

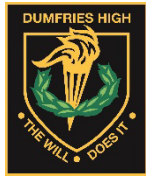


**DUMFRIES HIGH SCHOOL**

**CHILD PROTECTION  
POLICY & PROCEDURE**

**UPDATED SEPTEMBER 2023 EDUCATION SESSION**

**D HOGG**



## DUMFRIES HIGH SCHOOL CHILD PROTECTION PROCEDURE

### RATIONALE

All staff (teaching and support) must be clear about the procedures for Child Protection and their role with this to ensure the safety and protection of the young people in our care. As well as clear procedural steps being in place for operational concerns, a yearly calendar will ensure the strategic picture for the protection and monitoring of our children is robust.

### DOCUMENTS

1. Strategic Calendar
2. Operational Procedure
3. Supporting Documents
  - a. Safeguarding, Child Protection and Wellbeing Policy from D&G Council.
  - b. Overview of Child Protection Referrals
  - c. HGIOS Safeguarding and Child Protection Checklist
  - d. Phone Numbers



## DUMFRIES HIGH SCHOOL CHILD PROTECTION STRATEGIC CALENDAR

1.

MONTH	OVERVIEW	SPECIFIC TASKS
August	Completed each and every time a concern is raised. This should be updated as relevant information is shared.	<ul style="list-style-type: none"> <li>Teaching Staff Training</li> <li>Support Staff Training</li> <li>SMT and Pupil Support Refresh on procedures.</li> </ul>
September		<ul style="list-style-type: none"> <li>Checklist completed and submitted</li> </ul>
October		
November		<ul style="list-style-type: none"> <li>Checklist completed and submitted</li> </ul>
December		
January		
February		<ul style="list-style-type: none"> <li>Checklist completed and submitted</li> </ul>
March		
April		
May		<ul style="list-style-type: none"> <li>Checklist completed and submitted</li> </ul>
June		<ul style="list-style-type: none"> <li>Submission of Overview</li> </ul>



**DUMFRIES HIGH SCHOOL  
CHILD PROTECTION  
2. OPERATIONAL PROCEDURE**

<b>1.</b>	Disclosure made to staff member.
<b>2.</b>	Staff member reports to CPC.
<b>3.</b>	CPC completes Overview (helps to gain clarity and perspective)
<b>4.</b>	CPC has a conversation with a senior staff member for support.
<b>5.</b>	If there is need for further clarification contact should be made with Nickie Reynolds.
<b>6.</b>	CPC has a conversation with child if appropriate and possible.
<b>7.</b>	If there is an immediate concern for the safety and wellbeing of a child – Social Work is contacted and the case is discussed as a consultation. Advice followed.
<b>8.</b>	If a referral is required complete a Request for Assistance Form and follow the instructions as to where to send it. This form should then be sent to CPC so that a file can be created for each case with relevant information. Referrals are likely to be for MASH or CAMHS on CALL or Police.
<b>9.</b>	Referrals should almost always be discussed with the parent and child in the first instance therefore contact should be made to inform the parent of the disclosure and the need for us to follow procedure in these circumstances to ensure our young people are protected. Record conversation in Pastoral Notes.
<b>10.</b>	CPC will update Overview prompting the action of communicating with Head of House and staff if appropriate.
<b>11.</b>	If a child is placed on the Child Protection Register ...
	A red sticker is placed on their PPR. SEEMIS Confidential Notes/Significant Events will begin with CHILD PROTECTION INFORMATION so that this detail can be sort centrally if required.
	A CAR must be completed for this child.
	The most appropriate PT Pupil Support is assigned the case to monitor and update monthly or as relevant.
<b>12.</b>	If the child's need is catergorized as GIRFEC...
	A CAR must be completed for this child.
	A discussion with Head of House will determine the necessity of a Child's Plan Meeting and Plan.
<b>13.</b>	Overview updated with outcomes. Pastoral Notes updated with outcomes.

### **3a) Safeguarding, Child Protection and Wellbeing Policy**

**This policy applies to all staff and volunteers.**

Within Dumfries High School we aim to create an environment in which all children are safe and feel safe.

We aim to ensure there is a strong, robust, and proactive response from adults to reduce the risk of harm to children.

We aim to ensure that adults working with our 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 are fully committed to practice in a way that protects all children and fully adhere to the processes and procedures contained within Dumfries and Galloway's Child Protection Procedures and the National Guidance for Child Protection in Scotland 2021.

