**CLATT SCHOOL**

Child Protection

Policy

January 2019

Written by Barbara Rae



Clatt Primary School

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**CLATT PRIMARY SCHOOL VISION**

At Clatt School we aim to create an environment where:

* All members of the school community develop confidence through an ethos of high aspirations and expectations
* Learning is highly valued amongst all members of the school community
* Co-operation enables us to share, celebrate and enhance individual strengths and abilities
* A climate of responsibility and mutual respect ensures that all members of the school and wider community are valued and pupils play their part in society
* Every child is nurtured to reach their full potential and have the skills and confidence to become:

***Responsible Citizens***

***Effective Contributors***

***Successful Learners***

***Confident Individuals***

**CLATT PRIMARY SCHOOL VALUES**

**R**esponsible

**E**thos

**S**upportive

**P**olite

**E**nthusiastic

**C**aring

**T**ry your best

**The Context**

‘Every child or young person has the right to be safe and protected, and to feel safe and protected from any avoidable situation or acts which might result in that child:

* Being physically, sexually or emotionally harmed in any way
* Put at risk of physical, sexual or emotional harm, abuse or exploitation
* Having their basic needs neglected or experiencing that their needs are met in ways that are not appropriate to their age and stage of development
* Being denied the sustained support and care necessary for them to thrive and develop normally
* Being denied access to appropriate medical treatment
* Being exposed to demands and expectations which are inappropriate to their age and stage of development

Children and Young People (Scotland) Act 2014

The practice and procedures outlined in this policy statement and the procedures which are followed relate to Aberdeenshire’s Protecting Children and Young People in Education (January 2017) and with reference to the National Guidance for Child Protection in Scotland 2014.

Child protection is the responsibility of all who work with children and their families. It is part of the Aberdeenshire approach to Getting It Right for Every Child (GIRFEC), the UN Convention of the Rights of the Child and Curriculum for Excellence. Children have the right to be safe, healthy, active, nurtured, achieving, responsible, respected and included. They have the right to be listened to and heard.

**Roles and responsibilities**

The responsibility for promoting positive behaviour belongs to everyone: pupils, staff, parents, carers, and the community all have a role to play. Teaching and support staff play a crucial role in the support and protection of children as well as in the ongoing development of their wellbeing. Teachers frequently have the greatest day to day contact with children so we are well placed to observe changes in a child which may be indicative of abuse.

**The head teacher is responsible for:**

* Ensuring all staff fully understand their responsibility for child protection
* Ensuring practice complies with local authority guidelines
* Ensuring that the curriculum equips children with the knowledge, skills and attributes to protect themselves

In addition, the Head Teacher is the Child Protection Co-ordinator at Clatt Primary School.

**Staff are responsible for:**

* Helping to keep every child safe and well
* Being vigilant in noticing signs that children may need support, are at risk, or are suffering from harm and/or neglect
* Immediately contacting the Child Protection Co-ordinator when they have concerns or hear allegations
* Contribute to taking action or supporting children following identification of concerns
* Ensure their actions are taken in a way which prevents harm to children and maintains the safety and wellbeing of all involved
* Attend school based child protection training and updates and records this on their Professional Learning Record

**Contacts at Clatt Primary School**

|  |  |  |  |
| --- | --- | --- | --- |
| Child Protection  Co-ordinator | Mrs Barbara Rae | Head Teacher | 01464 635140 |
| Deputy Child Protection Co-ordinator | Mrs Katrina McGuire | Class Teacher | 01464 635140 |
| Deputy Child Protection Co-ordinator | Head Teacher  Rhynie School |  | 01464 635105 |

**Child Protection Records**

Where there is information of a child protection nature held about a child in school this will be kept, confidentially, in a sealed envelope in a folder which is separate from the child’s usual school record and held in a locked filing cabinet.

Any access made to this information must be recorded and should only be done with the Child Protection Co-ordinator’s prior knowledge.

Where such a record exists the child’s PPR will be marked with a red dot to indicate that there is such a record.

**Training**

All members of staff are expected to undertake an annual update/refresher. The Child Protection Co-ordinator should undertake further in-depth training. Child Protection training is part of the induction programme for new members of staff.

Policy updates are shared with staff as these arise and staff are expected to confirm their understanding of their role and responsibility.

**Recognising Actual or Potential Harm**

A concern may arise as the result of a single incident or develop over a period of time; this includes as a result of an observation or a disclosures made by a child. An assessment must be made as to whether the child is experiencing, or likely to experience, significant harm and whether there is an immediacy to the concern (see Appendix A for flow chart).

Aberdeenshire’s Council Protecting Children and Young people in Education Book 2 defines significant harm as the ill treatment or the impairment of the health or development of a child. For further guidance please refer to **Protecting Children and Young People in Education Book 2 and Book 3.**

**Responding to Concerns/disclosure**

All notifications or disclosures made about children or by children should be taken seriously. The concern must be recorded at the earliest opportunity, using wherever possible, the exact words used. Notes must be factual, timely, clear and concise whilst including as much detail as possible without asking leading questions.

The concern must be passed on to the Child Protection co-ordinator, or in her absence, her Deputy, without delay.

Further information and guidance can be found:

<http://www.girfec-aberdeenshire.org/for-practitioners/practioners-toolkit/>

<http://arcadia3.aberdeenshire.gov.uk/?p=77515>

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Appendix A

Flow Chart: Child Protection Procedure in Schools

Recognising actual or potential harm to a child

Child discloses concern

or

staff member has a concern about a child

Staff member speaks to the Child Protection Co-ordinator or Designated Person for Child Protection.

Open GC1 form.

CPC gathers further information, if appropriate, including that about any siblings, from other staff, in particular the Named Person.

Child is in need of protection without delay

Child is not in need of further protection at this time





Named Person to update chronology and begin GIRFEC multi-agency action planning process.

Named Person to update chronology and begin GIRFEC single-agency planning process.

Open Child Protection Education Case File and include paper copy of referral form. Blue dot placed on child’s PPR.

**Support Child:**

- Reassure child

* Ensure child is in a place of safety within the school
* Await Social Work advice

1. Telephone call using the referral checklist (RC1)
2. Follow up with electronic record of child protection referral form (RR1) (within 48 hours)
3. Debrief referrer and inform Named Person

**IDENTIFIED NEED FOR SUPPORT FROM WITHIN SCHOOL OR EDUCATION SERVICE**

**IDENTIFIED NEED FOR SUPPORT FROM PARTNER AGENCIES**

Child will require **GIRFEC single agency assessment**

CPC advise HT and continue with referral to Duty Social Worker

Copy of referral record to be sent to Head Teacher (if not CPC), Named Person, Social Worker and QIO within 48 hours.

Useful Telephone Numbers

|  |  |
| --- | --- |
| Child Protection Coordinator | Mrs Rae |
| Rhynie School | 01464 635105 |
| Local Social Work Office | 01466 405959 |
| Social Work Out of Hours | 0845 840 0070 |
| Police Scotland | 101 |
| Police Emergency | 999 |

Out of Hours Social Work

Police Scotland