



GETTING IT RIGHT FOR EVERY CHILD
at
GORDONSTOUN

ESSENTIAL GUIDANCE

Gordonstoun provides an environment where everyone's wellbeing is protected and promoted; where all are safe, trusted, respected and valued; where appropriate support can be accessed immediately; and where everyone's viewpoint is taken seriously.

These brief notes of guidance summarise the essential points of the School's approach to promoting and safeguarding the wellbeing of children and young people.

getting
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WELLBEING AND CHILD PROTECTION POLICY:

Getting it right for every child at Gordonstoun

All children and young people have the right to be cared for, to be protected from harm and abuse, and to live and thrive in a safe environment in which their rights are respected and their needs met.

At Gordonstoun, our Wellbeing and Child Protection policy is based upon the GIRFEC approach and compliant with the Children and Young People's Act (Scotland) 2014, which includes making reference to the ongoing development of this legislation. GIRFEC involves early, proactive intervention in order to create a supportive environment for the children in our care and identify any additional support that may be required as early as possible. Under the Children and Young People (Scotland) Act 2014, Gordonstoun provides a Named Person service for every child or young person in the school's care. Families can opt out of the service this provides, though it will always remain available as a means of co-ordinating support effectively.

At Gordonstoun, it is our policy to ensure that wellbeing concerns are identified early and appropriate measures taken to support the child or young person about whom concerns have been expressed.

DEFINITIONS

In line with the UN Convention on the Rights of the Child and Scottish Law, the School works on the basis that we have legal responsibilities for the welfare of children and young people up to the age of 18. Pupils aged 18 or over are legally adults. Within the School context, however, we continue to take pastoral responsibility for the wellbeing and welfare of all students enrolled in the School.

THE TEAM AROUND THE CHILD

Gordonstoun recognises, in accordance with best practice and the Scottish Government guidance, that the wellbeing and welfare of children and young people depends upon **co-ordinated, positive support processes being facilitated by all adults around a child**. The full network of support around a child or young person at Gordonstoun is represented in the diagram below. Any and all of these key supportive individuals or pastoral teams will be involved as required, to ensure the wellbeing and welfare of the children and young people in our care is assured.



Central to these processes is a commitment to ensuring the child/young person and their family are involved fully and consulted at every stage in the co-ordination of support and planning.

The GIRFEC tools are used regularly in internal **Wellbeing Review Meetings** for purposes of planning care and support around a child. These meetings result in the development of a single agency child's planning document, which includes specified desired outcomes and linked, individually assigned actions for the team around the child. Parents and the child/young person are always invited to contribute to wellbeing assessments and plans. The Headmaster, Principal and Chair of the Board of Governors are informed of concerns as appropriate.

WHAT IS A WELLBEING CONCERN?

A child or young person has a wellbeing need if their wellbeing is, or is at risk of, being adversely affected by any matter.

A wellbeing concern may be identified by the child or young person, or by anyone who knows or supports the child or young person, and can be identified for many reasons, such as (but not limited to) the following:

- a) child or young person may be worried, anxious or upset about an event/set of circumstances, including socio-economic circumstances;
- b) parent/carer/family member or member of the pastoral team may have noticed a change in the child or young person's behaviour, demeanour or developmental progress;
- c) parent/carer/member of the pastoral team may have concerns about the impact of an event/ set of circumstances;
- d) member of school staff/professional or practitioner from a support service may have concerns for a child or young person's health, or may have noticed a change in their behaviour, demeanour, progress or achievement;

A wellbeing concern will arise from observation or assessment which indicates that one or more aspects of wellbeing is, or is at risk of being, adversely affected. Professional judgement based on experience, training and information about the child or young person, and their circumstances, will be key to identifying wellbeing concerns.

In some cases a single observation or incident may be judged to represent a risk to wellbeing and be considered a concern. In other cases the context of the observation or assessment, and wider knowledge of the child's general wellbeing and circumstances may either heighten or reduce the concern.

The nature of the concern will be specific to the individual child, their age, stage of development and circumstances, so what represents a wellbeing concern for one child, may not be judged a concern for another child.

