

11.0 CHILD PROTECTION

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Mission Statement

The International School Aberdeen (ISA) is committed to safeguarding the welfare of all students. We recognise our responsibility to take all reasonable steps to promote safe practice, to recognise and actively consider potential risks to children, and to protect children from exploitation and abuse.

11.10 The Legal Framework

In attempting to fulfil its obligations and responsibilities in relation to child protection, ISA has taken into account the following legislative and national practice issues.

1. Duty of care

The National Guidance for Child Protection in Scotland 2014 in relation to the Children and Young People (Scotland) Act 2014 states that “Child protection is the responsibility of all who work with children and families, regardless of whether that work brings them into direct contact with children. All workers should be fully informed of the impact of adult behaviour on children and of their responsibilities in respect of keeping children safe.” ISA recognises that it is therefore under a positive duty to safeguard the welfare of all children who attend the School. The definition of “children” includes all students who attend ISA, ages 3 – 19.

2. Preventing unsuitable persons from working with children

Legislation on managing adults who may pose a risk to children is included in the Criminal Justice and Licensing (Scotland) Act 2010 & 2016 and The Protection of Vulnerable Groups (Scotland) Act 2007. ISA recognises the need to have recruitment and selection procedures for both staff and volunteers that will uphold the requirements of legislation.

3. Criminal Liability

The Criminal Justice and Licensing (Scotland) Act 2010 provides for an offence of ‘threatening and abusive behaviour’. “It provides that it is an offence for a person to behave in a threatening or abusive manner towards someone if that behaviour would be such as to be likely to cause a reasonable person to feel fear or alarm.”* (*National Guidance for Child Protection in Scotland 2014*)

ISA notes its obligations under this piece of legislation and recognises the importance of developing a culture of ‘risk awareness’ amongst its staff and volunteers.

4. National ‘good practice guidance’ in relation to child protection.

ISA is committed to ensuring that its Child Protection policy takes into account national ‘good practice’ recommendations.

The School works under the guidance of the GIRFEC (Getting It Right For Every Child) policy, the National Framework for Child Protection learning and development in Scotland 2014, the National Guidance for Child Protection in Scotland 2014, and the SCIS framework for the guidance and wellbeing on Child Protection.

11.20 Recruitment and Selection of Paid Staff and Volunteers

11.20.1 Recommended Good Practice

ISA is committed to the development of best practice in relation to the recruitment of paid staff and volunteers. Current national guidance advises that organisations should have in place clear, consistent and equitable recruitment procedures that include:

- (a) Job descriptions for paid workers;
- (b) Application form for paid workers;
- (c) A request for references from at least 2 referees;
- (d) Interviews;
- (e) Disclosure Scotland Protection of Vulnerable Groups (PVG) Membership for those individuals working with children.

Note: The accepted view is that undertaking a PVG Membership application (step e) should only proceed once steps (a) to (d) have been completed and the School wishes to make an appointment but prior to the individual commencing employment.

The PVG Scheme will ensure that those who either have regular contact with vulnerable groups through the workplace, or who are otherwise in regulated work, do not have a history of abusive behaviour. It will exclude people who are known to be unsuitable, on the basis of past behaviour, from working with children and/or protected adults and detect those who become unsuitable while in the workplace.

11.20.2 Recruitment and Checking of Future Staff and Volunteers

The above-recommended procedure will be applied to the recruitment of all new staff and volunteers who undertake one or a number of the following roles:

Administrators, faculty members, classroom aides, support staff, lifeguards, regular parent volunteers, non-faculty coaches, student early year practitioners, and activity advisors.

Where a position requires Disclosure Scotland PVG Membership, this will be made clear on all relevant documentation relating to the above posts.

11.20.3 Level of Criminal Record (Disclosure) Checks

Disclosure Scotland Protection of Vulnerable Groups (PVG) Membership (and/or Scheme Record information for Existing PVG Members) Applications will be requested for all paid staff and volunteers who work in the roles listed in section 11.20.2. The Scheme record disclosure is issued under Section 52 of The Protection of Vulnerable Groups (Scotland) Act 2007.

Vetting Information disclosed on the issued certificates of PVG membership includes Convictions, Cautions, Prescribed Court Orders & Sex Offenders Notification Requirements, and Other Relevant Information.

The costs of Applications for Membership of the PVG Scheme and/or Existing Member Scheme Record information will be met by ISA.

11.20.4 Retrospective Checking of Current Staff and Volunteers

Disclosure Scotland continuously updates the collection of vetting information about an individual after the initial disclosure check has been made so that new information indicating that the person might be unsuitable can be acted upon.

If an employed member of staff or volunteer, who is by default a member of the PVG Scheme, is placed under consideration for listing or barred, both the individual and the School would be notified by Disclosure Scotland. Under these circumstances, it is no longer considered necessary for the School to carry out retrospective PVG record checking of staff and volunteers.

CROSS REFERENCE: 5.20.2 Disclosure Scotland PVG Scheme
 11.20.1 Recommended Good Practice
 11.20.2 Recruitment and Checking of Future Staff and Volunteers
 11.20.3 Level of Criminal Record (Disclosure) Checks

11.20.5 Managing the Recruitment and Vetting Process

The Head of School is responsible for managing the recruitment and the vetting process for staff and volunteers.

