



University of St Andrews

Saints Sport child wellbeing and protection

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Purpose	Provides information regarding the University's obligation to protect children who are at risk of harm, abuse, neglect, exploitation, discrimination or being drawn into radicalisation, with respect to the University Nursery and Saints Sport.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
2.0	Update	Active	Assistant Director (Children's Services), Saints Sport	25/04/2023

1 Introduction

- 1.1 The Saints Sport Child Wellbeing and Protection Policy has been drawn up in line with the University's policy for [Safeguarding of children, vulnerable adults and prevention of radicalisation](#), but amended to reflect the University Nursery and Saints Sport.
- 1.2 This policy represents the commitment of Saints Sport in its obligation to protect children and vulnerable adults who are at risk of harm, abuse, neglect, exploitation, discrimination or being drawn into radicalisation.

2 Scope and aims

- 2.1 It is recognised that members of the Saints Sport community may come into contact with children either at the University Nursery; at sports activities taking place on University property (including Junior Saints classes and camps, summer schools); work experience placements carried out by children; outreach activities (community engagement projects, including school taster sessions, after school clubs, international volunteering projects).
- 2.2 This policy applies to all members of the Saints Sport community (including staff, coaches, students, volunteers) and follows [the National guidance for child protection in Scotland 2021](#).
- 2.3 The sole focus of this policy is the protection, safety, and welfare of children and young people, including unborn babies, and children and young people under the age of 18 years. It provides a framework which aims to:
 - Promote a culture of safeguarding, by “protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect” (**Safeguarding people, Care Quality Commission**). Within the scope of this policy, this definition also includes being drawn into radicalisation;
 - Promote a culture in which signs of possible harm, mistreatment, neglect or attempts to radicalise are recognised and appropriately acted upon;
 - Provide clarity of procedure for those involved, including reporting concerns, recording and communicating information, data protection and confidentiality;
 - Promote positive collaborative working within the University and with any external agencies involved.

3 Definitions

- **Saints Sport** – refers to the overarching title and brand that encompasses all the facilities, services, and activities of the University of St Andrews Nursery and University of St Andrews sports department, including the autonomous Athletic Union, our teams, clubs, athletes, and staff.
- **Parents** – refers to all main caregivers.
- **Staff** – refers to University employees, coaches, students, and volunteers.
- **The Guidance** – refers to [the National guidance for child protection in Scotland 2021](#).
- **Child** – for the purposes of this policy, children are defined as young people under the age of 18.
- **Radicalisation** – This is defined in the Prevent Duty Guidance as ‘the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups’ (**Prevent Strategy, 2011**). It is recognised that children and vulnerable adults may be more likely to be drawn into radicalisation.

4 The Context for Child Protection

- 4.1 [The National guidance for child protection in Scotland 2021](#). This non-statutory Guidance describes the responsibilities and expectations for all involved in protecting children in Scotland and replaces the 2014 version. It outlines how statutory and non-government agencies should work together with parents, families, and communities to prevent harm and to protect children from abuse and neglect. The Guidance promotes partnership between those who care about and have responsibilities for the child, and entails a collaborative approach between professionals, carers, and family members.
- 4.2 A key change in the 2021 Guidance is to reflect the greater integration of child protection within the Getting it right for every child (GIRFEC) continuum and use GIRFEC language and core components to frame identification and proportionate responses to child protection concerns within the National Practice Model. The Guidance outlines the continuum of support for all children, from universal support through to protection from significant harm, underlining that the wellbeing and safety of children are indivisibly connected. There is a clear articulation of the importance of GIRFEC to protecting children, particularly in recognising that all children must receive the right help at the right time. The leadership of Children’s Services Planning Partnerships will therefore be instrumental in supporting implementation of this Guidance within the broader context of local GIRFEC practice.

