



Ceres Primary School and Nursery

Child Protection, Safeguarding and Wellbeing Policy

This policy applies to all staff and volunteers.

Within our school/nursery we aim to create an environment in which all pupils are safe and feel safe in school/nursery. 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 Inter-Agency Child Protection Guidance 2016

https://www.fife.gov.uk/_data/assets/pdf_file/0030/194970/CPC-Inter-Agency-Guidance-Final-Master-27.09.16.pdf.

This document states 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 Ceres Primary School and Nursery.
- to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

Staff at Ceres Primary School and Nursery 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.

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

Document Owner	Version	Date of Publication	Date of Next Review
Sarah Cloy	1	January 2024	January 2025



Fife Key Child Protection Principles

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, 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 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 (CPC) or Depute Child Protection Coordinator (DCPC). If CPC or DCPC not available, you may inform clerical assistant who will contact them.

Discuss with CPC/DCPC.

Expect and ask for feedback.

Child Protection Advice – ALL STAFF

Signs of abuse can include:

- **physical injury** – being hit, kicked, punched, bruised, scratched, burns or scalds, bites, fractures
 - **physical neglect** – constantly hungry, tired, poorly-clothed, dirty appearance, lack of warmth & shelter, lack of healthcare
 - **sexual abuse** – inappropriate sexual behaviour, exposure to pornography, taking of indecent photographs
 - **emotional abuse** – constantly criticised, ignored, humiliated, threatened, being isolated
 - **failure to thrive** – failure to reach normal growth milestones (physical growth, weight, movement, social, intellectual)
- If you are concerned about a child you must:**
- **SHARE** your concerns with other practitioners/agencies
 - **FOLLOW** your own agency's child protection guidelines
 - **TAKE** all necessary action to protect the child
 - **INFORM** your supervisor or child protection co-ordinator
 - **RECORD** all appropriate information

If you think a child is not safe you should contact the police or the social work service immediately.

"child protection is everyone's job... it's our job"
www.fifechildprotection.org.uk



What to do if a child discloses to you -

DO

- Stay calm
- Listen to the child and show concern
- Keep any questions to a minimum
- Reassure the child they were right to tell
- Tell the child what you are going to do next
- Record in the child's own words what has been said
- Act promptly and immediately report to your supervisor

DO NOT

- Think it is someone else's job
- Ask too many questions, or leading questions
- Make false promises – including confidentiality
- Express shock or anger at what is being said to you
- Interpret what the child is saying to you – just record and report
- Delay listening to the child or passing on your concerns
- Carry out an investigation into the allegation

Follow the Dos & Don'ts. Make sure the child gets the help they need when they need it. **Contact:**

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

www.fifechildprotection.org.uk



Sarah Cloy, Headteacher
Child Protection Coordinator
sarah.cloy@fife.gov.uk

Ceres:
VOIP 450952
01334 659454

Craigrothie:
VOIP 451188
01334 659456




Lynda Martin, Principal teacher
Depute Child Protection Coordinator
lynda.martin@fife.gov.uk


Ceres:
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Clerical Assistant	
Name	Miss Dawn Mercer (Clerical Assistant, Ceres)
VOIP	450951
Email	dawn.mercer@fife.gov.uk

Contact details

	Child Protection Coordinator	
	Name	Mrs Sarah Cloy (Acting Headteacher, Craigothie & Ceres)
	VOIP	451 188 (Craigothie), 450952 (Ceres)
	Email	sarah.cloy@fife.gov.uk

	Depute Child Protection Coordinator	
	Name	Miss Lynda Martin (Principal Teacher, Craigothie & Ceres)
	VOIP	451 188 (Craigothie), 450956 (Ceres)
	Email	Lynda.martin@fife.gov.uk

In the absence of the CPC/DCPC, you can also inform Miss Dawn Mercer who will contact the appropriate person.

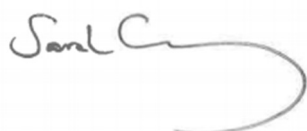
	Clerical Assistant	
	Name	Miss Dawn Mercer (Clerical Assistant, Ceres)
	VOIP	450951
	Email	dawn.mercer@fife.gov.uk

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

This policy was last reviewed by Sarah Cloy on 9th January 2024

Position: Acting Headteacher

Signed:



Appendix 1: 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 [Child Protection Guidance 2021 \(theapsgroup.scot\)](https://www.scotland.gov.uk/Information/Statistics/14249-12267-10000)
- Inter-agency Child Protection Procedures – Fife (2016) https://www.fife.gov.uk/_data/assets/pdf_file/0030/194970/CPC-Inter-Agency-Guidance-Final-Master-27.09.16.pdf
- 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 (2012) <http://www.gov.scot/Topics/People/Young-People/protecting/child-protection/national-framework-cp-learning-2012>
- 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/>

Care and Welfare Forms - Process

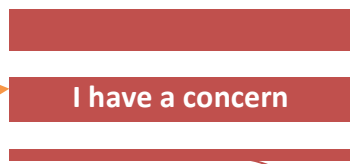
To be used in conjunction with Safeguarding flowchart in CP Policy (page 4)

If you consider a child or young person to be in IMMEDIATE danger then call Police Scotland on 999 or SW Contact Centre (03451 441503) and press immediate harm button (1).

For non-emergency calls, you can call Police Scotland on 101 or the Social Work Contact Centre on 03451 551503 or email NoCC to sw.enquiries@fife.gov.uk.

Out of office hours (9 am to 5 pm) the Emergency Social Work number is 03451 550099.

Receive feedback from CPC.
Request feedback if not received.



Electronic Care & Welfare forms are stored in All Staff Ceres – Ceres 2022-2024 – Child Protection – Care & Welfare
Tip: Save on your desktop for future use.

Paper Care & Welfare forms can be located in the office and staff room.



Complete care and welfare and send to ... (suggestion is named person box with email address stuck to bottom of every monitor in school)
Adult with concerns to share verbally with CPC/DCPC/Named Person.
If possibility of immediate danger then alert ... IMMEDIATELY

Complete paper care and welfare and give to CPC/DCPC.
If you cannot find CPC/DCPC give to reception.
Reception - place form in sealed envelope and alert SLT IMMEDIATELY.

Child Protection Coordinator/Named Person meets young person and determines next steps. Records actions on Care and Welfare and updates chronology.

CPC/DCPC checks what specific feedback can be shared with young person's consent.

Excellent Practice.
Child at the centre.
All staff knowledgeable and vigilant.
Clear and well understood processes.
Feedback to staff member in every case.