11.20.6 Managing Disclosure Information

This policy is detailed in Appendix 1. See also Section 11.40.7.

11.20.7 Recruitment of Ex-Offenders

This policy is detailed in Appendix 2.

11.30 Promoting Safe Practice

11.30.1 Policies

ISA has developed a detailed policy for all those involved in the School. The policy gives guidance on how to develop and maintain safe, supportive relationships between children and adults involved in ISA activities.

On joining ISA, staff and volunteers are given a copy of the Code and are expected, as a minimum requirement, to familiarise themselves with its content (Appendix 3).

11.30.2 Adult/Child Ratios

ISA endeavours to ensure the following recommended adult/child ratios for in-school activities:

Age	Ratio
3 to 5	1 adult to 8 children
5 to 8	1 adult to 20 children
8 to 18	1 adult to 30 children

CROSS REFERENCE: 7.70.1 Class Size

11.30.3 Individual Health, Medical, and/or Special Dietary Needs

On joining ISA, parents are asked to complete paperwork regarding the health, medical or special dietary needs of their child. It is ISA's policy that parents must provide relevant information that is requested via the Confidential Medical Record and Emergency Card.

11.30.4 Incidents occurring during School Activities

If, during any ISA activity, there is an incident that requires emergency medical treatment and the child's parent is not present, an ambulance will be called. An appropriate adult, who will remain with the child until the parent/carer arrives, will accompany the student in the ambulance. **In exceptional circumstances, a child may be taken to the hospital in a staff/volunteer's car, but at least one staff member and one first aider must accompany the child. In general, the School Nurse and one other staff member will accompany the child.** Details of medical incidents must be recorded on an Incident Report Form and reported to the School Nurse, Health & Safety Officer, and Head of School.

Incidents of a non-medical nature should also be noted in the Incident Report Form. Such incidents may include where someone falls, rips their clothes, or individuals making physical contact with one another, i.e. pushing, hitting, etc.

11.30.5 Managing Intimate Care Needs

Intimate care commonly involves meeting toileting and medication needs.

Toileting:

It is ISA's policy that intimate care needs must normally be met by the child's parent and that all Pre-School children should be able to use the toilet without assistance before starting school; the exception being that any child who becomes ill or has an accident is appropriately cared for by the staff. Written consent is requested from the parents of Pre-School students before starting school (see **Appendix 10**). For all other students, if such an occasion arose, a telephone call would be placed to the parent. In the meantime, so that a child is not left in soiled clothing, the School Nurse, accompanied by a chaperone, would arrange a change of clothing and administer appropriate care.

Medication:

Medication should be given at home whenever possible. No drugs should be administered unless the appropriate documentation has been completed. If the School Nurse is not available to give medication, the child's parent/guardian must be called to come into school to administer the medication to any child under the age of 16. Medication can also be given by staff members who have completed and been signed off in their training. **Appendix 4** contains the medication protocols and authorisation forms.

Medication Record Keeping:

The procedure for administration of medication to a student must be logged appropriately on the School Nurse's electronic SNAP System.

11.30.6 First Aid

First aid kits are located in throughout the School, and should be administered by a qualified first aider only. Staff/volunteers are inducted/advised about the location of First Aid kits and selected staff will be trained regularly in first aid. Key staff are also trained in the use of the defibrillator.

11.30.7 Managing the Care and Welfare of Children during Out-of-School Activities

ISA endeavours to ensure the following recommended adult/child ratios on all school trips and out-of-school activities:

Age	Ratio	
3 to 5	1 adult to 3 children	No residential trips (3-8 years old (day trips only))
5 to 8	1 adult to 8 children	No residential trips (3-8 years old (day trips only))
8 to 18	1 adult to 10 children	Residential

Specific overnight field trip policies, rules, and standards are communicated in writing and at parent meetings prior to all trips (**Appendix 5**).

11.30.8 Online and Mobile Phone Child Safety

New technologies, digital media and the Internet are an integral part of children's lives. Although this has enabled new forms of social interaction, these also bring a variety of risks from adults and peers; as examples, but not limited to:

- Exposure to obscene, violent or distressing material;
- Bullying, coercion or intimidation through email and online (cyber-bullying)
- Sexual exploitation by online predators (eg grooming).

Students in ISA's Middle and High Schools participate annually in a digital citizenship week that teaches safe use of the Internet, in particular social media. All students in the School must read, understand, and sign an acceptable use policy before granted Internet access at the School. Misuse of technology at school or at home results in the loss of privilege and other consequences if the misuse relates to the code of conduct.

The IT curriculum in the Elementary School is based on the ISTE Standards for Students, a key element of which is Digital Citizenship. Over the course of the school year, all Elementary students have the opportunity to discuss, consider and practise safe and respectful online behaviour

11.30.9 Emergency Contact Information

On joining ISA, parents are asked to provide emergency contact details. It is ISA policy that parents must provide this information, which is requested via the Admissions Forms.

Emergency contact details are collected and this information is available to the appropriate teaching and support staff.

The School asks parents to keep this information up-to-date.