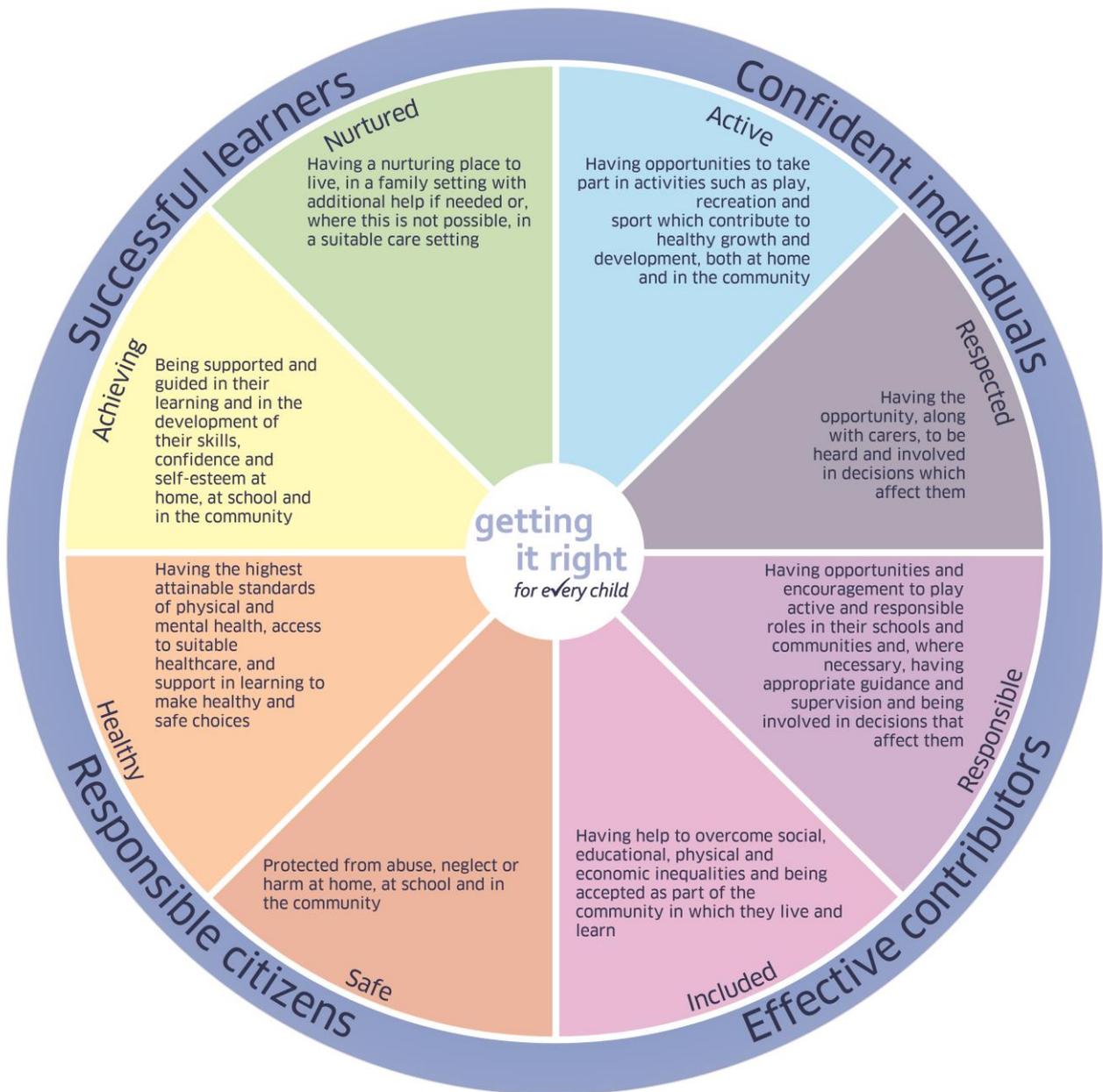
PROCEDURE: HOW DO WE IDENTIFY WELLBEING CONCERNS?

The Wellbeing Indicators

To support staff in identifying wellbeing concerns, eight indicators of wellbeing have been identified as areas in which children and young people need to progress in order to do well, now and in the future.

