

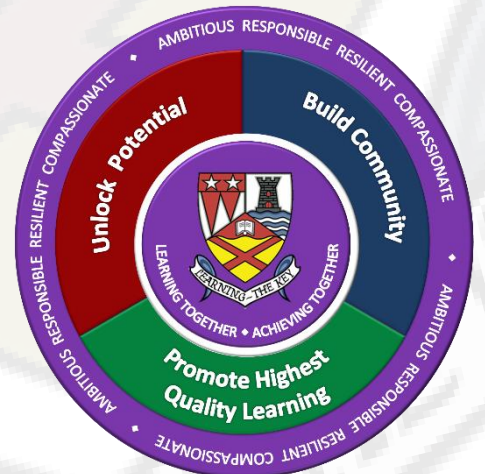


# KINROSS HIGH SCHOOL

LEARNING TOGETHER ♦ ACHIEVING TOGETHER

# Child Protection & Safeguarding

## Policy and Procedures



## **Introduction**

The purpose of this Kinross High School policy is:

- To protect children and young people from abuse or neglect and preventing the risk of them coming to significant harm
- To provide all campus and school colleagues (including volunteers) with an outline of the procedures to follow to ensure all young people are kept safe

## **What is child abuse?**

Child abuse can be categorised into the following areas:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Trafficking and Exploitation
- Forced Marriage
- Honour Based Violence
- Female Genital Mutilation
- Ritual Abuse
- Online Abuse/Grooming
- Radicalisation

Additional support and protection may be required for young people who experience:

- Domestic abuse
- Parental substance misuse
- Parental mental health problems
- Parental non-engagement/hostility/disguised compliance
- Chaotic family functioning
- Neglectful patterns of parenting
- Concerns over capacity to care
- Disability (additional support needs)
- Bullying
- Unseen/hidden children
- Young people experiencing mental health problems (inc. self-harm and suicidal thoughts)
- A display of harmful or problematic sexual behaviours
- Vulnerability to exploitation
- At risk of going missing

Abuse or neglect does not have to have occurred; it is sufficient that an assessment has identified that the child is likely to be at significant risk of harm.

## Who is responsible for child protection and safeguarding?

At Kinross High School, we recognise that it is everyone's responsibility to ensure all young people are kept safe and protected from harm.

Every colleague undertakes the following child protection professional learning:

- ECS Annual Child Protection Update presentation in August
- PKC Learn modules:
  - Essential Child Protection Module (2022)
  - Information Sharing, Confidentiality and Consent (Child Protection)
  - Professional Curiosity and Challenge (Child Protection)
  - Equality, Diversity and Inclusion
  - Adult Support and Protection 2019
  - Getting it Right for every child in Perth and Kinross
  - An introduction to domestic abuse
  - Ten Minute Briefing: The Children (Equal Protection from Assault) (Scotland) 2019
  - Recognising and Responding to Child Neglect
  - Child Sexual Exploitation – Recognition and Response
  - Chronologies of Significant Events for Children and Young People (Child Protection Officers only)
- Themed updates throughout the year (as appropriate)

Every colleague has been issued with PKC Concerned about a child or young person? pocket card which acts as a prompt when presented with child protection and safeguarding issues.

There are posters around Loch Leven Community Campus highlighting to all campus users what to do if they become concerned about a young person.

Quality assurance to ensure that there is compliance with training takes place annually.

### Child Protection Officers

Our designated Child Protection Officers are dedicated to the principles of Getting It Right for Every Child. They are as follows:

- Benarty House: Mr Steven McLaughlin  
[SMcLaughlin@pkc.gov.uk](mailto:SMcLaughlin@pkc.gov.uk)
- Lomond House: Miss Katy Mulraney (0.4 FTE Mon-Tue) and Ms Lora Burgess (0.6 FTE Wed-Fri)  
[LBurgess@pkc.gov.uk](mailto:LBurgess@pkc.gov.uk) or [KMulraney@pkc.gov.uk](mailto:KMulraney@pkc.gov.uk)
- Ochil House: Mrs Senga Morran  
[SMorran@pkc.gov.uk](mailto:SMorran@pkc.gov.uk)
- Moncrieffe: Mrs Alison Final  
[AFinal@pkc.gov.uk](mailto:AFinal@pkc.gov.uk)

- Leven class: Mrs Elaine Newton  
[ENewton@pkc.gov.uk](mailto:ENewton@pkc.gov.uk)

Child Protection Officers are contactable using the email addresses or by contacting the main office (01577 867100). It is important to note that issues relating to Child Protection and Safeguarding are prioritised over other matters to ensure young people are kept safe. Therefore, if your enquiry is related to a matter of child protection, please quote this when speaking to a member of the office team.

