

CHILD PROTECTION POLICY

Torphins Playgroup is greatly concerned for the safety, protection and wellbeing of all children in its care. All members of staff, in line with Care Commission requirements, have undergone checks as to their character and suitability for their position.

Staff have a duty and responsibility towards all the children in their care and therefore need to be aware of the various types of child abuse within our society.

The safety and welfare of the children comes first and therefore any signs of abuse or neglect must be reported to the Social Work Department.

The following procedures are in place:

1. Play assistants or helpers who suspect any form of abuse or neglect will inform the Playleader immediately. In the first instance the designated person is **Mrs Jayne Clarke**. In the event she is not available “**the designated person in charge**” should be informed.
2. Playleader will contact the Social Work Department by telephone on 01569 763800 – or the out of office hours number which is 0845 840 0070
3. Playleader will inform the Care Commission of any child protection related incidents.
4. Confidentiality and discretion will be maintained at all times and staff will deal sensitively with all such matters.

Staff will:

- Familiarise themselves with Aberdeenshire Council’s policy on Protection Children & Young People and the guidelines as set out by the North East of Scotland Child Protection Committee (NESCPC). A copy of the NESCPC guidelines and Aberdeenshire Councils policies are held at Playgroup and available for interested parties to read. Every member of staff has a personal copy of the NESCPC guidelines. The guidelines can also be viewed online at www.nescpc.org.uk
- Adhere to;
 - Protecting Young Children in Aberdeenshire, book 3, Good Practice Guidelines
<http://www.aberdeenshire.gov.uk/parentscarers/ChildProtection.asp>
 - Scottish Social Services Council (SSSC) codes of practice.
 - Protecting Children and Young People: The Charter
 - Protecting Children and Young People: Framework for Standards
 - National Care Standards
- ensure that all parents and carers have access to all the policies and procedures of the group
- undertake suitable training
- work together to update and review any changes required to the policies and procedures of the group.