

# How Good is Your School's Safeguarding and Child Protection?



Guidance for school leaders on evaluating  
procedures for safeguarding and child protection

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## Introduction

Every child or young person has a right to feel safe and protected. All Scottish schools have a key role in safeguarding and child protection, set out in legislation and in enshrined in national policies such as *Getting it Right for Every Child*. Schools must have effective policies and practices to ensure the welfare of children is paramount and staff need to know their roles and responsibilities.

## Child Protection

Child protection refers to activities undertaken to prevent children suffering significant harm arising from abuse or neglect. All school staff have a responsibility to protect children and young people.

## Safeguarding

Safeguarding is a broader concept than child protection and relates to the welfare and wellbeing of children and young people. Safeguarding aims to support the development of learner's knowledge, skills and resilience so that they can keep themselves safe and respond to a range of issues and potential risky situations arising throughout their lives. Safeguarding therefore permeates many features of schooling including the curriculum, learning and teaching, and health education.

## School Policy and Procedures

Every school must have policies and procedures in place to safeguard and protect children from abuse and neglect, as defined in the National Guidance for Child Protection in Scotland 2014:

<http://www.gov.scot/Resource/0045/00450733.pdf>

Senior leaders must ensure that clearly defined systems are in place for evaluating the effectiveness of these policies and procedures and identifying where improvement is required. All staff must have a clear understanding of their responsibility for protecting children and in adhering to policies and procedures.

## Evaluating Provision and Practice

Scotland's national framework document *How Good is our School 4* sets out the expectations placed upon schools in relation to Safeguarding and Child Protection.

Quality Indicator 2.1 focuses on the wide range of duties required of all staff and partners to ensure that all children and young people are safe, well cared for and enabled to flourish. This indicator looks to how the school takes account of statutory requirements in relation to child protection to ensure the needs of all learners are met. It considers the extent to which the school's Safeguarding approaches ensure progressive learning opportunities which help learners to become resilient and understand how to keep themselves safe.

Our suggested approach for evaluating Safeguarding and child Protection covers 4 key areas.

- 1 Safeguarding policies and procedures
- 2 Child Protection policies and procedures
- 3 Prevention of bullying
- 4 Meeting statutory requirements

Note: QI 2.1 also includes the theme of Wellbeing, but this aspect of Safeguarding is considered separately in another of our publications: 'Promoting Wellbeing'.

## **1 Safeguarding policies and procedures**

The school should have clear, appropriate and up-to-date policies in place to ensure the safeguarding of children and young people, together with appropriate staff training. Examples include:

- Health and Safety
- Prevention of Bullying
- E-safety/Responsible Use of Internet
- Administration of Medication
- Fire Safety
- Data Protection
- Outdoor Education
- Travel/Excursion
- Team Teach (or physical handling)

Arrangements for Safeguarding should be known and followed by all across the school community.

- All staff should take part in regular professional learning relating to Safeguarding.
- Senior leaders should be trained in Safeguarding and provide good support and direction for staff.
- Learners should know the action to take and/or who to contact in the event of a complaint.

- There should be clear and effective procedures for managing allegations or complaints.
- The school should ensure that learners are supported effectively following a Safeguarding concern.
- All necessary checks should be made when recruiting staff and volunteers.
- All Safeguarding information should be recorded and stored professionally and securely.
- There should be effective procedures for sharing Safeguarding concerns with partner agencies, parents and learners.
- There should be effective procedures for the safe administration of medicines.
- There should be effective procedures for maintaining PPRs and Chronologies.
- A list of First Aid trained staff should be displayed in the staff room and other locations.
- Copies of violent incident forms should be monitored and tracked for patterns.
- The school should monitor the number and nature of Safeguarding concerns and referrals.
- Approaches to Safeguarding should be part of the school's self-evaluation and improvement activities.

## 2 Child protection policies and procedures

Arrangements for Child Protection should be known and followed by all across the school community.

- Arrangements for reporting a Child Protection concern should be understood by all staff, partners, learners and parents.
- All staff should be aware of their responsibilities in relation to Child Protection procedures.
- The school's approaches should be consistent with the local authority's inter-agency Child Protection procedures.
- The school should have a designated member of staff for Child Protection who is known by all staff.
- Child Protection training for staff should be up to date, including support staff where appropriate.
- Senior leaders should have all completed Level 2 Child Protection training.
- All Child Protection records should be stored securely, ensuring sensitive information is only accessible to relevant staff.
- The school ensures that children or young people are supported effectively following a Child Protection concern.

## 3 Prevention of bullying

Prevention of Bullying policy and procedures should be in place, with appropriate training for staff.

- The school uses a range of effective strategies to prevent and respond to bullying behaviour.

