

Cross Arthurlie Primary School and Nursery Class

Child Protection Policy and Procedures

Aim

This policy provides guidelines for all staff and students in Cross Arthurlie Primary to ensure the safety and protection of all children within our care.

Rationale

All staff have a 'duty of care' to make sure all children and young people are safe from abuse, neglect and exploitation. Working within the establishment puts us in a privileged position of being able to make close personal relationships with children. Parents/carers entrust us with their care and safety and have the right to expect us to be able to respond appropriately to all their needs.

The physical and emotional needs of young children means that nursery and infant staff are often required to deal with situations which put them in close personal and physical contact with the children in their care. However all children in the establishment may be vulnerable and it is important all children are protected from harm.

Child protection should be seen in the context of the wider Getting It Right for Every Child (GIRFEC) approach, Early Years Framework and the UN Convention on the Rights of the Child.

Definitions

A 'child' is understood to be a young person under the age of 18 years and still at school. Abuse can be defined as:

- Physical abuse
- Sexual abuse
- Neglect
- Emotional abuse

Reference should be made to [East Renfrewshire Council's standard circular 57](#) (appendix 1) for further definitions. The guidance also illustrates possible indicators of risk (appendix 2).

Role and responsibilities of education staff in nurseries/schools

The child protection officer for Cross Arthurlie Primary is Fiona MacDonald, Head Teacher. In her absence, Gillian Rice (DHT) and Catriona Craig (Principal Teacher) or Sharon Galloway (Principal Teacher) will adopt the role. All staff at Cross Arthurlie Primary must read and consider standard circular 57, which is attached to this policy for further reference. In all instances, the roles and responsibilities detailed in standard circular 57 must be adhered to.

Annual child protection training will be given in August for all staff and as part of the induction process for all new staff and students, including janitorial, catering and clerical staff.

We recognise that this is the responsibility of all staff and students to highlight concerns they may have about a child to the Head Teacher (or substitute in her absence). This concern may take the form of a disclosure from a child, an observation or where the suspected abuse is cumulative such as when a child appears over time to be physically neglected or emotionally abused. This duty extends where parents/carers request secrecy. The child's welfare is paramount.

If there is a concern regarding a member of staff/student, this must also be reported immediately to the Head Teacher who will follow the procedures detailed standard circular 57.

The Head Teacher is responsible for contacting the Social Work Department 'Request for Assistance' if required and for completing all follow-up procedures as indicated in standard circular 57.

- Social Work Request for Assistance – *3557
- Barrhead Social Work Department – 0141 755 8300

Referral and recording guidelines

Should a child choose to tell you about a described incident that could possibly fall into the category of child abuse as defined in standard circular 57, you should:

- Listen carefully. Let the child tell you what has happened in his/her own words and let them set their own pace. Only ask enough open-ended questions to gain information – **do not investigate**. Do not prompt or suggest what may have happened to obtain the answer you think you want to hear.
- Reassure the child that they were right to tell you.
- Do not show disbelief. Disbelieving a child's disclosure could lead to further trauma.
- Do not give the child a guarantee of confidentiality regarding the disclosure. Be supportive and assure them that you will only share this information with those people who need to know to keep them safe and prevent further harm.
- Record in the child's own, exact words what was said and sign and date what you have been told. Treat these notes as **SENSITIVE AND CONFIDENTIAL**. This should also be recorded exactly onto the child's 'click and go' pastoral notes.
- Get the child help: any disclosure that indicates a possible offence against a child should be shared immediately with the Head Teacher.

It is the responsibility of the Child Protection Officer (Head Teacher) to refer any suspected abuse to the appropriate agencies. **Your responsibility** is to report any disclosure to the Child Protection Officer. As a potential witness, you will play no part in the investigation of the incident as this could contaminate evidence. Case dependent, you may be required to be questioned by Social Work and/or Police Scotland. The Child Protection Officer will follow all procedures outlined in standard circular 57.

If you become aware of or have concerns around other forms of abuse such as Female Genital Mutilation(FGM), child sexual exploitation or another form of abuse as previously defined you should speak to the Child Protection Coordinator who will take appropriate action as defined in standard circular 57.

Staff/student behaviour

Staff and students/modern apprentices have a duty to make sure that both they, and the children, are not put at risk when in potentially vulnerable situations.

Things you MUST do

- Treat all children with respect, they have the right to say no.
- Respect a child's right to privacy.
- Exercise careful, professional discretion always.
- Have a sound knowledge of the contents of standard circular 57.
- Participate in annual review of Cross Arthurlie Primary's Child Protection Policy and Procedures.

Things you MUST NOT do

Staff and students should be clear that the following behaviours are inappropriate and could leave an adult open to allegations of abuse.

- Students and Modern Apprentices should **NEVER** change a child.
- Should you witness an adult, including other members of staff displaying any of the following behaviours, then it is your duty of care to report it immediately to the Head Teacher

Physical

- Hitting/tapping.
- Inappropriate restraint/holding.
- Pushing/jabbing.

Emotional

- Threats.
- Intimidation.
- Systematic personal criticism.

Sexual

- Inappropriate touching/comforting.
- Suggestive remarks.
- Suggestive gestures.
- Inappropriate flattery.
- Innuendo.
- Sexual harassment.
- Suggestive materials.

Fiona MacDonald

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