



**Our Lady of Good Aid
Cathedral Primary School
& Nursery Class**



Child Protection & Safeguarding



Updated August 2023

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INTRODUCTION



*“We are God’s masterpiece, his work of art. We were created to live lives filled with good works which God prepared in advance for us to do.”
(Ephesians 2: 10)*

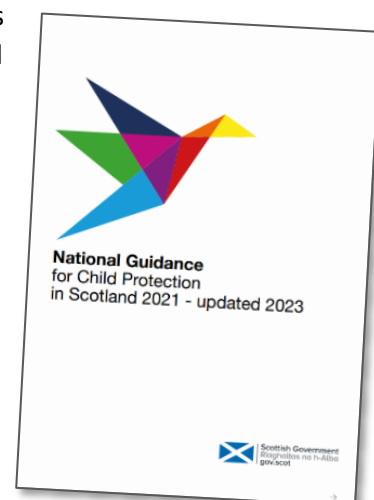
Every human being is precious and has value, for God has created each of us in his own image and likeness.

OLGA Cathedral Primary School & Nursery Class School recognises and honours the personal dignity, voice and rights of all, particularly the precious children God has entrusted to the care of our school community. We are wholeheartedly committed to ensuring all pupils are protected from harm, not only in school, but in each and every place where they live their young lives; this includes the digital world.

Cathedral Primary School & Nursery Class provides a safe, positive and nurturing environment in which children can grow in their physical, emotional, social, academic, spiritual and moral development. We recognise the vital contribution Cathedral Primary School & Nursery Class makes to safeguarding pupils from harm and take great care to carry out our statutory responsibilities actively and conscientiously in partnership with all other concerned parties.

This policy applies to all Cathedral staff, all visiting adults (e.g. peripatetic music teachers, students) and all volunteers. Parents/carers and other adults associated with the school may also contact the Head Teacher should they have any concerns regarding the care and welfare of a Cathedral child.

This policy reflects and should be read and implemented in conjunction with the **National Guidance for Child Protection 2021 (updated 2023).**



AIMS OF 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

Figure 1: Expectations from children who may be involved in child protection processes.



Figure 2: Expectations from parents who may be involved in child protection processes.



WHAT IS CHILD PROTECTION?

'Child Protection' refers to 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. 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.

HELPING PREVENT CHILD ABUSE

Cathedral Primary School & Nursery Class recognises that developing the necessary qualities within both the children themselves and the school as a whole can support the prevention of child abuse. Cathedral Primary School & Nursery Class 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.
- including in the curriculum activities and opportunities which equip children with the skills they need to stay safe from abuse and ensure they know who to turn to for help.
- including in the curriculum materials which will help children develop appropriate views and attitudes to the responsibilities of adult life, particularly regarding the care of children.

The above are integral to *Getting It Right For Every Child* (GIRFEC) and are facilitated and delivered through Cathedral Primary School & Nursery Class's pastoral care procedures and the school's Nursery – P7 Health & Wellbeing programme.

CHILD PROTECTION POLICY AND PROCEDURES WITHIN CATHEDRAL PRIMARY SCHOOL & NURSERY CLASS

The school's procedures for safeguarding children are in line with the most recent national guidelines (2023).

Cathedral Primary School & Nursery Class School will ensure that:

- The Head Teacher holds the designated role of Child Protection Officer and that s/he receives regular Child Protection training. This information, including a photograph of the Head Teacher, is displayed at the school and nursery entrances.
- During the Head Teacher's absence, the school's Depute Head Teacher will act on his/her 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 statutory 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
 - how to support and respond to a child who tells of abuse

- any appropriate legislation relating to Child Protection
- 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
- Entry to the school premises is controlled by an electronic door. Visitors to the school sign in and out, wear a visitor badge and are required to read the school's Child Protection and Safeguarding leaflet.
- 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 annually

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

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.

