



Kirkshaws Primary School & Nursery Class

Child Protection & Safeguarding Policy

The UN Convention on the Rights of the Child underpins this policy:

Article 3: The best interests of the child must be a top priority in all things that affect children.

Article 6: Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.

Article 12: Every child has the right to have a say in all matters affecting them, and to have their views 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 28: Every child has the right to an education.

The Designated Child Protection Coordinator for Kirkshaws Primary School is:

Alison Nicolson, Head Teacher

Tel: 01236 632054

Email: ht@kirkshaws.n-lanark.sch.uk

In the event that the Head Teacher is not available, the Principal Teachers will assume the role. They can be contacted on the same telephone number.

Safeguarding & Child Protection

What is the difference?

Child Protection

Protecting a child from abuse or neglect. 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.

Safeguarding

This is a much wider concept than child protection and refers to promoting the welfare of children.

Safeguarding sits within the context of the wider Getting it right for every child (GIRFEC) approach, the Early Years Framework, and the UN Convention on the Rights of the Child (UNCRC). Child protection is part of wider safeguarding.

Our child protection & safeguarding policy applies to all teaching staff (including managers), non-teaching staff, students, volunteers (including parents/carers), sessional workers and any other adult working with or supporting the school.

The purpose of the policy is:

- To protect children from abuse and neglect and ensure the safety and wellbeing of all children in Kirkshaws Primary School.
- To provide all staff and adults with the necessary information that guides our approach to safeguarding and child protection.

What is Child Abuse and Neglect?

The Scottish Government's National Guidance for Child Protection in Scotland (refreshed in 2014) states that 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. There are different types of abuse which can be described within four main categories:

- **Physical abuse**
- **Emotional abuse**
- **Sexual abuse**
- **Neglect**

Indicators of Risk

The following circumstances are considered to be indicators that a child **may** be at increased risk of harm within their families:

- Domestic abuse
- Parental problematic alcohol and drug misuse
- Non-engaging families
- Children and young people experiencing or affected by mental health problems
- Children and young people who display harmful or problematic sexual behaviour
- Female Genital Mutilation (FGM)
- Honour based violence and forced marriage
- Fabricated or induced illness
- Sudden unexpected death in infants and children

Further detailed information on all of the above circumstances can be found within Part 4 of the National Guidance for Child Protection in Scotland 2014 (page 113). This can be accessed online at <http://www.gov.scot/Resource/0045/00450733.pdf>

The above guidance also provides information about ways in which children and young people can come to harm outside of the home and in specific circumstances e.g.

- Child trafficking
- Child Sexual Exploitation (CSE)
- Online and mobile phone safety
- Radicalisation

Kirkshaws Primary School believes that children should never experience abuse of any kind. We have a shared responsibility to promote the welfare of all children and to keep them safe. We are committed to teach and engage with young people in a way that keeps them safe and protects them.

This policy has been written on the basis of law and guidance that seeks to protect children namely:

- Children (Scotland) Act 1995
- Adoption and Children (Scotland) Act 2007
- Protection of Vulnerable Groups (Scotland) Act 2007
- The Early Years Framework 2008
- Children's Hearings (Scotland) Act 2011
- Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland May 2014
- NLC's Child & Adult Protection Procedures and Guidance 2016
- Getting it Right for Every Child

The policy should be read in conjunction with our policies and procedures on:

- Promoting Positive Relationships Policy: Working Together to Eradicate Bullying Policy
- Pupil Absence Policy
- Promoting Positive Behaviour Policy
- NLC's Child & Adult Protection Policy

- GTCS Code of Conduct
- Revised Prevent Duty Guidance for Scotland, 2015
- Protecting Scotland's Children & Young People National Policy
- National Guidance for Child Protection in Scotland May 2014

In Kirkshaws Primary School, we recognise that:

- All children regardless of age, disability, gender, race, religion or sexuality have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable due to the impact of previous or current experiences, additional support needs, communication needs or other issues.
- Working in partnership with children, parents/carers and other agencies is essential in promoting the welfare and wellbeing of all children.

