

Midlothian Education Communities and Economies Child Protection: Key Contact Numbers



REMEMBER: KEEP A RECORD OF ALL CALLS

SOCIAL WORK – CHILDREN & FAMILIES

Contact Centre
0131 271 6674

After hours, week-ends and public holidays
Emergency Social Work Service
Freephone: 0800 731 6969

Make sure you inform the duty officer that you are making a child protection enquiry

POLICE

Public Protection Unit
Dalkeith Police Station
0131 561 6121 / 0131 561 6138

After hours, week-end and public holidays
Police Scotland 101 or 999 in an emergency

HEALTH

Paediatrician On-call for Child Protection
0131 446 4123

After hours, week-end and public holidays
0131 536 0000

Ask for the 'Paediatrician on call for Child Protection'

GENERAL ADVICE AND TRAINING

For all general advice on child protection issues contact the Early Intervention and Prevention Team at Midlothian Children and Families Centre - **0131 271 3413**.

For further information or training contact Beverley Thompson, Safeguarding Training and Policy Development Officer, Beverley.thompson@midlothian.gov.uk

East and Midlothian Public Protection website at <http://emppc.org.uk/home/>

EAST & MIDLOTHIAN LEAD OFFICER FOR CHILD PROTECTION

Leigh Taylor, Public Protection Office, Brunton Hall, Ladywell Way, Musselburgh, EH21 6AF
0131 6535155, Ltaylor2@eastlothian.gcsx.gov.uk or Leigh.taylor@midlothian.gov.uk

Cuiken Primary School /Nursery Child Protection Procedures



The Designated Member of Staff (DMS) for Child Protection for School is Claire Bond

The Deputy Designated Member of Staff for Child Protection is Kimberley Hughes/Karen Hancock

Child Protection Procedures for all Staff and Volunteers

We fully adhere to the processes and procedures contained within Edinburgh and Lothian's Inter Agency Child Protection Procedures 2015. **Accessible via the East and Midlothian Public Protection Website www.emppc.org.uk**

Responding to Concerns

Wellbeing / Child Protection concerns may arise in the following circumstances:

- through observation of the child's behaviour or appearance, or comments the child has made;
- by a child telling a member of staff they have been abused or feel unsafe;
- through a third party, this could be another pupil, a parent or carer or member of the public;
- by letter or phone call, which may be anonymous.

Raising a Concern/Complaint

Any concerns of complaints should be raised in the first instance with the Head Teacher.



Midlothian Guidelines for Responding

The role of school/nursery staff is to **recognise, respond, report and record:**

- **Recognise** when the child's behaviour and demeanour is a cause for concern and **respond**.
- **Report** concerns immediately to the DMS for CP.
- **Record** what you have seen and heard, and when, using the child's own words where possible.

Procedures for dealing with a disclosure

- Listen with care and take the allegation seriously.
- Do not give a guarantee of confidentiality.
- Use open ended questions to establish the basic facts - **Who, What, Where and When**, then STOP.
- Reassure the child that you know it is not their fault
- Tell the child that the DMS will have to be informed
- Report **immediately** to the DMS for CP or in his or her absence the Depute DMS
- Record.

If you are on your own, don't delay, phone Social Work, Police or Health yourself (Contact Numbers overleaf).