

# St Michael's Primary School



## Child & Adult Protection Policy

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# Getting it Right for Every Child



## **St Michael's Primary School – Child & Adult Protection Policy**

All children have a right to be protected from abuse and neglect, therefore child protection is the responsibility of everyone. The shared responsibilities of Learning and Leisure Services and other agency employees are to protect children from abuse and exploitation, to respond appropriately when abuse is identified and to ensure whenever possible that all children are able to exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers. It is the clear responsibility of all those involved in our school to adopt good practice throughout their work. **(For further information refer to NLC Management Circular C5 and Gen 109-18 Adult Protection Reporting Procedure - Revised March 2018 on First Class)**

### **Aim**

The aim of this policy is to provide advice and guidelines for staff in relation to issues of child protection and the health and wellbeing of the children in our school. The main purposes of the policy are:

- to raise staff awareness of the categories of abuse and the indicators which could signify that abuse is taking place
- to identify the roles and responsibilities in the care and protection of our pupils
- to provide guidance and support to staff in carrying out their role and responsibilities in the protection of our pupils

### **Procedures**

- all staff are issued with a copy of the Child Protection Action Guidance Leaflet and receive an annual Child Protection update on August in-service days. A copy is also displayed on the staff noticeboard
- in addition, new staff are also required to complete the 'Understanding Child Protection Self Learning Pack' and have this signed off by the Head Teacher

- the procedures outlined in this policy must be followed meticulously at all times and by all staff and should be implemented in conjunction with **NLC Child and Adult Protection Procedures and Guidance**. A copy of this guidance is available for all stakeholders in the Staff Room.

### **What is child abuse and neglect?**

The Scottish Government's National Guidance for Child Protection in Scotland (2014) states that abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or be failing to act to prevent, significant harm to the child. This online document provides the following definitions of some of the ways in which children may experience abuse.

- Physical abuse - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating
- Emotional abuse - may involve conveying to a child that they are worthless, unloved or inadequate, they may be constantly criticised, ignored, humiliated. Some level of emotional abuse is present in all types of ill treatment of a child but can occur independently of other forms of abuse.
- Sexual abuse - involves forcing or enticing a child to take part in sexual activities which may involve physical contact but which also applies to non-contact sexual activities such as involving children in looking at, or in the production of, indecent images. It includes using sexual language to a child or encouraging them to behave in sexually inappropriate ways.
- Neglect - may involve a parent or carer failing to provide for a child's basic needs, failing to protect a child from physical harm or danger, not ensuring access to appropriate medical care or treatment. Neglect also incorporates 'non-organic failure to thrive' where a child has significantly failed to meet their normal development and growth milestones and there are no known genetic or medical reasons for this.

### **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

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

### **UK Government Counter Terrorism Awareness**

Contest is the overarching UK Government Counter Terrorism Strategy. It contains four work streams known as the 4 P's i.e. Pursue Prevent Protect Prepare. PREVENT is the strategy published in 2011 as part of context. Key risk factors to be taken into account are ideologies. Is the child using language/engaged in activities to suggest they are at risk from being involved or drawn in to any type of radicalisation.

### **Roles and Responsibilities**

At St Michael's Primary School, Mrs Karen Greechan, Head Teacher has overall responsibility for all child protection issues. These responsibilities include the following:

- ensuring that the North Lanarkshire Child and Adult Protection Procedures and Guidance are brought to the attention of all staff on an annual basis, that staff have access to the guidance and are issued with the Child Protection Action Guidance Leaflet and that a copy of the leaflet is displayed on the staffroom wall
- ensuring that all staff know the name of the child protection co-ordinator in the establishment and who to speak to in her absence
- developing establishment policy and practice to meet national and local authority guidance
- ensuring child protection training for all staff
- developing a school ethos and learning opportunities which promote the safety and wellbeing of all children
- completing and returning all Child Protection paperwork as outlined in local guidance

### **All Staff**

It is everyone's responsibility to keep children safe therefore **all** school staff have an active role to play within this establishment. In terms of child protection, staff should be aware of the following grounds for concern, which can arise from a wide range of circumstances but will generally be covered by the following events:

#### **Grounds for Concern:**

- a child states that abuse has taken place or the child feels unsafe
- a third party or anonymous allegation is received
- a child's appearance, behaviour, play, drawing or statement cause suspicion of abuse
- a child reports an incident of abuse which occurred some time ago
- staff witness abuse

#### **Responding to Grounds for Concern:**

- any grounds for concern should be reported immediately to the head of establishment. On no account should staff tell a parent 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 of establishment 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
- all information recording must be relevant, accurate, signed and dated as it may become a legal document. Please 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.
- staff should provide an accurate report for the child protection coordinator when requested
- 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. Further support is available from the Education Officer (Support for Learning) or Development Officer (Child Protection) at Education & Families Headquarters - 01236 812294

### **Supporting the Child**

During any disclosure of abuse by a child staff should respond in a sensitive and supportive manner. The following strategies should be adopted:

- listen with care
- treat the allegation in a serious manner
- reassure the child that he or she is right to tell
- affirm the child's feelings as expressed by the child
- do not give a guarantee of confidentiality or secrecy
- do not ask leading questions
- ask open ended questions which seek to clarify information already given
- do not interrogate the child
- do not show disbelief
- do not be judgmental
- do not introduce personal or third party experiences of abuse
- do not display strong emotions

### **What happens next?**

A medical emergency should be reported immediately to medical services and, if required, first aid should be administered before reporting the incident to the senior social worker. Child abuse is a criminal offence. Urgent circumstances may require help from the police, for example to immediately avoid further abuse, to ensure the immediate pursuit of an alleged abuser or to avoid destruction of evidence.

