



Rowantree
Primary School
Child Protection
Guidelines
September 2018

“... school staff... play a crucial role in the support and protection of children as well as the development of their wellbeing. ...Teachers are likely to have the greatest level of day-to-day contact with children and so are well placed to observe physical and psychological changes in a child that could indicate abuse and to contribute to the assessment of vulnerable children”

National Guidance for Child Protection in Scotland (2014)

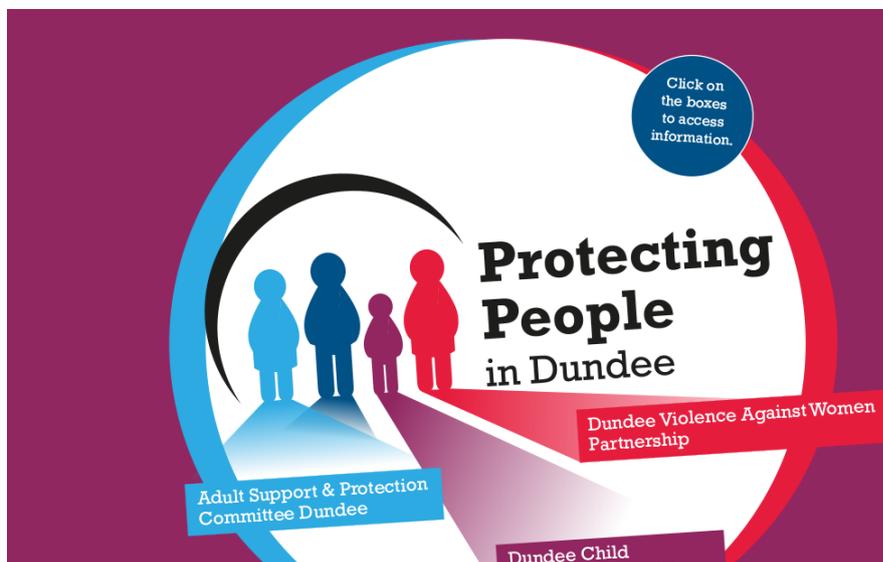
Authority Guidelines:

Rowantree Primary follows the guidelines laid out by the authority:

(<http://www.dundeeprotects.co.uk/>)



dcc cp
guidelines.pdf



Specific to Rowantree Primary School

Child Protection Officers:

- Mr Murray
- Miss Elder
- Mrs Ross
- HT as Named Person requires overview of all CP concerns

Cause for Concern

- Complete cause for concern form (appendix 1)
- Email it to a member of the Senior Leadership Team
- SLT will then record this onto pastoral notes

Any relevant information will be shared

Child Protection Red Alert

- Card in class
- Card on ID badge
- Send to SLT
- Do not discuss any CP in open areas or in front of pupils
- Do not share the issue/concern with anyone other than the CPO or HT

Serious Red Alerts will be recorded by SLT on Child Protection Concern form (appendix 2)

Child Protection Posters

All classes must display a CP poster



Badge Card:

Every member of staff should have a very brief 'do's and don'ts card with them at all times

General Points

- maintain eye contact
- let child know what you will do
- assume it is difficult for child to talk about this
- try to find out what child is most afraid of
- make notes as soon as possible

To finish

- reassure the child
- make child aware you may have to share information
- let child know exactly what you are going to do and as far as possible what will happen next
- praise child for being brave enough to come forward
- try to finish on as positive note as possible

Child Protection - dealing with a disclosure

Helpful things to say

- you were right to tell and it's okay
- I am sorry this has happened to you
- it is not your fault
- I care and I will help
- you were brave to tell me

Try to avoid saying

- are you sure
- why didn't you tell anyone before
- I can't believe it
- statements like - I'm shocked or don't tell anyone else
- anything you can't follow through - eg false promises

Safeguarding Leaflet:

All classes should have the following leaflet available in class



Child Protection Officer
(CPO) :

Mr. Murray

Mrs Ross

Miss Elder

All staff have a duty to report any disclosure or concerns they may have about the safety and welfare of children and young people .

