



Child Protection Policy

Updated October 2016

In dealing with issues of child protection the school will liaise with the same network of agencies as Glasgow City Council schools. For this reason, the school follows the guidance set out in [Management Circular 57](#) (GCC Education Services Department) amended to suit our particular circumstances.

Role of Staff

1. If any member of staff has grounds for concern, then he/she is required to report these grounds to the Rector immediately. Staff must ensure that any ongoing involvement is in the child's best interest. They must not wait to gather evidence, nor agree to keep information secret, nor discuss the matter with others.
2. Staff must follow any guidance given by the Rector in relation to recording any concerns, supporting the child and cooperating with subsequent actions to investigate the grounds of concern and to protect the child or children concerned.

It is not the responsibility of education staff to investigate allegations of child abuse.

Role of Rector

For the purposes of these procedures the term Rector may indicate the Depute Rector or Head of Primary.

The Rector will

Treat the grounds of concern as reported by a member of staff as a priority for action and in so doing

- ◆ Consider the immediate needs of all children involved
- ◆ Take emergency action if required
- ◆ Gather information and if appropriate seek clarification (not proof)
- ◆ Ask staff to record relevant information
- ◆ Store all information in a confidential Incident File

Immediately report to social care direct all cases where there are grounds for concern about child protection. Discuss with the duty senior social worker the action to be taken, including when and by whom parents will be informed and the child or children interviewed.

Immediately report a medical emergency to the medical services and administer first aid if needed before reporting to the duty senior social worker.

In urgent circumstances seek help from the police. E.g. immediate avoidance of further abuse, immediate pursuit of an alleged abuser, avoidance of destruction of evidence.

If a member of staff is alleged to be involved in child abuse, then contact will be made with the chairperson of the Board of Managers and with the Scottish Executive Education Department. Decisions will then be made regarding appropriate action and the involvement of other agencies.

Record (on the same day) the grounds for concern and action taken using the GCC referral form, and send the form to the relevant agencies. Keep a copy of the information, signed and dated, in the Incident File.

Co-operate fully with all statutory agencies who may become involved.
Support the child or children involved as necessary and appropriate.

Child Protection Co-ordinators

In Jordanhill School the child protection co-ordinators are

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| ♦ Primary | Head of Primary | Mr Richard Buchan |
| ♦ Secondary | Depute Rector | Mrs Christine Robertson |

The responsibilities of the child protection co-ordinators are to

- ♦ Be conversant with the information in MC57
- ♦ Support the Rector in the development of policy, practice and staff development
- ♦ Attend child protection training and co-ordinators' meetings
- ♦ Support the Rector in ensuring that Child Protection Guidelines are brought to the attention of all staff annually and that they have access to the guidelines
- ♦ Ensure the inclusion of personal safety issues with respect to e-safety, understanding and awareness of safeguarding issues, action against abuse strategies within personal, social and health education programmes
- ♦ Co-ordinate support within the school for children with Child Protection Support Plans
- ♦ Co-operate on behalf of the school with inter-agency Child Protection Support Plans
- ♦ Liaise with other establishments and external agencies
- ♦ Be responsible for regularly updating the Child Protection Agency Contact List.