- 4.3 The Guidance is supported by a suite of other policies and should be seen in the wider context of [GIRFEC](#) the [Early Years Framework \(2009\)](#) and [United Nations Convention on the Rights of the Child \(UNCRC\)](#). It is supported by the [Children and Young People \(Scotland\) Act 2014](#). The Guidance has a strengthened focus on children's rights, engagement and collaboration with children and families, and on building on strengths. It incorporates the experiences and views of children, young people and families and includes a greater emphasis on ensuring that a child's views are considered in all decision-making that affects them. These views have also informed the development of the series of [Practice Insights](#) published alongside The Guidance, ensuring a central focus on the child's voice and perspective.
- 4.4 The 2021 Guidance builds on the four-part structure of the 2014 Guidance although Part 2B is new. All sections are revised and supplemented. Children's rights and human rights underpin the whole.

5 Relevant Legislation, Policies and Procedures

- 5.1 This policy represents an overarching framework and exists alongside other legislation, University Policies and Procedures, and legislation including:
- [National Guidance for Child Protection in Scotland 2021 - gov.scot \(www.gov.scot\)](#)
 - [Child Protection Guidance 2021 \(theapsgroup.scot\)](#)
 - [National guidance for child protection committees undertaking learning reviews](#)
 - [Home - The Promise](#)
 - [Health and Social Care Standards My Support, my life \(Scottish Government 2017\)](#)
 - [United Nations Convention on the Rights of the Child \(Article 3: Best Interests of the Child\)](#)
 - [United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Bill](#)
 - [Protecting Children and Young People: The Charter \(Scottish Executive 2004\)](#)
 - [The Children \(Scotland\) Act 1995 and other relevant legislation](#)
 - [Getting it right for every child \(GIRFEC\)](#)
 - [The Common Core of Skills](#)
 - [The Children and Young People \(Scotland\) Act 2014](#)
 - [Children \(Equal Protection from Assault\) \(Scotland\) Act 2019](#)
 - [Child Protection Improvement Programme \(CPIP\) Scottish Government 2016](#)
 - [The Child Wellbeing and Protection in Sport service \(CWPS\)](#)
 - [Safeguarding of children, vulnerable adults and prevention of radicalisation](#)
 - [Junior Saints terms and conditions](#)

- [Junior Saints late collection policy](#)

6 Main types of Abuse

- 6.1 Abuse and neglect are forms of maltreatment of a child. Abuse or neglect may involve inflicting harm or failing to act to prevent harm. Children may be maltreated at home; within a family or peer network; in care placements; institutions or community settings; and in the online and digital environment. Those responsible may be previously unknown or familiar, or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance by domestic abuse of a mother or through parental alcohol and drug use. See [The Guidance](#) “Protecting rights, protecting children: signposts to Convention Articles” Pages 224/225 Appendix E: United Nations Convention On the Rights Of The Child
- 6.2 Further information on types of abuse and neglect can be found in [The Guidance page 12 – 14](#) and Appendix 2 of this policy. Other indicators of risk that may affect some children include Domestic Abuse, Problem Alcohol Use and Parental Substance Misuse. For further information on these and other indicators of risk see [The Guidance Pages 33 - 36](#).

7 Prevention

- 7.1 Saints Sport is committed to improving the life changes of children in our care. We acknowledge that the child's welfare and wellbeing are paramount and that we have a duty of care to implement effective policies and procedures for safeguarding our children. As such, the following steps have been taken:

Recruitment of staff

- 7.2 The University will take all reasonable and appropriate measures to ensure that unsuitable people are prevented from working with children and vulnerable adults.
- 7.3 Where it has been identified that Staff are likely to have contact with children in the course of their work, the University will follow the statutory guidance to ensure that, where appropriate, staff will join the [Protection of Vulnerable Groups Scheme \(PVG Scheme\)](#) which was introduced by the [Protection of Vulnerable Groups \(Scotland\) Act 2007 \(the 2007 Act\)](#). Further details are provided in the University [Protection of Vulnerable Groups and Criminal Records Check Policy](#).
- 7.4 Saints Sport Staff (University employees, coaches, students, and volunteers) involved in regular regulated work, such as sports coaching sessions with children, are required to join

the PVG Scheme.

