



St Leonards

St Andrews

St Leonards School

Wellbeing and Child Protection Policy

Policy owned by:	Date last reviewed:	Date of next review:
Deputy Head (Pastoral)	June 2026	June 2027

Policy Statement

St Leonards School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers will be appropriately briefed and trained to honour and embody this commitment.

This policy has been developed with reference to:

- National Guidance for Child Protection in Scotland 2021.
- **UNCRC (Incorporation) (Scotland) Act 2024.**
- Getting it Right for Every Child (GIRFEC)
- Children Missing from Education (Scotland): Guidance for Local Authorities
- Going Out There – Scottish trips and visits framework
- Fife Council and Health and Social Care Standards

Staff and Volunteer Code of Conduct

All staff are required to adhere to the **St Leonards Code of Conduct for staff and volunteers**, this must be read and signed by colleagues before they can join the school, and re-signed at the start of each academic year.

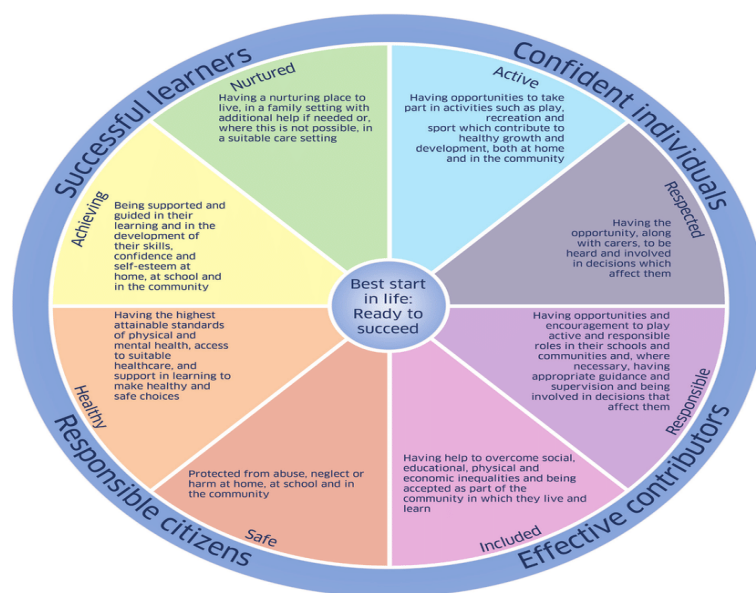
GIRFEC, Wellbeing and Child Protection (information for all staff)

Wellbeing, Safeguarding and Child Protection at St Leonards is underpinned by the Getting it right for every child (GIRFEC) framework. Wellbeing sits at the heart of the GIRFEC approach and reflects the need to tailor the support and help that children, young people and their parents are offered to support their wellbeing.

All members of staff have a duty of care to pupils in the School and must act at all times in a manner which safeguards and promotes pupils' physical, emotional and moral welfare. These provisions apply equally in the case of all pupils, whether or not they are legally classed as adults. At St Leonards we take that responsibility seriously by ensuring that procedures reflect the **National Guidance for Child Protection in Scotland 2021**. All members of staff will receive ongoing training in this area and are expected to keep abreast of the School's GIRFEC and Child Protection policies and procedures.

A child or young person's wellbeing is influenced by everything around them and the different experiences and needs they have at different times in their lives.

To help make sure everyone - children, young people, parents, and the services that support them - has a common understanding of what wellbeing means, we describe it in terms of eight indicators.



At St Leonards, we refer to a worry or concern as being “Child Protection” when a risk of harm has led us to contact and receive support from services outside our setting such as Social work or Police.

