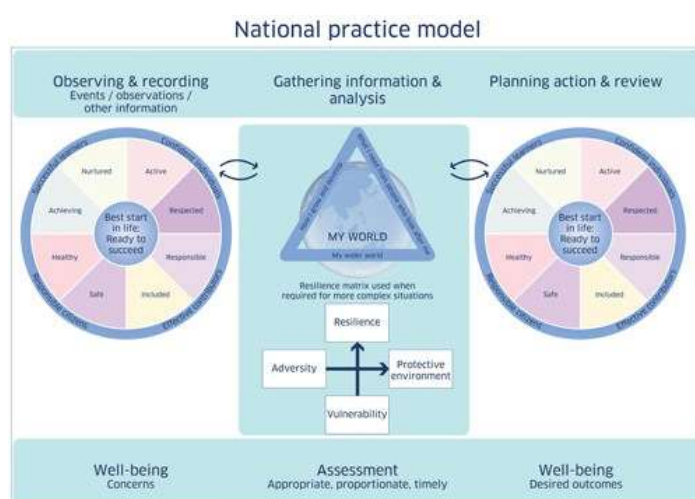


Sandwood Primary School & LCR



Child Welfare & Safety Policy





SANDWOOD PRIMARY SCHOOL CHILD WELFARE AND SAFETY POLICY



CHILD PROTECTION COORDINATOR - Head Teacher Mrs Fiona Donnelly

In absence of Head Teacher – CHILD PROTECTION COORDINATOR - DHT Mrs Jill Wallis

Rationale:

Child protection is one of the most fundamental, yet demanding and complex areas of our work. We have a fundamental duty to contribute to the care and safety of all of our children. In fulfilling this duty, we must engage in close partnership with parents/carers and relevant agencies, primarily health and Social Work and the Scottish Children's Reporter Administration (SCRA) in line with advice from "Getting it Right for Every Child" (GIRFEC).

All Education Personnel have clear roles and responsibilities as laid down in Management Circular 57 (Revised Dec 2007). The revised management circular 57 entitled "*Child welfare and safety*" reflects the adoption of principles within "*It's Everyone's Job*" (2002); "*Safe and Well*" (2005) and the implications of the establishment of New Learning Communities and Community Health and Care Partnerships (2006).

While working in collaboration with parents/carers is of great importance to us, we recognise that the child's right to protection will take precedence over their rights and wishes.

Children and their carers can expect honesty, explanations for actions or decisions taken and an opportunity, whenever possible, to express their views.

Our role in child protection is not simply about reporting specific incidents, but about protecting the child in the long term and supporting the family.

Head Teacher, SMT and Staff will adopt a consistent team approach to child protection issues. Sandwood Primary acknowledges that Child Protection is the responsibility of everyone involved within the school.

Staff will follow advice from Glasgow City Council's area child protection interagency guidance MC57 and our policy and procedures will be formulated in accordance with these.

Further information and guidance will be taken from the following documents:

- "Safe and Well" (Scottish Executive, 2005)
- The Children's Charter
- Framework for standards for professionals for child protection (Refer to "Safe and Well" pp4-38)
- Revised management circular 57 (Glasgow City Council)
- Children Scotland Act (1995)
- It's Everyone's job (2002)
- Happy, Safe and Achieving their potential (2005)

- Hidden Harm
- Child Welfare & Safety (Aug 2007)
- Getting it Right for every Child (2007)
- National Guidance for Child protection in Scotland 2010
- Social Media: Guidance on the expected standards of conduct (Glasgow City Council).

These documents are contained in the “Child Protection” folder which can be accessed by staff and parents.

Our Aim:

We intend to create, in our school, an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. All suspicions or disclosure of abuse to anyone within school will be reported immediately to the Child Protection coordinator (Mrs Fiona Donnelly). In order to achieve this we will:

Guidelines:

Definitions:

Refer to section 3 of GCC interagency child protection guidelines (Copy attached)

Professional Commitment

All staff must ensure that they:

- Share information on an inter-agency basis which is of benefit to the child’s wellbeing.
- Focus on preventative, early intervention strategies.
- Contribute to a proactive establishment ethos which seeks to minimise the risk of harm.
- Respond effectively and timeously to any concerns, especially of imminent risk to a child.
- Ensure they are fully conversant with Management Circular 57 (2007).

