

# Bellsbank Primary School and Early Childhood Centre



## Child Protection and Safeguarding Policy



March 2026

## Introduction

Bellsbank Primary School and Early Childhood Centre strives to educate all its pupils within an environment where our school values of **Respect, Aspiration** and **Kindness** are promoted and protected. We aim to safeguard and support the welfare of the children in our care by being proactive.

Examples of this include:

- Positive whole school ethos based on nurture principles, restorative approaches and East Ayrshire's Relationships Framework
- Anti-bullying, Equalities policies and practices
- Health and well-being lessons
- Education for personal and social development / Developing resilience
- Safe use of internet and other technologies
- Working positively with parents and carers

Safeguarding and Child Protection is part of our approach to getting it Right for Every Child (GIRFEC), the UN Convention on the Rights of the Child and Curriculum for Excellence. We recognise that every adult has a role in ensuring the safety and well-being of children and young people and in educational establishments, staff are in a strong position to contribute to the safety and well-being of children and young people – acting to challenge, minimise or prevent harm, to provide on-going support, and to educate about risks and how these can be managed.

**“Child protection means protecting a child from abuse or neglect. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect”**

**“Safeguarding is a much wider concept than child protection and refers to promoting the welfare of children. It encompasses: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children and young people to have the best outcome.”**

(From: How good is our school? 4th edition)

**How do we recognise abuse (physical, sexual, emotional) or neglect?**

<b>Physical Abuse</b>	<b>Possible Indicators may include</b>
<ul style="list-style-type: none"><li>• This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.</li></ul>	<ul style="list-style-type: none"><li>• Unexplained injuries or burns</li><li>• Improbable explanation for an injury</li><li>• Recurring 'accidents'</li><li>• Untreated injuries</li></ul>

<ul style="list-style-type: none"> <li>It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.</li> </ul>	<ul style="list-style-type: none"> <li>Reluctance to discuss injuries</li> <li>Fear of returning home or chronic running away</li> </ul>
<b>Emotional Abuse</b>	<b>Possible indicators may include</b>
<ul style="list-style-type: none"> <li>It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.</li> <li>It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children.</li> </ul>	<ul style="list-style-type: none"> <li>Constantly being put down, ridiculed, scapegoated</li> <li>Being treated differently from other children in the family</li> <li>Extremes of passivity and aggression or outbursts</li> <li>Lack of concentration</li> <li>Low self-esteem</li> <li>Self-harm</li> </ul>
<b>Sexual Abuse</b>	<b>Possible indicators may include</b>
Involves any act involving the child or young person in any activity for the sexual gratification of another person	<ul style="list-style-type: none"> <li>Behaviour changes eg withdrawn, anxiety, isolation, depression</li> <li>Developmental regression</li> <li>Anxiety associated with certain places or people</li> <li>Lack of trust or over familiarity and attention seeking</li> <li>Sexual knowledge and awareness beyond age</li> <li>Sexualised acting out with other children or toys</li> <li>Risk taking behaviours eg drug or alcohol misuse</li> <li>Self-harm</li> </ul>
<b>Neglect</b>	<b>Possible indicators may include</b>
<ul style="list-style-type: none"> <li>Neglect is the persistent failure to meet a child's basic physical and/or psychological needs in an age and stage appropriate manner and is likely to result in the serious impairment of the child's health or development.</li> <li>It may involve the failure to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment.</li> <li>In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation leading to serious long-term</li> </ul>	<ul style="list-style-type: none"> <li>Always hungry</li> <li>Inappropriate clothing</li> <li>Health needs not being met</li> <li>Appointments not kept</li> <li>Poor personal hygiene</li> <li>Poor self-esteem</li> <li>Social isolation</li> <li>Left unattended or with inappropriate adults</li> <li>Poorly supervised</li> </ul>

<p>effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time</p>	
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Increasingly we are seeing newer forms of child abuse which staff in schools may be well placed to identify:

- Harmful traditional practices, such as honour-based violence, forced marriage and FGM (female genital mutilation)
- Child Sexual Exploitation
- Children/young people who are missing
- Child trafficking
- Radicalisation
- Online and mobile phone safety

The school is committed to the continuing professional development of staff around child protection issues. We continue to develop awareness in all staff of the need for child protection and their responsibilities in identifying abuse through annual Child Protection training and ensuring that all staff are aware of referral procedures within the school.