11.30.10 Safe Use of Photographs and Images of Children

ISA recognises that photographs can be used as a means of identifying children when they are accompanied with personal information. It is acknowledged that information can make the child vulnerable to an individual who may wish to ‘groom’ a child for abuse. ISA also recognises that photo images may also be adapted by certain individuals and groups for inappropriate use. The School has developed a policy that requires the consent of parent(s)/guardian(s) regarding photographing and the images of children (**Appendix 6**).

11.30.11 Transport Issues

ISA does not encourage the private use of cars for school activities unless this is absolutely necessary. Teachers driving students in a private car will be required to show their driving licence and MOT certificate (if appropriate) to the School's Health & Safety Officer. Students driving to and from school must submit proof of a UK driver's licence and have written parental permission. During the period of 'Senior Privilege' in the second semester of Grade 12, students may not give lifts to other students during the school day.

CROSS REFERENCE: 4.30 Student Transportation

11.40 Managing Concerns/Allegations of Abuse

It is the responsibility of all adults within ISA to work to prevent the neglect or physical, sexual, or emotional abuse of children. **Appendix 7** contains ISA's Child Protection Referral Process.

11.40.1 Role of the Child Protection Co-ordinator(s)

ISA's Child Protection Co-ordinator(s) is(are) responsible for:

- Providing appropriate advice and guidance to staff/volunteers who have concerns about the care, protection and welfare of children (particularly where they suspect that a child is being abused or has disclosed alleged abuse);
- Ensuring that clear referral procedures are in place which facilitate effective referral to the statutory child protection agencies and that all staff and volunteers who work with and support children understand the obligation to follow these procedures. ISA's referral procedure is shown at **Appendix 7**.
- Ensuring that staff and volunteers have access to, and are encouraged to attend, appropriate training in child protection issues which are pertinent to their roles and responsibilities.
- Monitoring the implementation and effectiveness of the Child Protection policy.
- Keeping up-to-date with child protection 'best practice' as it relates to the voluntary and non-statutory sectors.

11.40.2 Contact details for the Child Protection Co-ordinators

The Child Protection Co-ordinators are the School Guidance Counsellors (Valerie DeGraw, Heather Barker), and Nurse Karen Munro who can be contacted at:

Name	Valerie DeGraw	Heather Barker	Nurse Karen Munro
Office Number	01224-730300	01224-730300	01224-730300
Email	valerie.degraw@isa.aberdeen.sch.uk	heather.barker@isa.aberdeen.sch.uk	nurse@isa.aberdeen.sch.uk

11.40.3 Steps to be followed where there are concerns about a child's safety and well-being

See Appendix 7

11.40.4 Contacting the Statutory Child Protection Agencies

ISA recognises that, in order to facilitate effective referrals to the statutory child protection agencies, the Child Protection Co-ordinator(s) must have easy access to up-to-date information. A contact information sheet is shown at **Appendix 9**.

11.40.5 Allegations of Abuse made against ISA Staff

Members of ISA staff who hear an allegation of abuse made regarding another member of ISA staff must report the matter immediately to the Head of School. A written, dated record must be made of the allegation as soon as practicable, and certainly within 24 hours. If the allegation is against the Head of School, separate guidelines in respect of such circumstances must be followed.

When an allegation is made against a member of staff, there must be an urgent initial consideration by the Head of School of whether or not there is sufficient substance in the allegation to warrant an investigation.

The Head of School must consult the Child Family Protection Unit (CFPU) as part of the initial consideration, and thereafter the ISA Child Protection Team.

The initial sharing of information may lead to:

- a decision not to take any further action
- a strategy discussion
- the involvement of the police or social care services

The Head of School must inform the accused person about the allegation as soon as possible after consulting the CFPU if no further action is to take place. However, if other services are to be consulted, this must not take place until it has been agreed what information can be disclosed.

11.40.6 Protection of Staff who Report Concerns/Allegations of Abuse

The fear of retaliation and/or legal action can make adults reluctant to report concerns about the care and welfare of children. ISA recognises this concern and will therefore ensure that all staff and volunteers have access to, and understand the implications of, the following statement:

“Concerned adults are sometimes reluctant to report suspicions of abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded.

To be defamatory, a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by ‘qualified privilege’ if it is made to the appropriate authority ‘in response to a duty, whether legal, moral or social or in the protection of an interest’. Unjustified repetition of the allegations to other persons will not be protected by privilege.

The qualification on privilege refers to statements motivated by malice. If a statement, even to the appropriate authority, can be shown to be not only untrue, but motivated by malice, then an act of defamation could be successful.”

(Source: *Guidelines on Child Protection* prepared for the independent schools in Scotland by Kathleen Marshall)

11.40.7 The International School Aberdeen's Obligation to Co-operate with and Support the Work of the Statutory Child Protection Agencies

Where concerns arise about the safety and well-being of children and where these concerns suggest that a child is at risk of abuse/serious neglect, ISA recognises the importance of seeking advice from the statutory child protection agencies. ISA encourages a culture that places the care and protection of children at the centre of the organisation.