At Sandwood Primary, we aim to operate within a good practice framework which reflects:

- A high profile of inclusion, equality, fairness, openness and respect.
- A clear understanding amongst all staff of the commitment to fostering the general wellbeing of all children and young people and ensuring that all of our children are safe, healthy, achieving, nurtured, active, respected, responsible and included. (See also “Health & Wellbeing” policy)
- The active involvement of the child and parent/carers as appropriate when arrangements relating to care and support are being considered. (See “Additional Support for Learning” policy)
- The children’s voices, particularly in relation to their right to be protected.
- Strong pastoral care systems which are alert and responsive to early signs of need. (See pastoral Care Policy)

- Robust internal referral systems from staff to senior management, supported by consistent recording and monitoring systems.
- The proactive role of the Head of Establishment in ensuring the robust case management of those children and young people whose presenting profile requires a higher level of response from Education and Social Work Services and Health – as relevant to the agreed responsibilities of Education and Social Work Services within the support plan.
- The proactive role of the Child Protection co-ordinator in ensuring appropriate CPD opportunities are undertaken by all staff.

Support/Advice for Children

- Staff will support children in their emotional, personal and social development through our health and wellbeing curriculum. Children will be respected, listened to and encouraged to develop a sense of autonomy and independence through adult support in making choices and in developing their emotional literacy. This will enable children to have the self-confidence and vocabulary to resist or report inappropriate approaches.
- The role of the staff member is to observe record, report and co-operate.
- GIRFEC stresses the importance of understanding risks and needs within a framework of the child's whole world and well-being. Every child needs to be healthy, achieving, nurtured, active, respected, included, responsible, and safe. With safety as part of the continuum of need, all staff, when assessing a child, should be alert to the potential risk factors in that child's life. The GIRFEC 'practice model' presents a series of tools that are integral to the use of risk assessment: the Wellbeing Indicators; the My World Triangle; and the Resilience Matrix. For a number of children who require a risk assessment to be undertaken, a child's plan may already be in place and this should be used and added to, paying particular attention to any new areas that may result in adverse outcomes for a child or young person.
- Adult child ratio will be maintained at all times.
- Children will be supervised at all times by a responsible adult, including when taking part in the school's external activities (e.g. walks, outings...)

Staff/Manager/Volunteers (including students) Responsibilities

- The head teacher currently holds the position of child protection co-ordinator. The child protection coordinator will ensure that all staff are in-serviced annually on child protection legislation ensuring that everyone understands their roles and responsibilities with regards to child protection

- All staff, volunteers and students will be provided with access to relevant child protection legislation and establishment policy and must confirm knowledge by signature.
- Staff and volunteers who express a concern regarding child protection will be responsible for completing a record of concern alert. Copies of this document can be found in the child protection folder. The manager will be responsible for overseeing this process and providing support and guidance.
- All staff will undergo a PVG check.
- Children will not be left alone with volunteers or visitors to school
- Head Teacher and staff will ensure that children will only be allowed to leave the school with adults authorised by parents or carers on the day of collection.
- Head Teacher/staff will ensure that children are not allowed to leave with persons who are considered to be under the influence of alcohol or other substances.
- All children visiting our school are included in this policy.

Responding to Suspicions of Abuse

Definitions: Refer to section 3 of GCC Interagency child protection guidelines (Copy attached)

Suspicion/risk of	Suspicion/risk of (factors relating to the child)	Suspicion/risk of (factors relating to parents/carers)
Physical injury Emotional abuse Physical neglect Neglect Sexual abuse	Absconding Child Safety Education Emotional Care/development Health-illness/disability Out with parental control Physical care/neglect Self-harm Sexual exploitation Offender behaviour Substance misuse Other	Alcohol abuse Asylum seekers/refugees Domestic abuse Drug abuse Housing/accommodation Learning disability Mental illness Parenting Physical illness Poverty/financial Other

Staff, Head Teacher and volunteers will monitor changes in children's behaviour and appearance and suspicions of abuse will be acted upon promptly. Staff and Head Teacher will keep a chronology of any children they have concerns about.

If a child arrives with injuries:

- Ensure that medical attention is sought if necessary
- If possible, ask the parent/carer and the child how the injuries occurred and log episodes in the incident book and mark on blank body picture. Staff member recording injuries and parent **must sign** and **date** this.

