

# **Cairney School**



## **Child Protection Policy**

(August 2017) To be reviewed annually

## **Child Protection Guidelines**

The practice and procedures outlined in this policy statement relate directly to Aberdeenshire Education and Children's Services Policy and to the National Guidance for Child Protection in Scotland.

The Children Scotland Act 1995 highlighted each child or young person's right to be protected from abuse, neglect or exploitation. The 1995 Act has been strengthened and broadened by the 2014 act which amongst other things legislates for the Getting it right for every child provision (Appendix 3) and extends the rights of the child by recognising the UN charter on the rights of the child within Scottish law.

### **Principles**

- The first priority is the safety and well being of every child
- Prevention of abuse is as important as reacting to suspicions of abuse.
- Management of abuse must always reflect the possibility of criminal investigation and subsequent charges. However, the safety of the child has overriding priority.
- The child's views should always be listened to and taken seriously.

### **What is Child Abuse?**

"Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger." *National Guidance for Child Protection 2014 (Page 11)*.

There are 4 indicators of risk:

#### **Physical abuse**

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

#### **Emotional abuse**

- It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.
- It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children.

## **Sexual abuse**

- Involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

## **Neglect**

- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.
- It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment.
- Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated.
- In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time

## **Indicators of risk includes Child Sexual Exploitation and Female Genital Mutilation**

### **Procedures (Appendix 1)**

The behaviour you might see which might indicate a potential child protection or wider wellbeing problem for a child includes:

<b>Physical Indicators</b>	<b>Behavioural Indicators</b>
Frequently dirty, hungry or inadequately dressed	Inappropriate sexual awareness or sexually active
Left in unsafe situations or without medical attention	Domestic violence in the home
Constantly put down, insulted or sworn at	Drug alcohol abuse in the home
Seems afraid of parents /carers	Unexplained changes in behaviour
Unexplained bruising in soft tissue areas, black eyes, repeated injuries	Difficulty in making friends
Burns, scalds & bites	Distrustful of adults
Marks from implements	Excessive attachment to adults
Injuries to the mouth	Reluctance to go home
Inconsistent stories about the injuries	Reluctance to remove clothing
	Change in attendance pattern

The designated Child Protection Coordinator for Cairney School is the Head Teacher. If a member of staff has any concerns relating to a child at risk from any form of abuse, the following procedure must be followed:

Discuss your concerns immediately with the Head Teacher or in the absence of the Head Teacher, the Depute Child Protection Coordinator (the Head Teacher of Drumblade School).

Any concerns about a child or young person's wellbeing **must** be shared. Do not take concerns home with ...if there is any doubt to a child or young person's welfare it must be passed on.

There are 3 key questions in Child protection:

- Is this child or young person at immediate risk?
- What is placing this child at immediate risk?
- What needs to happen to remove this risk now?

**If the answer to the first question is yes then Child Protection protocols must be followed immediately.**

**What do you do if a child discloses information to you?**

## **Observe, Record, Report**

- Stay calm. Try and not to react by showing any feelings of horror etc you may have. The child will read this as being a feeling you have about them rather than what has happened to them.
- Give reassurance - remind them that they are not to blame and are doing the right thing by speaking up.
- Allow the child to speak, only ask enough questions to understand what you think you have just been told.
- Do not change/correct the child's language.
- Do not promise to keep secrets.

- Let the child know you take their concerns seriously.
- Do not offer new information by suggesting reasons for why someone did what they are alleged to have done.
- We have a responsibility to share this information and we need to let children know this in a sensitive way.
- Do not investigate the situation. Do not ask leading questions, listen.
- Pass the information on to the Child Protection Coordinator who will decide next steps, e.g. contact social work.