11.40.8 Data Protection and Storage of Confidential Records

ISA recognises its responsibilities under the EU General Data Protection Regulation (GDPR). Information relating to child protection issues (e.g. completed pro-forma of individual concerns/incidents and Allegation forms) will be stored in a secure place. Access to this information will be restricted to those members of the School who have designated responsibility for child protection issues.

ISA is aware that the EU General Data Protection Regulation (GDPR) allows for disclosure of information without the consent of the subject in certain conditions, including the purposes of the prevention or detection of crimes or the apprehension or prosecution of offenders. The need to safeguard children will always be considered within these parameters.

11.40.9 Training and Staff Development

ISA will take steps to ensure that staff and volunteers receive appropriate training in child protection issues. Any training will be designed to meet the needs of ISA.

CROSS REFERENCE: ISA Board Policy Section 5: Personnel

11.40.10 Policy Review and Circulation

This policy will be reviewed every two years or as and when relevant legislation and national guidance is introduced/amended. The existence of ISA's Child Protection policy will be communicated to all parents and other stakeholders. Copies of the policy will be made available on request.

Appendix 1: Managing Disclosure Information

In accordance with the Scottish Executive's Code of Practice for registered persons and other recipients of Disclosure Information, ISA will ensure the following practice:

- Disclosure Scotland PVG Membership applications will only be requested when necessary and relevant to a particular post/role and the information provided on a PVG Membership certificate will only be used for these purposes.
- ISA will ensure that an individual's consent is obtained before seeking and using Disclosure Scotland PVG Membership information.
- Disclosure Scotland PVG Membership information will only be shared with the ISA's personnel who are authorised to see it in the course of their duties.
- Where additional Disclosure Scotland PVG Membership information is provided to ISA, this will only be discussed with the applicant should the Disclosure information have a material impact on the outcome of the recruitment process.
- Disclosure Scotland PVG Membership Certificates will be stored in a locked, fixed container for a maximum of six months and will be accessible only to ISA's authorised personnel. Thereafter, information will be shredded and disposed of through confidential waste.
- No image or photocopy of the Disclosure information will be made, however the following details will be retained:
 1. Date of issue of PVG Membership Certificate
 2. Name of subject
 3. Position for which disclosure was requested
 4. Unique PVG Membership number and Disclosure number

Appendix 2: Statement on Recruitment of Ex-Offenders

1. Within the Equal Opportunities Policy operated by ISA, all staff and regular volunteers will be treated fairly and not discriminated unfairly against when the subject of a Disclosure Scotland PVG Membership application.
2. Disclosure Scotland PVG Membership will be requested for all staff and regular volunteers; this will be made clear on all relevant documentation related to the position. A copy of this Statement will be made available.
3. At interview, an opportunity will be taken to discuss any issues related to offences. Failure to reveal information could adversely affect the possibility of being appointed to the position.
4. At interview or when receiving a Disclosure Scotland PVG Membership certificate which shows a conviction, consideration will be taken of:
 - Whether the conviction is relevant to the position being offered;
 - The seriousness of the offence revealed;
 - The length of time since the offence took place;
 - Whether the applicant has a pattern of offending behaviour;
 - Whether the applicant's circumstances have changed since offending took place.
5. ISA will ensure that all staff involved in the recruitment process are aware of this Statement and receive appropriate guidance on the management of Disclosure Scotland PVG Membership information.

Appendix 3: Code of Conduct for Volunteer and Paid Workers

YOU SHOULD:

- play your part in helping to develop an ethos where all people matter and are treated equally, and with respect and dignity;
- always put the care, welfare and safety needs of a child first;
- respect a child's right to be involved in making choices and decisions that directly affect them;
- listen attentively to any ideas and views a child wants to share with you;
- respect a child's culture (for example their faith and religious beliefs);
- respect a child's right to privacy and personal space;
- respond sensitively to children who seem anxious about participating in certain activities;
- speak to a member of staff immediately if you suspect that a child is experiencing bullying or harassment;
- be aware of the vulnerability of some groups of children to being isolated and hurt (for example, children with disabilities and learning difficulties; minority groups).
- ensure that when you are working with children you are at least within sight or hearing of other adults;
- listen carefully to any child who 'tells you' (sometimes through drawings and behaviour as well as words) that they are being harmed and report what you have discovered immediately to your child protection coordinator;
- report immediately any suspicion that a child could be at risk of harm or abuse;
- never dismiss what a child tells you as 'lies' or exaggeration;
- never underestimate the contribution that you can make to the development of safe communities for children.

YOU SHOULD NOT:

- have inappropriate physical or verbal contact with children or young people;
- exaggerate or trivialise child abuse issues;
- ignore a disclosure or suspicion of abuse in the hope that it will either ‘go away’ or that ‘someone else will deal with it’;
- jump to conclusions about others without checking the facts;
- discuss personal issues about a child or their family with other people except with an administrator when you are concerned about the child’s well-being;
- be drawn into any derogatory remarks or gestures in front of children or young persons;
- allow a child, young person or adult to be bullied or harmed by anyone in the organisation.

Appendix 4: ISA Administering Medicines Protocol

Policy Statement

The school has developed this policy, to ensure that students with medical conditions may continue to attend school and maintain the impetus of their studies.

