



Safeguarding Policy



Safeguarding refers to promoting the welfare of children, young people and protected adults. It encompasses protecting from maltreatment, preventing impairment of their health or development, ensuring that they are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children, young people and protected adults to have the best outcome. Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm.

We have a distinctive approach to safeguarding in Scotland linked to Getting It Right for Every Child (GIRFEC) which promotes action to improve the wellbeing of every child and young person. Safeguarding is a golden thread that runs through the curriculum. The aim is to support the development of learner's knowledge, skills and resilience to keep themselves safe and protect themselves and to develop an understanding of the world so that they can respond to a range of issues and potential risky situations arising throughout their lives. As such, it permeates many features of the education experience including leadership, values, vision, the curriculum, learning and teaching, positive relationships, building learner resilience, etc.

Child Protection and Safeguarding Policy Education Scotland - April 2018

The aim of the policy is:

- ✓ To protect and ensure the safety and wellbeing of all children in Millersneuk Primary School.
- ✓ To provide all staff and adults with the necessary information that guides our approach to safeguarding and child protection.

Our safeguarding policy applies to all teaching staff (including SMT), non-teaching staff, students, volunteers (including parents/carers), visiting specialists, partners and any other adult working with or supporting the school.

We have a shared responsibility to promote the welfare of all children and to keep them safe. We are committed to teach and engage with young people in a way that keeps them safe and protects them. This policy has been written on the basis of law and guidance that seeks to protect children namely:

- ✓ The Children (Scotland) Act 1995
- ✓ Children and Young People (Scotland) Act 2014
- ✓ National Guidance for Child Protection in Scotland May 2014
- ✓ Getting it Right for Every Child

In Millersneuk Primary School, we recognise that:

- ✓ All children regardless of age, disability, gender, race, religion or sexuality have a right to equal protection from all types of harm or abuse.
- ✓ Some children are additionally vulnerable due to the impact of previous or current experiences, additional support needs, communication needs or other issues.
- ✓ Working in partnership with children, parents/carers and other agencies is essential in promoting the welfare and wellbeing of all children.

Keeping Children Safe in Millersneuk Primary School:

1. Child Protection:

✓ Adopting Child Protection and safeguarding practices through our procedures which are clearly understood by all staff and adults working with our children

All staff must:

- a) Ensure they are fully conversant with EDC Revised Procedure Manual 3/21;
- b) Contribute to a proactive school ethos, which seeks to minimise the risk of harm;
- c) Follow the Information Sharing guidelines to appropriately share information on an inter-agency basis which is of benefit to a child's wellbeing;
- d) Focus on preventative, early intervention strategies;
- e) Respond effectively and promptly to any concerns, especially of imminent risk to a child;
- f) Contribute to the assessment of a child's needs and pupil support; and
- g) Contribute to assessment and recording of all child welfare and child protection concerns, using a chronology of significant events and related documentation.

✓ The named Child Protection Coordinator within our school is **Greg Caldow** (Head Teacher)

✓ Ensuring the vigilance of all staff in responding to or reporting welfare or child protection concerns by adhering to advice outlined in the Child Protection Policy

Guidance for all Education Service employees who have been notified of a concern by a child-EDC Child Protection Policy 2019

- Remain calm, no matter how difficult it is to listen to the child
- Listen to the child and take them seriously. Reassure them they were right to tell
- Keep any questions to a minimum, for clarification purposes, and never interrupt
- Tell the child what you are going to do next and tell them that you are going to have to speak to someone who can help
- As soon as is practical write down everything that the child has told you using the child's exact words if possible. Make a note of the date, time, place and people who were present
- Act promptly and immediately report your concerns to your line manager or designated Child Protection officer

✓ Ensuring all concerns are reported to a member of the Senior Management Team, all concerns are recorded and that SMT follow advice as outlined in the Child Protection Policy (Call & Responses team / CP Referral Form)

✓ The Child Protection Coordinator works in partnership with other agencies to support children and their families when a child is on the Child Protection Register:

✓ Child Protection Register Folder (for each pupil):

- All relevant information & communication
- Action Plan in place
- Core Group Meetings
- Case Conferences

✓ When a child is on the Child Protection Register:

- Use of SEEMIS Wellbeing Application - monitor progress through impact of interventions (Targeted Support)
- My World Triangle - to identify additional support for child and their family
- Pastoral Notes - recording of significant events (current & previously on CP Register)
- Pupil Support Group (PSG) - pupil on CP Register discussed at this group

✓ Staff at all levels within the school participate in high quality CLPL, this includes:

- Yearly In-Service Training, in August, provided by EDC and delivered at school (these reflect current & new developments in Child Protection)
- Head teachers regularly updated at CP Co-ordinator Meetings
- Procedures in place to implement CP training for new staff joining school in course of year
- Multi-Agency Training, differentiated for all staff (provided by EDC):
 - General (Office Staff, Janitorial/Cleaning & Catering Staff)
 - Specific (DHT, Class Teachers, Support for Learning Assistants & Classroom Assistants)
 - Intensive (Head Teachers)

