



Kilbarchan Primary School
Child Protection Overview
June 2021



At Kilbarchan Primary school we strive to provide a safe, secure, and nurturing environment for our pupils which promote inclusion and achievement.

Regarding Child Protection, we follow Renfrewshire Council's Guidelines as outlined in Standard Circular 57.

Standard Circular 57 details risk indicators of risk, these are:

- Physical injury and chastisement (smacking)
- Physical neglect
- Sexual abuse
- Emotional abuse
- Non-organic failure to thrive

Staff would adhere to the following steps in ensuring our consistent and professional approach is achieved in responding to any concerns raised.

RESPONDING TO A CONCERN RAISED/DISCLOSURE

- Staff will listen to the person raising the concern, this may be a child or adult
- We will not ask leading questions but may ask when something happened or who was there
- We will be clear that the information may need to be shared with one of the members of the Senior Leadership Team. This is to help them and at no point should any promises to keep secrets be made.

RECORDING INFORMATION

A note of the discussion should be made immediately after it has taken place. This will record:

- The information witnessed, shared by a third party or disclosed by the child, quoting his or her exact words, where possible.
- The date, time, place, to whom the concerns were reported and any other persons present.
- Any signs of physical injury observed should be described in detail, or sketched in a diagram, but under no circumstances should a child's clothing be removed.
- Date, sign and time the record.
- Staff are aware that their note of the discussion may need to be used by supporting agencies if required.
- Copies of this information will be stored in Pupil Files.

REPORTING INFORMATION

- Concerns/disclosures would be passed immediately to the Designated Child Protection Office, Head Teacher - Fiona MacKenzie, in her absence to the Deputy Teacher – Mrs Robb or Mrs Doyle or in their absence to the Principal Teacher Mrs Ralston. The Senior Leadership Team will report concerns or disclosures to Children's Services who will then take appropriate actions or advise the school as to next steps.
- All staff within the school have a legal duty and professional responsibility to take action if they have reason to believe a child is at risk, a concern has been raised by a third party or a child discloses information in relation to Child Protection.
- Where a concern or disclosure has been made, the school have a responsibility to report to Renfrewshire Children's Services. It is the school's responsibility to report, not to investigate. Children's Services will conduct investigations which may be required and report any action point to the School.
- As always, we value our relationships with our families and understand that families may prefer to discuss such concerns with the school than Children's services. However, pupil safety is paramount, and we must adhere to our legal duty.