The grounds for concern and action taken should be recorded, signed and dated (on the same day) using Appendix 2 Notification of Concern. Two copies should be sent immediately as indicated on the form. The copy retained in the establishment should be stored in the confidential child file (located in the Head Teacher office). Grounds for concern to be recorded on SEEMIS pastoral notes.

Following a Notification of Concern the police will investigate and may initiate an 'Initial Referral Discussion' (IRD) through a teleconference call. The purpose of the IRD is to ensure that key agencies/services are involved in the initial sharing and analysing of information to inform a collective decision about whether a notification of child protection

concern should proceed to a child protection investigation. This ensures a collective responsibility and consistent involvement by police, social work, health and education staff in sharing information and assessing risks and a single record of joint decision making.

### **Co-operating with Agencies involved in Child Protection Process**

Following reporting and recording of concerns staff should co-operate fully with subsequent investigations and support plans as directed by the head of establishment and in consultation with the appropriate agency representatives. This may include attendance at case discussions, child protection conferences and reviews.

Dealing with child protection issues can have stressful consequences for employees. Education, Youth and Communities have a duty of care to all employees. Support can be accessed through the Staff Welfare Officer.

The next course of action can take 2 paths:

1. No Child Protection Concerns - One or more of the following may happen:
  - No further action
  - Social work offer help to support the child and their family
  - A case discussion is held to identify support needs of the child and family
  - A referral to other agencies for help or support.
  
2. Ongoing Child Protection Concerns - One or more of the following may happen:
  - A Child Protection Case Conference will be convened.
  
  - A Child Protection Order, Exclusion Order, Emergency Police Powers are placed
  - Criminal Enquiries - report to Procurator Fiscal
  - Referral to the Scottish Children's Reporter Administration (SCRA)
  - White/Blue Care and Welfare Files

All information reported must be recorded and kept confidential. The recording must be relevant, accurate, signed and dated as it may become a legal document. 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 important to note that we do not investigate or gather evidence and proof is not required. All information must be confidential and staff should not discuss concerns with others, but report to the Head Teacher.

### **Adult Protection**

It is our duty to protect vulnerable adults as well as children. This could be children aged between 16 & 18, or vulnerable parents, carers or family members.

An adult is at risk of harm if they:

- are unable to safeguard their wellbeing, rights, interests or their property;
- are being harmed by other people;
- have a disability, illness or mental disorder, as they are more at risk of being harmed than others who are not so affected.

All three elements above must be met for an adult to be considered at risk. All concerns should be reported immediately to the Head Teacher and an AP1 Form is completed.

### **Conclusion**

All children have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected. By being aware of and following the procedures in this policy and by referring to local and national guidance we can remain vigilant in protecting our pupils and promoting their Health and Wellbeing.

### **Useful Resources**

NLC Child and Adult Protection Procedures and Guidance

Action Guidance Leaflet

Understanding Child Protection Self Learning Pack

National Guidance for Child Protection in Scotland 2014 (online)



Appendix 1

Reporting a Child Protection Incident

Child's Name	
Stage	
Date and Time	
Staff Member and Job Title	
Incident (Please include the child's exact words if applicable).	
Signature:	
Reported to:	
Date:	
Action:	
Staff signature:	



<b>Adult Protection Referral Form &amp; Actions ( AP1)</b> <b>ALL AGENCIES</b>	
<p><b>All agencies use the AP1 with the exception of the Police who will use their own Referral Form at Appendix 8</b></p> <ul style="list-style-type: none"> <li>▪ <i>You must immediately report suspected or actual harm to your line manager and you have a legal duty to report any concerns to the Council Social Work Services if it is known or believed that a person is an adult at risk and that protective action is needed.</i></li> <li>▪ <i>All sections of <b>Part A</b> of the Referral Form require to be completed within <b>1 Normal Working Day</b> from the time of adult at risk consent or decision that there is sufficient evidence to prove a lack of capacity to consent.</i></li> </ul> <p><b>NB:</b> - If you do not have all the information required in <b>Part A</b> please do not delay and send the Referral information you have. Social Work Services will follow up on your referral and add any additional relevant and required information.</p> <p style="text-align: center;"><b>Part A</b></p>	
1. ADULT AT RISK DETAILS:	
Name:	
Date of Birth:	
Social Work number:	Agency reference number:
Address:	
Post Code	Tel number
Gender:	Ethnic Origin: Religion:
Any known communication difficulties: YES/NO	
If YES, please provide details including aids to communication that the adult may use	
Living situation, e.g. lives alone, with spouse etc., type of accommodation, any known supports, caregivers there details. Etc.	
2. REFERRAL DETAILS	
Name of referrer:	
Address:	
Telephone number:	Email Address:
Relationship to the adult being referred:	
Is it suspected that a crime has been committed and have the police been informed? ( date & time and any actions taken)	