The Wellbeing Indicators are an important part of the GIRFEC national practice model and should be used by staff at Gordonstoun consciously and overtly when

- a. Identifying a wellbeing concern
- b. Discussing wellbeing with children, young people, parents/carers and other professionals



CHILD PROTECTION POLICY AT GORDONSTOUN

What is the connection between wellbeing and child protection?

Wellbeing and Welfare

Welfare, as it relates to children and young people, is a term that is often used in the context of identifying a need for compulsory intervention from social services in response to child protection concerns. In terms of the Scottish Government policy on children and families, welfare and wellbeing are different, in that wellbeing is a broader, more holistic concept.

Links between welfare and wellbeing exist across the eight wellbeing indicators, and while a child protection response may be required to make sure a child is safe and their immediate welfare needs are addressed, **child protection is not something which sits separately from wellbeing.**

A series of low level indicators of wellbeing need (whether obviously related or not) taken together can amount to a child protection issue.

Child protection requires taking immediate action to safeguard a child where an assessment indicates that the child may be at risk of significant harm or neglect. The child's wider wellbeing should also be assessed to ensure their current and future holistic needs are considered.

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

All staff who work and/or come into contact with children and their families have a role to play in child protection. **It is the policy at Gordonstoun that all child protection concerns must be reported promptly to the designated Child Protection Lead, who will report onwards to outside agencies (Social Care and/or Police), as appropriate.**

Staff responsibility will range from identifying and sharing wellbeing as well as child protection concerns about a child or young person, to making an active contribution to supporting the child or young person and their family. The core principles, values and shared standards of practice that form the foundation for effective, collaborative wellbeing support under GIRFEC extend to underpin child protection principles and practice at Gordonstoun, **with the overriding principle being the requirement to recognise and report possible abuse appropriately and immediately, in order to safeguard and protect the children and young people in our care.**

ASSESSMENT OF CHILD PROTECTION RISK

What is the connection between wellbeing and child protection?

Child protection is closely linked to the risk of significant harm. 'Significant harm' is a complex matter and subject to professional judgement based on a multi-agency assessment of the circumstances of the child and their family.

Where there are concerns about harm, abuse (physical, emotional or sexual) or neglect, these must be shared by staff at Gordonstoun with the relevant agencies, so that they can decide together whether the harm is, or is likely to be, significant.

Significant harm can result from a specific incident, a series of incidents or an accumulation of concerns over a period of time. It is essential that when considering the presence or likelihood of significant harm that the impact (or potential impact) on the child takes priority and not simply the alleged abusive behaviour. The reactions, perceptions, wishes and feelings of the child/young person must also be considered, with account taken of their age and level of understanding. It is important to listen to what children/young people say, as well as to bear in mind that children/young people may have a strong desire to be loyal to their parents, carers or - especially in a boarding establishment - a member of staff who may also hold some power over the child. Steps must be taken to ensure that any accounts of adverse experiences given by children/young people are accurate and complete, and that they are recorded fully.

Gordonstoun works very closely with the Locality Wellbeing Officer and the Public Protection Unit (which includes child protection experts from the police, social work and health) to seek advice immediately regarding wellbeing and child protection risk assessment, and to communicate any information that may pertain to the protection of children/young people from harm. Details of this, and relevant contact numbers, are on page 16 of this booklet.

CHILD PROTECTION PROCEDURES AT GORDONSTOUN

Role of Staff at Gordonstoun

Teachers and pastoral staff at Gordonstoun have significant day-to-day contact with children and young people and so are well placed to observe physical and psychological changes in a child that could indicate abuse, and to contribute to the assessment of vulnerable children. School staff may be the first to be aware that families are experiencing difficulties, especially given the close relationships that can build up between the child/young person and the house team caring for them while they are at school. Staff should be alert to signs that a child may be being abused. (A list of indicators of possible abuse can be found in Appendix 8 of the Wellbeing and Child Protection Policy and Procedures document, located in Pastoral/Child Protection in Staff Resources on the school intranet system and in offices of staff managers.)

