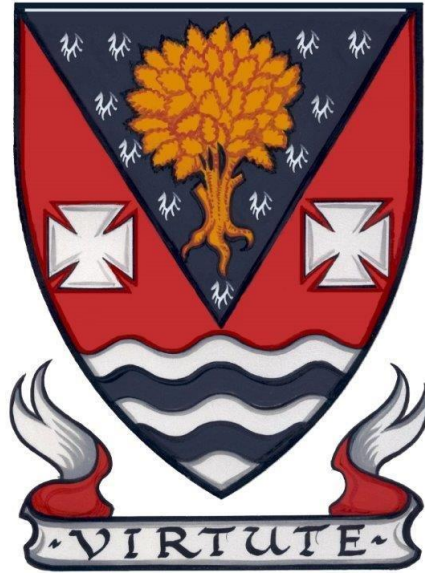




Child Protection and Safeguarding Processes



Lesmahagow High School

Keeping our young people safe and well





“All children have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected.”

Child Protection Committee, South Lanarkshire Council

At Lesmahagow High School we follow South Lanarkshire Council’s A22 Operating Procedure for Child Protection. Our processes are based on this document and the National Guidance for Child Protection in Scotland.

Child Protection and Safeguarding Responsibility

All staff who work and/or come into contact with children and their families have a role to play in **child protection and safeguarding**. That role will range from identifying and sharing concerns about a child or young person, to making an active contribution to joint decision-making, to supporting the child or young person and their family.

Staff should be alert to signs that a child may be experiencing risks to their wellbeing, including significant harm. When they recognise that a child’s wellbeing is compromised and/or that they are experiencing, or likely to experience, risks to their wellbeing **they have a responsibility to follow establishment procedures** for sharing these concerns with the Child Protection Co-ordinator.

Where there is a concern about the child’s safety or possible harm to the child, these concerns should also be shared without delay with Social Work or Police so that they can consider whether the harm is significant and whether a Child Protection Order needs to be sought, or other action taken to address the concerns.

Staff CPD

All staff must undertake annual Child Protection and Safeguarding CPD by attending Inservice Training provided by the Child Protection Co-ordinator for the school.

Staff will receive training in:

- The many forms that CP abuse can take;
- How to identify potential CP issues;
- What are safeguarding issues;
- How to respond and act if a child makes a disclosure to them;
- The processes that must be followed following a potential disclosure.

1. Staff must sign that they have attended this training.
2. All staff must complete a one-off Learn-Online Training in regard to CP
3. Staff should all be distributed with an SLC CP Concertina Information leaflet

Information and resources in relation to safeguarding issues (online safety, child sexual exploitation, self-harm etc.) is also shared with staff to raise awareness and understanding of these issues, as well as support the monitoring of all young people in order to keep them safe.



Concerns and Disclosures

In the event of a young person disclosing a child protection or safeguarding concern, the member of staff should follow the guidance within the Child Protection and Safeguarding Flowchart (appendix 1).

Where staff are able to discuss concern with young person, they should follow the instructions below:

- Be supportive and assure info will only be shared with those who need to know but do not promise confidentiality.
- Listen and don't ask too many questions.
- Reassure the child.
- Record in child's own words what they have said.
- Sign and date any notes.

Information from this discussion, including notes, should be shared with the Child Protection Coordinator immediately.

Where the member of staff is unable to speak with the young person, or has a concern in relation to a safeguarding or child protection issue, they should report this info immediately to the Child Protection Coordinator, without delay.

All young people, regardless of the outcome and decision in regard to child protection will be provided pastoral support and access to additional resources to support their overall wellbeing.

Attendance Monitoring

For young people who have previous or current child protection involvement or we are aware of safeguarding concerns, they will be monitored on a period-by-period basis using our Safeguarding Attendance Procedures (appendix 3).

This will ensure we are able to locate a vulnerable young person quickly or seek support to locate them from parents/carers or external agencies.



Child Protection and Safeguarding Flowchart

Staff member becomes aware of a potential child protection or safeguarding issue.

If a young person seeks out a member of staff to tell them about a worry or a concern. Where Child Protection is the concern, staff member should:

- Be supportive and assure info will only be shared with those who need to know but do not promise confidentiality.
- Listen and don't ask too many questions.
- Reassure the child.
- Record in child's own words what they have said.
- Sign and date any notes.

