

Errol Primary School

CHILD PROTECTION PROCEDURES

The Child Protection Officer for Errol Primary School is:

Marie Gilchrist, telephone **01821 642264**

Perth & Kinross Council Education & Children's Services
Child Protection Team telephone number: **01738 476768**

Family Protection Unit (Police), telephone: **01738 892912**

Reviewed August 2011

Errol Primary School
<i>Child protection procedures</i>

Child protection is the duty of every member of staff at Errol Primary School.

Errol Primary School child protection procedures must be followed by all members of staff working at Errol Primary School; teaching & non-teaching; permanent, temporary & supply; other.

If a member of staff has any concern relating to child protection they should follow these procedures.

For further information see the document 'Interim Child Protection Procedures' by Perth & Kinross Council Education & Children's Services 2008, which is kept in the school office and which must not be removed from the school office.

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Errol Primary School
<i>Child protection policy</i>

Child protection is the duty of every member of staff at Errol Primary School.

In all matters relating to child protection staff at Errol Primary School follow '**Errol Primary School Child Protection Procedures**', a copy of which is issued to all staff, which is based on Perth & Kinross Council's '**Child Protection Procedures**', which is located in the school office.

A copy of '**Errol Primary School Child Protection Procedures**' must be issued to everyone who comes to work in our school. Copies are available in the school office and on Staff Data on the school's intranet.

It is the duty of all members of staff to familiarize themselves with the above documents and to make child protection a priority whilst conducting their work duties.

When a member of staff has concerns about a child's welfare as a result of the child's actions and/or comments or for any other reason, they should follow '**Errol Primary School Child Protection Procedures**'.

Whilst all staff have a duty regarding child protection the following members of staff have specific responsibilities for child protection and can be consulted on any child protection issue, no matter how small it may seem at the time:

Marie Gilchrist, Child Protection Officer
Alan McKenzie, Head Teacher

If the above named staff are not available and you have a child protection concern you feel you need urgent advice on call:

Perth & Kinross Child Protection Team 01738 476768
or/and Family Protection Unit (Police) 01738 892912

Every opportunity should be taken to foster positive relationships with all stakeholders and other agencies when dealing with child protection issues. However, in all child protection matters confidentiality must be respected at all times; whilst relevant information must be shared with appropriate professional agencies when and where there is a legal requirement to do so.

If in doubt consult the people, documents and agency highlighted in bold print on this policy.

Errol Primary School
<i>Child protection guidance</i>

10.4 Procedure for education staff when there is a Child Protection concern

Follow 'Errol Primary School Child Protection Process Flowchart'. Stage 5 of the flowchart 'Decision Taken' will be carried out by the Child Protection Team. If at any time neither the Child Protection Officer or Head Teacher are in school and you believe the concern is urgent telephone the Perth & Kinross Council Education & Children's Services **Child Protection Team** on **01738 476768** for advice.

The Child Protection Team will advise one of the following courses of action:

(a) No further action

If, in light of the information given, no action is to be taken, the CPO must:

- keep a written record of the reasons for this decision.

(b) Continue to monitor

If the Child Protection Team advise 'continue to monitor', the CPO must:

- record what monitoring or further action needs to take place within the school and inform the staff accordingly.

(c) Formal Referral to the Child Protection Team

If the Child Protection Team advise formal referral to their team the CPO must, with the member of staff who raised the concern:

- start the CP1 Form;
- telephone the Child Protection Team immediately and state that you are making a Child Protection Referral;
- establish what the likely course of action will be and how staff are to be involved. Staff can request a planning meeting;
- establish if the parents are to be informed about whose responsibility this will be;
- complete the CP1 Form;
- keep other staff members informed as necessary;
- staff have the right to be kept informed. If staff feel that they require more information they can contact the Child Protection Team for clarification.

Remember

1. Police and Social Workers can interview children without parental permission if it is likely to impede the investigation to have the parents informed. For example if the parent is

the alleged perpetrator or if an immediate investigation is necessary to obtain best evidence.

2. Police and Social Workers will interview the child in a location where the child feels safe and secure. This may be the school and an appropriate room should be found.
3. It is the role of Police and Social Workers to interview children and investigate child abuse.

