



Blackhall Primary School

# Child Protection Procedure

Reviewed December 2024



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## Child Protection Procedure

### 1 Principles

Within our school we aim to create an environment in which all pupils are safe and feel safe in school. There is a strong, robust and proactive response from adults that reduces the risk of harm to children.

Adults working with the children know and understand the indicators that may suggest that a child/young person is suffering or is at risk of suffering harm. (*Ref: How good is our school 4<sup>th</sup> Edition*)

We follow the procedures set down in the Interagency Child Protection Procedures Edinburgh and the Lothians 2014. This document states that:

- All education staff have important roles in protecting children from abuse and neglect and in identifying children who may be at risk of abuse.
- The protection and wellbeing of the child must remain at the heart of all considerations and decisions.



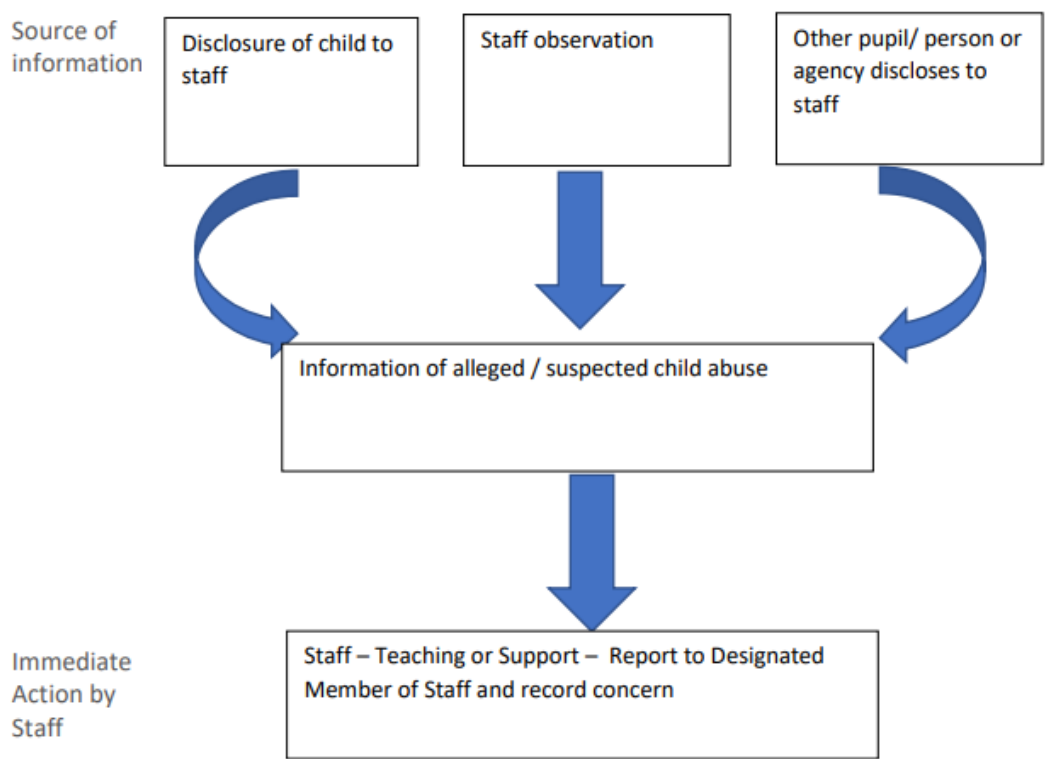
## 2 Procedures

Should an allegation of abuse be reported you **must** follow the procedures outlined below.

For the purposes of child protection, the Designated Member of Staff (DMS) and Child Protection Officer (CPO) in your school is Kirsty Martin, Head Teacher.

If the DMS/ CPO is not available concerns should be passed to Social Care Direct.

### 2.1 Flow chart for managing a child protection concern



## 2.2 Action

### 1. Initial responses by staff to a child (see 2.3 and 2.4)

- (a) A guarantee of confidentiality must not be given to the child
- (b) Any initial questioning or discussion must be limited to establishing the basic facts
- (c) Open-ended questions must be used
- (d) The member of staff questioning the child should not introduce either personal experiences of abuse or those of other children
- (e) The child must be told that the DMS will have to be informed
- (f) The matter must be referred to the DMS immediately
- (g) In exceptional circumstances a member of staff may feel that the guidelines have not been implemented at school level. Should the matter remain unresolved the member of staff must seek advice from the Senior Education Manager, Schools and Lifelong Learning

### 2. Action by DMS

The DMS will contact Social Care Direct on 0131 200 2327.

