



Cart Mill Family Centre

Child Protection and Safeguarding Policy

Cart Mill Family Centre is committed to safeguarding and promoting the rights, wellbeing and protection of all children in line with:

- National Guidance for Child Protection in Scotland (2021, updated 2023)
- GIRFEC (Getting it Right for Every Child)
- UN Convention on the Rights of the Child (UNCRC)
- A Quality Framework for Early Learning and Childcare Sectors

We recognise that **safe, effective, compassionate care** depends on a skilled workforce, strong leadership and robust safeguarding systems.

➤ **Rationale**

All staff in Cart Mill Family Centre have a responsibility to:

- Ensure all children are safe, protected and supported to achieve their full potential
- Be familiar with and follow local and national child protection procedures, including East Renfrewshire guidance
- Provide a nurturing, inclusive and rights-respecting ethos where children feel safe and listened to
- Actively listen to and respect children's views, in line with the UNCRC
- Support children to develop skills to keep themselves safe, through the Health & Wellbeing curriculum
- Recognise the importance of early intervention using Getting It Right For Every Child (GIRFEC) approach
- Share information appropriately to support a child's wellbeing, welfare or protection
- Maintain accurate records including Records of Concern and Chronologies
- Engage in regular, up-to-date child protection training, including trauma-informed practice
- Demonstrate professional curiosity and respectfully challenge when concerned

➤ **What is Child Protection?**

Child Protection refers to the processes involved in consideration, assessment and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm from abuse, neglect or exploitation.

➤ **What is Safeguarding**



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Safeguarding encompasses protecting children from maltreatment, preventing impairment of health or development, ensuring provision of safe and effective care, and taking action to enable all children, young people and protected adults to have the best outcomes.

We have a distinctive approach to safeguarding in Scotland linked to 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 learners' knowledge, skills and resilience to keep themselves safe and protected.

➤ **Safeguarding Culture**

We promote a culture where:

- Children feel safe, respected and listened to
- Staff feel confident to raise concerns and challenge practice
- Safeguarding is embedded in daily practice, not just policy
- Children's wellbeing is continuously monitored
- There is strong leadership and oversight

➤ **Identifying and Responding to Concerns**

- Listen to a child telling you or someone else about an experience
- Observe changes in behaviour, presentation or attendance
- Recognise signs of physical abuse, sexual abuse, emotional abuse or neglect in children or domestic abuse at home.
- Identify indicators linked to trauma or adversity
- Be aware of forced marriage, criminal exploitation, child trafficking or Female Genital Mutilation and PREVENT (counter terrorism strategy)
- Witnessing an incident involving parents and/or child
- Listen to concerns expressed by a 3rd Party

➤ **Response Procedure**

All staff must:

- Listen and respond calmly
- Reassure the child (do not promise confidentiality)
- Record facts immediately (child's words)



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- Report to Child Protection Co-ordinator without delay
- Follow local authority procedures

Staff must never delay reporting or attempt to investigate.

➤ Recording and Documentation

The centre ensures:

- All concerns are recorded using Records of Concern
- A clear chronology is maintained for each child through Pastoral Notes where appropriate

Records are:

- Accurate
- Timely
- Factual (not opinion-based)
- Records are stored securely and confidentially in filing cabinet in Head Teacher's office
- Information is shared in line with data protection and child protection law

➤ Information Sharing

- Information is shared proportionately and appropriately
- Consent is sought where possible, but not required if a child is at risk
- Staff understand when and how to escalate concerns

➤ Multi-Agency Working

Safeguarding and child protection is everyone's responsibility. When we work together, we create safe, nurturing spaces where every child's wellbeing comes first.

The centre will:

- Work in partnership with:
 - Social Work
 - Health professionals
 - Police
 - Education
 - Local Authority Children's/Adult's Services
- Attend and contribute to:
 - Child protection case conferences



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- Core groups
 - GIRFEC meetings
 - Inter-agency Referral Discussion (IRD)
- Provide high-quality reports and chronologies

➤ Safer Recruitment

Cart Mill Family Centre ensures:

- All staff undergo PVG checks
- Safer recruitment practices are followed
- References and suitability checks are completed by HR
- Staff understand professional boundaries and conduct
- Staff are registered with SSSC or GTCS

➤ Staff Training and Development

We ensure:

- All staff complete mandatory child protection training annually
- Regular updates reflect:
 - National Guidance for Child Protection in Scotland (2021, updated 2023)
 - GIRFEC (Getting it Right for Every Child)
 - UN Convention on the Rights of the Child (UNCRC)
 - A Quality Framework for Early Learning and Childcare Sectors
- Emerging risks (online harm, exploitation)
- Staff receive training in:
 - Trauma-informed practice
 - GIRFEC and wellbeing assessment
- Training impact is monitored, evaluated and recorded in SSSC Learning Log

➤ Supporting Children and Families

We apply a trauma-informed lens to all of our practice and interactions with children, their families and people within and outside of our team.