The Aims of the Policy

This policy aims to clarify the roles and responsibilities of staff and parents regarding the management, storage and administration to students of prescribed and over the counter (OTC) medications during the normal school day and on visits out of school.

Procedure

School Staff

This school endorses the standard terms and conditions for the employment of teachers, which do not include giving or supervising a student taking medicines. However, specific first aid personnel are asked if they are comfortable with this role.

Where members of the first aid team have accepted the role they are given basic training on the different medications that they may be dealing with. They are also shown the form that is required to be completed and left for the School Nurse on her return to input onto the SNAP system in this school.

In this school:

- medicine are only administered when it is essential, ie where it would be detrimental to a student's health if it was not done during the school day;
- details of medicines prescribed, and those that are to be administered in school, are to be described on a permission form which must be signed by the responsible parent;
- members of staff who are happy to accept the responsibility for administering prescribed medicines are provided with appropriate training to ensure that they are competent, aware of any possible side effects and know what to do in the case of an emergency;
- medicines are only accepted by staff if they are in the container in which they were originally dispensed; they should also be properly labelled with the name of the student, dosage, frequency of administration and expiry date;
- staff will never make changes to recommended dosages;
- medicines are always stored in a locked cabinet in the Nurse's room. The Nurse's room is locked whenever it is unoccupied;
- asthma inhalers and Epipens must be immediately available to a student in case of an asthma attack or an allergic reaction; individual students who are deemed competent are allowed to hold their own devices. Where available there are second devices kept in school and all staff are aware of where to obtain them;
- an electronic record is logged on SNAP every time a medicine is administered;
- if a student refuses to take a prescribed medicine, staff will never try to force them to do so; instead, this will be recorded on SNAP and where necessary the parent will be told;
- at the end of a course of medication any surplus medicine, or the original empty container, is returned either to the parent or disposed of in the clinical waste CIN bin on the windowsill in

the Nurse's office. The CIN bin is then removed and disposed of by a reputable waste management company;

- where medicines have to be administered during educational visits, trip co-ordinators ensure that suitable arrangements are in place for medicines and the required medical support to be provided;
- staff will not give a non-prescribed medicine such as an analgesic to a student unless there is specific prior written permission from the parents; however, in certain circumstances, verbal permission will be obtained from the parent via phone call which is always witnessed by a second member of staff or confirmed via email prior to administration. If a student suffers regularly from frequent or acute pain, parents are encouraged to refer the matter to their GP;
- Students over 16yrs and deemed competent are allowed to consent on their own behalf for medication. Carrying and storing of any medication by students is discouraged due to the possible implications and dangers should the medication be used by someone other than for whom it is meant;
- students under 16 years of age are not given medicines containing ibuprofen unless these are specifically prescribed by a GP;
- the School Nurse provides training and additional advice and support for staff and students; no member of staff will administer medication or perform procedures such as insulin injections unless they have accessed appropriate training and are deemed competent.

Parents

The school will make clear to parents, through the school website, that prescribed medication will only be administered during the school day, or on school trips, if the following conditions are met.

- A parent provides written permission for the School to administer prescription medicines to their child.
- A parent gives the School sufficient information about the medical condition.
- The medicine is prescribed by a doctor or some other person authorised to do so, such as a dentist, qualified nurse or pharmacist.
- The medicine is in its original container with the dosage instructions clearly displayed.
- Only sufficient medicine for the dosage to be given in school has been provided.

Signed: _____

Date: _____

Policy review date: _____



MEDICATION AUTHORISATION FORM

(A separate form MUST be completed for each medication)

This form is for parents to complete if they wish the school to ADMINISTER MEDICATION or if their child will be CARRYING THEIR OWN (High School Only) medication during school hours.

The School will NOT give your child medicine unless you complete and sign this form.

Name of Child:

Date of Birth:

Grade:

Name of Medication:

Condition/illness medication is prescribed for:

FULL DIRECTIONS FOR USE

Please circle one of the following:

Single Course

Ongoing

Emergency

As Necessary

Details of Dose:

Times to be administered:

Method (please circle):

Liquid

Tablet

Inhaler

Cream

Injection

Other (specify)

Date of First Dosage:

Anticipated Date of Last Dosage (if known):

I authorise the School Nurse or First Aid trained employee of The International School Aberdeen to administer the above-named medication, as indicated, to my child. However, if he/she is unavailable, I authorise an employee of The International School Aberdeen over the age of 21 to administer the medication as directed on this form

Signature:

Date:

Print Name:

Relationship to Child:

Appendix 5: Guidelines on Supervision Levels on School Trips

When assessing supervision needs for school trips, relevant considerations need to include:

- age, gender and ability of the group
- pupils with special medical or educational needs
- nature of activities
- experience and competence of staff in off-site supervision and specific activities
- duration and nature of journey
- type of accommodation
- competence and behaviour of pupils
- pupils' previous experience away from home or school
- first aid cover

ISA guidelines on supervision levels are as follows:

