

# COVID 19 Child Protection Briefing for Schools



## Concerns Identified by School Staff

With regard to concerns identified by school staff, child protection procedures remain largely unchanged. School staff should continue to follow existing child protection procedures:

- *Where a member of staff identifies a concern that a child or young person has suffered, or is at risk of suffering, significant harm, contact should be made immediately with one of the Child Protection Officers (CPO) for the school.*
- *Where a CPO is unavailable, contact should be made with school management.*
- *Contact should be by phone, or video conference, and not email. This is to avoid any delay in addressing the concern and replicates existing procedures regarding verbal reporting of initial concerns.*
- *The member of staff should follow up their verbal report by completing a written record of the concern (using the Child Concern Detailed Record form) and sending this by email to the CPO who will store it securely.*
- *If possible, the email should be sent via PKC Outlook, however if access to PKC Outlook is not available, individual Glow email accounts should be used with the email marked "Confidential". Once confirmation of receipt is received, the reporting staff member should delete the Child Concern Detailed Record form and any associated emails from their account.*

### The CPO should:

- *liaise with the Child Protection and Duty Team (CPDT) or allocated social worker as per existing procedures;*
- *complete any agreed follow-up actions;*
- *collate information and participate virtually in any IRD meetings;*
- *ensure that a written record of the concern is completed by the reporting staff member using the Child Concern Detailed Record Form;*
- *send an email acknowledgment to the reporting staff member reminding them to delete the record form and associated email;*
- *complete the Record Form detailing actions taken and should then store the form securely until it can be added to the Child Concern Folder;*
- *update any electronic chronologies or ensure that a written record is maintained for addition to handwritten chronologies at a later date.*

Headteachers should ensure that all staff have a list of contact details for school Child Protection Officers, along with instructions for what to do if contact cannot be made with a CPO or any member of school management. In this situation, as per existing procedures, staff members should make direct contact with Child Protection and Duty Team (01738 476768) for advice or call police (non-emergency) 101. In an emergency, call police using 999. Information should always be shared with a school CPO as soon as possible after any action taken.

## Concerns Which Are Not Generated by School Staff

- *To ensure a co-ordinated response to any child protection concerns generated by CPDT and/or Police Scotland, all initial communication from Child Protection and Duty Team regarding individual children will be directed through Catriona Scobbie, as a single point of contact via a daily morning phone call.*
- *Catriona Scobbie will then make contact by phone with the relevant schools using the numbers provided and, should it be required, school staff can then contact an identified member of staff within CPDT directly to discuss the reported concern and next steps.*
- *Higher level concerns that arise throughout the day will be addressed on an individual basis via the same procedure and schools will be notified of any requirement to provide information for IRD or child protection assessment purposes.*
- *Where initial contact with schools is required by Police Scotland, they will also utilise Catriona Scobbie as a single point of contact. Information will then be shared with schools as required and any follow-up actions can be undertaken.*
- *Where a concern has been received, and CPDT assessment deems no further action is required, the information will be shared with the school via an email to the NP mailbox. Schools should ensure that the mailbox is checked throughout the day.*
- *Where phone contact has been made with a school regarding a higher-level concern, Catriona Scobbie will send an email to the relevant QIO to inform them of the call.*
- *If contact cannot be made with the school, Catriona Scobbie will call the relevant QIO and discuss next steps.*
- *Should Catriona Scobbie be absent from work, the daily phone call and associated actions will be undertaken by another member of the central team.*

## Contact Information

**Catriona Scobbie**      Tel **07500 074347/07720 857567** • Email **CScobbie@pkc.gov.uk**

**Fiona MacKay**      Tel **07748 111185** • Email **FMacKay@pkc.gov.uk**

## Police Child Concerns

These will be processed as normal and sent to the NP mailbox for each school.

## Child Concern Folders

Please ensure that the information held centrally regarding the location of Child Concern Folders in your school is up-to-date.



Please ensure that printed chronologies are within each file. These should have been up-to-date at Christmas, so please print off any additional information for those files which have been active since then. This is particularly important when chronologies are not held electronically.

If information is required from schools, and it is held electronically, you may be asked to access those electronic files and share relevant information with police and social work. Should that be necessary, individual contact will be made with the appropriate headteacher, Depute Headteacher and/or CPO for the school.

## Inter-Agency Referral Discussions

These will take place via telephone or video conferencing until further notice. Where an IRD is required, schools will be informed of this at the earliest opportunity in order that information can be gathered and shared as required.

## Child Protection Case Conferences

At present, initial CPCCs will proceed as normal and families will be invited to be present or have their views represented.

A limit will be placed on the number of people attending CPCCs with families. Schools will be asked to submit a report in advance and a member of staff will be invited to attend the CPCC. Should illness and/or self-isolation result in the unavailability of an appropriate member of staff, a report will still be required, and this will be presented at the meeting, whenever possible, by a member of centrally based staff.

**As you are aware, this is a very dynamic situation and it may be that these arrangements will require amendment. Where this happens, schools will be informed of the required changes as quickly as possible.**

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

[www.pkc.gov.uk](http://www.pkc.gov.uk)

(PKC Design Team - 2019633)

