



UNCRC Article 3: The best interests of the child

"Always to choose kindness and create a respectful environment where staff and pupils can inspire each other to achieve their goals and become life-long learners."



Knox Academy

Child Protection Policy

Designated Child Protection Officer (CPO):	Steven Illingworth 01620 823387
Duty Social Work:	01875824309
Out of hours:	08007316969

General Information

Author: S Illingworth

Last Reviewed: August 2022

All policy and procedures documents can be found on the staff server at the address below

[\(STAFF WORK/@ PUPIL SUPPORT INFORMATION FOR STAFF/CHILD PROTECTION AND SAFEGUARDING\)](#)

This policy is informed by

- National Guidance for Child Protection in Scotland 2021
- Inter-agency Child Protection Procedures: Edinburgh and Lothians

Key Principle

Knox Academy has a duty and responsibility to ensure that every child is safe and protected and that their overall wellbeing needs are met. It is our responsibility to ensure that anyone working within Knox Academy, including volunteers, is aware of and adhere to our procedures.

Duty of Care

It is the responsibility of anyone working within the school, including volunteers, where abuse is suspected, evidenced or witnessed, that concerns are shared with the Knox Academy's designated child protection officer (S Illingworth), or if not available the Head Teacher or any member of the Senior Leadership Team.

Support will be offered to anyone working within Knox Academy, including volunteers, by their line manager or other members of the extended leadership team during and following any child protection process.

Roles and Responsibilities

- Listen, Value and Respect
- Work in an open and transparent way
- Identify and report information immediately

UNCRC Article 3: The best interests of the child

- The designated child protection co-ordinator will determine who any information shared will be passed on to

Good Practice: Do

- Listen, support and respect
- Re-assure the child that they have done the right thing by speaking to you
- Report any concern immediately
- Record the information gathered as soon as possible using the identified agency recording method
- Be mindful of changes in a child's behaviour, both physical and emotional presentation and any increased vulnerabilities.

Good Practice: Do Not

- Make false promises
- Promise confidentiality
- Interview the child or ask any leading questions
- Assume that someone else will share the concern
- Take any further action unless instructed to do so.

Information Sharing: Consent

- Never promise a child confidentiality and remind them that any child protection concerns will be shared and with who
- Always share information if concerned about a child's safety or wellbeing
- Where there are child protection concerns parental consent is not needed.

Note Taking and Record Keeping

- Record information shared as soon as possible including the date and time
- Record any information shared in the child's own words
- Differentiate between and state what is fact and what is opinion
- Record the presentation and emotional state of the child

NB We have a specific Note of Child Protection Concern sheet available from the office and the server, but lack of access to this document should not be a barrier to recording and sharing information as per the policy.

Allegations against staff will be dealt with in line with national guidance and local procedures

- All allegations against anyone working within Knox Academy, including volunteers, are taken very seriously and investigated.
- Any allegations made against anyone working within the agency, including volunteers, will be shared with partner agencies in accordance with relevant policies / procedures.
- Any suspicion of criminality will be shared with Police Scotland.

Safe Recruitment: Selection / Induction (including volunteers and part time staff)

- Anyone working within the agency, including volunteers, will be PVG checked
- All PVG checks should be kept up to date

UNCRC Article 3: The best interests of the child

- References will be sought and verified for anyone working within the agency, including volunteers, prior to appointment
- Anyone working within Knox Academy, including volunteers, will receive an induction and support for child protection which follows National and agency guidance.
- Anyone working within or visiting Knox Academy will be given a 'Child Protection and Safeguarding' business card and key safeguarding and child protection information is displayed on posters around the school.
- Induction will cover the expectations of anyone working within the agency, including volunteers
- No-one working with pupil unsupervised will be permitted to do so until the appropriate PVG/Disclosure checks have been finalised.

Internet Safety: Social Media / New Technologies / Photography / Video Recording

Anyone working within Knox Academy is bound by the East Lothian Council Acceptable Use of IT Policy https://www.eastlothian.gov.uk/downloads/file/28097/acceptable_use_policy.

- No member of staff or volunteer should have direct electronic communication with any pupil other than through specific sanctioned systems i.e. school email, Show My Homework or Google Classroom.
- Members of staff/volunteers should report any inappropriate communications from a pupil to their line manager or any member of SLT.
- School social media account should only be used to disseminate information and should not be used to communicate directly with any pupil.
- Pupils must give their consent to be filmed or photographed by school staff, and this should only be done on school equipment.
- Photographs or films where pupils can be identified should only be published i.e. in school displays, or in the media (including the school website and social media with their direct permission).
- Pupils and their parents have the right to have any photograph of film they appear in removed from display (with in the building or through electronic means) at any point.
- Online activity of pupils is governed by the Acceptable Use Policy.
- Knox Academy has a robust firewall to prevent pupils accessing inappropriate material.
- Knox Academy reserves the right to restrict or remove access to the internet via school devices if there is a risk to the safety of the individual or any other child or young person as a result of inappropriate use.

Whistle Blowing and Support

East Lothian Council has a whistleblowing policy which is designed to provide guidance to employees on reporting incidents of malpractice or wrongdoing which occur at work. The policy can be found at https://www.eastlothian.gov.uk/download/meetings/id/15588/11_whistleblowing_policy.

Staff Training and Development

- It is a mandatory requirement that anyone working within Knox Academy, including volunteers, has undertaken Child Protection awareness raising and response training prior to engaging in direct contact with children.

UNCRC Article 3: The best interests of the child

- It is the responsibility of anyone working within Knox Academy to ensure awareness raising and response training is refreshed every two years, either face to face or online via LearnPro.
- All staff training materials are stored for reference on the server at the address given above
- The CPO will maintain a list identifying what level of training staff have had and when it was last undertaken.

Key Legislation / Guidance / Procedures

- National Guidance for Child Protection (2021)
[National guidance for child protection in Scotland 2021 - gov.scot \(www.gov.scot\)](http://www.gov.scot)
- Inter-agency Child Protection Procedures – Edinburgh and the Lothian's
http://emppc.org.uk/file/Child_Protection/Interagency_Child_Protection_Procedures_Edinburgh_the_Lothians_Oct_2015.pdf
- Getting it Right for Every Child Guidance
<http://www.gov.scot/Topics/People/YoungPeople/gettingitright>
- National Framework for Child Protection Learning and Development in Scotland (2012)
<http://www.gov.scot/Resource/0039/00391307.pdf>
- Local Information Sharing Policies (Edinburgh and the Lothian's)
http://emppc.org.uk/file/Child_Protection/Edinburgh_and_Lothian_A_practitioner_guide_to_information_sharing_confidentiality_consent_Edin_Lothians_-_27-10-14.pdf
- Protection of Vulnerable Groups (Scotland) Act 2007
<http://www.legislation.gov.uk/asp/2007/14/contents>
- United Nations Convention on the Rights of the Child
<https://www.gov.uk/government/policies/creating-a-fairer-and-more-equal-society/supporting-pages/the-united-nations-convention-on-the-rights-of-the-child-uncrc>