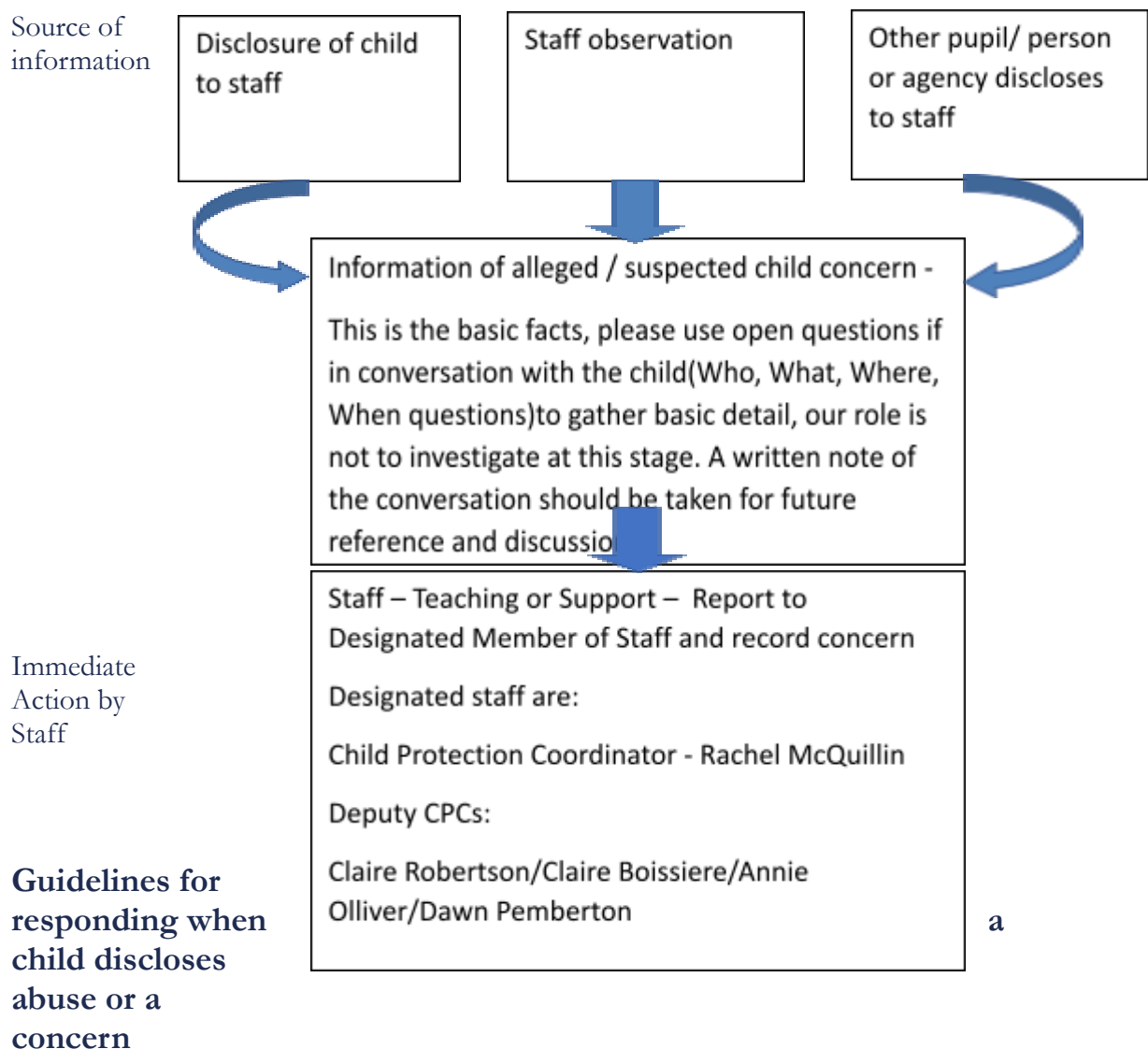
We currently have one Child Protection Coordinator (CPC), Rachel McQuillin, responsible for all sections of St Leonards. She is supported in her role by several Deputy Child Protection Coordinators, full details of these can be found later in the document.

On taking up their post, every member of the teaching or support staff must meet with either the CPC or the HR officer who will ensure that the St Leonards CP guidelines are made clear. Teaching staff will also receive further Child Protection Training to appropriate levels; this will be delivered by a professional CP trainer linked to SCIS.