- We monitor children who have been identified as ‘at risk’.
- We ensure that, where appropriate, outside agencies are involved.
- We ensure that key concepts of child protection are integrated within the curriculum, especially within Health & Wellbeing. E.g. NSPCC ‘Speak Out Campaign’, Sexual Health, Substance Misuse, Risk Taking, Stranger Danger, Relationships, etc.
- We create an environment where children feel secure, have their viewpoints valued, are encouraged to talk and are listened to.

### **Roles and Responsibilities**

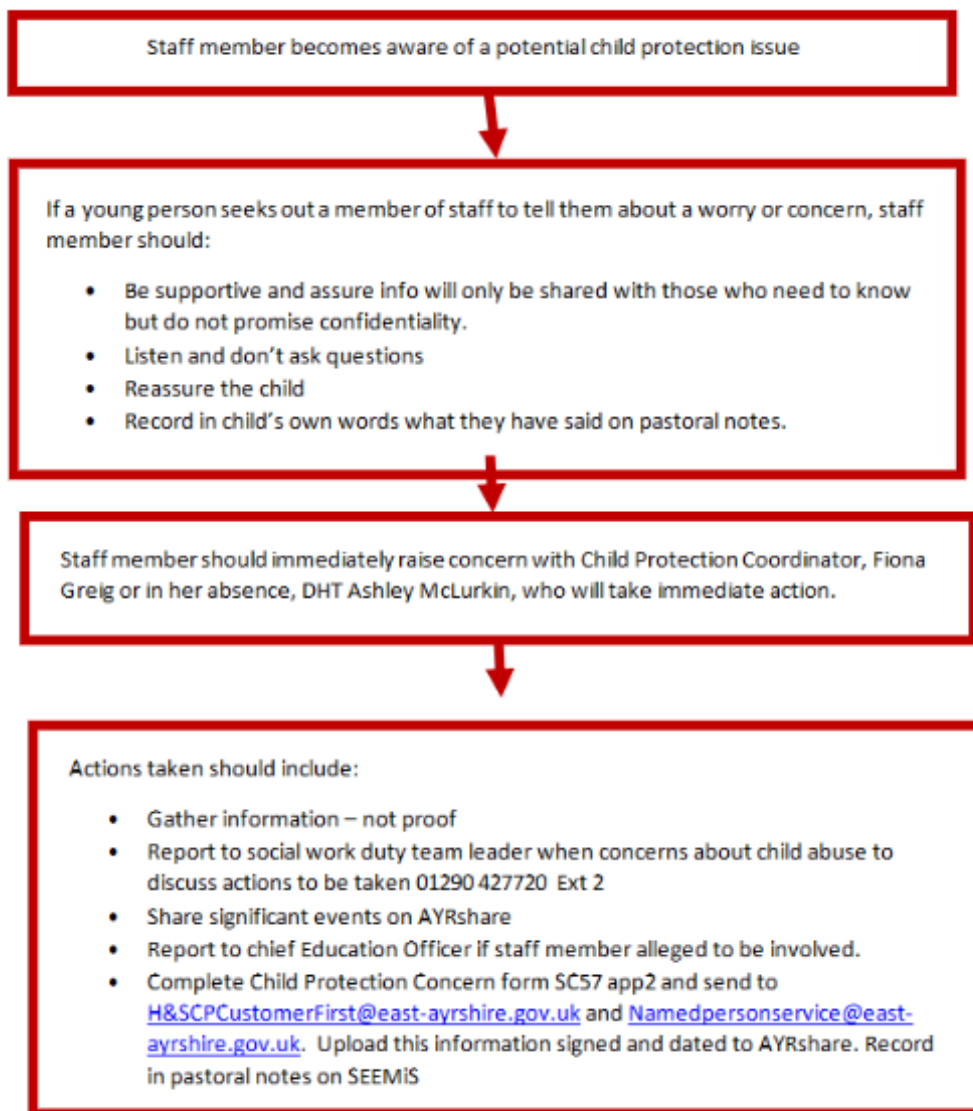
The designated person for child protection is the Child Protection Co-ordinator is Mrs Fiona Greig, Head Teacher and in her absence, the Depute Head Teacher Mrs Ashley McLurkin.

### **Welfare concerns**

Any member of staff with an issue or concern relating to child’s welfare should immediately discuss it with Mrs Fiona Greig HT or Mrs Ashley McLurkin DHT. They will then decide on an appropriate course of action. If no member of SLT is available and you are concerned for a child please contact Cumnock Social Work Office. Do not take concerns home.

