

# Currie Primary School

## Child Protection Policy

At Currie Primary School we are all committed to creating an environment where all children are safe from abuse and neglect.

### **AIMS**

The well-being of the children takes precedence over any other consideration. In order to do this we will:

- Adhere to the procedures set out in the City of Edinburgh Child Protection Guidelines.
- Seek to work in partnership with parents, carers, other agencies and the Children and Families Department.
- Update any changes in child protection policy and practice as directed.
- Provide training to all staff on the agreed procedures.

### **POLICY INTO PRACTICE**

It is the responsibility of the head teacher to ensure that child protection procedures are properly implemented.

All staff in the school have a duty to report any instance which suggests that abuse is/has taken place.

Concerns must be recorded on the appropriate proforma: Child Protection/Welfare.

Any concerns about a child must be shared with the designated person.

In our school the designated person is: Evelyn Butchard

In absence please go to: Any member of the management team

### **REMEMBER:**

If a child makes a disclosure, or a member of staff suspects a child has been abused, or a third party expresses concern, or a staff member witnesses an abusive situation the member of staff must record and report the incident with reference to guidance given in child protection training. (See appendix 2)

Members of staff must not investigate the alleged abuse themselves, evaluate the grounds for concern, seek or wait for proof or discuss the matter with anyone other than Evelyn Butchard or a member of the management team.

### **MONITORING**

This policy will be monitored by the head teacher to ensure that it meets the requirements of law in relation to child protection and also adheres to the local authority procedures. It will be reviewed annually at the start of each session.

## Section 5 | Child Protection Referrals

### 5.1 General

Incidents of suspected abuse can arise in a variety of ways including disclosure by the child, observation of the child and/or carer and through information from another child/person/agency. Concerns might also be expressed by letter/telephone call/e-mail, with or without the informant's identity.

### 5.2 Advice

The Core Agencies (see Glossary of Terms, Appendix B) encourage professionals, carers and the public alike to contact them for advice regarding concerns they may have regarding children. However, it must be clearly understood that if in the examination of circumstances during this process it becomes apparent the matter needs further action, this contact will be deemed to be a formal referral and the agencies will require all available information to be passed to them.

### 5.3 Making a Child Protection Referral

A Child Protection Referral is the process by which anyone who knows or suspects that a child has suffered, is suffering or is at risk of abuse (see Section 3 for Categories of Abuse), notifies one or more of the Core Agencies (Health, Social Work (Children and Families) and Police).

It is the role of these agencies to assess the situation, investigate where necessary and ensure the help the child needs is provided, when they need it.

- Every person who knows or suspects that a child has suffered, is suffering or is at risk of abuse will make a Child Protection Referral without delay

**STANDARD 1, 2**

In this way no child should be exposed to danger where someone knew of that danger, but believed it to be someone else's responsibility to alert someone about it.

### 5.4 Action to be Taken

Parents, carers, volunteers, members of families, people caring for children in any manner and members of the public with concerns about children at risk of harm or abuse, or about the ability of parent(s)/carer(s) to provide safe and effective care for children, should contact one of the Core Agencies without delay (see Appendix 'A' for contact details).

For professionals working with children in any capacity the employing agency or group will have a Child Protection Policy that will complement the Inter-agency Child Protection Procedures. Employees or volunteers should always familiarise themselves with these policies. The policy may

identify a 'Responsible Person', 'Child Protection Advisor' or 'Designated Member of Staff' who can be contacted within the organisation for guidance. He/she will listen to concerns and give advice on what action needs to be taken.

In appropriate situations he/she will recommend 'referring' the matter to one of the Core Agencies, i.e. Health, Police and Social Work.

Where such a 'Responsible Person' or senior member of staff is not available for consultation, the member of staff must not delay but should contact any one of the Core Agencies directly.

If concerns continue, despite the reassurances of a more senior member of staff, a direct referral to one of the core agencies should be made.

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## 5.5 Information Required

Where only some information is known, referral should not be delayed. Prompt referral of concerns to the Core Agencies can significantly reduce the likelihood of harm to a child. The following information should be passed to the Core Agencies when making a referral:

- Why there are concerns
- If it is believed that the child is in imminent danger
- If there are any other children who may also be at risk
- Name, designation and name of agency (along with contact details) of the person making the referral
- The child's full name, age, date of birth and address
- Any specific identifier known (such as a case or reference number)
- Any adults who have care of the child
- Who it is thought may have harmed the child or may pose a risk to them, why this is so, and when it may have happened
- The name of the person receiving the referral in the relevant core agency should always be requested and a record of this kept.

STANDARD 4

## 5.6 What to expect from the Core Agencies

Where a referral is received by any of the Core Agencies, they will carry out an initial assessment of the information. Where the information indicates a very low level of concern, the matter may be diverted for appropriate action. Where it is deemed to relate to a Child Protection matter they will initiate the Inter-agency Child Protection Procedures.

