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# Thornliebank Primary School and ELCC

# Child Protection Policy

# *Updated August 2017*

## Rationale

At Thornliebank Primary and ELCC, we are committed to our responsibility to ensure all children are safe and healthy, under their rights in the *United Nations Convention on the Rights of the Child (UNCRC)* and *Getting it Right for Every Child (GIRFEC)*.

Every adult in Scotland has a role in ensuring all our children and young people live safely and can reach their full potential. Teachers and school staff provide support to children and young people in their daily work and have a vital role in protecting children and young people from harm.

(Safe and Well, Scottish Executive, 2005)

We are a recognised Rights Respecting School. We have a duty of care to protect **all** pupils attending our school, to ensure all pupils are being treated with respect and that their needs are being met. We ensure all children know their rights through regular classroom activities, assemblies, and discussions.

In Thornliebank Primary School and ELCC, we follow East Renfrewshire Council’s Guidelines on Child Protection as outlined in their **Standard Circular 57**. A copy of this can be found on our staff intranet.

**Standard Circular 57** details types and indicators of risk.

* Physical injury
* Physical neglect
* Sexual abuse
* Emotional abuse
* Failure to thrive

If a member of staff has a concern or a child discloses information (related to Child Protection), **this information must be reported to the school Child Protection Officer immediately.**

In Thornliebank Primary and ELCC the Head Teacher, Alasdair McDonald, is the Child Protection Officer. In her absence, staff should report concerns to Gayle McDonald or Janine McGarvey. .

**Legal Information about Child Protection**

* Child abuse is a criminal offence which can involve prosecution in the Criminal Courts.
* Child abuse is the concern of the Child Protection system.
* In the absence of criminal prosecution or conviction, the Children’s Hearing system can act to protect a child.

## Aims

We aim to:

* Create an ethos where children are listened to and their concerns are heard;
* Develop confident individuals who can express their thoughts and feelings;
* Increase staff knowledge and confidence and ensure they are trained in Child Protection;
* Develop an Extended Care Team with skills and expertise to address specific Child Protection and welfare issues;
* Share information with other agencies and other schools at transition and through the Joint Support Team, to protect our children;
* Ensure information is managed confidentially and effectively;
* Include information about Child Protection procedures in our school handbook and on our website;
* Monitor our practice and review regularly to ensure it meets the needs of and protects our children;

We promote a **safe, positive** **environment** in Thornliebank Primary School and ELCC through providing:

* Opportunities for children to express their thoughts and feelings and for their complaints to be taken seriously;
* Health and Wellbeing programmes which develop children’s skills and help to keep them safe;
* Training for all staff in Child Protection;
* Opportunities to ensure we best meet the needs of our children through discussion with other agencies at meetings such as Joint Support Team, transition and review meetings;
* Information to parents about Child Protection procedures (school handbook and website);
* Systems which allow information to be recorded, monitored and held securely.

Extended Care Team

Thornliebank Primary School has an extended care team to support and protect children. In this team are members of staff who have received specialist training or who hold the remit for a specific area of Child Protection and Welfare.

Included in this team are:

|  |  |  |
| --- | --- | --- |
| * Alasdair McDonald | Head Teacher | All areas of Child Protection |
| * Joan Lawson | Additional Support for Learning (ASL) teacher | Pupil Support / equality/ Mental Health First Aid/Bereavement/Loss |
| * Claire Menzies * Kate Scott | Class Teacher  Class Teacher | Bereavement/Loss  Mental Health/ First Aid |
| * Alison Jarvie | Educational Psychologist | Learning & Behaviour |
| * AlisonTraynor | Campus Police | Support for behaviour and safety |
| * Selina Daley | Social Work | Support for children and families |

###### Roles and Responsibilities

**All members of staff** have a role and responsibility in ensuring that children are safe, well and protected.

The five main responsibilities are:

1. training
2. prevention
3. reporting
4. cooperative working with other agencies
5. support

##### Head teacher

The Head Teacher will have overall responsibility for Child Protection issues and should be the first person staff or parent / carer informs in the event of any suspicions.

The Head Teacher is also responsible for:

* Annual Child Protection training of all staff in August

(as ERC policy, using *CP training resources / Safe and Well* and

Standard Circular 57);

* Ensuring training of new staff who join Thornliebank after the annual training has been delivered;
* Maintaining a log of Child Protection training;
* Ensuring the school is a safe environment for children;
* Reporting and responding appropriately to any Child Protection incidents;
* Informing and cooperating with other agencies by attending meetings, providing reports and information;
* Supporting children, parents and staff who are involved in the Child Protection process.

###### Principal Teachers

Principal Teachers, Gayle McDonald and Janine McGarvey, will take on all responsibilities and duties in the absence of the Head Teacher.

They will:

* Ensure temporary and student staff in school have received training on ERC’s policy for Child Protection;
* Deputise in the Head Teacher’s absence.

Children spend most of the school day with their teacher. Teachers are often the first person to observe a change in behaviour or the first person in whom a child confides.

**Teachers must:**

* Attend Child Protection training and implement guidelines as directed;
* Complete the training log;
* Use the curriculum to develop children’s knowledge and skills;
* Report any Child Protection incident immediately to the Head Teacher;
* Complete any required reports, attend relevant meetings or discuss any child with appropriate agencies;
* Inform the leadership Team of any wellbeing concerns as soon as possible, using the agreed Wellbeing Concern format.

###### All Staff

All staff will**:**

* attend Child Protection training and implement guidelines as directed;
* complete training log;
* report any incident / suspicion to Head Teacher immediately.

###### Next Steps

Following reporting of incident / issues, the **Head Teacher** will:

* consult with Head of Service, Social Services or other appropriate agency;
* complete relevant referral paperwork and send copies as instructed in Standard Circular 57;
* record all referrals on Significant Events Chronology which is filed in locked filing cabinet in HT room;
* support pupil involved and support staff member who has reported abuse.

**Parents / Carers are asked to:**

* use given literature to familiarise themselves with both ERC and school Child Protection policies;
* inform the school of any incidents;
* co-operate with the school and with appropriate agencies (as required) .

## Procedures

## All staff

## *If you have concerns what should you do?*

## Listen – make time

## Stay calm

## Keep questions to a minimum

## Use only, What? Where? Who? When?

## Avoid why and how questions

## Reassure child– right to tell

## Tell the child what you are going to do next

## Act promptly and refer to HT

## Record what child saidin their own words

## *What should I avoid doing?*

## Asking too many questions

## Making false promises (such as confidentiality)

## Express shock or anger

## Make interpretations – report only what is said by the child

## Delay listening or passing on concerns

* Carry out your own investigation

## Recording and Reporting

**All Staff**

All staff have access to Wellbeing Concern sheets. Any concerns should be noted on these and passed to a member of the Senior Leadership Team: Janine McGarvey (P1-3), Gayle McDonald (P4-7) and Alasdair McDonald (ELCC). Please note that concerns of a serious nature should be reported immediately.

### Support Staff

Support Staff should inform Class Teachers of any incidents they feel are significant. They should complete a Wellbeing Concern form and return to a member of the Senior Leadership Team as outlined above.

### Head Teacher

The Head Teacher will record all significant events on the child’s chronology sheet. He will also report to all involved agencies as required.

## Monitoring and Review

The Head Teacher will monitor the policy in liaison with the Senior Leadership Team and the policy will be reviewed annually in August and changes made as required.

Date of next review: **August 2018**.