

Appendices

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Child Welfare and Safety

Summary of Referral Procedures: Public Display

FOR ALL STAFF

If you have concerns about a child's or young person's welfare or direct evidence or suspicion of a child or young person being at risk then the only way you can protect the child or young person is to report the matter. Whether you are a permanent member of staff, a supply teacher or a visiting specialist you should intimate your concerns to the Head of Establishment or, in their absence the senior member of staff.

- STEP 1** Alert the Head of Establishment or senior manager immediately to your concerns. Confirm your report by completing Management Circular No. 57 Appendix 3 as soon as possible and at the latest within 24 hours and forward it to the Head of Establishment.
- STEP 2** Follow the guidance of the Head of Establishment or senior manager in supporting the child or young person and co-operating with subsequent actions by Social Work Services and Police.

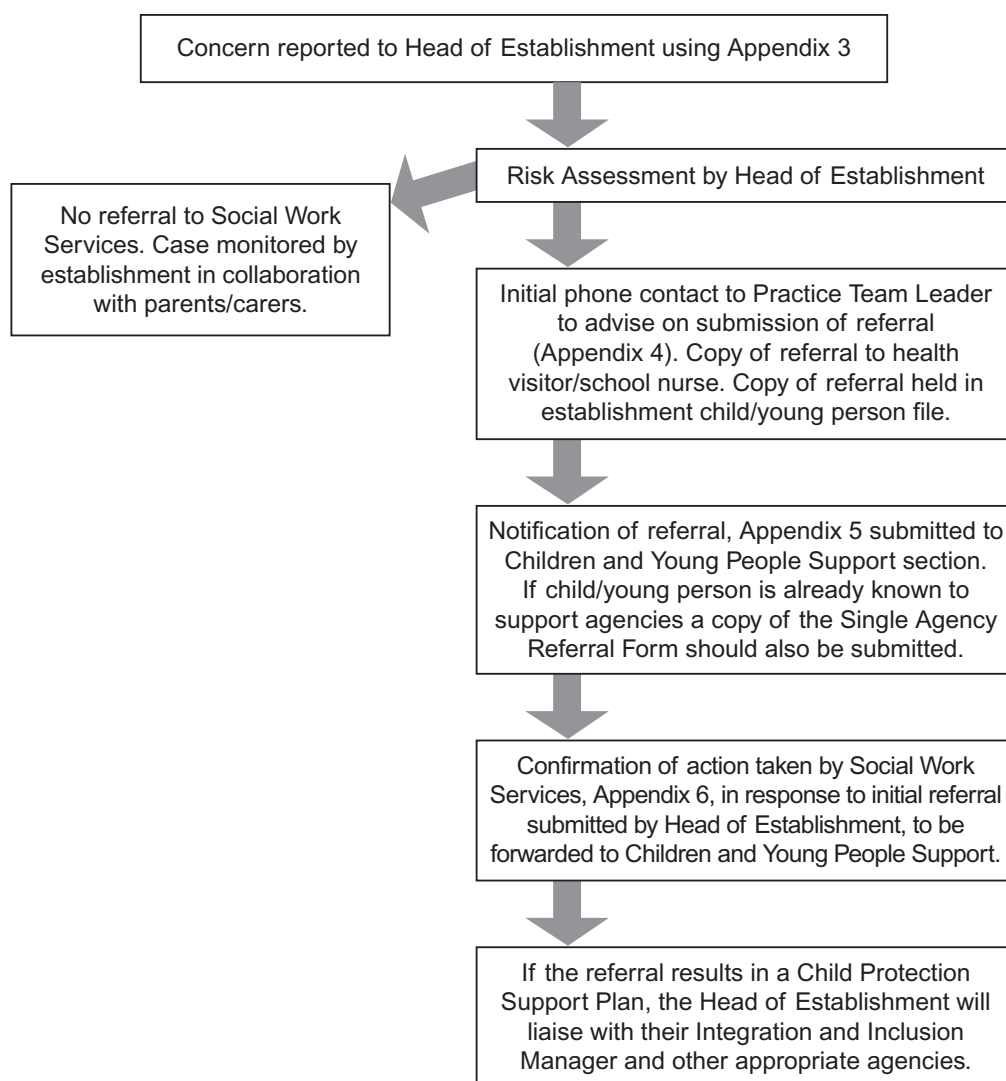
In exceptional circumstances if a member of staff is not satisfied with the decision taken by their service or another service in response to the grounds for concern, the member of staff should try to discuss the matter further with the manager responsible. If the member of staff is still dissatisfied and continues to have concerns he/she should contact the area Quality Improvement Officer (child protection) or the Integration and Inclusion Manager.

