



Roseburn Primary School

Child Protection Policy

Created: November 2018

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Child Protection Policy

1 Principles

Within our school we aim to create an environment in which all pupils are safe and feel safe in school. There is a strong, robust and proactive response from

adults that reduces the risk of harm to children. Adults working with them know and understand the indicators that may suggest that a child/young person is suffering or is at risk of suffering harm. (*Ref: How good is our school 4th Edition*)

We follow the procedures set down in the Interagency Child Protection Procedures Edinburgh and the Lothians 2014. This document states that:

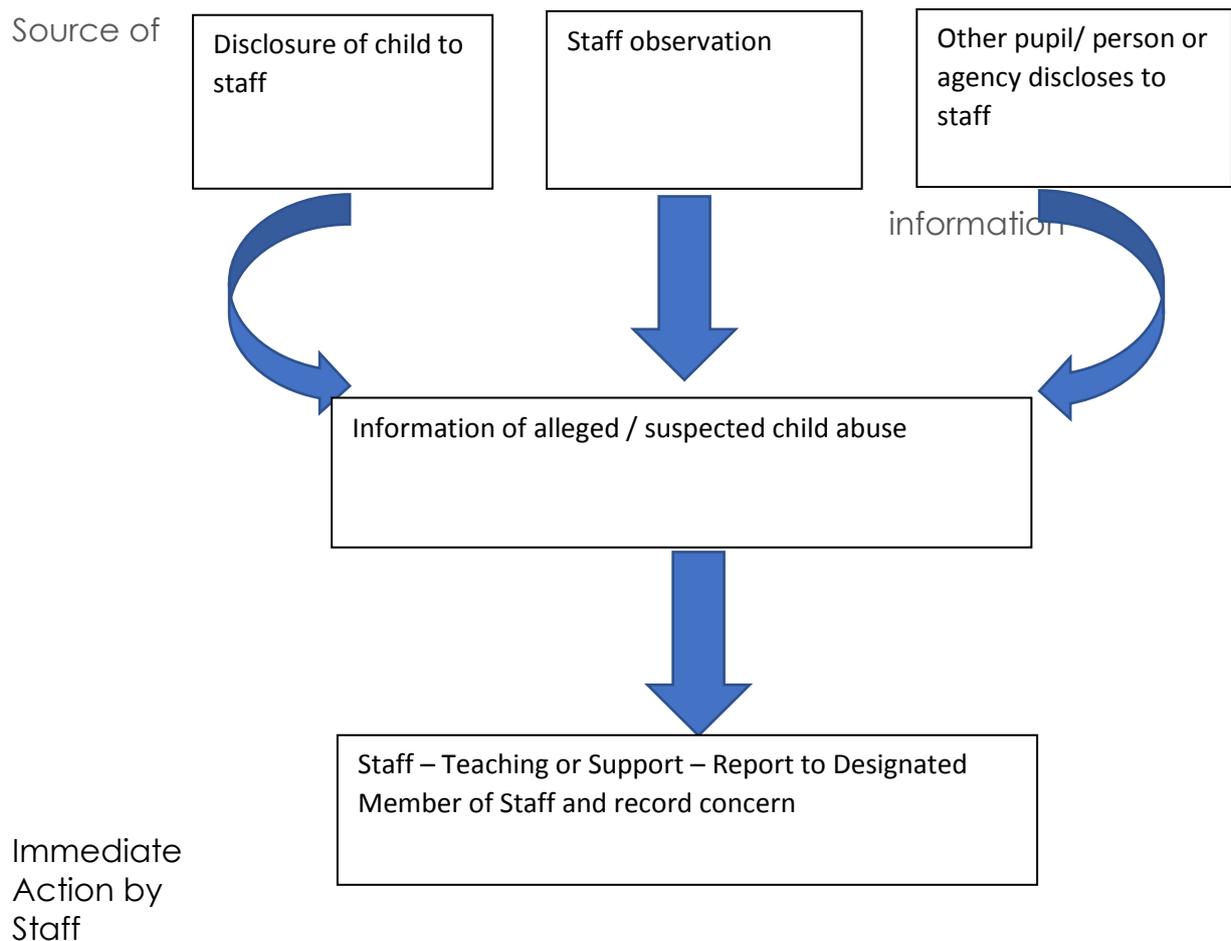
- All education staff have important roles in protecting children from abuse and neglect and in identifying children who may be at risk of abuse.
- The protection and wellbeing of the child must remain at the heart of all considerations and decisions

2 Procedures

Should an allegation of abuse be reported you **must** follow the procedures outlined below. For the purposes of child protection, the Designated Member of Staff (DMS) in your school is: Natalie Borrowman-