1. Group leaders are responsible for assessing the risks and deciding on a safe supervision level for their group.
2. There should always be at least two adults supervising, of which one should be a teacher in charge (with the exception of small groups of senior students on short trips).
3. In addition to the teacher, there should be enough supervising adults to cope effectively with an emergency.
4. The group leader must advise the Principal and Head of School of the proposed levels, and seek their approval prior to the trip.
5. Parties of mixed gender pupils should normally be accompanied by teachers of both genders.
6. Parents/volunteers may be used to supplement the supervision ratio. They should be carefully selected and well known to the school and the pupil group.
7. Anyone who has not had a criminal conviction check should never be left in sole charge of pupils.
8. For the protection of both adults and pupils, all adult supervisors should ensure that they are not alone with a pupil wherever possible.
9. All supervisors should be aware of any pupils who may require closer supervision.
10. For trips with older pupils, the group leader should establish whether the pupils are responsible enough for remote supervision (or unsupervised free time) and should ensure that parents are aware of this and have agreed to this.
11. The group leader remains responsible for pupils even when not in direct contact with them.
12. During remote supervision, the group leader must ensure that pupils are aware of the ground rules and are adequately equipped to be on their own in a group. The size of the group should be considered. A minimum of 3 pupils per group is recommended.
13. Where staff are taking their own children, supervision should be increased due to the possibility of there being a conflict between the parental and teacher role.

Adult : Student Ratio Guidelines	
Age of pupils in group	Lowest Recommended Ratio *
3 to 5 years	1 : 3
5 to 8 years	1 : 8
8 to 12 years	1 : 10
12 to 18 years	1 : 10

- * The trip leader must consider whether the ratio above is sufficient depending on the risks associated with the trip.
For example, on trips involving large groups, overnight stays, overseas stays, hazardous activities, swimming, pupils with special needs etc, then the adult : student ratio should be increased appropriately.

Procedure should adult:student ratio fall below these levels during a trip

1. **During the planning of the trip**, if possible, a member of ISA staff (or substitute) should be asked to volunteer to be on 'standby' to join the trip as a supervisor should a drop in adult:student ratio occur.
2. **If the ratio drop is due to a teacher having to supervise a sick or injured student**, the parents should be invited to either:
 - a) collect the student from the school trip;
 - b) arrange for the student to be taken home from the trip;
 - c) care for the student at the school trip destination until the student is well enough to travel, and then chaperone the return journey.

If this is not possible, the designated ISA 'standby' should replace the parent in any of the 3 scenarios above (a to c).

Parents should be made aware of this possibility at the trip meeting.

3. **If the ratio drop is due to a trip supervisor being ill or injured**, a suitable replacement chaperone should be sought immediately at the destination. This replacement could include a tour guide or a teacher or member of staff from the host school or activity centre. If this is not possible, the designated ISA 'standby' should travel immediately to the trip destination. Parents should be used as a trip chaperone only as a last resort if no members of ISA staff can assist.

Appendix 6: Photographing and Images of ISA Students

ISA conducts and sponsors a wide range of activities throughout the academic year. Our students enjoy participation in both academic and social activities at school and during off-campus trips. The students enjoy sharing their experiences with their parents, family members, teachers, classmates and friends and relations; this is often done through photographs, video and digital photographs.

The Board of Trustees is aware of the sensitivity regarding the photographing of children and, as such, the Head of School will be responsible for seeking written permission from the student's parents or guardians at the time of admission allowing for "images" of their child(ren) to be taken when participating in school sanctioned activities. In addition, the Head of School will request that this permission be extended to other "sanctioned" photographers and camera operators that are acting with the knowledge and consent of the school, i.e. other school parents and/or friends/relations, other students, and, on very special occasions, local newspapers or television.

If permission is not granted, this should be made in writing to the Head of School and, in turn, the Head of School or his/her designate will ensure that the student(s) will not participate in the activity when photography is being undertaken.

Appendix 7: The International School Aberdeen's Child Protection Referral Process