## 2.3 Guidelines for responding when a child discloses abuse

<b>First</b>	Listen
<b>Second</b>	Reassure the child
<b>Third</b>	Do not give the child a guarantee of confidentiality regarding the disclosure
<b>Fourth</b>	Take the allegation seriously
<b>Fifth</b>	Refer to the flow chart (Section 2.1)

Children who are traumatised may experience a range of feelings, such as sadness, anger, anxiety or depression.

Affirm whatever feelings the child has and avoid telling the child how they feel. Don't ask 'why' questions.

Avoid being judgemental about information supplied by the child.



## 2.4 Basic Principles about responding when a child discloses abuse

- 1 Only ask enough questions to gain basic information
- 2 Take the allegation seriously and support – do interrogate
- 3 Use open-ended questions
- 4 Avoid leading questions

What happened?

✓

Did somebody hit you?

X

When did it happen?

✓

Did it happen last night?

X

Where did it happen?

✓

Did she come into your bedroom?

X

Who did it?

✓

Was it mum?

X



### 3 Allegations against staff

Occasionally, an allegation of abuse may be made against a member of staff.

To minimise risk, it is important that all staff are aware of the ways in which inappropriate behaviour/ abuse may be manifested.

The list is neither definitive nor exhaustive or is meant to suggest that all actions below are in themselves abusive; they must be seen in the context of interaction with the child and the intention of staff.

They are meant to aid and advise staff in minimising risk and to encourage good practice.

#### **Physical Abuse**

Any form of physical assault including the attempt to:

- Kick
- Punch
- Slap
- Shake
- Throw a missile

#### **Sexual Abuse**

- Abuse of position of trust.
- Any form of sexual assault
- Possession of indecent or abusive photographs or images of children
- Showing indecent or pornographic material to children
- Suggestive remarks or gestures
- Inappropriate touching or behaviour towards a child
- Grooming
- Sexual harassment



## **Emotional Abuse & Neglect**

- Racial / homophobic comments or behaviour, or failing to address this in others
- Isolation e.g. locking a child in a room
- Persistent sarcasm or belittling children
- Threats
- Bullying children, or failing to address it in others
- Inappropriate punishments
- Creating a climate of fear
- Failing to prevent a child from physical danger
- Overprotection or the prevention of socialisation

## **3.2 Safe Working Practices**

- All staff are expected to behave in a manner consistent with the schools Code of Conduct
- A relationship between an adult and child or young person cannot be a relationship between equals. There is a potential for exploitation and harm of vulnerable children. Adults have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification
- All staff are expected to behave in a manner that maintains appropriate professional boundaries and to avoid behaviour which might be misinterpreted by others

