

Cedars School of Excellence

Getting it Right for Every Child (GIRFEC) Policy

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Introduction

Cedars School of Excellence's Wellbeing Policy is based on the Getting it Right for Every Child framework and the Scottish National Practice model. Our intention at all times is to promote and safeguard the wellbeing and welfare of children in our school.

Cedars School Named Person Service

As a registered Independent School, Cedars is responsible for operating a **Named Person Service** as well as providing a **Named Person**. In state schools, the two roles are usually distinct but in independent schools, they are both provided by the school.

Cedars Named Person Service is a function provided by the school to communicate with and receive communications from other Named Person Services in Scotland as well as other bodies such as Social Work/Child Services departments and Police Scotland. An individual child or family would not normally communicate with the **Named Person Service** but rather their designated **Named Person**.

Cedars School Named Person Service can be contacted by email at namedpersonservice@cedars.inverclyde.sch.uk or by calling the school.

The Named Person Service is not intended to be a 24x7x365 support service. The school will provide a Named Person Service during normal business hours 8am-4pm during the school term. During weekends and school holidays, the Named Person Service email address will be monitored weekly but telephone contact will not be available.

The Named Person

The Scottish Government describes a Named Person thus:

A Named Person will be a clear point of contact if a child, young person or their parents want information or advice, or if they want to talk about any worries and seek support.

Cedars School of Excellence will designate a Named Person for every child in the school. This may be one individual for every pupil in the school or it may be delegated to other members of staff. If a child or family has difficulty working with their Named Person, a request may be made to have an alternative Named Person provided. See [Complaints and Dispute Resolution](#) for more information.

Wellbeing Monitoring and SHANARRI Assessment

Teaching for Children and Young People about wellbeing is built into Curriculum for Excellence. Cedars School delivers this part of the curriculum through our PSD programme. Pupils will learn about the wellbeing indicators as part of this programme.

As part of our reporting to parents, we seek the views of Children and Young People and record these against the SHANARRI indicators. This provides one of several 'front line' methods of gathering children's own experiences.

Staff are also trained in SHANARRI and will be aware of these indicators when making any professional judgements or noting concerns about a child's wellbeing.

Procedures for Recording a Wellbeing Concern

Any teacher concerned about a child's wellbeing should access the Wellbeing Concern Form on our storage system. This form can be accessed and edited electronically or printed and written by hand. In either case, this should be done as soon as a concern arises and passed to the appropriate **Named Person** for the child's stage.

The Named Person will then complete their portion of the form and store it electronically. The Named Person should then undertake to investigate the wellbeing concern and put appropriate actions into process. Unless the wellbeing concern is discovered to be mistaken or unfounded, a Chronology would normally be opened at this stage.

Procedures for Recording a Child Protection Concern

Wellbeing concerns are of a lower level than Child Protection concerns. The threshold for a Child Protection concern is "a **child at imminent risk of harm**". If this threshold is evidently

met, Child Protection procedures should be followed immediately without first raising the issue as a Wellbeing concern.

It is recognised that what is ultimately a Child Protection concern may first present itself as a Wellbeing concern and it is possible for cases to be “upgraded” from Wellbeing to Child Protection issues.

The Use of Chronologies

A chronology is a tool for supporting professional assessments and not an end in itself. A chronology is a date-ordered record of significant events in a child’s life and significant interactions with and interventions by agencies supporting the child and family.

At Cedars, our policy is that we do not open a Chronology for every pupil in the school. Chronologies are created the first time a wellbeing or child protection concern is reported. This will be done regardless of the outcome of the report. Even if no action is taken, a Chronology will still be opened. The intent of this is to enable the Named Person to monitor any long-term trends that may be developing in a child’s life before a crisis develops.

Chronologies are created and stored electronically and securely, in accordance with ICO guidance and our Data Protection Policy and Privacy Statement.

The Contents of a Chronology Entry

A chronology entry includes the following details:

Entry	Explanation
Date	The date the event was recorded.
Description of Event or Concern	A description of the event or reason for concern being raised.
SHANARRI Indicator	The indicator under which the concern is being categorised (possibly multiple).
Name and Role of Person Recording Event/Concern	If a wellbeing form has been completed, this is the name of the person who initiated the form. If it is other information, this is usually the Named Person.
Explain Action Taken or Not Taken	Named Person should explain the actions taken or the decision to continue to monitor.
Pupil Views on Decision	Record the pupil’s views on the decision or explain why it was not appropriate or

	possible to seek them.
Parent/Carer Views on Decision	Record the parent/carer views on the decision or explain why it was not appropriate or possible to seek them.

The Use of a Child's Plan

If it is clear that the child's needs cannot be solved using resources generally available within the school itself, a Child's Plan will be established.

The Child's Plan will be developed alongside other involved professionals and the lead professional will ensure that the plan is managed and executed appropriately.

If a Child's Plan needs to be established, Named Persons should refer to the latest Scottish Government guidance at:

<http://www.gov.scot/Topics/People/Young-People/gettingitright/childs-plan>

Data Sharing with External Agencies

At the time of writing, the status of the data sharing provisions of the Children and Young People (Scotland) Act 2014 is still a matter in the hands of the Supreme Court and the Scottish Government.

Our policy as it currently stands is to follow normal practice in education, balancing the requirements of GDPR and Child Protection.

Complaints and Dispute Resolution

Complaints and disputes about the operation of GIRFEC policy will be handled in accordance with the school's general complaints procedures.

If a young person or their family wish to request a different Named Person, the Head Teacher is the first point of contact for this.