Concerns about a child? Do not take it home! Contact Social Work Duty Officer: 01292 427720

Remember Observe Record



If you suspect a child is being abused emotionally, physically or sexually

- Report the matter immediately to the Head Teacher or the Depute Head Teacher. There is no need for proof.
- Record the details of your suspicion in the appropriate form and take action as soon as possible

If a child discloses to you, they have been abused:

- Allow the child to speak without interrupting but do not question or attempt to investigate the allegation
- Reassure the child that you are glad they have told you but be careful not to pass judgement on what was reported
- Let the child know that you must let the Head/Depute Teacher know about the incident **on no account can you agree to keep the information a secret.**
- Report the information immediately to your line manager who will then follow the procedures in Standard Circular 57.
- If the Head Teacher is out of the school at the time of the disclosure the Depute Head should be informed and she will make the decision if it is necessary to contact the Head Teacher if possible. Clerical staff will always know where to contact the Head Teacher. As soon as possible the staff member who received the allegation should record the details of the disclosure or allegation on the appropriate forms.
- If a child has made an allegation regarding yourselves or staff this should be reported immediately to the Head Teacher

### **The Role of the Designated Person (Child Protection Co-ordinator)**

- To ensure that all staff know that the Head Teacher is responsible (and in her absence any member of SLT) for child protection issues.
- To raise awareness and confidence on child protection procedures and to ensure new staff are aware of these procedures.
- To ensure that all staff know about and have access to guidelines.
- Immediately report to the IRT team duty worker in the South 01290 427720 (Irvine Valley, Cumnock and the Doon Valley).
  - If this occurs out-with normal working hours contact Ayrshire Urgent Care (AUCS) on 0800 328 7758. Discuss with the duty team leader the action to be taken, including when and by whom parents will be informed and the situation of the child.

- On the same day, record the concerns and action taken by staff and the action agreed with Children and Families Social Work Service using the Notification of Child CLASSIFICATION: PUBLIC 4 Protection Concern (see Appendix 2) and send a copy of the form to: [H&SCPCustomerFirst@eastayrshire.gov.uk](mailto:H&SCPCustomerFirst@eastayrshire.gov.uk) and [namedpersonservice@east-ayrshire.gov.uk](mailto:namedpersonservice@east-ayrshire.gov.uk)
- The Head of Establishment should ensure the concern is recorded as a Pastoral Note in SEEMiS Click and Go. The concern must also be recorded as a significant event in the integrated chronology on AYRshare. Following AYRshare Quality Assurance Standard 3 Child Protection Processes requires social work to create an AYRshare Record for the child on the day a child protection investigation commences. Any statements, wellbeing assessment(s), actions taken and a copy of the Notification of Child Protection Concern must be uploaded to the Document Tab in the AYRshare Record.
  - To attend case conferences or nominate an appropriate member of staff to attend on his/her behalf.
  - To keep up-to-date with current practice by participating in training opportunities wherever possible.
  - To organise regular training on child protection within the school.
  - To facilitate and support the development of a whole-school policy on child protection.
  - To pass on records and inform the key worker when a child is on the Child Protection Register leaves the school.

### **Staff Interaction with Children**

To ensure positive safe and caring relationships within the school all staff should be aware of the East Ayrshire's Relationships Framework and follow these principles:

- Treat everyone with respect
- Always respect a child's right to privacy
- It may be important and appropriate for you to be alone with a child however do try to be within earshot or vision of others
- Never make sarcastic, suggestive or demeaning remarks towards a child
- Avoid any physical horseplay with a child
- Always encourage children to feel comfortable and confident to share their experiences and to point out to you any attitudes or behaviours they do not like or feel uncomfortable with
- Physical restraint using non violent crisis intervention training should only be used if it is necessary to prevent a child harming themselves or others
- If a member of the staff team is seen to behave inappropriately with a child then you must not ignore it but discuss your concerns with senior management.

### **External Agencies**

Integrated working with external agencies promotes and supports the welfare of all our children providing the opportunity to share information and contact for advice and support. These include

- Health Visitor
- School Nurse
- Community Paediatrician
- Home Link Worker
- School Medical Officer
- Social Work Department
- Educational Psychologist
- Community police

### **Scotland's Children and Young People**

“A Scotland in which every child matters, where every child, regardless of his or her family background, has the best possible start in life.”

“It's everyone's job to make sure I'm alright” 2002

“Providing and ensuring a safe and secure environment for all learners within a caring and compassionate ethos and with an understanding of wellbeing” (GTCS – Standard for Registration, pg 6)

The following website is extremely useful for finding out additional information about Child Protection policy, procedure, paperwork, guidelines, CPD opportunities:

<https://glowscotland.sharepoint.com/sites/EastAyrshire/eaglowcentralsitemain2019/eaaddti onalsupportintiatglowcentralmain2019/SitePages/Home.aspx>

Policy last updated: March 2026

**CHILD PROTECTION**

**SUMMARY OF ACTION REQUIRED IN EDUCATIONAL ESTABLISHMENTS AND SERVICES**

**A. ALL STAFF should follow Action Steps 1 and 2 as outlined below:**

**STEP 1**

Immediately report the grounds for concern to the Head of the Establishment.

