



## Child Protection, Safeguarding and Wellbeing Policy

This policy applies to all staff and volunteers.

We are committed to practice in a way that protects all children and young people and fully adhere to the processes and procedures contained within Edinburgh and Lothian's Inter-Agency Child Protection Procedures 2015 [http://emppc.org.uk/file/Child\\_Protection/Inter-agency\\_Child\\_Protection\\_Procedures - Edinburgh the Lothians Oct 2015.pdf](http://emppc.org.uk/file/Child_Protection/Inter-agency_Child_Protection_Procedures_-_Edinburgh_the_Lothians_Oct_2015.pdf)

The purpose of this policy is:

- To protect children and young people attending Newtongrange Primary School.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Staff at Newtongrange Primary School believe that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare and wellbeing of all children and young people and to keep them safe.

### Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- National Guidance for Child Protection (2014)  
[http://emppc.org.uk/file/Child\\_Protection/Scottish\\_Government - National guidance for CP in Scotland 2014.pdf](http://emppc.org.uk/file/Child_Protection/Scottish_Government_-_National_guidance_for_CP_in_Scotland_2014.pdf)
- Inter-agency Child Protection Procedures – Edinburgh and the Lothian's (2015)  
[http://emppc.org.uk/file/Child\\_Protection/Inter-agency\\_Child\\_Protection\\_Procedures - Edinburgh the Lothians Oct 2015.pdf](http://emppc.org.uk/file/Child_Protection/Inter-agency_Child_Protection_Procedures_-_Edinburgh_the_Lothians_Oct_2015.pdf)
- Getting it Right for Every Child Policy  
<http://www.gov.scot/Topics/People/Young-People/gettingitright>
- Children and Young People (Scotland) Act 2014  
<http://www.legislation.gov.uk/asp/2014/8/contents/enacted>
- National Framework for Child Protection Learning and Development in Scotland (2012)  
<http://www.gov.scot/Topics/People/Young-People/protecting/child-protection/national-framework-cp-learning-2012>
- Protection of Vulnerable Groups (Scotland) Act 2007  
<http://www.gov.scot/Publications/2011/08/04111811/1>
- United Nations Convention on the Rights of the Child  
<http://www.unicef.org.uk/UNICEFs-Work/Our-mission/UN-Convention/>

This policy should be read alongside our policies and procedures on:

- Equalities, Administration of Medication, Attendance, Whistle Blowing and Managing Allegations against staff.



We recognise that:

- The welfare of the child is paramount, as enshrined in The Children (Scotland) Act 1995.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and wellbeing.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Appointing a Designated Member of Staff for Safeguarding and Child Protection for the school and also at least one deputy.
- Adopting the processes and procedures contained within Edinburgh and Lothian's Inter-Agency Child Protection Procedures.
- Developing and implementing an effective e-safety policy and related procedures, using Lightspeed.
- Providing effective management for staff and volunteers through training, support and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely.
- Using our procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistle blowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one to one discussions.

At Newtongrange, all staff, including support staff, will be trained and updated in Child Protection Policy and Procedures by the Midlothian Council Child Protection Officer every two years. This training will include updates on categories of abuse and understanding of risk factors for children.

On an annual basis staff are expected to review the categories of abuse and risk factors for children and remind themselves of Child Protection Procedures. This is part of the initial In Service Day Training in August.

All staff will be issued with an overview detailing the contact details of the Child Protection Officer in the school and a reminder of the procedures for dealing with a disclosure.



## SCHOOL PROCEDURE

- All staff, including office support and Commercial Services staff have a duty to protect children from risk and harm. All staff are expected to record any concerns they have on the Wellbeing Concern form using the wellbeing indicators to categorise the nature of their concern.
- The DMS (HT) will monitor and collate all wellbeing concerns and take appropriate action. Weekly wellbeing meetings take place every Wednesday and include all members of the SLT, Senior Early Years Practitioner, Home School Practitioner and Statutory Minute taker.
- Where necessary a referral may be made Children and Families. The Head Teacher will keep staff informed of any action taken.
- DMS has access to the wellbeing section of SEEMIS. This includes access to any Police Reports which impact/involve children in the ELC or School. DMS checks this daily. Any Police Reports received are acknowledged accordingly on the child's chronology.
- If a child discloses information which staff consider to be a child protection matter, stay calm and follow the procedures for dealing with a disclosure:

### 1. Responding to Disclosure

WHEN?	When did it happen?
WHERE?	Where did it happen?
WHO?	Who did it?
WHAT?	What happened?

### 2. Recording a Disclosure

- Record the incident as soon as possible
- This should be done in the child's own words
- Record in handwriting on the Child Protection form
- Sign and date the form

Pass to DMS (Laura Cameron) as soon as possible, in her absence to the Depute DMS (Sarah Burrell or Kerry Dolan).

### 3. Responding to Disclosure

- Do not give a guarantee of confidentiality
- Only ask enough questions to gain basic information
- Listen carefully and sympathetically
- Take the allegation seriously – do not show disbelief/shock
- Reassure the child that they are doing the right thing by telling a trusted adult

#### Midlothian Contacts

If DMS not available and you think a child is being abused or neglected, speak to:  
Children's services duty time by calling 0131 271 6674  
Emergency Social Work services by calling 0800 731 6969



In circumstances where there is a significant concern that a child or young person has, or is at risk of being harmed or abused, the school is required to pass information to the Police, Social Work Department and Health colleagues who have a legal duty to investigate further.

The Head Teacher will follow the Child Protection Procedures for Midlothian Council and make an Initial Child Protection Referral to the Duty Social Worker as detailed on the Child Protection contact sheet.

A record of all calls must be recorded to ensure accuracy in reporting and follow up investigations.

### **Remote Learning Measures during Periods of Lockdown (for reference purposes)**

- We recognise that not having regular face to face contact can have an adverse effect on the wellbeing of children and families. It will also pose challenges recognising child protection concerns.
- The principles of safeguarding and child protection remain the same during remote learning.
- Staff will compensate the loss of regular classroom face to face contact with 'live' interactions with the children in their class.
- 'Live' interactions will take the form of online visual contact with learners during Google Meet sessions, online contact through the Seesaw app or Google Classroom where staff and learners can engage in two way conversations, a learner posting a picture or short film clip of them taking part in one of the set daily activities or weekly contact with the parents and carers and children by telephone call.
- Where staff have had no contact with a learner for 1 week, the DMS and deputies should be informed.

### **Contact details**

The Designated Member of staff for Safeguarding and Child Protection at Newtongrange Primary School is:

Name: Mrs Laura Cameron, Head Teacher

Phone: 0131 271 4645

Email: [Newtongrange.PS@midlothian.gov.uk](mailto:Newtongrange.PS@midlothian.gov.uk)

The Deputy Designated Member of Staff for Safeguarding and Child Protection are:

Name: Mrs Sarah Burrell and Miss Kerry Dolan, Depute Head Teachers

Phone: 0131 271 4645

Email: [Newtongrange.PS@midlothian.gov.uk](mailto:Newtongrange.PS@midlothian.gov.uk)

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 28<sup>th</sup> January 2021



Signed: .....