

Cleish Primary School



Child Protection Procedures

Cleish Primary
September 2015
(reviewed August 2025)

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Child Protection Procedures

'In all actions concerning children, whether undertaken by public or private social welfare institutions, court of law, administrative authorities or legislative bodies, the best interest of the child shall be the primary consideration.'

.....the child should receive 'such protection and care as is necessary for his or her well-being.'

(taken from UNCRC, Convention of Rights of the Child, Article 3)

Rationale

The aim of this procedure is to safeguard and promote our pupils' wellbeing.

All children are entitled to grow up in a safe environment which nurtures them physically and emotionally. Some children have little understanding of these rights. Staff should endeavour to raise children's awareness of their rights through a range of curricular experiences.

Children spend a large amount of their day in school and develop trusting relationships with a range of staff. This puts staff in a very good position to notice :

- changes in a child's behaviour or demeanour
- any physical signs which might indicate that a child is experiencing difficulties

It is the responsibility of staff to report any infringement of a child's wellbeing to the Child Protection Officer, who is responsible for child protection.

In Cleish, the initial report should be made to the Headteacher, Louise Cribbin, Child Protection Officer or in her absence to Lisa Halliday, Child Protection Officer.

Cleish Primary School is committed to ensuring that child protection concerns and referrals be handled sensitively, professionally and confidentially to support the needs of the child.

In the event of the Headteacher's absence and if there is a concern that a child is at risk of any harm, Gillian Knox (Quality Improvement Officer) should be contacted on 01738 475097.

If there is a concern that a child is at risk of harm and the Headteacher and QIO are unable to be contacted, staff should contact the Duty Team directly for advice on 01738 476768.

Awareness of Rights

To protect our young people we strive to ensure their awareness of issues that may impact on their wellbeing through:

- Implementing related school and authority policies and programmes:
 - Health and Wellbeing
 - Pastoral Care
 - Anti-bullying

- Ethos
- Equal Opportunities
- Handling, reporting and recording aggression and violence
- By reporting any areas of concern to the Headteacher - Child Protection Officer

Confidentiality

If there is reasonable concern that a child may be at risk of harm this will always override a professional or agency requirement to keep information confidential.

Our Duty to Protect

Upon Disclosure:

- Do not ask leading questions
- Listen - accept what is said
- Write down what is said
- Reassure
- Do not make promises you cannot keep
- Do not judge or criticise perpetrator
- Tell child what steps you will take

Immediately after:

- Record day, date, time and location
- Record any unusual words child uses, or any non verbal behaviours

- Draw a diagram to indicate any bruising or injury
- Record exactly what is said, not assumed or inferred
- Keep and sign any notes
- Report disclosure to Head Teacher

Responsibilities

- **Don't assume that someone else will do something**
- **Don't think it's someone else's job**
- **Doing nothing is not an option**

Points to remember

- Ensure that every child's dignity and rights are preserved at all times
- Treat every child with respect and provide adult role model
- Conduct regular opportunities where the teacher promotes an ethos where the pupil views are invited respected and valued
- Provide opportunities for children to voice concerns and express difficult feelings
- Support children who have difficulties in conforming to school routines
- Log all instances where reasonable restraint has been used to protect the child or others from harm

- Record any injuries or accidents which have occurred in school in the accident log
- Note the question you asked as well as the child's answer
- Remember that every member of staff has a 'Duty of Care' to the children in our school. Information cannot be kept in confidence if there is a risk to the child.
- Involve the HT (CPO) as a matter of urgency

In the event of a concern or disclosure leading to a Child Protection investigation, the HT (CPO) will feedback to staff as is appropriate. Colleagues from other agencies may be involved in offering follow up support to the pupil.

When there is an allegation of abuse made against a member of staff:

- The HT must, as a matter of urgency, meet that adult or child making the allegation
- If the Head Teacher establishes that (a) the incident could have occurred or (b) the allegation is being sustained by the person who is making the allegation, the relevant Head of Service must be informed immediately
- Thereafter the relevant Quality Improvement Officer/Service Manager will lead the investigation

How will we know that our procedures are effective?

- There will be early detection of any infringement of children's rights
- Feedback from Child Protection investigations and monitoring by SMT will confirm appropriate action taken promptly

Please refer to the Perth and Kinross Council Child Protection policy and guidelines for further information

www.pkc.gov.uk/childprotection.

This policy will be reviewed and revised:

- As and when any change in procedure is instituted
- When (at any time) the Perth and Kinross Council Child Protection policy is revised and published