Child Welfare and Safety

Summary of Reporting, Recording and Monitoring Procedures: Public Display

A concern prompted by any of the following should be reported in accordance with the stated procedures outlined below:

- a specific incident;
- a disclosure made by a child or young person or parent/carer;
- information from a third party;
- adult behaviours/circumstances that may place the child or young person at risk of harm;
- child behaviours/circumstances that may place the child or young person at risk of harm;
- a culmination of minor concerns over a period of time.



The Children and Young People Support section will monitor all referrals and provide termly reports to the Education Services Child Welfare and Safety Group and Education Leadership Team. The reports will also inform returns to the Child Protection Committee.



Record of Concern Alert

PLEASE USE BLACK INK AND BLOCK LETTERS

This recording form must be completed by any member of Education Services staff following a report of concern to the Head of Establishment within 24 hours of the alert. The form will be held in the child's or young person's file.

1 Date of alert to senior management _____
Senior manager to whom it was reported _____

2 Name of Child or Young Person _____

3 Source of concern

Please tick

a) Personal observation	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
b) Reported by child/young person	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
c) Reported by another source	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Please specify _____ _____
d) Telephone call	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Please specify _____ _____

4 Please give brief details

Signed _____ Date _____
Designation _____

PLEASE RETAIN THIS FORM IN THE CHILD'S OR YOUNG PERSON'S FILE

Single Agency Referral Form

GUIDANCE NOTES

The Single Agency Referral Form (Notification of Concerns about a child or young person to Social Work Services) has been agreed by the Child Protection Committee and must be used in all cases where a school has cause for concern related to the ongoing welfare or immediate risk to a child or young person.

A copy of the referral form (listed immediately after Management Circular No. 57) can be downloaded at: www.glasgow.gov.uk/en/yourcouncil/servicedepartments/educationservices/managementcirculars.htm

The Head of Establishment has responsibility for ensuring that the documentation is accurate.

Following the immediate phone call to the Social Work Services Practice Team Leader the referral form should be submitted, irrespective of the outcome of that discussion. It is assumed that having made a risk assessment at the point of the in-house referral, the Head of Establishment has deemed the circumstances serious enough to initiate procedures under Management Circular No. 57.

Social Work Services staff will take the decision on how best to proceed given all the known circumstances and determine whether it is an immediate child protection response or review of current care and welfare arrangements for the child or young person. Education Services will engage as appropriate (this may also involve Psychological Services and other Education Services and Social Work Services personnel depending on the individual case).

In completing the form establishments should only address those sections which are relevant to Education Services. A copy of the form should be sent to the health visitor/school nurse.

Where a child or young person has significant additional support needs (ASP/CSP) or is Looked After at Home or Looked After Away from Home or already on the Child Protection Register a copy of the referral should be submitted to the Executive Director of Children and Families with Appendix 5.

A copy of the Acknowledgement of the Referral to Social Work Services should be forwarded to the Children and Young People Support section on receipt from Social Work Services (this should be within five working days of the original referral) with Appendix 6.

Where Social Work Services staff enact Child Protection measures as a consequence of Management Circular No. 57 referral, the area Integration and Inclusion Manager will maintain contact with the establishment and Social Work Services. The Head of Establishment is responsible however for ensuring that Education Services is kept fully updated on developments.



Intimation of Concern

Referral to Executive Director of Children and Families

PLEASE USE BLACK INK AND BLOCK LETTERS

1	Name of Establishment
	Date

2 CHILD/YOUNG PERSON DETAILS	
Surname	Date of Birth
Forename(s)	
Address	
Postcode	
Date of Referral to Social Work Services	

3 SUMMARY OF CONCERNS

4 Suspicion/Risk of	Suspicion/Risk of (factors relating to the child/young person)	Suspicion/Risk of (factors relating to parents/carers)
Physical Injury <input type="checkbox"/>	Absconding <input type="checkbox"/>	Alcohol Abuse <input type="checkbox"/>
Emotional Abuse <input type="checkbox"/>	Child Safety <input type="checkbox"/>	Asylum Seekers/Refugees <input type="checkbox"/>
Physical Neglect <input type="checkbox"/>	Education <input type="checkbox"/>	Domestic Abuse <input type="checkbox"/>
Non-organic failure to thrive <input type="checkbox"/>	Emotional Care/Development <input type="checkbox"/>	Drug Abuse <input type="checkbox"/>
Sexual Abuse <input type="checkbox"/>	Health - Illness/Disability <input type="checkbox"/>	Housing/Accommodation <input type="checkbox"/>
	Outwith Parental Control <input type="checkbox"/>	Learning Disability <input type="checkbox"/>
	Physical Care/Neglect <input type="checkbox"/>	Mental Illness <input type="checkbox"/>
	Self Harm <input type="checkbox"/>	Parenting <input type="checkbox"/>
	Sexual Exploitation <input type="checkbox"/>	Physical Illness <input type="checkbox"/>
	Offender Behaviour <input type="checkbox"/>	Poverty/Financial <input type="checkbox"/>
	Substance Misuse <input type="checkbox"/>	Other (Please Specify Below) <input type="checkbox"/>
	Other (Please Specify Below) <input type="checkbox"/>	

