



Safe from Harm

CARE & WELFARE

A Quick Guide for Adults

Show that you care in what you say and what you do?

Listen

- ▶ To young people

Respect

- ▶ Everyone as an individual
- ▶ The young person's right to privacy

Be Sensitive

- ▶ In enabling a young person to talk

Encourage

- ▶ Young people to be confident.
Don't put them down
- ▶ An ethos in school which is welcoming and supportive

Support

- ▶ By showing understanding
- ▶ By offering reassurance
- ▶ By taking action

Share Information

- ▶ With those who need to know

Some Useful Numbers

Child Assessment Teams (Social Work)

| | | | |
|-------------|--------------|-----------|--------------|
| Rosyth | 01383 602203 | Kirkcaldy | 01592 583322 |
| Cowdenbeath | 01383 602201 | Leven | 01334 659323 |
| Dunfermline | 01383 609111 | Cupar | 01334 659322 |
| Glenrothes | 01592 583321 | | |

Family Protection Unit

| | |
|-----------------------|--------------|
| Domestic Abuse Issues | 01383 312300 |
| Child Protection | 01383 312910 |

| | |
|---------------------|---------------|
| Childline Scotland | 0800 1111 |
| Parentline Scotland | 0808 800 2222 |

You need to know who the school co-ordinator is for each of these areas :

- ▶ **Child Protection**
- ▶ **Domestic Abuse**
- ▶ **Anti-Bullying**
- ▶ **Race Equality**

In all cases where you have a concern, record this on a **Care & Welfare Form** or **Racial Incident Form**

If a **child** indicates that they have been harmed

- ▶ Make the young person feel secure
- ▶ Advise the young person that you **may** have to pass on information
- ▶ Listen carefully without passing judgement
- ▶ Allow the young person to speak without interruption, accepting what is said
- ▶ Do not conduct your own investigation but discuss the information with the appropriate co-ordinator

If you suspect a **young person** is being harmed

- ▶ Make yourself available for the young person to speak to
- ▶ Be aware of signs and symptoms of all kinds of abuse
- ▶ Observe carefully changes in the behaviour and demeanour of children
- ▶ Discuss your concerns with the appropriate co-ordinator

If a **young person** tells you someone else is being harmed

- ▶ Make them feel secure
- ▶ Advise the young person that you **may** have to pass on information
- ▶ Listen carefully without passing judgement
- ▶ Discuss the information with the appropriate co-ordinator
- ▶ Respect confidentiality