- 7.5 In addition to joining the PVG Scheme, University Nursery staff are required to provide two references and must register with the [Scottish Social Services Council \(SSSC\)](#).

Training

- 7.6 Saints Sport will take steps to ensure that all Staff are aware of their responsibilities under this policy, and the need to follow local multi-agency child protection procedures, guidelines, and agreements as appropriate.
- 7.7 In addition to University wide training on Safeguarding, as part of their induction staff working directly with children and young people will need to complete child protection awareness training and will receive bespoke training with regards to working with children at the University Nursery and/or during sporting activities.
- 7.8 Additionally, Good Practice Guidance for those in contact with children / vulnerable adults is included in Appendix 1 of this policy.
- 7.9 Local authorities are required by law to produce their own child protection guidance/procedures. For this purpose:
- Nursery staff are trained within Fife Council's Child Protection training.
 - Saints Sport staff are trained in **sportscotland's** Child Protection and Wellbeing in Sport.

8 Responsibility

- 8.1 Everyone working with children and their families, including all professionals, volunteers, and members of the community, have a responsibility to safeguard the welfare and interests of children, and need to appreciate the important role that they play in being vigilant and providing robust support for child protection. Having a skilled and competent workforce, along with relevant guidance and procedures, ensures that children can be protected. Please refer to National Guidance for Child Protection in Scotland 2021 [Part 2A Roles and Responsibilities for child protection](#).
- 8.2 The Assistant Director (Children's Services) has overall responsibility for child protection within Saints Sport. They are responsible for ensuring safeguarding is integral to practice in recruitment, training, and oversight of Staff, that Staff working with children and young people

are competent and confident in carrying out their responsibilities for safeguarding and promoting children's wellbeing, and that all relevant procedures are followed when a child protection case arises.

- 8.3 Staff have a responsibility to recognise and actively consider potential risks to a child and will be expected to identify and consider the child's needs, share appropriate and relevant information and concerns with other agencies, and work collaboratively with the family and other services to secure safer outcomes for the child. [National Risk Assessment Toolkit](#) is a resource which integrates the GIRFEC National Practice Model in a generic approach to assessment of risk, strength, and resilience in the child's world. The University Nursery will use this guidance to support practitioners in identifying and acting on child protection risks in children and young people.
- 8.4 [The Promise](#) encourages a focus on support for those relationships that are key to emotional safety and resilience. "When children talk about wanting to be safe, they talk about having relationships that are real, loving and consistent." Staff will help all children build resilience, and where they are vulnerable, make sense of their situations and recover from trauma.
- 8.5 [The Child Wellbeing and Protection in Sport service \(CWPS\)](#) service is a partnership between Children 1st and **sportscotland**. It supports sports organisations and individuals across Scotland (including sports governing bodies, sports clubs, Leisure Trusts, local authorities and parents and carers) in keeping children safe in and through sport by providing advice, consultancy, training, and support.

9 Procedures

- 9.1 It is imperative that the appropriate procedures are followed in relation to Recording, Reporting and Referring (External Agency Reporting). Staff need to understand their own role and the roles of other services when responding to concerns about a child.
- 9.2 The [GIRFEC National Practice Model](#) used with Early Years Settings provides shared practice concepts within assessment and planning. Practitioners should be familiar with the core elements such as the 'SHANARRI' wellbeing indicators, the My World Triangle, and the resilience matrix. Together they support holistic analysis of safety and wellbeing, dimensions of need, and the interaction of strengths and concerns.