We strive to keep our children safe by:

- **Ensuring the vigilance of all staff in responding to or reporting welfare or child protection concerns by adhering to advice outlined in NLC's Child & Adult Protection Procedures and Guidance File & National Guidance for CP in Scotland 2014.**
- **Ensuring all concerns are reported to a member of the School Leadership Team. This may be done in person, or using a Health & Wellbeing Concern Slip or a Pastoral Care Form.**
- **Ensuring that SMT follow advice outlined in NLC's Child & Adult Protection Policy & National Guidance for CP in Scotland 2014.**
- **When children disclose information of a concerning nature, ensuring all staff treat issues sensitively and confidentially and refrain from asking leading questions,** valuing them and respecting them in line with our school's vision, values and aims.
- Identifying a named Child Protection Coordinator within our school (Head Teacher).
- Adopting Child Protection and safeguarding practices through our procedures which are clearly understood by all staff and adults working with our children.
- Providing our children with regular opportunities to develop their understanding of safety issues in relation to the eight wellbeing indicators including e-safety, anti-bullying and equality working with relevant agencies / organisations as appropriate.
- Teaching, encouraging and supporting our children to be confident individuals and equipping them with the skills and strategies to communicate effectively and seek help when needed.
- Tracking all pupils regularly and rigorously in line with GIRFEC policy to ensure that vulnerable pupils are identified and that the needs of pupils are met through effective support, including multi agency support where appropriate.
- Monitoring the training of staff in Child Protection procedures; paying particular attention to new staff.
- Recruiting staff and volunteers safely, ensuring that all necessary checks are made.
- Recording and storing information professionally and securely and sharing confidential information sensitively.
- Communicating with and sharing concerns and relevant information with agencies, involving parents, carers and children appropriately.
- Developing positive and trusting relationships with children and their families where both feel listened to and respected.
- Ensuring that we have effective complaints procedures in place and that we respond to any concerns or complaints quickly and positively and that these are logged.
- Ensuring that we provide a safe physical environment for our children, staff and visitors by applying health and safety measures in accordance with law and regulatory guidance.

Action Guidance for all staff

What to do if you have general concerns about a child

If a member of staff is worried about a child, they should report their concerns to the Child Protection Coordinator who will follow North Lanarkshire procedures on reporting Child Protection Concerns.

If this information is more of a Care and Welfare issue, the Head Teacher will decide on the appropriate course of action. This may be:

- To monitor the situation
- To discuss the problem with the parent
- To discuss with the parent and with their consent contact another agency
- To refer to the reporter or another agency or seek advice from Social Work

Information must be as accurate as possible. If a member of staff has a concern, it should be noted on a Pastoral Care Form and kept as a record of the event/ concern. This may also be used to monitor a situation and to help identify any emerging patterns.

The SLT will complete a Notification of Concern form if referring to another partner agency.

What if a child makes a concerning disclosure?

1. Action Points for All Staff

- Immediately report any grounds for concern to the Head Teacher.
- If the HT is unavailable, report to the Principal Teachers
- Do not wait to gather evidence.
- Do not keep information secret.
- Do not discuss the matter with others.
- Follow the guidance given by the Head Teacher or Principal Teachers.
- You must provide a handwritten record of the incident.
- You must date and sign the record of the incident.
- Under no circumstances discuss your concerns with parents or carers unless instructed by SLT.

2. Supporting the Child

When a child is disclosing abuse, a member of staff 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.
- 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 or shock.
- Do not introduce personal or third-party experiences of abuse.
- Avoid displaying strong emotions.
- **As soon as possible**, record the conversation using the words of the child and any questions or comments made by yourself on a Pastoral Care Form.

3. Action points for Head Teacher (or PTs in the absence of the HT)

- Act promptly.
- Treat the grounds of 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 social worker at Coatbridge locality office (01236 622100) and follow any instructions given.
- Immediately report a medical emergency to the medical services and ensure first aid if required.
- If appropriate, contact the police.
- Alleged involvement of staff in child abuse should be reported to the Child Protection Development Officer, Education & Families (01236 812294)
- Record (on the same day) the grounds for concern and action taken using a Notification of Concern Form
- Send the report and copies as detailed on the form.
- Co-operate fully with all statutory agencies that may become involved.
- Support the child or children involved as necessary and appropriate.

Pupil Progress Records (PPRs) & Pastoral Notes

- Significant changes, events and decisions should be recorded and monitored.
- At transition stages all pupil records must be transferred to the receiving school following NLC protocols.

4. Co-operating

Education staff should co-operate fully with enquiries, investigations and support plans as directed by the HT and Child Protection Development Officer. Staff should provide reports, attend case discussions, case conferences and reviews as required.

5. What happens 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.
- Referral to another agency or service.
- Referral to an appropriate legal agency such as the Children's Reporter.
- Where Child Protection concerns are identified, a multi-agency meeting will be held to decide the best way to protect the child and support the family.

Additional Safeguarding Procedures

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children.

Examples of safeguarding –

- How pupils are taught to keep themselves safe.
- How well the school protects pupils from bullying, racist abuse, harassment or discrimination and promotes good behaviour.
- How well the school meets the need of a pupil with a medical condition - training for the likes of inhalers and Epipens.
- Pupil voice opportunities.
- Parental views – surveys at Parents' Evenings, using the school app, etc.
- Safeguarding in the Curriculum – NSPCC Childline service, online safety.

