

Keithhall School



Safeguarding and Child Protection Policy

Introduction

'Every child or young person has the "right to be protected from all forms of harm and abuse".

Abuse and neglect are forms of maltreatment and may involve inflicting harm or failing to act to prevent harm.'

National Guidance for Child Protection Scotland 2021

'Every child or young person has the right to be safe and protected, and to feel safe and protected from any avoidable situation or acts which might result in that child:

- Being physically, sexually or emotionally harmed in any way.
- Put at risk of physical, sexual or emotional harm, abuse or exploitation.
- Having their basic needs neglected or experiencing that their needs are met in ways that are not appropriate to their age and stage of development.
- Being denied the sustained support and care necessary for them to thrive and develop normally.
- Being denied access to appropriate medical treatment.
- Being exposed to demands and expectations which are inappropriate to their age and stage of development.'

*Children and Young People
(Scotland) Act 2014*

The practice and procedures outlined in this policy statement and the procedures which are followed, relate to Aberdeenshire's Children Protection in Education Guidance (February 2023) and with reference to the National Guidance for Child Protection in Scotland 2014 and 2021.

The Scottish approach to child protection is based on the protection of children's rights. The Getting It Right for Every Child (GRIFEC) policy and practice model is seen as implementation of the United Nations Convention on the Rights of the Child (UNCRC). Children have a right to be listened to, heard verbally and also attention given to their experiences, needs, feelings and wishes.



The circle to the left details the expectations from children who may be involved in child protection processes.
National Guidance for Child Protection in Scotland 2021

Roles and Responsibilities

Child Protection is the responsibility of all who work with children and families regardless of whether they come into direct contact with children or not. All staff must be fully informed of their responsibilities in respect of keeping children safe. All services working with children, young people and families are expected to identify and consider the wellbeing of children and to share concerns appropriately.

It is recognised that physical and emotional safety provides a foundation for wellbeing and healthy development and the purpose of this Aberdeenshire Guidance is to help protect children and young people and to build the confidence of staff working within Aberdeenshire Educational Establishments to work safely with children and to take responsibility for protecting them.

These guidelines are based on the [National Guidance for Child Protection in Scotland 2021](#). The National Guidance describes responsibilities and expectations for all involved in protecting children in Scotland. It outlines how statutory and non-government agencies should work together with parents, families, and communities to prevent harm and to protect children from abuse and neglect. **Everyone** has a role in protecting children from harm.

The Head Teacher is responsible for:

- Ensuring all staff fully understand their responsibility for child protection.
- Ensuring practice complies with local authority guidelines.
- Ensuring that the curriculum equips children with the knowledge, skills, and attributes to protect themselves.
- Ensure that all employees, including all visiting staff, parents, carers, volunteers know who the named CP Co-ordinator and their depute are.
- Ensure that CP procedures are clearly communicated and that information about contact details are displayed throughout the school environment.
- Ensure all recruitment and induction procedures give due regard to child protection.

The Head Teacher (Nicole Scott) is the Child Protection Co-ordinator at Keithhall School.

Child Protection Co-ordinator Responsibilities:

- Undertake Child Protection training in line with Aberdeenshire's [Child Protection in Education Professional Learning Framework](#)
- Be the point of contact for all staff and other agencies in relation to Child Protection.
- Implement the establishment's Child Protection policy and procedures, in line with Aberdeenshire guidance.
- Comply with authority guidelines on the appropriate and secure storage of Child Protection information.
- Listen to and record the concerns of children and young people, staff or third parties in relation to Child Protection.
- Share appropriately Child Protection concerns with the relevant Children's Social Work Team, in line with Aberdeenshire guidance.
- Liaise with other agencies to support investigations, court proceedings, Children's Hearings, and case reviews.

- Implement multi-agency Child Protection Plans where required.
- Communicate sensitively with parents in agreement with partner agencies.
- Have a strategic oversight of all concerns for individual children within the educational setting and monitor to identify patterns or accumulating concerns.
- Ensure that all employees have access to the establishments Child Protection policy and procedures.
- Develop staff understanding of Child Protection, their role in relation to Child Protection and the procedures to be followed.
- Ensure that all new staff receive Child Protection training during induction and are made aware of the Aberdeenshire Child Protection in Education Professional Learning Framework.
- Ensure that all staff in the establishment undertake training in accordance with Aberdeenshire Child Protection in Education Professional Learning Framework
- Ensure appropriate support is signposted to staff affected by child protection issues.
- Promote and support curriculum development to ensure that the curriculum helps children develop their ability to keep themselves and others safe and also help them to learn how to get help and support if they need it.
- Liaise and co-operate with other establishments and agencies where required and appropriately monitor and evaluate the establishments Child Protection policy and procedures.