Responding to and reporting concerns

All concerns regarding risk of harm must be reported to the Child Protection Coordinator (CPC) or a Deputy CPC within 24 hours. Staff are guided by a decision-making flowchart (see appendix) to ensure clear and immediate action.

Flow chart for managing a possible child protection concern



- First** Listen, any initial questioning or discussion must be limited to establishing the basic facts. Open-ended questions must be used.
- Second** Reassure the child and avoid being judgemental about information supplied by the child.
- Third** Do not give the child a guarantee of confidentiality. The child or young person must be told that the CPC will have to be informed.
- Fourth** Take the allegation seriously. The member of staff questioning the child should not introduce either personal experiences of abuse or those of other children.
- Fifth** The matter must be referred to the CPC or Deputy CPC immediately. Refer to the flow chart above for next steps.

Children who are traumatised may experience a range of feelings, such as sadness, anger, anxiety or depression. Affirm whatever feelings the child has and avoid telling the child how they feel. Don't ask 'why' questions

In exceptional circumstances a member of staff may feel that the guidelines have not been implemented at school level. Should the matter remain unresolved the member of staff must seek advice from the Head or chair of Council.

Listening to Children

When a child discloses a concern:

1. **Listen** without judgement
2. **Reassure** – avoid promising confidentiality
3. **Record** only basic facts using open-ended questions
4. **Refer** immediately to CPC or Deputy CPC

The child's voice must be respected, and their views considered in any planning or review, in line with UNCRC Article 12.

Responding and gathering basic facts when a child discloses abuse

- 1 Only ask enough questions to gain basic information
- 2 Take the allegation seriously and support – do not interrogate
- 3 Use open-ended questions
- 4 Avoid leading questions

<u>What</u> happened?	√
Did somebody hit you?	X
<u>When</u> did it happen?	√
Did it happen last night?	X
<u>Where</u> did it happen?	√
Did she come into your bedroom?	X
<u>Who</u> did it?	√
Was it mum?	X

Digital Safeguarding and Online Safety

Children's digital lives are part of their wider wellbeing. The school addresses online safety in Ad Vitam, including:

- Cyberbullying
- Sextortion
- Harmful online content

Staff receive training on recognising signs of digital abuse. This policy links with the school's Acceptable Use Policy and Digital Wellbeing Policy.

Safer Recruitment

All staff and volunteers are recruited in line with the *Safer Recruitment Through Better Recruitment* (Scottish Government 2016). This includes:

- PVG Scheme membership
- Interview procedures focused on safeguarding
- Ongoing suitability checks

Gender-Based Violence and Equalities

The school recognises that child protection concerns may arise from gender-based violence, coercive control, or harmful practices. Our safeguarding approach is inclusive and non-discriminatory.

Children Missing from Education

In line with *Children Missing from Education (Scotland): Guidance for Local Authorities*, the school recognises that prolonged or unexplained absence may be a safeguarding concern.

St Leonards will:

- Monitor attendance through daily registration
- Follow up any unexplained absences promptly
- Escalate persistent absence to CPC
- Share concerns with the local authority when children leave without a known destination
- Liaise with Social Work if there is reason to believe the child is at risk

This process ensures that no child 'falls through the cracks' in terms of safeguarding.

Children Missing from Education (CME) and Exit Tracking

St Leonards School recognises that its safeguarding duty does not end immediately when a pupil is removed from our school roll. In line with the Scottish Government's 'Children Missing from Education (Scotland)' guidance, the school will take proactive steps to ensure no child falls out of the educational system or becomes vulnerable to hidden harm during transition.

Procedures for Pupils Leaving St Leonards:

1. **Destination verification:** When a parent or guardian withdraws a child from the school, they must provide the name, address, and contact details of the incoming school or alternative educational provision (e.g., formal home education registration).
2. **Robust follow-up:** If a pupil leaves the school and the incoming destination has not confirmed their arrival within **5 school days** of the expected start date, the Child Protection Coordinator (CPC) or designated pastoral team will make reasonable enquiries to establish the child's whereabouts. This includes:
 - Contacting all listed emergency numbers and email addresses.
 - Reaching out to known siblings' schools or wider family contacts if appropriate.
 - Checking with local networks or agencies already involved with the family.
3. **Escalation to Local Authority:** If, after **10 consecutive school days** of investigative effort, the child's whereabouts or educational destination cannot be confirmed, the school will formally notify the **Fife Council Children Missing from Education (CME) Coordinator**.