## Recording (Appendix 2)

- Make clear and concise, factual notes. **Sign and date these.**
- Record by hand as soon as possible. Your notes must be/include
  - **Factual, Accurate, Timely**
  - **Signs of physical injury (no photos)**
  - **The behaviour and emotional state of the child**
  - **Your Actions**
  - **Confidential**
  - **Signed and dated**
- Remember that the role of the school is to observe, record and report. Investigation is not the responsibility of Education and Children's Services.
- If you cannot contact the appropriate person, and there are immediate concerns for the child's safety, seek advice from another establishment head Teacher. If the incident happens out of hours, or it is not possible to speak to any school contacts, then it is important that you do not wait but immediately contact the duty social worker or '**Out of Hours Social Work Service**': **0845 8400070**, or if you believe a crime has taken place, you contact Police directly: **Police Scotland 101 or Police Emergency 999**

If after discussion with the Child Protection Coordinator, the decision is to take this forward as a Child Protection Concern:

- The Child Protection Coordinator will make contact with the Social Work Service to discuss the situation using the referral checklist. This will be followed up with an electronic record of the child protection form within 48 hours.
- Remember that Social Work has a responsibility to provide feedback to the referrer. If this does not happen it is the referrer's responsibility to seek a response and record it.
- It is important to support the child. They should be reassured, and kept in a place of safety within the school until advice is received from the Social Work Service.

## Records

- A Child protection Education Case File will be opened and a copy of the referral form will be included.
- The pupil chronology will be moved from the PPR to this file.
- A blue dot will be placed on the child's PPR.
- A copy of the referral form will be sent to the Social Worker and the QIO within 48 hours.

## **Staff Training**

Cairney School is committed to ensuring that all staff receive adequate training to ensure that they are confident, well informed, supervised and supported to promote the protection of children; and are aware of, and adhere to Council Policy and NESPC Guidelines. Child Protection awareness raising will be delivered to all teaching and non-teaching staff on the first day of each school session and induction of new staff will include the Child Protection Policy.

Education and Children's Services are committed to ensuring that a rolling programme of training is in place for Child Protection Coordinators and all staff. PDRS and EARS will identify child protection training needs and these will be addressed through appropriate training. In addition, the Head Teacher will ensure that child protection training courses are brought to the attention of staff.

### **Note:**

- Details of the ECS Child Protection Training Courses can be found on ALDO.

## **Attendance and Absence Management**

All new pupils will be issued with child protection attendance information detailing parents/carers responsibility to contact the school if their child is absent. This information will be re issued every August.

### **Procedure to track pupil absence**

- Parents are asked to phone school by 9.15am
- Staff receiving a phone call/ verbal message from a parent should notify the office immediately.
- Any missing children should be reported to the office following morning and afternoon registration
- Any queries regarding pupil absence will be followed up by office staff immediately and registers amended accordingly.
- Office staff have a duty to contact parents/emergency contacts/other known relations in order to locate any missing child. The Head Teacher should be informed of any unexplained absences no later than 9.30am.
- Office staff will enter attendance/absence information to SEEMIS

If a parent/carer is not contactable and the child is missing, Cairney School will follow ECS Policy and procedures

If a child is moving school to ensure the pupil is safe and attends another school the school will follow ECS Policy to ensure safe transfer from one school to another.

## **Named Person**

Following the Supreme Court Judgement on the Children and Young People (Scotland) Act 2014, the decision was made that the Named Person role should continue to be provided on a policy basis, while the Scottish Government prepare and implement revised

legislation and statutory guidance which satisfy the information-sharing issues raised by the Supreme Court.

This continues to be the case in Aberdeenshire whilst we await further updates. A Scottish Government Policy Update has been circulated to all schools and is available on the Scottish Government website.

The Named Person for P1 until entry to Secondary school is the Head teacher. Where children and young people have left school i.e. 16 to 18, a QIO will take that role as required. Likewise for children who are home schooled.

#### **Further Support Available:**

- **Protecting Children in Aberdeenshire Booklets**
- **Aberdeenshire GIRFEC website**
- **National Child Protection Guidelines 2014**
- **Designated staff in Schools; Child Protection Co-ordinator (and Depute CPC), Head teacher (Nursery/Primary)**
- **Multi Agency learning and Development**

