



Child Protection Policy

Rationale

Children have the right to be protected from abuse and harm at all times and in all situations. **UNCRC Articles 19 and 34**

This policy guides the school in protecting those rights to help ensure that the child is kept safe.

Aims

We want our children have the best start in life, to flourish and become:

1. Responsible citizens;
2. Successful learners;
3. Confident Individuals;
4. Effective Contributors.

All staff working in the school have a part to play in ensuring that children are safe. It is therefore essential that everyone in the school is aware of the child protection policy and the part they need to play to protect children.

Staff and volunteers in schools are well placed to observe physical, psychological or emotional changes in children that may indicate some form of child abuse. Also because of the close and trusting relationship that frequently exists between staff and pupils it may be that a child who is experiencing some form of abuse will share information in some way with them.

It is vital that all staff know what action to take should they have any concerns about a child or should they receive information which suggests that the child may be experiencing some form of abuse. The procedures outlined in this policy are designed both to safeguard the wellbeing of the child and to ensure that all school staff know how to respond if they are concerned or become aware that a child may have been abused.

Our school policy in the area of Child Protection is underpinned by the Scottish Government through **The Children's Charter** and the framework document ***Protecting Children and Young People: Framework for Standards (2004)***

The school policy aims to provide clear and unambiguous guidance for staff. Should any aspect of the policy or the guidance within it be unclear to you then please contact the Designated Person for Child Protection.

Getting It Right For Every Child



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All children and young people have the right to be cared for and protected from harm and abuse to grow up in a safe environment in which their rights are respected and their needs are met. Children and young people should get the help they need, when they need it and their wellbeing is paramount.

We set out a vision that we will:

Put the child and their family at the centre of everything we do.

Provide earlier intervention in order to ensure that all children achieve their potential.

Achieve the highest standards of joint working and collaboration to improve outcomes for children.

Take personal responsibility for ensuring that all children achieve their potential.

Focus on improving outcomes for children and young people.

Children and young people need to be **Safe, Healthy, Active, Achieving, Nurtured, Responsible, Respected and Included**. We use the **SHANARRI** or the Wellbeing Indicators in order to achieve their potential.

The work on child protection that we carry out within our school community and with partners is delivered to keep children **safe**. Where we believe that a child may be at risk we will act quickly to use our child protection procedures to keep that child **safe**. We will act to ensure that children are protected from abuse, neglect or harm at home, at school and in the community.

. Key Terms

What is child abuse and child neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family, in the community or in an institutional setting, by those known to them or, more rarely, by a stranger.

Guidelines identify five categories of child abuse :

Child Protection Guidelines

Physical Injury

Sexual abuse



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Physical neglect

Emotional abuse or neglect

Non-organic failure to thrive.

What is Child Protection?

'All agencies, professional bodies and services that deliver adult and/or child services and work with children and their families have a responsibility to recognise and actively consider potential risks to a child, irrespective of whether the child is the main focus of their involvement. They are expected to identify and consider the child's needs, share information and concerns with other agencies and work collaboratively with other services (as well as the child and family) to improve outcomes for the child.'

(National Child Protection Guidelines P37)

Procedure for the management of Child Protection in the school

a) Designated Person

Each school is required to have a designated person responsible for the co-ordination and management of all matters relating to Child Protection. In handling cases of suspected child abuse the Child Protection Coordinator works closely with staff in the school, the Council and partners such as NHS, Police Scotland and Social Work for the benefit of the child. Any member of staff who is concerned that about a possible allegation of child abuse should speak to the Child Protection Coordinator or a senior member of staff. In the absence of the Child Protection Coordinator, staff should contact any senior member staff.

Child Protection Coordinator.

/ Head Teacher

b) Procedures for school staff to follow in cases of possible child abuse



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Full details of the steps that all staff must follow in cases of suspected child abuse are given in the information below.

SCHOOL PROCEDURES: DEALING WITH POSSIBLE CHILD ABUSE

Factual

Jot down notes: date, facts, observations, verbatim speech if possible.

**NB Notes must be retained in original form for future reference.
Handwritten notes that are dated and signed by you are required.**

Contact designated member of staff

Head Teacher **or** if not available any member of SMT or class teacher.

