

Gullane Primary School



Child Protection Guidelines

Designated Member of Staff (DMS)

In our school the Designated Member of Staff is: Mrs Seonaid McGillivray, Head Teacher
In her absence concerns should be reported to: Mrs Maxine Cowie, Principal Teacher. In the absence of both the above, advice should be sought from the Duty Social Worker, based in Randall House, Macmerry. 01875 824090

Revised August 2019

Gullane Primary School **Child Protection Guidelines**

Gullane Primary School is committed to Getting It Right for Every Child and upholds the United Nations Convention on the Rights of the Child. All children have a right not to be abused and to be protected from abuse, neglect and exploitation (Article 19); therefore, child protection is the responsibility of everyone within the school.

In our school we are committed to creating an environment in which children are safe from abuse and in which any report of abuse or belief abuse has taken place is responded to promptly and appropriately. The safety and wellbeing of children in our care takes precedence over any other consideration. It is the clear responsibility of all those involved in our school to adopt good practice throughout their work.

We will:

- take account of National Guidance - <http://www.gov.scot/Publications/2014/05/3052/0>
- follow the local processes and carry out the appropriate roles and responsibilities as set out in Inter-agency Child Protection Procedures for Edinburgh and the Lothians 2015 - http://emppc.org.uk/file/Child_Protection/Interagency_Child_Protection_Procedures_-_Edinburgh_the_Lothians_Oct_2015.pdf
- seek to work in partnership with parents, carers, other agencies and East Lothian Council to promote good practice in the area of child protection.
- update any changes in child protection policy and practice under the guidance from the Designated Member of Staff (DMS - The Head Teacher).
- ensure that all staff have access to appropriate child protection training, supervision and support in order to implement this policy effectively and with the minimum of stress.
- expect that East Lothian Council staff, who are based in the school but not line managed by the Head Teacher, have received appropriate training e.g. kitchen staff, janitor and cleaners.

Child abuse is a criminal offence. All staff and volunteers working in our school have an ethical duty to report any reasonable concern that a child may be being abused.

The role of all members of staff and volunteers working within the school and playground is to inform the Designated Member of Staff of any instance that suggests abuse is taking place. It is not the role of the member of staff to wait for proof, investigate or gather evidence of abuse.

When a child tells an adult about possible abuse his or her statements should not be dismissed or ignored. The adult should attend carefully to what the child wants to communicate, taking account of the child's age and stage of development, and allow the child to say what he or she wants to say without being drawn into detailed questioning.

Our school will always seek to work with families in a clear, positive and open way, bearing in mind always that the welfare of the children is paramount.

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REMEMBER: Information sharing and record keeping

Any concerns about the well-being of a child **MUST** be shared.

No matter how good we are at evaluating and assessing matters to do with children in our classes and other areas, when it comes to the child's welfare we cannot evaluate and assess potential danger, risk, damage, as we only know a part of the whole picture. We must share our concerns with the DMS.

CHILD PROTECTION PROCEDURES

Should:

- a child disclose abuse, or
 - a member of staff suspect a child may have been abused, or
 - a third party expresses concern, or
 - a staff member witnesses an abusive situation involving another staff member
- the member of staff must **RECORD** and **REPORT**

Respond without showing any signs of disquiet, anxiety or shock

Enquire casually about how an injury was sustained or why a child appears upset

Confidentiality must not be promised to children or adults in this situation

Observe carefully the demeanour or behaviour of the child

Record in detail, and in your own handwriting, what has been seen and heard on internal pro-forma (Appendix A)

Do not interrogate or enter into detailed investigations; rather encourage the child to say what he/she wants until enough information is gained to decide whether or not a referral is appropriate .

Whether the concern has been raised by the child or another person some basic information will need to be sought. There are questions that can be asked of the child and we refer to these as the '**W**' questions. These questions can be used to obtain the information required to pass on to your Designated Member of Staff.

The '**W**' questions include:

- *What happened?*
- *When did it happen?*

- *Where did it happen?*
- *Who did it?*

Avoid using a 'why' question. Children don't understand why they are being harmed and a 'why' question can impose a responsibility on the child for what has happened to them.

Avoid asking leading questions, these are questions that can assume information is known, for example 'Did someone hit you?' rather than 'What has happened?'

It is important that you do not make any false promises to the child that you cannot keep, such as promising not to tell anyone and it is important to reassure the child that they are right to tell. Be supportive.

It is not your job to interview the child; this is the role of trained Police and Social Workers.

REPORT - DIRECTLY TO THE DESIGNATED PERSON WITHOUT DELAY.

