

Child Protection Procedural Flowchart for Education staff in Aberdeen City



Concerns about a Child/Young Person

- A child discloses abuse, or
- A member of staff suspects a child may have been abused, or
- A third party expresses concern
- A staff member witnesses an abusive situation involving another member of staff

DO NOT

- Investigate suspected/alleged abuse yourself
- Evaluate the ground for concern yourself
- Seek or wait for proof
- Discuss the matter with anyone other than senior staff/HT

Members of staff must - Record

- Respond without showing signs of disquiet, anxiety or shock
- Enquire casually about how an injury was sustained or why the child appears upset
- Confidentiality must not be promised to children or adults. The reasons to share information should be communicated openly and honestly with children.
- Observe carefully the behaviour of the child or young person
- Record in detail what has been observed or heard. Record the child's own words verbatim, time, date, context and actions taken - Use Child Protection Concern Form.
- Do not interrogate or enter into detailed investigations.

Report to Child Protection Co-ordinator without delay

Child Protection Coordinator assesses that concerns do not require an immediate response to keep the child safe.

Record

- The child Protection Concern form, any action and reasons not to take further action in child's chronology.

Child Protection Coordinator assesses that concerns require an immediate emergency response to keep the child safe call 999

Child Protection Coordinator assesses that concerns require an immediate response to keep the child safe.

Child Protection Coordinator should call the Joint Child Protection Team without delay 01224 306877 or Emergency Out of Hours 0800 7315520 or Police Scotland on 101 and follow the steps below.

In the unlikely event the Child Protection Coordinator is unavailable and no members of Senior Management are available follow these steps – If you assess that concerns require an immediate emergency response to keep the child safe call 999. If not call the Joint Child Protection Team without delay 01224 306877 or Emergency Out of Hours 0800 7315520 or Police Scotland on 101 and follow the steps below.

Actions for Child Protection Coordinator/SMT/or staff in their absence following A Child Protection concern

- Information shared should be relevant, necessary and proportionate to the circumstances of the child to support police and social work in making informed decisions.
- State who you are, your role and your contact details.
- State reason for your call.
- State the name/date of birth/location of the child.
- State concerns which have been observed or heard, relaying clear factual information only.
- Clarify what action JCPU/Social work/Police will take as a result of the concern communicated and when the outcome will be communicated to you.
- Police and Social work Services will decide when to inform parents/carers.
- The Police and Social Work have a clear statutory role in deciding whether a Child Protection Investigation will take place.
- Contact the Named Person.

Action/intervention to be taken by JCPT/Police/Social Work

Record

- The child protection concern form and contact with the JCPT in the child's chronology.
- What action JCPT/Social Work/Police will undertake and when the outcome will be communicated to you.

No action to be taken by JCPT/Police/Social Work

Record

- The child protection concern form and contact with the JCPT in the child's chronology.
- Record that JCPT will take no further action and why if known.

If you are in any doubt as to how to proceed contact the Education Child Protection Lead at Marischal College.