WHAT TO DO

If a child or young person talks to you about abuse by someone else :

Advise the individual that you must pass the information on

Avoid asking leading questions

If you suspect a child or young person is being abused , emotionally, physically or sexually then the information must be passed on to your CPO , or contact MASH , or the CPO of the establishment you are in at that time

If you receive an allegation about yourself or any adult :

- Alert your line manager

If you receive an anonymous allegation :

Record in writing the words used if by phone or retain paper if in written form .

Report to your line manager /CPO

Most up to date guidelines will be found here:

<http://www.dundeeprotects.co.uk/>



Rowantree Primary School

Safeguarding:
Children and Families
Service
Code of Good Practice

In carrying out their duties, each member of staff must take account of their responsibilities in ensuring children, young people and protected adults are safe and get the help they need.

Things you must do :

- Treat all children, young people and protected adults with respect
- Ensure that your own conduct is always an example of good practice
- Be aware of lone working guidelines so you don't put yourself in a compromised position with a child, young person or adult
- Respect the rights of individuals to have their safety, privacy and dignity respected
- Remember that someone might misinterpret your actions, no matter how well intended
- Recognise that caution is required if discussing sensitive issues with children, young people and their parents/carers

- Be aware of other staff, be vigilant and act to help themselves and children and young people safe. Be prepared to challenge their actions
- Work within DDC Child Protection Code of Practice
- Attend Child protection training
- Record a report of the incident / disclosure detailing, where possible, exactly what was said and recording times and individuals involved.

In all cases dealing with a safeguarding issue, YOU MUST

- Keep up to date notes
- Record the facts as soon as possible and in the same working day
- Record the facts as per the guidance in DCC Child Protection
- Pass on information

You MUST NOT investigate and you cannot ignore

Things you must not do:

- Have inappropriate physical contact with children and young people
- Encourage inappropriate attention seeking behavior
- Speak to a child or young person in an inappropriate way or make suggestive/derogatory remarks or gestures in their presence
- Discourage children and young people who want to talk about attitudes or behaviours of others they don't like
- Draw conclusions or make judgements about others without checking facts
- Exaggerate or trivialise issues
- Discuss personal issues about a child or young person or their family
- Think it could never happen to you
- Take a chance when informed common sense, policy and practice suggest another more prudent approach

Looked After and Accommodated Pupils:

It is incumbent upon us all to ensure we protect the most vulnerable pupils and those most likely to miss out. The Senior Leadership Team have a list of pupils who LAAC, on the CP register, Young Carers and any other vulnerable children.

This group of children have an extra layer of scrutiny including: weekly attendance review, more regular attainment and progress updates, regular review of targeted interventions to support .

The SLT have a discrete CEYP protocol to ensure accuracy of records. (appendix 3)

(appendix 1)

Rowantree Primary School



Cause for Concern

Please complete and return to member of SLT.

| | |
|---------------------|--|
| Name of Child | |
| Class | |
| Summary of Concern: | |
| | |
| Signed: | |

(appendix 2)

Dundee City Council – Children and Families Service

Child Protection Record of Concern – Education

| | | | |
|--|---------------|------------------------------|--|
| 1. School | | | |
| 2. Child Protection Officer | | | |
| 3. Child / Young Person | | | |
| 4. Address | | | |
| | | | |
| 5. Date of Birth | | 6. Gender | |
| 7. Household Composition (if known) | | | |
| <i>Name</i> | | <i>Relationship to Child</i> | |
| | | | |
| | | | |
| | | | |
| | | | |
| 8. Detail of Concern | | | |
| Date | | | |
| Nature of Concern | | | |
| Concerns based on.... | | | |
| Reported by | | | |
| 9. Action taken by Child Protection Officer | | | |
| <i>Date</i> | <i>Action</i> | | |
| | | | |

| | | | | | | | |
|--|----------|--|----------------|--|------------------|--|-------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 10. Concern shared with? | | | | | | | |
| 11. Record | CP File? | | Pastoral Note? | | Mosaic Casenote? | | Other |
| 12. Team Around the Child Meeting arranged? | | | | | | | |
| 13. Signature of Child Protection Officer | | | | | | | |
| 14. Countersignature of HT / DHT | | | | | | | |

(appendix 3)

CEYP Protocol

