

**Child Protection Policy**

|  |  |
| --- | --- |
| **Date Updated:** | November 2023 |
| **Author:** | Angela Pisani |
| **Document title:** | Child Protection Policy |
| **Document location:** | WKVN/ Paper copy in policy folder within Nursery office |
| **History:** | Written 2014 Revised Annually |
| **Reviewed by:** | Board of DirectorsEarly Years Manager: Angela Pisani |
| **Audience:** | All West Kilbride Early Years Centre Staff, Parents & Children |

**Contents Page**

**Front Cover 1**

**Contents 2**

**Section 1: The ethos, underpinning Legislation and Guidance. 3**

**Section 2: The purpose of this document. 4**

**Section 3: Reporting concerns or worries. 5**

Chapter 1: Worried about a child?

Chapter 2: What should I say?  **6**

Chapter 3: What happens next?

Chapter 4: The information you share can make a crucial difference to this picture.

Chapter 5: Calls from Social Services

Chapter 6: Development and Support Officer 7

Chapter 7: Disclosure from a child/adult

**Section 4: Promoting and safeguarding the welfare of children. 8**

Chapter 8: Supporting families

**Section 5: Code of conduct.**

Chapter 9: Staff codes of conduct  **9**

**Section 6: Protecting Children within Our Organisation. 10**

Chapter 26: Vulnerable Child  **11**

Chapter 27: Child Absence

Chapter 28: Photographing and videoing in the Early Years Centre

Chapter 33: Use of mobile phones **12**

**Section 7: Addressing issues within our organisation.**

Chapter 34: Complaints & Whistle blowing

Review date  **13**

**Child Protection Policy and Procedures**

**Section one: The ethos, underpinning Legislation and Guidance**

We aim to create in our Early Years Centre an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to.

1. There are two main aspects to safeguarding and promoting the welfare of children:
2. Taking all reasonable steps to ensure that risk of harm to children’s welfare and safety are minimised as laid out in “The National Care Standard 14”.
3. Ensuring that there are arrangements in place to enable appropriate

action to be taken in order to address concerns. (National Risk Framework).

2. The policy and procedures set out in this document are based on the key principles laid down by (GIRFEC) Getting it right for every child, which provides a consistent and integrated approach to supporting children across Scotland, translated through the SHANNARI framework of wellbeing indicators.

3. Furthermore, in accordance with the United Nations Convention on the Rights of the Child, this Early Years setting believes that every child has the right to be loved and cared for and to be safe and well, to be offered a good standard of education, to be protected from exploitation and to have opportunities for rest and play (1991). Similarly, all children have the same rights and the same value, regardless of age, race, culture, gender, disability, or social/economic background.

4. The 1989 Children Act places a legal duty on the Early Years Centre to make enquiries if they have reasonable cause to suspect that a child in their area is suffering or is likely to suffer significant harm, to enable them to decide whether to take any action in order to safeguard or promote the child’s welfare.

5. The Children & Young People (Scotland Bill), creates a single point of contact (Named Person) around every child or young person. It also ensures that coordinated planning and delivery of services with a focus on outcomes and provides a holistic and shared understanding of a child’s or young person’s wellbeing.

6. The Domestic Abuse (Scotland) Act 2018, highlights the harm caused to children by domestic abuse. Whereby the perpetrator uses a child in committing the offence, directs behaviour at a child in committing the offence; where the child sees, hears or is present when the abuse is taking place; or where a child is likely to be adversely affected by the perpetrators behaviour. Ensuring harm caused to children by the abuse of their parent or carer is formally recognised and services can provide help and support.

7. The Children (Equal Protection from Assault (Scotland) Act 2019, came into fruition November 2020. Should a parent/ carer physically punish a child in their care and was charged with assault, depending on the circumstance the common law defence of ‘reasonable chastisement’ could have been used as a defence. The removal of the defence means that all forms of physical punishment of children by parents or cares will no longer be lawful in Scotland.

Physical Punishment or reasonable chastisement can have wide meanings which can include the following actions:

* Smacking
* Hitting
* Pinching
* Skelping
* Slapping

Providing children with the same legal protection as adults from assault. The act has removed a defence being put forward by a parent/ carer who is charged with assault.

