**Inverkip Primary School & Nursery Class  
Child Protection and Safeguarding Policy**

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*Version: August 2025*

*Next Review: August 2026*

*(or earlier, following updates to national/authority guidance).*

# Contents

1. Introductions and scope
2. Legislative and Policy Framework
3. Definitions and Types of Harm
4. Roles and Responsibilities
5. Safer Culture at Inverkip (Environment, Posters, Trusted Adults)
6. Early Identification and Responding to Concerns
7. Inter-Agency Referral Discussion (IRD) and Child Protection Planning
8. Risk Assessment: (GIRFEC practice model)
9. Managing Disclosures and Immediate Safety
10. Allegations Against Staff/Volunteers and Whistleblowing
11. Information Sharing, Confidentiality, and Record Keeping
12. Chronologies and Pastoral Notes (SEEMiS)
13. Attendance, Children Missing from Education (CME), and Transitions
14. Specific Risks (CSE/CCE, Domestic Abuse, FGM, Forced Marriage, Trafficking, HSB, Online Harm, Sextortion)
15. Prevent Duty (Education)
16. Equality, Inclusion and Anti-Bullying
17. Curriculum, Pupil Voice and Partnership with Parents/Carers
18. Training, Induction, Supervision and Quality Assurance
19. File Management, Retention, Security and Requests
20. Equal protection
21. Harmful/Problematic Sexual Behaviour (HSB)
22. Online and Mobile Safety
23. Career‑Long Professional Learning (CLPL) & Quality Assurance
24. Governance, Review and Monitoring
25. Appendices (1-15)

**1. Introduction and Scope**

This policy sets out how Inverkip Primary School & Nursery Class protects children and supports their wellbeing. It aligns with the Inverclyde Education Services ‘Protecting Children and Supporting their Wellbeing’ guidance (March 2025), Inverclyde Multi‑Agency Child Protection Procedures, and the National Guidance for Child Protection in Scotland (2021, updated 2023). It applies to all staff, volunteers, contractors and visitors working in or with our school and nursery.

* Protect children from harm, abuse, neglect and exploitation.
* Provide a safe, caring and stimulating environment.
* Promote the wellbeing of all children and young people using the GIRFEC approach.
* Respond appropriately and proportionately to concerns, and work in partnership with families and other agencies.

We recognise the United Nations Convention on the Rights of the Child (UNCRC) and Scotland’s commitment to children’s rights. We also reflect ‘The Promise’, placing relationships, respect and children’s voices at the centre of planning and support.

# 2. Legislative and Policy Framework

This policy should be read alongside: National Guidance for Child Protection in Scotland (2021, updated 2023); Children and Young People (Scotland) Act 2014; Children (Scotland) Act 1995; GIRFEC policy framework; the Equal Protection (Children) (Scotland) Act 2019; Inverclyde Multi‑Agency Child Protection Procedures; Curriculum for Excellence and Realising the Ambition.

Key concepts: ‘child’, ‘abuse’, ‘neglect’, ‘significant harm’, ‘child protection’. Abuse can be physical, emotional, and sexual; neglect may be persistent or, at times, a single event causing significant harm. Criminal and other exploitation (including trafficking) and harmful practices (including FGM and forced marriage) are forms of abuse. Professional judgement, informed by the child’s voice and context, is essential.

* Children and Young People (Scotland) Act 2014 – GIRFEC duties and wellbeing indicators.
* Children (Scotland) Act 1995 – parental responsibilities and rights; local authority support duties.
* National Guidance for Child Protection in Scotland (2021, updated 2023).
* Data Protection Act 2018 / UK GDPR – information sharing and data handling.
* Children (Equal Protection from Assault) (Scotland) Act 2019.
* Protection of Vulnerable Groups (Scotland) Act 2007 - PVG Scheme.
* Human Trafficking and Exploitation (Scotland) Act 2015.
* Female Genital Mutilation (Protection and Guidance) (Scotland) Act 2020.
* Education (Scotland) Act 1980; Standards in Scotland’s Schools etc. Act 2000.
* Counter-Terrorism and Security Act 2015 – Prevent duty.

This policy must be read with Inverclyde Multi‑Agency Child Protection Procedures and Inverclyde Education Services guidance (Inverclyde Education Services Child Protection Guidance, March 2025).

# 3. Definitions and Types of Harm

Abuse may be physical, emotional or sexual; neglect may be persistent or acute and can cause significant harm. Exploitation (including criminal/sexual), harmful practices (e.g., FGM, forced marriage) and online harms are forms of abuse (Inverclyde Education Services Child Protection Guidance, March 2025).

* Indicators may include (non‑exhaustive):
* Unexplained injuries, delay in seeking medical help, inconsistent accounts.
* Fear of certain individuals/places; hypervigilance; regression; significant changes in behaviour.
* Disclosure of sexual contact, age‑inappropriate sexualised behaviour, sexually transmitted infections.
* Poor hygiene, persistent hunger, inadequate clothing, failure to thrive, untreated medical conditions.
* Going missing, association with older peers, unexplained money/gifts, online contacts and coercion.

Professional curiosity and critical thinking are essential. When in doubt, all Inverkip staff must consult the CPC/DCPC without delay.

# 4. Roles and Responsibilities

All staff must:

* Be vigilant to wellbeing and child protection concerns.
* Know who the Child Protection Coordinator (CPC) and Deputes are and how to contact them.
* Follow this policy and Inverclyde procedures; act immediately on concerns; complete a Record of Concern; and refer without delay where risk may be significant.
* Record concerns robustly in SEEMiS Pastoral Notes and contribute to accurate chronologies.
* Share information that is relevant, necessary, proportionate and lawful.
* Engage in annual CP refresher training and ongoing CLPL.