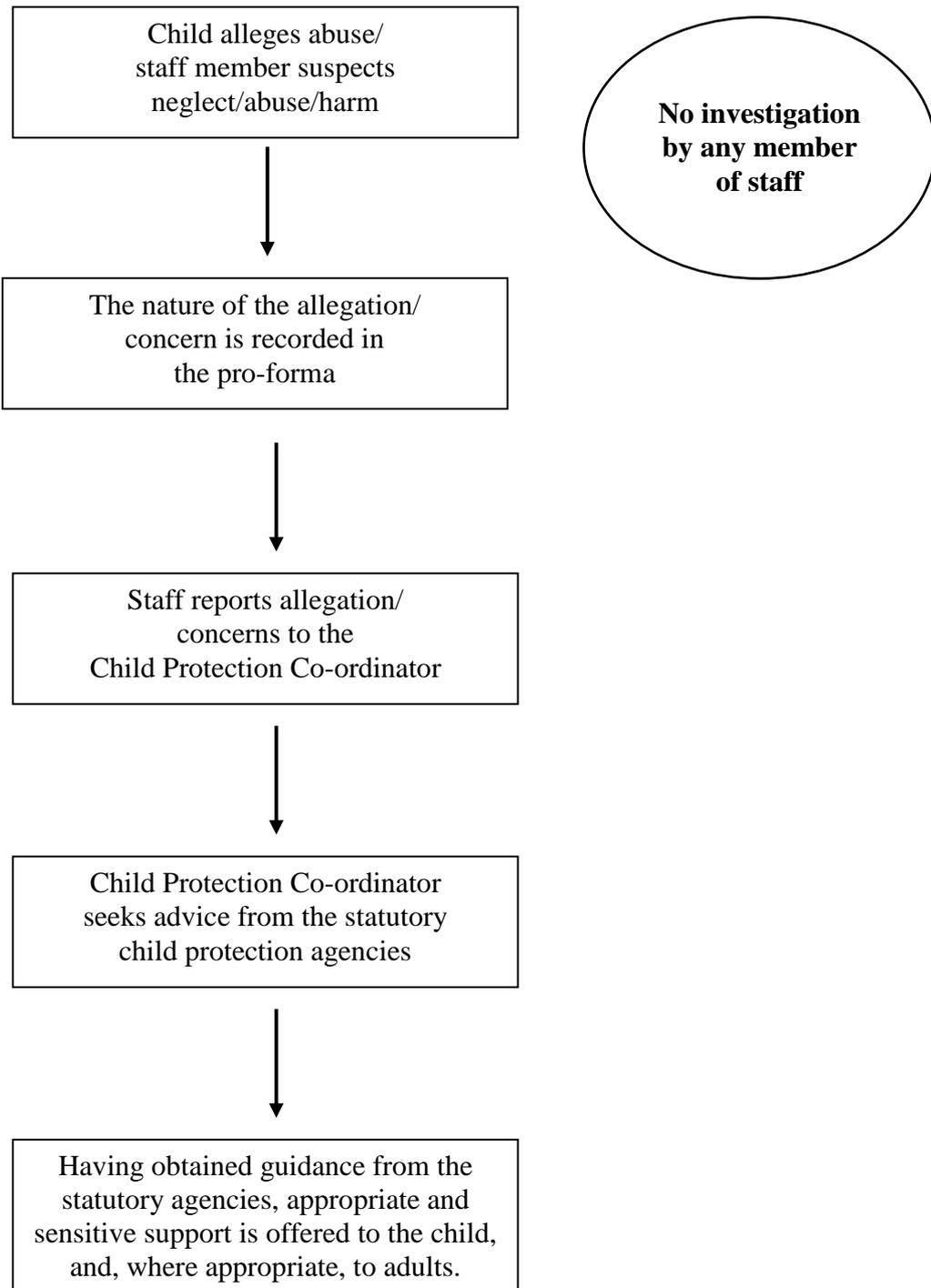
Steps to be followed where there are concerns about a child's safety and well-being:

- (a) If a staff member/volunteer suspects that a child is being abused, seriously harmed, or neglected, they must:
 - a. Report their concerns to a Child Protection Co-ordinator; details will be recorded in the Nurse's GIRFEC chronologies;
 - b. The concerned person should record in writing any facts that support their suspicions and pass these to the Child Protection Co-ordinator. The pro-forma for recording such concerns is shown in Appendix 8. Blank copies of this pro-forma are available from the Child Protection Co-ordinators, and a combined SNAP System and pro-forma for recording will be used to report concerns.
- (b) If a child alleges that he/she is being abused or seriously harmed by someone, the person who receives the allegation must:
 - a. Allow the child to speak without interruption, accepting what is said;
 - b. Never question the child or attempt to investigate;
 - c. Try to help to alleviate feelings of guilt and isolation, while passing no judgment on the persons who may be involved;
 - d. Advise the child that they will try to offer support but must pass on the information to someone who will try to help;
 - e. Record as precisely as possible what they have been told using the pro-forma shown in Appendix 8 combined with the SNAP System in the Nurse's Office;
 - f. Try to ensure that no one is placed in a position that could cause further compromise.
- (c) If allegations/concerns arise about the conduct of any adult involved in ISA activities, these must be reported immediately to the Child Protection Co-ordinator(s).

Where allegations of misconduct are made against staff/volunteers involved in ISA activities, the School will consider the need to suspend the adult concerned until the situation has been investigated.

Serious allegations involving physical and sexual assault will be reported to the police. Where ISA is unsure of what action to take, it will seek advice from an appropriate body such as the police or social work department.

Under The Protection of Vulnerable Groups (Scotland) Act 2007, ISA recognises that it will be under a legal obligation to make a referral to the *Disqualified from Working with Children List* where an individual, working with children, harms a child or puts a child at risk of harm.



Appendix 8: WELLBEING CONCERN FORM

PART 1: To be completed by the person who has the concern

- The purpose of this form is to pass on wellbeing concerns about a child/young person where these are unable to be met by parent’s and/or through the routine support systems in your school.
- This form should be completed electronically and handed personally to the named person and head of school as soon as possible (DO NOT EMAIL).
- It should be kept in a secure place, separate from the pupil’s educational records, in accordance with Data Protection requirements.
- IF YOU HAVE ANY DOUBTS AS TO WHETHER YOU HAVE A WELLBEING OR CHILD PROTECTION CONCERN, YOU SHOULD TAKE ADVICE FROM YOUR CHILD PROTECTION CO-ORDINATOR.