**Section Two: The purpose of this document**

Management take their roles and responsibilities for child protection seriously, we will ensure that:

* Children are never placed at risk while in the charge of the Early Years staff through a secure recruitment and selection policy, on-going staff supervision and by creating a culture where people feel confident and able to raise or report any concerns about any of their colleagues.
* All staff, volunteers and students have knowledge of and access to the Early Years Centres Child Protection Guidelines for early years workers and take part in local authority and inter agency training events.
* All staff members are aware of signs and symptoms and know what to do if they suspect something, or a child discloses something to them. They will fully support children, families and staff if such an incident should occur.
* Confidentiality is maintained at all times.
* We will report any concerning issues using our chronology reports, using the ‘My World Triangle’ in order to spot areas where support may be needed.
* All staff, volunteers, students, board of directors and service users will have a working knowledge of this policy and will be asked to contribute as part of the review process
* Our Child protection policy is reviewed on an annual basis and is kept up to date with current legislation and guidance as stated in ‘The National Care standards’, standard 14.
* When required one of our Child Protection Co-ordinators will attend case conferences, core group meetings or children’s hearings. If unable to attend they will ensure that a suitable representative does attend.
* There is an appropriate and secure record system for child protection information which takes account of the requirements of data protection.

**Section Three: Reporting concerns or worries**

**Worried about a child?**

Where any member of our organisation has concerns about the welfare or safety of a child the concerns should be discussed with the Centre’s Child Protection Coordinators.

The Child Protection Coordinators are:

**Angela Pisani (Early Years Manager) and Claire McGill (Deputy Manager)**

The coordinators will decide the best course of action and how to best ensure the safety and wellbeing of the child.

In the event that the coordinators are not available members of the organisation (child’s Key worker) may follow these steps and inform the coordinators of their actions at the earliest opportunity.

* Sharing the concern with the child’s named person such as health visitor (*Named person can be found on the child’s registration form or personal care plan)*.
* Share their concern with Social Services via Service Access.

Service Access (previously known as Reception Services)

Largs: 01475 674585

Kilbirnie: 01294 310300

3 Towns: 01294 605261

Irvine: 01294 310300

In the evening (after 5pm) the coordinators may share their concerns with Ayrshire out of Hours Service.

**Ayrshire out of Hours Service 0800 328 7758**

Where immediacy is a factor informing Police Scotland should be contacted:

**Police Scotland 101**

**What should I say?**

It is beneficial when making contact if you have:

* The child’s name
* The child’s date of birth
* The child’s address
* The nature of your concern
* The current location of the child
* Your name
* Your contact details

**What happens next?**

Unless a child is in immediate danger, social services will always make some enquiries before deciding what action to take. They will check with other people who know the child such as their GP and health visitor to see if they also have concerns. They will look to see if anyone else has shared a concern about the child. By doing this, they begin to build an overall picture about this child and their circumstances.

**The information you share can make a crucial difference to this picture.**

Depending on the picture that emerges for this child, the family will be offered different kinds of support to ensure the child is safe and well looked after.

The first priority for everyone is making sure the child is safe. Everyone can play a part in this. Please play your part by telling someone if you have any concerns about a child.

If you have had no response from Social Services within 3 days a follow up call should be made.

**Calls from Social Services**

Any enquires from social services should be checked before sharing information about a child. Staff should ask for the social workers name and what office they are calling from. They should then call to confirm that the information given is correct.

**Development and support officer**

We will keep our Early Learning and Childcare Co-Ordinator Lorraine Dobbs up to date on information concerning children in our establishment who are looked after and accommodated, under supervision and on the child protection register.

Should any further clarification be sought Lorraine Dobbs will be contacted on 01294 317261 or in an emergency 07712288893.

**Escalation**

Members of our organisation who are unhappy with any decisions made by the child protection coordinators and need some advice on how to proceed with the matter should contact Lorraine Dobbs.