**This document recognises:**

- Everyone in Dumfries High School has a responsibility to protect children.
- Every child, always, has a right to feel safe and protected from any situation or practice which may result in harm.
- The welfare of children, in Dumfries High School is the paramount consideration, and we must all work together to ensure they are protected.

**The purpose of this policy is to show how we:**

- Protect children and young people attending Dumfries High School.
- Provide staff, volunteers, children, parents, and carers with the overarching principles that guide our approach to safeguarding and child protection.

**We believe that:**

- Children should never experience abuse of any kind.
- We all have a responsibility in Dumfries High School to promote the welfare and wellbeing of all children to keep them safe and to practice in a way that protects them.

**This policy should be read alongside our other policies and procedures including:**

Health Care in Schools, Anti-bullying Guidance, Self-Harm & Suicidal Behaviours, Attendance at Schools, Managing School Exclusions etc.

### **In Dumfries High School we recognise the following principles:**

- The welfare of children is paramount in all the work we do and in all the decisions we take.
- Working in partnership with children, their parents, carers, and other agencies is essential in promoting children's welfare.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

### **We will seek to keep children safe in Dumfries High School by:**

- Valuing our children, listening to them, and respecting them ensuring each child has access to a named person they can trust and talk to.
- Appointing a Child Protection Co-ordinator for the school and a deputy who will be the single points of contact for safeguarding and child protection matters.
- Adopting the processes and procedures contained within Dumfries and Galloway's Education Child Protection Guidance & Multi-Agency Guidance.
- Building a safeguarding culture where staff, volunteers, children, and their families treat each other with respect and are confident and comfortable sharing their concerns.
- Embedding safeguarding and child protection into our policies and procedures.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through training, support, and quality assurance measures so that all staff and volunteers know about and follow our policies and procedures, and our code of conduct confidently and competently.
- Building the capacity of our staff or volunteers by supporting their professional learning in matters related to safeguarding.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely and ensuring our record keeping is maintained to a high standard.
- Using our procedures to share concerns and relevant information with agency's who need to know, and involving children, young people, parents, families, and carers appropriately.
- Sharing information about safeguarding and child protection and good practice with children and their families via leaflets, posters, websites etc to make sure children, and their families know where to go if they have a concern.
- Using our procedures to manage any allegations against staff and volunteers appropriately and promptly.

- Creating and maintaining an anti-bullying environment and ensuring we have a policy and a procedure in place to help us deal effectively with any bullying behaviour that does arise.
- Ensuring we have effective complaints and whistleblowing measures in place.
- Ensuring we have approaches to safeguarding and child protection as part of our self-evaluation activities.
- Ensuring we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

**Contact details for the Child Protection Coordinators in Dumfries High School.**

<b>Child Protection Coordinator</b>	
<b>Name</b>	Daniella Hogg
<b>Designation</b>	Depute Head Teacher
<b>Email</b>	gw11hoggdaniella@ea.dumgal.sch.uk

<b>Depute Child Protection Coordinator</b>	
<b>Name</b>	Debbie Holmes; Fiona Bryce; Jan Kilmurry
<b>Designation</b>	Heads of House; Principal Teacher Pupil Support
<b>Email</b>	"Mrs Holmes" <a href="mailto:gw11holmesdebbie@ea.dumgal.sch.uk">gw11holmesdebbie@ea.dumgal.sch.uk</a> "Miss Bryce" <a href="mailto:gw09brycefiona2@ea.dumgal.sch.uk">gw09brycefiona2@ea.dumgal.sch.uk</a> "Ms Kilmurry" <a href="mailto:gw08kilmurryjan01@ea.dumgal.sch.uk">gw08kilmurryjan01@ea.dumgal.sch.uk</a>

We are committed to reviewing our policy and good practice annually.

**This policy was last reviewed on: 13.9.23**

Signed:  (CPC for Dumfries High School)

**Further information to help protect children within Dumfries and Galloway:**  
**Public Protection** <https://www.dgppp.org.uk/article/18633/Child-Protection>  
**Dumfries and Galloway Children's Services Partnership**  
<https://blogs.glowscotland.org.uk/dg/dgchildrenservices/>  
**CAMHS** - <https://dghscp.co.uk/camhs/>  
**NSPCC** - <https://www.nspcc.org.uk/>

### 3b) Child Protection Coordinator's Overview of Child Protection Referrals

This information will be requested from the Child Protection Coordinator at the end of June to provide an authority overview

