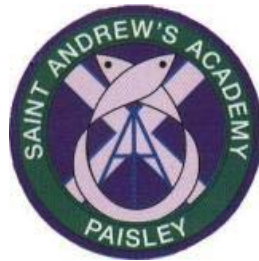


# St Andrew's Academy



## Safeguarding and Protecting Children and Young People

### Guidance for Session 2017/2018

- **Safeguarding** includes arrangements for child protection and to ensure wellbeing
- **Child Protection** means protecting a child from child abuse or neglect
- Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a **likelihood** or **risk** of significant harm from abuse or neglect  
*(National Guidance for Child Protection in Scotland 2014)*

*The difference between child protection and child abuse could be you*

**“ It’s everyone’s job to make sure that children in Renfrewshire are safe. We will strive to ensure that the protection of our children is a responsibility that is shared by all our staff and in partnership with the community. ” – Renfrewshire Child Protection Committee Vision**

## Safeguarding and protecting children and young people is the responsibility of all staff

### All Renfrewshire Children's Services staff and those working in establishments and/or with children and young people must be:

- Aware of arrangements for protecting children
- Alert to children's needs
- Clear about their own role in ensuring the safety and wellbeing of all children

Our responsibility is to keep children and safe to support and promote their wellbeing by:

- Providing education to children and young people to help them to protect themselves
- Ensuring all staff play a part in the prevention of child abuse and neglect via the curriculum by:
  - Raising pupil awareness of risks;
  - Developing skills which will help them to keep themselves safe;
  - Helping them recognise behaviours in others which may place them at risk; and
  - Teaching them how to respond in order to keep themselves safe.

### Different Forms of Abuse or Neglect

The following categories of abuse are highlighted within the National Guidance for Child Protection are not exhaustive as individual circumstances of abuse will vary from child to child:

- **Physical Abuse** – being hit, kicked or punched
- **Sexual Abuse** – inappropriate sexual behaviour or language by an adult towards a child
- **Emotional Abuse** – constantly criticised, ignored, humiliated, being subjected to inappropriate expectations
- **Neglect** – persistent failure to meet a child's basic or psychological needs: not being properly fed, clothed or cared for or poor hygiene.

### All staff should be alert to:

- Unexplained but significant changes to patterns of attendance, presentation or behaviours
- Something the child or young person says, discloses or chooses to confide. Children and young people often take time to build trust and seek out adults to whom they wish to disclose abuse/neglect
- Concerns raised by other children or a third party

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## **Additional areas of concern which you should ensure you are aware of and know the signs to look for:**

- Exposure to Domestic Abuse
- Children displaying sexually harmful or problematic behaviours
- Female Genital Mutilation
- Honour based or forced marriages
- Child Trafficking
- Children affected by their parents drug or alcohol misuse or mental health issues
- Child Sexual Exploitation
- Children who are at risk through internet use and online behaviour
- Radicalisation – that a young person may be vulnerable to extreme behaviour

## **What to do if you have a concern:**

- Alert the head of establishment or manager designated as responsible for child protection immediately
- Confirm your concern in writing by completing Appendix 3 record of concern alert for staff as soon as possible and give to head or manager . Appendix 3 is attached to this information and additional copies are available (in the school office, guidance base and senior managers' offices).
- Follow the guidance from head or manager in supporting the child or young person

## **Responding to Disclosure/Allegations:**

- If a child or young person chooses to disclose information about a potential child protection issue to you it is important that you:
- Listen carefully and with your full attention
- Do not guarantee confidentiality – explain that you will have to share this information with the relevant person to keep the child or young person safe
- Do not show disbelief or panic
- Take the allegation seriously and provide reassurance
- Avoid expressing personal views on the matter
- Never seek to investigate by asking leading questions – this is not your role

There should always be a manager responsible for child protection available for you to report your concerns to. In the unlikely event that there is no one available you can contact a local authority manager whose details are at the back of this guidance

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# CHILD PROTECTION CONTACT LIST

If you have **any concerns** about a pupil please contact Kevin Henry, Head Teacher or Child Protection Co-ordinator. If unavailable, the following staff are also responsible for child protection



