Child Protection, Safeguarding and Wellbeing Policy

This policy applies to all staff and volunteers.

Within Carleton Primary School we aim to create an environment in which all pupils are safe and feel safe in school. There is a strong, robust and proactive response from adults that reduces the risk of harm to children. Adults working with them know and understand the indicators that may suggest that a child/young person is suffering or is at risk of suffering harm. (*Ref: How good is our school 4th Edition)*

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 Fife's Multi-Agency Overarching Child Protection Guidance 2025.

Fife Multi-Agency Overarching Child Protection Guidance 2025

This document emphasises that:

- All education staff have important roles in protecting children from abuse and neglect and in identifying children who may be at risk of abuse.
- The protection and wellbeing of the child must remain at the heart of all considerations and decisions.

The purpose of this policy is;

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

Staff at Carleton 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.

All staff in our setting are aware of the Prevent duty to stop people from becoming terrorists or supporting terrorism. Any concerns regarding people being drawn into radicalisation and terrorism are taken seriously and acted upon using the Notice, Check, Share principles. Concerns are reported promptly to the CPC / DCPC who have responsibility for Prevent, alongside other safeguarding processes.

If there is an immediate risk to the child contact the Police.

Police Contact Centre 101 (in emergencies dial 999)

Social Work Contact Centre 03451 551503
E-mail sw.contactctr@fife.gov.uk
Out of Hours 03451 550099



Fife Key Child Protection Principles – 6 for safety

Fife Child Protection Committee's 'Six for Safety' promotes best practice when working with children and families. Developed from analysis and learning from Significant Case Reviews, these are day-to-day ways of working to support and protect children and young people and support improved decision making.

1. **Child at the Centre** – The needs of children and young people are at the centre of all practice.

2. **Relationships** – Ensuring that all relationships with children, parents/carers are effective, constructive and are central to improving wellbeing and minimising risk of harm.

3. **Quality Assessment and Planning** – All assessments and plans are accurate and effective by achieving outcomes in meeting needs and minimising risk of harm. All available resources and tools are used to best effect.

4. **Information Exchange and Communication** – Relevant information is shared appropriately, clear lines of responsibility for action are understood across partners and communication is effective in minimising potential risks.

5. **Early Intervention** – Early and effective intervention is achieved where possible, minimising risk of harm to children and young people.

6. **Professional Support and Oversight** – A culture of effective management support and/or supervision is embedded which embodies the values and principles of Fife Child Protection Committee.

We recognise that:

- The welfare of the child is paramount, as enshrined in The Children (Scotland) Act 1995.
- All children, regardless of age, disability, sex, racial heritage, religious belief or sexual orientation 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 (UNCRC (Incorporation) Act).
- Appointing a Child Protection Co-ordinator for Child Protection for the school and also a Depute Child Protection Coordinator.
- Adopting the processes and procedures contained within Fife's Inter-Agency Child Protection Guidance.
- Developing and implementing an effective e-safety policy and related procedures.
- 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 agency's 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.

Safeguarding Procedures Poster

A learner comes to talk to you/messages you.

You see physical symptoms/signs.

You suspect there is something wrong at home/school.

You have concerns about behaviour changes.

Make it as easy as possible to talk/message.

Take time/space to listen.

Do not attempt to gather evidence/proof.

If comfortable ask “wh” questions but do not ask leading questions. (Who, What, Where)

Be honest about what you are required to do to ensure the learner gets the help they need.

Be explicit about being required to pass on information to the right people.

Take the learner seriously and reassure them. Remain neutral and try not to express shock or anger at what is being disclosed to you – just record and report.

Fill in a Care and Welfare form as soon as practically possible and give/send to Child Protection Coordinator.

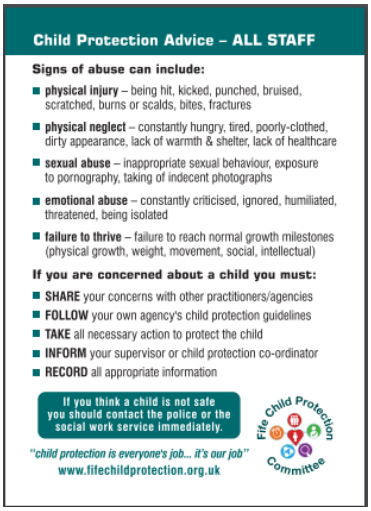
Record facts as fully as possible and use learner’s own words where possible.

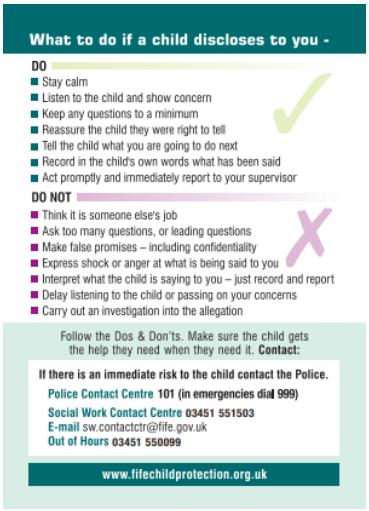
Fill in a Care and Welfare Form as fully as possible ensuring you note all facts clearly.

Give/send Care and Welfare form to Child Protection Coordinator.

Discuss with Child Protection Coordinator.

Expect and ask for feedback.





Child Protection Coordinators names.

Maxine Hayes



Headteacher

Michelle Mackay



Depute Headteacher

Contact details

Child Protection Coordinator	
Name	Maxine Hayes
VOIP	444784
Email	Maxine.Hayes@fife.gov.uk

Depute Child Protection Coordinator	
Name	Michelle Mackay
VOIP	497107
Email	Michelle.Mackay@fife.gov.uk

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

This policy was last reviewed by Maxine Hayes on 17/8/26

Position: Headteacher

Signed: Maxine Hayes

Legal Framework

This policy has been drawn up based on overarching legislation and guidance that seeks to protect children, namely but not exclusively:

- National Guidance for Child Protection in Scotland, Scottish Government, 2021 - updated 2023
  national-guidance-child-protection-scotland-2021-updated-2023.pdf
- Fife Multi-Agency Overarching Child Protection guidance 2025
  Fife Multi-Agency Overarching Child Protection Guidance 2025
- Getting it Right for Every Child Policy
  https://www.gov.scot/policies/girfec/latest/
- General Data Protection Regulation/Data Protection Act 2018
  https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/
- Children's Hearing (Scotland) Act 2011
  https://www.legislation.gov.uk/asp/2011/1/contents
- Children and Young People (Scotland) Act 2014
  http://www.legislation.gov.uk/asp/2014/8/contents/enacted
- Children (Scotland) Act 1995
  https://www.gov.scot/publications/scotlands-children-children-scotland-act-1995-regulations-guidance-volume-1-support-protection-children-families/documents/
- Children Scotland Act (2020)
  https://www.legislation.gov.uk/asp/2020/16/body/enacted
- Education (Additional Support for Learning) (Scotland) Act 2004
  https://education.gov.scot/improvement/research/education-additional-support-for-learning-scotland-act-2004/
- National Framework for Child Protection Learning and Development in Scotland (2024)
  national-framework-child-protection-learning-development-scotland-2024.pdf
- The 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/