

**Colgrain Primary School & ELC**  
**Redgauntlet Road, Helensburgh, G84 7TZ**  
[enquiries-colgrain@argyll-bute.gov.uk](mailto:enquiries-colgrain@argyll-bute.gov.uk)  
**01436 673557**

***This policy has been prepared for Colgrain Primary School and ELC in line with Argyll and Bute Child Protection in Education Settings policy (as updated in July 2022)***

At Colgrain Primary School and ELC, all staff recognise the active role they play in the protection of children. As an establishment we must provide a caring, positive, safe and stimulating environment which promotes a child's wellbeing.

Our policy applies to all staff and partners working in the school and ELC. All adults who work in Colgrain Primary and ELC must understand this guidance and the actions required where a child protection concern is raised.

All staff at Colgrain engage in annual Child Protection training. In November of each session, staff complete a self-guided refresher covering GIRFEC and Child Protection protocols.

### **Child Protection Co-Ordinator/Named Person**

The Child Protection Co-ordinator for Colgrain Primary School and ELC is Mrs P Walsh (Head Teacher). In the absence of the Head Teacher, Mrs L Candlish (Depute Head Teacher) and Miss L Watt (Acting Depute Head Teacher) assume the role.

The Named Person for all Primary School pupils is Mrs Pauline Walsh. For ELC pupils, the Health Visitor is the Named Person.

### **What is child abuse?**

Child abuse occurs in families from all social classes and cultures and within the community, agencies and organisations. Child abuse can present in many ways, and can involve the combination of a number of forms of abuse. Appendix A provides explanations and signs of different types of abuse.

## **Reporting a Concern**

A member of staff or a supporting partner agency must report grounds for concern about the possibility of abuse/a disclosure to the Child Protection Coordinator immediately with or without the consent of the child or children concerned.

The member of staff or supporting partner agency should not consult with, nor share the information with anyone else other than the Child Protection Co-ordinator or any person deputising for them.

### **Teacher/Support Staff Actions:**

1. Immediately report the grounds for concern to the Child Protection Co-Ordinator. Matters should be dealt with confidentially, shared with no one else.
2. Staff member must follow the instructions given by the Child Protection Co-ordinator, including providing a written account of the child's disclosure or the concerns raised. This must be signed and dated. (Appendix B)
3. Staff member must stay calm, listen to what the child is saying and be discreet. The member of staff must reassure the child they have done the right thing by talking. Confidentiality must not be promised.
4. Responses should only be offered as necessary. Do not ask closed questions, instead using open-ended questions.
5. The staff member must explained their next steps to the child.

### **Child Protection Co-ordinator Actions:**

1. Treat the grounds of concern as reported by the member of staff as a priority for action.
  - Consider the immediate needs of all children involved.
  - Take emergency action if required.
  - Gather information and if appropriate seek clarification (not proof).
  - Ask staff to record relevant information.
  - Keep information in a password protected file.
- (a) Act immediately to ensure medical treatment if a medical emergency exists. First aid and urgent removal to hospital accompanied by an appropriate member of staff should be a priority, followed by immediate notification to social services and police, as appropriate. The appropriate member of staff will be a first aider and/or member of Senior Leadership Team.
- (b) Report immediately to the Helensburgh and Lomond Children and Families Duty Senior Social Worker all cases where you have grounds for concern about child

abuse. Discuss with the Duty Senior Social Worker the action to be taken, including when and by whom parents will be informed and the child or children interviewed. If a member of staff is alleged to be involved in child abuse then contact should be made with the Director of Community Services or the appropriate Head of Service. Decisions will then be made regarding appropriate action and the involvement of other services.

(c) Record on the same day, the grounds for concern and action taken using the Child Protection Recording Form. Send the original report and three copies as detailed on the form. Keep a copy of this information, signed and dated, in the password protected file.

(d) Police help may be required in urgent circumstances such as immediate avoidance of further abuse, immediate pursuit of an alleged abuser, avoidance of destruction of evidence.

