



Child Protection Policy: St Clare's Primary School

2022



St Clare's is a Silver – Rights Aware School and this is embedded in our practice.

United Nations Convention on the Rights of the Child

Article 3 (Best interests of the child): *The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.*

Article 19 (Protection from all forms of violence): *Children have the right to be protected from being hurt and mistreated, physically or mentally.*

Article 28 (Right to education): *All children have the right to a primary education,*

Article 36 (Other forms of exploitation): *Children should be protected from any activity that takes advantage of them or could harm their welfare and development.*

Article 37 (Detention and punishment): *No one is allowed to punish children in a cruel or harmful way.*

RATIONALE

In keeping with our School Vision, we work collaboratively as a school community to ensure...

“Everyone in St Clare's will feel happy, nurtured and safe.”

National Guidance for Child Protection Scotland provides a national framework within which agencies and practitioners at a local level can understand and agree processes for working together to support, promote and safeguard the wellbeing of children. It sets out expectations for strategic planning of services to protect children and young people and highlights key responsibilities for services and organisations.

“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.”

[National Guidance for Child Protection in Scotland 2021](#)

‘Safeguarding is the golden thread that runs through the curriculum.

The aim is to support the development of learners knowledge, skills and resilience to keep themselves safe and protect themselves and to develop an understanding of the world so that they can respond to a range of issues and potential risky situations arising throughout their lives.’

[Child Protection and safeguarding Policy](#) – Education Scotland April 2018

Aims

- To develop an ethos where all children are listened to
- To enhance children's skills and knowledge to enable them to express their thoughts and feelings
- To support staff with Child Protection & Care and Welfare issues
- To share information with other agencies and schools (transition) to protect children
- To ensure information is managed confidently
- To inform parents & carers of Child Protection procedures
- To monitor services both rigorously & continually to improve how and what is done to help children



Child Protection Policy: St Clare's Primary School

2022



Introduction

This Policy sets out what we will do if we have reason to believe that a child is being abused or is at risk of abuse, whether within the home or the community. This policy is designed to ensure that children get the help they need when they need it. It is essential that all staff are aware of the role they play in keeping children safe within St Clare's and must remember:

- 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

All schools in East Renfrewshire have comprehensive Pupil support systems in place and we work closely with our partners in Social Work, Health and the Police. In St Clare's Primary, 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 the council intranet.

Standard Circular 57 details types and indicators of risk.

- Physical injury
- Physical neglect
- Sexual abuse
- Emotional abuse
- Non organic 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.**

You are concerned because of

- A specific incident, something you see or hear about
- A disclosure made by a child or parent/carer
- Information from a third party
- Adult behaviour/circumstances that may place the child at risk of harm
- Child's behaviour/circumstances that may place the child at risk of harm
- A culmination of minor concerns over a period of time

If you are concerned you should...

- Consider the wellbeing and safety of the child – listen and reassure
- Be calm
- Act on your concern. Don't ignore
- Don't agree to keep it a secret but remain empathetic
- Do not interrogate but **note** what you observe, what you hear, what you are told. Be specific regarding concerns
- Provide reassurance that information will be dealt with properly
- Do not discuss with colleagues but do inform the **CP Co-ordinator** without delay and complete written record if required. **See Appendix One**



Child Protection Policy: St Clare's Primary School

2022



Roles and Responsibilities

In St Clare's Primary School the **Head Teacher is the Child Protection Officer**. In her absence, staff should report concerns to the **Depute Head Teacher**.

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

Responsibility of C.P. Coordinator and Depute

- Provide annual Child Protection training for all staff in August
- Respond and report appropriately to any Child Protection incidents
- **Follow guidance in Standard Circular 57**
- Use appropriate referral and recording procedures
- Work collaboratively with other colleagues identified in supporting and protecting children
- Do not be judgemental, inquisitive or investigative
- Remain empathetic and listen carefully to the child, giving reassurance that information will be dealt with properly
- Do not suggest or promise any specific outcome
- Keep staff who need to know, informed

- **Responsibility of Staff**
- Be familiar with **Standard Circular 57**
- Attend annual Child Protection training in August and implement guidelines
- Keep CP training up to date by attending relevant CLPL
- Report any incident/suspicion to CP Co-ordinator immediately
- Use appropriate referral and recording procedures
- Complete any required reports, attend any relevant meetings or discuss any child with appropriate agencies

Next steps

Following a reported incident the Head Teacher will:

- Seek advice from Social Services through Request for Assistance or other appropriate agencies
- Consult with Head of Service
- Complete relevant referral paperwork and send copies as per Standard Circular 57
- Keep relevant staff informed of essential information and possible interventions required to support child and or family
- Record all referrals within a child's pastoral notes or insert within Significant Event Chronology in child's file located in locked filing cabinet
- Offer support to child and staff member who reported concern

Evaluation

The Head Teacher will monitor and evaluate this policy on an annual basis in discussion with school staff.

Appendix 1

East Renfrewshire Council: Education Department
CHILD PROTECTION REFERRAL FORM

| | |
|---|---|
| Procedures as detailed in Standard Circular 57 should be followed. Child's Name | School |
| Age | |
| Address | Other relevant information (i.e. siblings, additional support needs, communication difficulties etc) |
| Parent/ Carer(s)' details | |
| Female parent /carer | Male parent /carer |
| Relationship to child: | Relationship to child: |
| Address: | Address: |
| Telephone number: | Telephone number: |
| Emergency contact details: | |
| Other agencies known to be involved with child and family | |
| Name: Agency: Tel number: | Name: Agency: Tel number: |
| Nature of Concern, record any behaviour, allegations by the child (using <i>child's own words</i>), allegation or concerns raised by staff or other adult, any witnesses present etc | |
| Date | |
| Action Taken Date / Time | |
| Referred to: Contact details: | Date / Time |
| Signature of referrer: Signature of Child Protection Coordinator: Contact details: | |