

Child Protection & Safeguarding

Caldervale High School



*For further information or clarification please refer to the national guidance for child protection in Scotland, 2021;
[Supporting documents - National Guidance for Child Protection in Scotland 2021 - updated 2023 - gov.scot](#)
(www.gov.scot)*

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I. Our vision and values

Ensuring that our children and young people are safe and protected is everyone's responsibility. In all of the work we do, the needs, interests and wellbeing of children and young people and protected adults must be put above the needs and interests of all others. Hence, this policy and the guidance contained within it must have priority over all other policies and considerations. The welfare and rights of children and young people are always our primary concern. *National guidance for child protection in Scotland, 2021* states that;

All staff working in education establishments, including early learning and childcare (ELC) settings, have a key role in the support and protection of children and young people. Day-to-day professional experience of, and relationship with children is a fundamental protective factor. All staff must be aware of, and must follow, child protection procedures.

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INTRODUCTION

Differing legal definitions of the age of a 'child' can be confusing. The priority is to ensure that a vulnerable young person who is or may be at risk of harm is offered support and protection. References within this policy to children are intended to refer to children and young people up to the age of 18 years. It is important to note that for the purposes of the UNCRC, the rights apply to anyone under the age of 18. Article 1 states that this is the case unless majority is attained earlier under the law applicable to the child. Scottish Government intends to incorporate UNCRC within domestic law.

We believe that Caldervale High School provides a safe, positive and caring environment in which children and young people can develop physically, emotionally, socially, academically, spiritually and morally. We recognise the vital contribution Caldervale High School can make to safeguarding pupils' wellbeing and are fully committed to fulfilling our responsibilities in this regard.

1. This policy applies to all Caldervale High School's staff, all visiting adults (e.g., peripatetic teachers, student teachers, etc) and all volunteers. Parents/carers and other adults associated with the school may also contact the Child Protection Co-ordinator, should they have any concerns regarding the care and welfare of a Caldervale High School pupil. *The national guidance for Child Protection in Scotland, 2021*

2. AIMS OF POLICY

- ✓ To support the development of the whole child as an individual by promoting security, confidence and independence
- ✓ To raise awareness with all staff to their responsibilities in identifying and reporting possible causes of abuse
- ✓ To ensure that staff concerned with particular children in need are aware of their role in safeguarding these pupils
- ✓ To use a clear system of monitoring children who are known to be, or considered as likely to be, at risk of harm

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- ✓ To ensure that good communication between all members of staff is fostered
- ✓ To develop and promote effective working relationships with other agencies, especially Social Work and Police Scotland
- ✓ To ensure all adults working within the school have undergone the appropriate checks to establish their suitability for working with children

2. WHAT IS CHILD PROTECTION?

‘Child Protection’ means protecting a child from abuse or neglect. Abuse and neglect are forms of maltreatment. Abuse or neglect may involve inflicting harm or failing to act to prevent harm.

Children may be maltreated at home; within a family or peer network; in care placements; institutions or community settings; and in the online and digital environment. Those responsible may be previously unknown or familiar, or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance by domestic abuse of a mother or through parental alcohol and drug use.

Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect. Education Scotland describes Child Protection as;

The processes involved in consideration, assessment and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm from abuse, neglect or exploitation.

3. HELPING PREVENT CHILD ABUSE

Caldervale High School recognises that developing the necessary qualities within both the children as individuals, and the school as a whole, can help to keep children and young people safe. Caldervale High School is, therefore, committed to:

- establishing and maintaining an ethos where children feel secure, are encouraged to talk and are listened to
- ensuring all pupils know that there are adults in the school who they can approach if they are worried or in difficulty

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- providing a curriculum which equips pupils with the skills they need to keep themselves safe, recognise risk, understand what is appropriate and acceptable and ensure they know who to turn to for help
- designating a Key Adult with pastoral responsibility for every child, in the form of Principal Teachers of Pupil Support
- Every child, young person has a right to feel safe and protected from any situation or practice which may result in harm.
- Above all, the welfare of children, young people and protected adults is the paramount consideration, and we must all work together to ensure they are protected.

The above is commensurate with *Getting It Right For Every Child* (GIRFEC) and GIRFEC guides our daily practice as a team. We have a distinctive approach to safeguarding in Scotland linked to *Getting It Right for Every Child* (GIRFEC) which promotes action to improve the wellbeing of every child and young person. Safeguarding is a golden thread that runs through the curriculum. The aim is to support the development of learner's knowledge, skills and resilience to keep themselves safe and protected, 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. As such, it permeates many features of the education experience including leadership, values, vision, the curriculum, learning and teaching, positive relationships, building learner resilience and suchlike.