**Disclosure.**

In the event that a child discloses abuse to a member of this organization they should:

* Remain open to the disclosure: do not appear shocked or disbelieving. The child will be worried about what happens next.
* Allow the child to feel secure and give them time. Take note of exactly what is said.
* Never promise them that you will keep what they say secret but do reassure them that they will act on their behalf to ensure only those who need to know are told.
* Only speak of the allegation to those to whom you must refer.
* Confidentiality is still essential except for the line of referral.
* Record what you have been told or observed and/ using the child’s own words (do not interpret what they have said).
* Remember overall that the child’s welfare is paramount.
* Report the details of the disclosure to the Child Protection Officer as soon as is practical possible.

Asking the child detailed questions should be avoided. However, there are some key considerations, which it may be possible to establish in the course of listening, which are likely to assist an effective and supportive child protection response, such as:

* **Who is the abuser and what relation are they to the child?**-What does the child say about the person’s role and involvement in the child’s life?
* **When will the child see the abuser next?**-The child might be worried about seeing the person soon or at a certain time. This will affect what needs to happen and how quickly to make the child safe.
* **When did the abuse last happen?**-The child may share an experience that has occurred very recently and that will affect considerations about the need for medical examination.
* **Does the abuser have access to other children?**-If the child shares that other children are involved this is relevant to consideration of protective measures for other children.
* **Does anyone else know about the abuse?**-Is there an adult person in the child’s life who can support them? It may be that the child relays that an adult has been told about the abuse and yet has taken no further action.

Explain to a child what is going to happen; why; and when, can help build the child’s trust and help them feel they have some control of the situation. Depending on the circumstances and risk assessment, the child protection response may not be the same day the child discloses. If this is the case, then explain to the child will help reduce the anxiety of wondering what is going to happen.

**Section Four: Promoting and safeguarding the welfare of Children:**

To help safeguard and promote the welfare of children members of the organisation will require a basic level of knowledge regarding what may constitute harm to children.

 The National Framework provides comprehensive information in relation to promoting and safeguarding the welfare of children. Members of our organisation should be aware of the different forms of abuse and some of the possible signs and symptoms.

The child protection indicators are kept on file and staff members are trained in identifying risks.

**Supporting Families**

In accordance with the ‘National Risk Framework’ changes in children’s behaviour or appearance will be monitored and acted upon. Parents will normally be the first point of reference unless there are suspicions that the parents are implicated. Suspicions will also be referred to the social work department. All such suspicions will be kept confidential, shared only with those who need to know.

The nursery will take every step in its power to build up trusting and supportive relationships between families, staff and volunteers in the nursery. Ensuring that we adopt the principles of ‘GIRFEC’, the named person will support each child and their family, with the provision that the care and safety of the child must always be paramount the organisation will do all in its power to support and work with the family using the ‘My World Triangle’ as a reference. Confidential records kept on the child will be shared with the child’s parents.

**Section Five: Code of Conduct**

Staff must adhere to the ‘Scottish Social Services Council’ codes of conduct. They should protect the rights and promote the interests of service users and carers, Strive to establish and maintain their trust and confidence, Promote the independence of service users while protecting them as far as possible from danger or harm, respect the rights of service users, be accountable for the quality of their work taking responsibility for maintaining and improving their knowledge and skills.

Children will be valued, respected, treated with dignity, listened to and encouraged to develop a sense of autonomy and independence. Staff will support children to make choices, develop the ability to talk about their feelings and find acceptable ways to express them. This should enable children to have the self-confidence and the vocabulary to resist inappropriate approaches.

Children will be supervised at all times by a responsible adult, including when taking part in external activities, e.g. walks, visits and other outings.

An adult who takes a child aside for any reason will alert another member of staff. Adults who are left with children will be within sight or hearing of other staff members.

Adult - child ratios will be adhered to at all times. Children will not be left alone with visitors to the centre.

The layout of the playroom will permit constant supervision of all children.

Children will be encouraged to develop independence in personal hygiene and toileting, “accidents” will be dealt with in a sensitive manner. Parents and carers must give consent for assistance with personal hygiene prior to the child starting nursery. When required this will be carried out by a “fit person”.

