Sandhaven Primary School



Child Protection Policy

Reviewed Oct 2023

“This policy will be reviewed regularly and in response to accident, incident or change in National or Local policy or guidance.”

Sandhaven School Child Protection Policy

This policy ensures the best interests of the children are our top priority, and this policy links with The United Nations Convention on the Rights of the Child (UNCRC) (1989):

***UN conventions on the rights of the child articles:***

*Article 3: (Best interests of the child) Adults must do what’s best for me.*

*Article 19: (Protection from violence, abuse and neglect) Children have the right to be protected from being hurt and mistreated, in body or mind.*

*Article 34 (Sexual exploitation) Children have the right to be free from sexual abuse.*

***UN conventions on the rights of the child article 19 & 34. All children must be protected from all forms of violence and sexual abuse and exploitation.*** Scottish Government, 2019, “Children’s Rights Legislation in Scotland – A Quick Reference Guide” <https://www.gov.scot/publications/childrens-rights-legislation-scotland-quick-reference-guide/>

All children have a right not to be abused and to be protected from abuse and neglect, therefore child protection is the responsibility of everyone. ‘It’s everyone’s job to make sure I’m alright’ (Scottish Government 2017) underlines the need for us **all** to take responsibility in order to protect children. (Scottish Government, 2013) “Getting our Priorities Right” (Alcohol and Drug Abuse): <https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2013/04/getting-priorities-right/documents/00420685-pdf/00420685-pdf/govscot%3Adocument/00420685.pdf>

The role of members of staff is to inform the designated 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 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 age and stage of development, and allow the child to say what he or she wants to say without being drawn into detailed questioning.

What constitutes child abuse?

Categories of abuse are

* Physical injury
* Non-organic failure to thrive
* Emotional abuse/neglect
* Sexual abuse
* Physical neglect

More details of categories of abuse can be found on the NESCPC website: <http://www.nescpc.org.uk/ChildProtection/CategoriesOfAbuse.asp> .

Members of staff reporting suspected abuse, or any incident causing concerns should make a written note as soon possible following the disclosure/observation, noting the actual words spoken by the child.

This should be signed and dated and given to the Head Teacher.

A confidential log of all incidents causing concern is kept in the HT office.

Our school will always seek to work with families in a clear, positive and open way, bearing in mind always that the welfare of the children is paramount.

**In Sandhaven School the designated person is:**

**Miss Nicola Walker**

**Head Teacher**

**Child Protection Procedure checklist for our staff.**

**If**

* **a child discloses abuse, or**
* **a member of staff suspects a child may have been abused, or**
* **a third party expresses concern**
* **a staff member witnesses an abusive situation involving another staff member**

the member of staff **must: RECORD and REPORT.**

**R Respond** without showing any signs of disquiet, anxiety or shock

**E Enquire** casually about how an injury was sustained or why a child appears upset

**C Confidentiality must not be promised** to children or adults in this situation

**O Observe** carefully the demeanour or behaviour of the child

**R Record** in detail what has been seen and heard

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

Then **REPORT** to the designated person without delay.

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 the designated child protection person/depute. (If neither of these is available in school in an emergency contact the Head Teacher by mobile phone.)

Care Inspectorate, 2012, “Records that all registered care services (except childminding) must keep and guidance on notification reporting” – amended April 2020 (any incident that is considered as an adult or child protection matter).

Health and Social Care Standards:

*3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.*

*3.15 My care and support is consistent and stable because people work together well.*

*3.22 I am listened to and taken seriously if I have a concern about the protection and safety of myself or others, with appropriate assessments and referrals made.*

Child abuse is a criminal offence. All staff working in our school have a duty to report any reasonable concern that a child may be being abused.

This policy is followed by all members of the teaching and non-teaching staff of Sandhaven School. It is also available to parents.