- 9.3 All the agencies involved in protecting children must gather the information they have on individual children at risk into a chronology of key events and contacts, review it regularly and make sure that it is passed on to the professional with the lead role in protecting the child. The professional with the lead role must co-ordinate this into a multi-agency chronology on a regular basis.
- 9.4 Please refer to National Guidance for Child Protection in Scotland 2021 [Part 2B: Approach to Multi-Agency Assessment in Child Protection](#)

Recognise

- 9.5 Know what to look for; recognise the signs and symptoms and listen to concerns. Seek help and discuss early in the course of your concerns.
- 9.6 Concerns about a risk of harm from abuse, neglect or exploitation may arise in a number of ways including:
- when a child indicates or discloses harm, because of what the child has said.
 - when a third party, family or anonymous source discloses the possibility of harm.
 - when you are concerned that a child is or may be being harmed. In response to a particular incident.
 - when you have witnessed because of direct observation or heard something that causes you concern about a child's safety.
- 9.7 Staff with child protection concerns may share relevant information in order to:
- clarify if there is a risk of harm to a child.
 - clarify the level of risk of harm to a child.
 - safeguard a child at risk of harm.
 - clarify if a child is being harmed.
 - clarify the level of harm a child is experiencing.
 - safeguard a child who is being harmed.

Record

- 9.8 It is important for staff at Saints Sport and the Nursery to record all information about children and their families that relate to a concern.

- 9.9 Initial information should be gathered, and basic facts established, that relate to the concern, namely what, where, when and by whom. This will include suspicions or indicators of significant harm (Appendix 2) and/or direct information of concern for a child.
- 9.10 It is important for the Nursery to record all information about children and their families within the Child Protection Chronology (see Appendix 3). This will ensure a record of all facts and procedures that have been followed, as well as agencies that have been spoken to or consulted, with as appropriate.
- 9.11 The Child Protection Report Form (CPRF) (Appendix 4) may be completed by Saints Sport/Nursery depending on the circumstances. This may be held in-house, or sent to external agencies, as deemed appropriate. When completing the CPRF form only facts should be recorded, including what has actually been said by a child or another person. The actual words used must be recorded, as well as details of the time, place, and any other relevant information.
- 9.12 When/if a child is dropped off at Saints Sport/Nursery with an evident injury, staff are required to ask the parent/carer to fill in an 'Accident at Home form' (Appendix 5). This will be kept in the child's file in the locked cabinet at the Nursery or with the child's registration at Saints Sport. For further information please see the University's [Incident, accident and near miss reporting and investigation policy and guidance](#).
- 9.13 Saints Sport and Nursery staff must complete an Accident Report Form (Appendix 6) when/if a child has an accident whilst in the care of the University.
- 9.14 Concerns about possible harm to a child from abuse, neglect or exploitation should always be shared with police or social work, without delay. [Appendix H](#) within The Guidance, is a checklist to support efficient communication of essential information.
- 9.15 As the Nursery is in partnership with the local authority, it will be necessary to follow local authority guidelines and procedures in relation to child protection procedures. Please see Section 11 of this policy for document links.

Reporting

- 9.16 Saints Sport Staff must report any concerns they have about a child to the designated Child Protection Officer:
- University Nursery: Nursery Manager.

- Saints Sport: Assistant Director (Children's Services).

9.17 In the absence of the Nursery Manager, Nursery staff will report to the Assistant Director (Children's Services) or Deputy Manager.

9.18 The Child Protection Officer will decide subsequent action in liaison with the head of establishment, to whom they will report.

- Where concerns about possible harm or abuse arise, these will always be shared with the appropriate agency (normally social work or police). The concern must be placed in the context of available observed and recorded information about the child, their needs, and circumstances.
- The Assistant Director (Children's Services) will report concerns about possible harm or abuse directly to the appropriate University Designated Officer. Please see the University's [Safeguarding of children, vulnerable adults and prevention of radicalisation](#) policy for more information.

9.19 Where staff in the Nursery have a concern about a child's wellbeing, the Nursery Manager will discuss this with the child's Named Person in health, usually the health visitor.

9.20 It is the role of designated police, social work, and health staff to consider whether there may be a risk of significant harm, and if so, to progress necessary action through child protection procedures. This will include careful consideration and a plan for how to communicate with the child and family, including where there is no further action required.

