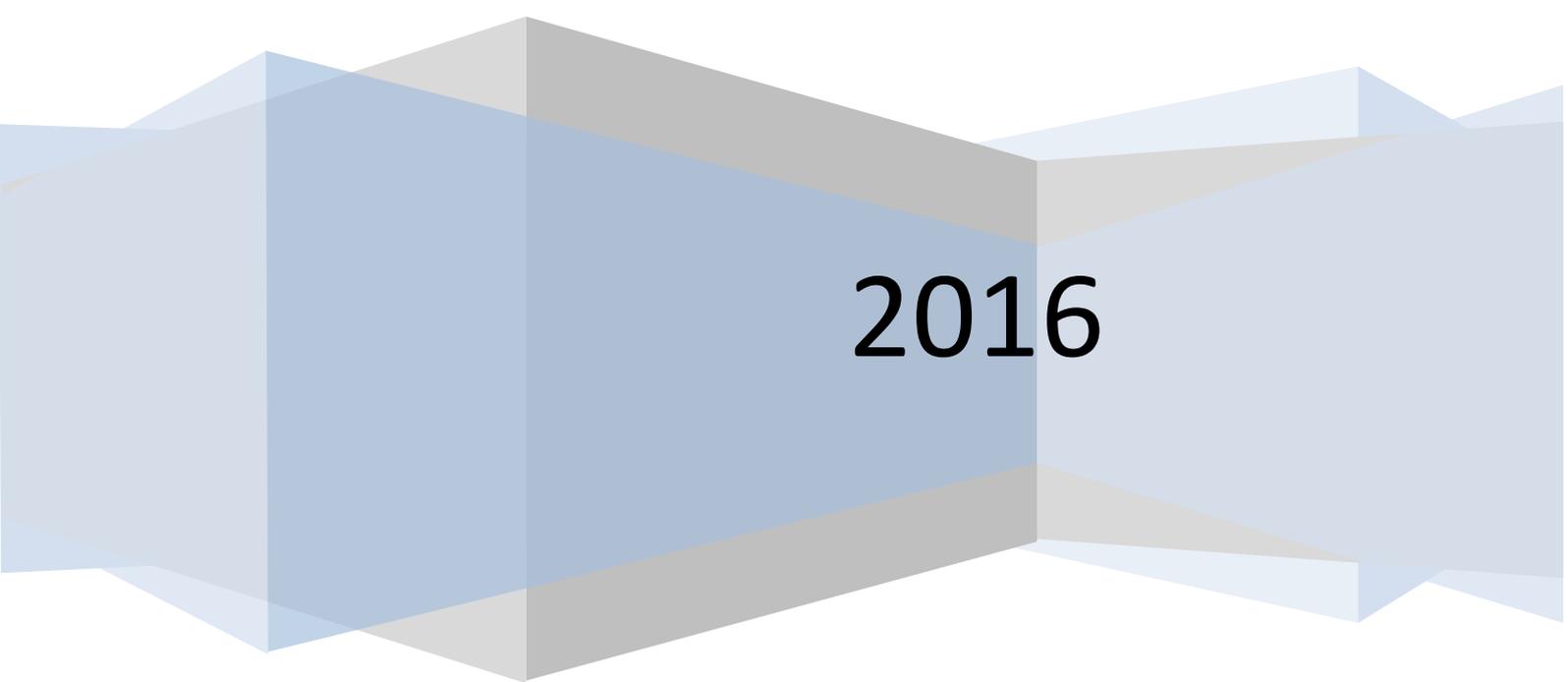


COLTNESS HIGH SCHOOL POLICY DOCUMENT

**CHILD PROTECTION and
SAFEGUARDING**



2016



CHILD PROTECTION and SAFEGUARDING POLICY

In Coltness High School the Child Protection Coordinator is:

Dominic Farr – DHT

In his absence please go to:

John McGilp- HT

RATIONALE

To protect children from abuse and exploitation, to respond appropriately when abuse is identified and to ensure whenever possible that all children are able to exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers.

