

Knowetop Primary School and Visual Impairment Service



Child Protection and Safeguarding policy



Knowetop Primary School

Knowetop Avenue

ML1 2AG

Twitter: @KnowetopPrimary

Email: Enquiries-at-knowetop@northlan.org.uk



Our Vision: Through Education with Imagination, we will Challenge, Achieve, and Excel.

RATIONALE

"Every adult in Scotland has a role in ensuring that all children live safely and can reach their full potential. Duties to protect children are enshrined in law for some agencies, particularly the police and social work. However everyone involved in working with children has a fundamental duty of care towards them. Protecting children and young people and meeting their needs is 'everyone's job'"

What is Child Protection?

There may be many issues which cause staff low-level concern about a child's welfare. Appropriate care and welfare forms should be completed and shared with your line manager so that appropriate actions can be taken in relation to these. More serious concerns relating to formal Child Protection issues should follow the advice contained within this policy. Anything that would prevent a child from growing up in a caring and safe environment is considered a child protection issue. We have a duty to respond to concerns and it is everyone's responsibility to protect children and young people from physical or emotional harm. There are the procedures we have to follow.

Aims of this policy

- To support the development of the whole child as an individual by promoting security, confidence and independence.
- To raise awareness of 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.
- To ensure that good communication between all members of staff is fostered.

- To develop and promote effective working relationships with other agencies, especially Social Services and Police Scotland.
- To ensure all adults working within the school with access to children have undergone the appropriate checks to establish their suitability for working with children.

Child Protection Procedures

Knowetop Primary School will ensure that:

- The Head Teacher, Mr Gordon Murray, holds the designated role of Child Protection Officer and that he receives regular Child Protection training. This information, including his photograph, is displayed at the school office.

- During the Head Teacher's absence, the school's Depute Head Teachers Mrs Pamela Smith or Mrs Cheryl Mosley will act on his behalf, having received appropriate training.
- All members of staff know:

the name of the Child Protection Co-ordinator (and designated depute co-ordinator)

that they have an individual responsibility for referring child protection concerns to the Head Teacher (or Depute Head Teacher) as soon as can reasonably be considered possible

- All members of staff are required to complete any current training required by the local authority and have this signed off by the Head Teacher. In addition to this, all staff receive annual refresher training which includes: their personal responsibilities in relation to child protection, the school's specific child protection procedures and how to support and respond to a child who tells of abuse.

All matters relating to child protection remain confidential. Information about a child will only be disclosed to members of staff on a need to know basis

- Parents/carers are aware of the responsibilities of staff with regard to Child Protection

- Parents/carers are aware of the role they play in child protection and understand that good communication between parents/carers and the school is vital to this

- Parents/carers are aware of this policy and have access to a copy

- All new members of staff are made aware of Child Protection procedures during their induction to the school and are provided with a copy of this policy

Visitors to the school sign in and out and wear a visitor badge.

- All adults within the school with access to pupils undergo the appropriate checks to establish their suitability for working with children

- The Child Protection policy is reviewed and, where appropriate, updated.

Recognising Child Abuse

In order to protect children and young people from abuse, all those working around children and their families should have some understanding of child protection issues and be confident in the recognition of and response to child abuse.

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 (previously known as Munchausen by proxy)
- Sudden unexpected death in infants and children.

It is not necessary to register a child or young person under a specific category of abuse in Scotland. Instead, a number of areas, listed below, form part of a whole host of indicators of concern and assist in identifying when child abuse has or is likely to occur.

- Physical abuse
- Emotional abuse
- Sexual abuse and Child sexual exploitation (CSE)
- Criminal exploitation
- Child trafficking
- Neglect
- Female genital mutilation
- Forced marriage

These are described in detail in the appendices of this policy. It is vital that all Knowetop staff take the time to familiarise themselves with those signs which could potentially arouse concern and require action to be taken.

