

Longstone Primary



Protecting Children and Young People Policy

Longstone Primary School - Protecting Children and Young People

We place a high priority on the well-being and safety of our pupils. To this end we have in place a personal safety programme to give pupils knowledge and life skills to keep them safe from all forms of abuse.

Where we have child protection concerns about pupils we are required to follow the Edinburgh and the Lothian's Inter-Agency Child Protection Procedures which set out the specific duties and responsibilities towards the child and their parents. Full details are available here:

http://www.edinburgh.gov.uk/downloads/download/93/child_protection_for_professionals.

Definition of Child Protection

'Child protection' means protecting a child from child abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a *likelihood* or *risk* of significant harm from abuse or neglect.

National Guidance for Child Protection in Scotland 2014

Definition of Significant Harm

Significant harm can result from a specific incident, a series of incidents or an accumulation of concerns over a period of time.

National Guidance for Child Protection in Scotland 2014

Definition of Child Abuse

Abuse and neglect are forms of maltreatment of a child. A person may abuse or neglect a child by inflicting, or by failing to prevent, harm to the child.

Edinburgh and the Lothians Inter-Agency Child Protection Procedures 2014

Structures and Procedures for dealing with Staff Concerns about the Safety, Wellbeing and Protection of Children at Longstone Primary School

- Longstone Primary has a Designated Member of Staff (DMS) for child protection matters – Angela Pearston (Head Teacher).
- Any member of staff with any concern about whether a child has suffered, is suffering or is likely to suffer abuse, will immediately report the concerns to the DMS.
- In the absence of the DMS, the staff member with concerns will not delay, but will pass their concerns to the Depute Head Teacher, Sonia Masson.
- Where the DSM Angela Pearston (Head Teacher) or Sonia Masson (Depute Head Teacher) is not available, staff will not delay, but will immediately pass their concerns to one of the core agencies. The number for Social Care Direct is 0131 200 2324 (Mon - Thurs 08.30 - 17.00 Fri - 08.30 - 15.55). Out with these times Emergency Social Care Service can be called on 0800 731 6969. In an emergency the Police can be reached by calling 999, otherwise call Police Scotland on 101. When calling in a concern about a child, have their full name, DOB and address to hand as well as full details of the concern.
- The member of staff will make a signed and dated record of their concerns using a wellbeing concern form as soon as possible after the event and where possible on the same day, including when the matter was passed to the designated member of staff/senior manager.

Wellbeing concern form

Wellbeing Concern Form

BABY'S/CHILD'S/YOUNG PERSON'S DETAILS

Name:

Date of birth:

PERSON RECORDING DETAILS

Name:

Agency / Establishment:

AREA OF CONCERN

Please tick relevant boxes on 'Wellbeing Wheel' and use these headings to record the details below.

DESCRIPTION OF CONCERN(S)

If appropriate include strategies to address the issue and/or any actions taken. Please also summarise any previous concerns.

Signature: Date:

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getting it right for every child

If does not have to be the recorder that discusses the concern with the parent or carer, but agreement should be reached about who is the most appropriate person within the agency to do this and the parent or carer's views recorded here.

Has the concern been shared with the parent/carer? Yes No

What is the parent/carer saying about the concern?

Has the concern been shared with the child/young person? Yes No

What is the child/young person saying about the concern?

ONLY COMPLETE THIS SECTION IF RELEVANT TO AGENCY STRUCTURE

Has the concern been shared with anyone else? Yes No Please specify

Comments/Action:

THIS MUST ALWAYS BE COMPLETED BY NAMED PERSON (or person acting on their behalf)

Action being taken in relation to this Wellbeing Concern?

Continue to monitor Initiate Child Protection Procedures

Carry out Assessment of Need Discuss with Lead Professional (if allocated)

Comments:

Feedback given to the referrer Yes Date:

Name: Job title: Date:

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- The written record should:
 - Be factual, consistent and accurate
 - Use the child/young person's own words

- The designated member of staff or senior manager will collate all available information and be responsible for ensuring a child protection referral is made to the core agencies.
- The school will ensure records of reports of harm/referral are kept securely and not contained within Pupil Progress Records.
- If the child changes education establishment, the records/reports/referral of harm must be securely passed to the new establishment and not within the Pupil Progress Record.

Staff Role in Child Protection

Teaching and support staff have a responsibility to:

- listen to the child
- record what has been shared
- pass on concerns to the DSM

Staff Training

All staff at Longstone Primary receive Child Protection training:

Type of Staff Member	Level of Training	Frequency
Teacher	Level 2	Every 3 years
Learning Assistant	Level 2	Every 3 years
HT/DHT	Level 4	Every 3 years
Early Years staff	Level 2	Every 3 years
Admin. Staff/SSO	Level 2	Every 3 years

In addition, all staff receive an annual Child Protection update.

Use of Open Questions

Staff receive training on how to deal with child protection concerns. When listening to children, staff use open questions:

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