

Employee Briefing Note

To: Employee
Date: August 2025
Prepared by: Debra Lindsay (Lead Officer: Child Protection)
Subject: Child Protection Information and Advice

1. Purpose

"All children and young people have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected"

South Lanarkshire Child Protection Committee

The purpose of this employee briefing is to highlight the crucial role that education practitioners, school staff, and staff in other learning settings across the resource, play in the support and protection of children, as well as in the development of their wellbeing. All staff should understand their individual responsibilities and work together with other agencies in a collaborative way, to promote the safety and wellbeing of children and young people.

2. Responsibilities of all staff working with children and young people

Staff working in education establishments, including early years and childcare, child minders, private and third sector providers have a key role in the support and protection of children. You are well placed to observe physical and psychological changes in a child which may indicate abuse. Education and early years staff can have the greatest level of day-to-day contact with children, and are able to contribute a great deal to the assessment of children in need of protection.

2.1 Grounds for concern can arise from a wide range of circumstances and will generally be covered by the following circumstances:

- A child discloses that abuse has taken place or that the child feels unsafe
- A child's appearance, behaviour, play, drawing or statement(s) cause suspicion of abuse
- A third party or anonymous allegation is received
- A child makes an allegation against a member of staff, any other person or you

From the information available, if you have any suspicions that there is the possibility of abuse, this should be reported immediately to the Child Protection Co-ordinator. (below)

Child Protection Co-ordinator: (insert name)

Depute Child Protection Coordinator (if applicable)

Establishment: (insert name of establishment).

2.2 There are also circumstances, as part of everyday business, where staff will question children about injuries, behaviour, statements made or emotional responses in order to support them and promote their wellbeing. If you suspect the possibility of abuse or

Child Protection Guidance for heads of establishment

Education employees must immediately report to you all allegations of abuse made by a child/young person. They must also report any suspicion that a child/young person has suffered or is suffering from abuse.

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If abuse is alleged or suspected

1. Listen to what is being reported.
2. Identify the grounds for concern:
 - child/young person states abuse has occurred
 - third party allegation received
 - anonymous allegation received
 - child/young person's appearance, behaviour, play, drawing or statement, causes suspicion of abuse.
3. Clarify information.
 - If there is any possibility of abuse, report the concerns to the family team leader at the school office.

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5. If any emergency exists i.e. immediate danger to the child or others, then the police may be contacted first, before contacting social work.
6. The decision about when to notify parents will depend on the individual circumstances of each case. Seek advice from police and/or social work about when to tell parents.
7. Record:
 - your concerns
 - action taken
 - action agreed with social work and for police

8. Copies of reports should be sent to identified personnel, (see Guidelines) and other agencies.
 - Medical examination/treatment
 - In most cases medical examination treatment will be carried out with parental knowledge and consent, and in line with child protection action undertaken by social work/police.
 - In an emergency situation i.e. life threatening, medical examination/treatment may be carried out.

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Guidance for Education

Revised