Responding to a Child Protection Concern

Everyone who works with children or young people has an important role in keeping them safe. Any individual could identify a concern that a child or young person may be at risk from abuse, neglect, exploitation or violence. 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
- A child's appearance, behaviour, play, drawing or statements cause suspicion of abuse
- A child reports an incident of abuse that happened some time ago
- Staff witness abuse.

When receiving a disclosure from a child or young person it is important to:

- support them to tell their story and listen to what they say
- avoid asking probing or speculative questions or interpreting what they say
- just write down what is said as far as possible in the language that they use
- tell them that you can't keep the information they have shared secret, but the only people you will inform are people that will help them

What action should you take?

- Any grounds for concern should be reported immediately to the Child Protection Co-ordinator. On no account should staff tell a parent/carer 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 Child Protection Co-ordinator 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 Child Protection Co-ordinator 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.
- It is essential that there is no delay in initiating child protection procedures even where the Child Protection Coordinator is absent or not available. In such circumstances, staff should speak to the Depute Head Teachers.
- Concerns about risk to a child or young person should be reported by the HT/DHT without delay to social work or, in situations where risk is immediate, to Police Scotland.

As the designated Child Protection Officer, the Head Teacher will:

- work closely with the Depute Head Teachers to ensure that they can act effectively as Deputy Child Protection Officers in his absence.
- adhere to national guidance and North Lanarkshire Council's Protection procedures by referring children to Social Services or Police Scotland if there are concerns about their safety or wellbeing.
- ensure that in the case of a referral to Social Services, 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)
- A copy should be sent to the designated local authority personnel and a copy retained by the school, stored in a confidential incident file.
- ensure that the progress of any child for whom a protection referral has been made is monitored closely.
- store Child Protection records confidentially in the SEEMIS Wellbeing app.
- monitor the attendance of children on the Child Protection register and notify Social Services immediately if there is an unexplained absence of a pupil.
- attend IRDs and all other relevant Child Protection meetings (or, if necessary, send the Depute Head Teacher on their behalf).
- submit written reports to Social Services or the Children's Reporter on request within the agreed time limits.
- liaise with other agencies to safeguard children.

Data Protection

General Data Protection Regulations (GDPR) Statement for Education

What is this statement? This statement explains when and why we collect personal information about you, your child or young person and how this information is used, the conditions under which it may be disclosed to others and how it is kept secure.

Who are we? North Lanarkshire Council is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Education, and Families is located in Civic Centre, Motherwell ML1 1AB

Why do we need your personal information and that of your child or young person? The Council has a legal obligation to deliver an effective education service to all children and young people in North Lanarkshire. In order to do this we need to collect personal information about children, young people and their families so that we can help them to learn and keep them safe.

Legal basis for using your information: We provide this service as part of our statutory function as your Local Authority.

Processing your personal information is necessary for the performance of a task carried out in the public interest by the Council. If the information we have asked for is not provided, then we will not be able to provide this service to your child or young person.

Your personal information: Education uses the national IT system, SEEMIS, to store personal information electronically. We ask parents/carers during registration and enrolment to provide us with their child's name, date of birth, gender, address, family contact details (phone/email).

We will also ask you to update this information annually. We may also ask you for information about medical conditions, additional support needs, religion, and ethnicity. We may also record information you might wish to provide about your family circumstances. We require this information to ensure children and young people are educated appropriately, supported, and that we take account of their health and wellbeing. During a child's journey through education a pupil's record is kept, this core record is mainly paper based and is stored securely in the child or young person's establishment. If the establishment has requested assistance from educational staff outwith the nursery or school, key staff from these services may also store information securely about your child or young person.

How will we use this information? Your personal information will be used:

- to enrol your child or young person in nursery or school
- to provide your child or young person with an appropriate education
- for teaching, assessment and planning purposes and to monitor educational progress of children and young people
- to support pupil learning, improve outcomes and identify where additional support is needed to help children and young people
- to provide appropriate pastoral care to support health and wellbeing of children and young people
- to keep children and young people safe
- to maintain records e.g. of attendance, absence, attainment and behaviour of children and young people (including exclusions)
- to support children and young people during transitions when moving on each year from nursery to primary, primary to secondary and when they move or leave school
- to enable schools and establishments to process personal data in support of SQA and Further Education
- to monitor and report on pupil attainment and achievement in relation to the national improvement framework issued by the Scottish Government
- to assure the quality of our education services in line with national expectations from Education Scotland

- when we require to contact you by post, email, telephone or text.