<b>Reference Number (SCN)</b>	<b>Concern received by CP Coordinator</b> Please record who shared this concern e.g. staff member Parent  Pupil. If no onward referral is made please note outcome in this column e.g Chronology updated/child's plan meeting etc	<b>CP Referral</b> made by School or other to Social Work (if other, please state)	<b>DATE of referral</b>	<b>DATE NAMED PERSON INFORMED.</b>	<b>Reason for CP Referral</b> e.g. <ul style="list-style-type: none"> <li>• Risk taking behaviour</li> <li>• Neglect</li> <li>• Domestic Abuse</li> <li>• Child Sexual exploitation</li> <li>• Internet/ Social Media related</li> <li>• Sexual Abuse</li> <li>• Emotional Abuse</li> <li>• Physical Abuse</li> <li>• Other (please state)</li> </ul> You may choose more than one	<b>Wha actions were taken?</b> E.g. <ul style="list-style-type: none"> <li>• IRD held</li> <li>• Child Protection Investigation</li> <li>• GIRFEC Processes</li> <li>• Single agency assessment</li> <li>• Multi-agency assessment</li> <li>• Emergency action to protect child</li> <li>• Referral to SCRA</li> <li>• Other (please state)</li> </ul> You may choose more than one	<b>What was the outcome?</b> E.g. <ul style="list-style-type: none"> <li>• Initial Child Protection Case Conference</li> <li>• Child placed on register</li> <li>• Compulsory Supervision Measures</li> <li>• Child's Plan in place</li> <li>• Other (please state)</li> </ul> You may choose more than one
					•	•	•
					•	•	•
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### 3c) Safeguarding CP Checklist

<b>School name:</b>	<b>School Roll:</b>	<b>Date:</b>	<b>Completed by:</b>
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#### On visit to a school Education Safeguarding for CP will check the following:

1. Foyer sign showing CPC/DCPC is visible, especially to visitors.
2. CP Policy in place and on website.
3. CPC / DCPC details on back of visitor badges. Snapshot of awareness of CPC/DCPC (Ask 3 random young people)
4. The annual checklist for Child Protection to cross check procedures are being followed.
5. CPC awareness – ask a few young people about knowledge of who Child Protection Coordinator is as well as ways the school keeps young people safe/what happens in the event of a child protection alert.
6. CPC / DCPC knowledge of individual children. Overview of needs being maintained and used to identify support / interventions.
7. Copies of Dumfries and Galloway Child Protection Policy and National Guidance for CP (Scotland) 2021 accessible to staff. Electronically and a paper format (kept in the staffroom/base).
8. CP Training log is complete and up to date Induction Handbook and Staff handouts being used. Staff know how to report a concern and who to (ask 3 random members of staff).
9. All live CP folders and ones currently being investigated and at least 2-4 other CP folders.
10. Electronic single agency chronologies.
11. At least 3-5 PPRs, CP folders and LA children/young people- see guidance on this.
12. Log for administration of medication and speak to the person who administers this, this may include looking at some healthcare plans.
13. Log for First Aid and speak to the First Aider.
14. CPC / DCPC knowledge of attendance information, interventions, and support.
15. Bullying & Equalities log and analysis/action plan - check process and equalities module.
16. Compliments/Complaints log and themes.

Area		Yes	No		Yes	No		Yes	No	To do now
<b>Foyer sign showing CPC/DCPC visible. Checked at the start of each term.</b>	Available at front of school.			Available in other places around the school.			General awareness of who the CPC/DCPC is within all school staff			
<b>CP policy in place – Local current policy and 2021 Guidance.</b>	Has review date.			Available on the school website & within the school e.g. in the staffroom.			Used in staff induction.			
<b>3-year mandatory training has been completed.</b>	A log of staff who attended the training has been kept.			Appendix 9 (within the current CP Policy) distributed and signed for some staff members who are new or missed the mandatory training.			Annual Updates (includes refresher on Prevent etc) <b>This will be made available for the August Inset days</b>			
<b>Annual Checklist has been submitted to the Education Manager – checklist is reviewed termly.</b>	Printed and ready to be made available.			Evidence of action points from the CP checklist is available.						
<b>The CP overview sheet for the previous session has been sent to the Education Safeguarding Manager.</b>	The overview sheet for this session is being updated and reviewed.			Last session's overview to be printed and ready to be made available.						
<b>CPC awareness amongst staff and young people</b>	CPC/DCPC details on visitor badges – photos & pathway for concerns			Young people awareness of who CPC/DCPC are – check regularly that young people know who to go to.  All staff know who to report concerns to – check regularly.						