Further detailed information on all of the above circumstances can be found in the ***National Guidance for Child Protection in Scotland 2021 (updated 2023)***. This can be accessed online via the link below:

<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2023/08/national-guidance-child-protection-scotland-2021-updated-2023/documents/national-guidance-child-protection-scotland-2021-updated-2023/national-guidance-child-protection-scotland-2021-updated-2023/govscot%3Adocument/national-guidance-child-protection-scotland-2021-updated-2023.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 such as:

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

Further detailed information on these and other specific circumstances can also be found within Part 4 of the National Guidance (Page 139).

Since 2011, it has not been 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 Cathedral staff take the time to familiarise themselves with those signs which could potentially arouse concern and require action to be taken.

RESPONDING TO AND REPORTING 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

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

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 Head Teacher. 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 Head Teacher 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 Head Teacher is absent or not available. In such circumstances, staff should speak to the Depute Head Teacher.
- ✓ 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.

THE ROLE OF THE HEAD TEACHER

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

- work closely with the Depute Head Teacher to ensure that they can act effectively as Deputy Child Protection Officers in his/her 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.

- 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 Head Teacher/Depute Child Protection Co-ordinator

- 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 Scotland, 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) A copy should be sent immediately to the appropriate local authority personnel (telephone to inform, scan and email, followed by a hard copy), following NLC protocol. The copy retained in the establishment should be stored in the confidential child file, located in the Head Teacher's office. Grounds for concern should be recorded on Seemis Pastoral Notes.

Should the Head Teacher make the decision to contact Social Services or Police Scotland, 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

SUPPORTING PUPILS WHO HAVE EXPERIENCED OR WITNESSED ABUSE

Cathedral Primary School & Nursery Class recognises that when children are the victims of abuse or witness domestic violence, their self-esteem and sense of self-worth can be adversely affected. The school may be the only stable, secure and predictable element in the lives of children at risk. However, when at school, the behaviour of these children may be challenging and defiant or, in contrast, they may become withdrawn. All Cathedral staff will, therefore, always consider the underlying root or cause of children's behaviour.

Cathedral Primary School & Nursery Class understands that part of the school's role is to help children combat the feelings of helplessness and self-blame which they may experience in situations involving abuse. We can do this by maintaining a positive school ethos where children feel valued, safe and secure, where they are encouraged to talk and where staff always take the time to genuinely listen.

Cathedral Primary School & Nursery Class will endeavour to support pupils with difficulties through:

- continued monitoring of their development, overseen and co-ordinated by the Head Teacher in collaboration with other staff working directly with the child
- maintaining up-to-date records and notifying Social Services as soon as there is a recurrence of a concern
- on-going close collaboration with parents/carers
- liaison with appropriate and trustworthy statutory and voluntary agencies who may be able to support the pupil
- staff adhering to the school's Positive Behaviour policy to help ensure a consistent approach to dealing with behaviour which does not risk damaging the child's sense of self-worth.

SPECIFIC CHILD PROTECTION/SAFEGUARDING ISSUES RELATING TO STAFF

Staff support

Cathedral Primary School & Nursery Class understands that staff who have been involved with a child who has been abused or appears at risk of harm may find the situation stressful and upsetting. Support will be given to staff by providing an opportunity to talk with the Head Teacher about their anxieties and reflect on possible outcomes. If appropriate, external support will be sought via the local authority's Staff Welfare Officer.

Allegations against staff

Cathedral Primary School & Nursery Class is aware that a pupil may make an allegation against a member of staff. In such cases, the member of staff will be informed immediately by the Head Teacher who will carry out an investigation and, if necessary, refer the matter to the Education & Families Manager. Should the allegation made to a member of staff involve the Head Teacher, the member of staff should immediately inform the Education & Families Manager.

Whistle-blowing

This policy allows staff to escalate a Child Protection concern outside of Cathedral's management structure should an individual believe the Child Protection Coordinator (Head Teacher) is 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 Leadership Team 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

Physical contact with pupils

Whilst it would be unrealistic to prohibit all physical contact between adults and children, Cathedral staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misrepresentation. If it becomes necessary to physically restrain a pupil for their own or others' safety, this should be in line with the local authority's policy on physical restraint. The Head Teacher will be informed on the same day and a record will be entered in SEEMIS.

