

Child Protection Policy

Sanday Community School



Every child/young person, regardless of age, has at all times, in all situations a right to feel safe and protected from any situation or practice which results in the child/young person being physically or emotionally damaged.

In Sanday Community school we are committed to creating an environment in which children/young people are safe from abuse and in which any suspicion of abuse is responded to promptly and appropriately. The well-being of children/young person in our care takes precedence over any other consideration. It is the clear responsibility of all staff involved in our school to adopt good practice throughout their work.

- To support an environment in which children and young people feel safe, secure, valued and respected and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse following the Orkney Islands Council Guidance and procedures
- To highlight the need for all members of the community to be alert, observant and proactive in matters related to child protection.

In order to achieve this we will:

- work in partnership with parents, carers, Orkney Island Council colleagues and other agencies 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 person in the school.
- endeavour to ensure that all staff have access to appropriate child protection training every three years (two years for the designated CP lead), supervision and support in order to implement this policy effectively and with the minimum of stress.

The detailed arrangements, systems and procedures for ensuring that the above policy statements are fully implemented are contained in the "Orkney Inter-Agency Core Child Protection Guidance" published by the Child Protection Committee Orkney

http://www.orkney.gov.uk/Files/OHAC/Child_Protection/Core_Child_Protection_Guidance.pdf

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

Role of Staff Members

If have a concern about a child / young person's wellbeing, based on:

- a) Something the child/young person/parent has told you
- b) Something you have noticed about the child's behaviour, health, or appearance
- c) Something another professional said or did

Even if you think your concern is minor, the Head Teacher or other agencies may have more information that, together with what you know, represents a more serious worry about a child. It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

The role of members of staff is to inform the designated person and/or Named Person of any instance, which suggests that 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/young person 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/young person's age and stage of development, and allow the child/young person to say what he or she wants to say without being drawn into detailed questioning.

REMEMBER:

Any concerns about the well-being of a child/young person need to be shared.

No matter how good we are at evaluating and assessing matters to do with children, when it comes to the child's/young person's welfare we **cannot** evaluate and assess potential danger, risk, damage, as we only know a tiny part of the whole picture. We **must** share our concerns with the designated/Named Person. Sometimes you may be the tiny missing piece of a much larger jigsaw puzzle.

See: **Information Sharing Between Services in Respect of Children and Young People**
<http://www.scotland.gov.uk/Resource/0041/00418080.pdf>

Child Protection Procedure checklist for Sanday Community School staff.

IF:

- a child/young person has been injured, eg. bruising;
- child/young person is seen in the company of people, either adults or children, who may be putting the child at risk;
- a specific allegation of child maltreatment has been made;
- there are anxieties that a child may be experiencing continuing maltreatment or neglect; or
- a child/young person is behaving in a way that is dangerous to him or herself or others.

The member of staff must:

RECORD

Respond without showing any signs of disquiet, anxiety or shock. Take what the child/young person says seriously.

Enquire casually about how an injury was sustained or why the child/young person appears upset. By asking the child / young person, or their parent to clarify your concerns, being careful to use open questions: ...beginning with words like: 'how', 'why', 'where', 'when', 'who'?

Confidentiality **must not be promised** to children or adults in this situation. For example, 'I am worried about your bruise and I need to tell Mrs Bowen so that she can help us think about how to keep you safe'

Observe carefully the demeanour or behaviour of the child/young person.

Record in written detail, as soon as possible, what has been seen and heard.

- a. Name of child
- b. Date, time and place
- c. Who else was present
- d. What was said / What happened / What you noticed... speech, behaviour, mood, drawings, games or appearance
- e. If child or parent spoke, record their words rather than your interpretation
- f. Analysis of what you observed and why it is a cause for concern

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

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 SMT/Named Person.

REPORT to the designated person without delay.

Please note: if a child discloses information to you, please do not share this information with parent. There will be a professional discussion between the Head Teacher and other agencies. If there is no reason not to let the parents know the Head Teacher will inform the parents that a referral has been made.

Childrens Social Services may suggest to delay informing the parent in cases of suspected sexual abuse, or where informing the parent might put the child at further risk, to prevent the child being harmed or intimidated and retracting their disclosure. Or in cases of suspected Fabricated or Induced Illness by proxy, the parent is not informed that this is being considered.

In Sanday Community School the designated person is: Head Teacher Wendy S Bowen

In their absence their deputy is: Principal Teacher Kristen Muir in her absence Catherine Lennon

Storing information

Any information pertaining to child protection must be kept. This would be kept within a brown envelope within the child's file (PPR) kept in the office. You should always keep a note of who you have shared the information with and in what form.

Staff should request access to any brown folder information from the Head Teacher and should respect the confidentiality of the child.

All staff are asked to sign when they have accessed the PPR folders using the record book kept in the filing cabinet with the PPR folder. Clerical Office staff should ensure that the filing cabinet is securely locked.

Please ensure that sensitive electronic information is stored securely within a password protected document if stored within the main server. You should not have sensitive information stored directly onto laptops or within Glow.

Useful resources

- National Guidance for Child Protection in Scotland 2014
<https://www.gov.scot/publications/national-guidance-child-protection-scotland/>
- Getting it Right For Orkney's children and young people
http://www.orkney.gov.uk/Files/OHAC/Child_Protection/Core_Child_Protection_Guidance.pdf
- Children (Scotland) Act 1995
<http://www.legislation.gov.uk/ukpga/1995/36/contents>
- Protection of Children (Scotland) Act 2003
<http://www.legislation.gov.uk/asp/2003/5/contents>

Child Concern Form



The heart, soul and future of our island community.

Surname	Forename	Date of birth and age
Address	Parents full names	Other members of the household and DOB
Telephone Number	Are the parents aware of the concern?	

Date of concern:	Time:	Reported by:
	Location:	
Who else is aware of the concern? (contact details)		
Who else was present when the disclosure occurred?		
Specific issues of concern:		

Initial Action taken
Outcome of initial action
Information shared with / in what form / time
Signed:
Designation:
Date:

Signed:

Concern shared with Child Protection Co-coordinator