Area		Yes	No		Yes	No		Yes	No	To do now
<b>Health and Wellbeing</b>	Staff know who to report any Health and Wellbeing concerns to			Young people know who to report Health and Wellbeing concerns to – check regularly						
<b>Individual needs of young people</b>	Knowledge of CP registered children / young people.  Number of children on CP register is...			Knowledge of care experienced children / young people.  Number of CE young people are...  CE and LAC are met with regularly/monitored.  Evidence that a CSP has been discussed and the outcome recorded.			Overview of children with open child plans & IEPs  Number of open plans are...  Number of IEPs are...			
<b>Health care plans are up to date</b>	Relevant staff have access to plans			Plans are up to date and are accessible when needed.						
<b>CP Training for CPCs and Named Persons</b>	Complete and up to date – Mandatory CP training			Staff have access to other training included M-A training and single agency training			Annual Updates (includes refresher on Prevent).			
<b>GIRFEC Skills Framework completed by CPCs and Named Persons</b>	Completed									
<b>Induction handbook and Staff Handouts/packs</b>	Induction Booklet/Pack is being used for new staff and a record kept.			New staff complete appendix 9 and are made aware of how to report CP concerns						

Area		Yes	No		Yes	No		Yes	No	To do now
<b>CP Folders</b>	Locked cabinet with restricted access/children on CP register is recorded on SEEMiS/HWB info up to date			Files organised correctly.			Chronology at front of folder.			
<b>Electronic chronologies and overview</b>	In secure part of server.			Organised correctly.			Advice given.			
<b>PPRs</b>	Stored separately from CP folders (markers used if another folder exists).			Organised correctly i.e., in date order.			Does not contain confidential info.			
<b>Attendance, late coming and exclusion statistics</b>	To be made available to the inspection team.									
<b>Attendance</b>	Knowledge of attendance rates / non-attenders.			Attendance is an agenda item on meetings.			Appropriate support given to children / young people to help improve attendance.			
<b>Reduced timetables</b>	Ensure you know who is on a reduced timetable...			Young people know their targets with a reduced timetable and when they should return to mainstream education						
<b>Accidents and Injuries Logs – Updated on a regular basis.</b>	To be made available to the inspection team.									
<b>First Aid – incidents logged promptly</b>	Log available.			Consistent information recorded.			Parents / carers informed appropriately – information logged on SEEMiS			

Area		Yes	No		Yes	No		Yes	No	To do now
<b>Risk assessments – check current R/As</b>	Any current risk assessments to be made available.									
<b>Log of administration of medicine – In line with the Health Care in Schools 3-18 policy</b>	Ensure that essential records are kept and are up to date. Storage of meds checked regularly			Implement the Health Care in Schools 3-18 policy			Medical cabinet locked-emergency medication easily accessed i.e., access to EpiPen.			
<b>Wellbeing App</b>	Checked regularly through the week by CPCs and PTPS staff									
<b>Bullying log - equalities module</b>	Bullying log seen.			All aspects completed.			School is acting on trends/patterns.			
<b>Risk Assessments</b>	Any risk assessments to be available.									
<b>Record of fire drills and lockdowns</b>										
<b><u>Compliments log</u></b>	Compliments log/tab seen.			All aspects completed.			School promoting good practice.			
<b><u>Complaints log</u></b>	Complaints log/tab seen.			All aspects completed.			School acting on issues.			

**Outstanding actions for setting regarding area from above audit.**

<b>Area</b>	<b>Comments</b>	<b>By whom</b>	<b>By when</b>

**Good practice to share with others.**

**Education Safeguarding Manager:** \_\_\_\_\_

**Child Protection Co-ordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **3d) Phone Numbers**

#### **SOCIAL WORK**

SINGLE ACCESS POINT: 03033333001

MASH: 01387 270 460

SHARON WYLIE: 07738046660

From Monday 19 March all requests for Social Work Assistance out with normal office hours and which cannot wait until the next working day will be directed to Dumfries and Galloway's New Social Work Out of Hours Service. The service is available 5pm – 9am Monday – Friday and 9am to 9am on weekends. The service is being operated by a dedicated D&G Social Work Out of Hours team located in the region. From Monday 19 March referrers can contact D&G Out of Hours Service on – **01387 273660** or [socialworkoutofhours@dumgal.gov.uk](mailto:socialworkoutofhours@dumgal.gov.uk)

#### **CAMHS**

ON CALL 01387 244 662

#### **NICKIE REYNOLDS for advice in the first instance**

64451

64936

01387 260936

07827277336

#### **HEW SMITH if you cannot get Nickie, contact Hew.**

64455

01387 262455

07921038652