(1) Ann Leblond (2) Johanne Gardner (3) Gillian Gallagher

Designated Staff Member

- Gather information
- Record pupil details e.g. address, DOB, name of guardian
- Check Child Protection Guidelines (Copy in HT office)



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Designated Staff Member

Contact Social Work Department

ASK FOR DUTY OFFICER

Discuss, await advice

Arrange for Social Worker to talk to child if necessary

Inform others as necessary.

Parents must not be informed if allegation involved them.

Prepare confidential file, write up report

Copy of any report to Area Education Office

1. A designated member of staff is responsible for co-ordinating action on child abuse within the establishment. Referrals should normally be through this designated person but every employee has the responsibility to make a direct referral if this is necessary.

2. Any member of staff suspecting or identifying child abuse, should, without delay, contact the designated member of staff. If contacting the designated



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person implies delay beyond the end of the school day or community education session, an assessment should be made of the child's safety and, if necessary, a direct referral should be made.

3. Where the designated member of staff judges that there is evidence of abuse or potential danger to a child then he/she must ensure that Social Work is contacted. It is important that all staff understand that investigation only needs to establish evidence of the need to investigate abuse. A full inquiry by Education staff must be avoided because collection of evidence is a specialist Police/Social Work role. Inappropriate inquiries may prevent successful prosecution.

4. If it is considered that the child required immediate medical attention, contact the Health Centre, Health Visitor, School Doctor or Wishaw General Hospital as appropriate. If there is a view that the child may risk further abuse if returned home, the Police and Social Work must be informed as soon as possible and preferably well before the end of the day.

5. In all cases, incidents should be logged, action taken and recorded in written form using [Appendix 1](#) and [Appendix 2](#)

c) Confidentiality

It is essential that staff do not promise confidentiality to a child or young person. Staff who become aware of a possible child protection case should discuss the matter only with the essential personnel referred to above. Any notes made by staff must be passed on to the designated person.

Full copies of the Child Protection guidelines and additional associated information are located in the following location:

HEADTEACHER'S OFFICE



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All staff are expected to be familiar with these guidelines and to be aware of this school policy and its associated procedures.

All staff are trained on an annual basis in child protection procedures and sign a form to ascertain their level of confidence and understanding of these procedures.

The responsibility of all adults working in the school.

It is the responsibility of all adults to implement these procedures appropriately.

To support them -

All staff will be issued with a Child Protection Information Leaflet.

Staff and students joining the school during the session will be issued with the policy and leaflet as part of their induction.

Staff will receive annual training on the policy, its operation and any amendments to it.

Children will decide for themselves if or when they will disclose information about situations which are worrying them. It is this person's role to reassure the child and gather the information which the child chooses to share with them.

The following guidance on dealing with disclosures are provided to assist staff who may have to respond, either as part of their work role or because they have been trusted by the child.

Listen to what the child has to say

Listen to what is being said, without displaying shock or disbelief

Accept what is said

Do not interrupt, if the child is swearing, for example.

Take notes



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Reassure

Reassure the child.

Do not make promises you may not be able to keep.

Don't promise confidentiality: you have a duty to refer.

Speaking to the child

Do not 'interrogate' the child for full details. You are not investigating the allegation.

Do not ask leading questions

Such questions may invalidate your evidence (and the child's) in any later prosecution in court

Do ask open questions like: *"Anything else to tell me?"*

Do not criticise the alleged perpetrator.

Do not ask the child to repeat it all for another member of staff.

Record

Make some very brief notes at the time and write them up as soon as possible.

Do not destroy your original notes in case they are required later.

Record date, time, place, any noticeable non-verbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used rather than translating them.

Do not take photographs or video any injuries or bruises. Draw a diagram to indicate the position of any bruising.

Record statements and what you observe, rather than your interpretation or assumptions.



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School Procedures

Follow the School guidelines.

Quickly contact the school Child Protection Coordinator or a senior member of staff if they are unavailable.

Ensure you have briefed the Child Protection Coordinator or a senior member of staff.

Protection of Vulnerable Groups (PVG) Checks

The PVG scheme is a Scottish Government scheme. It helps to ensure that those who have regular contact with children through paid or unpaid work do not have a known history of harmful behaviour. The school follows North Lanarkshire Council's policy on the application of the scheme. Staff and volunteers who work unsupervised with children need to be members of the PVG scheme.

5. Agreement and Review

This policy was agreed by school staff in **August 2017**.

Updates will be made and dated annually according to amendments from National or North Lanarkshire Council.