Individual Staff members have a responsibility to:

- Undertake Child Protection training in line with Aberdeenshire's [Child Protection in Education Professional Learning Framework](#)
- Keep every child safe and well.
- Be vigilant for signs that children may need support, are at risk, or are suffering from harm and/or neglect.
- Record immediately any concerns or disclosures that a child makes on **Child Safety and Wellbeing Concern Sheet** (at end of this document)
- Contact the Child Protection Co-ordinator with concerns or allegations.
- Contribute to supporting children following identification of concerns.
- Ensure their actions prevent harms to children and maintains the safety and wellbeing of all involved.

Visiting Staff, including: Educational Psychologists, School Counsellors, Sensory Support Service staff, EAL Service staff, Supply/Relief Staff, Music Instructors and Active Schools staff

The roles and responsibilities outlined above apply equally to staff visiting the establishment. In addition, visiting staff should:

- Familiarise themselves with the Child Protection arrangements in each setting they visit to ensure they are prepared in advance to appropriately respond to any concerns about a child as they arise.
- Ensure they know who the Child Protection Coordinator is in each setting they work in and ensure they share any concerns, however minor, with that member of staff as soon as they arise.
- Check regularly that they are aware of any changes in procedures for Child Protection within each setting they work.

All staff should share any concerns they have about a child with the Child Protection Coordinator, however minor these concerns may seem. The Child Protection Coordinator may have additional knowledge or information which, when added to this concern, clearly indicates that the child may be at risk of harm.

Useful Numbers

Child Protection Co-ordinator	Mrs Nicole Scott	Head Teacher Keithhall	07776306006
Deputy Child Protection Co-ordinator	Mrs Fiona Smith	Head Teacher Hatton of Fintray	07590599402

Children's Social Work Contacts Details within Aberdeenshire

Social Work Office	Telephone Number
Aboyne	01330 700417
Banchory	01330 700417
Banff	01261 455815
Ellon	01467 537111
Fraserburgh	01467 537111
Huntly	01466 405959
Inverurie	01467 537555
Kemnay and Westhill	01467 534555
Peterhead	01467 537111
Portlethen	01467 537111
Stonehaven	01467 537111
Strichen	01771 638200
Turriff	01888 530831
Out of Hours	03456 081206
Police Scotland	101
Police Emergency	999

Child Protection Records

Where there is child protection information held about a child in school, this will be kept confidentially in a folder which is separate from the child's usual school record and held in a locked filing cabinet or cupboard in the Head Teacher's office. There will be a sealed envelope with the child's records of any observations or concerns noted.

Information will also be recorded on electronic record systems (Seemis / Latest Pastoral Notes).

Any access made to this information must be recorded (signed and dated) and should only be done with the Child Protection Co-ordinator's prior knowledge.

Child Protection Training

Aberdeenshire Education and Children's Service require that all staff working within educational establishments, undertake training as detailed within the [Child Protection in Education Professional Learning Framework](#) to ensure that they are confident, well informed and supported to keep children safe from harm. Training detailed within the Child Protection in Education Professional Learning Framework for all staff must be undertaken within twelve weeks of taking up their post.

Identifying and Responding to Concerns about Children

All staff members have the responsibility to be vigilant for signs that a child may need support, are at risk, or are suffering from harm and/or neglect, including where they may be at risk of radicalisation.

Aberdeenshire Council's Children Protection in Education Guidance (2023) defines harm and significant harm, in the child protection context, as the ill treatment or the impairment of the health or development of a child.

A view on the significance of harm is made once information is gathered to put the concern in context; this includes analysing the facts and circumstances. Further information can be found in the *Aberdeenshire Children Protection in Education Guidance (2023)* and within the *Scottish Government National Risk Assessment Toolkit*.

All notifications or disclosures made about children or by children should be taken seriously. The concern must be recorded at the earliest opportunity, using wherever possible the exact words used. Notes must be factual, timely, clear, and concise whilst including as much detail as possible without asking leading questions.

The concern must be passed on to the Child Protection Co-ordinator, or in her absence her Deputy, without delay.

Any concerns they have must be shared with the Child Protection Coordinator without delay. Please see the [Child Protection in Education Responding to Concerns Flowchart](#) and information below:

Child Protection in Education Responding to Concerns Flowchart



Child discloses concern or staff member has a concern about a child

Staff member completes **Part 1** of the “**Child Safety and Wellbeing Concern Sheet**” and discusses with the Child Protection Coordinator (CPC). CPC gathers further information as appropriate, [National Child Protection Guidance Appendix H](#) may support with this.

Where the information indicates a risk of **Radicalisation**, the CPC must share this information with the **PREVENT** Lead via prevent@aberdeenshire.gov.uk and follow instructions from the PREVENT Team from this point forward.