If the DMS is not available concerns should be passed to Social Care Direct

2.1 Flow chart for managing a child protection concern



2.2 Action

1 Initial responses by staff to a child (see 2.3 and 2.4)

- (a) A guarantee of confidentiality must not be given to the child
- (b) Any initial questioning or discussion must be limited to establishing the basic facts
- (c) Open-ended questions must be used
- (d) The member of staff questioning the child should not introduce either personal experiences of abuse or those of other children
- (e) The child must be told that the DMS will have to be informed
- (f) The matter must be referred to the DMS immediately
- (g) In exceptional circumstances a member of staff may feel that the guidelines have not been implemented at school level. Should the matter remain unresolved the member of staff must seek advice from the Senior Education Manager, Schools and Lifelong Learning

2 Action by DMS

The DMS will contact Social Café Direct on 0131 200 2327

2.3 Guidelines for responding when a child discloses abuse

- First** Listen
- Second** Reassure the child
- Third** Do not give the child a guarantee of confidentiality regarding the disclosure
- Fourth** Take the allegation seriously
- Fifth** Refer to the flow chart (Section 2.1)

Children who are traumatised may experience a range of feelings, such as sadness, anger, anxiety or depression. Affirm whatever feelings the child has and avoid telling the child how they feel. Don't ask 'why' questions

Avoid being judgemental about information supplied by the child.

2.4 Basic Principles about responding when a child discloses abuse

- 1 Only ask enough questions to gain basic information
- 2 Take the allegation seriously and support – do not interrogate
- 3 Use open-ended questions
- 4 Avoid leading questions

<u>What</u> happened?	✓
Did somebody hit you?	X
<u>When</u> did it happen?	✓
Did it happen last night?	X
<u>Where</u> did it happen?	✓
Did she come into your bedroom?	X
<u>Who</u> did it?	✓
Was it mum?	X

3 Allegations against staff

Occasionally, an allegation of abuse may be made against a member of staff. To minimise risk, it is important that all staff are aware of the ways in which inappropriate behaviour/ abuse may be manifested. The list is neither definitive nor exhaustive or is meant to suggest that all actions below are in themselves abusive; they must be seen in the context of interaction with the child and the intention of staff. They are meant to aid and advise staff in minimising risk and to encourage good practice.

Physical Abuse

Any form of physical assault including the attempt to:

Kick

Punch

Slap

Shake

Throw a missile

Sexual Abuse

Abuse of position of trust.