Nappy changing should be respectful of the child’s rights to privacy and treated with dignity. Children should be relaxed and happy, a sociable routine where opportunities for positive interactions between staff and children take place. The changing facilities should be well maintained and organised. Providing opportunities that support learning and positive interactions. Staff know and are aware of the Nappy changing polices, following best practice. Following through the routine with allowing and encouraging children of all ages to wash hands after nappy changing.

Any visitors to the nursery must make themselves known to the Early Years Manager and sign the log in book, only then will they be allowed to enter. Any other adults who require access to the area must be accompanied by one of the centre stewards.

Children will not be handed over to anyone under the age of sixteen. They will only be collected by adults authorised by the parents and carers. Should an adult who has not been identified appear to collect a child a call should be made to establish if it is safe to allow the child to leave with that person.

**Section Six: Protecting Children within Our Organisation**

* Recruitment

**Protecting Vulnerable People**

We aim to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff or volunteers in the centre. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised.

 Applicants will be asked to provide two references and these will always be taken up prior to confirmation of appointment.

We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with vulnerable people.

Qualification checks will be carried out to ensure the applicant has received appropriate training and has the knowledge and skills to successfully carry out the work.

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.

Relevant training and support will be provided on an ongoing basis, and will cover information about their role and opportunities for practising skills needed for work, training to support health and safety procedures.

All staff will be registered with The Protecting Vulnerable group’s scheme as a ‘fit’ person. Adults who are not registered will not take children other than their own unaccompanied to the toilet. All staff members must register with and are accountable to the Scottish Social Services Council.

All new staff, students and volunteers will have a designated mentor who will provide regular feedback and support.

**Vulnerable Child**

Early years centre staff will ensure that any child who may be in need of extra care and attention will be cared for appropriately.

Staff members will provide a warm secure environment, where the child’s personal and emotional needs will be met.

We will do this by:

* Providing a rolling snack system from 9.00am.
* Have ready available a range of clothing suitable for the weather conditions.
* If required assist with personal hygiene discreetly.

Following GIRFEC and the four care standards the staff will provide the following support for all families:

**Build a warm, working partnership:**

* Build open, trusting and compassionate relationships.
* Listen and understand.

**Co-ordinate assessment and planning:**

* Continual overview of children’s wellbeing
* Respond to concerns
* Co-ordinate targeted assessment of need
* Plan together

**Enable children and families to draw on information and formal supports:**

* Acknowledge and build on strengths
* Build local knowledge and connections
* Promote informed choice and self- efficacy

**Facilitate access to timely and appropriate supports for children and families:**

* Make, track and review service referrals
* Review agreed actions and plans
* Identity and report service gaps
* Support children’s transitions
* Continuously develop practice

**Child Absence**

**Procedures for recording and reporting**

* Any child who fails to attend nursery and no notification is received to explain absence: staff must inform the Early Years Manager on the first day of absence. This should be written into the absence board with the date and child’s name.
* A call will then be made to establish why the child is not attending.
* The reason for absence must be written onto the absence board and when the key worker reads the board daily they should highlight the message to show it has been read.
* The Early Years Manager must speak personally to the parent or carer to receive the information, text messages will not be accepted.
* On the third day of absence failure to make contact with parents/carers will result in a call being made to social services.
* Staff members must maintain accurate record keeping of daily registers.
* Office staff must ensure that the NAMS management system is updated accordingly.

**Keeping children safe**

Staff will be trained to follow SIMOA, Care inspectorate (August 2021) Look, Think, Act campaign. “Raising awareness and act responsibly to safeguard protect and support children's wellbeing”.

SIMOA

* Safety - Be alert to all potential risks in your setting.
* Inspect - Look around and inspect the environment to make sure a child can not leave an area without staff or their parent/ carer.
* Monitor - Regularly check that all children are accounted for, particularly when they are outside, on outings or using transport.
* Observe - Observe the children and think about their feelings and emotional security- use these observations to support children to feel loved and secure.
* Act - Assess and take action to keep children safe.

**Keeping Children Safe**

**Supporting Transitions**

The following practice will provide a prompt for staff to follow, ensuring children are safe during transitions. Ensuring children are given supported during these key times throughout the day.