9.21 Staff will not be asked to investigate any concerns of potential harm whether they are reported to them by another person or are identified and raised by themselves personally.

9.22 Confidentiality will be protected, but where there is reasonable cause to believe that a child may be at risk of harm, relevant information will be shared with key partner agencies. Staff will not investigate any concerns but will gather initial information and establish basic facts such as what happened, when, where and by whom. All concerns will be shared without delay.

Referring – external agency reporting

9.23 The Child Protection Coordinator will make the decision when to report to external agencies with regards to concerns relating to the safety of a child and child protection. Staff may be required to cooperate and work with multi-agency colleagues in responding to and supporting

children and families, who may be subject to ongoing child protection procedures and responses. The process of responding to child protection concerns in diagrammatic form can be found on p130 of [The Guidance](#).

9.24 **Notification of Concern:** Where concerns about possible harm to a child arise, these should always be shared with the appropriate agency (normally police or social work) so that staff responsible for investigating the circumstances can determine whether that harm is significant. Within the Nursery, where a practitioner has a concern about a child's wellbeing, this can be shared with a named person (or equivalent) where this has been discussed with the family.

9.25 Sharing relevant information is an essential part of protecting children from harm. Practitioners and managers in statutory services and the voluntary sector should all understand when and how they may share information. Further information on Information Sharing: Inter-Agency Principles can be found on p27 of [The Guidance](#).

9.26 Also see guidance page 155 section 4.147 Reporting concerns.

9.27 Anyone who sees a person physically punishing/assaulting their child can:

- call the police on 101
- contact local authority social work
- call [Crimestoppers](#) on 0800 555 111 (anonymously) who will report to police
- as has always been the case, call 999 if a child or young person is in immediate danger

9.28 Prompts in [Appendix H of The Guidance](#) may be useful for persons calling social work or police.

10 Monitoring of this Policy

10.1 It will be the responsibility of Nursery Management and Children's Services Coordinator to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. This will be achieved through both formal and informal observation of staff practice, regular review of the setting's child protection practices, procedures and paperwork and annual child protection training for all staff as a team.

11 Bibliography

- [Children 1st – Scotland's National Children's Charity](#)

- [Children and Young People's Commissioner Scotland](#)
- [NSPCC Learning - All the tools, training and resources you need to keep children safe](#)
- [Publication – Factsheet Adverse Childhood Experiences \(ACEs\) \(The Scottish Government, 2018\)](#)
- [National risk assessment 'toolkit' to support Staff in identifying and acting on child protection risks in children and young people](#)
- [Fife Council Child Protection Policy Documents](#)

12 Appendices

- **Appendix 1 - Good practice guidance for those in contact with children and vulnerable adults**
- **Appendix 2 – Indicators of Abuse**
- **Appendix 3 – Child Protection Chronology**
- **Appendix 4 – Child Protection Report Form**
- **Appendix 5 – Accident at Home Form**
- **Appendix 6 – Accident Reporting Form**

Appendix 1

Good practice guidance for those in contact with children and vulnerable adults

It is the responsibility of each member of the University community to act professionally and respectfully in their dealings with others.

They must ensure that they are aware of the relevant legislation and policies relating to children and vulnerable adults, as outlined within this policy. Additionally, they must attend relevant training necessary as part of their role.

General points to be aware of when coming into contact with children may include (please note, this list is not exhaustive):

- Treat all children with fairness, dignity, equality and respect;
- Be sensitive to children's appearance, race, culture, religion and/or belief, sexual orientation, gender or disability;
- Respect a child's right to privacy;
- Always work in an open environment. If you are in a situation where you are alone with a child, make sure that others can clearly observe you. Where possible, leave the door open;
- Maintain a safe and professional distance in relationships with children.
- You should not share your personal contact details and you should not connect with them over social media except where that is specifically related to the University activity;
- When in a position of trust do not engage in sexual relationships with children and/or vulnerable adults. This is an abuse of a position of trust and a criminal offence;
- Avoid rough, physical or sexually provocative conduct with children;
- Do not provide children with access to alcohol (where that would be unlawful or inappropriate) or banned substances;
- Avoid use of inappropriate language (including sexually suggestive comments), and challenging any unacceptable behaviour;
- Where appropriate ensure you have written consent before taking photographs or making video or audio recordings;
- If you are required to administer first aid ensure, wherever possible, that another employee

is present, especially if you are concerned that necessary physical contact may be misconstrued.

