

## Key Contacts

Social Work Contact Centre

**03451 55 15 03**

Out of Hours Social Work (after hours,  
weekend and public holidays)

**03451 55 00 99**

Emergency Services

**101** or **999** in an emergency

## Canongate Primary School and Kingsbarns Primary School Child Protection Procedures

The Child Protection Coordinator is:



Mrs Beckett

The Depute Child Protection Coordinator is:



Mrs Shafren

## Child Protection Procedures for all Staff and Volunteers

We fully adhere to the processes and procedures contained within the National Guidance for Child Protection in Scotland 2014.

### Responding to Concerns

Wellbeing / Child Protection concerns may arise in the following circumstances:

- through observation of the child's behaviour or appearance, or comments the child has made;
- by a child telling a member of staff they have been abused or feel unsafe;
- through a third party, this could be another pupil, a parent or carer or member of the public;
- by letter or phone call, which may be anonymous.

### Protected characteristics:

The Equality Act became law in 2010. The Equality Act protects people from discrimination, harassment and victimisation under the protected characteristics.



Please report any discrimination you witness immediately by recording on a

Care and Welfare form

(online these are on all staff / child protection folder and email to [canongateps.namedperson@fife.gov.uk](mailto:canongateps.namedperson@fife.gov.uk)

Paper copies are in the office and in the staffroom but where possible an emailed form is best.

## Guidelines for Responding

The role of school staff is to **recognise, respond, report and record**:

- **Recognise** when the child's behaviour and demeanour is a cause for concern and **respond**.
- **Report** concerns immediately to the Child Protection Coordinator.
- **Record** what you have seen and heard, and when, using the young person's own words where possible.

### Procedures for dealing with a disclosure

- Listen with care and take the allegation seriously.
- Do not give a guarantee of confidentiality.
- Use open ended questions to establish the basic facts - **Who, What, Where and When**, then STOP.
- Reassure the young person that you know it is not their fault
- Tell the young person that the Child Protection Coordinator will have to be informed
- Report **immediately** to the Child Protection Coordinator/Deputy Child Protection Coordinator
- Record on a Care and Welfare form (found at reception, guidance, staff room).

**If you are on your own, don't delay, phone Social Work, Police or Health yourself (Contact Numbers overleaf).**

**Remember: Keep a record of all calls.**