



Inclusion
Castlemilk High School

Child Protection and Safeguarding Information for visitors



Child Protection

Welcome to Castlemilk High School. We hope you enjoy your time in our school. At the heart of our actions is the need to support all our young people and to ensure they are safe, happy and able to achieve their potential.

This leaflet is intended to support you in the event that you experience any cause for concern with regard to the wellbeing of our young people.

The Child Protection Coordinator in Castlemilk High School is Depute Head Teacher, **Mr Ross McPherson**. In Mr McPherson's absence, the Depute Child Protection Coordinators are the Head Teachers, **Mrs Lynn Gibson** and **Mr Hugh Waugh**.



Mr McPherson



Mrs Gibson



Mr Waugh

Procedures for Visitors at Castlemilk High School

- All visitors must sign in at the main reception
- All visitors will be issued with an appropriate badge which must be displayed at all times whilst in the school building or grounds.
- All visitors must sign out at the main reception

What to do if you are worried about a child

You may have a concern because of:

- Something a child says
- Marks or bruising on a child
- Changes in a child's behaviour or demeanour
- A specific incident you see or hear about
- A variety of minor concerns which put together give rise to a concern.
- Adults behaviour/circumstances that place a young person at risk of harm.

Please report your concerns immediately to the Head Teacher or Depute Head Teachers.

What to do if a Child discloses information to you

A child disclosing information can be alarming and upsetting, but it is important you know what to do in such an eventuality and for you to stay calm and controlled.

- Listen carefully to the child
- Do not show shock or disbelief
- Do not promise confidentiality. Reassure the child but do not make promises that you are unable to keep.
- Reassure the child that you will tell Mr McPherson, Mrs Gibson or Mr Waugh who will be able to help them.
- Do not under any circumstances interrogate or ask leading questions.
- Reassure the child that it was right for them to tell.

Other Important Guidance

Avoid physical contact with children unless you are preventing them from immediately harming themselves or others

- It is best not to do anything for a child that he or she can do for themselves
- Inform the Head Teacher or Depute Head Teachers if a child touches you or speaks to you inappropriately.
- Words and actions may be misunderstood: do not make suggestive remarks, gesture, or tell inappropriate jokes

Next Steps

- You will need to fill in a copy of MC57—Appendix 3 Record of Concern.
- Complete this as soon as possible while information is fresh in your mind.
- Return App 3 to Child Protection Coordinator
- Situations like this can cause great stress. Please speak to CP coordinator if you require support.

Thank you on behalf of our young people for your diligent support to their welfare.

Castlemik High School

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