1. CHILD/YOUNG PERSON’S DETAILS:

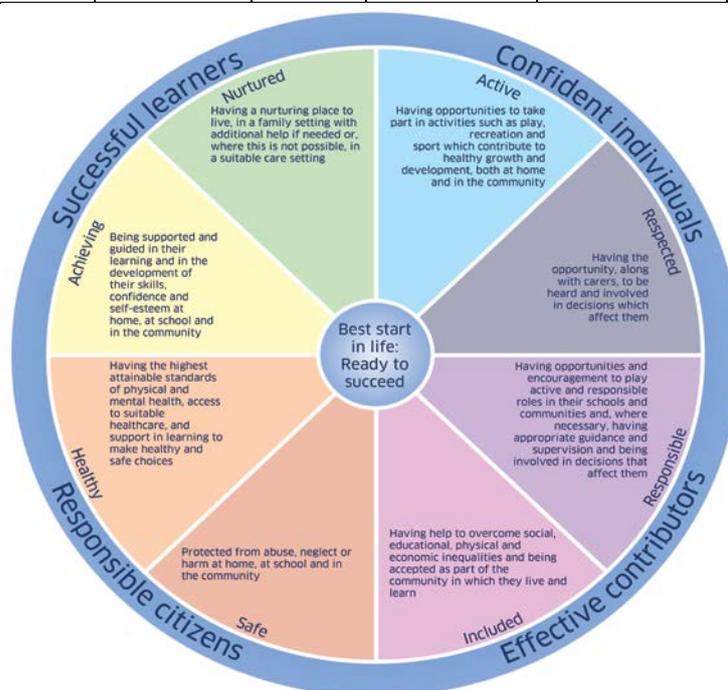
NAME	DATE OF BIRTH	CLASS
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2. PERSON RECORDING THE CONCERN:

NAME	ROLE/DESIGNATION
------	------------------

3. AREA OF CONCERN (PLEASE SEE WHEEL) – PLEASE INDICATE IN THE TABLE ANY RELEVANT AREAS OF THE WELLBEING WHEEL

	HEALTHY	ACHIEVING	NURTURED	ACTIVE	RESPECTED	RESPONSIBLE	INCLUDED	SAFE
PLEASE TICK								





4. DESCRIPTION OF CONCERN(S). USE THE HEADING(S) YOU HAVE TICKED ON THE WELLBEING TABLE TO RECORD THE DETAILS BELOW. IF APPROPRIATE INCLUDE ANY ACTION TAKEN TO ADDRESS THE ISSUE. INCLUDE DATES WHEN ACTION WAS TAKEN:

PLEASE ENSURE THAT HIS FORM IS HANDED DIRECTLY TO DON NEWBURY (ELEMENTARY SCHOOL NAMED PERSON) OR ANGUS CARMICHAEL (MIDDLE/HIGH SCHOOL NAMED PERSON) AND A COPY TO BE GIVEN DIRECTLY TO KAREN MUNRO (CHILD PROTECTION CO-ORDINATOR)

Signed: _____

Date: _____

Name: _____

Time: _____

Role: _____

**WELLBEING CONCERN FORM – PART 2****PART 2: TO BE COMPLETED BY THE NAMED PERSON:**

1. Has there previously been wellbeing concern(s) raised?

YES NO DON'T KNOW

2. Has this concern been shared with the child/young person?

(If yes what is the child/young person saying about the concern? Note the date and time when the concern was shared. If no, please explain why not e.g.: child too young)

YES NO

3. Has this concern been shared with the child/young person's parents/carers?

(If Yes, what was the parent's response? Note the date and time when the concern was shared.)

YES NO

4. Has the concern been shared with anyone else?

(If Yes, please specify)

YES NO



5. What action is being taken in relation to this concern(s)? Please tick the appropriate box:

- Continue to monitor
- Carry out an Independent Assessment (in house)
- Call a Child/Young person's planning meeting

6. Feedback given to the referrer? (if No, why not? Please specify)

YES NO

NAME OF NAMED PERSON: _____

SIGNED: _____

DATE: _____

Appendix 9: Local Contact Information Sheet

Agency	Function	Key Contact
Police		Child Protection Unit Police Scotland Miltonfold Bucksburn Aberdeen Tel: 01224 306877 / 01224 305876
Children's Reporter		Aberdeen City 2 Albyn Place Aberdeen AB10 1YH Tel. 01224 620850 Fax 01224 637472

Appendix 10: Pre-School Intimate Care Needs Parent Letter

ISA

International School Aberdeen

Dear Parents,

If your child has a toilet or other accident while they are at Pre-School, the Pre-School staff will help your child change their clothes. It is important that you supply the Pre-School staff with a change of clothes that can be kept in your child's cubby. As part of our Child Protection Policy we require that you sign this permission form to allow the Pre-School staff to assist your child with accidents. Pre-school staff are experienced with dealing with young children. Please be assured that if your child has an accident they will be managed with privacy and dignity.

If you do not wish Pre-School staff to assist your child with changing their clothes, then we will request that you come and attend to your child immediately as sitting in wet or soiled clothing is very distressing for children.

Don Newbury
Elementary Principal

I give permission for the Pre-school staff to attend and assist in changing my child if it is necessary for my child's comfort and well-being.

Parent's Name: _____

Parent's Signature: _____

Date: _____