



PURPOSE

Focus Learning Trust and its associated schools recognise that there is a moral and statutory responsibility to safeguard and promote the welfare of all pupils.

At Caledonia Campus we endeavour to provide a safe and welcoming environment where children are respected and valued. It is the responsibility of everyone to be alert to the signs of abuse and neglect and to follow the procedures to ensure that children receive effective support, protection and justice.

In Scotland, the Scottish Council of Independent Schools (SCIS) Child Protection Guidance aims to support teachers and others working in independent schools in Scotland including Caledonia Campus in their task of safeguarding and promoting the welfare of the children in their care.

The SCIS Child Protection Guidance sets out:

- The rights of children to protection and care
- A description of the Scottish Child Protection System and the roles of key agencies as well as the school
- The responsibilities of those working in Caledonia Campus
- What Caledonia Campus needs to do to fulfil their Child Protection responsibilities
- Recognition of child abuse
- What action is taken if child abuse is suspected.

The purpose of the Focus Child Protection policy is to:

- protect children and others from maltreatment and to keep children safe from harm
- raise awareness of individual responsibilities in identifying and reporting possible cases of abuse
- provide a systematic means of monitoring, recording and reporting of concerns and cases
- provide guidance on recognising and dealing with suspected child abuse and advise what to do if anyone has a concern about a child's welfare
- provide a framework for inter-agency communication and effective liaison
- identify strategies and interventions available to support children at risk
- ensure that any deficiencies or weaknesses in child protection arrangements are remedied without delay
- ensure that safe recruitment procedures are operated and procedures are in accordance with locally agreed inter-agency procedures and National Guidance.

SCOPE

This policy applies to all staff, trustees, volunteers, parents of both current and prospective pupils in the school.

POLICY STATEMENT

- The **child's needs are paramount**, and the needs and wishes of each child, should be put first, so that every child receives the support they need before a problem escalates
- **All professionals who come into contact with children and families** are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children
- **All professionals share appropriate information in a timely way** and can discuss any concerns about an individual child with colleagues and local authority children's social care
- **High quality professionals are able to use their expert judgement** to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child
- **All professionals contribute to whatever actions are needed** to safeguard and promote a child's welfare and **take part in regularly reviewing the outcomes** for the child against specific plans and outcomes
- **Local areas innovate** and changes are informed by evidence and examination of the data.

Effective Child Protection arrangements at Caledonia Campus will be underpinned by two key principles:

- Child Protection is everyone's responsibility
- A child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children in line with the SCIS Guidance.

Everyone employed and who comes into contact with children at Caledonia Campus has a responsibility in relation to Child Protection

At Caledonia Campus we listen to students and maintain a child centred approach to Child Protection.

In most cases this will be the referral of concerns to the Named Person. In day-to-day contact with children at risk, staff have an opportunity to note concerns and to meet with parents and other associated adults. However, the procedures in the SCIS Guidance must be adopted in the event of a concern or incident of child abuse occurring.

Increasingly, schools are expected to work with, support and sometimes lead different agencies to enable the most appropriate form of intervention to take place.

This SCIS Guidance outlines the roles and procedures that Caledonia Campus will have.

Trustees and Staff should use the guidance on issues related to child protection as Appendix 1.

All staff should sensitively consider the needs and safety of the child as being at the centre of any decision they make.

A copy of the Child Protection Policy is made available to parents of students at the school as well as prospective parents.

The Safeguarding Hub Newsletter will be distributed to Safeguarding Trustees, Designated Persons and Deputy Designated Persons from the Focus School Support Team. At Caledonia Campus we will also subscribe to Newsletters relating to Scottish Child Protection.

PROCEDURES

The Child Protection Named Person is:

Pauline Donnelly & Morag MacDougall who holds the position of: Child Protection Officers at Caledonia Campus.

The role of the Named Person is defined on the link below:

<http://www.scotland.gov.uk/Topics/People/Young-People/gettingitright/named-person>

The Trustees

The Board of Trustees and proprietor will appoint a Trustee with an overview of Child Protection.

The Child Protection Trustee is: Tim White

This SCIS Guidance outlines the roles and procedures that Caledonia Campus will have. Appendix 1.

The Child Protection Guidance 2014 is in 4 parts:

Child Protection Guidance 2014 – Contents and Introduction link:

<http://www.scotland.gov.uk/Publications/2014/05/3052/2>

Part 1 The context for Child Protection

Addresses the definitions, key principles, standards and legislative framework that underpin the approach to keeping children safe and promoting their wellbeing.

Key Definitions and Concepts:

<http://www.scotland.gov.uk/Publications/2014/05/3052/3>

Principles and Standards for Child Protection:

<http://www.scotland.gov.uk/Publications/2014/05/3052/4>

Information Sharing and Recording:

<http://www.scotland.gov.uk/Publications/2014/05/3052/5>

Part 2 Roles and Responsibilities for Child Protection

Outlines the core responsibilities of services and organisations including statutory and non-statutory services, third party organisations. The role and functions of Child Protection Committees are addressed here, as well as the key responsibilities of Chief Officers. Effective leadership and staff development and training are also outlined as are the connections with other strategic planning forums.