Who do we share information with? To support your child or young person's access to appropriate education and meet our legal obligations, personal information may be shared internally between Services of the Council. From time to time, education staff may also need to share information about you, your child or young person with another person from another agency or service, e.g. Social Work, Health. We also share information with Scottish Government and bodies such as Education Scotland, Scottish Qualifications Authority, Skills Development Scotland and other organisations that support children and young people's learning. When a child or young person moves or transfers to another school the Council has an obligation to pass on information with regards to pupil records to the new school. Only identified staff and those who require to have the information to enable them to carry out their job, will have access to you, your child or young person's information. We care about the information we hold in respect to the education of children and young people. We will keep this information safe and secure.

How long do we keep your information for? We only keep personal information for the minimum period of time necessary. Sometimes this is set out in law, but in most cases it is based on what we need to fulfil our function. We maintain a 'records retention and disposal schedule' which sets out how long we hold different types of information for. You can view this on our website at <http://www.northlanarkshire.gov.uk/index.aspx?articleid=15003>

The Council's Data Protection Officer: If you have any questions or are unhappy about the way that we use the personal information of your child, young person or yourself you can contact the Data Protection Officer. Data Protection Officer (DPO) Civic Centre, Windmillhill Street, Motherwell ML1 1AB or by email to AITeam@northlan.gov.uk.

Missing Pupils

Children missing from education include those of compulsory school age who are not on a school roll and are not being educated otherwise (at home, privately or subject to any alternative educational provision). It may also include those who have not attended school for a period of time. School staff should be aware of the role of the Children Missing from Education Co-ordinator and work in line with the Children Missing from Education Service Guidance (2022), which contains resources and Children Missing from Education contacts. The Children Missing from Education (Scotland) Service provides guidance and advice on good practice concerning cases of children missing from education, and checks the national Management Information System (SEEMiS) to see if the child has enrolled at

another publicly funded school in Scotland. The CME Service facilitates agreements between local authorities, national agencies and partners in England, Wales, Northern Ireland and Ireland to allow exchanges of information, and will support local authorities in using these agreements.

If a pupil at Knowetop ceases to attend school without notification and normal non-attendance procedures have failed to locate the child's whereabouts after four weeks, North Lanarkshire's Child Protection Officer should be notified by the Head Teacher 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 with notification of the forwarding school, and the receiving authority fails to request records after 4 weeks, the Head Teacher should notify the appropriate North Lanarkshire Council personnel. If a child is on the Witness Protection Programme, the Development Officer for Child Protection should be notified in writing. Once disclosure permission has been granted the child's details should be sent to a non-SEEMIS site with destination unknown.

Appendices

1. What is child abuse and child 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.

Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

There may be some variation in family, community or cultural attitudes to parenting, for example, in relation to reasonable discipline. Cultural sensitivity must not deflect practitioners from a focus on a child's essential needs for care and protection from harm, or a focus on the need of a family for support to reduce stress and associated risk.

Emotional abuse

Emotional abuse is persistent emotional ill treatment that has severe and persistent adverse effects on a child's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm. Emotional abuse is present to some extent in all types of ill treatment of a child, but it can also occur independently of other forms of abuse. It may involve:

conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person

- exploitation or corruption of a child, or imposition of demands inappropriate for their age or stage of development
- repeated silencing, ridiculing or intimidation
- demands that so exceed a child's capability that they may be harmful
- extreme overprotection, such that a child is harmed by prevention of learning, exploration and social development
- seeing or hearing the abuse of another (in accordance with the Domestic Abuse (Scotland) Act 2018)

Sexual abuse

Child sexual abuse (CSA) is an act that involves a child under 16 years of age in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

For those who may be victims of sexual offences aged 16-17, child protection procedures should be considered. These procedures must be applied when there is concern about the sexual exploitation or trafficking of a child.