4. INFRASTRUCTURE AND PROCEDURES WITHIN CALDERVALE HIGH SCHOOL

The school's procedures for safeguarding children are in line with national guidelines and the guidelines and procedures and guidance provided by North Lanarkshire Council.

Caldervale High School will ensure that:

- The Depute Head Teacher responsible for Pupil Support holds the designated role of Child Protection Co-ordinator and they receive regular

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Child Protection training from the Local Authority, as does the Head Teacher.

- In the CP Co-ordinator's absence, the school's Leadership Team will act on their behalf.
- All members of staff know:
 - the name of the Child Protection Co-ordinator and who to approach in their absence
 - that they have an individual statutory responsibility for referring child protection concerns to the CP Co-ordinator or member of SLT as soon as can reasonably be considered possible
- All members of staff are required to either attend Child Protection training from the CP co-ordinator at the start of the session.
- All staff are members of the Caldervale High School Child Protection Team and have access to a pre-recorded version of the Child Protection Training session which they can re-visit at any time, or if they did not attend the live training in August, they must watch the recording and then sign to attest that they have completed the training.

All matters relating to child protection remain confidential. Information about a child will only be disclosed to members of staff, if it is relevant and will enable the member of staff to support the child's wellbeing.

- All adults within the school with access to pupils undergo the appropriate checks to establish their suitability for working with children.
- The CP Coordinator's photograph, along with information directing staff to further CP information held electronically or in hardcopy at the front office, is displayed in all staff social areas throughout the school.
- Visitors to the school are presented with a badge which also has the details of the Child Protection Co-ordinator, their photo and what to do if they have a concern.
- Visitors to the school are asked to sign to confirm that they have read the Child Protection information on display at reception.

RECOGNISING CHILD ABUSE

In order to protect children and young people from abuse, all those working with children and their families should have some understanding of child protection issues and be confident in the recognition of and response to child abuse. For this reason, all members of staff, teaching and non-teaching, take part in annual Child Protection Training, led by the Child Protection Coordinator. It should be noted that abuse can be classified as;

- Emotional
- Physical
- Sexual
- Neglect

Please also be aware that the Scottish Government's priorities in Child protection are;

- Female Genital Mutilation
- Child Sexual Exploitation
- PREVENT (anti-radicalisation)

Detailed information on these issues, such as the indicators of risk, can be found within the CP Folder on the Staff Team as part of the pre-recorded CP Training presentation, in NLC's Understanding CP Self Learning Pack or refer to the document National Guidance for Child Protection, 2014 on the Scottish Government's website. As with any other matter relating to Child Protection, any concerns should be reported to the Child Protection Co-ordinator immediately.

RESPONDING TO A CHILD PROTECTION CONCERN

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

- A child states that abuse has taken place or that they feel unsafe
- A third party or anonymous allegation is received

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- A child's appearance, behaviour, play, drawing or statements caused suspicion of abuse
- A child reports an incident of abuse that happened some time ago
- Staff witness abuse

Remember: if you don't share your concerns, a child may be harmed.

How should you respond to the child?

- ✓ Listen and observe with care
- ✓ Treat the allegation in a serious manner
- ✓ Reassure the child that he/she is doing the right thing telling you
- ✓ 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 experience of abuse
- ✓ Avoid displaying strong emotions

What action should you take?

- ✓ Any grounds for concern should be reported immediately to the CP Coordinator.
- ✓ If there is direct evidence or suspicion of child abuse, the matter must be reported immediately; staff should never gather evidence nor agree to keep the information secret or discuss the matter with others.
- ✓ Staff must follow the guidance given by the CP Coordinator 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.
- ✓ Staff should provide an accurate report for the CP Coordinator when requested.
- ✓ All information recording must be relevant, accurate, signed and dated as it may become a legal document. Staff must ensure the child's name and date of birth are accurately recorded. 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.

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- ✓ It is essential that there is no delay in initiating child protection procedures even where the CP Coordinator is absent or not available. In such circumstances, staff should speak to another member of the Senior Leadership Team. Further support is available from the Education Officer (Support for Learning) or Development Officer (Child Protection) at Education and Families Headquarters.
- ✓ To sum up;
Children often see education staff as a trusted source of help and support in confidence. However, when there are concerns about harm to a child emerging from their presentation, or from what they have said or done, then the nominated child protection officer will be consulted without delay. All steps and actions will be recorded. *National guidance for child protection in Scotland, 2021*

5. THE ROLE OF THE Child Protection Coordinator

The Child Protection Coordinator will:

