

# **SCALLOWAY JUNIOR HIGH SCHOOL CHILD PROTECTION**

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# **1. Rationale**

This Policy Statement on Child Protection has been developed following staff inservice training, devised by this Education Authority to introduce teachers to a number of issues concerning the protection of children from abuse.

The training ensures that all staff share aims, knowledge and values concerning the protection of children, and also that there exists a common language about child abuse matters, and an understanding of the procedures to be followed when there is suspicion about child abuse or concern for any particular child.

It is recognised that parents, the Education Authority and other agencies which share our concerns about children's safety, have the right to expect that staff understand child protection procedures and are confident in operating them.

## **2. Aims and Objectives**

### **Aims**

The school aims to make sure that pupils live and work in a safe environment where they are respected and listened to by adults. In this environment children will feel confident and able to approach adults about matters which concern them. Such aims are consistent with the school's statements firstly on the "learning and teaching environment" for pupils, and secondly on the 5-14 guidelines on Personal and Social Development. The adults who work in the school will have knowledge of child abuse matters and be sensitive to the signs of children who are in distress or under stress of some kind.

### **Objectives**

To ensure that children and adults are able to communicate with each other in an open way;

to ensure that children are listened to with attention and respect;

to ensure that staff are aware of internal school procedures for dealing with suspicions of abuse;

to ensure that staff understand the Authority's child protection procedures and the part which they play in making these effective;

to ensure that staff have on-going access to in-house and external training on child protection matters;

to ensure that parents/carers are fully aware of the school's child protection policy and procedures.

### 3. Procedures

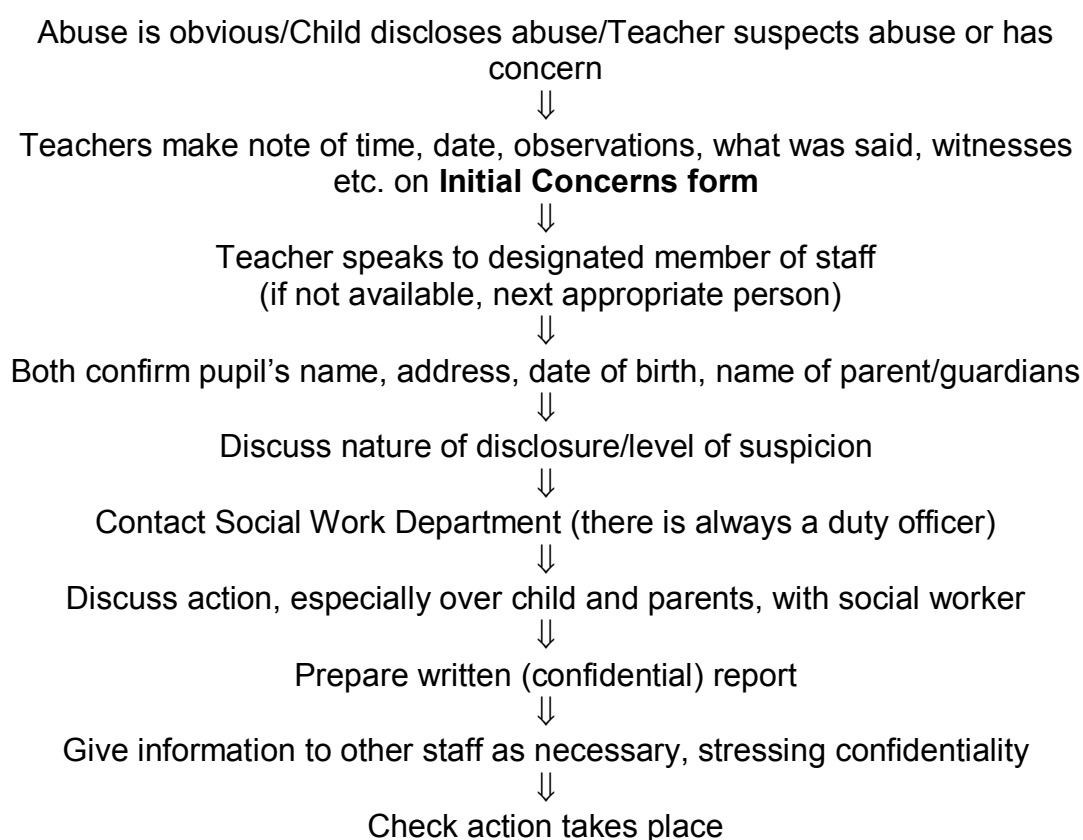
#### Child Protection Guidelines for Staff

