



LEARNING TOGETHER

WORKING TOGETHER

SUCCESSING TOGETHER



CHILD PROTECTION AND SAFEGUARDING POLICY 2023-24

Learning Together

Working Together

Succeeding Together



KNIGHTSWOOD
SECONDARY
SCHOOL



OUR SCHOOL CHARTER

BE KIND

GIVE OUR BEST

BE HONEST

RESPECT OTHERS

BE RESPONSIBLE

INCLUDE EVERYONE



RANGERS
CHARITY
FOUNDATION



Respect Friendship Honesty Empowerment Happiness

RESPECT

HONESTY

FRIENDSHIP

EMPOWERMENT

HAPPINESS



Child Welfare and Safety

All Educational establishments and services must take positive steps to help children protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures the children have a clear understanding of the difference between appropriate and inappropriate behavior on the part of another person, no matter who.

As with other areas of the curriculum, stakeholders will be kept informed of the health and personal safety programme for Knightswood Secondary School.

Knightswood Secondary School creates and maintains a positive ethos and climate which actively promotes child welfare and a safe environment by:

- Ensuring that children are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensure that staff are aware of child protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children.

Should any member of staff have concerns regarding the welfare or safety of any child they must report these concerns to the Head Teacher Maura McNeil who is the Child Protection Officer (CPO), Lynne Seagrave who is the Child Protection Co-ordinator (CPC) or any other member of the Senior Leadership Team.

After judging that there may be grounds for concern regarding the welfare or safety of any child, the CPC must immediately advise the duty Senior Social Worker at the local Social Work Services area office of the circumstances.





Child Welfare and Safety

If you have concerns about a child's or young person's welfare or direct evidence or suspicion of a child or young person being at risk then the only way you can protect the child or young person is to report the matter.

Whether you are a permanent member of staff, a supply teacher or a visiting specialist you should intimate your concerns to the Child Protection Coordinator (CPC), Lynne Seagrave, Child Protection Officer (CPO), Maura McNeil or, in their absence, any member of the Senior Leadership Team.

STEP 1:

Alert the CPC Lynne Seagrave immediately to your concerns.

Confirm your report by completing Management Circular No. 57 Appendix 3 as soon as possible and at the latest within 24 hours and forward it to the CPC.

Appendix 3 can be found in all classrooms and staff bases and here on the staff drive:

<P:\CP Paperwork>

STEP 2:

Follow the guidance of the CPC, CPO or senior leader in supporting the child or young person and co-operating with subsequent actions by Social Work Services and Police.

In exceptional circumstances if a member of staff is not satisfied with the decision taken by their service or another service in response to the grounds for concern, the member of staff should try to discuss the matter further with the manager responsible.

If the member of staff is still dissatisfied and continues to have concerns he/she should contact the area Quality Improvement Officer (Linda Logue).