The Core Agencies undertake to:

- Jointly assess the situation and decide how best to progress the matter with the

welfare of the child being paramount

- Treat every referral seriously, gather together all of the information available to them, jointly assess and analyse this and make decisions based upon such information
- Identify a professional from one of the Core Agencies who will be responsible for providing feedback to the referrer regarding what action has been taken as a result of their concerns and a time scale for doing so. This is particularly important where the referrer or their organisation continues to have on-going contact with the child and/or family. Where this is the case the identified professional will also clarify what the on-going role of the referrer or organisation will be and make clear what information may or may not be passed to the child/family
- Except in cases of immediate urgency, the Core Agencies will not independently enter into any course of action without due consideration with partner agencies

STANDARD 3, 4, 5

### **Edinburgh and Lothians Inter-agency Child Protection Procedures**

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#### **5.7 Initial Responses**

The initial response of staff toward suspicion of abuse is critical.

- No guarantee of confidentiality can be given to the child or person raising the concern. They will be informed that as a minimum the matter must be recorded and will be discussed with other staff with responsibility for child protection
- Initial questioning must be limited to establishing basic facts (see 5.8)
- Staff will not introduce personal experiences of abuse or those of others
- The matter must be immediately referred to the member of staff with responsibility for Child Protection or, in their absence, a senior member of staff
- Where no such person or senior member of staff is available then staff must refer the matter directly to one or more of the Core Agencies without delay
- If suspicions arise because of something a child has said the member of staff will record the facts as accurately as possible using the child's own words, noting questions asked of the child and responses obtained. This will be signed and dated on the same day and a copy retained
- Staff will record the time/date they pass their concerns to the member of staff with responsibility for Child Protection/Senior staff member

- Staff will record the time/date of any referral made to one of the Core Agencies, to whom the referral was made, any decisions/advice and the time of any response from the Core Agency

- The member of staff will ensure security of any records kept

STANDARD 1, 2, 4, 5

### 5.8 Initial Questioning

Anyone who receives a 'disclosure' of possible abuse directly from a child or observes circumstances that cause them concern may try to establish the basic facts before referring the matter further. It is crucial that this initial fact finding does not influence what the child says, therefore the following strict guidance is given in regard to the initial questioning of children.

1. Only ask enough questions to gain basic information
2. Take the disclosure seriously and offer support
3. Avoid leading questions
4. Use open-ended questions

To Establish..	You could ask	Don't ask
What	What happened?	Did he/she ....
Where	Where did it happen?	Did he/she come to your bedroom?
Who	Who did it?	Did daddy/baby-sitter/John do it?
When	When did it happen?	Did it happen last night?
How/Why	Avoid these questions, they require judgement from the child and may induce self blame	



**CHILDREN AND FAMILIES**

**Note of Welfare Concern**

**SCHOOL NAME/ADDRESS/CONTACT NUMBER/LOGO ETC SHOULD BE PUT  
HERE**

**THIS FORM SHOULD BE HANDWRITTEN AND KEPT IN A SECURE PLACE  
SEPARATE FROM THE PUPIL PROGRESS REPORT**

If you have any welfare concerns about a child you should record these as soon as possible. IF YOU HAVE ANY DOUBTS AS TO WHETHER THIS IS A CHILD WELFARE OR A CHILD PROTECTION MATTER YOU SHOULD TAKE ADVICE FROM YOUR DESIGNATED MEMBER OF STAFF – CHILD PROTECTION

**EDUCATIONAL ESTABLISHMENT**

**Member of staff recording concern**

Name:

Designation:

Details of Child:

Name:

Class:

DOB:



**Area of concern (Tick)**

- SOCIAL, eg bullying, change in peer relationships
- FAMILY, eg break up of family, death of relative, occasional lateness due to parental drug or alcohol abuse
- DEVELOPMENTAL, eg falling behind in previously reached milestones
- EMOTIONAL, eg noticeable change in behavior and/or attitude
- PHYSICAL, eg poor hygiene, inconsistent attendance at doctor/dentist
- NEGLECT, eg occasional hunger, inappropriate clothing
- SEXUAL, eg occasional use of inappropriate language, teenagers 'larking around' in changing rooms

**Was this concern shared this with the child's parent/guardian? YES/NO**

If yes, by whom and what was their response?

Did the child express a view on this matter? If YES what was it?

