



## DOUGLAS ACADEMY CHILD PROTECTION GUIDE FOR VISITING PARTNERS

Welcome to Douglas Academy. Thank you for coming to work with our young people. We value your input.

In order to ensure the safety and wellbeing of all our pupils, please familiarise yourself with the following information as a matter of priority:

- EDC Child Protection annual training – see attached printout of PowerPoint slides
- Policy statement – extract from EDC's Child Protection Policy and Procedures
- Procedures for Recording and Reporting a CP Concern
- Contact details for key members of staff within the school

### EDC Child Protection Policy and Procedures

**Policy statement relating to the care and protection of children and young people under the age of 18 years.**

East Dunbartonshire Council is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and young people from abuse, neglect and exploitation. Further, it recognises that the Getting it Right for Every Child approach provides the methodology and shared language to help staff work together with children, families and colleagues from other agencies to support and safeguard wellbeing.

Within the context of their role and responsibilities, all education staff will:

- 1) Establish open, positive, supporting relationships across the whole school community to ensure that children and young people will feel that they are listened to, and where they feel secure in their ability to discuss sensitive aspects of their lives
- 2) promote a climate in which children and young people feel safe and secure
- 3) model behaviour which promotes health and wellbeing and encourage it in others
- 4) use learning and teaching methodologies which promote effective learning
- 5) be sensitive and responsive to the wellbeing of each child and young person
- 6) Take all reasonable steps to protect children and young people from abuse, neglect and exploitation by adhering to child protection procedures.
- 7) Where concerned that a child could be at risk of harm/abuse, be guided by the underpinning principle – **the needs of the child are the paramount concern.**
- 8) Maintain open and positive relationships with parents and carers unless advised to the contrary by Advice and Response.
- 9) Recognise the limits of their responsibilities within East Dunbartonshire's child protection network.
- 10) Report child protection concerns to the school's Designated Person for Child Protection. *(see contact details below)*
- 11) Actively participate in child protection training and other Performance Review & Development Review opportunities relevant to the care and protection of children and young people.

12) Adhere to the guidance on information sharing and confidentiality and understand that, in relation to a concern that a child or young person could be at risk from harm/abuse, report their concerns to the Child Protection Coordinator.

### **Procedures for Recording and Reporting a CP Concern**

If you have any child protection concerns regarding a pupil, please note down details in line with the Guidance in the EDC Child Protection Training presentation:

All colleagues should know how to keep accurate, appropriate written records. You should always keep an open mind when recording and distinguish between fact and opinion.

- Records should be made as soon as possible after the event/concern is raised.
- It will require you to include the date, time, people present, anything said (**verbatim if possible**) and any action taken.
- Professional opinion should be set apart from factual observations and labelled as such. Judgmental language should be avoided.
- Discussion should take place between the person with the concern and their CP Lead to reduce the chances of something being missed and/or misinterpreted.

Please then report this concern **as soon as possible** to Douglas Academy's Designated Person for Child Protection: **Danielle Nimmo, DHT Pupil Support**

If not Danielle is unavailable, please direct any CP concerns to **Michael Healy, HT**.

If neither of these key members of staff are available, please speak to the relevant Year Group Head.

### **Contact Details for Key Members of Staff Within the School**

<b>Member of Staff</b>	<b>Room No</b>	<b>Name</b>	<b>Extension Number</b>
<b>HT</b>	G029	Michael Healy	2020
<b>SLT (S5)</b>	G021	Fiona Davidson (Mon/Fri) Joan Docherty (Tues-Thurs)	2021
<b>SLT (S4)</b>	G024	Kevin Stepney	2024
<b>SLT (S2 and S3)</b>	G025	Claire McDowell	2025
<b>SLT (S6)</b>	G022	Stephen Sinclair	2022
<b>SLT (S1) &amp; CP co-ordinator</b>	G027	Danielle Nimmo	2023