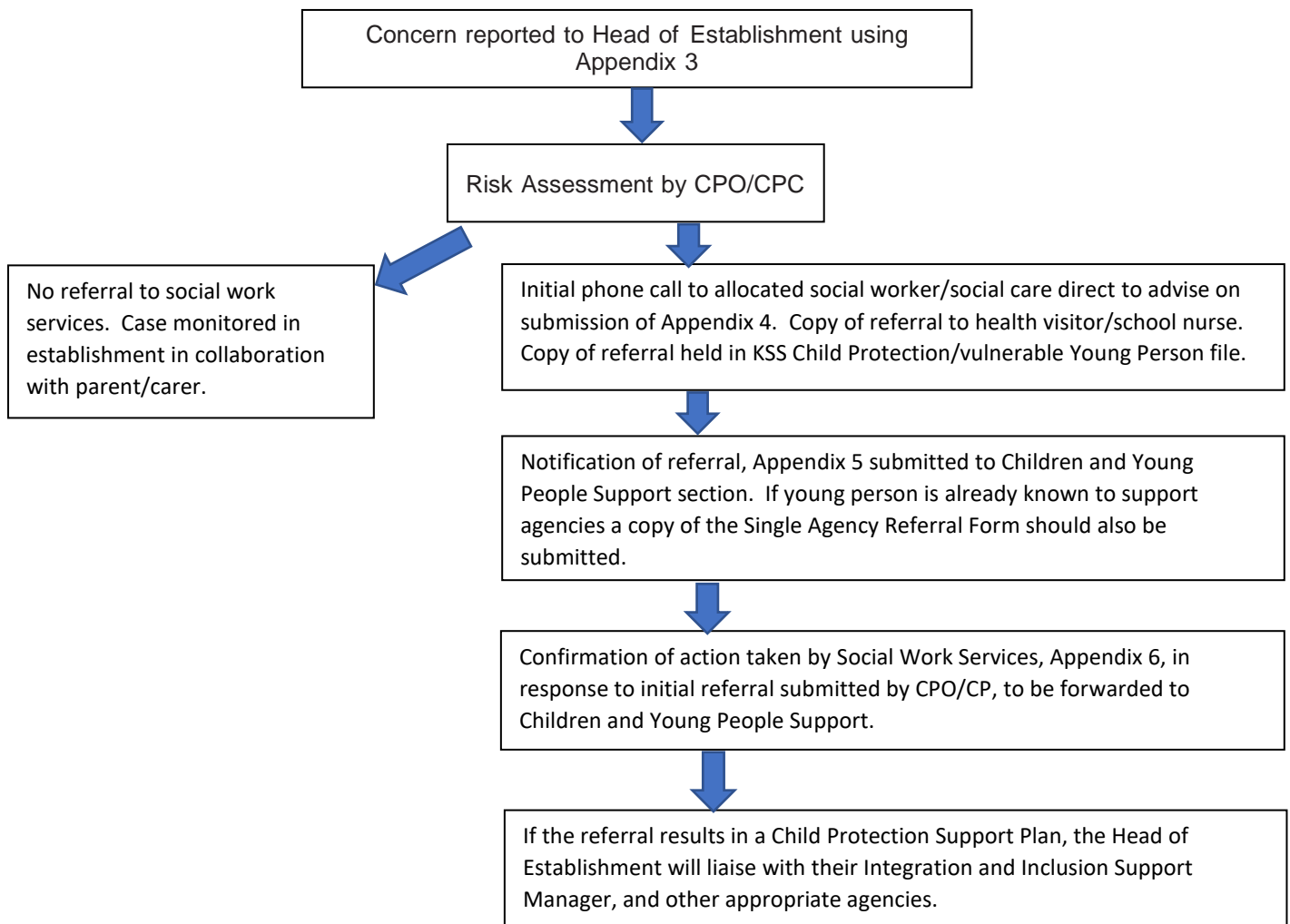




Summary of Reporting, Recording and Monitoring Procedures

A concern prompted by any of the following should be reported in accordance with the stated procedures outlined below:

- a specific incident;
- a disclosure made by a child or young person or parent/carer;
- information from a third party;
- adult behaviours/circumstances that may place the child or young person at risk of harm;
- child behaviours/circumstances that may place the child or young person at risk of harm;
- a culmination of minor concerns over a period of time.



The Children and Young People Support section will monitor all referrals and provide termly reports to the Education Services Child Welfare and Safety Group and Education Leadership Team. The reports will also inform returns to the Child Protection Committee.



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WORKING TOGETHER

SUCCEEDING TOGETHER



Knightswood Secondary School

The Child Protection Officer
for Knightswood Secondary
School is the Head Teacher
Maura McNeil.



The Child Protection co-
ordinator for Knightswood
Secondary is the Depute Head
Teacher **Lynne Seagrave**



If unavailable, contact **any DHT**



RESPECT

HONESTY

FRIENDSHIP

EMPOWERMENT

HAPPINESS



Record of Concern Alert

PLEASE USE BLACK INK AND BLOCK LETTERS

This recording form must be completed by any member of Education Services staff following a report of concern to the Head of Establishment within 24 hours of the alert. The form will be held in the child's or young person's file.

1 Date of alert to senior management

Senior manager to whom it was reported L Seagrave

2 Name of Child or Young Person

3 Source of concern

Please tick

a) Personal observation	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
b) Reported by child/young person	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
c) Reported by another source	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Please specify _____
d) Telephone call	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Please specify _____

4 Please give brief details

Signed _____ Date _____

Designation _____

PLEASE RETAIN THIS FORM IN THE CHILD'S OR YOUNG PERSON'S FILE