



LATHALLAN SCHOOL

VINCIT QUI SE VINCIT

HE WHO CONQUERS HIMSELF, CONQUERS ALL.

CHILD PROTECTION AND WELLBEING GUIDANCE LEAFLET

Everyone in Lathallan School shares a responsibility to keep our pupils safe and look after their wellbeing. Following procedures allows the school to find strategies to assist pupils who are in need of help to allow them to grow into happy, successful men and women.

This leaflet is a quick guide which you can refer to when needed. Further, more detailed, guidance can be found in the Child Protection Handbook;

<https://sites.google.com/a/lathallan.org.uk/policies/home/school-policies-and-procedures>

Please seek advice if you are unclear about anything in this leaflet, contact details inside.

CHILD PROTECTION

WHAT DO I DO...

If I have a concern about a child who is at immediate risk.

If abuse or harm is disclosed directly to you:

- ☑ Listen to the child. Take what they say seriously
- ☑ Reassure the child – tell them they have done the right thing by telling you
- ☑ Remain calm no matter how difficult it is and listen to what a child is saying. You have been chosen because the person feels they can talk to you
- ☑ Be honest. Don't promise confidentiality
- ☑ Only ask open questions to establish the basic facts
- ☑ Do not investigate – that is the role of social work or the police
- ☑ Tell the child what you are going to do next
- ☑ Write down everything the child has told you, in their own words, as soon as possible after you have spoken with them
- ☑ Report what you have heard or seen with a signed copy of your notes ASAP

If you witness or hear anything which makes you suspect a child, young person or staff member is at risk of harm you must report it immediately to the Child Protection Officer or the Head Master.

CHILD WELLBEING

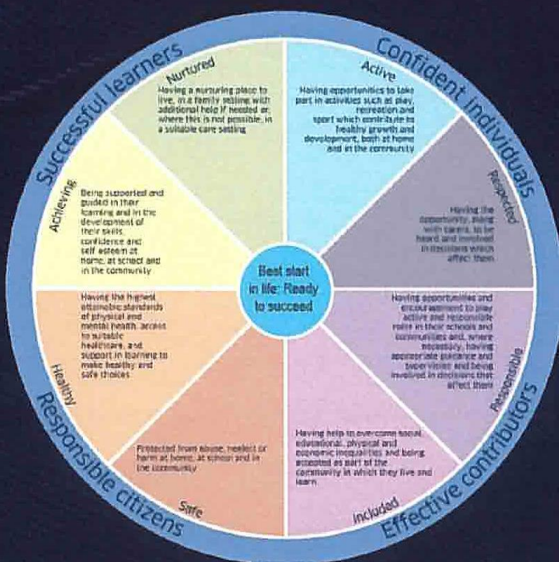
WHAT DO I DO...

If I have a concern about a child who is *not* at immediate risk.

If you have a concern about a child but that child is not at risk of significant harm please complete a Wellbeing Concern Form (available from the office or on the police website).

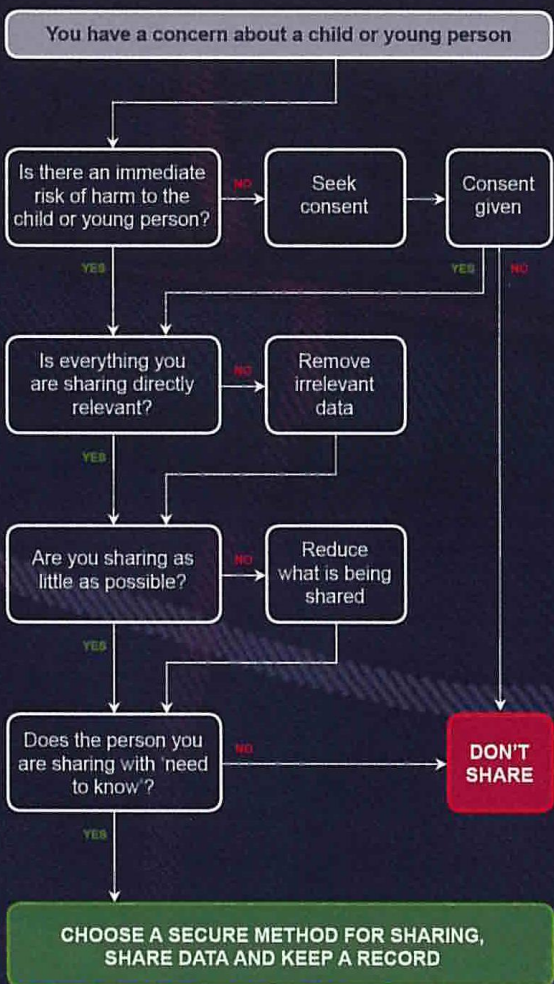
GIRFEC Questions to ask:

1. What is getting in the way of this child's or young person's wellbeing?
2. Do I have all the information I need to help this child and young person?
3. What can I do now to help this child and young person?
4. What can my agency do to help this child or young person?
5. What additional help, if any, may be needed from others?



CHILD PROTECTION AND WELLBEING SHARING OF INFO

Sharing of information flow chart:



CHILD PROTECTION AND WELLBEING

DO'S / DON'TS

A Checklist of do's and don'ts.

Do:

- ✔ Keep clear and professional boundaries between yourself and pupils
- ✔ Treat all pupils and staff with respect
- ✔ Respect the rights of individuals to have privacy and dignity assured
- ✔ If meeting with a pupil one to one, ensure you meet in a suitable place, keep the door wedged open when possible and ensure a colleague knows of the meeting

Don't:

- ✘ Never accept, or initiate, an invitation to join the social media page of a child who is or has been enrolled in Lathallan School
- ✘ Do not use a private messaging service (social media/texting) to contact pupils
- ✘ Never give a child access to your personal mobile phone
- ✘ Do not use personal mobile or smart phones/ devices to take photographs of the young people that you work with and do not have photos on personal social media
- ✘ Never consume alcohol or drugs when you have, or will have in the near future, children and young people under your care.

CHILD PROTECTION AND WELLBEING CONTACT DETAILS

Child Protection Officer / Head of Pastoral Care:

Miss Nicola Orr
nicolaorr@lathallan.org.uk

Depute Protection Officer (Senior & Junior Schools) / School Nurse:

Mrs Rhona Anderson
rhonaanderson@lathallan.org.uk

Junior School Pastoral Care:

Mrs Amanda Martin
amandamartin@lathallan.org.uk

Depute Protection Officers (Nursery):

Mrs Janice Jarvie & Miss Caroline Tucker
janicejarvie@lathallan.org.uk or
carolinetucker@lathallan.org.uk

Head Teacher:

Mr Richard Toley
richardtoley@lathallan.org.uk

Governor responsible for Child Protection:

Rev Linda Broadley (*only where appropriate*)