Sport specific guidance

1. No member of staff / coach shall engage in rough, physical, or sexually provocative games with a child. This condition applies regardless of age and also, for example, where a child is over the age of consent, i.e. 16 years of age. *(It should be noted that a sexual relationship between an adult teacher and a 16-year-old student is in breach of professional teaching guidelines. The Government is reviewing whether it should also constitute a criminal offence.)*
2. It is unrealistic and inappropriate for Saints Sport to prohibit physical contact between its staff / coaches and children. Touching is an essential part of the coaching process as well as a means of directing movement, encouraging performance, and providing comfort and reassurance. Where physical contact is necessary the teacher should explain the reason. However, staff / coaches must bear in mind that even innocent actions can be misconstrued. It is important for staff / coaches to be sensitive to a child's reaction to physical contact and to act appropriately. No child should ever be touched on a part of his/her body in away that is indecent. *Touch must always be related to the needs of the child rather than to those of the member of staff / coach.*
3. It is the primary duty of every member of staff / coach to ensure the safety and wellbeing of every child in their care or the care of Saints Sport. Each member of staff / coach must ensure that all reasonable steps are taken to minimise risk of harm or injury to any child and must abide by the guidelines set out in this document.
4. A member of staff / coach who finds himself / herself alone with a child must exercise particular care. There should be no apprehensiveness in the mind of either person if such a situation arises, but physical contact should be avoided whenever possible and the presence of an additional person sought as soon as reasonably practical. It is better to prevent such situations occurring at all.
5. Children must be treated with respect in attitude, language, and behaviour at all times. Sexual innuendo whether by word or gesture is prohibited, even in fun. Never allow children to use inappropriate language unchallenged.

6. No person under the age of 16 years shall have the responsibility for supervising any other child. No child enrolled on a Children's Programme, of any age, shall have the responsibility for supervising any other child.
7. Never do things of a personal nature that children can do themselves.
8. Children must not be allowed to leave the premises unaccompanied during the hours of the activity session, unless consent is given to do so by a parent or responsible adult designated by the parent.
9. If required to administer First Aid, wherever possible, ensure that another member of staff is present, especially if concerned that physical contact may be misconstrued.

Child Protection Policy – Appendix 2

Indicators of Abuse

This list of indicators is not exhaustive, nor is it mutually exclusive.

Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inappropriate/inadequate clothing
- Unkempt and general waif-like look
- Untreated illnesses
- Exposure to danger; lack of supervision
- Destructive tendencies
- Low self-esteem
- Poor social relationships
- Compulsive stealing or scavenging

Physical abuse

- Unexplained injuries or burns - particularly if recurrent
- Inconsistent and/or improbable excuses given to explain injuries or untreated injuries
- Reports of punishment which seem excessive
- Bald patches
- Withdrawal from physical contact; over reaction to sudden movement of adults
- Arms and legs covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Site of bruise not normally associated with play
- Failure to thrive
- Untreated injuries

Sexual abuse

- Itching in the genital area
- Soreness in the genital area
- Unexplained rashes or marks in the genital area
- Pain on urination
- Difficulty in walking or sitting

- Stained or bloody underclothes
- Recurrent tummy pains or headaches
- Bruises on inner thigh or buttocks
- Frequent masturbation (many young children masturbate occasionally for comfort/experimentation)
- Inappropriate language for a pre-school child
- Inappropriate sexual knowledge for a pre-school child
- Making sexual advances to adults or other children
- Wariness of being approached by anyone, possibly combined with a dazed look
- Regression to younger behaviour
- Distrust of a familiar adult; anxiety about being left with adults
- Sexually explicit play with toys and other children

Emotional abuse

Emotional neglect is often difficult to detect and can occur by itself, or in conjunction with physical abuse. It may also occur when a child is physically well cared for.