*If you have direct evidence or suspicion of child abuse then the only way you can protect the child or children is to report the matter immediately. You must ensure that your ongoing involvement is in each child's best interests: you must not wait to gather evidence, nor agree to keep the information secret, nor discuss the matter with others.*

**STEP 2**

Follow the guidance given by the Head or Child Protection Coordinator in relation to recording your concerns, supporting the child and co-operating with subsequent actions to investigate the grounds of concern and to protect the child or children concerned.

- B. Heads of Establishment and services should follow the Action Points listed below in the order they judge appropriate for the particular circumstances of each case. There should be an absolute minimum of delay in moving through the Action Points:

## ACTION POINTS

1. **Treat the grounds of concern as reported by the member of staff as a priority for action.**
  - Consider immediate needs of all children involved.
  - Take emergency action if required.
  - Gather information and if appropriate seek clarification (**not proof**).
  - Ask staff to record relevant information.
  - Store all information in a confidential Incident File.
2. **Immediately report** to the duty team leader at the relevant social work local office all cases where you have grounds for concern about child abuse. Discuss with the duty team leader the action to be taken, including when and by whom parents will be informed and the child or children interviewed.
3. **Immediately report** a medical emergency to the medical services and administer first aid if needed before reporting to the duty team leader.
 

**Urgent circumstances may require help from the police, e.g. immediate avoidance of further abuse, immediate pursuit of an alleged abuser, avoidance of destruction of evidence.**
4. **If a member of staff** is alleged to be involved in child abuse then contact should be made with the Head of Education. Decisions will then be made regarding appropriate action in consultation with Human Resources. There are occasions when you will require to be kept up to date by Social Work regarding their investigation in order to determine appropriate action about a member of staff. This should be done through the allocated social work team leader and the Public Protection Unit not the Campus Police Officer.
5. **Record** (on the same day) the grounds for concern and action taken using the Notification of Child Protection Concern Recording Form (see Appendix 2).  
Send the referral electronically to [H&SCPCustomerFirst@east-ayrshire.gov.uk](mailto:H&SCPCustomerFirst@east-ayrshire.gov.uk)  
Upload this information, signed and dated, to AYRshare.  
Record in Latest Pastoral Notes on SEEMiS.
6. **Cooperate** fully with all statutory agencies who may become involved.
7. **Support** the child or children involved as necessary and appropriate as part of the Team Around the Child (TAC).

The Child Protection Co-ordinator or Named Person  
MUST have reported the child protection concern  
directly to social work before completing this form.



### Notification of Child Protection Concern

Please state the name of social work contact and date of discussion:		Name:	Date:
Child or Young Person's Named Person:			
Person completing this request			
Name		Role	NP <input type="checkbox"/> LP <input type="checkbox"/>
Location		Contact Number	
Email address		Designation	
Child/Young Person			
Name of Child		Address / Town	
Gender	Find a list <a href="#">here</a>	Postcode	
Date of Birth / CHI Number (if available)		Phone Number	
Age		Early Years Provider/ School	
Home Language(s)		Preferred language for communication	
Is the child on the CP register?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Care Experienced Child (LAC/LAAC)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Parent/Carer (only complete if different from above)			
Name of Parent/Carer		Phone number	
		Address / Town	
Email address		Postcode	
Reason for Child Protection Concern			
Where is the Child at Present			
Circumstances of the Child Protection Concern			
Relevant Education Information			
Special Circumstances relating to the child/children (e.g. non-disclosure restrictions, additional support needs, medical condition)			

## Notification of Child Protection Concern Feedback Form



Name of Service		Social Work	
Feedback provided by			
Name	Role/Designation	Contact No.	Email Address
Child/Young Person			
Name of Child		Address	
Gender	Find a list <a href="#">here</a>	Town	
Date of Birth / CHI Number (if available)		Postcode	
Age		Early Years Provider/ School	
Phone Number			
Child Protection Investigation		Date of decision	Reasons
Case Discussion			
Further Assessment (not under Child Protection Procedures)			
No further Action			
Date Completed		Date sent to Child Protection Co-ordinator or Named Person	

**This completed form should be returned by the Team Leader to the Head of Establishment from which the Notification of Child Protection Concern originated within 5 working days of receipt.**