

Wellbeing and Child Protection flow chart

All staff have a responsibility to listen to and promote the child or young person's voice

NOTICE — CHECK — SHARE

Help to protect from all forms of abuse
Promote health, development and wellbeing

Staff should be aware that many factors may adversely affect the wellbeing, happiness or potential of a child.
Try to notice all changes in usual behaviour and any indicators of risk

Risk Indicators have been defined by the Scottish Government in the Scottish Government National Guidance for Child Protection in Scotland, 2021 (updated 2023)

All staff are responsible for the safety of children and young people on school trips
Designated staff are responsible during each trip for the overall child wellbeing and protection

Parents should feel able to raise concerns about safety and wellbeing.

If a child discloses a possible **child protection issue**— please respond appropriately.

React **calmly, listen** to the child. Do not give a guarantee of confidentiality

Keep questions to the absolute minimum.
Ensure a clear and accurate understanding of what has been said— by using open-ended, non-leading questions, e.g. What happened? Where did it happen? When did it happen? Who did it?

Once you have listened to the young person—contact the CPC on **07435 756 936**
as a matter of urgency

The CPC is **Mr Danny Rowlands, Deputy Head Wellbeing**

The Pupil Support Leadership Team can also be contacted—if the CPC is not available:

Mr William Ogilvie-Jones, Assistant Head Pupil Support
Deputy Child Protection Coordinator (DCPC)
Mr Huw Jones, Head Rev Nick Blair, Chaplain
Mrs Sonja McLean, Senior Charge Nurse

If there is no senior manager available please pass your concerns to one of the core agencies.
The process for this in Edinburgh is via Social Care Direct on **0131 200 2327** for children
and **0131 200 2324** for adults

When informed of a Child Protection Concern—the CPC or DCPC will
immediately inform **Social Care Direct**, the **Police**,
the **Care Inspectorate** and the **Child Protection Liaison Governor**

The CPC/DCPC will keep 3SYS records of concerns about a child ensuring that all such records
are kept confidentially and securely, in accordance with the School's Privacy Policy.

**Decisions regarding when parents are informed of a CP case will be made by
Social Services or the Police.**