



## **Child protection policy and procedure for staff**

Named Child Protection Coordinator – Gemma Peace

Depute Child Protection Coordinator – Debbie Barrett & Rosie McWilliam

Clyde Nursery Ltd Child Protection Policy is based on the principles derived from the United Nations Convention on the Rights of the Child:

- Each child has a right to be treated as an individual.
- Each child who can form a view on matters affecting him or her has the right to express those views if he or she wishes.
- Each child has the right to protection from all forms of abuse, neglect, or exploitation.
- Each child has a right to a positive sense of identity.

Clyde Nursery Ltd is committed to the development of quality childcare and education for all the children in its care and believes in respecting the rights, responsibilities and needs of all children and their parents/carers.

In order to promote the welfare of children, it is seen as the duty of all those employed by the Company (or involved in a voluntary capacity) to protect all children from physical abuse and neglect, verbal abuse, substance abuse, sexual and emotional abuse, and non-organic failure to thrive.

Clyde Nursery Ltd uses the GIRFEC approach – Getting It Right for Every Child – a programme which aims to improve outcomes for all children and young people. The GIRFEC approach is designed to be flexible enough to support all children and families whatever their need, whenever they need it. It is about responding in a meaningful, supportive way, working with parents wherever possible. It considers that everyone involved with the family has an important part to play and puts the wellbeing of the children and families at the heart of any support. To do these eight indicators of well-being are used: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, and Included. These are often referred to as the acronym “SHANARRI.”

These indicators represent the basic requirements that all children need to grow and develop. They are used in the planning process for any child in need to ensure the best possible outcomes for children to improve their life chances and well-being. There is also a Clyde Nursery Ltd ‘GIRFEC policy which follows the National guidance for Child Protection in Scotland 2023, which updates the previous version published in 2014. New legislation was introduced in November 2020 which covers Equal Protection from assault,

therefore children are now accredited the same justice as adults when it comes to physical abuse.

The GIRFEC approach enables practitioners to meet the needs of children and young people, working together where necessary to ensure children reach their full potential. It promotes a shared approach and accountability that:

- Puts the best interests of the child at the heart of decision making.
- Takes a holistic approach to the wellbeing of a child.
- Works with children, young people, and their families on ways to improve wellbeing.
- Advocates preventative work and early intervention to support children, young people, and families.
- Believes professionals must work together in the best interests of the child.

Employees of Clyde Nursery Ltd adopt a personal code of conduct to:

- Respect all individuals regardless of age, developmental stage, ability, sex, sexual orientation, or ethnicity.
- Place the safety and wellbeing of children first.
- Form appropriate relationships with children built on mutual trust and respect.
- Be aware of the relative powerlessness of children compared to adults.
- Be committed to actively preventing the exploitation of child abuse.

At no time would any employees of Clyde Nursery Ltd investigate or intervene in cases of known or suspected abuse. The appropriate professional advice will always be sought if child abuse, including sexual abuse and neglect, are suspected and reference will be made to local area guidelines. No judgement should be made of the child or family and relevant information regarding the case will be shared confidentially with appropriate staff members.

Clyde Nursery Ltd undertakes to ensure all employees are aware of their responsibilities regarding the protection of children in their care and what action to take should there be any concerns regarding child protection or the safety of children. All employees receive Child Protection training which is refreshed on an annual basis. Staff are made aware of the relevant action to take should they have concerns regarding a child in Nursery. Protecting children relies on concerns being reported immediately. Any Child Protection concerns should be reported immediately to a Senior member of staff or Nursery Manager/Director. This also applies to all visiting staff.

Clyde Nursery Ltd in accordance with the principals of GIRFEC will keep a chronology for each child in the Nursery. This will be kept with the child's personal care plans and will record any significant events in the life of the child. It will provide an accurate reflection of any child protection issues and any staged intervention from outside agencies.

In cases of suspected child abuse or non-accidental injury, the Nursery Manager should be informed immediately, and Nursery Management staff will take account of the following

points. This information would then be passed directly to the Nursery's Child Protection Co-ordinator and then the child's social worker if known. Otherwise, the local Social Work office covering the residence of the child would be contacted, stating a 'child protection issue' has arisen giving details of the child's name, date of birth, address and details of the alleged abuse or injury.

Nursery Management staff should take account of the following action points:

- Treat the grounds for concern as reported by staff members as a priority for action and ask staff to record relevant information on the day the concern arises on the Clyde Nursery Raising Concerns form, following GIRFEC principles.
- Gather information and if appropriate, seek clarification (not proof).
- Consider the immediate needs of all the children/young people involved. All action should be in the best interests of the child. The careful exercise of professional judgement and skill should be employed to achieve best practice.
- Action to protect the child, should as far as possible, avoid causing undue distress or adding to any harm the child may already have suffered.
- All records of concern in relation to the protection of children should be notified to the Child Protection Co-ordinator at the earliest possible stage, who will keep the Nursery Manager/Director informed.
- If further clarification/advice is needed contact Social Work Department as early as possible. Speak to the duty Social Worker stating a Child Protection issue has arisen giving details of the child's name, date of birth, address and details of the alleged abuse or injury. Social Work will instruct you as to whether the situation will be escalated to an "IRD (Initial Referral Discussion)" or if this still an advice seeking situation.
- Take account of Social Work advice as to when to involve the parents.

Where a referral to the Social Work Department is made, this will be emailed to the duty mailbox. The Social Work department has a responsibility to respond to this email within 5 days, acknowledging the referral and providing details of the outcome.

The response from Social Work will come directly to the Nursery Manager.

Clyde Nursery's Child Protection Co-ordinators are:

The Nursery Manager/Director and allocated Team Leaders who can be contacted on 01436 821698.

Community Services Social Work

The local childcare team for Helensburgh and Cardross is based at:

Helensburgh Civic Centre

Tel: 01546-605515

The local childcare team for Alexandria, Dumbarton, Renton, Balloch, Bonhill, Luss & Tarbet:

16 Church Street, Dumbarton

Tel: 0141 562 8800

Out of Hours Support is available from:  
Glasgow & Partners Social Work Department  
Tel: 0300-343-1505

A copy of this policy is available to view in the Policy Folders held in the Nursery Office and Nursery Playrooms.

Reviewed: January 2026

Date of next review: January 2027

Appendix: GIRFEC Policy (see policy in folder)  
Child's Chronology  
Shanarri Document