

Strathesk Primary School

Child Protection, Safeguarding and Wellbeing Policy

This policy applies to all staff and volunteers

The purpose of this policy is;

- To protect children and young people attending Strathesk Primary School and Nursery Class.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Staff at Strathesk Primary School believe that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare and wellbeing of all children and young people and to keep them safe. We are committed to practice in a way that protects them and adhere to the processes and procedures contained within Edinburgh and Lothian's Inter-Agency Child Protection Procedures.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- National Guidance for Child Protection (2014)
- Inter-agency Child Protection Procedures – Edinburgh and the Lothian's
- Getting it Right for Every Child Policy
- Children and Young People (Scotland) Act 2014
- National Framework for Child Protection Learning and Development in Scotland (2012)
- Protection of Vulnerable Groups (Scotland) Act 2007
- United Nations Convention on the Rights of the Child

This policy should be read alongside our policies and procedures on:

- Anti-bullying Policy and Guidelines, GIRFEC Policy, Inclusion and Equal Opportunities Policy, Child Protection Guidelines

We recognise that:

- The welfare of the child is paramount, as enshrined in The Children (Scotland) Act 1995
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and wellbeing.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Member of Staff for Safeguarding and Child Protection for the school and also a deputy
- Adopting the processes and procedures contained within Edinburgh and Lothian's Inter-Agency Child Protection Procedures
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through training, support and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely
- Using our procedures to share concerns and relevant information with agency's who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistle blowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one to one discussions

Contact details

The Designated Member of staff for Safeguarding and Child Protection at Strathesk Primary School is:

Name: Vicky Donaldson Head Teacher
Phone/email: 0131 271 4705

The Deputy Designated Member of Staff for Safeguarding and Child Protection is:

Name(s): Amanda McConnachie Deputy Head Teacher
Phone/email: 0131 271 4705

Strathesk Primary School

Child Protection Policy Guidelines

It is the policy of this school to adhere to the Child Protection Guidelines issued by Midlothian Council

Aims and Objectives

These guidelines ensure that all staff in our school are clear about the actions necessary with regard to child protection issues. Its aims are:

- To raise the awareness of all staff and identify responsibility in reporting possible cases of abuse;
- To ensure effective communication between all staff when dealing with child protection issues;
- To lay down the correct procedure for those who encounter an issue of child protection

Procedures

Should any pupil, parent or member of the public report any instance of child abuse, this can be physical, sexual, the result of neglect or emotional, to a member of staff immediate action should be taken.

Incidents of suspected abuse can be disclosed in a variety of ways:

- Directly by the child
- By observation or suspicion on the part of a member of staff
- By pupil, parent/guardian or other person
- By letter or phone call, with or without, the name of the informant

Action must be taken once a disclosure has been made.

- The member of staff must inform the Child Protection Co-ordinator. In Strathesk it is the Head Teacher, the DHT if the HT is not in school. They should be informed immediately on the same day as the concern or allegation of abuse is suspected or reported to them.
- The member of staff must also complete a comprehensive note of the incident or a 'Wellbeing Form', using the wellbeing indicators. This should be signed and dated and passed on to the HT.
- The information must not be shared with any person other than the HT or DHT.

A guarantee of secrecy or confidentiality must not be given to the child and any initial questioning or discussion must be limited to establish if there is reasonable cause to believe the child is being abused or is at risk of abuse. Staff should not ask closed or leading questions. Open ended questions should be asked:

- When did it happen?
- Where did it happen?
- Who did it?
- What happened?

The child must be told the HT or DHT and perhaps other professionals will have to be informed.

It is important that you listen to the child and reassure them that you know it is not his/her fault. You are sorry about what happened and will do what is required to help. Take the allegation seriously and support the child for telling you.

Any action taken by the Child Protection Co-ordinator will be in line with the procedures set out in Edinburgh and Lothians Child Protection Procedures.

All adults employed or regularly volunteering in school are required to have their application vetted through Disclosure Scotland in order to ensure that there is no evidence of offences involving children or abuse.

All adults in the school will receive regular training to raise their awareness of abuse and their knowledge of agreed local child protection procedures. This training will be updated on a 3 year cycle. A training record is kept in school and in the QI 2.1 folder in the HT office.

Child Protection Welfare Concern

It has been agreed that there needs to be consistent guidance on child welfare and child protection record keeping in educational establishments.

After limited consultation the following procedures will be followed:

Files

- The files will be kept in a colour that clearly differentiates them from the PPR (Red files held by Head Teacher)
- They will be opened immediately an issue that is not purely educational arises
- They will be divided so that restricted information is separate from other materials
- They will be retained in the Head Teacher filing cabinet

File Contents

This list is not exhaustive but indicative of what might be included.

WELFARE CONCERN

- Wellbeing Concern Form
- Significant contacts – i.e. who this information was shared with
- Outcome

CHILD PROTECTION ISSUE

- Wellbeing Concern Form
- Significant contacts
- Outcome from the IRD (Inter-agency Referral Discussion)
- Report for the Children's Hearing
- Reports/minutes for any other meeting e.g. Child in Care Reviews, Risk Assessments
- Attendance
- Outcome

IF A CHILD PROTECTION CASE CONFERENCE (CPCC) HAS TAKEN PLACE

- Reports for CPCC
- Minutes of CPCC
- Outcome

IF CHILD HAS BEEN ON THE CPR (Child Protection Register)

- Copy of Care Plan
- Core Group Minutes
- Case Conference and Review Case Conference Minutes
- Professional Reports
- Outcome

Chronology

A chronology of significant events must be included. For educational establishments, significant events that should be recorded in a chronology may include:

- Date file opened
- Welfare concerns
- IRD (Inter-Agency Referral Discussion)
- Concerns regarding parents'/carers' behaviour which has a direct impact on the child
- Series of difficulties in contacting parents/carers
- Knowledge of failure of parents/ carers to keep medical or dental appointments
- Child/Family 'disappearing' from the school role
- Change of child's name
- Custody dispute
- Knowledge that a parent/carer is on a substance misuse programme
- Child Protection Order, particularly if any conditions affect the school
- Change of school
- Concern re other adult moving into the home
- Reports of concern by members of the community
- Child Protection Case Conference & Reviews
- Date Care Plan was implemented
- Core Group Meetings
- Multi-agency meetings
- Children's Hearings- outcomes and any specific conditions that affect the school
- 'Looked After' or 'Accommodated Child Reviews'

A copy of the Child Protection Guidelines are kept in the Head Teacher's Office & in the staffroom.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed: January 2018