



MILNGAVIE PRIMARY SCHOOL AND ELCC

Rationale

‘Every adult in Scotland has a role in ensuring all our children and young people live safely and can reach their full potential. Teachers and school staff provide support to children and young people in their daily work and have a vital role in protecting children and young people who harm’.

(Safe & Well, Scottish Executive, 2005)

‘It’s everyone’s job to make sure I’m alright’

(Child Protection Audit & Review Report, Scottish Executive, 2002)

Aims

1. To develop an ethos where all children are listened to seriously.
2. To enhance children’s skills and knowledge to enable them to express their thoughts and feelings.
3. To ensure all staff are competent, confident and properly trained to protect children.
4. To establish a team of staff with specific child protection skills / expertise.
5. To support staff with Child Protection and Welfare issues.
6. To share information with other agencies and schools (transition) to protect children.
7. To ensure information is managed confidentially.
8. To inform parents and carers of Child Protection procedures.
9. To monitor processes and procedures both rigorously and continually to improve how and what is done to help children.

Objectives

To provide:

- opportunities for children to express their thoughts and feelings.
- a skill-based programme for Health & Well Being.
- regular staff development and training on Child Protection and Welfare.
- opportunities to discuss children with other agencies (PSG, Extended Learning Support, Transition meetings, etc).

- information to parents concerning school Child Protection procedures, via the school handbook, school website and parental leaflet.
- systems which allows for information to be recorded, monitored and held securely.

Introduction

Child Protection - Legal Issues

- Child abuse is a criminal offence
- It can involve prosecution in the Criminal Courts in pursuit of the public interest.
- Child abuse is the concern of the child protection system.
- It can involve the Children's Hearing acting to protect a child in the absence of criminal prosecutions or convictions.

The school fully implements East Dunbartonshire Council's Guidelines on Child Protection. These are available for staff access in our shared area and on the staff intranet - HUB.

There are 5 main categories of abuse. These are as follows:

- Physical injury
- Physical neglect
- Sexual abuse
- Emotional abuse
- Non-Organic Failure to Thrive

Possible indicators for the above are detailed in the Council Guidelines.

If a member of staff has a concern or a child discloses information of a Protection nature, then they must **report this to the school Child Protection Officer immediately**.

The **Head Teacher, Garry Graham is the school Child Protection Officer**. In his absence, staff should make the Depute Head Teacher/s aware.

Milngavie Primary School also has a Child Protection Team. This team consists of members of staff who have participated in specialist training or hold the remit for a specific area of Child Protection and Welfare. The team consists of:

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|--------------------------------------|---|-----------------------------------------|
| • Garry Graham (Head Teacher) | - | all areas of Child Protection |
| • Liz Orr (Depute Head Teacher) | | |
| Tracy Stilwell (Depute Head Teacher) | - | Bullying and all areas of Child Welfare |
| • TBC (Nursery Teacher) | - | Health |
| • TBC (Class Teacher) | - | Bereavement |
| • TBC (Class Teacher) | - | Equality |
| • Gail Hendry (Edu. Psychologists) | - | Learning and Behaviour |

Information is displayed prominently in all classes and around the school highlighting the procedures to be followed in the event of a Child Protection incident. The children also participate in awareness raising sessions with the Depute/Head Teachers throughout the session. These sessions highlight the Rights of the Child to be 'Safe and Well' and the role of the Child Protection Team.

Roles and Responsibilities

All staff have a role and responsibility in ensuring that children are safe, well and protected. The five main responsibilities are:

1. Training
2. Prevention
3. Reporting
4. Interagency co-operation
5. Support

Head Teacher

The Head Teacher will have the overall responsibility for Child Protection issues and should be the first person staff or parent/carer informs in the event of any suspicions.

Other responsibilities include:

1. Ensuring access to annual in-service training of all staff regarding the council's policy - ***Child Protection.***
2. Training of staff who join after whole school in-service.
3. Maintaining a log of Child Protection training.
4. Preventing Child Protection incidents by ensuring the school is a safe and secure place for children to attend.
5. Reporting / responding appropriately to any incidents.
6. Informing and co-operating with other agencies by attending meetings, completing reports, providing information.
7. Support children, staff and parents who are involved in the Child Protection process.
8. Log all pertinent information on Pastoral notes (Seemis) as part of a chronology of events.

Depute Head Teacher

The Depute Head Teacher will take on the responsibilities and duties of the Head Teacher in his absence.

Other responsibilities include:

1. Training staff including temporary and student staff and volunteers as appropriate, on council's policy for Child Protection.

Teaching Staff

School staff are in a unique position. Children spend the majority of their time with their teacher. Teachers are often the first person to observe a change in behaviour or the first person a child confides in. Teaching staff must:

1. Attend Child Protection training and implement Guidelines as directed.
2. Complete training log.
3. Use the curriculum to develop children's knowledge and skills.
4. Report any incident to the HT immediately.
5. Complete any reports, attend any meetings or discuss any child with appropriate agencies.
6. Record significant 'events' using Pastoral Notes
7. Liaison with HT as necessary

All Staff

1. Attend Child Protection training and implement Guidelines as directed.
2. Complete training log.
3. Report any incident to the HT immediately.
4. Record significant 'events' for attention of Child Protection Officer

Head Teacher

What happens next?

HT will consider next steps:

- Will refer to Chief Education Officer, Social Services, Police or other appropriate agency.
- Complete relevant referral paperwork (see EDC CP Policy) and send copies to relevant persons.
- Establish a CP folder for each child
- Using 'Significant Events Chronology', or Pastoral notes from Seemis. (copy with paperwork).
- Support pupil involved.
- Support staff who have reported abuse.

Parents

1. Using given literature, familiarise themselves with both Council and School Child Protection policies.
2. Inform the school of any incidents.
3. Co-operate with the appropriate agencies and school.

Procedures

All staff

If you have concerns what should you do?

- Listen – make time
- Stay calm
- Keep questions to a minimum
- Stick with What? Where? Who? When?
- Avoid why and how questions
- Reassurance – right to tell
- Tell the child what you are going to do next
- Act promptly and refer to HT
- Record what child said in their own words

What should I avoid doing?

- Asking too many questions
- Making false promises i.e. confidentially
- Express shock or anger
- Make interpretations – report only what is said by the child
- Delay listening or passing on concerns
- Carry out your own investigation

Recording and Reporting

Teaching Staff

Use Concern Sheets or inform H/DHT so information can be recorded on Seemis. This may include attendance, late-coming, bereavement, incident from home, change in behaviour, etc. Teachers should note and date any concerns share with the HT. The HT will update the child's Significant Events Chronology. **Please note that events of a serious nature should be reported immediately.**

Support Staff

Should inform class teachers of any incidents they feel should be recorded /complete Concern Sheets as appropriate.

Head Teacher

The Head Teacher will record all significant events on the child's chronology sheet/Seemis Pastoral notes. He will also report to all involved agencies and parents on a regular basis.

Monitoring and Review

The Head Teacher, using the aims and objectives stated previously, will monitor the policy throughout. The policy will be reviewed as required or in light of changes in authority policy/legislation.

August 2018/March 22
G Graham