- Overly withdrawn child
- Overly aggressive child
- Constant wetting or soiling
- Frequent vomiting
- Persistent rocking movement
- Very poor language development
- Inability to relate to peers or adults
- Fear of new situations
- Parental attitude to child

Other possible signs are:

- Significant lack of growth
- Weight loss
- Hair loss
- Poor skin and muscle tone
- Circulatory disorders
- Lethargy

It is important to recognise that some of the signs and symptoms could arise from other causes. Ask for explanations of any injury. Consider the explanation in conjunction with the developmental age of the child. In addition to recording information about a child's actions, it is also useful to take notes of anything a child says which is indicative of neglect or harm.

All agencies that deliver child services and work with children and families have a responsibility to recognise and actively consider potential risks to a child. They are expected to identify and consider the child's needs, share information and concerns with other agencies to improve outcomes for the

child. [The National guidance for child protection in Scotland 2021.](#)

Child Protection Policy – Appendix 3

Child Protection Chronology

Child' Name:

D.O.B:

Date, Time & Completed By	Life Events/Behaviour/Concerns	Absences (If Applicable)	Source of Information

Child Protection Chronology

Link to SHANARRI	Other Services Contacted (If applicable)	Action Taken	Reviewed (Date & Sign)

Child Protection Policy – Appendix 4

Child Protection Report Form

University of St Andrews

Department: Saints Sport

Location: Nursery/Sports Centre (delete as appropriate)

Please indicate what you are reporting:

- I have concerns that abuse may be occurring
- I was involved with an incident with a child
- I was witness to an incident with a child
- I have received an allegation of abuse
- A child has told me that they are being abused

Important Information:

Your full name	
Your telephone number	

Name of child concerned	
Capacity in which child is known to you	
Information relating to the child	
Date of birth	
Home address	

Carer:

Is the child already known by Social Work?

(If yes, enter name and contact details of Social Worker)

Is the main carer aware of this referral?

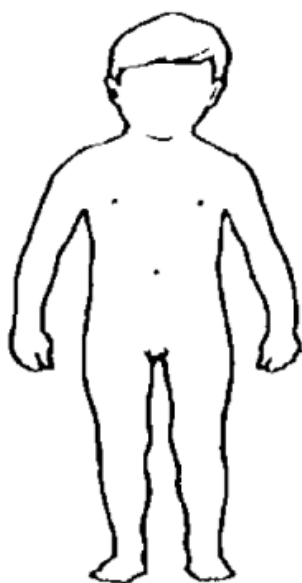
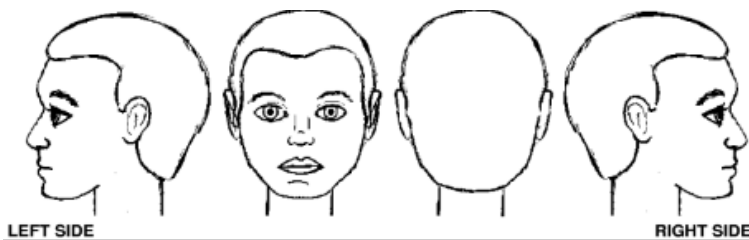
(If no, please explain why)

Nature of Concern or Incident

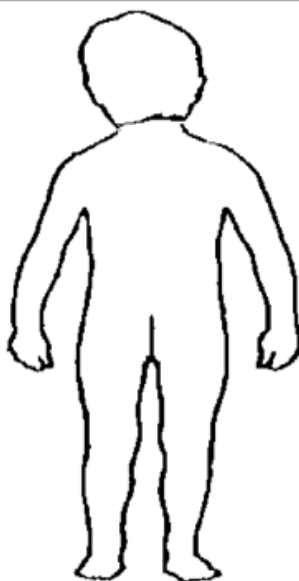
Does the child have any physical marks or bruising in relating to their disclosure/your concerns.

