



Virtual School Child Protection Procedures

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By: J Bain

Concerns Identified by School Staff

With regard to concerns identified by school staff, child protection procedures remain largely unchanged. School staff should continue to follow existing child protection procedures:

- *Where a member of staff identifies a concern that a child or young person has suffered, or is at risk of suffering, significant harm, contact should be made immediately with one of the Child Protection Officers (CPO) for the school.*
- *Where a CPO is unavailable, contact should be made with school management.*
- *Contact should be by phone, or video conference, and not email. This is to avoid any delay in addressing the concern and replicates existing procedures regarding verbal reporting of initial concerns.*
- *The member of staff should follow up their verbal report by completing a written record of the concern (using the Child Concern Detailed Record form) and sending this by email to the CPO who will store it securely.*
- *If possible, the email should be sent via PKC Outlook, however if access to PKC Outlook is not available, individual Glow email accounts should be used with the email marked "Confidential". Once confirmation of receipt is received, the reporting staff member should delete the Child Concern Detailed Record form and any associated emails from their account.*

Child Protection Officers

Benarty: Susanne Quinn

Lomond: Stacey Macnab (Wed-Fri) / Katy Watt (Mon-Tue)

Ochil: Senga Morran

SLT Child Protection Lead: Jason Bain

Backup: Sarah Brown, Andrew Baxby, Elaine Newton, Graham Henderson

All Child Protection Officers can be contacted through PKC MS Teams.

If you are unable to reach a Child Protection Officer or a member of the Senior Leadership Team, please contact the PKC Child Protection Duty Team on 01738 476768 (24hrs) or 101. In an emergency, please dial 999.