Members of staff must not:

- investigate suspected/alleged abuse themselves,
- evaluate the grounds for concern,
- seek or wait for proof,
- discuss the matter with anyone other than head teacher/senior staff.

RECORDING PROCEDURES

Record information as soon as possible – do not wait – there is a school pro-forma, **Appendix A**. If this is not readily available submit the actual piece of paper that you used to record details attached to the pro-forma – **do not destroy any notes taken at the time of disclosure**. All written notes should be original handwritten, dated and signed. All attachments should be secured to the reporting form.

All members of staff should be aware that a supply of forms should be kept in the classroom. Forms are also available in the office and on the server – Staffroom – Child Protection – Gullane Procedures.

- Record what you see, what was said by you and by the child.
- Record the child's own words.
- Record factually; if you are giving a supposition or opinion, make sure that is clear.
- Once the information has been recorded it must be passed to the Designated Member of Staff immediately by the person reporting the concern – not at the next break or the end of the day.
- The DSM will pass the information to one of the Core Agencies for further discussion and /or action.
- The DSM will inform you of the action taken.
- Completed forms should be kept in individual Welfare Folders.

STAFF RESPONSIBILITY

All members of staff:

- are responsible for organising and updating their Public Protection - Child Protection training at the appropriate level; Level 1 for teachers and all support staff; Level 2 for Head Teacher and Deputy Head Teacher. (**Level 1** – Initially face to face training thereafter updated at two year intervals via East Lothian Council Learnpro. Staff must update their training card which should be displayed on their East Lothian Council identity card. **Level 2 Training** - Is face to face and multi-agency and must be renewed every two years.)
- should be familiar with this policy and apprise themselves of its contents at regular intervals. Any member of staff needing clarification of any aspect of Child Protection should speak to the Head Teacher.
- should know that there is nothing in the Data Protection Act, The Human Rights Act, and Freedom of Information Act that prevents the appropriate sharing of information to safeguard and promote the protection of vulnerable children if there is a belief a child is at risk of abuse or neglect.
- should follow school procedure in respect of reporting non-attendance and inform the DMS if there is a concern about a child's non-attendance.
- should display awareness and vigilance in respect of the law in respect of Female Genital Mutilation and the Sexual Exploitation of Children.
- should log instances of positive handling.
- should record injuries or accidents which have occurred in school in the first aid or accident log, whichever is appropriate.
- should recorded accidents, which require a child to be taken to the doctor or hospital, on the Council's reporting system, RIVO.

SAFE WORKING PRACTICES

Volunteers who do not hold Protecting Vulnerable Groups (PVG) certificate issued by Disclosure Scotland are not allowed to work **without supervision**, either in the school or in connection with trips/visits. No confidential data may be shared with any volunteer.

Where staff and volunteers are working directly with children and families there is a need to ensure that risks to staff and volunteers are minimised. Below are behaviours that will minimise risk.

- You are responsible for your own actions and behaviour and should avoid any conduct which could lead any reasonable person to question your motivation and intentions
- You should work in an open and transparent way
- You should discuss and/or take advice promptly about any incident, which may give rise to concern. A record should be made of any such incident

Staff and volunteers should also be aware of the school's 'whistle-blowing' procedure.

Staff and volunteers will not allow children to access the Internet in school unsupervised.

NATIONAL GUIDANCE AND BRIEFINGS

National Guidance for Child protection in Scotland 2014 <http://www.gov.scot/Publications/2014/05/3052/0>

The GIRFEC National Practice Model and Risk Assessment <http://www.gov.scot/Publications/2012/11/7143/2>

Inter-agency Child Protection Procedures for Edinburgh and the Lothians
http://emppc.org.uk/file/Child_Protection/Inter-agency_Child_Protection_Procedures_-_Edinburgh_the_Lothians_Oct_2015.pdf

Children Missing from Education
<http://www.gov.scot/Topics/Education/Schools/cmescotland/about>

Child Sexual Exploitation
<http://www.gov.scot/Publications/2016/10/8235/1>

Female Genital Mutilation
<http://www.gov.scot/Topics/People/Equality/violence-women/FGM>

**APPENDIX A
GULLANE PRIMARY SCHOOL**

Record of Child Protection/Child Concern Enquiry

To be completed by hand

CONFIDENTIAL

Name of pupil:	
Date of birth:	Class:
Address:	

Nature of incident/disclosure:

Action taken:

Signed:	Passed to HT/PT: __/__/__
Received by:	Date: __/__/__