4. **Immediate risk override:** If at any point during this period there is an underlying welfare concern, a history of child protection involvement, or reason to believe the child is at immediate risk of harm, the school will not wait for the 10-day period to elapse. An immediate notification will be made to Fife Council Social Work and/or Police Scotland.

Inter-School Transitions and Transfer of Safeguarding Records

To guarantee continuity of care and protective oversight, St Leonards adheres to strict guidelines regarding the sharing and reception of safeguarding information during pupil transitions.

Outgoing pupils (Expectations for contacting incoming schools):

- **Proactive notification:** Where a pupil transferring out of St Leonards has an active or historic Child Protection file, a Child Plan, or a history of targeted wellbeing support, the CPC or Deputy CPC will contact the Designated Safeguarding Lead / Child Protection Coordinator of the incoming school **prior to the child's arrival** to arrange a professional handover.
- **Separation of records:** Child Protection and safeguarding records must **never** be placed in the pupil's general academic or educational file. They are held securely within our confidential Document Management System (Engage DMS).
- **Secure transfer timeline:** Once confirmation of enrolment is received from the incoming school, the complete, unredacted safeguarding file must be securely transferred to the new school's CPC within **5 working days**.
- **Method of transfer:** Records must be transferred via secure, encrypted electronic means or sent via a trackable, signature-required mail service clearly marked "*Strictly Confidential - Addressee Only (CPC)*". St Leonards will request and retain written confirmation of receipt from the receiving school.

Incoming pupils:

- Upon the admission of any new pupil, the Admissions Team and the relevant Pastoral Lead will systematically request the transfer of prior safeguarding and child protection records from the previous school.
- Any incoming files will be reviewed immediately by the CPC to ensure continuity of any required Support Plans or multi-agency interventions.

Whistleblowing and Professional Dissent

Any staff or student member with concerns about safeguarding practice may raise concerns via the school's Whistleblowing Policy. Staff are also supported to escalate concerns externally if internal action is insufficient.

Oversight and Self-Evaluation

The CPC maintains detailed logs and audits of:

- Referrals
- Multi-agency meetings
- Outcomes of IRDs and case conferences

Regular audits are conducted to review the impact of safeguarding procedures

St Leonards Child Protection Coordinator (CPC) and Deputy CPCs -

The most appropriate should be contacted in the first instance, though in the unlikely event of all being non-contactable in an urgent situation then National numbers are also given below.

Child Protection Coordinator:

Ms Rachel McQuillin, Deputy Head Pastoral

01334 472126 / Ext243

Deputy Child Protection Coordinators:

Mrs Claire Robertson, Head of Junior School Ext 221

Ms Claire Boissiere, Assistant Head of the Junior School Ext 227

Mrs Annie Olliver, Well Being Assistant Ext 451

Mrs Dawn Pemberton Senior Deputy Head Ext 243

Council Member responsible for Child Protection Oversight

Mrs Lesley Franklin

l.franklin@stleonards-fife.org

PHONE NUMBERS FOR PUPILS/STUDENTS

Childline 0800 1111

OTHER CHILD PROTECTION RELATED PHONE NUMBERS/EMAILS

Social Work / Fife Council 03451 551503 Out of hours 03451 550099

CAMHS Consultation phone line 01334 696019 email: fife.camhs-pmhw@nhs.scot

Social Work / Dundee Council Multi Advisory Screening Hub (MASH) 01382 307940

St Andrews Community Police Team email: StandrewsCPT@scotland.police.uk

KEY SOURCES OF CHILD PROTECTION RELATED INFORMATION

National Guidance for Child Protection in Scotland 2021 -

The United Nations Convention on the Rights of the Child

Going Out There - Scottish trips and visits framework

Fife Council - Understanding and responding to self harm and suicide

Sexual Assault Self Referral Phone Service (NHS)

Fife Rape and Sexual Assault Centre (FRASAC)

Responding to Young Peoples Experiences of Sexual violence (2020)

The school's own Child Protection Guidelines: this document - is available on the school's shared google drive.

