



## WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

If you become concerned about.....

- A specific incident you see or hear about
- A disclosure made by a young person or parent/carer
- A child's behaviour that may place them at risk
- Adult behaviour that may place a child at risk
- A variety of minor concerns which put together give rise to concern

Please report your concerns immediately to the Head Teacher (Child Protection Officer) or the Depute Head Teacher in his absence (Depute Child Protection Officer)

**Keeping our  
children safe is  
of extreme  
importance to  
us at  
Anderston  
Primary School**



# ANDERSTON PRIMARY SCHOOL

Child Protection  
Visitor Guidance

June 2026

**All visitors must sign in  
at the main reception.**

## WHAT TO DO IF A CHILD DISCLOSES INFORMATION TO YOU

- Listen carefully to what the child is telling you
- Do not show shock or disbelief
- Do not promise confidentiality or to keep secrets. Reassure the child, but do not make promises that might not be possible to keep
- Reassure the child that you will tell the head teacher
- Do not interrogate or ask any leading questions
- Reassure the child that it was right for them to tell
- Inform the head teacher immediately
- Do not discuss with anyone else
- You may be asked to record what the child said in their own words including how and when the account was given
- You may be asked to complete an Appendix 3 record of concern alert. This paperwork is available from the school office or in every classroom

## Welcome to Anderston Primary

All visitors will be issued with an appropriate visitors' badge which must be displayed at all times whilst in the building or the school grounds.

Visitors will be asked to remain under the supervision of a designated member of staff whilst on site.

Visitors should read over the Child Protection Guidance and sign to say they have read this.

Under no circumstances should you take any photographs of children in Anderston Primary School.

All visitors must sign out at reception and return their badge.

## Child Protection and Safeguarding

Full details of our child protection and safeguarding procedures can be found in the school's child protection and safeguarding policy, kept at the school office,

Protecting children and young people is everyone's job. If you have any concerns about a child's wellbeing at Anderston Primary, please contact Mr Allan Lynn

In Mr Lynn's absence, any concerns should be passed to Mrs Lisa McGloughlin, Depute Head Teacher.



**Mr Lynn**



**Mrs McGloughlin**