The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of indecent images, in watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation (CSE)

A form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a person under 18 into sexual activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact. It can also occur through the use of technology. Children who are trafficked across borders or within the UK may be at particular risk of sexual abuse.

Criminal exploitation

Criminal exploitation refers to the action of an individual or group using an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or for the financial or other advantage of the perpetrator or facilitator. Violence or the threat of violence may feature. The victim may have been criminally exploited, even if the activity appears consensual. Child criminal exploitation may involve physical contact and may also occur through the use of technology. It may involve gangs and organised criminal networks. Sale of illegal drugs may be a feature. Children and vulnerable adults may be exploited to move and store drugs and money. Coercion, intimidation, violence (including sexual violence) and weapons may be involved.

Child trafficking

Child trafficking involves the recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years for the purposes of exploitation. Transfer or movement can be within an area and does not have to be across borders. Examples of and reasons for trafficking can include sexual, criminal and financial exploitation, forced labour, removal of organs, illegal adoption, and forced or illegal marriage.

Neglect

Neglect consists in persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. There can also be single instances of neglectful behaviour that cause significant harm. Neglect can arise in the context of systemic stresses such as poverty and is an indicator of both support and protection needs. 'Persistent' means there is a pattern which may be continuous

or intermittent which has caused, or is likely to cause significant harm. However, single instances of neglectful behaviour by a person in a position of responsibility can be significantly harmful. Early signs of neglect indicate the need for support to prevent harm. The GIRFEC SHANARRI indicators set out the essential wellbeing needs. Neglect of any or all of these can impact on healthy development. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); to protect a child from physical and emotional harm or danger; to ensure adequate supervision (including the use of inadequate caregivers); to seek consistent access to appropriate medical care or treatment; to ensure the child receives education; or to respond to a child's essential emotional needs. 1.46 Faltering growth refers to an inability to reach normal weight and growth or development milestones in the absence of medically discernible physical and genetic reasons. This condition requires further assessment and may be associated with chronic neglect.

Malnutrition, lack of nurturing and lack of stimulation can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. For very young children the impact could quickly become life-threatening. Chronic physical and emotional neglect may also have a significant impact on teenagers.

Female genital mutilation

This extreme form of physical, sexual and emotional assault upon girls and women involves partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. Such procedures are usually conducted on children and are a criminal offence in Scotland. FGM can be fatal and is associated with long-term physical and emotional harm.

Forced marriage

A forced marriage is a marriage conducted without the full and free consent of both parties and where duress is a factor. Duress can include physical, psychological, financial, sexual, and emotional abuse. Forced marriage is both a child protection and adult protection matter. Child protection processes will be considered up to the age of 18. Forced marriage may be a risk alongside other forms of so called 'honour-based' abuse (HBA). HBA includes practices used to control behaviour within families, communities, or other social groups, to protect perceived cultural and religious beliefs and/or 'honour'

2. Child Protection Process

Below, is the process for when a notification of concern is completed for a pupil.

NOTIFICATION OF CONCERN (CHILD PROTECTION)

This should be done by calling Motherwell Social Work Child & Families and by emailing the form to motherwellchildcareduty@northlan.gov.uk Following a Notification of Concern, there will be an initial discussion and assessment to

decide whether or not the Child Protection process will proceed (Joint Social Work & Police Investigation or no further CP action)

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

3. Description of Terms

Initial Review Discussion (IRD)

An Initial Review Discussion may be convened when, following a Notification of Concern being received, it is believed that a wider multi agency discussion is required in order 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 or not 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 multiagency Child Protection Case Conference takes the decision of whether or not 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.

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.

Social Work

Motherwell Social Work Child & Families:

01698 332100

motherwellchildcare@northlan.gov.uk

Out of Hours support: 0800 953 2424