Policy Statement

Hollybrook Academy is committed to creating a safe and supportive environment for all its students. This Child Protection Policy outlines our commitment to safeguarding children and young people under our care. This policy applies to all staff, volunteers, visitors, and contractors working on behalf of the school. This policy is informed by and adheres to the following legislation and guidance:

* Children (Scotland) Act 1995
* Children and Young People (Scotland) Act 2014
* Protection of Vulnerable Groups (Scotland) Act 2007
* United Nations Convention on the Rights of the Child (UNCRC)
* Getting it Right for Every Child (GIRFEC) principles
* National Guidance for Child Protection in Scotland 2014
* Glasgow City Council child protection protocol, Management Circular 57

Definition of Child Protection - Child protection refers to the actions taken to safeguard children from harm, abuse, neglect, and exploitation. It involves preventing harm and supporting children and families in need.

Procedures

Responsibility

Child Protection Coordinator and Depute Child Protection Coordinator

Mairi Barrett, as Head Teacher is the Designated Child Protection Coordinator. Matthew Cavanagh, PT Pastoral Care, is the Depute Child Protection Coordinator and undertakes the day to day Child Protection responsibilities as a key part of his leadership remit. The responsibilities include:

• Coordinating child protection efforts within the school.

• Acting as a point of contact for staff, students, and external agencies regarding child protection concerns.

• Ensuring all staff receive appropriate training on child protection procedures.

• Maintaining accurate records of child protection concerns and actions taken.

• Leading the SLT, bi monthly Personalised support meetings

Staff

All staff members have a responsibility to:

* Be knowledgeable about Management circular 57, Council code of practice and procedures regarding Child protection. SUMMARY OF APPENDICES, Information and flow diagram: <file:///C:/Users/amacleod/Downloads/MC57%20Appendices.pdf>

• Be aware of signs of abuse, neglect, or harm.

• Report any concerns promptly to the Designated Child Protection Officer.

• Complete Management circular 57a record of Concern alert: https://www.goglasgow.org.uk/ResourceItems/Download/298 and hand to Depute CP Coordinator if concern arises.

• Follow school procedures for responding to child protection concerns.

- If child discloses Information: Listen to them, do not ask questions and tell them, ‘Thanks you for sharing this with me, I am taking this seriously and I need to now speak to Mr Cavanagh about supporting you with this’

- Make it a priority to then contact CP coordinator and let them know you have a CP concern. As soon as possibly fill in a record of concern alert form as mentioned above.

- Do not under any circumstances make a promise to keep a secret.

Where there are concerns related to risk of abuse or willful neglect, educational personnel cannot respect confidentiality. This should be carefully explained to the child or young person and that the member of staff is acting in their best interest.

Senior Leadership Team

The SLT will ensure regular risk assessing to identify potential risks to children's safety and wellbeing within the school environment.

The school will implement preventative measures, including:

• Staff training on safeguarding and child protection every year during our first Inset day of the year. A record of staff CP training is kept in O:\Hollybrook\All Staff\1.2 Leadership of learning\CPD\CP Training.

• Promoting a culture of openness and communication where students feel comfortable disclosing concerns.

• Providing age-appropriate education on personal safety and boundaries through our PSE programme.

• Use of our Nurture groups to enhance positive and supporting relationships.

Pupils

Pupils are encouraged to:

• Report any concerns about their own safety or the safety of others to a trusted adult. All children have identified 5 key adults that they feel that they feel can support them if they have worries or concerns

• Use of emotion works programme to support emotional literacy and understanding of feelings and emotions.

• Take part in lessons to help Understand their rights and responsibilities regarding safety and protection, appropriate relationships and keeping safe.

• All children have an identified nurture teacher that they see every day and can report concerns to, also have their year head and PT pastoral care teacher that they can talk to.

Process

Reporting

Reporting Concerns: Any member of staff who has concerns about a child's safety or wellbeing must report these concerns to the Depute Child Protection Coordinator immediately.

• Appendix b – flow diagram of procedures for SLT to follow once a concern has been raised. ( Summary of reporting, recording and monitoring Procedures for Child Protection)

Information regarding child protection concerns will be handled confidentially and shared only with those who need to know for the purpose of safeguarding the child. The Depute Child Protection Coordinator will decide whether to involve the Child Protection Coordinator depending on the gravity of the concern raised.

Responding to Concerns

Investigation: The Depute Child Protection Coordinator will lead investigations into reported concerns, in consultation with relevant external agencies as necessary.

Support: The school will provide appropriate support to children and families involved in child protection concerns, in line with GIRFEC principles and GCC Management circular 57.

Record Keeping

Accurate records will be maintained of all child protection concerns, actions taken, and communications with external agencies. Records will be kept securely and in accordance with data protection legislation in a locked filing cabinet in HT office.