Date submitted to Children and Young People Support section _____



Intimation to Executive Director of Children and Families

Notification of Outcome of Referral

PLEASE USE BLACK INK AND BLOCK LETTERS

1	Name of Establishment
	Date

2 CHILD/YOUNG PERSON DETAILS	
Surname	Date of Birth
Forename(s)	
Address	
Postcode	
Date of Referral to Social Work Services	
Date of Confirmation of Outcome	
Current Establishment Action	

3 ANTICIPATED ONGOING INVOLVEMENT		
Action (In Brief)	Timescale	Personnel

Date submitted to Children and Young People Support section _____

Additional Guidance and Information

Grounds for Concern

A member of staff must alert the Head of Establishment or senior manager on the premises of:

- a specific incident;
- a disclosure made by a child or young person or parent/carer;
- information from a third party;
- adult behaviour/circumstances that may place the child or young person at risk of harm;
- child/young person behaviour/circumstances that may place the child or young person at risk of harm;
- a culmination of minor concerns over a period of time.

The definitions in Section 8 of Management Circular No. 57 should be used as terms of reference.

Subsequent Action

If, following a referral Social Work Services staff deem it appropriate to draw up a support plan, Education Services staff will:

- contribute to the planning process;
- co-operate with multi-agency monitoring and review procedures as relevant to their areas of responsibility;
- continue to monitor the child's or young person's wellbeing in the context of regular pastoral care procedures.

Management of Information

Education Services staff will ensure meticulous record keeping of all child or young person welfare and child protection concerns. The initial intimation of concern will be recorded on Appendix 3 and held in the child or young person file.

Heads of Establishment will ensure that all relevant parties, including parents and carers as appropriate, are kept fully informed of all associated developments which relate to the child or young person.

The Children and Young People Support section will log all Notifications of Concern (Appendix 5) and Notification of Outcome (Appendix 6) and retain copies of all Management Circular No. 57 referrals of children and young people who have significant additional support needs, who are Looked After Children or are already on the Child Protection Register and cross reference them with any other documentation held on the child or young person. Any additional information will be forwarded to Social Work Services.

Any information or alert received by staff in Education Services headquarters will be reported through Appendix 8.

Other Service Responsibilities

Where visiting specialists to an establishment have a concern regarding either the care and welfare or protection of a child or young person this should be raised with the Head of Establishment or senior manager and recorded on Appendix 3, a copy of which should also be held on file by their direct line manager.

If the child or young person is not enrolled in an establishment concerns should be reported to their service manager/head of service (e.g. Psychological Services/Pre-School Home Visiting) who will follow Management Circular No. 57 guidelines as if Head of Establishment.

Psychological Services will not be automatically advised of a Management Circular No. 57 referral but will be involved, if appropriate, in the delivery of the support plan.

Legal Context and Definitions

In fulfilling their roles and responsibilities in child protection, Education Services staff need to be aware of the legal context of child protection.

- It can involve prosecution in the criminal courts in pursuit of the public interest
- Child abuse is the concern of the child protection system
- It can involve the children's hearing acting to protect a child in the absence of criminal prosecutions or convictions

There are two separate legal processes involved when abuse is suspected. Child abuse is a criminal offence and a Police investigation may lead to the prosecution of the alleged offender. In this circumstance abuse must be proven "*beyond reasonable doubt*". Child abuse is also the concern of the child protection system which is the responsibility of the children's hearing system rather than the criminal courts. The aim of the child protection system is not to punish but to protect and promote the wellbeing of children and young people. In these circumstances proof must be established "*on the balance of probability*". This means that the children's hearing can take action to protect children and young people even when no prosecution is initiated or no conviction is obtained. The children's hearing system is administered by the Scottish Children's Reporter Administration.