NLCManagement Circular C5 Child Protection (Appendix 1)

AIM

The aim of this policy is to provide advice and guidelines for staff in relation to issues of child protection and the health and wellbeing of the children in our school. The main purposes of the policy are:

- to raise staff awareness of the four categories of abuse and the signs which could indicate that abuse is present
- to identify the roles and responsibilities in the care and protection of our pupils
- to provide guidance and support to staff in carrying out their role and responsibilities in the protection of our pupils

PROCEDURES

All staff have a responsibility for the health and wellbeing of their pupils and to report suspicions of abuse to the Head of Establishment. In Coltness High School all staff should:

- develop a classroom ethos which promotes the wellbeing of all pupils
- develop learning opportunities which promote children's good health and safety in all aspects of their lives
- be aware of and follow the procedures detailed in the child protection leaflet "Child Protection Action Guidance" (Appendix 2)

RESPONSIBILITIES

Head of Establishment

In Coltness High School the Head of Establishment has overall responsibility for all child protection issues. These responsibilities include the following:

- ensuring that the North Lanarkshire Child Protection Procedures and Guidelines are brought to the attention of all staff on an annual basis, that staff have access to the guidelines and are issued with the Child Protection Action Guidance leaflet, and that a copy of the leaflet is displayed on the staffroom wall
- ensuring that the guidance in the Child Protection Procedures and Guidelines and Child Protection Action Guidance leaflet is followed.
- ensuring that all staff know that there is a named child protection co-ordinator in the establishment
- developing establishment policy and practice to meet national and local authority guidance
- ensuring child protection training for all staff
- supervising child protection work including personal and social development initiatives
- informing the parent council and parents of Child Protection Procedures and Guideline initiatives as appropriate, including relevant information in the establishment handbook
- developing links with other education establishments and agencies, to promote the protection of children

Child Protection Co-ordinator

In Coltness High School the child protection coordinator is the **DHT, Dominic Farr**. In his absence, **HT John McGilp** will take on Child Protection Co-ordinator responsibilities. The responsibilities of the child protection co-ordinator include:

- being conversant with the information contained in the Child Protection Procedures and Guidelines
- supporting the head of establishment in ensuring that the Child Protection Action Guidance leaflet are brought to the attention of all staff annually and that staff have access to the guidelines and a copy of the leaflet
- co-ordinating health and wellbeing programmes
- co-ordinating support within the establishment for specific children
- co-operating on behalf of the establishment with inter-agency child protection support plans
- liaising with other establishments and external agencies.
- being responsible for updating the Child Protection Agency contact list/Network of Support, Contact Log and Chronology of Significant Events in the child's file
- ensuring all relevant information is recorded, signed and dated.
- Ensuring all information is stored in confidential incident file.

Staff

In Coltness High School it is important that staff take an active role in promoting the health and wellbeing of our pupils and deal sensitively and effectively with children's needs and concerns.

In terms of child protection, staff should be aware of the following grounds for concern, which can arise from a wide range of circumstances but will generally be covered by the following events:

Grounds for Concern

- a child states that abuse has taken place or the child feels unsafe.
- a third party or anonymous allegation is received.
- a child's appearance, behaviour, play, drawing or statement caused suspicion of abuse.
- a child reports an incident of abuse, which occurred some time ago.
- staff witness abuse

Responding to Grounds for Concern:

- any grounds for concern should be reported immediately to the Head of Establishment. On no account should staff tell a parent about what has happened at this stage
- if there is direct evidence or suspicion of child abuse the matter must be reported immediately. Staff should not wait to gather evidence, nor agree to keep the information secret or discuss the matter with others
- staff must follow the guidance given by the head of establishment or service in relation to recording concerns, supporting the child, co-operating with subsequent actions to investigate the grounds for concern, and protecting the child or children concerned
- all information recording must be relevant, accurate, signed and dated as it may become a legal document. The information should include a clear, succinct chronology of events, all relevant factual information and a summary of the employee response and any agreements reached
- staff should provide an accurate report for the child protection co – coordinator when requested
- it is essential that there is no delay in initiating protection procedures even where the Head of Establishment or coordinator is absent. In this circumstance, staff should contact the Education Officer (Lorraine Fisher/Aileen Hart - Support for Learning) or Development Officer (Pat Holland - Child Protection) at education headquarters.