✓ Child protection Leaflet - for supply teachers & visitors

2. Security	
✓	Adherence to EDC GDPR Policy: <ul style="list-style-type: none"> Yearly training for all staff on August In-Service Day
✓	Secure communication of sensitive material: <ul style="list-style-type: none"> Use of Egress secure email by SMT & Office Staff EDC Data Sharing Policy - Confidential / Restricted / Protect
✓	All staff use of encrypted, secure pen-drives
✓	Recording and storing information professionally and securely - sharing confidential information sensitively and on a need-to-know basis
✓	Clean desk Policy - all sensitive materials locked away at the end of a working day
✓	All staff wear ID Badges / Visitor ID Badges
✓	Staff / Visitor 'sign in/out' books
✓	EDC Recruitment & Selection Policy - ensuring all new staff go through rigorous checks before employment
✓	PVG System - volunteers and visitors must have appropriate PVG. Visitors with no PVG status are never left alone with children
✓	Parental ICT Permission Slips - signed on a yearly basis e.g. Annual Data Check / EV3
✓	ICT Safe User Policy for all staff
✓	Procedures for malicious phone calls etc

3. School Environment	
✓	Ensuring that we provide a safe physical environment for our children, staff and visitors by applying health and safety measures in accordance with law and regulatory guidance: <ul style="list-style-type: none"> Emergency Fire Action Plan Fire Risk Assessment Health & Safety Walk-rounds (x3 per year) Fire Drills (x6 per year - announced & unannounced) Grab Bag
✓	School gates locked at 9.15am & re-opened at 2.45pm
✓	Break/Lunch playground supervision (SMT & support staff)
✓	Business Continuity Plan
✓	Fire Risk Assessment Plan
✓	Risk assessments (Trips / playground / individual pupils)
✓	Procedures for a child running out of school
✓	Registration: <ul style="list-style-type: none"> 9.00am / 1.00pm Any absences reported to office by 9.15am / 1.15pm (staff use absence recording form) Effective communication with parents

4. First Aid & Administration of Medicines	
✓	4 Staff members trained in 'first aid': <ul style="list-style-type: none"> 2 first aiders 2 staff trained in Emergency First aid at Work
✓	All staff supervising in playground have basic first aid bags
✓	First Aid CLPL: <ul style="list-style-type: none"> Training of first aiders as legally required to maintain certificates Training of staff by school nurse or online tutorials for areas such as use of epipen etc
✓	Medicines stored centrally in locked cupboard for majority of pupils / identified children have medicine in class
✓	Medicines checked regularly to make sure are 'in date' and not expired - appropriate forms completed in compliance with EDC Policy
✓	Appropriate 'Administration of Medicine Paperwork' completed by parents and signed by Head teacher: <ul style="list-style-type: none"> Short term Long term
✓	Medicines administered by first aiders and log of medicine administered kept
✓	Very effective communication with parents
✓	Medicines taken on any excursion for identified children
✓	Staff member always on duty when extra-curricular clubs are taking place

5. Accidents & Injuries Procedures
✓ Accidents & injuries recorded in logbook
✓ Effective communication with parents
✓ When applicable, HSI Forms are completed and sent to EDC Health & Safety
6. Monitoring & Tracking Systems
✓ Tracking all pupils regularly and rigorously in line with GIRFEC policy to ensure that vulnerable pupils are identified and that the needs of pupils are met through effective support, including multi agency support where appropriate
✓ HWB monitoring (x3 per year)
✓ Attendance, late coming & exclusion monitoring (weekly attendance report to HT)
✓ Closing the Gap tracking & monitoring
✓ Monitoring of participation in PE procedures
✓ Learning & Teaching Meetings
✓ Pupil Support Group Meetings (PSGs)
✓ Universal / Targeted Support Meetings
✓ Adaptation of curriculum for specific children e.g. SHRE / Science etc
✓ Participation in extra-curricular events tracking & monitoring
✓ I wish my teacher knew..... procedures in every class
7. Learning & Teaching
✓ School Vision, Values & Aims
✓ Teaching, encouraging and supporting our children to be confident individuals and equipping them with the skills and strategies to communicate effectively and seek help when needed
✓ Curriculum Rationale <ul style="list-style-type: none"> • Providing our children with regular opportunities to develop their understanding of safety issues in relation to the 8 wellbeing indicators including e-safety, anti-bullying and equality working with relevant agencies / organisations as appropriate
✓ Digital Technology including Internet Safety, SHRE etc
✓ Professional Reading Library for staff - including relevant policies and procedures
8. Pupil Voice
✓ Millersneuk Improvement Officers (MIOs)
✓ Pupil Council
✓ Eco Committee
✓ House Captains & Vice Captains
✓ Digital Leaders
✓ JRSOs
9. Partnership Working
✓ Communication with parents: <ul style="list-style-type: none"> • Information evenings • Family Learning Events • Newsletters • Weekly diary (including information from other providers e.g. agencies, clubs etc) • GroupCall • Class Dojo
✓ Partnership with Parent Council
✓ Partnership with Parent Association
✓ Communicating with and sharing concerns and relevant information with agencies, involving parents and children appropriately e.g. Social Work, Ed Psych. SALT etc
✓ Developing positive and trusting relationships with children and their families where both feel listened to and respected
✓ Universal /Targeted Support Meetings
✓ Other partnerships e.g. Active Sports

10. Other Relevant Policies & Procedures

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| ✓ EDC Critical Incidents Handbook |
| ✓ Equalities - Including Every Learner |
| ✓ Anti-Bullying / Anti-Racist Procedures |
| ✓ Severe Weather Procedures |

11. Quality Assurance

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| ✓ Ensuring that we have effective complaints procedures in place and that we respond to any concerns or complaints quickly and positively and that these are logged |
| ✓ Effective quality assurance procedures in place to review this policy and its procedures (yearly or when necessary due to new information of legislation) |