When a member of staff has reason to believe that a child's safety is compromised or they are suffering or are likely to suffer significant harm, that member of staff must share these concerns with the school's Wellbeing and Child Protection Co-ordinator as soon as possible, on the same working day as the concern arises, and record this referral using the School systems. If a member of staff does not feel comfortable reporting to school staff, they must report directly to the Child Protection team within the local authority. Staff are informed of these alternative reporting routes at induction and in child protection training. All relevant numbers are published in this information booklet, in the Pastoral/Child Protection folder on Staff Resources and posted around the School.

A member of staff who is concerned about a child in these circumstances must inform the Wellbeing and Child Protection Co-ordinator that the child appears to have concerns regarding possible abuse. These concerns will be reported on appropriately, to Police, Social Work or Health as necessary, to ensure concerns and reports of abuse are dealt with immediately and with the child or young person's best interests at the centre.

Any information, allegation or complaint against a member of staff about possible child abuse must be taken seriously and acted on. Where it is clear that the initial information suggests possible child abuse or a criminal offence against a child, the police will be asked to investigate and the procedures outlined in the School Wellbeing and Child Protection Guidance and in the school's Disciplinary Policy will be followed. All members of staff sign a Code of Conduct which makes it clear that any breach of this code including failure to report any concern about a member of staff behaving inappropriately with a child or young person to the Wellbeing Child Protection Co-ordinator could be regarded as gross misconduct. The sanction for gross misconduct is dismissal. Adherence to this Code of Conduct is included within every employee's contract.

CHILD PROTECTION PROCEDURES AT GORDONSTOUN

What to do if a member of staff has concerns or a child tells of abuse

1. Listen sympathetically and with care.
2. Reassure the child that he/she is not to blame.
3. Do not show disbelief.
4. Do not give a guarantee of confidentiality.
5. Take the allegation seriously.
6. Affirm the child's feelings as expressed
7. Avoid being judgemental about the information
8. Refer to the Wellbeing and Child Protection Co-ordinator, making appropriate use of the Wellbeing Information Sharing System to facilitate the accurate recording and reporting of concerns.

If the child draws back from speaking to the staff member, the child should be informed of the possibility of making a private and confidential telephone call to ChildLine on 0800 1111.

CHECKLIST FOR STAFF

RECOGNISE when the child's behaviour/demeanour is a cause for concern;

RESPOND to the person expressing the concern;

REPORT the matter to the Wellbeing and Child Protection Co-ordinator or Named Person on the same working day;

RECORD in detail what has been disclosed, including what was seen and heard, and the time. Record signs of physical injury or other signs of distress in clear detail. Record contemporaneously any comment by the child about an incident or how an injury occurred, quoting words actually used, making appropriate use of the Wellbeing Information Sharing System. This ensures the School has a secure, dated, individualised record.

INFORMATION SHARING AND RECORDING

Policy and Procedures at Gordonstoun

Sharing appropriate information is an essential component of promoting, supporting and safeguarding the wellbeing of children. To secure the best outcomes for children, staff at Gordonstoun are trained to understand when and with whom it is appropriate to seek or share information, how much information to share and what to do with that information. This applies not only between different agencies, but also within the School. At the same time, children and their families have a right to know when information about them is being shared. Where possible, their consent will be sought, unless doing so would increase the risk to a child or others, or prejudice any current or subsequent criminal investigation.

Privacy and confidentiality are governed by legal provisions that aim to safeguard personal information, particularly the:

- Children and Young People (Scotland) Act 2014.
- UN Convention on the Rights of the Child (1989).
- Human Rights Act 1998.
- Data Protection Act 1998 and the General Data Protection Regulation (to come into force 2018)
- Professional Codes of Conduct, including the Gordonstoun Code of Conduct signed by all members of staff employed.

With regard to information held and shared that is relevant to a child or young person's wellbeing and welfare, Gordonstoun operates on the basis of the simple general principle: 'Nothing about me, without me'. Students are encouraged to talk about their concerns and are given the opportunity to participate in planning around how their needs are met, their rights protected, their development nurtured and information about them is held and shared.

Because of the responsibilities they have to children in their care, staff at Gordonstoun never give an absolute guarantee of confidentiality to an adult or a child. The member of staff will not be dismissive and will seek to retain the child's trust by explaining that, whilst every effort will be made to respect a desire for confidentiality, if there are serious concerns about a child's wellbeing and protection, it will be necessary for that information to be passed on to the appropriate authorities. It can be encouraging to reassure those seeking advice that the staff at Gordonstoun are trained not to breach confidence without letting that person - child, young person or adult - know that they must do so. It may be necessary and legal, however, to share information without consent if there is a risk of significant harm.