Supporting the Child

During any disclosure of abuse by a child staff should respond in a sensitive and supportive manner. The following strategies should be adopted:

- listen with care
- treat the allegation in a serious manner
- reassure the child that he or she is right to tell
- affirm the child's feelings as expressed by the child
- do not give a guarantee of confidentiality or secrecy
- do not ask leading questions

- ask open ended questions which seek to clarify information already given
- do not interrogate the child
- do not show disbelief
- do not be judgmental
- do not introduce personal or third party experiences of abuse
- do not display strong emotions

Co-operating with Agencies involved in Child Protection Process

Following reporting and recording of concerns staff should co-operate fully with subsequent investigations and support plans as directed by the head of establishment and in consultation with the appropriate agency representatives. This may include attendance at case discussions, child protection conferences and reviews.

Conclusion

All children have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected. By being aware of and following the procedures in this policy, Action Guidance Leaflet and Management Circular C5 Child Protection, we can protect our pupils and promote their personal, social and emotional development.

REMEMBER- FURTHER DETAILED INFORMATION IS CONTAINED WITHIN THE "CHILD and ADULT PROTECTION PROCEDURES and GUIDANCE" FOLDER and MANAGEMENT CIRCULAR C5 CHILD PROTECTION (appendix 1) and NORTH LANARKSHIRE LEARNING AND LEISURE SERVICES "CHILD PROTECTION-ACTION GUIDANCE" LEAFLET (appendix 2)

APPENDIX 1

NLC Management Circular C5

Child Protection

Incorporated within our own Policy are the guidelines set out by North Lanarkshire Council which the school follows explicitly. This Policy can be found on First Class Management Circular C5

1 Introduction

1.1 The aim of this circular is to assist all Learning and Leisure Services employees in working in a multi-disciplinary context with children and their families. The shared responsibilities of Learning and Leisure Services and other agency employees are to protect children from abuse and exploitation, to respond appropriately when abuse is identified, and to ensure whenever possible that all children are able to exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers.

1.2 **The circular takes account of research, best practice and recommendations following child protection investigations.**

The procedures outlined must be followed meticulously at all times by all employees, and should be implemented in conjunction with Child and Adult Protection Procedures and Guidance which is available in every establishment.

2. Role of the Head of Establishment/Service Manager

2.1 The head of establishment/service manager is the key employee with responsibility for all child protection issues.

2.2 These responsibilities include the following:

(1) Ensuring that the North Lanarkshire Child and Adult Protection Procedures and Guidelines are brought to the attention of all employees on an annual basis, that employees have access to the guidance, are issued with the Child Protection Action Guidance leaflet and that a copy of the leaflet is displayed on each employee noticeboard.

- (2) Ensuring that the guidance in the Child and Adult Protection Procedures and Guidance and Child Protection Action Guidance leaflet is followed.
- (3) Ensuring that all employees know there is a named child protection co-ordinator in the establishment/service.
- (4) Developing establishment policy and practice to meet national and local authority guidance.
- (5) Ensuring child protection training for all employees.
- (6) Supervising child protection work, including Health and Wellbeing development initiatives.
- (7) Informing the Parent Council and all parents/carers of Child and Adult Protection Procedures and Guidance initiatives as appropriate, including the provision of relevant information in the establishment handbook.
- (8) Developing links with other Learning and Leisure Services establishments and agencies, to promote the protection of children.

3 Role of the Child Protection Co-ordinator

- 3.1 The duties associated with the co-ordinator's role will be undertaken or delegated by the head of establishment/service manager, taking account of local circumstances.

These responsibilities include:

- Being familiar with the information contained in the Child and Adult Protection Procedures and Guidance.
- Supporting the head of establishment/service manager in ensuring that the contents of the Child Protection Action Guidance leaflet are brought to the attention of all employees annually and that employees have access to the guidance and a copy of the leaflet.