* Listen to children’s words, actions, and emotions. What are they telling you?

**Respond, Reflect Remember- The 3 R’s can help keep children safe.**

Respond to children:

* Make sure I am always cared for by people I know and who know me.
* When I feel overwhelmed or fearful, I need someone who makes me feel safe.
* Support me to make friends and to form trusting relationships with others.
* Remember that I feel big emotions and need help to make sense of the.
* Sometimes I feel fearful when I cannot predict what is going to happen next.
* I will seek comfort and safety from those I know and trust. Be patient with me as I build my attachment to you.
* Please take time to get to know my family as well as me. They can help you to better understand me, what I like and what I might need support with.
* If I am upset or feeling anxious, do not be afraid to change plans so my care is responsive.
* Be curious about what my needs are and what my behaviour is communicating.

Reflect on Practice

See the Care Inspectorate practice notes for the reflection questions under the following headings.

[https://hub.careinspectorate.com/how-we-support-improvement/improvement-programmes-and-topics/keeping-children-safe-practice-notes/#:~:text=Practice%20note%20to%20support%20transitions,with%20others%2C%20play%20and%20learn.](https://hub.careinspectorate.com/how-we-support-improvement/improvement-programmes-and-topics/keeping-children-safe-practice-notes/%23%3A~%3Atext%3DPractice%20note%20to%20support%20transitions%2Cwith%20others%2C%20play%20and%20learn.%20)

* Assessing the environment
* Staff/ adult roles and responsibilities
* Staff Communication
* Family Engagement
* Knowing and understanding the children in your care.

Remember

Staff will remember and follow SIMOA and follow the guidance during times of transition.

* Safe
* Inspect
* Monitor
* Observe
* Act

Supporting Trips and Outings

Staff will follow the Care Inspectorate guidance, using the 3 R’s model and SIMOA keeping children safe during outings. This information can be found using the link bellow:

<https://hub.careinspectorate.com/how-we-support-improvement/improvement-programmes-and-topics/keeping-children-safe-practice-notes/#:~:text=Practice%20note%20to%20support%20transitions,with%20others%2C%20play%20and%20learn.>

**Children missing in Education**

In the event of a child going missing within education from any region within the United Kingdom an alert will go out to all councils. North Ayrshire council will then send out an encrypted message to each establishment containing the child’s personal details. Allowing Heads to identify the child should they enrol in another establishment for further education. Contacting Lorraine Dobbd the child protection co-ordinator at NAC council.

The Manager will have access to this information and act upon it should a child on the register enrol at West Kilbride Early Years Centre.

**Trauma Informed Contact and Care**

Police Scotland Ayrshire division have created a Trauma Informed Contact and care intervention (TICC). This is a partnership between the police and education establishments to promote wellbeing partnership, and safeguarding children and young people exposed to domestic abuse.

Being part of Trauma Contact and care at West Kilbride Early Years Centre means police Scotland will notify the centre at the start of the next nursery day when a child had been exposed to or involved in a domestic abuse incident in the previous 24 hours.

* This information is passed on in the strictest of confidence to the designated contacts who are Angela Pisani Nursery Manager or Claire McGill Deputy Manager who are currently the Child Protection officers. The information provided will enable the support given is right for every child within our care. The following information will be passed via e-mail to the Named Person Service in Education. This email will be issued prior to the start of the school day. The information given by police will be:
* Name and date of birth of child
* Police reference number
* Time and date of incident
* Brief circumstances where the child was present, exposed to or involved in the incident (i.e Violence and/or weapons)
* Wishes of the child.

**TICC Care – What happens after the email is received?**

**Named Person/ Child Protection co-ordinator should:**

* Follow the GIRFEC child’s pathway
* Consider your knowledge of the family and any additional information you have.
* Take account of the child’s views, and if appropriate talk to the child and/or parent/carer and offer support.
* Record information in Pastoral Notes
* If required carry out a wellbeing assessment and follow Team Around the Child Processes.