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We nurture trusting and respectful relationships with children, families and the local community.

Our interactions are underpinned by children's rights.

We know individual children very well.

We communicate respectfully with families and one another to develop a holistic knowledge of children and their wellbeing needs. This enables us to identify children and families who may be at risk of harm and respond appropriately

We are a highly skilled team with a deep understanding of safeguarding and child protection practice, which we use to create a safe and trusting environments for all.

Children feel secure in expressing their views, sharing worries and asking for help.

We prioritise listening with sensitivity and responding with care. This is supported by an empowering and empathetic leadership team that values staff wellbeing and encourages openness.

We provide:

- A non-judgemental, supportive environment
- Early help where concerns relate to wellbeing or poverty
- Clear communication with families (where appropriate)
- Support during and after child protection processes
- Our focus on 'Keeping the Promise' will ensure that we understand the experiences and needs of our care experienced learners and do what we can to support them and help them feel safe.



➤ Leadership and Quality Assurance

- **Child Protection Co-ordinator:** Angela Kerr (Head Teacher)
- **Depute / Child Protection Officer:** Val MacLean (Depute Head of Centre)

Head Teacher will have the overall responsibility for Child Protection issues and should be the first person staff or parent/carer informs in the event of any suspicions.



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Other responsibilities include:

- Annual in-service training of all staff regarding the council's Child Protection and Safeguarding policy and procedures.
- Regular audit of child protection records
- Informing and co-operating with other agencies by attending meetings, completing reports, providing information.
- Monitoring of Chronologies, Pastoral Notes and staff training compliance
- Ongoing policy review and improvement
- Support children, staff and parents who are involved in the Child Protection process.

Depute Head of Centre

The Depute Head of Centre will take on the responsibilities and duties of the Head Teacher in her absence.

➤ Policy Review

This policy will be reviewed:

- Annually
- Following Care Inspectorate feedback
- Following updates to national/local guidance
- After any significant incident

➤ Whistleblowing

Staff are supported to raise concerns about:

- Poor practice
- Unsafe behaviour
- Failure to follow procedures

Concerns should normally be raised with an employee's immediate manager. It is accepted however, that the most appropriate person to contact will depend on the seriousness and sensitivity of the issues involved and who is suspected of malpractice.



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If an employee believes that senior management is involved in the matter of concern, an approach should be made instead to the Head of Service.

- Any expression of dissatisfaction about an action or lack of action, or about the standard of service provided by ERC Social Work, Health or Education staff can be made using this form:
<https://eastrenfrewshire.gov.uk/make-a-complaint-form>
- **Care Inspectorate:** If the complaint relates to a care service (e.g. ELC, care home, home support) can raise a concern using this link:
concerns@careinspectorate.gov.scot
- **SSSC:** If complaint concerns the conduct of a specific social worker or ELC staff service users can raise a concern with Scottish Social Services Council (SSSC).

All concerns will be taken seriously and addressed in line with **ERC Whistleblowing Policy**

UNCRC Article 2 (non-discrimination) The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

UNCRC Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.

UNCRC article 5 (parental guidance and a child's evolving capacities) Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.

UNCRC Article 6 (life, survival and development) Every child has the right to life. Governments must do all they can to ensure that children

UNCRC Article 12 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

UNCRC Article 16 (right to privacy) Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.

UNCRC Article 18 (parental responsibilities and state assistance) Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by creating support services for children and giving parents the help they need to raise their children.

UNCRC Article 19 (protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

UNCRC Article 39 (recovery from trauma and reintegration) Children who have experienced neglect, abuse, exploitation, torture or who are victims of war must receive special support to help them recover their health, dignity, self-respect and social



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➤ Further Reading

[GIRFEC National Practice Model](#)

[Revised Standard Circular 57: Child Protection \(Jun 2024\)](#)

[ERC Education Department Child Protection Documentation](#)

[National Guidance for Child Protection in Scotland \(2021 updated 2023 \)](#)

[Child Protection Committees Scotland](#)

[Domestic Abuse - National Improvement Hub](#)

[Child Sexual Exploitation - National Improvement Hub](#)

[Female Genital Mutilation – National Improvement Hub](#)

[Prevent guidance and curricular links – National Improvement Hub](#)

[Safeguarding – Prevent in Education – National Improvement Hub](#)

[CEOP – Child exploitation and online protection](#)

[NSPCC online safety](#)

[UNCRC Rights of the Child](#)