10.5 Guidance for staff when questioning a child about whom there is Child Protection concerns

- if a child has an obvious bruise or injury, it is reasonable for the staff member to ask them how it happened;
- leading questions should not be used, but clarification can be sought. Asking a child to “tell you about it” is an open question that can lead to a narrative about the incident;
- record the questions you asked and the answers given contemporaneously or as soon as possible after the discussion;
- if a child starts to disclose abuse they should never be told to “stop”;
- never guarantee confidentiality regarding Child Protection information. If a child starts to tell you something inform them, at an appropriate time in the narrative, that you will have to pass the information to the Child Protection Team.
- Try not to react emotionally to the information you are given as this may cause a child/young person to stop speaking.

10.8 Abuse by other children – Guidance for Educational Staff

Children exhibiting signs of physical, sexual or emotionally abuse may well be the victims of other young people.

Children above the age of eight years are above the age of Criminal Responsibility and can be prosecuted for abusive behaviours.

Any professional who believes that a child is at risk due to the behaviours of another young person should refer both the victim and alleged perpetrator to the Child Protection Team.

Within a school setting the normal disciplinary procedures should be implemented for cases of minor physical and emotional abuse (bullying – including by text or the internet).

Whilst all cases of sexual intercourse concerning children under the age of 16 is a crime, and should not be condoned by staff, sexual incidents require a variety of responses:

- with older children there may have been willing participation in underage sex in a non-exploitative relationship;
- with young children there may be exploratory childish activity.

Seek advice from the Child Protection Team if there is uncertainty as to whether the behaviour is a Child Protection concern.

Within a school setting, or anywhere where groups of children meet, steps should be taken to ensure the safety of all other children.

See also Section 1.14 of 'Interim Child Protection Procedures'.

10.9 Creating a Safe Environment for Children and Staff

All staff should be made aware of the conduct expected of them in the ECS document "Management of Physical Intervention, Aggression and Violence".

This is to ensure that children and young people are protected from unnecessary physical intervention and also that staff are protected as they are operating within the approved guidelines. This document also explains the concept Duty of Care.

To further protect staff and children a Code of Conduct has been produced. This lists actions and behaviours that should or should not be undertaken in order to ensure the safety and well-being of children within a school or club setting. Staff are also protected when following the Code of Conduct as they are unlikely to exhibit behaviours that leave them open to allegations of abuse or poor practice.

All new staff receiving an induction should be made aware of the requirements contained within these documents.

Whilst the Code of Conduct contains essential principles for work with young people, different staff groups may want to add to the list dependent on the needs of the children they work with.

The Code of Conduct should be made explicit to parents/carers and young people and may be reproduced in the School/Club Handbook.

10.10 Code of Conduct

You should:

- play your part in helping to develop an ethos where all people matter and are treated equally and with respect and dignity;
- always put the care, welfare and safety needs of a child first;
- respect a child's right to be involved in making choices and decisions which directly affect them;
- listen attentively to any ideas and views a child wants to share with you;
- respect a child's culture (for example their faith and religious beliefs);
- respect a child's rights to privacy and personal space;
- respond sensitively to children who seem anxious about participating in certain activities;
- speak to your Child Protection Officer immediately if you suspect that a child is experiencing bullying or harassment;
- be aware of the vulnerability of some groups of children to being isolated and hurt (for example, children from Gypsy and Traveller communities; Black and Minority Ethnic children);

- listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to your line manager;
- report immediately any suspicion that a child could be at risk of harm or abuse
- never dismiss what a child tells you as 'lies' or exaggeration;
- only restrain a child who is at imminent risk of inflicting harm to themselves or others or is at risk of seriously damaging property;
- never underestimate the contribution that you can make to the development of safe communities for children.

You should not

- exaggerate or trivialise another worker's concern about a child or ignore an allegation or suspicion of abuse in the hope that it will either 'go away' or that 'someone else will deal with it';
- discuss personal issues about a child or their family with other people except with your Child Protection Officer or head teacher when you are concerned about the child's well being;
- be drawn into any derogatory remarks or gestures in front of children or young persons;
- allow a child, young person or adult to be bullied or harmed by anyone in the organisation;
- allow children to swear or use sexualised language unchallenged.

You must never

- engage in sexually provocative games, including horseplay;
- never allow others or yourself to engage in touching a child in a sexually provocative manner;
- never make sexually suggestive comments to a child, even in fun;
- engage in rough or physical contact unless it is permitted within the rules of a game or sports activity or conforms to the guidance on appropriate physical restraints;
- never form inappropriate emotional or physical relationships with children;
- harass or intimidate a child or worker because of their age, 'race', gender, sexual orientation, religious beliefs, socio-economic class or disability;
- never invite or allow children to stay with you at your home.