If a child discloses, listen to what the child says and:

- Do not make any suggestions to the child regarding how the incident may have happened
- Do not question the child except to clarify what has already been said.
- Do not ensure confidentiality but carefully explain that any action will be in the child's best interest.
- Report incident to line manager
- Refer to responding to child protection concerns- complete a "Record of concern" (Appendix 3 in MC57 – copies in Child Protection Folder or are obtainable from Head Teacher) Information attached.
- Manager will assess the level of risk and refer the child to social work services directly by phone if considered appropriate. The referral will also be recorded using a "Single Agency Referral Form" (Appendix 4 in MC57 – copies in child protection folder). A copy of this will be held in the child's file.
- Manager should then complete an "Intimation of Concern" to the executive director of (Education, Training and Young People) (Appendix 5 – MC57)
- Once the school has been notified on action by social work department, manager will complete a "Notification of Outcome" (Appendix 6 – MC57) to the Executive Director.
- If the incident involves an adult in the school, appropriate steps must be taken to ensure the safety of the child and other children in the setting. The Head Teacher will contact the duty social worker in the Social Services Department without delay.
- If an adult within the setting has concerns relating to the conduct of the Head Teacher/staff, social work can be contacted (see list of phone numbers)

Engagement with Partner Providers

The Head of Establishment will ensure that any organisation/service engaged directly by the nursery and external Education and Social Work Services is

- (a) Fully briefed on Management Circular 57
 - (b) Has clear procedures and training in place to ensure the care and safety of children with whom they are working.
- The Head of Establishment will ensure that there are clear and unequivocal lines of communication between the establishment and partner providers where concerns are raised in respect of Management Circular 57

Engagement with Parents / Carers

- We aim to maintain best practice through working in partnership with parents / carers
- The Head of Establishment will collaborate with parents / carers and advise them of the intention to refer any ongoing welfare issues e.g. physical neglect to social work staff.
- However, in the context of concerns about significant risk or safety in the home setting, the Head of Establishment will make a direct referral without reference to the parent / carer.
- Staff will respect the views of the child in relation to confidentiality insofar as they will not compromise the safety of the child.

Internet Safety

Children will only be allowed access to the intranet – Glasgow City Council's internet which blocks in appropriate sites.

Mobile Phones, ipads, tablets etc.

It is the policy of Sandwood Primary School that all staff, parents / carers and others coming in to the school **will not use** their mobile phones, ipads and other devices to record children in the school setting. This will only be permitted at school shows where consent has been sought from the parents/carers in advance.

Social networking sites

It is recognised that social networking sites are used by parents/carers and staff. Please be aware that this confidentiality policy includes all social networking sites.

"The council expects staff not to:

Add clients, pupils or service users as friends on Social Networking Sites as this could be potentially breach confidence and trust as well as being unprofessional. Correspond with clients, pupils or service users from personal email accounts."

Please do not be offended when a staff member does not add you as a friend. Any staff member breaking this will face disciplinary action. If anyone wishes to view this policy from GCC it is available in the policy folder in the admin corridor.

Confidentiality

All of our children are entitled to have matters treated in confidence **where there is no risk to their health and wellbeing**. Children will be advised, however, that there is no guarantee to confidentiality where we assess them to be at risk.

Continuous Professional development

- It is the responsibility of all staff to ensure that they are fully conversant with Management Circular 57 and associated CPD materials. The relevant materials can be found on Glasgow online.

- The Child Protection Coordinator will play a key role in facilitating access to appropriate complimentary documentation and literature for all staff, including children (e.g. Children's Charter) and supply staff.

Monitoring Procedures

Should ensure that:

- Management Circular 57 is brought to the attention of all staff on an annual basis and that Glasgow Online is accessed regularly to update knowledge
- The summaries of procedural action Steps and the Reporting Process are prominently displayed in the establishment (in red)
- Establishment handbooks contain the authority summary on Child Welfare and Protection which is also on public display (in red)
- There is a nominated Child Protection Coordinator and that all staff are aware of who this is.
- The Head of Establishment ensures that appropriate procedures are followed in the event of concerns regarding a child's general welfare or evidence of the risk of immediate danger to them. She will also provide direct advice and support to staff members who are involved in working with the child and act as the direct link with associated agencies to ensure that the child's support plan is appropriately addressed, monitored and reviewed.
- Child Protection is a standing item on the agenda of all staff and management meetings.
- We utilise the national practice model to observe and record, gather and analyse information and plan for action and review.
- All members of staff are updated on child protection concerns. Although, due to the need for confidentiality, exact information may be on a 'need to know' basis.

Appendix – MC57. The references to MC57 Appendix are from Glasgow City Council's Area Child Protection Interagency Guidance.

Phone Numbers:

Social Work Services Gorbals: Children and Family Unit: 0141 287 0556

Strathclyde Police Govan: 0141 532 6400

Police – Family Protection Unit: 0141 532 3000

Out of hours social work: 0800 811 505

Policy Updated: June 2019 Signed *F. Donnelly*

Policy to be updated: June 2020