**Information regarding the incident will continue to be shared with Social Work by the Police.**

**If significant concerns arise follow Child Protection Procedures.**

At the start of each academic year a letter will be provided for parents informing them of the initiative. Providing details about TICC, what the process will be and the contacts within the establishment. Please see appendix for Letter to Parents.

Staff will also receive a letter informing them of the procedure carried out by the TICC, annually in the event of a child being involved or witnessing domestic abuse, who attend West Kilbride Early Years Centre. Please see appendix for letter to staff.

**Ayrshire Multi-Agency Risk Assessment Conference**

**MARAC**

Links for staff to gain further information:

<https://www.nhsaaa.net/media/12082/stop-press-marac-march-2022.pdf>

<http://www.staffnews.north-ayrshire.gov.uk/marac-goes-live-across-ayrshire/>

MARAC is made up of multiple agencies coming together once a month from statutory and non statutory agencies to discuss individuals at risk from significant harm or murder as a result of domestic abuse. From North Ayrshire the following will be in attendance, Police Scotland, NHS Ayrshire and Arran, north Ayrshire council, Women’s Aid and Social care Partnerships. The Education representatives attending the monthly meetings will be Louise King and Elaine Crilley from North Ayrshire.

West Kilbride Early Years Centre Manager will complete Referrals through hyperlink. An electronic pathway that is secure. When submitted only the MARAC coordination team can access this information. Referrals can be submitted at any time and will be processed on a daily basis. Monday-Friday accept public holidays. Should a referral be sent to the team up to 10 days before the scheduled meeting it will be on the agenda if it is after it will be carried forward to next month’s meeting.

The following link provides the SafeLives Dash risk checklist that will be used when deciding if a case should be referred to MARAC:

<https://safelives.org.uk/sites/default/files/resources/Dash%20without%20guidance.pdf>

The child protection officers will utilise the resource in the event of suspected/ informed domestic abuse cases.

**The Safe and Together Model and the Caledonian System**

North Ayrshire is currently running two models that staff will be made aware of set out for perpetrators of domestic violence.

The Safe Together Model at its core aims to:

* Keep the child safe with the non-abusive parent
* Form a supportive partnership with the non-abuse parent; and
* Hold the abuse parent accountable for their abuse

The Caledonian System consists of an integrated programme of:

* Behavioural change for men
* Partnership, support safety and planning and advocacy services for partners
* Support for children

The following links provide staff with further information, should a parent/child in their care take part in either system.

<https://safeandtogetherinstitute.com/the-sti-model/model-overview/>

<https://www.gov.scot/publications/caledonian-system-evaluation-analysis-programme-tackling-domestic-abuse-scotland/pages/3/>

**Signs of Safety**

Signs and safety provides guidance for practitioners working with families when concerns about a child’s safety or wellbeing are brought to Health and Social Care Partnership (HSCP0) attention in North Ayrshire.

Talking to children is at the heart of Signs for Safety, the assessment and planning framework is attached to the appendix for staff to view.

The assessment process is called mapping. During an assessment four key questions will be asked of parents, the child, the wider family and anyone else who helps care for the child.

1. What are we worried about?
2. What I working well for the family?
3. What needs to happen to make sure the child is safe and well in the future?
4. For example, how safe is the child today, based on the information we have on a scale from 0 to 10?

(0 meaning the child is being harmed, 10 meaning the child is safe)

**The outcome of the assessment**

If the outcome finds serious worries for the child’s safety, these are written down and called **Worry or Danger Statements.** The steps taken to deal with the danger is written down and called **Wellbeing or Safety Goals.**

**Words and Pictures** are used to communicate with the child in a way they will understand what has happened and what will keep them safe. You may be asked to be included.

**A Safety Network** is the people in the child’s life and families that are important to them. The safety network can include professionals as well as the wider family and social group. This network and social work provide ongoing support and safety after the case is closed.

**The Safety Plan**

A child’s **Safety Plan** includes all the things that will happen every day and will show everyone- professionals, safety network, and the child- how to be safe when life gets difficult or dangerous.

The plan will have a timeline written together with parents, case worker, and safety network. The plan will have a **Timeline**. A time line is the work that needs to happen to help the family reach their safety goals. The timeline will outline the work to be carried out by the professionals and parents.

