

Sgoil-àraich Taobh na Pàirce



Child Protection Procedures for Nursery Staff

Dealing with allegations of abuse, the disclosure of abuse or observations of concerning behaviour.

1. Source of information.
 - A child discloses information.
 - You observe signs of abuse or concerning behaviour.
 - Another person tells you of concerns.
2. If it is appropriate or possible e.g. when you observe the child displaying concerning behaviour, you should speak to the child to get their views. Always ensure you do not ask any leading questions, ask open ended questions.
3. If you are concerned about whether a child has suffered, is suffering or is likely to suffer abuse you should immediately report the concerns to the Designated Member of Senior Staff. (DMSS)
4. You should use the Welfare Concern Form to make a signed and dated hand written or typed record of your concerns including when the matter was passed to the Designated Member of Staff (DMSS). Use the exact vocabulary the child uses and be very specific of where you are. Do not discuss with any other adult other than the designated person.
5. The DMSS will collate all available information and be responsible for ensuring a Child Protection referral is made to the Core Agencies.
6. The Nursery will ensure records of disclosure/referral are kept securely locked away.

Please Note:

The Designated Member of Staff (DMSS) for child protection matters is the Head Teacher and in their absence, the school's Depute Head Teachers.

Where it is not possible to contact any of the above, you should not delay and immediately pass your concern on to one of the Core Agencies noted below.

Department of Community Child Health 0131 536 0647 State it is a Child Protection Matter	Children & Family Social Work, Social Care Direct. 0131 200 2327 Or call direct to Child's Social Worker if one is allocated. State it is a Child Protection Matter	Police Scotland - Amethyst Team 0131 316 6600
---	--	---