Any form of sexual assault

Possession of indecent or abusive photographs or images of children

Showing indecent or pornographic material to children

Suggestive remarks or gestures

Inappropriate touching or behaviour towards a child

Grooming

Sexual harassment

Emotional Abuse & Neglect

Racial / homophobic comments or behaviour, or failing to address this in others

Isolation e.g. locking a child in a room

Persistent sarcasm or belittling children

Threats

Bullying children, or failing to address it in others

Inappropriate punishments

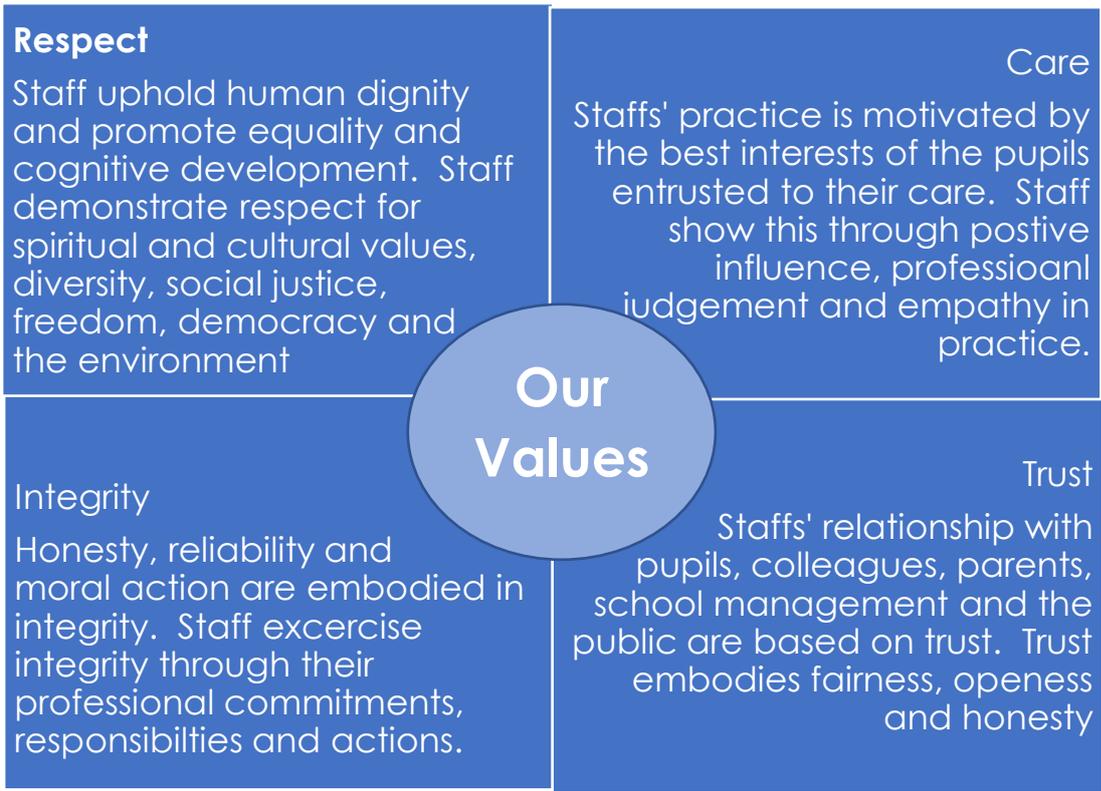
Creating a climate of fear

Failing to prevent a child from physical danger

Overprotection or the prevention of socialisation

3.2 Safe Working Practices

- All staff are expected to behave in a manner consistent with the schools Code of Conduct
- A relationship between an adult and child or young person cannot be a relationship between equals. There is a potential for exploitation and harm of vulnerable children. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification
- All staff are expected to behave in a manner that maintains appropriate professional boundaries and to avoid behaviour which might be misinterpreted by others



Pupil Wellbeing and Child Protection Concern

Concern or worry about a

Please complete a Wellbeing Concern:
http://www.edinburgh.gov.uk/downloads/file/1029/well-being_concern_form Please complete all sections you are able to (inc DOB) with exception of the last part to be completed by Named Person (HT or DHT)

If it is a CHILD PROTECTION concern, do not wait to complete paperwork – inform SLT immediately.

If the incident occurred in school, it should be reported to a Senior Education Manager.

Send or hand to designated member of staff (dependant on school policy)
Please make sure the concern is shared with parents (and young person if age 12 or above) before it is filed. If you do not feel comfortable sharing concern, please discuss with SLT who will support.
Once WBC emailed, please delete email from 'sent' and 'trash'. These should not be stored electronically.

Does the concern need to be shared out-with

NO

YES

NO

You need to seek consent to share this information externally.

Record the views of the parent. If the parent gives consent, go ahead and share. If they do not, record this and any actions you feel necessary (e.g re-visit at a given date) on SEEMiS Pastoral Notes.

Storing of Information

1. Print and file the WBC in Pupil Wellbeing Folder.
2. Update paper chronology
3. Add Pastoral Note (give brief details)

There should be an asterisk (in pen) on the PPR of every child who has a Pupil Wellbeing Folder.

**WBCs should be updated if any further actions are taken e.g child is joint-interviewed. Also updated chronology as appropriate.
Please keep staff informed of actions and any other relevant information.**

Please consider the following:
Does the information indicate the child is experiencing or at risk of harm?

YES

Inform the parent of the concern and the action you are going to take. Be clear with the parent that the reason for your call is not to seek consent but to inform them.

Please record the views of the parent.

If the risk is **immediate** or you think that sharing with the parent could put the child at risk, please seek advice first through contacting SCD on 0131 200 2327 before informing the parent. Please record your professional judgement reasons for making this decision in the Action section of the WBC.

Storing of Information

1. Print and file in the Child Protection RED folder. Please see 'Appendix 1'
2. Update paper chronology inside the CP folder
3. Add SEEMiS Pastoral Note: "*Child Protection concern – please see red folder for details.*"
4. *Once archived, add SEEMiS Pastoral Note with box reference number.*

There should be an asterisk drawn in pen on PPR to inform all relevant staff that important information is stored elsewhere.

Appendix 1

Frequently Asked Questions

When should a red folder be opened for a child?

A red folder should be opened for a child when they are placed on the child protection register. It should be detailed on SEEMiS Pastoral Notes that the file exists and where to find it.

Child Protection (Red) folders remain with the child throughout their school life. The information cannot be redacted, changed or destroyed.

What should happen to PPR's and CP files when a young person moves either out of the Local Authority/ moves to an Independent school/becoming home educated?