Child abuse has three main elements and all must be present before an act or omission can be defined as abusive or presenting future risk to the child or young person:

- there must be demonstrable damage or harm to a child or a prediction of harm to the child;
- the injury/state of the child must have been avoidable through action of the parents or carers responsible for that child;
- the potential harm or future risk is linked to the action or the inaction of the parent or carer.



Record of Child Care and Welfare/ Protection Involvement

Wheatley House Staff

PLEASE USE BLACK INK AND BLOCK LETTERS

This recording form must be completed by any member of staff within Wheatley House who is involved in a discussion with a early years establishment, school, member of the public, parent/carer or other agency/service in respect of a child or young person care and welfare or child protection issue. The form should be completed timeously (and no later than 24 hours after the contact) and forwarded to the Children and Young People Support section for logging and filing. The Children and Young People Support section will forward the information to the appropriate officer. Direct advice on the reported concern would be appropriate only from a member of the Directorate, a Quality Improvement Officer or Integration and Inclusion Manager.

1	Name of Staff Member
	Date of contact
Contact Details: Phone <input type="checkbox"/> In Person <input type="checkbox"/> By Letter <input type="checkbox"/>	

2 CHILD/YOUNG PERSON DETAILS	
Surname	Date of Birth
Forename(s)	
Address	Postcode
Name of Establishment/Other	
Referrer Details	
Nature of Concern	

3 RESPONSE		
Advised to contact school <input type="checkbox"/>	Advised that matter will be referred to Children and Young People Support section <input type="checkbox"/>	Correspondence passed to Children and Young People Support section <input type="checkbox"/>
Date		

4 DIRECT ADVICE (if appropriate)

Child Welfare and Safety

Insert for Establishment Handbooks and Public Display

All educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes child welfare and a safe environment by:

- ensuring that children are respected and listened to;
- ensuring that programmes of health and personal safety are central to the curriculum;
- ensuring that staff are aware of child protection issues and procedures;
- establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head of Establishment or the person deputising for the head of establishment. He/She after judging that there may be grounds for concern regarding the welfare or safety of any child must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.





CHILDREN'S CHARTER

FOR YOUNG PEOPLE IN GLASGOW'S EDUCATIONAL ESTABLISHMENTS

Following city-wide consultation, young people representing different ages and interests from early years, primary, secondary and the additional needs sector were involved in discussion about the priorities for children and young people in the city. This is what they said.



- ★ We want to feel cared for – to have affection and comfort and to live where there is no cruelty, sufficient food and to be surrounded by friends.
- ★ All children and young people should have access to health, fun and exercise.
- ★ Young people should have the right to relax, to play and should have more supervised activities to allow them to learn and to grow safely as citizens.
- ★ We have a right to fulfil our potential and our dreams.
- ★ We want adults to be fair: young people should not be punished for others' mistakes.
- ★ We have a right to a good, inclusive education.
- ★ We want not to feel threatened and not to be bullied; to live in communities where there are mixed clubs with no territorialism and where there is no peer pressure and no stereotyping.
- ★ We want to be respected and respect others equally.
- ★ Young people should have the right to an opinion and the right to be heard. Young people should be entitled to believe and to think what they want, unless that opinion can result in hurt or harm to others. Young people's opinions should be taken seriously.
- ★ This charter should apply to all young people, whatever their gender, religion, race, abilities or opinions.

★ These rights should be protected! ★



10 Standards for Personal Support in Schools



Happy, Safe and Achieving their Potential



1

We can expect to be actively involved in learning about ourselves and our world. Education for our personal and social development will be planned and about things that are important to us as we grow.



2

We can expect to get up-to-date information and advice to help us make good choices and decisions in our lives. We expect our school/place of learning to work with other people to support us and who can give us more information if needed, for example Health and Careers.

3

We can expect to have a say in the making of decisions which affect us. We can expect to be given opportunities to take responsibility in, and contribute to, our school/place of learning and community.



4

We can expect to be involved in discussions about how well we are doing at school/place of learning and about our other achievements. These discussions will help us set targets.



6

We can expect to be helped to develop the skills and qualities we need to be confident and effective contributors in society.



5

We can expect help at times of change in our lives and as we move classes and from one place of learning to another.



7

We can expect to get help and support when we need it and that, when necessary, our school/place of learning will work with other people to support us.

8

We can expect to have our say in any support plans about us and that our school/place of learning will make sure that everyone involved in helping us, works together.



9

We can expect to have time and space to talk about our feelings and emotions and that we will be listened to.



10

We can expect to be able to talk to someone about things that are important to us or may be worrying us and that what we say will be kept private, unless it would be harmful to us.



For further information contact **Loretta Scott (Pastoral Care)** on **0141 287 3959**

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