INFORMATION SHARING AND RECORDING

Policy and Procedures at Gordonstoun

Staff at Gordonstoun are also trained, in accordance with laws of confidentiality and consent, that when a child has sufficient capacity to make a decision then it is important to respect the child's privacy and not disclose (perhaps even to a parent) any information that the child would wish to be kept in confidence. The School is committed, however, to ensuring that every effort will always be made to involve parents, and will undertake to share information with parents pertaining to their child's wellbeing under the requirements of the Act. The School always encourages children/young people to communicate transparently with their parents.

At Gordonstoun, only information that is relevant to promoting, supporting or safeguarding the wellbeing and welfare of a child/young person will be sought, held or shared.

If any concerns arise that the child may be at risk of significant harm, child protection procedures must be followed immediately and Police and/or Social Work contacted without delay. To guarantee this, staff will follow the school child protection procedure detailed above. Direct line numbers to Police/Social Work are also supplied on page 16.



THE GORDONSTOUN WELLBEING INFORMATION SHARING SYSTEM (WISS)

The need for appropriate records to be kept of information sharing and decisions made about further sharing is met through the Gordonstoun Wellbeing Information Sharing System (WISS), which has been developed by the School to require specific justifications for all information sharing, and for bespoke sharing, which will be done with the knowledge of the Named Person.

System access controls are in place on the Wellbeing Information Sharing System to ensure only appropriate information is shared. All wellbeing records need to be assigned visibility permission levels that are increasingly restricted, with data sharing tests applied at every stage. Security procedures are in place for the Wellbeing Information Sharing System, including a user password protected double log-in process (staff log onto the school intranet and log separately into the Wellbeing and Information Sharing System); access being restricted to particular machines that have been risk assessed by IT Services; a 'timing out' facility embedded into the programme; staff seeing only what their visibility level allows. These visibility levels are regularly discussed and risk assessed by the Named Person, the Wellbeing and Child Protection Co-ordinator and the Director of IT Services, who is the School's Data Controller. They are set according to the pastoral relevance of staff forming the team around the child.

Information shared with the Named Person by health services is stored safely and securely within the Wellbeing and Information Sharing System, using the system access controls detailed above. A process of auditing and monitoring use of the Wellbeing and Information Sharing System has been established. This involves annual review of selected wellbeing files by the School Executive and appointed Wellbeing and Child Protection Governor. This audit is recorded formally and is used to feed into staff training and development of the WISS, to improve outcomes for the child/young person. Periodic audits will also be undertaken as part of Care Inspectorate visits.

IN SUMMARY

Procedures and guidance cannot in themselves protect children: a competent, skilled and confident workforce (together with a vigilant public) can and must protect children from abuse.

ALL members of staff at Gordonstoun have a moral and legal responsibility to maintain a high level of vigilance and training with regard to child protection awareness and reporting protocols. They must report child protection concerns immediately.

WHAT TO DO IF A STUDENT SHARES A CONCERN, MAKES A DISCLOSURE OR ALLEGATION

Take the allegation seriously and support the student.

Do not promise confidentiality (if the student decides not to continue, you should still seek advice).

Ask **open-ended questions** to get basic information. (When did it happen? Where did it happen? What happened? Who was involved?)

Do not investigate yourself.

Observe the student's behaviour and demeanour.

Record and **report** in detail what you have seen and heard using the Gordonstoun Wellbeing Information Sharing System if possible, trying to record the **actual words used**.

Alert the Wellbeing and Child Protection Co-ordinator, using the Gordonstoun Wellbeing Information Sharing System if possible.

Alert the Wellbeing and Child Protection Co-ordinator immediately and directly, if your concerns are of an urgent nature.