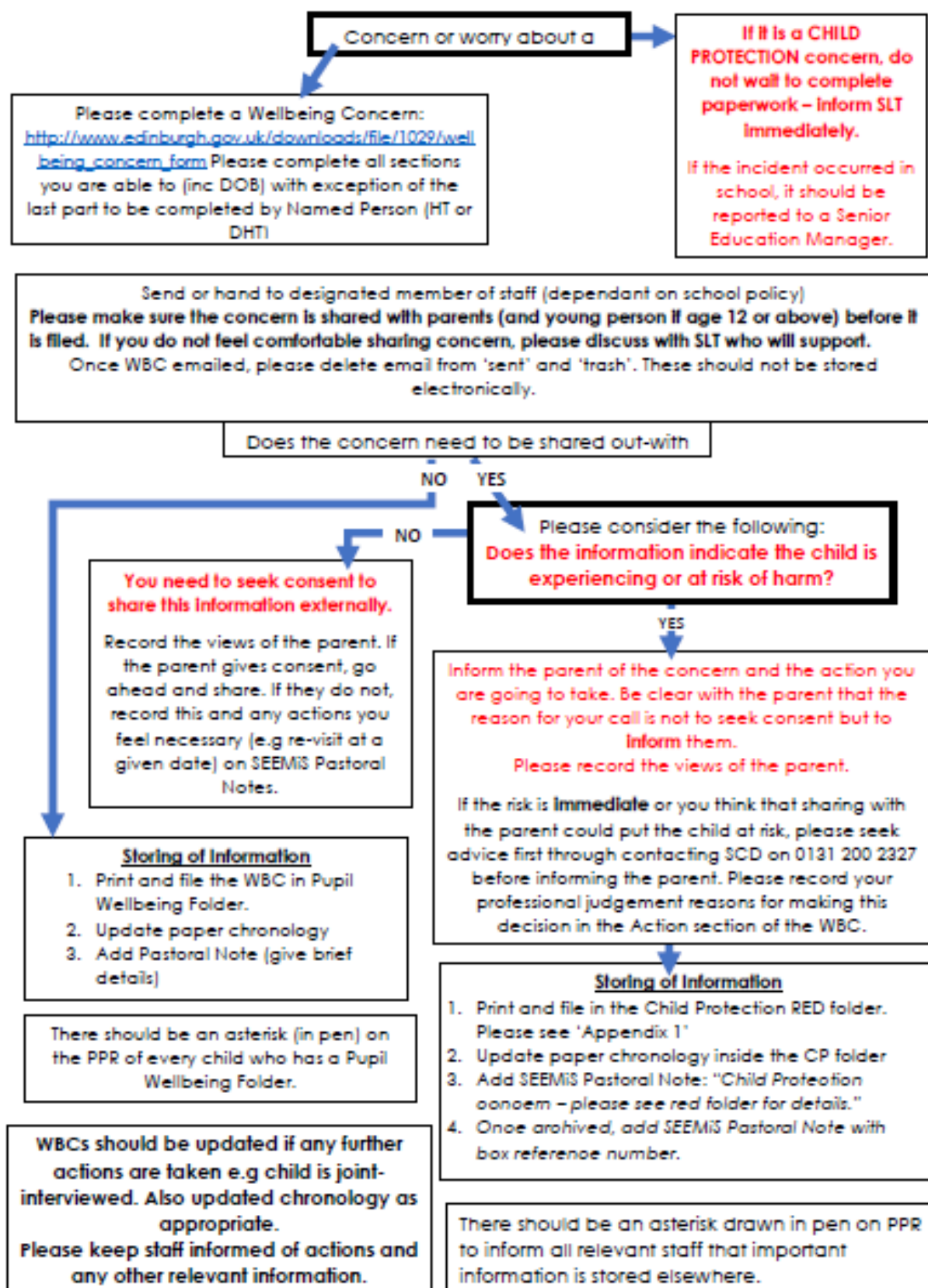


# Our Values





### Pupil Wellbeing and Child Protection Concern



# Appendix 1

## Frequently Asked Questions

### ***When should a red folder be opened for a child?***

- A red folder should be opened for a child when they are placed on the child protection register. It should be detailed on SEEMIS Pastoral Notes that the file exists and where to find it.
- Child Protection (Red) folders remain with the child throughout their school life. The information cannot be redacted, changed or destroyed.

### ***What should happen to PPR's and CP files when a young person either moves out of the Local Authority/ moves to an Independent school/becoming home educated?***

- The young person is effectively no longer under direct supervision of CEC. Unless there is a court order specifying otherwise, original documentation from both PPR and CP files should be retained by CEC and relevant, proportionate, and necessary information should be photocopied and shared with the new Named Person. Photocopied information should be delivered either in person, via Courier or via Royal Mail Special Delivery service.
- As per CEC retention policy, PPR's should be stored from date of leaving school (or from 18th birthday if school leaving age unknown) + 5 years.
- CP files should be stored from date of case closure (or from 18th birthday if case closure unknown) + 35 years.
- *The Records Centre, managed by Iron Mountain, offer a service to store PPR's/CP files on request. Cost for schools is £4.50 per year per box. You will be issued with a Box Reference number which you would include when referencing site of storage on SEEMIS Pastoral notes.*

### ***Can a Child Protection File be closed?***

- Yes. A Child Protection (CP) file should only be open while the Child remains on the Child Protection register. When a child is removed from the Child Protection Register, their CP file content should remain unchanged. The CP file should be archived and a note recorded in SEEMIS Pastoral Notes flagging where it is archived (either in-house or at Records Centre, including the box reference number).
- "CP file archived in Records Service box ref no. 123456789"



- Child Protection files should be retained for 35 years from 'case closure'. Since schools will not likely always know when a child is off the register, you can reasonably put 35 years from 18th birthday where the case closure is not known.

### **Pastoral Notes - who should information be shared with? Who needs to know?**

- You do not need consent to record information in SEEMiS Pastoral Notes but should be aware that anything you record may be shared if there were to be a subject access request.
- Further guidance on using SEEMiS Pastoral notes can currently be found using the following link. Links often move/change so you can also access the information by searching 'seemis pastoral notes' on the orb.