Meetings will happen regularly to see how the plan is progressing until **everyone is happy the goals have been reached**.

Further information can be found by following the link provided bellow.

[**https://www.signsofsafety.net/what-is-sofs/**](https://www.signsofsafety.net/what-is-sofs/)

**Photographing and videoing in the Early Years Centre**

We aim to have clear guidance of what is acceptable practice when recording images of children during memorable events and to support the child’s learning and development.

Staff members, volunteers and students are aware of and follow the procedures set out in our photographing and videoing policy.

**Planning**

At West Kilbride Early Years Centre we will gather consent from parents and carers of any child or young person up to the age of 18 (Parental Consent) at the point of registration.

If two parents disagree over consent for the child to appear in photographs or in a video recording, then we have to treat it as if consent has not been given. If the two consent but the child does not then consent cannot be regarded as given.

**How long does it last?**

It is recommended that images are destroyed 5 years after the date when the consent form and less for their consent is agreed. this is particularly important if the publication will have a high profile, e.g if it will have a wide circulation or B publicizing the centre.

**Using existing photographs**

We may have photographs on file. If consent has run out and we wished to reuse the image, we must renew consent. You cannot use the photograph otherwise.

Key workers must destroy all photographs once consent has been expired or the child has left the centre.

**Special Dietary Requirements-Questioning with North Ayrshire**

To ensure children’s safety staff will follow North Ayrshires current process when providing ‘provision for medically prescribed diets’. Facilities Management now require adequate information regarding the child’s condition in order to provide catering for children with dietary needs. A Healthcare Plan can be used to support the request for a medical diet. The Health care plan is directed be the paediatric clinic, for dietetics or allergy needs.

* Parents/carers are responsible for sharing these plans with schools and should be involved in the Team Around the Child process.
* School nurses or health visitors will not complete or sign these forms, nor is there a requirement for families to request a signature from their GP.

For diets which are cultural or ethical (Vegan, Vegetarian, halal) a special dietary request from is required for any deviation to the menu to allow correct recording and management of information.

* There is no requirement for a form for this type of request to be ‘signed off’ by health colleagues, or by the GP.

All staff are aware of the dietary requirements present within WKEYC, a list is always present in each classroom and lunch room for staff to refer to as and when required. It is vital staff know each individual child’s needs and follows the current guidance.

**Use of mobile phones**

The use of mobile phones in the centre’s areas is strictly prohibited. Staff members must keep their mobile phones locked in their lockers, at no time shall staff have their mobile in the class unless authorised by management. Whilst we accept that parents and carers use mobile phones for taking their child’s photographs at events such as Christmas concerts or sports day we ask that these photographs be used for personal use only and that they are not uploaded onto any social media sites.

Any breach of the use of photographs taken at concerts etc, could result in all parents and carers being barred from taking photographs at these events.

 **Section Seven: Addressing issues within our organisation**

 **Whistle blowing**

West Kilbride Early Years Centre appreciates the need for highly motivated, skilful and co-operative staff to deliver the curriculum to the children in their care. An open friendly environment is encouraged in which it is hoped staff can work well together for the benefits of the children and where grievances can be dealt with as they arise.

We strive to ensure a mechanism exists where staff can raise concerns about the conduct, behaviour or actions of a colleague, regardless of status and without fear of recrimination.

As an organisation we would follow the procedures set out in our Disciplinary policy.

* If staff members feel the behaviour of a colleague places children at risk of harm this should be discussed with the Early Years Manager or a representative from the Board of Directors.

* The staff member would then be suspended without prejudice whilst the complaint is fully investigated.
* It would be the Early Years Manager and representative’s responsibility to fully investigate the complaint.
* After gathering all the evidence they would then decide what action they need to take.
* In some cases it may be necessary to report the allegations to other organisations such as the Police and North Ayrshire Council.
* The Scottish Social Services Council and Care Inspectorate would be informed of any staff member whose performance has resulted in disciplinary action being taken or they have been dismissed due to serious misconduct.

**This policy will be reviewed November 2024.**