**Abernyte Primary**



**Child Protection Policy**

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***Rationale***

*"All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. \**

*"...schools... have a particular role in safeguarding children and preventing harm occurring. They also educate children about risks and how these can be managed.... They can also provide additional support or help to children who have been harmed to help reduce longer term negative effects. \**

The above quotes from the Framework for Standards 2004 document embody the responsibilities we as a school must embrace if we are to do our part in protecting our children.

The protection of children is a shared responsibility and staff will work collaboratively to create a climate of mutual trust, respect and confidence. Children spend at least 5 hours per day in school and develop trusting relationships with a range of staff. This puts staff in a very good position to notice: -

• changes in a child's behaviour or demeanour

• any physical signs which might indicate that a child is experiencing difficulties.

**Aims**

* To ensure that children learn in a safe environment where they feel secure and respected,
* To develop attitudes and beliefs which will help children to understand and value themselves as individuals.
* To ensure that children feel confident and able to approach adults about matters which concern them.
* To ensure that all staff are fully aware of the Authority's Child Protection Guidelines and Procedures.
* To ensure that staff have access to appropriate training on child protection matters.
* To ensure effective communication between staff when dealing with child protection issues.
* By immediately reporting any areas of concern to the Child Protection Officer and where appropriate filling in an incident report form.
* By regular, annual review by staff of CP issues and procedures.

**Roles and Responsibilities**

* Each school has a designated Child Protection Officer. At Abernyte Primary that person is the Headteacher Jennifer Clark. A full description of the role of the CPO is contained in the guidelines.
* The Headteacher Jennifer Clark is the named person for all pupils at Abernyte Primary.
* All staff should be familiar with the Authority's Child Protection Guidelines and Procedures. A full copy can be referenced at this link <http://www.pkc.gov.uk/media/38889/Perth-and-Kinross-Code-of-Practice-Information-Sharing-Confidentiality-and-Consent-NEW-PUBLICATION/pdf/P_K_COP_Information_Sharing_etc_FINAL_17-02-21>
* All staff should be familiar with GIRFEC principals and the Wellbeing Wheel.
* A comprehensive Child Protection Website is available on Eric and at <http://www.pkc.gov.uk/childprotection> All up to date information can be accessed this way.

**Procedure**

As a school we should:

* Log all instances where reasonable restraint has been used to protect a child or others from harm.
* Record any injuries or accidents which have occurred in school in the accident log.

> minor on pro-forma in First Aid log book.

> bumps to the head and any injuries where parents are asked to seek medical advice should be recorded in the accident book kept in the office and the appropriate note should be sent to parents.

> accidents which require hospital treatment should be recorded on the HSE *&* RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) form - available from the school secretary - a copy of which is sent to Physical Resources, Education A Children's Services .

* Record any occasion when a child has wet or soiled him/herself which has resulted in staff cleaning the child or supporting the child to clean him/herself -
* Monitor the safe use of the Internet in school:-

> Pupils, and/or parents or guardian, shall sign a protocol agreement governing use of the internet before any access to the internet is allowed.

> a staff member will be present when pupils are accessing internet sites.

> staff report immediately to HT if any unsuitable site is accessed by pupils; this information will be forwarded to EST and the site filtered.

> in the event of inappropriate e-mails being sent within school, the relevant pupil account will be disabled for a suitable period to be determined by HT.

* Only allow mobile phones to be brought to school, when parents have contacted HT to request this. All mobile phones will be kept in the school office from 9.00 till home time.

If a member of staff has feelings of unease about a child’s welfare the process is as follows. They should communicate their concerns to the CP Officer - however insignificant the concerns may seem. It is often by putting small pieces of information together that a true picture of the child's situation emerges. The Child Protection record folders held in the Head Teacher's office will be used to store information on:

* any unexplained or suspicious injuries or marks on a child
* concerns regarding unusual behaviour, depression or inappropriate use of sexual language
* any disclosures, however small, which give rise to a feeling of unease in the adult in receipt of these

Following completion of a Child Protection concern record, the CP Officer in will decide what action to take. Options will include:

* continue to monitor the situation
* contact parents
* contact a designated family social worker
* involve Duty Social Work

**Please refer to the Authority Child Protection Procedures for lists of possible signs of abuse.**

It is important to remember that such lists are neither completely definite nor exhaustive. The information in these lists has to be used in the context of the child's whole situation and in combination with a range of other information related to the child and his/her circumstances.

**Recording and confidentiality**

Where there is a disclosure by a child to a member of staff they should:

* Encourage the child to keep talking by mirroring back what has been said e.g. "You were with your friend?"
* Listen carefully to what the child is saying
* Try not to ask closed questions meaning those which require a 'yes' or 'no' answer
* Do not influence what the child is saying
* It is permissible to seek clarification e.g. 'Where did this happen?"
* Write up the conversation as soon as possible.
* You should keep a record of the questions you have asked the child and the child’s responses to the questions.
* Use quotation marks to record child's actual words where you clearly recall these. Use he/she said where you are writing the meaning you took but not a direct word for word quote.
* Remember that every member of staff owes a "Duty of Care" to the pupils. Do not make any promises to a child which you cannot keep. Never suggest or confirm to a child that you will keep any matter confidential. **The overarching principle of all child protection policy is the welfare of the child and therefore no information can be kept in confidence if there is any risk to the child.**
* Involve the CP Officer as a matter of urgency

In the event of a concern or disclosure leading to a Child Protection investigation, the HT will feedback to staff as appropriate. Staff may be asked to give a statement to the police. This might then become evidence. Colleagues from the ICS team, or those from other agencies, may be involved in offering follow-up support to the pupil.

**Where there is an allegation of abuse made against a member of staff:**

* The HT must, as a matter of urgency, meet with the adult or child making the allegation
* If the Head Teacher establishes that a) the incident could have occurred or b) the allegation is being sustained by the person who is making the allegation, the relevant Head of Service must be informed immediately.

**How will we know that our policy is effective?**

* There will be early detection of any infringement of children's rights
* Feedback from CP investigations and monitoring will confirm appropriate action taken promptly

Involvement in Child Protection investigations can sometime be upsetting to the staff concerned. The HT is available at any time to talk issues through and the authority offers a free, confidential counselling service to all employees.

This policy will be reviewed regularly to reflect changes to legislation or practice.