- The school resolves incidents of bullying proactively, using a proportionate and holistic approach.
- There are clear expectations of codes of behaviour and responsibilities for all staff/volunteers and learners.
- School practices promote fairness, inclusion and respect in line with Respect for All and national guidance.
- Prevention of bullying is part of the school's personal safety curriculum.
- Learners know different ways to report bullying or to talk in confidence about their concerns.
- The school makes parents and carers aware of school and local authority anti-bullying policies.
- Parents/carers are provided with information on how to raise a complaint and the escalation process.
- The school maintains effective monitoring and recording procedures in relation to allegations of bullying.

#### 4 Meeting statutory requirements

The school should comply with statutory and local requirements relating to Safeguarding and Child Protection. Examples include:

- National guidance on Safeguarding and Child Protection.
- Local authority Inter-agency Child Protection Procedures
- Getting it Right for Every Child
- Children and Young People (Scotland) Act 2014
- National Framework for Child Protection Learning and Development in Scotland (2012)
- Protection of Vulnerable Groups (Scotland) Act 2007
- Data Protection Act 1998
- United Nations Convention on the Rights of the Child
- The Wellbeing indicators
- Respect for All (2017)
- Guidance on emerging issues such as radicalization, e-safety and child sexual exploitation.

#### Online Evaluation of Safeguarding and Child Protection

For a detailed audit of your school's Safeguarding and Child Protection provision, our online **Impact** program provides an evaluation toolkit.

The following audit is an extract from framework for evaluating the quality of a school's family learning provision. The full audit of QI 2.1 *Safeguarding and Child Protection* can be accessed online at:

[www.hashtag-learning.co.uk](http://www.hashtag-learning.co.uk)

Use the **Impact** online quality improvement tool to complete the traffic lighting exercise and record strengths:

**Safeguarding policies**

Health and Safety policy	
Prevention of Bullying policy	
E-safety/Responsible Use of Internet policy	
Administration of Medication policy	
Fire Safety policy	
Data Protection policy	
Outdoor Education policy	
Travel/Excursion policy	
Team Teach (or physical handling) policy	

**Safeguarding procedures**

All staff take part in regular professional learning relating to Safeguarding.	
Senior leaders are trained in Safeguarding and provide good support and direction for staff.	
Learners know the action to take and/or who to contact in the event of a complaint.	
We have clear and effective procedures for managing allegations or complaints.	
We ensure that learners are supported effectively following a Safeguarding concern.	
We ensure that all necessary checks are made when recruiting staff and volunteers.	
All Safeguarding information is recorded and stored professionally and securely.	
We have effective procedures for sharing Safeguarding concerns with partner agencies, parents and learners.	
We have effective procedures for the safe administration of medicines.	
We have effective procedures for maintaining PPRs and Chronologies.	
A list of First Aid trained staff is displayed in the staff room and other locations.	
Copies of violent incident forms are monitored and tracked for patterns.	
We monitor the number and nature of Safeguarding concerns and referrals.	
Approaches to Safeguarding are part of our self-evaluation and improvement activities.	

## Child protection

Arrangements for reporting a Child Protection concern are understood by all staff, partners, learners and parents.	
All staff are aware of their responsibilities in relation to Child Protection procedures.	
Our CP approaches are consistent with our local authority's inter-agency Child Protection procedures.	
Our school has a designated member of staff for Child Protection who is known by all staff.	
Child Protection training for staff is up to date, including support staff where appropriate.	
Senior leaders have all completed Level 2 Child Protection training.	
All Child Protection records are stored securely, ensuring sensitive information is only accessible to relevant staff.	
We ensure that children or young people are supported effectively following a Child Protection concern.	

## Prevention of bullying

We use a range of effective strategies to prevent and respond to bullying behaviour.	
We resolve incidents of bullying proactively, using a proportionate and holistic approach.	
We have clear expectations of codes of behaviour and responsibilities for all staff/volunteers and learners.	
Our practices promote fairness, inclusion and respect in line with Respect for All and national guidance.	
Prevention of bullying is part of our personal safety curriculum.	
Our learners know different ways to report bullying or to talk in confidence about their concerns.	
We make parents and carers aware of school and local authority anti-bullying policies.	
Parents/carers are provided with information on how to raise a complaint and the escalation process.	
We maintain effective monitoring and recording procedures in relation to allegations of bullying.	

## Meeting statutory requirements and codes of practice

Staff and partners are up-to-date with local and national guidance on Safeguarding and Child Protection.	
Staff undertake regular professional learning around legislation, statutory requirements and codes of practice.	
Staff are aware of emerging issues such as radicalization, e-safety and child sexual exploitation.	
We comply with National Guidance for Child Protection (2014)	
We comply with Local authority Inter-agency Child Protection Procedures	
We comply with Getting it Right for Every Child Policy	
We comply with Children and Young People (Scotland) Act 2014	
We comply with National Framework for Child Protection Learning and Development in Scotland (2012)	
We comply with Protection of Vulnerable Groups (Scotland) Act 2007	
We comply with Data Protection Act 1998	
We comply with United Nations Convention on the Rights of the Child	
We comply with The Wellbeing indicators	
We comply with Respect for All (2017)	