Education & Families staff have a responsibility and contractual obligation to report concerns about the welfare of a child.

All staff will be informed of their responsibilities in being alert to the signs of neglect or abuse and the procedures for referring concerns to the Designated Person – Head Teacher. This will take the form of annual Child Protection Training in August or during staff induction meetings at other times of the year.

The designated person for child protection will receive regular training.

Staff will be supported through opportunities to talk through their anxieties with the Designated Person if required and directed to the employee counselling service if required.

Ensure that a named teacher (Head Teacher) is designated for Looked After Children (LAC) and that an up to date list of children is regularly reviewed and updated.

Additional Guidelines and Procedures

All staff will be issued with North Lanarkshire's Action Guidance Leaflet which they should keep accessible for quick reference.

Parents may access the school's child protection procedures via the school handbook or website.

Written records of any concern regarding a child's safety will be kept in a file in a locked cabinet in the Head Teacher's office.

The school recognises that it does not have the responsibility to investigate cases of suspected child abuse.

Staff will co-operate with relevant external agencies in any enquiries regarding child protection matters, including representation at case conferences, core groups and multi-agency planning meetings.

Parents may be advised of the intention to refer to Social Work and their views and co-operation sought, unless we have good reason to believe that to do so would place a child at greater risk of harm.

All staff will make it clear to any child disclosing information that they cannot guarantee confidentiality, but they will only pass the information on to the people that can help them.

Information concerning children at risk will be shared with all members of staff on a "need to know" basis. The Designated Person will make a judgement in each individual case about who needs and has a right to access particular information.

Where there are concerns about a child, a teacher may be asked to keep a log of observations for Pastoral Notes. This will be kept securely, separately from generally accessible pupil and class records. The Head Teacher will transfer this information to Click and Go Pastoral Notes and be responsible for maintaining chronologies if required.

All records are subject to General Data Protection Regulations (2018).

Staff and Volunteer Recruitment

Staff working in Kirkshaws Primary & Nursery Class have been part of North Lanarkshire's recruitment and Selection Procedures. They have been checked by the PVG system in place at the point of employment. All volunteers coming in to school regularly to work directly with children, or lead after school clubs, should have current PVG certificates.

Attendance and absence procedures.

Each child's attendance is recorded on the SEEMiS system for registration. At any time SLT and office staff can obtain a summary of a child's attendance. If there are any concerns regarding a child's attendance or absence, the class teacher should speak to the SMT and note their concern.

In the first instance, parents are notified by letter accompanied by this summary and asked to support the school in ensuring regular attendance at school. Should the situation continue to be a concern the parents will be invited to a meeting with the Head teacher to create an action plan. Under current COVID-19 restrictions, such meetings will take place using the telephone, not face-to-face.

The school has clear procedures for the notification of absence and parents are reminded of this on a regular basis through correspondence. It is the parent's responsibility to notify the school by telephone on the first morning and to keep the school office updated.

A note is made by the office staff and details are entered onto the absence sheet. The office staff inform the class teacher of parental calls and relevant information. Staff complete a pupil register each day and this is sent to the office for recording in SEEMiS.

The register is checked by office staff and if no contact has been made by parent or guardian, the school office staff will text then telephone the parent or carer to make sure that the child is safe.

If contact cannot be made with the parents, emergency contact details will be used. If no contact can be made, members of the SLT may visit the home. If there is a Child Protection or Care and Welfare concern the relevant agency will also be contacted. This may be Social Work or Police Scotland.

Responsible User Agreement

On enrolment, parents are asked to give permission for their children to use the internet safely within school and that photographic images may be used for educational purposes. If at any time parents or carers wish to withdraw his permission this can be done by contacting a member of the SLT.

Children are given guidance on the safe use of the internet and are directed to the potential dangers of putting personal details onto the web as part of the Personal Safety element within our Health and Wellbeing Programme.

Mobile Phones

Children are asked not to use their mobile phones during school time and must keep them switched off and in school bags. They are not allowed to take them into the playground. Where a mobile phone is seen within the school, it will be handed in to the school office for collection at the end of the day. Where appropriate, parents will be informed and asked for their support in helping to keep their children safe. Children should not take photographs or video footage of any school activities on personal mobiles without permission from staff.

Complaints Procedure

Any complaints or concerns that a member of staff has been involved in any form of child abuse must be reported without delay to the Head Teacher (or, if the head is the subject of the suspicion or complaint, the report should be to the Executive Director, Education & Families).

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