Those staff involved in Residential Care and Kindergarten are also alerted to

Health and Social Care Standards April 2018

SSSC Code of Practice for Social Workers (SSSC November 2016)

Framework for Standards for Professionals for Child Protection (Scottish Executive 2004)

Protecting Children and Young People – The Charter (Scottish Executive 2004)

CHILD PROTECTION Training

Owner : Deputy Head (Pastoral)

Last reviewed: June 2026

Next Review: June 2027

- All staff receive Child Protection training on induction and ongoing refresher sessions.
- CPCs attend advanced SCIS Child Protection training.
- Specific training on recognising trauma, self-harm, online abuse, and sexual violence is provided.

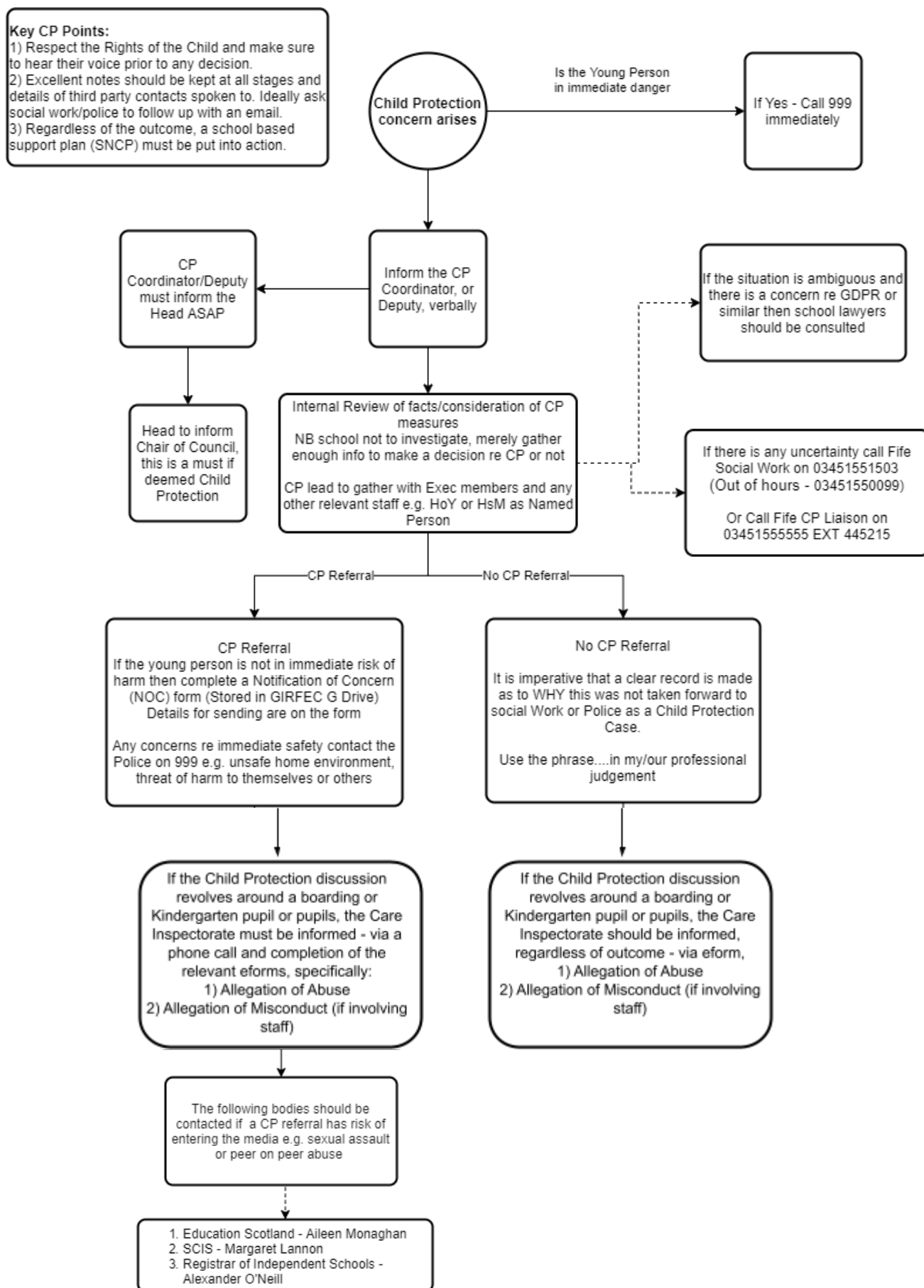
Wellbeing and Child Protection (information for Senior Staff)