Child Protection Co-ordinator: Pete Richardson

Email: richardsonp@gordonstoun.org.uk

Phone: School ext 5106 or 01343 837776

Mobile: 07795 197099

Named Person Senior School: Karen MacGregor

Email: macgregork@gordonstoun.org.uk

Phone: School ext 5014 or 01343 837944 Mobile: 07917 448 737

Named Person Junior School: Robert McVean

Email: mcveanr@gordonstoun.org.uk

Phone: School ext 5041 or 01343 837971 Mobile: 07917 448 737

The Wellbeing Governor: Mrs Anne Pollock

Phone: 01340 810770

If you have concerns about a child and wish to report outside the School, please contact:

Child Protection Moray Council

557222 (office hours)

03457 565 656 (Social Work Emergency Out of Hours)

Police Scotland:101

REMEMBER!

1. Report any and every concern you have about the safety of a child or young person, or information shared with you that causes concern, immediately.
 2. If you have a concern about a child or about an incident, share this concern via the Wellbeing Information Sharing System, or speak directly to a relevant member of the pastoral staff, your line manager or the Wellbeing and Child Protection Co-ordinator.
 3. Treat all people with respect and in particular remember their right to personal privacy without compromising their safety.
 4. Be aware of the signs of abuse and report any allegations or indications of abuse immediately.
 5. Listen sympathetically and take what a child or young person tells you seriously.
 6. Choose the language you use carefully to avoid any chance of misinterpretation.
 7. Avoid physical contact with students, unless it is appropriate as part of your responsibilities.
 8. If restraint is necessary in order to ensure a child or young person remains safe, this should be at the minimal level possible.
 9. Try to minimise the occasions when you are working alone with a child or young person, and always follow the wellbeing and child protection guidelines.
 10. Be aware of how your actions may be viewed by others and ensure that your actions are fair, reasonable, proportionate, safe and applied equitably.
 11. Ensure that any online communication with children and young people is solely through the school systems.
 12. In order to protect your own and the School's reputation, please consider carefully all aspects of your online profile.
 13. Report any unwelcome attention or correspondence.
 14. Be aware of the law on Breach of Trust - any relationship with a child or young person of a sexual nature is a criminal offence. Police will be informed of any concerns reported that are linked with past or present breach of trust.
 15. Ensure that all activities you run involving children or young people are appropriately risk assessed.
- Ensure you read, sign and UNDERSTAND FULLY the Staff Code of Conduct, and this Essential Guidance document.

REMEMBER!

1. Do not delay in reporting any and all concerns appropriately, whoever might be involved and whatever the concern might be.
2. Do not indulge in any inappropriate behaviour involving a child or young person, or make remarks open to misinterpretation, particularly of a sexual nature.
3. Do not ask leading questions or investigate an allegation yourself.
4. Do not promise to keep anything secret.
5. Do not allow yourself to be drawn in to inappropriate behaviour (such as fun fights or horseplay).
6. Do not interact with a current child or young person via any form of social media.
7. Do not take, display or use photographs of students without their permission, or store images of children and young people on personal devices.
8. Do not agree to give any medication to children or young people unless you have specific permission to do so. This must then be recorded as per the School's policies and procedures.
9. Do not share private information inappropriately.
10. Do not delay in responding appropriately and with due care to a child or young person's concerns, or to any concern regarding their safety: you are in a position of trust and you must respond to and report any concerns immediately.

PROTECTING CHILDREN TEAM AT MORAY COUNCIL

Work relating to Child Protection Investigations and Youth Justice is now picked up by the Protecting Children Team. The team is based at the Public Protection Unit, Elgin, and at Beechbrae Learning Centre, Elgin. Child Protection referrals or queries are made through the Triage Team. The Protecting Children Team has a remit to undertake assessment and casework, but also cover preventative and early intervention work. Often this work will be part of a multi-agency approach and will take place within schools and local communities. The Public Protection Unit consists of Social Workers, Police Officers and Health professionals who work together and are experienced in working with children, young people and their families on child protection matters. At all times during the investigation the safety and wellbeing of the child is the most important issue.

Triage Team: 01343 563900

Protecting Children Team: 01343 554370

www.moray.gov.uk

If you have concerns about a child and wish to report outside Gordonstoun please contact:

01343 557222 (during office hours)

03457 565 656 (Social Work Emergency Out of Hours)

Police Scotland: 101



GORDONSTOUN