It is the responsibility of every staff member to have read, understood and follow national and local guidelines (see websites under National/Local Guidelines). Staff will be informed and updated on an annual basis on the School’s Child Protection Guidelines. New staff and students will also be informed of policy and procedures when they join the school. <https://asn-aberdeenshire.org/child-protection-guidance-and-training/>. Scottish Government, 2017, “Protecting Scotland’s Children and Young People: it is still everyone’s job” [1. Introduction - Protecting Scotland's children and young people: it is still everyone's job - gov.scot (www.gov.scot)](https://www.gov.scot/publications/protecting-scotlands-children-young-people-still-everyones-job/pages/4/)

Staff discuss the welfare of children at regular team meetings, and all observe children using the wellbeing indicators of SHANARRI. They are aware of where to record significant events in chronologies and share these with the Head Teacher and Early Years Senior Practitioner. The Head Teacher is responsible for monitoring chronologies and taking any necessary action in relation to these and will share any relevant information with staff including outcomes. Support from other Agencies is sought where there are concerns for a child’s well-being and health and staff are aware of the Child Protection flowchart should they need to follow the guidance to report concerns of abuse. Staff ensure appropriate support and care plans are in place for children who are vulnerable and require extra help. Aberdeenshire Child Protection in Education Responding to Concerns Flowchart, 2023: [Child-Protection-in-Education-Responding-to-Concerns-Flowchart.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fasn-aberdeenshire.org%2Fwp-content%2Fuploads%2F2023%2F03%2FChild-Protection-in-Education-Responding-to-Concerns-Flowchart.docx&wdOrigin=BROWSELINK) Aberdeenshire Child Safety and Wellbeing Concern Sheet, 2023: *(Concern sheet to be completed when Child Protection concern has been raised).* [Child-Safety-and-Wellbeing-Concern-Sheet.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fasn-aberdeenshire.org%2Fwp-content%2Fuploads%2F2023%2F03%2FChild-Safety-and-Wellbeing-Concern-Sheet.docx&wdOrigin=BROWSELINK) [Child-Safety-and-Wellbeing-Concern-Sheet-Guidance.pdf (asn-aberdeenshire.org)](https://asn-aberdeenshire.org/wp-content/uploads/2023/03/Child-Safety-and-Wellbeing-Concern-Sheet-Guidance.pdf) *(Guidance on the completion of the Child Safety and Wellbeing Concern Sheet).* National Guidance for Child Protection in Scotland 2021:

[national-guidance-child-protection-scotland-2021 (2).pdf](file:///C%3A/Users/efreeman/Downloads/national-guidance-child-protection-scotland-2021%20%282%29.pdf)

 ‘Getting it Right for Children, Young People & Families in Aberdeenshire Multi-Agency Operational Guidance’:

[GIRFEC-Guidance-V2-15-Feb-2021.pdf (girfec-aberdeenshire.org)](https://www.girfec-aberdeenshire.org/wp-content/uploads/2021/02/GIRFEC-Guidance-V2-15-Feb-2021.pdf)

Procedures for Children Missing in Education, Aberdeenshire Children Missing from Education Practice Guidelines, 2021:

[CME-guidance-June-2021-Final.pdf (asn-aberdeenshire.org)](https://asn-aberdeenshire.org/wp-content/uploads/2021/10/CME-guidance-June-2021-Final.pdf)

For more information on chronologies please visit 17. Chronologies - Getting it right for every child (GIRFEC) Practice Guidance 4 - Information sharing - gov.scot ([www.gov.scot](http://www.gov.scot))

Guidance from Care Inspectorate can be found at [Practice guide to chronologies 2017.pdf (careinspectorate.com)](https://www.careinspectorate.com/images/documents/3670/Practice%20guide%20to%20chronologies%202017.pdf)

More information about Child Protection can be found on the NESCPC website:

<http://www.nescpc.org.uk/home/home.asp> This is the best place to find information as it is updated regularly. Aberdeenshire Council information is on the Aberdeenshire Council website: <http://www.aberdeenshire.gov.uk/care/help/protection/child_protection.asp> and on Glow: <https://portal.glowscotland.org.uk/establishments/aberdeenshirecouncil/Child%20Protection/default.aspx>

Contact details: Fraserburgh & Surrounding Area
Duty or Team Manager
14 Saltoun Square
Fraserburgh
AB43 9DA
Tel. 01467 538505

 01467 537111

 (NOTE THIS IS AN UPDATED NUMBER)

Emergency out of hours: Tel. 0845 840 0070

Police: 999

Supporting Documents:

Aberdeenshire Council, 2017, “Protecting Children and Young People in Education: Book 1 The Context”

<https://www.aberdeenshire.gov.uk/media/19530/book1-the-context.pdf>

Aberdeenshire Council, 2017, “Protecting Children and Young People in Education: Book 2 Roles and Responsibilities”

<https://www.aberdeenshire.gov.uk/media/19529/book2-roles-responsibilities.pdf>

Aberdeenshire Council, 2017, “Protecting Children and Young People in Education: Book 3 Practice Guidelines”

