



## Giggles and More Ltd

### Breakfast and Afterschool Club

Dechmont Memorial Hall, 71 Main Street, Dechmont, EH52 6LJ

## Child Protection and Safeguarding Policy

We are unwavering in our commitment to safeguarding the welfare of all children attending our Breakfast and After School Club. Recognizing our pivotal role in child protection, we adhere strictly to the Edinburgh and the Lothians Multi-agency Child Protection Procedures to ensure a safe and nurturing environment for all the children we provide care for.

### Our Responsibilities

All staff members have a duty to safeguard children by:

- Recognizing the signs of abuse and neglect.
- Responding promptly and appropriately to concerns.
- Recording concerns accurately and confidentially.
- Reporting concerns to the appropriate authorities.

Staff members receive regular training on child protection procedures to ensure they can identify and respond effectively to potential concerns.

### Recognizing Signs of Abuse

Abuse can take many forms, and staff must be vigilant in identifying any concerns. Some potential indicators of abuse include:

#### Physical Abuse

- Unexplained bruises, burns, or fractures.
- Fear of physical contact or flinching when approached.
- Wearing inappropriate clothing to cover injuries.

#### Emotional Abuse

- Low self-esteem or lack of confidence.
- Excessive fearfulness or anxious behaviour.
- Sudden speech disorders or developmental delays.

#### Sexual Abuse

- Knowledge of inappropriate sexual behaviour beyond their age.
- Pain, bruising, or bleeding in the genital area.
- Sudden changes in mood or behaviour.

## Neglect

- Poor hygiene or consistently dirty clothing.
- Frequent hunger or stealing food.
- Regularly left alone without supervision.

While these signs do not confirm abuse, they must be taken seriously and reported appropriately.

## Logging and Reporting Concerns

If a staff member has any concerns about a child's welfare, they must follow these steps:

1. Document the Concern – Staff must log details in the Safeguarding Concern Logbook on the same day. This must include:
  - The child's name and date of birth.
  - Date and time of the observation.
  - A clear and factual description of concerns (e.g., visible injuries, behaviour changes, disclosures).
  - Any explanation provided by the child or parent.
2. Report to the Designated Safeguarding Lead (DSL) – The DSL will review the information and determine the next steps. If the concern is serious, it will be escalated immediately.
3. Referral to Authorities – If there are concerns that a child is at risk of harm, the DSL will refer the case to the appropriate child protection services. Parents will only be informed if it is safe to do so.
4. Confidentiality and Secure Storage – All records are stored securely and confidentially and shared only with authorized personnel.

## Handling Allegations Against Staff

We take all allegations against staff members seriously. If an allegation is made, we follow the West Lothian Council Child Protection Procedures to ensure transparency and fairness. The procedure is as follows:

1. Immediate Reporting – Any concerns or allegations about a staff member's conduct are reported to the Designated Safeguarding Lead (DSL) immediately.
2. Investigation – The DSL, in consultation with relevant child protection agencies, determines the necessary course of action.
3. Referral to Authorities – If there is a serious safeguarding concern, we will refer the matter to the West Lothian Social Work Child Protection Team or the police for further investigation.
4. Suspension if Necessary – To ensure the safety of children, the staff member in question may be suspended pending investigation.
5. Confidentiality – All concerns and investigations will be handled with strict confidentiality to protect both the child and the staff member involved.

We are committed to ensuring that staff understand the policies around allegations and that they feel supported through the process.

## Promoting Staff Awareness and Training

To maintain a high level of safeguarding awareness, we provide:

- Annual safeguarding training for all staff.
- Refresher courses every two years to update knowledge on child protection procedures.
- Regular team discussions on best safeguarding practices.
- Clear guidance on their role in protecting children and the importance of reporting concerns.

By prioritizing staff education, we ensure that all employees remain confident in recognizing, responding, recording, and reporting safeguarding concerns effectively.

## Key Contacts for Child Protection in West Lothian

- West Lothian Council - Social Work Duty & Child Protection Team
  - Phone: 01506 284440
  - Website: <https://www.westlothian.gov.uk/article/43281/Child-Protection>
- Police Scotland
  - Non-emergency: 101
  - Emergency: 999
  - Care Inspectorate Helpline: Tel 0345 600 9527

## Parental Involvement

We believe in open communication with parents; however, the safety of the child is our primary concern. If informing parents may put the child at further risk, we will seek advice from social services before involving them.

## Review and Training

This policy is reviewed annually, and all staff members receive ongoing training to stay informed on child protection procedures.

| Scotland's Health & Social Care Standards  | Child Protection / Safeguarding Policy |
|--|--|
| <b>Dignity and respect</b>   |  |
| 2.4 - I am supported to use independent advocacy if I want or need this  |  |
| <b>Responsive care and support</b>   |  |
| 3.17 - I am confident that people respond promptly, including when I ask for help.   |  |
| 4.18 - I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected. |  |
| <b>Wellbeing</b>   |  |
| 1.29 - I am supported to be emotionally resilient, have a strong sense of my own identity and wellbeing, and address any experiences of trauma or neglect.                                     |  |
| 2.26 - I know how different organisations can support my health and wellbeing and I am helped to contact them if I wish.   |  |
| 3.20 - I am protected from harm, neglect, abuse, bullying and exploitation by people who have a clear understanding of their responsibilities.   |  |
| 3.21 - I am protected from harm because people are alert and respond to signs of significant deterioration in my health and wellbeing, that I may be unhappy or may be at risk of harm.        |  |
| 3.22 - I am listened to and taken seriously if I have a concern about the protection and safety of myself or others, with appropriate assessments and referrals made.                          |  |
| 3.24 - If I might harm myself or others, I know that people have a duty to protect me and others, which may involve contacting relevant agencies.  |  |
| 3.25 - I am helped to feel safe and secure in my local community.  |  |