



Hyndland Secondary School

Child Protection and Safe Guarding

Information for new staff, supply staff, students and visitors

Keeping our young people safe

Welcome to Hyndland Secondary School – we hope you enjoy your time in our school.

At the heart of our school ethos is the need to support all of our young people to ensure they are safe, happy and respected.

This leaflet is intended to support you in the event that you may experience any cause for concern with regards to the well-being of our young people.

Thank you for your vigilant support of our young people.

Mrs Louise Edgerton – Head Teacher

Our Child Protection Coordinator

**Our school Child Protection Coordinator is Mrs Louise Edgerton –
Head Teacher**

It is everyone's job to keep all of our young people safe.

**If you have any child safe guarding concerns, please report these to our
Child Protection Coordinator, Louise Edgerton, Head Teacher.**

Please report any concerns immediately.



**In her absence, please report to Mrs Forrester – Depute Head Teacher.
If she is not available, please speak to any other member of the school's
Senior Leadership Team.**

Things which may cause you concern:

You may have concern because of:

- A specific incident you see or hear about.
- A disclosure made by a young person or parent / carer.
- Information from a third party.
- Adult behaviour / circumstances that may place a young person at risk of harm.
- A young person's behaviour / circumstance that may place the young person at risk of harm.
- A variety of minor concerns which put together give rise to concern.

What to do if you have a concern about a young person:

- Consider the wellbeing and safety of the young person – listen and reassure them.
- Be calm, don't panic.
- Act on your concerns – don't ignore them.
- Do not agree to keep it a secret.
- Do not interrogate – note what you observe, what you hear, what you have been told.
- Be specific regarding your concerns when passing this to the Child Protection Coordinator.
- Do not worry about the seriousness of your concern – remember something minor that you report may form part of a bigger picture about the young person.
- Do not share this information with anyone else other than the Child Protection Coordinator – this helps to respect the young person's privacy.

Next Steps:

- You will need to complete a copy of the MC57 Appendix 3 (record of concern alert)
- Paper copies can be found in your staff welcome pack, and are also available online in the staff server.
- This form should be completed as soon as possible while information is fresh in your mind.
- Return the completed appendix 3 form to the Child Protection Coordinator.
- Situations like this can be difficult for all involved, please ensure you speak to the Child Protection Coordinator if you require support.



SPERO MELIORA - I HOPE FOR BETTER THINGS