**Have you shared this concern with any other person (eg. School Nurse, Working Together Worker, Designated Member of Staff - Child Protection)?**  
YES/NO

If yes

Name of person:

Position/agency:

Contact number  
(If outside school)

Signature:

Date:

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THE CITY OF EDINBURGH COUNCIL

## CHILDREN AND FAMILIES

### Appendix 3

### Child Protection Referral Form (Educational Establishments)

**THIS FORM MUST BE COMPLETED IN HANDWRITING AND BE KEPT SEPARATE FROM THE PUPIL'S PROGRESS RECORD IN A SECURE PLACE**

**PART 1:** to be completed by any member of staff on the same working day after receiving information which may suggest that a child is at risk of abuse or has been abused. Where the information is incomplete, you should still pass the form to the Designated Member of Staff for Child Protection on the day

#### EDUCATIONAL ESTABLISHMENT

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#### 1. Details of person making report

Name:	
Designation:	
Contact telephone number:	
Address:	
Date:	Time: am/pm

#### 2. Details of Child

Name:	Sex: M/F
Date of Birth:	
Address:	
Contact telephone number:	

Name of parents/guardian/carers

Address and contact number if different from above:

**3. Details, if known, of person about whom there is concern or an allegation has been made**

Name:

Relationship:

**4. Details of person reporting the concern or allegation**

Child?: YES/NO

If no, please give all relevant details, eg name, address, designation, agency:

**5. Details of the alleged incident**

Date of alleged incident:

Time:

am/pm

Place:

Names and addresses of anyone else involved:

Describe in detail any visible injuries/bruises and/or concerning behaviour of the child

Was the child asked what happened: YES/NO

If yes, record in the child's own words exactly what the he/she said and any questions asked if the situation needed clarification (continue on a separate sheet if required):

What was the child's view of the concern/alleged incident?

Signature of the person initiating the referral:

Date:

**PART 2:** to be completed by the Designated Member of Staff for Child Protection

Action by the Designated Member of Staff for Child Protection.:

Complete **Parts 1 and 2** following consultation with the agencies below

**1. Details of external agencies contacted – usually only one agency**

Department of Community Child Health <b>8.30am - 5.00pm</b> <b>Tel 536 0467</b> State it is a <b>Child Protection Matter</b>	Date: <input type="text"/>	Time: <input type="text"/> am/pm
	Name of Doctor: <input type="text"/>	
5.00pm – 8.30am <b>Tel 536 0000</b> State it is a <b>Child Protection Matter</b>	Advice received: <input type="text"/>	
	Date: <input type="text"/>	Time: <input type="text"/> am/pm

<p>Children and Family Services (see Appendix 1 for contact numbers during the day)</p> <p>Out of office hours 5.00pm – 8.30am <b>Tel 554 4301</b> State it is a <b>Child Protection Matter</b></p>	<p>Date: <input type="text"/></p> <p>Time: <input type="text"/> am/pm</p>
	<p>Name of Social Worker: <input type="text"/></p> <p>Tel no of Social Worker: <input type="text"/></p> <p>Advice received</p> <p><input type="text"/></p>
	<p>Date: <input type="text"/></p> <p>Time: <input type="text"/> am/pm</p>

<p>Family Protection Team in the police <b>Tel 662 5000</b></p>	<p>Name of Police Officer: <input type="text"/></p>
	<p>Date: <input type="text"/></p> <p>Time: <input type="text"/> am/pm</p>
	<p>Advice received</p> <p><input type="text"/></p>
	<p>Date: <input type="text"/></p> <p>Time: <input type="text"/> am/pm</p>

**2. Details of contact with the parent/guardian/carer**

Have the parents/guardians/carers been advised of this matter? YES /NO

If yes, by whom?

If yes, record any response/any action taken by them:

### 3. Other information

Record any other information you have about this matter (it is important that *all* information is passed on, even that which you think is not important or helpful):

**4 Other information** Has the person who made this referral been informed of the outcome YES/NO

**Signature:**

**Date:**

Proceed To **PART 3** if a Child Protection case conference is being held

**PART 3:** to be completed by the Designated Member of Staff for Child Protection

### Case Conference Details

Date invitation received :

Date of conference:  Time:  am/pm

Nominated member of staff:

Designation:

Was the school represented? YES/NO

Was the child placed on the register YES/NO

Did the Child Protection include school staff as part of the core group? YES/NO

Date draft minutes received:

Date returned:

Date final minutes received:

## APPENDIX 1

### Social Work Telephone Numbers

#### North Edinburgh

##### *Centres*

Muirhouse Crescent	0131 343 1991
West Pilton Gardens	0131 529 5400
Leith	0131 553 2121
Craigentinny	0131 661 8291

#### West Edinburgh

##### *Centres*

Springwell House	0131 313 3366
Westfield House	0131 334 9933

#### South West Edinburgh

##### *Centres*

Oxgangs Path	0131 445 4451
Murrayburn Gate	0131 442 4131

#### South & East Edinburgh

##### *Centres*

Captain's Road	0131 529 5300
Craigmillar	0131 657 8500
Victoria Street	0131 226 6731

**Emergency Social work Service** 0800 731 6969

#### Social Work Hospital Teams

Royal Infirmary	0131 536 3286
Simpson's Memorial Maternity Pavilion	0131 536 3288
Western General	0131 537 1000
City Hospital	0131 536 6272
Royal Hospital for Sick Children	0131 536 0501
Royal Edinburgh Hospital	0131 537 6000
Royal Victoria Hospital	0131 537 5000
St John's Hospital	01506 419 666