



Killermont Early Years Centre

Protecting Children and Ensuring Their Well Being Policy



Rationale

All staff have a duty to be vigilant with regard to the safety and wellbeing of the children in their care. Staff should recognise that they could make the difference to a child's life by protecting the welfare of children. Staff should be particularly aware of the challenges children with communication difficulties might face in seeking help. This could include very young children, children with additional support needs and / or children with English as a second language. Staff should also be aware of the use of social media as a means of accessing children. Please refer to all associated policies and procedures which promote children's safety and welfare e.g. with regards to: health and safety, anti-bullying, protection of children online, and photography

The EYC recognises the multi-cultural aspect of our society and will provide an environment, which is non-discriminatory, respects diversity, and provides equality of opportunity for all users of its service regardless of their gender, sexual orientation, age, disability, race or religion

Service Aims

Our service will aim to:-

- Provide an environment in which our children and young people will be safe healthy, achieving, nurtured, active, respected, responsible, included (SHANARRI)
- Ensure the welfare of the child is paramount
- Ensure all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- Ensure no child or group of children will be treated any less favourably than others in being able to access services which meet their individual needs
- Ensure the policy is reviewed, approved and endorsed by all staff
- Ensure children and parents are informed of the policy and procedures as appropriate
- Ensure that all concerns, and allegations of abuse will be taken seriously by staff and volunteers and responded to appropriately - this may require a referral to

children's social care services, the independent Local Authority Designated Officer (LADO) for allegations against staff or volunteers, and in emergencies, the police

- Ensure a commitment to safe recruitment, selection and vetting
- Ensure reference to principles, legislation and guidance that underpin the policy
- Maintain arrangements for policy and procedures review

Staff Training in Safeguarding Children

Prevention of child abuse is a key role, which will underline the ethos and practice of all staff. All staff members at Killermont EYC are aware of the categories of abuse and have either undertaken relevant training or have been informed of the signs to look for when abuse is suspected or occurring. All staff follow **East Dunbartonshire Council Procedures and Guidelines in Child Protection**.

Staff will be trained to work in accordance with: -

- The Protection of Children (Scotland) Act 2003
- The National Guidelines for Child Protection in Scotland 2014
- GIRFEC (Getting it right for every child)
- Early Years Framework
- The UN Convention on the Rights of the Child
- The Children's Charter
- The National Risk Framework

A copy of all documents above will be available at the EYC for staff and parents to view.

Staff will also be trained to understand the following categories of potential child abuse.

Physical Injury

This is defined as any injury inflicted or knowingly not prevented by any person having custody or care of a child. Physical abuse is often defined by injuries that cannot be explained by the normal play activities of a child and is defined as hitting or hurting a child on purpose.

Neglect

This is defined as the wilful failure to meet the basic needs of a child, for example, not clothing, feeding or caring for a child adequately and leaving them without adequate supervision

Emotional Abuse

This is defined as any abuse or torment which have an effect on the mental health and wellbeing of a child. Most commonly emotional abuse is categorised as shouting at a child, making a child feel worthless, exposing a child to inappropriate and never punishment and inconsistency of behaviour towards a child.

Sexual Abuse

This is defined as the exploitation of children in order to meet the demands of adults or other children.

Bullying

Bullying is defined as any form of abuse on a child which is inflicted upon them by their peers, this abuse can be subtle, including, teasing, being ignored or left out, being pushed/pulled.

Safeguarding Children Guidance

Parents will be informed of the Protecting Children and Ensuring Their Well Being Policy and the duty of care that is placed on staff. The Depute Head of Centre/Head Teacher will be responsible for informing staff of children who are on the at-risk register and keeping staff up to date with a child's circumstances. All staff will engage in a regular programme of child protection training and will be reminded annually of the procedures to be followed, as detailed below.

Step 1

Staff should be vigilant in their observations of the children's presentation and behaviour. They should listen carefully to children and immediately report any grounds for concern to the Depute Head of Centre/Head Teacher. Staff should not wait to gather evidence; nor agree with the child to keep the information secret; nor discuss the matter with others.

When a child is disclosing abuse staff should respond in the following ways:-

- Listen with care
- Treat the allegation in a serious manner
- Reassure the child that he / she is right to tell

- Affirm the child's feelings as expressed
- Do not give a guarantee of secrecy
- Do not ask leading questions
- Ask open ended questions which seek to clarify information already given
- Do not interrogate the child
- Do not show disbelief
- Avoid being judgemental
- Do not introduce personal or third party experiences of abuse
- Avoid displaying strong emotions
- Capture the conversation in the children's own words

Step 2

Staff should then follow the guidance given by the DHoC/Head Teacher in relation to recording a concern; supporting the child; cooperating with subsequent actions to investigate the grounds for concern; and protecting the child or children concerned.

Step 3

The DHoC/Head Teacher will treat the grounds of concern, as reported by the member of staff, as a priority for action. The DHoC/HT will discuss the concern with the member of staff; and take the decision to contact Social Work. The Depute Head of Centre/Head Teacher will complete actions as advised by Social Work, and will ensure that the incident is recorded and all documentation stored in a confidential case file. The DHoC/HT should maintain an updated chronology of all events pertaining to child protection for each child. The DHoC/HT will be committed to interagency working in relation to protecting children and will ensure close links the children's Health Visitors; Speech and Language Therapists; Social Work and if necessary the Police.

Whistleblowing

If a member of staff is not satisfied with the DHoC/HT decision / actions, they should act as a member of the public and refer the matter directly to the Social Work department themselves. If this action is taken they should inform the DHoC/HT.

Social Work Advice & Response Team (EDC)	Contact: 0141 777 3000
Policy Updated	Date: March 2026
Policy Reviewed on:	Date: March 2027
Review Date: March 2027	
Reviewed By:	Patricia Ross Depute Head of Centre
Documents	Document Links
National Framework for Child Protection Learning and Development (Scotland) 2024	
Quality Framework for Early Learning and Childcare Sectors	Children are Supported to Achieve – Safeguarding and Child Protection
Health and Social Care Standards	3.2, 6.1
Realising the Ambition	3.2, 3.5 & 3.6
UNCRC	Article 3,9,12,19,31,34,39