**BARGEDDIE PRIMARY SCHOOL**



**SAFEGUARDING POLICY**

**CHILD PROTECTION**

**Session 2022 - 2023**

**UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD**

**Article 3 -** The best interests of the child must be a top priority in all decisions and actions that affect children.

**Article 12** - Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

**Article 19** - Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

**Article 27** - Every child has the right to a standard of living that is good enough to meet their physical and social needs and support their development. Governments must help families who cannot afford to provide this.

**Article 34** - Governments must protect children from all forms of sexual abuse and exploitation.

**Article 39** - Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social life.



**AIM**

The aim of this policy is to assist all school staff to work in a multi – disciplinary context with children and their families. The common responsibilities of education and other agency staff 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.

**OBJECTIVES**

The object of this policy is to ensure that school staff:

* Fulfil both pro-active and re-active responses to protect children from abuse.
* Co-operate and collaborate with other relevant agencies in child protection.
* Develop an ethos which promotes the welfare of all children.
* Have regard to a child’s religious persuasion, racial origin and cultural and linguistic background.
* Develop learning opportunities which promote children’s good health and safety in all aspects of their lives.
* Support children to develop skills to reduce their vulnerability to abuse.
* Work in partnership with parents unless concerns about a child’s safety indicate this is not in the child’s best interests.

**DUTY OF STAFF**

All Bargeddie staff have a professional and contractual obligation to follow North Lanarkshire Council’s Child Protection Guidelines and Procedures. Our responsibilities extend to cover the following

* Training
* Prevention
* Reporting
* Inter – agency co-operation
* Supporting

**TRAINING**

All staff members will receive training at the beginning of each new school session in Child Protection Procedures and will be issued with an updated copy of Bargeddie Primary School’s Child Protection Policy. Staff will also receive a copy of North Lanarkshire Council’s leaflet, ‘Child Protection and Guidance,’ for reference. This leaflet will also be displayed on the staffroom notice board, in the main office and in the Head Teacher’s and Principal Teacher’s offices. Additional training relating to Child Protection will be undertaken as appropriate or as courses become available. Training will be ongoing. When available, multi-agency training will be undertaken to allow staff to become more aware of the roles and responsibilities of all agencies concerned.

All training received by staff is in line with the new Scottish Government Guidance Child Protection 2021. <https://hub.careinspectorate.com/media/4577/national-guidance-for-child-protection-in-scotland-2021.pdf>

**PREVENTION**

Educational establishments have a significant role to play in the protection of children from abuse. Our role extends beyond reacting to abuse to include prevention of abuse. The remit of all staff should include the promotion of pupil welfare through:

* The development of a positive, caring ethos
* The development of the personal and social education curriculum
* Undertaking staff development and training
* Partnership with parents and other professionals and
* Monitoring of micro technology access

**Internet Access**

Access to the internet and the education intranet will promote effective learning and teaching, support staff development and enhance management information systems. It is important that the internet service operates in a safe and secure environment. Therefore, access must only be from the approved internet provider. Although the ISP’s filtered service blocks access to, ‘blacklist sites,’ and provides continuous filtering of web pages, newsgroups, email and the scanning of file downloads and electronic attachments, there is no guarantee of fool proof operation.

**Procedures for Dealing with Inappropriate Use**

Although internet communication will be filtered, access to unsuitable material may still be possible. Where this happens accidentally the following action, to reduce the risk of repetition, must be implemented:

* The staff must record details of the circumstances, follow standard Child Protection procedures as detailed below in the section, ‘Reporting – Action Guidance for all Education Employee,’ and inform the Head of Establishment.
* The Head Teacher must then review local filtering, notify the Development Officer for Child Protection and inform the ISP provider, and request that the filtering be adjusted appropriately.

Where deliberate or inappropriate use of the internet or intranet is suspected then the matter must immediately be reported to the Head Teacher. The following action will then be taken:

* Procedures will be reviewed to prevent further repetition and to ensure the safety of pupils.
* Security copies of any files or logs relating to the incident will be made.
* A formal investigation will be initiated, and formal disciplinary procedures will be considered.

The Head must maintain a record of all instances of significant misuse of the internet. North Lanarkshire Council’s Education Department has guidance for staff and pupils relating to safe use of Information and Communications Technology. All establishments and staff must adhere to these procedures.

**REPORTING – ACTION GUIDANCE FOR ALL EDUCATION EMPLOYEES**

If a child discloses abuse then the following procedures must be adhered to-

**Step 1** – The grounds for concern should be reported to the Head of Establishment immediately (or P.T. in her absence). You must not wait to gather evidence, nor agree to keep the information secret. You must not discuss the situation with others.

**Step 2** – Follow the guidance given by the Head Teacher in relation to recording concerns, supporting the child, co-operating during the investigation and protecting the child.

**Step 3** – A record should be made detailing all the necessary information. It should be accurate, signed and dated, as it may become a legal document. The record should include a clear chronology of events, factual information and a summary of the response and any agreements reached.

**Step 4** – When required to attend Child Protection meetings staff should provide an accurate report for the panel.

**Step 5** – It is essential that the above procedures are followed without delay. If members of senior management are absent then advice should be sought from

Lindsay Mitchell

Development Officer

Child Protection

**Phone: 07939 284756**

**Email: Mitchellli@northlan.gov.uk**

**INTER AGENCY CO-OPERATION**

Education staff have a responsibility to co-operate with the enquiries of the social work department and any other statutory agency during investigations into child abuse. This includes occasions when the initial referral was not initiated by Education staff. This co-operation may involve providing background information on the child and family and provision of specific evidence, including reports and examples of a child’s work, where relevant.

Education staff should also assist the police with their enquiries. Where a case goes to court, staff should be aware that citation as a witness or a formal request made by a court, involves a legal obligation to comply.