- Co-ordinating Health and Wellbeing education programmes for pupils.
- Co-ordinating support within the establishment for specific children/young people.
- Co-operating on behalf of the establishment/service with inter-agency child protection support plans.
- Liaising with other establishments and external agencies.
- Being responsible for updating the Child Protection Agency Contact List/Network of Support, Contact Log and Chronology of Significant Events (Appendices 5,6,7) in the Child and Adult Protection Procedures and Guidance.

4. **Grounds for Concern**

Grounds for concern about the safety and wellbeing of a pupil can arise from a wide range of circumstances and will generally be covered by the following events:

- a child/young person states that abuse has taken place or that he/she feels unsafe
- a third party or anonymous allegation is received
- a child's/young person's appearance, behaviour, play, drawing or statement arouses suspicion of abuse
- a child/young person reports an incident of abuse which occurred some time ago
- employees witness abuse

5 **Responding to Grounds for Concern: Guidance for all Learning and Leisure Services Employees**

- 5.1 Any grounds for concern should be reported immediately to the head of establishment/service manager. Where the grounds for concern are noted by a member of an external service and the child/young person concerned does not attend a Learning and Leisure Services

establishment, then the employee should report the issue to his/her head of service. On no account should employees tell a parent/carer about what has happened at this stage.

- 5.2 If there is direct evidence or suspicion of child abuse the matter must be reported immediately. The employee should not wait to gather evidence, nor agree to keep the information secret or discuss the matter with others.
- 5.3 Employees must follow the guidance given by the head of establishment/service in relation to recording concerns, supporting the child/young person, co-operating with subsequent actions to investigate the grounds for concern and protecting the child or children concerned.
- 5.4 All information recorded must be relevant, accurate, signed and dated as it may be needed for legal purposes at a later stage. The information should include a clear, succinct chronology of events, all relevant factual information and a summary of the employee response and any agreements reached.
- 5.5 When attending child protection case conferences, employees should provide an accurate report for the meeting and provide appropriate feedback to the head of establishment/service manager in relation to the outcome of the meeting.
- 5.6 It is essential that there is no delay in initiating protection procedures even where the child protection co-ordinator/head of establishment/service manager is absent from the establishment. In this circumstance, staff should contact the Education Officer (Support for Learning) or Development Officer (Child Protection) at Learning and Leisure Services headquarters.

6 Responding to Grounds for Concern: Additional Guidance for Heads of Establishment/Service Managers

- 6.1 Heads of establishment/service managers should treat notification from employees of grounds for concern as a priority for action. The following steps should be taken:
 - consider the immediate needs of all children/young people involved
 - take emergency action if required

- gather and ensure clarity of information offered by staff in relation to incident
 - ask staff to record, sign and date relevant information
 - store all information in a confidential incident file
- 6.2 Heads/Managers/CP Co-ordinators should immediately notify the duty senior social worker at the social work area office all cases where there are grounds for concern about child abuse. A medical emergency should be reported immediately to the Medical Services and, if required, first aid should be administered before reporting the incident to the duty senior social worker.
- 6.3 Urgent circumstances may require help from the police, for example to immediately avoid further abuse, to ensure the immediate pursuit of an alleged abuser or to avoid destruction of evidence.
- 6.4 The grounds for concern and action taken should be recorded, signed and dated (on the same day) using the Notification of Concern form (Appendix 2 of Child and Adult Protection and Guidance). Two copies should be sent immediately as indicated on the form. The copy retained in the establishment should be stored in the confidential incident file.
- 6.5 Heads of establishment/service managers should co-operate fully with all statutory agencies who may become involved.
- 6.6 The child or children involved should be supported as appropriate.
- 6.7 The Child Protection Case Conference form, Appendix 4, should be completed after attending a Case Conference and returned to the Development Officer (Child Protection) at Learning and Leisure Services Headquarters in Kildonan Street.