Please mark appropriate areas with an X.

Did the child identified any areas of their body during their disclosure: If so, please circle area(s) below:



Front



Back

Signed	
Print Name	
Date	
Job Title/Role	

Action Taken

Please indicate which of the following actions have been taken:

Action	Details
Concern/incident recorded in the child's Chronology	
Child Protection Record form completed	
Child Protection Record Form Kept on file – no referral made (please give reasons for decision)	
Child Protection Record Form passed to external agencies (please specify which agencies)	

Signed: (CPC) Date:

Signed: (Manager) Date:

Child Protection Policy- Appendix 5

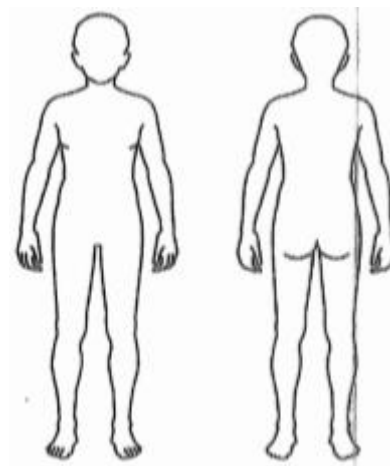
Accident at Home Form

Parents / Carers are required to complete this form if staff need to be informed of an injury sustained outside of the Nursery setting.

Child's Full Name:	Child's Date of Birth:
Date and Time of Accident:	Location of Accident:

Description of Injury:	Placement /Position of Injury (Please indicate on diagram below with a 'X'):
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Explain fully the details of the accident:



Action Taken (First Aid):	By Whom:
	Where:

Please give details of further medical treatment required, or further observation required by Nursery Staff (Noting times etc):

Staff Signature:	Parent / Carer Signature:
Print Name:	Print Name:
Staff Position:	
Date:	Date:

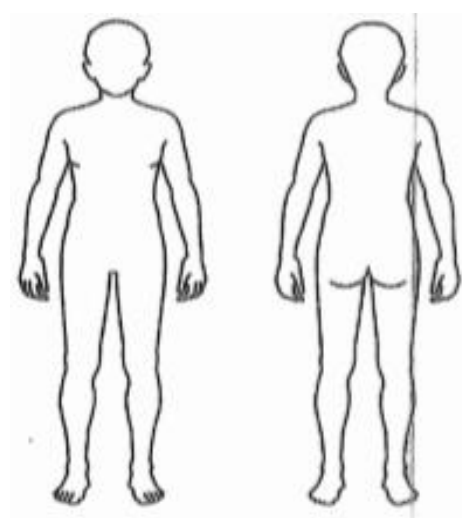
Child Protection Policy-Appendix 6

Accident Reporting Form

Date:	Child's Full Name:	Child's Date of Birth:
Staff Present at Time of Accident:		Witness(es) to Accident: (if applicable)
Date and Time of Accident:	Location:	Resources/Equipment:

Type of Injury:	Placement/Position of Injury (also indicated on diagram below):
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Explain fully the events leading up to the accident, and the accident itself:



Action Taken:	By Whom:
	Position:

Give details of further medical treatment required, or further observation (noting times):

Parent informed via phone in advance? Yes No
 Details of conversation (including which parent, details discussed and any other relevant information):

Evaluate how the situation could be altered to prevent further accidents:

Does the accident need reported to: Care Inspectorate? Yes No Date informed: By:	Does the accident need reported to: RIDDOR? Yes No Date informed: By: Incident Number:
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Staff Signature	Witness Signature (if applicable)	Manager Signature	Parent Signature
Print Name:	Print Name:	Print Name:	Print Name:
Date:	Date:	Date:	Date: