



Winchburgh Academy

Child Protection Policy & Framework

“Knowing what's right doesn't mean much unless you do what's right.”
— Theodore Roosevelt

2025

Introduction

Rationale

Winchburgh Academy strives to educate all young people within an environment where the traditions of learning, respect, ambition, kindness, respect, justice and community are promoted. We aim to safeguard and support the wellbeing and welfare of all the young people in our care by being proactive.

We will:

- Provide a positive whole school ethos based on positive relationships (see Our Academy Relationships Policy)
- Educate our young people through personal safety programmes to continuously develop their knowledge and skills
- Prevent bullying behaviour including equity, equality, tolerance and diversity through relevant policies and practice
- Build, design and evaluate health and well-being programmes (including education for personal and social development)
- Develop the key skills of young people including resilience
- Educate safe, appropriate and responsible use of internet, social media and all other technologies
- Work positively and in partnership with our key community members, particularly parents/carers and families.

We fully recognise that every adult within Our Academy has a role in ensuring the safety and well-being of young people. Our Academy staff members are in the strongest of positions to contribute to the safety and well-being of young people and will be continuously trained and upskilled to be aware of, act upon, challenge, minimise and prevent harm. They will work together, in line with West Lothian Council and Our Academy policy and frameworks to provide ongoing support, and to educate about risks and how these can be managed. All adults share the responsibility during both school hours and out of school hours in partnership with partner agencies/organisations as appropriate.

“Child protection” means protecting a child from abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood of risk of significant harm from abuse or neglect.

The designated person for child protection is the Principal Teacher of Pupil Support, Mrs. Oliver, and in her absence, the Head Teacher, Mr Mitchell, and/or the Depute Head Teacher, Mr. Kerr.

Recognising Abuse (physical, sexual, emotional) or Neglect.

Definition	Possible Indicators
May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or otherwise harming a child/young person. Can also be caused when a parent or carer feigns symptoms of, or deliberately causes, ill health to a child (Fabricated or induced illness).	Unexplained injuries or burns
	Improbable explanation for an injury
	Recurring ‘accidents’
	Untreated injuries
	Reluctance to discuss injuries
	Fear of returning home or chronic home avoidance

Emotional Abuse

Definition	Possible Indicators
Persistent behaviour that causes severe adverse effects on the young person's behaviour and emotional development and/or failure to provide for their basic emotional needs.	Constantly being put down, ridiculed, scapegoated
	Being treated differently from other young people in the family
	Extremes of excessive passivity and/or aggression or outbursts
	Lack of concentration

Sexual Abuse

Definition	Possible Indicators
Any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the young person consented or assented.	Behaviour changes – withdrawn, anxiety, isolation, depression
	Development or learning regression
	Anxiety associated with certain places or people
	Lack of trust or over familiarity and attention seeking
	Sexual knowledge and awareness beyond age
	Sexualised acting out with other children or toys
	Risk taking behaviours such as drug or alcohol misuse (and/or self-harm)

Neglect

Definition	Possible Indicators
Persistent failure to meet a child's basic physical or psychological needs, likely to result in serious impairment of the young person's health or development.	Always hungry
	Inappropriate clothing
	Health needs not being met
	Appointments not kept
	Poor personal hygiene
	Poor self-esteem
	Social isolation
	Left unattended or with inappropriate adults
	Poorly supervised

As a society, we are becoming increasingly aware of newer forms of child protection requirements which adults may be well placed to identify:

- Harmful traditional/cultural practices such as honour-base violence, forced marriage and Female Genitalia Mutilation (FGM)
- Child Sexual Exploitation
- Children/young people who are missing
- Child trafficking
- Online safety
- County lines drug transportation
- Being targeted because of who you are or who you are perceived to be

Our Academy is fully committed to the continuing professional learning of staff and adults regarding child protection. We continue to develop awareness in all staff and adults of the need for child protection and their responsibilities in identifying abuse through annual Child Protection training and ensuring that all staff are aware of referral procedures and frameworks within the school:

- We monitor young people who have been identified as 'at risk'
- We ensure that, where appropriate, outside agencies are involved
- We ensure that key concepts of child protection are integrated within the curriculum, especially within Pupil Support and Registration and Health & Well-being
- We create an ethos and environment where young people feel safe, secure, supported and have their viewpoints valued where they feel are encouraged to talk and are listened to
- We will ensure that every young person has at least one key, trusted adult who they can refer to (via self-referral systems and/or through Our Academy Pupil Support structure/strategies)

What staff/adults should do if they have a concern about a child's welfare or safety?