One-to-one contact with pupils

For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. Other than in formal teaching situations (e.g. musical instrument tuition or a counselling session), the door to the room in which a meeting is taking place should be left open.

Administering First Aid

First aid will only be administered by qualified first aiders. All first aid and routine hygiene care will be appropriately recorded. If it is necessary for the child to remove clothing for this treatment, there should be an adult of the same gender as the child present.

Photographing pupils

Any photograph of a pupil (e.g. for the purpose of recording their progress or a particular achievement, for School App or the school website) should be taken using a school camera or device. Staff members should not use personal devices as per updated NLC guidance August 2022.

Contact with pupils outside school

School staff should be alert to the possible risks which might arise from contact with pupils outside of school. If in doubt, they should speak to the Head Teacher.

GENERAL DATA PROTECTION REGULATIONS

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>

Your rights under GDPR: You can:

- Request access to your information – you have the right to request a copy of the personal information that we hold about you, your child or young person. You can ask us to confirm what personal information is being used and with whom it has been shared with.
- Request a correction to your information – we want to make sure that all personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information that you believe does not meet these standards.

- Request the restriction of processing – this enables you to ask us to suspend the processing of personal information about you, your child or young person, for example if you want us to establish its accuracy or clarify the reason for processing it.
- Request the transfer – you can request the transfer of your information to another party.
- Deletion of your information – you have the right to ask us to delete personal information about you, your child or young person where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of personal information
 - or, use of personal information is contrary to law or our legal obligations.

If you wish to update any personal information, retrieve it, or have it removed from records please contact your child or young person’s head teacher or head of establishment in the first instance.

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

Cathedral Primary School & Nursery Class will always adhere to North Lanarkshire Council’s protocols on obtaining consent and information sharing.

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 Cathedral pupil 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.

THE ROLE OF THE LOCAL COMMUNITY

The community as a whole has responsibility for the wellbeing of Cathedral pupils. Members of the public should remain alert to circumstances in which children and young people may be harmed. Individuals can assist the school and other agencies by bringing cases to their attention. Relatives, friends and neighbours of children and young people are particularly well placed to do so, but they must know what to do if they are concerned.

Because of the difficult and sensitive nature of the situation, people must be confident that any information they provide will be treated in a sensitive way and used only to protect the interest of the child. They should know that early action on their part is often the best way of helping a family stay together as well as protecting the child.



APPENDICES

What is child abuse and child neglect?

1.33 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

1.34 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.

1.35 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

1.36 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

1.37 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.

1.38 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.

1.39 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.

1.40 **Child sexual exploitation** (CSE) is 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

1.41 **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

1.42 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

1.43 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.

1.44 '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.

1.45 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.

1.47 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

1.48 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

1.49 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'

New Child Protection Paperwork

Appendix 2 (Notification of Concern)

This paperwork remains unchanged, as do the procedures for raising a Notification of Concern.

Appendices 2b, 3 and 4

All of the above forms have now been replaced with the new Outcome of NoC form. After raising or receiving a Notification of Concern you should complete the relevant section(s). Send the Outcome form to the Child Protection Officer and save the form for future use. As the child protection process progresses you should complete the relevant sections using the same form, sending a copy after every update, until the process is complete.

