

If you are worried about a child...

Please report any concerns immediately to a member of our Senior Leadership Team, if you become concerned about...

- A specific incident you see or hear about
- A disclosure made by a young person or parent/carer
- Adult behaviour that may place a child at risk
- A culmination of minor concerns over a period of time



Please don't feel worried about sharing concerns that may seem small with the Child Protection Coordinator, it might be part of a bigger picture.

If a child discloses information to you...

- 👍 Listen carefully to what they are telling you.
- 👍 Remain calm, keep your body language neutral.
- 👍 Reassure the child that they have made the right choice in sharing information with you and that someone will be able to help them.
- 👍 Inform the Headteacher or Mrs Lafferty immediately.
- 👍 You may be asked to record what the child said in their own words or to complete MC57 Appendix 3, Record of Concern paperwork. This pink sheet is available in SLT offices as well as our staffroom.
- 👎 **Do not** interrogate or ask leading questions.
- 👎 **Do not** promise to keep anything secret.
- 👎 **Do not** discuss the disclosure generally with friends or colleagues.
- 👎 **Do not** ignore or delay informing the Child Protection Coordinator.



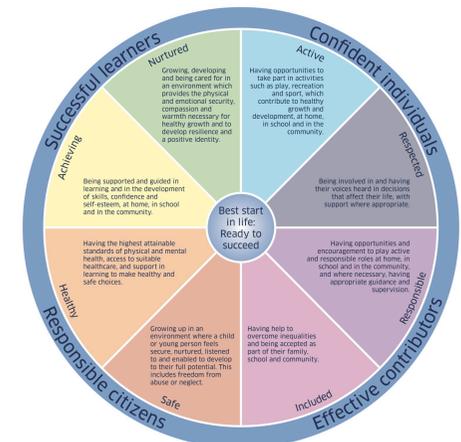
Thank you on behalf of all our children for your diligent support of their welfare and for working in partnership with the school **to create a safe and inclusive environment that helps everyone achieve their potential.**



Keeping Children Safe at King's Park Primary

At King's Park Primary we are wholeheartedly committed to ensuring our pupils are protected from harm, not only in school but in each and every place that they live their lives including their digital world.

We use the SHANARRI Wellbeing Indicators (Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included) to ensure all children grow, develop and strive to reach their full potential and that we are getting it right for every child academically and emotionally.



Child Protection

At King's Park Primary, we take great care to carry out our statutory responsibilities actively and conscientiously in partnership with our wider school community and other parties who engage with the school and its pupils.

Our Child Protection Coordinator within the school is Mr McCann. If you have any concerns regarding a child, please do not hesitate to contact him. If you are unable to speak to Mr McCann please report any concerns to our Depute Child Protection Coordinator, Mrs Lafferty.



Mr McCann
HT



Mrs Lafferty
DHT



Further policies and procedures that help keep our children safe:

Data Protection - Sensitive and confidential information is kept in secure storage. Photo permission is sought and updated annually.

Health and Safety - Annual training for staff, bi-annual inspections, fire drills, bi-annual asbestos inspections and investigating incident reporting from staff. In addition we have yearly inspections of our PE equipment. Significant incidents are recorded on Glasgow's online reporting system.

Anti-bullying/Equality and Diversity - Robust systems to investigate complaints and record actions. We use assemblies to reinforce our values particularly respect, wellbeing and caring.

First Aid - 2 trained first-aiders attend to children who are ill or injured at school. We are in regular contact with parents if a child is unwell.

Attendance and Latecoming - unexplained absences, low attendance and poor timekeeping are addressed at monthly meetings.

Security - security doors at appropriate points throughout the building and playground gates locked during the day.

Emotional Check-ins - every child is aware that they can speak privately to their teachers, the Depute Heads or Headteacher.

Procedures for Visitors

- ✓ All visitors must sign in at the main office indicating the purpose of their visit and acknowledge that they have read our Keeping Children Safe procedures.
- ✓ All visitors will be issued with an appropriate badge which must be displayed whilst in the school building or grounds.
- ✓ Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.
- ✓ All visitors must sign out at the school office.
- ✓ Under no circumstances should you take photographs or videos of children whilst in King's Park Primary without the permission of the Head Teacher.