Overall responsibility for Quality Indicator 2.1 (Child Protection & Safeguarding) sits with the Depute Headteacher (Support for Pupils & Staff). The current postholder is:

- Mr S MacBeath, Depute Headteacher

In order to build capacity, the following members of staff are trained Child Protection Officers and deputise for any of the CPOs or the Child Protection lead when required.

- Mrs S Brown, Headteacher
- Mr A Baxby, Depute Headteacher
- Mr J Bain, Depute Headteacher

### **Child Protection Officer's Role**

All schools are required to designate at least one Child Protection Officer. The duties are as follows:

- To receive and act upon any reported concerns about a young person's safety and/or welfare
- To liaise with the Child Protection Duty Team/allocated Social Worker and where appropriate colleagues from partner agencies
- To notify appropriate staff of any young person in their care whom there are concerns about or who are on the Child Protection Register
- To ensure the development of sound Child Protection practice by implementing their Child Protection Policy throughout the school
- Ensure all staff are familiar with the agreed Child Protection policy/procedures and adhere to them
- Ensure Child Protection is part of the induction of new staff
- Ensure the Policy is promoted and shared with parent/carer(s)
- To keep an up-to-date knowledge and understanding of the area of Child Protection by maintaining your professional learning
- To provide awareness raising sessions to all staff
- Inform staff about the availability of appropriate Child Protection training
- Ensure appropriate recording of Child Protection concerns/responses e.g. Child Concern folder

- Ensure the secure and legal storage of records relating to Child Protection matters e.g. Child Concern folders

### **Child Protection Officer Professional Learning**

All staff who are identified as being required to undertake the role of designated Child Protection Officer in their school are required to complete the following Child Protection Professional Learning activities:

- Child Protection Committee Child Wellbeing and Protection (1 day)
- Child Protection Committee Inter-Agency Child Protection (1 day)
- Designated Child Protection Officer Training (1 day)
- PKC Learn modules:
  - Essential Child Protection Module (2022)
  - Information Sharing, Confidentiality and Consent (Child Protection)
  - Professional Curiosity and Challenge (Child Protection)
  - Equality, Diversity and Inclusion
  - Adult Support and Protection 2019
  - Getting it Right for every child in Perth and Kinross
  - An introduction to domestic abuse
  - Ten Minute Briefing: The Children (Equal Protection from Assault) (Scotland) 2019
  - Recognising and Responding to Child Neglect
  - Child Sexual Exploitation – Recognition and Response
  - Chronologies of Significant Events for Children and Young People (CPOs only)
  - Mental Health Improvement, Self-Harm and Suicide Prevention (CPOs only)

### **Monitoring and record keeping**

All record keeping is in line with the PKC ECS templates provided on the *eric* SharePoint. Single incidents are logged and stored individually.

A Child Concern Folder will be created when there is:

- A Child Protection concern
- A significant wellbeing concern
- An accumulation of lower level wellbeing/welfare concerns

Child Concern Folders and single incidents are reviewed by the QI 2.1 lead in December and June each year.

Child Concern Folders and single incidents are stored in the locked Child Protection cabinets which are only accessible by members of the trained Child Protection Officer team. An

electronic folder for Child Protection concerns is located on J:\Child Protection with access being restricted.

Child Protection Officer Local Authority staff can access the folders during holidays by signing out the key from the school safe.

The Quality Indicator 2.1 lead receives updates and provides advice on Child Protection concerns raised in order to support the Child Protection Officer team. This ensures that a member of the Senior Leadership team is aware of all Child Protection issues across the school at any one time.

### **Named Person inbox**

All Vulnerable Person reports come through from the PKC central team for the attention of the appropriate Child Protection Officer. Katy Mulraney manages this inbox on a daily basis with Stuart MacBeath being the backup.

Emails from this are stored in the Child Concern folders as appropriate and deleted from the NP inbox.

### **Further information**

This policy is informed by the following local and national policies and procedures:

- Perth & Kinross Council Child Protection (<https://www.pkc.gov.uk/childprotection>)
- Information Sharing, Confidentiality and Consent (<https://www.pkc.gov.uk/article/17692/Practitioners-guide-and-toolkit-information-sharing-confidentiality-and-consent>)
- National guidance for child protection in Scotland 2021 ([Supporting documents - National guidance for child protection in Scotland 2021 - gov.scot \(www.gov.scot\)](#))
- [ECS Child Protection Guidance and Procedures \(sharepoint.com\)](#)

# Child Protection & Safeguarding

## Review of policy and procedures

Version	Date	Updated by	Review date
1	08.09.20	Jason Bain	June 2021
2	19.05.21	Jason Bain	June 2022
3	22.06.22	Jason Bain	June 2023
4	16.01.23	Jason Bain	June 2023
5	27.06.23	Jason Bain	June 2024

