



Child Protection and Safeguarding Policy

Updated March 2024

In dealing with issues of child protection and safeguarding 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 they are required to report these grounds to the Child Protection co-ordinator 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 Child Protection co-ordinator 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 Child Protection co-ordinator

The Child Protection co-ordinator will treat any concerns 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

Contact Social Care Direct immediately in all cases where there are grounds for concern about child protection. Discuss with the duty or allocated 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, in addition to the above, contact will be made with the Chair of the Board of Managers and with the Scottish Government link official. Advice will also be sought regarding informing any other relevant agencies including the General Teaching Council for Scotland (if the member of staff is a teacher).

Record (on the same day) the grounds for concern and action taken using the MC57 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 | Mr Douglas Brown |

If staff are unable to contact Richard Buchan or Douglas Brown they should speak to John Anderson (Rector). Failing that, they should find the relevant Year Group Head if secondary or Depute if Primary.

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 and safeguarding training and co-ordinators' meetings
- ♦ Support the Rector in ensuring that Child Protection and Safeguarding 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 the curriculum including Personal, Social and Health Education programmes
- ♦ Co-ordinate support within the school for children with a Child's Plan relating to Child Protection
- ♦ 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.