



## Child Protection Policy Statement

Old Rayne Playgroup follows children protection guidelines developed with the child protection partnership. When there is cause for concern for a child the following procedure will be applied:

### **Step 1**

Any concern regarding the safety or wellbeing of a child identified by a member of staff, helper or brought to their attention by a parent, carer or member of the public will be quickly notified to a senior member of staff, i.e. the manager

Identified Person: <b>Stacie Webster</b>	Position: <b>Manager</b>	Phone Number: 07470094250
Deputy Identified Person: <b>Gemma Beaumont</b>	Position: <b>Practitioner</b>	Phone Number: 07470094250

### **Step 2**

If there is any doubt or disagreement about the need for referral to social work, the advice of social work will be sought. Telephone Number: 01467 625567

If the concern arises out with normal office hours, the social work out of hours service will be contacted Out of Hours Telephone Number: 08458400070

N.B. Social Work may be contacted without the prior knowledge of permission of the parent(s)

If the social work department is unavailable, refer to Police Scotland Telephone Number: 101

### **Step 3**

Factual, dated and signed notes should be passed to the duty Social Worker, as required. In addition, if a child protection issue involves a member of this Playgroup the Care Inspectorate will be notified. Telephone Number: 0345 600 9527

### **What to do if you have a concern**

If you see behaviour that is of concern or if a child or young person tells you something, you need to take them seriously and do something about it and speak to someone.

You can speak to senior staff, call Police Scotland on 101 or go to [www.childprotectionscotland.org](http://www.childprotectionscotland.org)