Flowchart

See following page

Contacts

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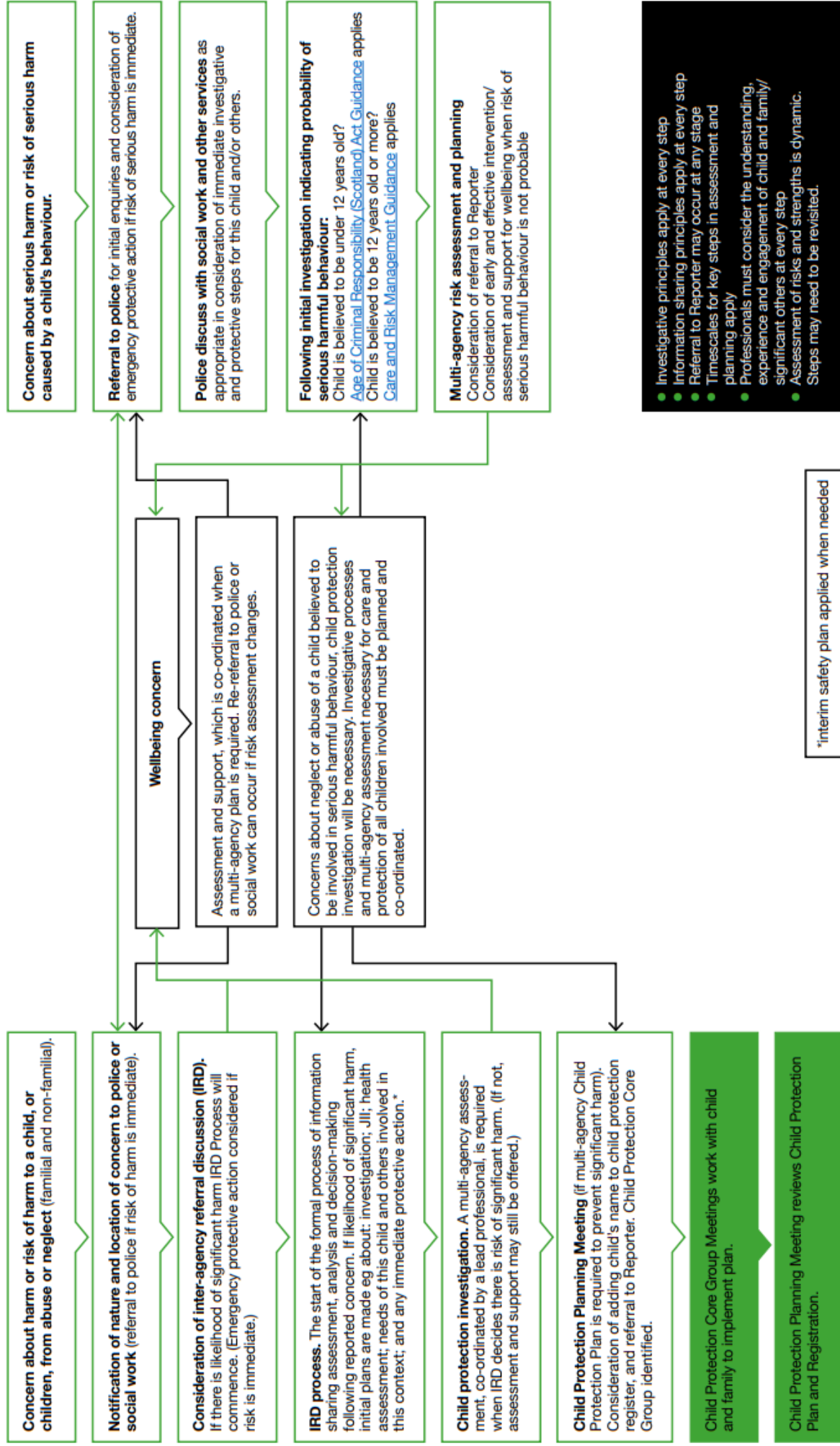
NLC Child Protection

