

Child Protection Action Guidelines for Staff

Child protection is the responsibility of **all** staff & visitors to Gleniffer High School.

When are there grounds for concern?

- A specific incident
- A disclosure made by a child or parent or carer
- Information from a third party
- Adult behaviour or circumstances that may place the child at risk of harm
- Child behaviour or circumstances that may place the child at risk of harm

Gleniffer staff with responsibility for child protection

Head Teacher
(Lisa Chalmers)
Child Protection Coordinator
(Aileen Sangster)
(SLT and PT Pastoral)

What Should Staff Do? (Appendix 1)

Step 1

- Alert the Head Teacher or CP Co-ordinator to your concerns **immediately**
- Confirm your report in writing by completing **Appendix 3 Record of concern Alert for Staff** as soon as possible that same day; and
- **Give your report to the Head Teacher or CP Coordinator immediately following completion.**

Step 2

- Follow the guidance of the Head Teacher or CP Co-ordinator in supporting the child and co-operating with subsequent actions by social work and/or police.

Consider these Key Features when completing Appendix 3

- accurate
- factual
- concise
- confidential
- immediate
- signed
- dated

Day and date		
Head or manager to whom it was reported		
Name of child/young person		
Establishment/service		
Source of Concern (please circle):		
Personal Observation	Yes	No
Reported by child	Yes	No
Reported by another source	Yes	No
Please give details of source		
Phone call	Yes	No
Please give details of call		
Please give details. If a disclosure has been made, record on the back of this form using the child's own words. SIGN AND DATE DIRECTLY UNDER STATEMENT		
Print name		
Date and Time		
Job Title		

The difference between child protection and child abuse could be you!

Appendix 1

Grounds for Concern – Action Guidance for All Staff

As a member of staff, temporary or permanent, if you have a concern about a child you must report it to the head or manager of your establishment or service immediately.

All staff must report any of the following:

- a specific incident
- a disclosure made by a child or parent or carer
- information from a third party
- adult behaviour or circumstances that may place the child at risk of harm
- child behaviour or circumstances that may place the child at risk of harm

ALL STAFF SHOULD FOLLOW THE PROCEDURE BELOW

Step 1:

- alert the head of establishment or manager to your concerns immediately
- confirm your report in writing by completing Appendix 3 *Record of Concern Alert for Staff* as soon as possible that same day
- give your report to the head of establishment or manager immediately it is completed

Step 2:

- follow the guidance of the head of establishment or manager in supporting the child and cooperating with subsequent actions by social work and/or police