- work closely with other members of SLT, to ensure that they can act effectively as Depute Child Protection Officers in her/his absence.
- adhere to North Lanarkshire Council Child Protection Procedures and Guidance by referring children to Social Work or Police Scotland if there are concerns about their safety or wellbeing.
- ensure that, in the case of a referral to Social Work, the parents/carers are informed immediately, unless doing so would put the child concerned at risk of further harm.
- ensure that careful written records are kept on any child about whom there are concerns of possible abuse or neglect. A chronology will be kept electronically in the Pastoral Notes area of SEEMiS.
- ensure that the grounds for concern and any action taken is recorded, signed and dated (on the same day) using the Child Protection Recording Form (Appendix 2, Child Protection and Guidance).
- ensure that the progress of any child for whom a protection referral has been made is monitored closely. The outcome of any investigation will be detailed, including action points. A report will be sent to the Child Protection Officer at Headquarters.

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- store Child Protection records confidentially in SEEMIS Wellbeing App.
- monitor the attendance of children on the Child Protection register closely and notify Social Work, if this is a cause for concern
- Ensure they are added to the school's vulnerable list and any unexplained absence is followed up as a priority.
- ensure that the relevant Principal Teacher of Pupil Support or Inclusion attends Initial Case Conferences, Core Groups, Child Protection review conferences and Children's Reporter meetings and is updated by Principal Teachers on their return from these.
- ensure that written reports are submitted to Social Work or the Children's Reporter on request within the agreed time limits, by liaising with the relevant Principal Teacher.
- liaise with other agencies to safeguard children.
- ensure that there is close communication and liaison with any establishment a child transfers to and that all Child Protection records are safely and confidentially transferred.
- ensure that all adults within the school with access to pupils have undergone the appropriate checks to establish their suitability for working with children.

Essential information for the Child Protection Coordinator

- A medical emergency should be reported immediately to medical services and, if required, first aid should be administered before reporting the incident to the senior social worker.
- Child abuse is a criminal offence. 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.
- The grounds for concern and action taken should be recorded, signed and dated (on the same day) using Appendix 2 Notification of Concern (NOC). Two copies should be sent immediately (telephone to inform, and e-mail as indicated on the form). The copy retained within the establishment should be uploaded to the child in question's confidential records in the SEEMIS Wellbeing App. Grounds for concern should be recorded on SEEMIS Pastoral Notes.

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Following a Notification of Concern (NOC) the police will investigate and may initiate an 'Initial Referral Discussion' (IRD) through a teleconference call. The purpose of the IRD is to ensure that key agencies/services are involved in the initial sharing and analysing of information to inform a collective decision about whether a notification of child protection concern should proceed to a child protection investigation. This ensures a collective responsibility and consistent involvement by police, social work, health and education staff in sharing information and assessing risks and a single record of joint decision making.

Should the CP Coordinator make the decision to contact Social Services or the Police, the following information will be required:

- The child's name, address and date of birth
- The parent's address and current whereabouts
- Where the child is and their views, if known
- Contact details of the school
- Details of concern/alleged abuse
- Details of any other children in the household
- Whether the parents/carers are aware of the school's concerns



6. MISSING PUPILS

If a child ceases to attend school without notification and normal non-attendance procedures have failed to locate the child's whereabouts after four weeks, the CP Officer should be notified by the CP Coordinator using Appendix 6 Child Protection Procedures and Guidelines, including as much information on the child and family as possible.

If a child ceases to attend school without notification of the forwarding school, and the receiving authority fails to request records after 4 weeks, the CP Coordinator should notify the CP Officer, using Appendix 6 of Child Protection Procedures and Guidelines and, when given permission, send the pupil details using the SEEMIS system to a non-SEEMIS destination site. The Education Officer (Support for Learning) or designated officer will liaise with Social Work Headquarters, NHS Lanarkshire and Housing.

If a child is on the Witness Protection Programme, the Development Officer for Child Protection should be notified in writing. Once disclosure permission has

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been granted the child's details should be sent to a non-SEEMIS site with destination unknown.

7. WHISTLEBLOWING

Individuals may escalate a child protection concern outside of their management structure. This may be where an individual believes that their manager, senior managers or appointed child protection officer are not dealing with a child protection concern appropriately (including when allegations of harm are dismissed or minimised). It could also be where the individual suspects that a colleague who forms part of the management structure may be harming a child or young person. Any individual who has concerns about a child's wellbeing should contact their local authority social work department or Police Scotland without delay if they believe a child or young person is at risk of harm.