[https://orb.edinburgh.gov.uk/downloads/download/10647/seemis\\_pastoral\\_notes](https://orb.edinburgh.gov.uk/downloads/download/10647/seemis_pastoral_notes)

### **Managing Pupil Wellbeing Folders**

The contents of Pupil Wellbeing folders should be reviewed when subsequent Wellbeing Concerns are received, when information is to be shared and at times of transition. Professional judgement should be used to determine whether or not the contents are still relevant and should be shared. Wellbeing Concerns should be filed by the Named Person (or an agreed member of staff on their behalf).

### **Training Requirements**

#### **Specific Contact Workforce training course (formerly Level 2)**

Staff working with children and/or families should complete this every 3 years (every 2 years for special schools). This includes staff from schools, nurseries and Early Years Centres.

#### **Child Protection - Intensive Contact Workforce – (formerly Level 4)**

The Headteacher and other designated members of staff should complete this course.

Please note that there is a mandatory refresh course. (Please note, this is currently called @Managing Child Protection in a School Setting in CPD directory)

Courses can be found in the City of Edinburgh CPD Directory.

### **Useful Contacts North East Locality**

East Neighbourhood Centre	0131 553 8595
Fort Social Work Centre	0131 529 2525
<b>North West Locality</b>	0131 286 5130
<b>South East Locality</b>	0131 529 5300
<b>South West Locality</b>	0131 453 9100



**Euan Alexander – Quality  
Improvement Education Officer –  
Child protection**

Euan.Alexander@edinburgh.gov.uk

**Leeanne Turner – Learning and  
Development Consultant (Child  
Protection)**

Leeanne.Turner@edinburgh.gov.uk  
0131 469 3310

**Information Governance Unit  
Records Management**

Information.compliance@edinburgh.gov.uk

RecordsManagement@edinburgh.gov.uk  
0131 529 4616



## Appendix 2 – Wellbeing Concern Form

### Wellbeing Concern Form

Baby / Child / Young Person - details	
Name:	
Date of birth:	
Person recording details	
Name:	
Agency/ Establishment:	Royal High Primary School
Area of concern(s)	
Please tick relevant box(es) on "Wellbeing Wheel" and use these headings to record the details below.	



#### Description of Concern(s)

If appropriate, include strategies to address the issue and/or any actions taken. Please also summarise any previous concerns.

Signature:

Date:

Nov 2017



It does not have to be the recorder that discusses the concern(s) with the parent or carer, but agreement should be reached about who is the most appropriate person within the agency to do this and the parent or carer's views recorded here.

Has the concern(s) been shared with the parent / carer? ☐ Yes ☐ No

What is the parent / carer saying about the concern(s)?

Has the concern(s) been shared with the child / young person? ☐ Yes ☐ No

What is the child / young person saying about the concern(s)?

**Only complete this section if relevant to agency structure**

Has the concern(s) been shared with anyone else? ☐ Yes ☐ No

If 'Yes', please specify:

Comments / Action:

**This section must always be completed by named person (or person acting on their behalf)**

Action being taken in relation to this Wellbeing Concern? ☐ Continue to monitor  
☐ Initiate Child Protection Procedures  
☐ Carry out Assessment of Need  
☐ Discuss with Lead Professional (if allocated)

Comments / Action:

Feedback given to the referrer? ☐ Yes ☐ No Date:

Name:  Job Title:  Date:

Rev 2017



## Appendix 3

Edinburgh and the Lothians Multi-agency Child Protection Procedures

### Children's Expectations of the Child Protection processes





## Appendix 4

Edinburgh and the Lothians Multi-agency Child Protection Procedures

### Parents' Expectations of the Child Protection Processes







# Raising a child protection concern



Blackhall Primary School staff follow Edinburgh and Lothians Interagency Child Protection Procedures link [HERE](#)

The Procedures can be found on the orb or in folders in the staffroom, on staff app or in the HT office

The designated members of staff for Child Protection  
at Blackhall Primary are

Kirsty Martin, HT and Anna Hazel-Dunn, DHT

Wellbeing Concern forms are kept in the school office, staffroom, DHT's office, and HT's office.

However

If you have a **child protection concern**, you **must**

## CONTACT HT



Kirsty Martin, Headteacher

or

Anna Hazel-Dunn, DHT



If the Head Teacher & DHT are out of school

Contact Andrew Gardner, PT



If you cannot contact any SLT or another senior member of staff and it is  
an urgent child protection concern, contact

**SOCIAL CARE DIRECT 0131 200 2324**

*Out of hours 0800 731 6969 (after 5pm or before 8.30am or at weekends)*

## APPROPRIATE QUESTIONS

**What happened? When did it happen? Where did it happen? Who did it?**