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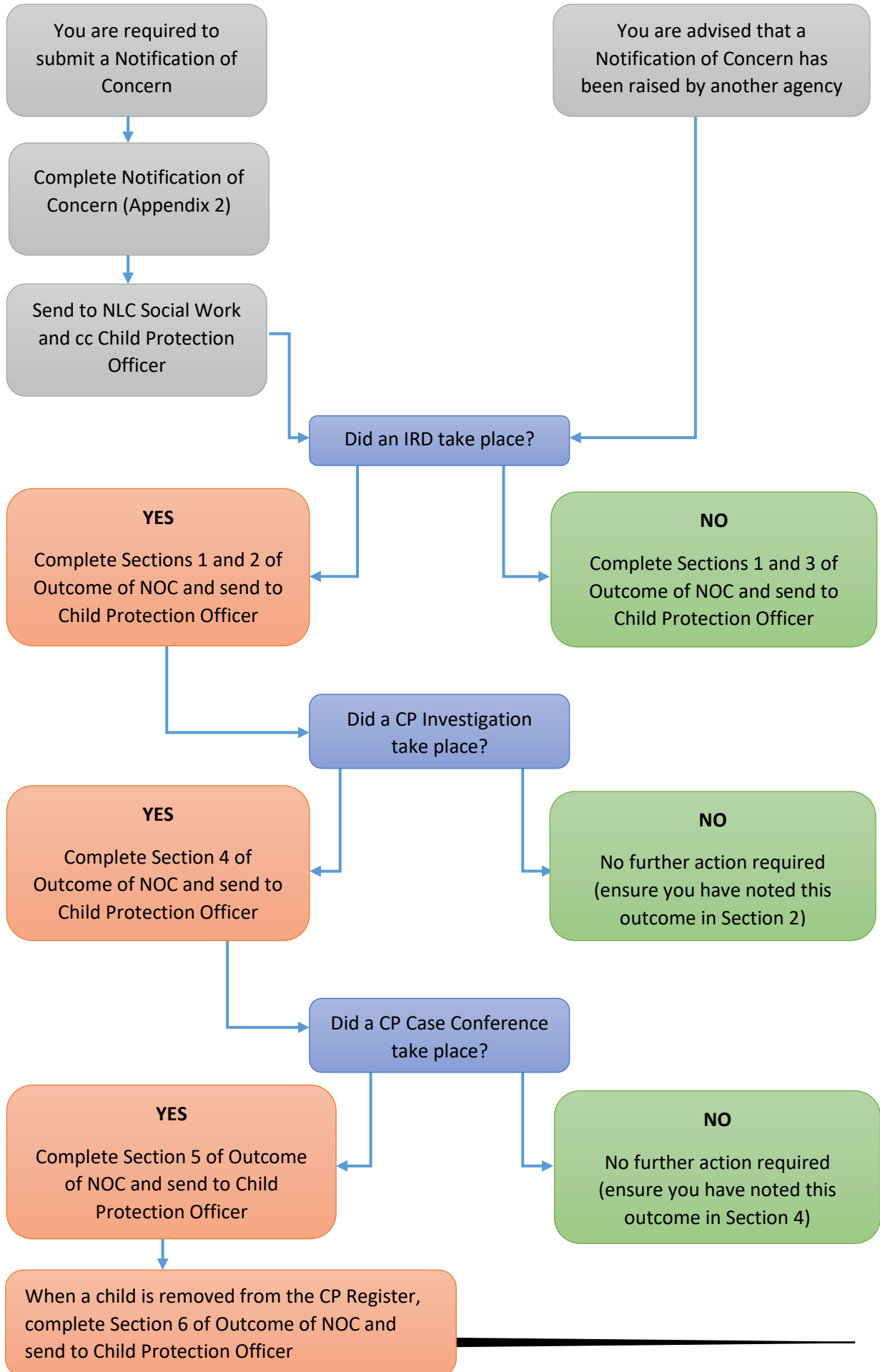
gw17williamsonlynn@glowmail.org.uk

07583 130229

Child Protection Process



Outcome of NoC Flowchart



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

DESCRIPTIONS 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 multi-agency 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.

IMPORTANT CONTACTS AND TELEPHONE NUMBERS

Social Work

Motherwell Social Work Child & Families: 01698 332100

motherwellchildcare@northlan.gov.uk

Out of Hours support: 0800 953 2424

Police Scotland

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