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APPENDICES



THE CHILD PROTECTION PROCESS

NOTIFICATION OF CONCERN (CHILD PROTECTION)

Joint Police & Social Work Investigation or no further CP action

(N.B. Following a Notification of Concern, there will be an initial discussion and assessment to decide whether the Child Protection process will proceed)

INITIAL CHILD PROTECTION CASE CONFERENCE (ICPCC)

When there are significant concerns that a child may be/or is at risk of abuse

DECISION ON REGISTRATION

The ICPCC decides whether a child or children should be placed on the Child Protection Register and whether a referral to the Scottish Children's Reporter Administration is required.

CHILD PROTECTION PLAN

MULTI AGENCY CORE GROUP

Multi agency intervention/support/protection plan

REGULAR CORE GROUP MEETINGS

A review of the Child Protection Plan to consider progress being made in protecting the child/young person

REVIEW CHILD PROTECTION CONFERENCE

A meeting to consider whether continued registration is required

DE-REGISTRATION

Ongoing support and services considered

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DESCRIPTIONS OF TERMS

Protected Adult

A protected adult is defined as an individual aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service. Protected adult is therefore a service based definition and avoids labelling adults on the basis of them having a specific condition or disability.

IRD or Inter-agency Referral Discussion

The start of the formal process of information sharing, assessment, analysis and decision-making following reported concern about abuse or neglect of a child or young person under the age of 18 years, in relation to familial and non-familial concerns. This may include discussion of concern relating to siblings or other children within the same context and can refer to an unborn baby that may be exposed to current or future risk.

Joint Investigative Interviews (JII):

These are formal interviews of children conducted by trained police officers and social workers where there is a concern that a child is a victim of, or witness to, criminal conduct, and where there is information to suggest that the child has been or is being abused or neglected or may be at risk of significant harm.

Child Protection Case Discussion

A Child Protection Case Discussion may be convened when, following a Notification of Concern being received, it is believed that a wider multi agency discussion is required to obtain all relevant agency information to inform whether the Notification of Concern proceeds to investigation.

Initial Child Protection Case Conference (ICPCC)

An Initial Child Protection Case Conference is a multi-agency meeting to consider whether a child is at risk of significant harm. This meeting must be convened within 21 days of the Notification of Concern being received. Information relevant to concerns about abuse, or risk of abuse, is shared and considered and decisions are made regarding the future protection of the child. The roles and tasks of key agency personnel are clarified at an Initial Child Protection Case Conference. A decision is made at the initial conference about whether to place the child's name on the **Child Protection Register**. If the decision is made to place the child's name on the register, a **Child Protection Plan** is agreed.

Child Protection Register

The Child Protection Register is the system in place for alerting professionals that there is sufficient concern about a child or young person to warrant an inter-agency Child Protection Plan. The local authority Social Work Services are responsible for maintaining a Register of all children who are the subject of an inter-agency Child Protection Plan, which provides a point of enquiry for professionals who are concerned about a child's wellbeing or safety. The multi-agency Child Protection Case Conference takes the decision of whether to place a child's name on the Child Protection Register. The final decision lies with the locality social work manager.

A child's name will remain on the Child Protection Register until such times as the risk to the child or young person is significantly reduced. After the Initial Child Protection Case Conference, regular reviews will take place as required until such times as the child is removed from the Register.

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Child Protection Plan

When the conference decides to place a child's name on the Child Protection Register, an inter-agency Child Protection Plan must be agreed by the conference to reduce risk to the child and provide support to the family. A **Core Group** is identified at the conference.

Core Group

Core Groups provide an important mechanism to ensure a co-ordinated approach to the protection of a child. A Core Group is set up in all cases where a decision has been reached to place a child on the Child Protection Register. The primary purpose of the group is the implementation of the Child Protection Plan. The first Core Group meets two weeks following the Initial Child Protection Case Conference.

The purpose of the Core Group is to ensure that an identified multi agency group of professionals working alongside the family, finely tune the Child Protection Plan, ensuring that the agreed tasks are being carried out and to continuously review the risk to the child or young person.

Review Child Protection Case Conference

The purpose of a review CPCC is to review the decision to place a child's name on the Child Protection Register or to consider significant changes in the child's or family's circumstances. The participants will review the progress of the Child Protection Plan, consider all new information available and decide whether the child's name should remain on the Child Protection Register. The first Review Child Protection Case Conference should be held within three months of the initial CPCC and thereafter at six monthly intervals or sooner if circumstances change. Only a review CPCC can deregister a child's name from the Child Protection Register.

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IMPORTANT CONTACTS AND TELEPHONE NUMBERS

Social Work

Airdrie Social Work	01236 757000
Social Work Emergency Services (Out of Hours)	0800 953 2424

Police

All Areas	101
The Family Protection Unit	Access via 101

Education and Families

Lindsey Mitchell, CP Development Officer	07939 284756
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