



## EARLSTON HIGH SCHOOL

### Child Protection Policy

**Aim :**

To provide guidance on the protection of young people in the care of the school.

**Principles:**

- The protection of young people in the care of Earlston High School is of paramount importance in all that we do as a school.
- A Child Protection Co-ordinator shall be identified clearly and this should be made clear to all staff in the school.

CPC presently is Mr John Butcher

Depute CPC presently is Mr John Clarke

- All staff shall receive training in Child Protection at regular intervals according to the recommendations of the SBC Child Protection Policy. Well maintained records of this training shall be kept by the Child Protection Co-ordinator.
- The school Child Protection Policy is based entirely on the SBC Child Protection Policy and this can be found at:

[http://www.reconstruct.co.uk/procedures/scotborders/WebHelp\\_Pro/Scottish\\_Borders.htm](http://www.reconstruct.co.uk/procedures/scotborders/WebHelp_Pro/Scottish_Borders.htm)

- All records relating to Child Protection in the school are maintained by the CPC and are kept in a locked filing cabinet within the Guidance Base. The CPC has sole access to these records. Records are maintained in accordance with the SBC policy on record keeping for Child Protection information.
- All staff should be familiar with the 'CP Yellow Card' and this should be kept up to date by the CPC. (Yellow Card appended)

**SCOTTISH BORDERS COUNCIL  
EDUCATION DEPARTMENT  
CHILD PROTECTION**

**GUIDELINES FOR INDIVIDUAL MEMBERS OF STAFF**

- 1 **All staff have a key role and responsibility to play in child protection and recognition of child abuse. The school staff are central figures in a child's life and so are often the first recipients of a child's confidence.**
- 2 If a member of staff has any suspicions whatsoever that a child has been abused or harmed then this should be discussed immediately with another appropriate member of staff – usually the school Child Protection Co-ordinator and class or guidance/pastoral teacher or consult with the E&LL Child Protection Officer.
- 3 Staff must listen. In many cases of serious child abuse the first attempt of the child to confide in an adult has been to speak to a member of staff whom they trust. It is important that staff make time to listen to children and to take seriously what they have to say.

**Please take time to reflect on and consider what a child is trying to tell you - these few moments may be crucial to the child's whole development as both a child and adult.**

- 4 Do not criticise the pupil or react strongly to any revelations. Be sympathetic and supportive and assure the child that you will keep the information limited to those people who need to know in order to be able to help and avoid future harm to the child.
- 5 It is important that the adult is sympathetic to such a child and encourages him or her to talk without asking leading questions. Asking 'who', 'what', 'when', 'where' and 'how' may be important questions to get the necessary basic information from the child. However, it is the statutory responsibility of police and social work to carry out any investigation so do try and avoid the detailed questioning which is the remit of those agencies.
- 6 Staff should make notes on any disclosure or concern and pass these on to the Child Protection Co-ordinator.
- 7 There are many possible indicators of child abuse, and with most of these indicators other explanations may also be possible so please refer to the on-line Child Protection Guidelines and/or consult with the Child Protection Unit.
- 8 It is the responsibility of the Child Protection Co-ordinator to phone the Child Protection Unit without delay and then complete the appropriate referral form. The process is outlined overleaf.
- 9 All schools have access to the on-line Guidelines at [www.scotborders.gov.uk/cyppp](http://www.scotborders.gov.uk/cyppp) then click on **Child Protection Committee** then click on **Access the Guidelines now**

**Useful phone numbers:**

Education & Lifelong Learning: Child Protection Officer   **01896 662762**

**Social Work:** Child Protection and Reviewing Officers   01896 662762

**Scottish Children's Reporter Administration**

01750 20372

# Child Protection: Education & Lifelong Learning Reporting Procedure: Flowchart

