

Sandwick Junior High School

Child Protection Procedure



The Child Protection Officer for Sandwick Junior High School is
Samantha Flaws, Acting Head Teacher

In the absence of the Head Teacher the Child Protection Officer is
Jasmin Tulloch, Depute Head Teacher Primary

If neither is present, please speak to a member of the Extended Leadership Team who will contact Quality Improvement on 01595 744000

Remember it is everyone's responsibility to keep young people safe!

If you or anyone in the school witnesses, suspects or receives information either from a young person or from another person about a young person who may be at risk, you have a **duty to report** this information immediately.

- Ensure the young person is safe. If the young person is at immediate risk ask for help and contact the emergency services.
- If there is an obvious injury, you may seek an explanation.
- If a young person speaks about experiences of physical harm, neglect, sexual abuse or emotional abuse then listen carefully, seek basic clarification of what the young person is saying and record the information carefully as soon as possible
- As a matter of urgency, discuss with the school's Child Protection Officer. This may require finding cover.
- A plan of action will be established as an outcome of this discussion
- Send an email account of what was recorded to the Child Protection Officer
- Be prepared to undertake any follow up actions as directed by the school's Child Protection Officer

The Child Protection Officer will:

- Consult with relevant staff members
- Seek further advice from Duty Social Work
- If required, complete the referral form or delegate to another member of the extended leadership team
- Retain accurate records
- Ensure school based actions are followed up
- Review at Safeguarding Meetings, as part of the School's Monitoring and Quality Assurance processes