The young person is effectively no longer under direct supervision of CEC. Unless there is a court order specifying otherwise, original documentation from both PPR and CP files should be retained by CEC and relevant, proportionate, and necessary information should be photocopied and shared with the new Named Person. Photocopied information should be delivered either in person, via Courier or via Royal Mail Special Delivery service.

As per CEC retention policy; PPR's should be stored from date of leaving school (or from 18th birthday if school leaving age unknown) + 5 years.

CP files should be stored from date of case closure (or from 18th birthday if case closure unknown) + 35 years.

The Records Centre, managed by Iron Mountain, offer a service to store PPR's/CP files on request. Cost for schools is £4.50 per year per box. You will be issued with a Box Reference number which you would include when referencing site of storage on SEEMiS Pastoral notes.

Can a Child Protection File be closed?

Yes. A Child Protection (CP) file should only be open while the Child remains on the Child Protection register. When a child is removed from the Child Protection Register, their CP file content should remain unchanged. The CP file should be archived and a note recorded in SEEMiS Pastoral Notes flagging where it is archived (either in-house or at Records Centre, including the box reference number).

"CP file archived in Records Service box ref no. 123456789"

Child Protection files should be retained for 35 years from 'case closure'. Since schools will not likely always know when a child is off the register, you can reasonably put 35 years from 18th birthday where the case closure is not known.

Pastoral Notes - who should information be shared with? Who needs to know?

You do not need consent to record information in SEEMiS Pastoral Notes but should be aware that anything you record may be shared if there were to be a subject access request.

Further guidance on using SEEMiS Pastoral notes can currently be found using the following link. Links often move/change so you can also access the information by searching 'seemis pastoral notes' on the orb.

https://orb.edinburgh.gov.uk/downloads/download/10647/seemis_pastoral_notes

Managing Pupil Wellbeing Folders

The contents of Pupil Wellbeing folders should be reviewed when subsequent Wellbeing Concerns are received, when information is to be shared and at times of transition. Professional judgement should be used to determine whether or not the contents are still relevant and should be shared. Wellbeing Concerns should be filed by the Named Person (or an agreed member of staff on their behalf).

Training Requirements

Specific Contact Workforce training course (formerly Level 2)

Staff working with children and/or families should complete this every 3 years (every 2 years for special schools). This includes staff from schools, nurseries and Early Years Centres.

Child Protection - Intensive Contact Workforce – (formerly Level 4)

The Headteacher and other designated members of staff should complete this course. Please note that there is a mandatory refresh course. (Please note, this is currently called @Managing Child Protection in a School Setting in CPD directory)

Courses can be found in the City of Edinburgh CPD Directory.

Useful Contacts

North East Locality East Neighbourhood Centre Fort Social Work Centre	0131 553 8595 0131 529 2525
North West Locality	0131 286 5130
South East Locality	0131 529 5300
South West Locality	0131 453 9100
Maria Plant - Schools and Lifelong Learning Senior Manager	Maria.plant@edinburgh.gov.uk 0131 469 6107
Leeanne Turner – Learning and Development Consultant (Child Protection)	Leeanne.Turner@edinburgh.gov.uk 0131 469 3310
Information Governance Unit	Information.compliance@edinburgh.gov.uk
Records Management	RecordsManagement@edinburgh.gov.uk 0131 529 4616

Who to call in an emergency?

Life threatening crisis	999
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Non- emergency	101
Social care direct	0131 200 2324/7
Social Care direct evening / weekends	0800 731 6969 Monday to Thursday 5pm to 8.30am Weekends from Friday 3.55pm to Monday 8.30 am.
NHS 24	111
Urgent mental health assessment	0131 537 6000
24-hour Domestic Abuse Helpline.	0800 027 1234

Useful Links

All GIRFEC Paperwork and Guidance can currently be found through the following link. Please search 'GIRFEC' on the orb if there are any issues accessing this.

<http://www.edinburgh.gov.uk/downloads/20170/girfec>

SEEMiS Pastoral Notes Guidance:

https://orb.edinburgh.gov.uk/downloads/download/10647/seemis_pastoral_notes

Inter-agency Child Protection Procedures Edinburgh and the Lothians:

file:///C:/Users/9056072/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/CP_Procedures_12th_October_2015.pdf

National Guidance for Child Protection in Scotland (2014):

<http://www.gov.scot/Resource/0045/00450733.pdf>

Inter-agency procedures for the protection of girls and women at risk of female genital mutilation:

file:///C:/Users/9056072/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Downloads/Interagency_FGM_Procedures_Edinburgh_and_Lothians_21_6_17.pdf