Role of the Child Protection Coordinator

- Ensure that the child protection policy and any updates are made clear to all stakeholders.
- Liaising with key pastoral leads to ensure that any holistic assessments of wellbeing that raise child protection concerns are robustly recorded and shared appropriately.
- Following a child protection concern, the coordinator will liaise with third parties as required or, where appropriate, support the pastoral lead as they liaise with outside agencies. These agencies are likely to include, but not limited to:
 - Police - Emergency - 999; Non-emergency - 101
 - Social Services - A Notification of Concern (NOC) Form should be submitted via email. The template for this is stored in the GIRFEC shared drive and outlines the procedure and contact email address.
- Set and maintain high standards of the following key documents:
 - Recording of concerns on engage, via daybook entries and Wellbeing Concern Forms
 - Implementation of Specific need Care Plans and their regular review and updating.
- Ensure that, where required, St Leonards is in attendance at Inter Agency Referral Discussions (IRDs), Case Conferences or any other child centred Child Protection meeting. The coordinator will help establish the appropriate Pastoral Lead to attend e.g. Deputy Head, Head of Year, Housemaster/mistress or multiple.
- Keep a log of all children being discussed at a child protection level, this includes the following:
 - Ensuring notes are stored on Engage from multi agency meetings, these should be kept in the confidential DMS storage area.
 - Noting registration to and from the Local Authority Child Protection Register.
 - Noting whether a case has been referred to the Children's Reporter, if so notes should be made as to the outcome.
- Informing the Head of all possible cases of child abuse and Child Protection issues within the school.
- Liaising with the designated Council Member as required to assist them in providing oversight of child protection and pupil wellbeing.
- Ensure that any school specific action points, following a child protection level meeting, are carried out.
- Ensure that trips and visits are conducted in accordance with Child Protection guidelines and that of the scottish framework "Going Out There" .

- Oversight of the school wide PSHE program, ensuring it equips pupils with the knowledge, understanding and skills to keep themselves safe.
- Listening and responding to general concerns raised by staff, pupils and parents.
- Establish and maintain robust self-evaluation mechanisms to audit and review the impact of child protection procedures at regular intervals

To aid colleagues in the Decision Making Process the following Flow-chart has been created, please consider this an extension from the earlier flow chart:



Key sources of related information and Child Protection Training

National Guidance for Child Protection in Scotland 2021 - [click here](#) to view.
This includes guidance on responding to concerns, greater detail on the signs of possible child abuse.

United Nations Convention on the Rights of the Child (UNCRC) - [click here](#) to view

Going Out There - Scottish trips and visits framework - [Click here](#) to view

Sexual Assault Self Referral Phone Service (NHS) - [Click Here](#) to view webpage

Fife Rape and Sexual Assault Centre (FRASAC) - [Click here](#) to view webpage

Responding to Young Peoples Experiences of Sexual violence (2020) - [click here](#) to view

Fife Council Child Protection Website - [click here](#) to view

Prevent Duty Guidance for Scotland - [click here](#) to view

Key school policies related to Child Protection

Promoting Positive Relationships, Behaviour and Expectations -This includes our Anti Bullying policy.

Self Harm and Suicide Prevention Strategy