#### **List of Appendices**

1. School Procedures: dealing with child abuse
2. Child protection Incident Sheet
3. GIRFEC Wellbeing Wheel

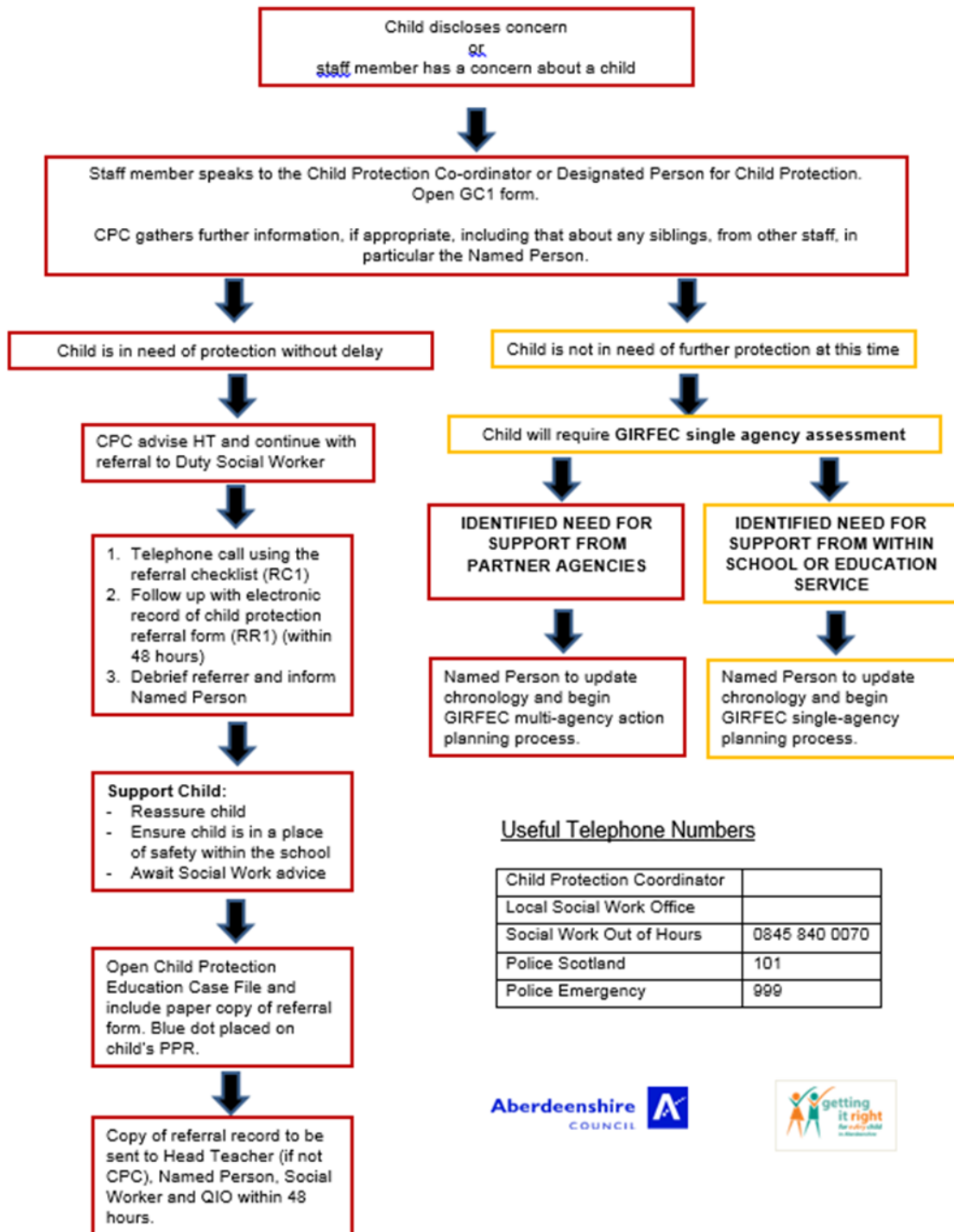
#### **Policy Review**

This policy will be reviewed annually by all teaching and non-teaching staff on the first day of each school session.

August 2017

Appendix 1

## Flow Chart: Child Protection Procedure in Schools Recognising actual or potential harm to a child



Useful Telephone Numbers

Child Protection Coordinator	
Local Social Work Office	
Social Work Out of Hours	0845 840 0070
Police Scotland	101
Police Emergency	999





**Appendix 2 CHILD PROTECTION: RECORD OF INCIDENT**

<b>Cairney School</b>		<b>Member of staff .....</b>
<b>Name of Child .....</b>		<b>DOB ..... Gender .....</b>
<b>Date</b>	<b>Incident</b>	<b>Action Taken</b>