Staff should aim to have conversation and record information with YP upon disclosure. Where this is not possible, staff member should immediately seek out CPC.

Staff member raises concern with Child Protection Coordinator, Deputy Child Protection Officer or Head Teacher, in their absence.

Child Protection Coordinator will assess information, this may be in partnership with PTPS or Social Work, and decide appropriate course of action.

Child Protection

Safeguarding

Where a young person is deemed to be at risk of harm or abuse, a phone call to Social Work will be made followed by the completion of a Notification of Child Protection Concern which will be immediately emailed to Social Work and the Named Person Service.

Young Person will remain in school, where it is deemed unsafe for them to leave.

Where issue is deemed as a safeguarding or wellbeing concern. The PTPS will assess the level of support required using tool such as My World Triangle, Resilience Matrix, Lifelines Assessment etc.

PTPS will then decide relevant support or referrals required e.g. counselling, Social Work, referral to Joint Assessment Team meeting.

Where a young person is in immediate danger, the police should be contacted.

Young person will be offered supports and their wellbeing monitored regardless of outcome.



Lesmahagow High School



Mr D Robertson
 Depute Head Teacher
 Lesmahagow High School
 Strathaven Road
 Lesmahagow
 ML11 0FS

01555 896010
 gw10robertsondavid8@glow.sch.uk

Look
Listen
Record
Report

In the event of any concerns or issues in respect to Child Protection or Safeguarding, please inform Mr D Robertson.

In his absence, please inform Miss B Lee (Head Teacher) ext:218 or Mrs P Docherty (DHT) ext:226.

Alternatively, you may intimate any concerns by contacting:

South Lanarkshire Social Work:
 0303 123 1008

Child Protection Co-ordinator:
Mr D Robertson DHT
Room A007 Ext 227

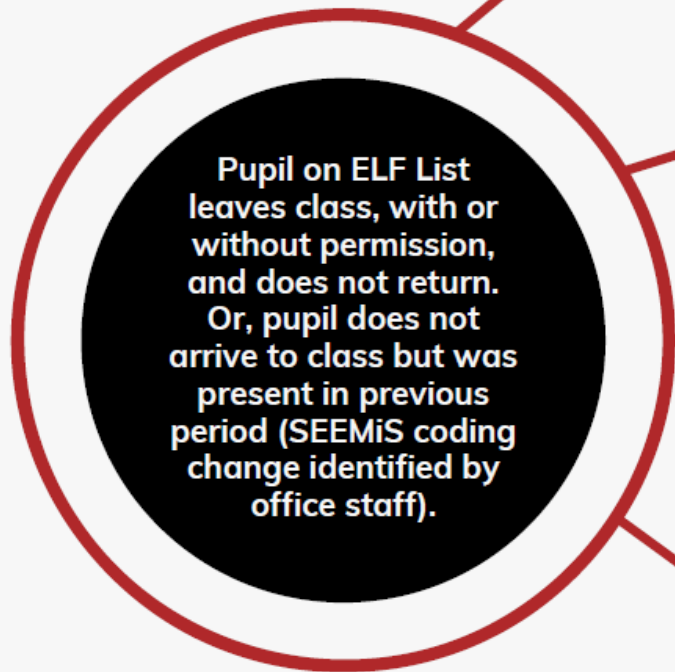


LOOK LISTEN RECORD REPORT



SAFEGUARDING PROCEDURE

EMERGENCY LOOKED FOR LIST - ELF LIST



1

CLASS TEACHER

Complete register on SEEMiS within 10 minutes of class commencing.
Contact office and notify staff that pupil has left or has not returned to class.

2

SCHOOL OFFICE

Staff will check if pupil has reported to office for any reason.
Radio call made to SMT or member of staff on rota.

3

SMT/ROTA STAFF

Pupil will be looked for checking support staff and agencies working with pupil. SMT will authorise communication home.

4

PRINCIPAL TEACHER OF PUPIL SUPPORT

PTPS will monitor attendance of all pupils with particular focus of pupils on ELF List.
They will communicate concerns with parents/carers and relevant agencies.