2. Cooperate fully with all statutory agencies who may become involved.

3. Support the child or children involved as necessary and appropriate

4. Ensure password protected file contains all relevant information. Upload required documents to the Wellbeing App.

## **Appendix A**

### **Types of abuse**

Physical abuse: deliberately physically hurting a child. It might take different forms including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding. Possible signs or symptoms of physical abuse include unexplained bruises, human bite marks, unexplained lacerations, untreated injuries, self-destructive tendencies or fear of going home.

Emotional abuse: persistent emotional maltreatment of a child. It can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, unloved or inadequate. It may include not giving a child opportunity to express their views, or making fun of them. Possible signs or symptoms of emotional abuse include bullying others, change in personality, difficulty maintaining relationships, depression, attention seeking, wetting and low self-esteem.

Sexual abuse: occurs when others use and exploit children sexually for their own gratification or the gratification of others. Sexual abuse may involve physical contact (penetrative or non-penetrative) or non-contact activities, involving children in the production of images, to look at images or watch sexual activities. Possible signs of sexual abuse include bruised or sore genitals, genital infection, difficulty walking or sitting, inappropriate sexualised language, low self-esteem, depression and fear of going home.

Exploitation: is the intentional ill treatment, manipulation or abuse of power and control over a child; to take unfair advantage of a child or situation, for personal gain. It may manifest itself as child labour, involvement in criminal activity or child trafficking.

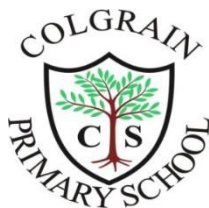
Child Sexual Exploitation: is a form of child sexual abuse. It occurs where an individual or group take advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity. This is in exchange for something the victim needs or wants or for the financial advantage of the perpetrator. Possible signs of child sexual exploitation include acquisition of money or other items without plausible explanation, persistently going missing, change in mood, inappropriate sexualised behaviour or physical symptoms.

Neglect: is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Possible signs of neglect include poor hygiene, constant hunger/cramming food, inadequate/inappropriate clothing, constant tiredness, exposure to danger, untreated illness, lack of peer relationships and compulsive stealing.

Female Genital Mutilation: This extreme form of physical, sexual and emotional assault upon girls and women involves partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. Such procedures are usually conducted on children and are a criminal offence in Scotland. FGM can be fatal and is associated with long-term physical and emotional harm.

Forced Marriage: A forced marriage is a marriage conducted without the full and free consent of both parties and where duress is a factor. Duress can include physical, psychological, financial, sexual, and emotional abuse. Forced marriage is both a child protection and adult protection matter. Child protection processes will be considered up to the age of 18. Forced marriage may be a risk alongside other forms of so called 'honour-based' abuse (HBA). HBA includes practices used to control behaviour within families, communities, or other social groups, to protect perceived cultural and religious beliefs and/or 'honour'.

## **Appendix B**



### **Colgrain Primary School and ELC Concerns Recording Proforma**

<b>Child's name</b>	
<b>Class</b>	
<b>Teacher</b>	
<b>Person recording concerns</b>	
<b>Date</b>	
<b>Time</b>	

#### **Concerns**

<b>Senior Leadership Team (Child Protection Co-ordinator)</b>	
<b>Received by:</b>	<b>Designation:</b>
<b>Date:</b>	<b>Time:</b>

#### **Actions Taken**

## **National Policies and Protocols**

### **[National Guidance for Child Protection in Scotland 2021](#)**

This guidance sets out the responsibilities and expectations for all involved in protecting children.

### **[The National Risk Assessment Framework to support the Assessment of Children and Young People](#)**

### **[Argyll and Bute Child Protection for Professionals Argyll and Bute Professionals](#)**

<https://www.argyll-bute.gov.uk/publications-practice-and-guidance>

Argyll and Bute information on Child Protection for professionals.  
Multi-agency Child Protection guidance and protocols

### **[Chronology Guidance](#)**

### **[Argyll and Bute Practitioners](#)**

Argyll and Bute GIRFEC for Practitioners.

### **[Argyll and Bute Child Protection Committee](#)**