<https://www.aberdeenshire.gov.uk/media/19531/book3-practice-guidelines.pdf>

National Guidance for Child Protection in Scotland 2021

[national-guidance-child-protection-scotland-2021 (2).pdf](file:///C%3A/Users/efreeman/Downloads/national-guidance-child-protection-scotland-2021%20%282%29.pdf)

[Child Protection in Education Resource Document.pdf](file:///C%3A%5CUsers%5Ccsmith13%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CXWT2IU9F%5CChild%20Protection%20in%20Education%20Resource%20Document.pdf)

Aberdeenshire Council, 2021, “Getting It right for Every Child – Aberdeenshire”

<http://www.girfec-aberdeenshire.org/>

Training – Staff can access training suitable to their position. The Early Years Senior Practitioner will ensure that all staff receive basic annual Child Protection Training and keep a record of this. Staff meetings will include discussion of child protection scenarios. Training links are:

Child Protection Basic Awareness Online Training

Childcare Strategy Basic Awareness Child Protection

Aberdeenshire GIRFEC Multi Agency Child Protection Training

<https://www.girfec-aberdeenshire.org/home/child-protection/learning-and-development/>

Child Protection training in line with the [Aberdeenshire Child Protection in Education Professional Learning Framework](https://asn-aberdeenshire.org/wp-content/uploads/2023/03/Child-Protection-in-Education-Professional-Learning-Framework.pdf)

* Aberdeenshire Council UNCRC Day 1 Presentation (Annually)
* Aberdeenshire Council Child Protection and Safeguarding Day 1 Presentation (Annually)
* Introduction to Child Protection
* Child Protection Basic Awareness Training [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)
* Child Protection Refresher Training [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)
* Designated Child Protection Officer Training [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)
* Neglect Training [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)
* GIRFEC Portal Training [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)
* Multi-Agency Meetings and the Child’s Plan [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)
* Neglect [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)
* Trauma Informed Training [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)
* [GIRFEC Learning and Development Strategy 2021-2023](https://www.girfec-aberdeenshire.org/home/child-protection/learning-and-development/)  [ALDO](https://aldo.aberdeenshire.gov.uk/login/index.php)

***National Policy/Guidance:***

Scottish Government, 2021, “National Guidance for Child Protection in Scotland” 2021

[National guidance for child protection in Scotland 2021 - gov.scot (www.gov.scot)](https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021/)

Scottish Government, 2012, “National Risk Framework to Support the Assessment of Children and Young People”

<https://www.gov.scot/Resource/0040/00408604.pdf>

Scottish Government, 2004, “Protecting Children and Young People – Framework for Standards”

<https://www2.gov.scot/Resource/Doc/1181/0008818.pdf>

Scottish Government, 2004, “Scottish Government Protecting children and Young People – The Charter”

<https://www2.gov.scot/Resource/Doc/1181/0008817.pdf>

Scottish Government, 2002, “It’s Everyone’s Job to Make Sure I’m Alright”

<https://www2.gov.scot/Resource/Doc/47007/0023992.pdf>

Scottish Government, 2013, “Getting Our Priorities Right”

<https://www.gov.scot/binaries/content/documents/govscot/publications/guidance/2013/04/getting-priorities-right/documents/00420685-pdf/00420685-pdf/govscot%3Adocument>

**All of above points are referred to in:**

National Guidance for Child Protection in Scotland 2021:

[national-guidance-child-protection-scotland-2021 (2).pdf](file:///C%3A/Users/efreeman/Downloads/national-guidance-child-protection-scotland-2021%20%282%29.pdf)

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**All of above points are also referred to in:**

Aberdeenshire Council, 2023, “Child Protection in Education Guidance”

[Child-Protection-in-Education-Guidance-1.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fasn-aberdeenshire.org%2Fwp-content%2Fuploads%2F2023%2F03%2FChild-Protection-in-Education-Guidance-1.docx&wdOrigin=BROWSELINK)

Procedure for recording incident and informing Care Inspectorate where required:

[Rcds services(except cm) must keep and guidance on notification reporting (300420).pdf (careinspectorate.com)](https://www.careinspectorate.com/images/documents/2611/Rcds%20services%28except%20cm%29%20must%20keep%20and%20guidance%20on%20notification%20reporting%20%28300420%29.pdf)