Collective Responsibility for Child Protection:

<http://www.scotland.gov.uk/Publications/2014/05/3052/7>

Single Agency Responsibilities for Child Protection:

<http://www.scotland.gov.uk/Publications/2014/05/3052/8>

Wider Planning Links:

<http://www.scotland.gov.uk/Publications/2014/05/3052/9>

Part 3 Identifying and responding to Concerns about Children

Provides a framework for identifying and managing risk and outlines the common stages of responding to concerns about a child's safety. This includes early gathering of information, joint decision-making and planning, joint investigations and medical examinations and assessment and Child Plan meetings where Child Protection is the primary issue.

Identifying and Managing Risk

<http://www.scotland.gov.uk/Publications/2014/05/3052/10>

Responding to Concerns about Children:

<http://www.scotland.gov.uk/Publications/2014/05/3052/11>

Part 4 Child Protection in specific circumstances

Provides additional information on dealing with specific circumstances that may impact adversely on children as well as addressing operational considerations in certain circumstances. While a range of special or specific circumstances has been included, the national guidance does not provide detailed guidelines on areas of practice/policy that are covered elsewhere. Rather, where appropriate, it signposts to relevant policies and materials or provides a framework of standards that local policies will need to consider.

Indicators of Risk:

<http://www.scotland.gov.uk/Publications/2014/05/3052/12>

Harm outside the Home or in Specific Circumstances:

<http://www.scotland.gov.uk/Publications/2014/05/3052/13>

Getting It Right For Children And Families / Getting It Right For Every Child (GIRFEC)

Appendix 2

At the heart of the GIRFEC approach there is an emphasis on early, proactive intervention in order to create a supportive environment and identify any additional support that may be required as early as possible.

At Caledonia Campus this means:

- a focus on improving outcomes for children, young people and their families based on a shared understanding of wellbeing;
- a common approach to gaining consent and sharing information where appropriate;
- an integral role for children, young people and families in assessment, planning and intervention;
- a co-ordinated and unified approach to identifying concerns, assessing needs, agreeing actions and outcomes, based on the wellbeing indicators;
- streamlined planning, assessment and decision-making processes that result in children, young people and their families getting the right help at the right time;
- consistent high standards of co-operation, joint working and communication, locally and across Scotland;
- a Named Person in universal services for each child and a Lead Professional to co-ordinate and monitor multi-agency activity where necessary;
- maximising the skilled workforce within universal services to address needs and risks as early as possible;
- a confident and competent workforce across all services for children, young people and their families; and
- the capacity to share demographic, assessment and planning information within and across agency boundaries.

National Guidance for Child Protection in Scotland (2014) additional notes for practitioners: protecting disabled children from abuse and neglect Appendix 3

CONTEXTUAL INFORMATION about Caledonia Campus relevant to the Safeguarding Policy and its implementation in the Campus.

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APPENDIX to Safeguarding Policy

Appendix 1 Scottish Council of Independent Schools – Child Protection Guidance 2011
Appendix 2 Getting It Right For Children And Families (GIFRA)
Appendix 3 National Guidance for Child Protection in Scotland (2014) – Protecting Disabled Children from Abuse and Neglect

Scottish Training and Research Resources:

<http://www.scotland.gov.uk/Publications/2014/05/3052/15>

Timescales for Different Stages of Acting on Child Protection Concerns:

<http://www.scotland.gov.uk/Publications/2014/05/3052/16>

Glossary of Terms:

<http://www.scotland.gov.uk/Publications/2014/05/3052/18>

ASSOCIATED DOCUMENTS

- Reference to the Focus Safeguarding Policy
- Anti Bullying Policy
- Behaviour Management Policy
- Attendance Policy
- Camera Policy
- Data Protection Policy
- DBS Policy
- Disciplinary Procedure
- Whistleblowing Policy
- Health & Safety Policy including the following procedures:
 - Educational Visits
 - School Security
 - First Aid including arrangements for meeting the medical needs of children
- ICT Policy & Handbook including e-safety
- Induction of New Staff and Volunteers – Staff Handbook
- Physical Control Policy
- Staff Handbook
- Single Central Record (formerly Staff Credential Register)
- Curriculum Policy documents and schemes of work for PSHE
- SEN Policy
- Safeguarding Hub – Monthly Newsletter and relevant Scottish publications
- DfE Keeping Children Safe In Education April 2014

- National Guidance for Child Protection in Scotland 2011 (Appendix 1)
- Getting It Right For Children And Families (GIRFEC) (Appendix 2)

LEGISLATION

The Children and Young People (Scotland) Act 2014
<http://www.legislation.gov.uk/asp/2014/8/contents/enacted>

Legislation Relating to Child Protection:
<http://www.scotland.gov.uk/Publications/2014/05/3052/14>

ISSUED BY

Focus Learning Trust

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Version: 1

Signed by Chair of Board of Trustees: Tim White

At a Trust Meeting on
(Date): 19.08.2014 _____



Child Protection Policy – Scotland Appendix 1

**Scottish Council of Independent Schools (SCIS)
Guidance on Child Protection 2011**



Child Protection Policy – Scotland Appendix 2

Getting It Right For Children And Families (GIRFEC)



Child Protection Policy – Scotland Appendix 3

National Guidance for Child Protection in Scotland (2014) additional notes for practitioners: protecting disabled children from abuse and neglect