<b>Who else have you informed of this referral to Social Work Services? ( date &amp; time and any actions taken)</b>
<b>DETAILS OF THE SITUATION LEADING TO REFERRAL? (to include details of any specific incidents – dates, times, injuries, witnesses, evidence such as bruising)</b>
<b>Do you believe the adult at risk is capable of understanding what has happened to them?</b>
<b>Have you obtained the adult at risk consent to make this referral? If not please give the reason for referring without consent.</b>
<b>What action, other than this referral, have you taken to ensure the adult at risk is now safe?</b>
<b>GENERAL PRACTITIONER:</b>
<b>Name:</b>
<b>Telephone No:</b>
<b>Address:</b>

OTHER HEALTH PROFESSIONALS KNOWN TO BE INVOLVED:	
Name/s:	Contact No/s:
<p><b>Details of person's physical and mental health as known to Health Professional:</b>  <i>Confidentiality is important but for the purposes of allowing Councils to undertake the required inquires and investigations information to protect an adult at risk of harm relevant information should be shared. Please refer to your agencies procedures under Adult Protection Law.</i></p>	
<p><b>ADULT AT RISK LEGAL STATUS AT TIME OF REFERRAL e.g. MHCTA, AWI, CHILD CARE LEGISLATION</b></p>	
<p><b>DETAILS OF THE ALLEGED ABUSER – WHERE KNOWN</b></p>	
Name	
Relationship to person	
Address	
<p><b>DETAIL OF ANY PREVIOUS CONCERN/INCIDENT</b>(to include dates, times, actions taken and outcomes)</p>	
Referrer Signature	
Print Name	
Date	

**SECTION B**

**ACTION TO BE TAKEN BY SOCIAL WORK SERVICES ON RECEIPT OF REFERRAL**  
Within **5 days** of receiving a written referral on Form AP1 the following actions **MUST** be completed by Social Work Services as the lead agency.

**Letter of acknowledgement to be sent immediately to referrer /organisation.**

Form AP1 received ( date):-

Form AP1, letter of acknowledgment sent (date):-

**Referrer/Organisation to be advised in writing of the initial outcome of their referral**

Advised (date):-

**Referrer/Organisation to be invited to any subsequent adult protection meetings held by Social Work Services**

**Case Conference must be arranged within 10 days of receipt of referral to Social Work.**

Invitation to Adult Protection Case Conference YES/NO (date sent):-

Date of Case Conference:-

**Enquire & Complete any missing information not provided in Part A**

Completed: (date)

Reasons for non-completion:-

**ACTION – NO HARMFUL CONDUCT/CONCERNS**

i.e. – Refer on to an appropriate agency/review existing care plan/ consider other adult legislation/ action taken and give reasons :-

**ACTION – YES HARMFUL CONDUCT /CONCERNS**

i.e. – Immediate Adult Protection Order sought/Investigate Further / Case Conference arranged and give reasons:-

<b>Note Primary Category of Referral</b>	<b>Note Primary Category of Referrer</b>
<b>Category is :-</b>	<b>Category is:-</b>
<b>Codes</b>	<b>Codes</b>
A. Physical Injury	1. Social Work Statutory Employees in Council
B. Sexual Abuse	2. Employees at Council Residential Establishment
C. Physical Neglect	3. Employees at Council Day Care Establishment
D. Financial or Material Abuse	4. Home Carer (Council)
E. Emotional /Psychological Abuse	5. Housing in the Council
F. Neglect and acts of Omission by others charged with adult at risks care	6. Police
G. Self-Neglect	7. GP/ Member of Primary Care Team
	8. Hospital Medical Employees/ Registrar/ Consultant/ /Nurse
	9. Clinical Psychologist/Psychiatrist
	10. Community Mental Health Team/Nurses/Doctors/ MHO
	11. Substance Misuse Team
	12. Parent/Carer/ Guardian
	13. Neighbour/Friend
	14. Education, Youth and Communities Service (Council)
	15. Other ( Please Specify)
<b>All information from AP1 Form to be transferred to Councils Assessment &amp; Care Management IT Screens or held in Council Case Files. Information gained from Police Referral Form also to be recorded.</b>	<b>Date Completed :-</b>
<b>ALL QUESTIONS COMPLETED AND ACTION DECISION RECORDED ON INITIAL REFERRAL</b>	
<b>Manager's Signature</b>	
<b>Print Name</b>	
<b>Date</b>	

Please refer to

Gen 109-18 Adult Protection Reporting Procedure - Revised March 2018