7 Exceptional Circumstances

- 7.1 When an employee is not satisfied with the head of establishment's/service manager's decision in responding to the grounds for concern the employee should discuss the matter with him/her. If the employee is still dissatisfied and continues to have concerns about the possibility of abuse, the employee should consult the Education Officer (Support for Learning) or the Development Officer (Child Protection).

- 7.2 If an employee, including the head of establishment/service manager, is alleged to be involved in child abuse then this must be reported immediately to the Executive Director of Learning and Leisure Services or an available Head of Service.

8 Supporting the Child

- 8.1 Throughout the child protection process, Learning and Leisure Services employees have a responsibility to support the child/young person appropriately within the establishment or service. This will normally be in co-operation with other relevant personnel.

- 8.2 During any disclosure of abuse by a child/young person the employee should respond in a sensitive and supportive manner. The following strategies should be adopted:

- listen with care

- treat the allegation in a serious manner

- reassure the child that he or she is right to tell

- affirm the child's/young person's feelings as expressed by them

- do not give a guarantee of confidentiality or secrecy

- do not ask leading questions

- ask open ended questions which seek to clarify information already given

- do not interrogate the child/young person

- do not show disbelief

- do not be judgmental

- do not introduce personal or third party experiences of abuse
- do not display strong emotions

9. Co-operating with Agencies involved in Child Protection Process

- 9.1 Following reporting and recording of concerns, employees should co-operate fully with subsequent investigations and support plans as directed by the head of establishment/service manager and in consultation with the appropriate agency representatives. This may include attendance at case discussions, child protection conferences and reviews.

10 Missing Children

- 10.1 If a child/young person stops attending school without notification and normal non-attendance procedures have failed to locate their whereabouts after 4 weeks, the Education Officer (Support for Learning) should be notified using Appendix 8 of Child and Adult Protection Procedures and Guidance with as much information on the child/young person and their family as possible.
- 10.2 If a child/young person stops attending school but the name of a forwarding school has been given, and the receiving authority for that school fails to request records after 4 weeks, the head of establishment should notify the Education Officer (Support for Learning) using Appendix 8 of Child and Adult Protection Procedures and Guidance

- 10.3 In such circumstances, the Education Officer (Support for Learning) or designated officer will liaise with the relevant colleagues in Housing and Social Work Services, and NHS Lanarkshire.

11 Maintaining Records and School Transfer

- 11.1 Where a Notification of Concern has been received by Social Work and has proceeded to a Case Conference but the child's/young person's name has **not** been placed on the Child Protection Register, the establishment should maintain the record in the child's Health and Wellbeing File. This information should be sent to any establishment to which the child/young person subsequently transfers.

If a child's/young person's name has been placed on the Child Protection Register, a record of this status and associated documentation from Social Work and case conferences should be securely held in the child's/young person's confidential Child Protection File in the establishment which he/she

continues to attend. When the child/young person changes establishment, the establishment which the child/young person is leaving should:

- inform the receiving establishment immediately that the child/young person is on the Child Protection Register and transfer all relevant records
- share the child's/young person's child protection plan with the receiving establishment
- inform the case manager in Housing and Social Work Services

12 Internet Access

- 12.1 All staff need to be vigilant to protect children/young people whose use of the internet and online services could render them vulnerable to abuse. Advice on internet security, electronic communication security, cyber bullying and misuse of camera phones is included in management circulars J3, J3a and J6.

13 Employee Support

Dealing with child protection issues can have stressful consequences for employees. Learning and Leisure Services have a duty of care to all employees. Support or support for unaccustomed tasks can be accessed through the Education Officer (Support for Learning) or Staff Welfare Officer.

This management circular is a guideline and not a substitute for the Child and Adult Protection and Guidance document, a copy of which is available to employees.