This policy take into account the Child Protection Guidelines issued by Shetland Islands Council and which is available from the school office or the Head Teacher.

All staff, teaching and non-teaching should be familiar with these guidelines. They should also know that the **Designated Member of Staff for all referrals is Mrs Joyce M Gear, Head Teacher**. It is our responsibility to ensure in any case of actual, or suspected, abuse that these Guidelines are followed. Mrs Gear should be consulted in all cases. If she is absent then please contact one of the following promoted members of staff who have undertaken the Child Protection training:

Mr Colin Nicol	Depute Head
Mrs Mhairi McNicol	PT Pupil Support
Mr Patrick Robertson	PT Pupil Support.

#### Flow Chart for School Procedures



## 4. Management Arrangements

### Record Keeping

The importance of keeping records is recognised. These are necessary so that staff have an accurate record of what was said and noticed, as they may be asked to speak about them at a later date.

In order to ensure uniformity in the type of information recorded, the “Record of Initial Concerns” form should be used in the first instance. Staff are aware of the need to distinguish on the form between what is reported to or observed by them; and matters they are told about by others.

These records are confidential and will be retained in the “**Child Protection**” section of the filing cabinet in the Head Teacher’s office. The information on these files is restricted to **the Headteacher and the reporting member of staff. No photocopies should be kept.**

There may be circumstances in which all staff should know about a pupil who may be at risk, for example, who is authorised to pick that pupil up from school. The Headteacher will inform staff if necessary.

The information on the forms may be used at a later date by the teacher or the **Headteacher** for the purpose of a meeting regarding the child.

### Contact with Parents/Carers

It is recognised that this is a sensitive area as parents are likely to learn the source of the initial concern in the matter of child protection.

### Inter-agency co-operation

The effectiveness of the procedures in this policy statement depends on co-operation and trust between the school and a number of other agencies involved in child protection, i.e. the Social Work Department, the Police, the Reporter and Community Health. On occasions attendance at case conferences may be necessary and this will be undertaken by the Headteacher. Preparations for these will involve consultations with the class teacher and often, a written report. This may be completed by the class

teacher or the Headteacher. Class teachers will be informed of the outcome of any case conference as appropriate.

## **Staff Development**

Where possible inservice training in the protection of children from abuse will be ongoing and will include opportunities to discuss with other agencies their roles in this issue.

Future staff development sessions will focus on:

- helping children develop self-esteem, independence and respect for each other;

- develop listening skills to establish better relationships with children;

- regular discussion and up-dating of school procedure for dealing with suspicions of abuse;

- ensuring that new members of staff are informed of the procedures as part of an induction programme.

- those attending case conferences providing feedback to others, taking care to maintain the confidentiality of specific cases;

- continued access by staff to the Education Authority's training programme

## **Monitoring and Updating**

This policy document was reviewed in January 2006 and will be reviewed and updated as necessary in the light of further guidelines/training opportunities provided by the Authority.

# Child Protection

# Record of Initial Concerns

**Name of child:**

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**Date of Birth:**

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**Name of  
Parents/Carers:**

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**Address:**

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**Tel No:**

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**What concerns do you have about the child?**

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**Has anyone else reported concerns to you?**

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**What signs are there of possible abuse? (physical, behavioural: other)**

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**Have your concerns been discussed with the child? What did the child say?**

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**Did the child or anyone else name anyone as carrying out abuse? Who was named, by whom?**

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**Whom have you consulted about this matter?**

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**Name and post of report writer:**

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**Signature of report writer:**

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**Date of report:**

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