Any member of staff with an issue or concern relating to a child's safety should immediately discuss with Sarah Oliver (PT Pupil Support) or in her absence, another member of the Senior Leadership Team. *Allegations of child abuse must always be given the highest priority and referred immediately – do not wait until the end of the day.*

What should you do if a child discloses a possible child protection issue?

Pupils may make a disclosure to a member of staff with whom they have a good relationship (key/trusted adult). If this happens staff must follow the procedures below.

DO listen, reassure and ask open-ended questions. Make a careful note/record of what was said.

DON'T promise confidentiality or ask leading questions. Never carry out a full investigation yourself or gather photographic evidence and never promise confidentiality.

What next?

You must not enter into any discussion with the pupil but you must report it immediately to Sarah Oliver (PT Pupil Support) or, in her absence, another member of SLT.

Monitoring & Record Keeping

It is essential that accurate records are kept where there are concerns about the welfare of any child. These records are kept in line with West Lothian Council policy and are kept in secure, confidential files, which are separate from the child's school records (PPR). It is important to recognise that regulations do not authorise or require disclosure to parents/carers of any written information relating to child protection. However, the preferred practice is for parents to be informed of any referral being made (unless relating to sexual abuse).

All records and monitoring will be in line with West Lothian policy and procedures. Records and reports may be required for child protection case conferences or the criminal/civil courts. Consequently, records and reports should be factual (no opinions), non-judgemental (no assumptions), clear, accurate and relevant.

The role of the Designated Member(s) of Staff

- To ensure that all staff know that the PT Pupil Support is responsible (and in her absence, the HT and/or DHT) for child protection issues
- To raise awareness and confidence on child protection procedures and to ensure new staff are aware of these procedures
- To ensure that all staff know and have access to guidelines – required information posters in suitable areas of the school building and staff/visitor crib cards issued to all staff/visitors
- To refer promptly all cases of suspected child abuse to the local Social Work/Services Department in line with WLC policy and procedures
- To coordinate action where child abuse is suspected
- To attend case conferences or nominate an appropriate member of staff on his/her behalf
- Maintain records of case conferences and other sensitive information in a secure confidential files and to disseminate information about the child only on a 'need to know basis'
- To maintain and update as necessary the Child Protection Monitoring log.
- To know if any child from Winchburgh Academy is officially on the Child Protection
- Keep up to date with current practice by participating in training opportunities wherever possible
- To arrange and lead on Child Protection Training within the school
- To facilitate and support the development of whole school policy on Child Protection
- To pass on records and inform the key worker when a child is on the Child Protection Register leaves the school. The custodian of the register must also be informed

Protection of Professional Integrity

All staff should be aware that allegations of abuse can be made against them. The following advice is offered:

- Do maintain appropriate professional relationships with children and young people. Be aware of professional boundaries

- Do not believe that it cannot happen to you
- Do not rely on your good name to protect you
- As far as possible, arrange to see children/young people own when there are others around
- Always keep your hands to yourself except for care and safety
- Always use appropriate language
- Be mindful of other relevant policies
- If you are uncomfortable with what you are hearing or seeing in relation to a colleague, share this with your line manager or the Designated Member of Staff for Child Protection

Scotland' Children and Young People

'A Scotland in which every child matters, where every child, regardless of his or her family background, has the best possible start in life'

The following pages (WLC intranet) are extremely useful for finding out additional information about Child Protection policy, procedure, paperwork, record/file keeping, guidelines and CLPL opportunities.

<https://intranet.westlothian.gov.uk/article/72676/Child-Protection>

Policy Updated	June 2025
DSM	Mrs. Oliver (Mr. Mitchell & Mr. Kerr)

For all related CP support and guidance – click the link below to access WLC CP guidance, templates and CLPL.

