Ratho Primary School

Child Protection Procedure Flow Chart

A learner comes to talk to you.

You see physical symptoms or signs.

You suspect there is something wrong at home or school.

You have concerns about behaviour changes.

Make it as easy as possible to talk.

Take time and space to listen.

Do not attempt to gather evidence or proof.

If comfortable ask "wh" questions but do not ask leading questions.

Be honest about what you are required to do to ensure the learner gets the help that they need.

Be explicit that you are required to pass the information on to the right people.

Take the learner seriously and reassure them,

Remain neutral and try not to express shock or anger at what is being disclosed to you – just record and report.

Complete a Wellbeing Concern Form and give it as soon as practically possible to the Child Protection Coordinator.

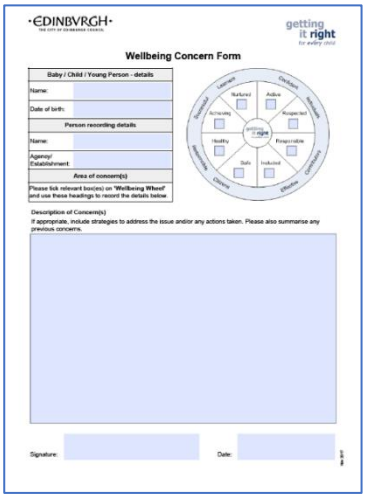
Record facts as fully as possible and use the learner's own words and phrases.

Complete a Wellbeing Concern Form as fully as possible ensure you note all facts clearly.

Pass to the Child Protection Coordinator or Designated Member of Staff.

Discuss with the Child Protection Coordinator or Designated Member of Staff.

Ask for and expect feedback.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getting it right

Wellbeing Concern Form

Baby / Child / Young Person - details

Name:

Date of birth:

Person recording details

Name:

Agency/ Establishment

Area of concern(s)

Please tick relevant box(es) on 'Wellbeing Wheel' and use these headings to record the details below

Description of Concern(s)

If appropriate, include strategies to address the issue and/or any actions taken. Please also summarise any previous concerns.

Signature:

Date:

The Child Protection Coordinator is:

Peter Gibb - HT

Wellbeing Concern Forms are stored:

- Office
- Photocopier room
- Staff Room
- HT / DHT Office

Electronic Forms are available on Ratho P.S. Sharepoint > Admin:

Wellbeing_Concern_Form Ratho PS.pdf