**A Child Protection Case File**: should be used for a child whose name is placed on the CP register.

**A Vulnerable Pupil Case File:** should be used where there are specific concerns around vulnerability or safeguarding. This will include:

• A child/ young person for whom safeguarding or CP concerns have been raised through M57 processes

• Care experienced children and young people

• Asylum seeking children and young people.

• Any child or young person where there are specific concerns/ risks around safeguarding.

Each file has 6 sections and should include key documents. These include:

NOC referrals, JST Referrals, CP meetings, WAP’S, Child plans and reports and letters from other agencies ( eg. CALMS, SW)

Each document should be filed in the relevant wallet as indicated in the file and the cover sheet should be updated with the new document.

Conclusion

Hollybrook Academy is committed to creating a safe and nurturing environment where all children can thrive. This Child Protection Policy reflects our dedication to safeguarding the welfare of our students and promoting their rights and wellbeing.

This policy will be reviewed annually by the Designated Child Protection Coordinator and senior leadership team to ensure it remains effective and compliant with current legislation and best practice.

Appendices:

Appendix A – Appendix 3 of GCC Management Circular 57

Appendix B – Flow chart of procedures to follow in event of a concern.

Appendix C – Link to complete Child Protection tracking across school.

Appendix D – Important Details/ Contacts

**Appendix A:** Education Services **Record of Concern Alert**

**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.**

|  |
| --- |
| Date of alert to senior management |
| Senior manager to whom it was reported |

**1**

|  |  |  |  |
| --- | --- | --- | --- |
| |  | | --- | | **2** | | |  | | --- | | Name of Child or Young Person Faith Taylor | |
| |  | | --- | | **3** | | **Source of concern**  **NO**  **YES**  ***Please tick***  Personal observation  a)  Reported by child/young person  b)  Reported by another source  c)  Telephone call  d)  **YES**  **NO**  **YES**  **NO**  **YES**  **NO**  *Please specify*  *Please specify* |
| |  | | --- | | **4** | | |  | | --- | | **Please give brief details** | |

Signed Date 7.2.24

Designation Class Teacher**PLEASE RETAIN**

**Appendix B - Summary of reporting , recording and Monitoring Procedures for Child Protection**

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

* A specific inciden
* A disclosure made buy child or young person or parent/ career
* Information from a third party
* Adult behaviours/ circumstances that may place the Young person at risk of harm
* Child behaviours/ circumstances that may place the young person at risk of harm
* A culmination of minor concerns over a period of time.

Concern reported to Head of Establishment using Appendix 3 ( all staff 2.1\_)

Decision made to either:  
Phone call home

Speak to child

Speak to staff member for more info

monitor in school.

Write up pastoral notes

Pastoral Notes to be updated re the submission of NOC and noted as Significant event

Discuss at bi monthly personalised support meetings.

Decision made to either:

Talk to the young person

Monitor further

Call home

Seek further advice re outside agency

Submit NOC

Alert staff

Paperwork filed in VYP file

Submit App 5 to CYPS: [cypsenquiries@glasgow.gov.uk](mailto:cypsenquiries@glasgow.gov.uk)

Risk assessment by Child protection coordinator

Phone call to SCD and submission of NOC to:

[scdchildrenandfamilies@glasgow.gov.uk](mailto:scdchildrenandfamilies@glasgow.gov.uk)

* Call parents/ carer if appropriate
* Note the persons names spoken to on SCD
* If named worker, copy in worker
* school nurse copied into email to SCD
* Paper copy saved in child’s VYP file
* Complete Microsoft forms: <https://forms.office.com/e/wTsMJAJgp9>
* Update spreadsheet in SMT, 2.1, Pupil info summary

Confirmation of action taken by SW, App6, to be forwarded to CYPS: [cypsenquiries@glasgow.gov.uk](mailto:cypsenquiries@glasgow.gov.uk)

**Appendix C:**

Child Protection tracking Form. 2024/25

<https://forms.office.com/e/wTsMJAJgp9>

**Appendix D**

**Important Contacts:**

Social care direct: 0141- 287-0555

Emergency out of hours 0300 343 1505

[Scdchildrenandfamilies@glasgow.gov.uk](mailto:Scdchildrenandfamilies@glasgow.gov.uk)

Child and Young peoples services:

[CYPSenquiries@glasgow.gov.uk](mailto:CYPSenquiries@glasgow.gov.uk)

Social work, Children and Families

Gorbals: 0141-420- 0060

Pollok : 0141-276-2900

School Nurse Team:

[South.IAF@ggc.scot.nhs.uk](mailto:South.IAF@ggc.scot.nhs.uk)

Leisa McCracken ( child welfare concerns):

[Leisa.mccracken@education.glasgow.gov.uk](mailto:Leisa.mccracken@education.glasgow.gov.uk)

07741291434

Care Experienced Learners:

[CET@glasgow.gov.uk](mailto:CET@glasgow.gov.uk)