institution.

## **Appendix 1**

### **Procedures for Reporting a Child Protection/ Safe-Guarding Issue**





# CONFIDENTIAL

## Child Protection

Please use this form to note down any initial concerns you may have about a child in your room with regard to his/her safety and welfare.

Room:

Leader:

Date:

Time:

Concerns (what the child said to you, what you noticed, etc.)