**Head Teacher  
Kevin Henry (HT)**

**Child Protection Co-ordinator  
Anna Louise Brennan (DHT)**

**Other school staff with designated responsibility for child protection:  
J Cairns (DHT), Pat McFadden (DHT)  
Colette Fraser (DHT), Wanda McMillan (DHT), John Tulley (PTG)**

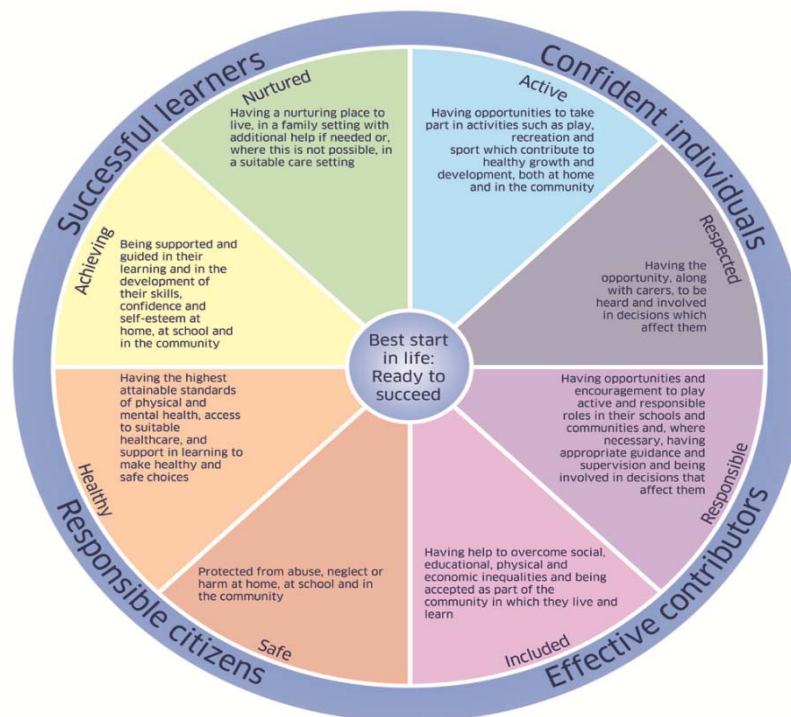
**Education authority staff:  
Susan Bell Education Manager 0141 618 7221  
John Trainer Head of Inclusion and Early Years 0141 618 7194  
Gordon McKinlay Head of Schools 0141 618 7194**

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## Ensuring wellbeing for all

The Getting it Right for Every Child (GIRFEC) agenda is about ensuring that the wellbeing of all children and young people is the focus of all. It is everyone's responsibility to understand the wellbeing indicators and to ensure that all our children & young people are:

- **SAFE**
- **HEALTHY**
- **ACTIVE**
- **NURTURED**
- **ACHIEVING**
- **RESPECTED**
- **RESPONSIBLE**
- **INCLUDED**



More information can be found at:

**Renfrewshire Child Protection Committee** – [www.noworries.org.uk](http://www.noworries.org.uk)

**National Guidance for Child Protection in Scotland**  
[www.gov.scot/Publications/2014/05/3052/0](http://www.gov.scot/Publications/2014/05/3052/0)

**Getting it Right for Every Child**

[www.gov.scot/Topics/People/Young-People/gettingitright](http://www.gov.scot/Topics/People/Young-People/gettingitright)

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## Education and Leisure Services Appendix 3

### Record of Concern Alert

**Please use black ink (or type) and CAPITAL letters.**

When you have a concern about a child or young person you must report it immediately to the head or manager. Once you have reported the concern to the head or manager you are required to complete this form on the same day.

Day and date		
Head or manager to whom it was reported		
Name of child/young person		
Establishment/service		
<b>Source of Concern (please circle):</b>		
Personal Observation	Yes	No
Reported by child	Yes	No
Reported by another source	Yes	No
Please give details of source		
Phone call	Yes	No
Please give details of call		
Please give details. If a disclosure has been made, record on the back of this form using the child's own words. <b>SIGN AND DATE DIRECTLY UNDER STATEMENT</b>		
Print name		
Date and Time		
Job Title		

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