

# Child Protection Procedures



"It's everyone's job to make sure I'm ok"

**\*All staff and visitors should be aware of the below information\***

Where you have a Child Protection concern, please notify one of these Designated Members of Staff immediately:

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| <b>1. Sarah Oliver (PT Pupil Support)</b> |
| <b>2. Jonny Mitchell (HT)</b>             |
| <b>3. Colin Kerr (DHT)</b>                |

If all efforts to contact the above DMS have failed then you **MUST** immediately contact one of the core agencies below:

|   |                              |                               |
|---|------------------------------|-------------------------------|
| <b>SOCIAL WORK</b><br>Phone any of these three numbers and ask for Duty Child Protection Team | Bathgate Social Work         | <b>01506 284700</b>           |
|   | Broxburn Social Work         | <b>01506 284440 (opt 2)</b>   |
|   | Livingston Social Work       | <b>01506 282252</b>           |
| <b>SCET</b> (out of hours)  | Social Care Emergency Team   | <b>01506 281028 or 281029</b> |
| <b>POLICE</b>   | Public Protection Unit       | <b>01506 833835</b>           |
|   | Division Head Quarters       | <b>01506 431200</b>           |
| <b>HEALTH</b>   | Paediatrician on call for CP | <b>01506 524412</b>           |
|   | Out of hours                 | <b>0131 536 0000</b>          |

The core agency will provide you with advice including guidance on whether parents/carers can be notified. Please ensure any handwritten notes are signed and dated and passed to a DMS at the earliest opportunity.

Remember, if a child makes an allegation or disclosure:

**DO** listen, reassure and ask open-ended questions

**DON'T** promise confidentiality or ask leading questions