Staff should also co-operate fully with all enquiries conducted by the Children’s Reporter, including provision of reports and attendance at Children’s Hearings. Parents are given copies of all reports and are usually present at hearings.

Assistance should be given to medical authorities. Staff are not in a position to consent to a medical examination in any circumstances.

**SUPPORTING**

A child who has been abused or is at risk of abuse will require support from the beginning of a Child Protection investigation to beyond the close of the Child Protection process. Education staff are ideally placed to offer support. When a child is disclosing abuse a member of staff should respond in the following way:

* Listen 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
* Ask open ended questions which seek to clarify information already given
* Do not interrogate the child
* Do not show disbelief
* Do not be judgemental
* Do not introduce personal or third-party experiences of abuse
* Do not display strong emotions

Education staff should aim to meet a continuum of need, through personal guidance and the development of a supportive school ethos. The degree and type of support required will depend on the individual circumstances of the child and family and is best determined within a multi-disciplinary forum, involving education staff. Any support plan should have clear aims and objectives and identified roles and responsibilities. The support provided by the Department of Education should include the following –

* Child Protection Monitoring
* Provision for Support for Learning
* Attendance Monitoring
* Pastoral Care and Guidance
* Access to Medical Support and Psychological Services
* Protection form Bullying and Harassment

Key individuals should be provided with relevant information on a, ‘need to know basis.’

**MONITORING**

Monitoring may be identified as appropriate at any stage during the Child Protection process, in particular to provide ongoing information whilst the formal investigation is undertaken by the social work department and police. In all circumstances the Child Protection monitoring process should be undertaken by education staff following consultation and agreement with other professionals. At the primary stages monitoring is probably best carried out by the child’s class teacher. The class teacher will be supported and advised by the Head Teacher. A planned and recorded monitoring process enables staff to contribute more effectively at Child Protection conferences and also allows for more effective planning, to ensure adequate protection. Parents should not be informed of the monitoring process unless this decision has previously been agreed in consultation with social workers and police. Any monitoring records should be kept confidential and in a secure place. These records should provide a concise, chronological, objective, unbiased account and should not state opinions. Every entry should be signed and dated. Termination of monitoring will be decided by relevant personnel. Any records will remain securely in school.

**ROLES AND RESPONSIBILITIES**

**The Role of the Department of Education**

The role of the Department of Education is to be alert to the need and to act in the best interests of children, in co-operation with other key agencies in order to protect children from harm and abuse. The Director of Education, who has the ultimate responsibility for Child Protection issues, will in almost all circumstances, delegate this responsibility to the Education Officer, Support for Learning Department and the Development Officer for Child Protection.

**The Role of the Head of Establishment – Mrs Gillian Brady**

The Head Teacher is the key member of staff with responsibility for all Child Protection issues within our establishment. Responsibilities include:

* Ensuring that Child Protection Guidelines and Procedures are brought to the attention of all staff annually, that they have access to the guidelines, are issued with the, ‘Child Protection Action Guidance,’ leaflet and that a copy is displayed on the staff room wall
* Ensuring that temporary staff have access to a copy of the,’Child Protection Action Guidance,’ leaflet and to North Lanarkshire Council’s Child Protection Guidelines and Procedures
* Ensuring that Child Protection guidance is followed
* Ensuring that all staff know that there is a named Child Protection Co-ordinator
* Developing establishment policy and practice to meet national and local authority guidance
* Ensuring involvement of parents and other relevant professionals during the development of a Child Protection Policy.
* Ensuring inclusion of Child Protection training for self and staff
* Promoting staff development within the establishment or service
* Supervising ongoing Child Protection work, procedures and initiatives and as appropriate, including relevant information in the establishment handbook
* Developing links with other education establishments and services and with other agencies to promote the protection of children

**The Role of the Child Protection Co-ordinator – Gillian Brady**

The Child Protection Co-ordinator should:

* Be conversant with the information contained in the Child Protection Guidelines and Procedures
* Support the Head of Establishment in the development of policy, practice and staff development to meet national and local guidance
* Attend Child Protection training and co-ordinator’s meetings
* Support the Head in ensuring that Child Protection Guidelines and Procedures and the, ‘Child Protection Action Guidance,’ leaflet are brought to the attention of staff annually and that they have access to the guidelines and a copy of the leaflet.
* Co-ordinate Personal and Social Education Programmes
* Co-ordinate support within the establishment for specific children
* Co-operate on behalf of the establishment with inter-agency Child Protection support plans
* Liaise with other establishments and external agencies
* Be responsible for regularly updating the Child Protection Agency Contact List

**The Role of Bargeddie Primary Staff**

The role of employees in circumstances where there are grounds for concern that a child may have been abused is to:

* Observe
* Listen carefully
* Report accurately
* Record
* Co-operate

with the Social Work Department and other relevant agencies such as the police, the Scottish Children’s Reporter, Procurator Fiscal and appropriate medical personnel.

**Indicators of Abuse**

Knowledge of indicators of abuse is essential, in order that staff can be alert and vigilant. However, although staff must be vigilant, they must also, ’keep an open mind.’ Attached is a list of possible indicators of child abuse. Please bear in mind:

**‘If in doubt, check it out!’** and follow guidance on reporting, mentioned previously.

North Lanarkshire Council’s Child Protection Guidelines are stored securely in the H.T office in a white and red folder on the top shelf of the bookcase. These contain all information relating to Child Protection and all necessary referral forms.

This policy should be read in conjunction with:

Child Sexual Exploitation Policy Session 2022 - 2023

FGM Policy Session 2022 – 2023

Prevent and Radicalisation Policy Session 2022 – 2023

Race and Prejudice Policy Session 2022 – 2023

Mobile Phone Policy Session 2022 – 2023

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