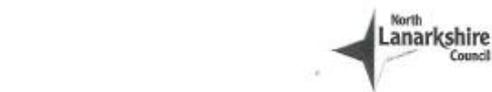
Executive Director of Learning & Leisure Services

August 2013

Appendix 2

“Child Protection – Action Guidance” Leaflet

- 7.1 Pupil Progress Records/Child Protection Files/Health and Wellbeing Files
- significant changes, events and decisions should be recorded and monitored within the appropriate file
 - ensure compliance with Management Circulars C2 Pupil Progress Records and C6 Child Protection
 - at transition stages all pupil records must be transferred to the receiving school
- 7.2 In the absence of senior management, employees should know how to initiate a Notification of Concern (Child Protection). If all else fails employees should contact the Education Officer, (Support for Learning) or the Development Officer, (Child Protection).
8. Co-operating
- Employees should co-operate fully with enquiries, investigations and support plans as directed by the head of establishment/service manager and as requested by statutory agencies. Employees should provide reports, attend case discussions, case conferences and reviews.
9. What will happen to the child and family?
- Once enquiries have been completed, one or more of the following might happen:
- no further action
 - support or advice offered to the family
 - request for a service from another agency
 - assistance requested from an appropriate legal agency such as the Children's Reporter
 - where child protection concerns are identified a multi-agency meeting, known as a Child Protection Case Conference, will be held to decide the best way to protect the child and support the family.



Learning and Leisure Services

Child Protection - Action Guidance

Protecting children from harm is a major priority. All children and young people have a right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected. It is everyone's responsibility to protect children and young people.



August 2013

Employees may access advice and support from:

Education Officer, (Support for Learning)
or the Development Officer, (Child Protection)
or Staff Welfare Officer.

Municipal Building, Kildoran Street, Coatbridge ML5 3BT
t: 01236 612294/612295

e: www.northlanarkshire.gov.uk



Grounds for concern - action guidance for all employees

The identification and protection of children at risk of abuse or those who have been abused should be treated as a priority. North Lanarkshire's Child and Adult Protection Procedures and Guidance will ensure a common, clearly understood framework within which Learning and Leisure Services will act.

1. Welfare Principle

All action should be taken in the best interests of the child or children. Good practice which protects children requires the careful exercise of professional knowledge, judgement and skill.

2. Proof is NOT required.

3. Secrets should NOT be kept.

4. Grounds for Concern

Grounds for concern can arise from a wide range of circumstances and will generally be covered by the following:

- a child states that abuse has taken place or that the child feels unsafe
- a third party or anonymous allegation is received
- a child's appearance, behaviour, play, drawing, or statement(s) cause suspicion of abuse

If you don't share your concerns a child may be harmed.

5. Action Points for all Employees

- immediately report any grounds for concern to the Head of Establishment/ Service Manager/Child Protection Co-ordinator
- do not wait to gather evidence
- do not keep information secret
- do not discuss the matter with others

- you must provide a handwritten record of the incident
- you must date and sign the record of the incident
- follow the guidance given by the Head of Establishment/Service Manager/Child Protection Co-ordinator

6. Supporting the Child

When a child is disclosing abuse the employee should respond in the following ways:

- listen and observe with care
- treat the allegation in a serious manner
- reassure the child that he/she is right to tell
- affirm the child's feelings as expressed by the child
- do not give a guarantee of confidentiality or secrecy
- do not ask leading questions
- seek clarification using open ended questions only
- do not interrogate the child
- do not show disbelief
- do not introduce personal or third party experiences of abuse
- avoid displaying strong emotions

7. Action Points for Heads of Establishments/Service Managers/Child Protection Co-ordinators

Heads of establishments/service managers/co-ordinators should follow the action points below:

- act promptly
- treat the grounds for concern as a priority action
- consider the immediate needs of all children involved
- gather information and if appropriate seek clarification (not proof)
- ask staff to record all relevant information
- immediately report the grounds for concern to the duty senior social worker at the local area office
- immediately report a medical emergency to the medical services and administer first aid if required
- support the child or children involved as necessary and appropriate
- if appropriate, contact the police
- record (on the same day) the grounds for concern and action taken using the Notification of Concern (Child Protection) form
- send two copies as detailed on the form
- co-operate fully with all statutory agencies who may become involved
- information should be recorded appropriately and case files should be managed effectively.
- alleged involvement of any employee in child abuse should be reported to the Executive Director of Learning and Leisure Services or the appropriate Head of Service

