**Context**

Protecting children and young people and meeting their needs is everyone’s job. We're all responsible for reporting concerns about a child's welfare

Aberdeenshire Guidelines for protecting children and young people form part of every employee’s Terms and Conditions of Service and therefore apply to all staff and to all working activities at Strathburn School.

The Guidelines which will be adhered to by all members of staff are based on the national guidelines which are set within the wider context of GIRFEC, The Early Years Framework and the UN Rights of the Child and set out common standards for protecting children through interagency working.

**National and Local Guidelines**

National guidelines can be accessed at <http://nspcc.org.uk/scotland> while North East of Scotland Child Protection Guidelines can be found online at <http://www.childprotectionpartnership.org.uk> and Aberdeenshire’s policy guidelines at [www.girfec-aberdeenshire.org](http://www.girfec-aberdeenshire.org) Staff should also use the CEOP website at <http://ceop.police.uk> to access information about internet safety. All three websites should be referred to for guidance and advice. NESCP also provide a range of training opportunities for staff.

**Training**

The Head Teacher and Depute Head Teachers have undertaken Aberdeenshire training. The Principal Teacher has undertaken training related to pupils who have additional difficulties.

Staff responsible for Child Protection will continue to update their knowledge and understanding through ongoing training.

**Personnel**

At Strathburn the Head Teacher Barbara Milne is the Child Protection Co-Ordinator and has overall responsibility for all matters of child protection. In her absence Cara Hay and Sharon Thom will take on this responsibility. The senior management

member with responsibility will be displayed on the whiteboard so that all staff know who to report to.

Staff members with any concerns relating to a child at risk from any form of abuse should immediately discuss their concerns with the Child Protection Co-ordinator.

**Staff Responsibility**

It is the responsibility of every staff member to have read, understood and follow national and local guidelines (see websites under National/Local Guidelines). Staff will be informed and updated on an annual basis on the School’s Child Protection Guidelines. New staff, students and volunteers will also be informed of policy and procedures when they join the school.

The Head Teacher and Depute Head Teachers have responsibility for ensuring that any referrals are dealt with in line with Aberdeenshire and National Guidelines. They should also ensure that staff are supported and supervision provided throughout the process.

**Child Protection Records**

Where information on Child Protection is held in school, the child’s file will be marked with a blue dot. Confidential Child Protection information will be kept in a locked cupboard in the Head Teacher’s office and can only be accessed through the Head Teacher or in her absence the Depute Head Teachers.

**Annual Actions**

Each year Strathburn School will publish information through the parent handbook making parents aware of the school’s Child Protection Guidelines. In particular this will make parents aware that in situations where there is a possibility that a child could be at risk of abuse or neglect, the school is required to refer the child to Social Work, the Police or the Reporter and that under these circumstances, the parents would not normally be consulted first.

As part of the August In-Service Day staff will be reminded of the Child Protection policy and procedures, including any updates from local/national guidelines.

Review Date: August 2022