Professional Judgement assesses that child needs protection without delay OR CPC requires advice

Contact appropriate Duty Social Worker via telephone without delay and share information

Agree immediate next steps

Child needs protection without delay

Email “Child Safety and Wellbeing Concern Sheet” to Duty Social Worker

Support child

- Ensure child is in a place of safety within establishment
- Await and act on further advice from Social Work and/or Police

- **Update Chronology/Latest Pastoral Notes**
- **Save fully completed “Child Safety and Wellbeing Concern Sheet” in CP folder**
- Debrief member of staff who raised concern (where appropriate)
- Debrief relevant schools staff, e.g. HT, PTG

- Prepare for and attend IRD where required
- Prepare for and attend Child Protection Planning Meeting (CPPM) where required

Child is not in need of further protection at this time

If Head Teacher is not CPC, advise HT and any other relevant school staff, e.g. PTG/class teacher

Consider GIRFEC Single Agency Assessment

Identified Need for Support from Partner Agencies

Identified Need for Support From within School or Education Service

No Further Action

Update Latest Pastoral Notes and begin GIRFEC Multi-Agency Action Planning Process

Update Latest Pastoral Notes and begin GIRFEC Single-Agency Action Planning Process

Update Latest Pastoral Notes

Save fully completed “Child Safety and Wellbeing Concern Sheet” in CP folder

Step 1:

These concerns must be shared with the Child Protection Coordinator by completing Part 1 of the [Child Safety and Wellbeing Concern Sheet](#) (see below).

Step 2:

The Child Protection Coordinator on receiving information of these concerns must ascertain if this is a concern of risk of Radicalisation and consider these 3 questions to assess if the child needs protection without delay:

- Is this child at immediate risk?
- What is placing this child at immediate risk?
- What needs to happen to remove this risk now?

Step 3:

Using this information and any further information known to them, the Child Protection Coordinator must use their professional judgement to assess if the child needs protection without delay. In circumstances where they are unsure, they should contact the appropriate Social Work Team for advice.

Step 4:

Where the Child Protection Coordinator assesses that the child needs protection immediately, they must contact the relevant Duty Social Worker via telephone, without delay and share the information.

The "Child Safety and Wellbeing Concern Sheet" must also be forwarded to the Duty Social Worker following this telephone conversation.

Step 5:

Duty Social Worker makes decision (with further discussion with other services where necessary) on the next steps to be taken. This decision will either be to initiate Child Protection procedures or there will be an agreement that this is not required at this time.

Step 6:

Child Protection Coordinator updates Chronology/Latest Pastoral Notes detailing only that a Child Protection Concern has been raised and next step agreed, e.g. IRD to take place

Step 7:

Child Protection Coordinator completes Part 2 of the "Child Safety and Wellbeing Concern Sheet", with details of the decision and saves this within the Child Protection folder.

Step 8:

Child Protection Coordinator debriefs relevant school staff, including staff member who raised initial concern, where appropriate.

When there is a decision not to initiate Child Protection Procedures at this time

The 5 GIRFEC Questions should be considered along with the possible need for a Single Agency Assessment.

5 GIRFEC Questions

- What is getting in the way of this child's or young person's well-being?
- Do I have all the information I need to help this child and young person?
- What can I do now to help this child and young person?
- What can my agency do to help this child or young person?
- What additional help, if any, may be needed from others?



Child Safety and Wellbeing Concern Sheet

For completion by staff when they have a concern for a child's safety and wellbeing, in accordance with government, Aberdeenshire and school child protection policy and procedures.

The designated Child Protection Coordinator will consider concerns shared, responding, and monitoring as appropriate.

Part 1

Name of Pupil:		Date of birth:	
School:		Year / Class:	
Name of Person Making this Record:		Role of person Making this Record:	
Date of Concern:		Time of Concern:	
Nature of concern, attach additional sheets if necessary			
Concern reported to (name and designation):			

Part 2:

CPC to complete - Nature of concern made:	Child Protection		Wellbeing	
CPC to complete - have previous records been made for this pupil? Please check back records.	Yes/No			
State which school staff (designation) and / or agency (s) info is shared with				
Time & date information shared				
Response Received From agency (s):	State which agency (s):			
Time & date response received:				
Action Taken				Confirmed

Further information and guidance can be found:

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

[Additional Support Needs \(ASN\) Aberdeenshire, Inclusion, Equity and Wellbeing \(asn-aberdeenshire.org\)](https://www.asn-aberdeenshire.org)

[Child Protection \(girfec-aberdeenshire.org\)](https://www.girfec-aberdeenshire.org)

[National Guidance for Child Protection in Scotland 2021 \(www.gov.scot\)](https://www.gov.scot)

Updated July 2023 – Nicole Scott – Head Teacher