Inverkip Primary & Nursery Class Child Protection Team (local designations):

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Position/Area | Notes |
| Child Protection Coordinator (CPC) & PREVENT Lead | Mrs Una Nicolson | Head Teacher | Overall strategic lead for CP & safeguarding |
| Deputy CPC & Deputy PREVENT Lead | Mrs Pamela Bradley | Depute Head Teacher | Covers CPC in absence; supports training & QA |
| Nursery CPC & PREVENT Lead | Mrs Megan Martin | Nursery Depute | Leads CP & Prevent for ELC provision |

## All Staff

* Act immediately on concerns; do not investigate; reassure and record accurately on the same day.
* Know the CPC/DCPC/Nursery CPC and how to contact them.
* Complete a Record of Concern and update Pastoral Notes and the chronological record.
* Share information that is necessary, relevant, accurate and proportionate.
* Attend annual CP updates; complete mandatory CLPL; read this policy and sign induction checklist.

## Head Teacher: Child Protection Coordinator (CPC)

* Lead on safeguarding; ensure local procedures, visibility of key contacts and compliance.
* Decide, with DCPC, when to make a Request for Assistance to Social Work and/or inform Police.
* Represent Education at IRDs/Planning Meetings or nominate an appropriate senior.
* Quality assure records/chronologies; oversee secure filing and transfer; review access permissions.
* Coordinate staff training; maintain training logs; provide support/supervision; escalate inter‑agency delays.

## Deputy CPC / Nursery CPC

* Act for CPC in absence; lead CP within the ELC; support training and induction.
* Maintain oversight of nursery‑specific procedures, supervision, ratios and environment risks.

## Office/Admin/Facilities

* Know immediate reporting routes and how to contact CPC; ensure visitor processes and CP posters are in place.

## Visiting/Supply/Volunteers

* Read induction pack/‘what to do if…’; wear ID; report concerns immediately to CPC/DCPC; never promise confidentiality.

# Local Arrangements at Inverkip Primary & Nursery

* Child‑friendly posters with photographs/names of the CPC/DCPC/Prevent Leads are displayed at entrances, in corridors, nursery cloakroom and classrooms.
* Visitor badges include key safeguarding information and fire safety; office staff give a verbal briefing to visitors.
* Each class displays a safeguarding poster identifying trusted adults.
* Start‑of‑session and termly assemblies (and nursery circle times) re‑introduce the safeguarding team and ‘how to get help’.
* Pupil participation groups (e.g. Rights Respecting Schools, Pupil Council) promote the ‘trusted adult’ message and pupil voice.
* Induction packs include a simple ‘what to do if you are worried’ flowchart; supply/visiting staff sign to confirm they have read and understood procedures.
* Termly reminders via newsletters/website reinforce how to report concerns.

# 5. Safer Culture at Inverkip (Environment, Posters, Trusted Adults)

We promote a safe culture via visible posters with photos/names of CPC/DCPC/Prevent leads at entrances, corridors, classrooms and the nursery cloakroom; bespoke visitor badges include safeguarding and fire safety; trusted adult messages are reinforced through assemblies and class charters (Inverclyde Education Services Child Protection Guidance, March 2025).

# 6. Early Identification and Responding to Concerns

Any member of staff with a concern must inform the CPC/DCPC immediately and complete a written record the same day (Inverclyde Education Services Child Protection Guidance, March 2025).

* Listen, reassure, avoid leading questions; do not promise confidentiality; explain what will happen next.
* Assess immediate safety; if urgent risk call Police on 999; otherwise 101 and inform CPC.
* Record the child’s words verbatim where possible; note time/date, who was present and observations.
* Inform CPC/DCPC; agree next actions including Request for Assistance to Social Work where indicated.
* Preserve any evidence (e.g., do not delete messages/screens).

Contact details (kept up to date in the staffroom and admin office):

* Children & Families Social Work (Request for Assistance): 01475 715365
* Social Work Out of Hours: 0300 343 1505
* Police Scotland: 101 (999 emergency)
* SCRA: 0300 200 1680

When referring, be ready to share:

* Child’s details (name, DOB, address), parents/carers details and communication considerations.
* Nature of concern; what happened; when/where; immediate needs; whether the child is currently safe.
* Any injuries/medical needs; the child’s presentation and words (use the child’s own words where possible).
* Details of any person alleged to be responsible and any known access to other children.
* Record who you spoke to and when; request feedback where possible.

# 7. Inter-Agency Referral Discussion (IRD) and Child Protection Planning

Where threshold is met, Social Work/Police convene an IRD. Education (CPC/DCPC) contributes relevant information. Outcomes may include investigation, interim safety planning and/or a Child Protection Planning Meeting (CPPM). (Inverclyde Education Services Child Protection Guidance, March 2025)

On receipt of a referral, Social Work/Police will assess the information. Where a child protection threshold is indicated, an IRD will be convened as soon as practicable (normally within 48 hours). Education is represented by the CPC/DCPC. An interim safety plan may be agreed to ensure immediate safety until a Child Protection Planning Meeting (CPPM) decision is made (normally within 28 calendar days).

* Core agencies: Social Work (lead for CP), Police (lead for criminal investigation), Health, Education.
* Outcomes can include: single‑agency response; coordinated Child‑in‑Need plan; child protection investigation; CPPM; referral to SCRA.

# 8. Risk Assessment: (GIRFEC practice model)

We use GIRFEC tools (SHANARRI indicators, My World Triangle, Resilience Matrix) to inform proportionate responses.

Risk means the likelihood of significant harm given the child’s circumstances. Staff gather information, avoid leading questions, and focus on safety, strengths, needs and the child’s views.

# 9. Managing Disclosures and Immediate Safety

Disclosures may be direct or indirect. Staff should: listen; take the allegation seriously; avoid shock/disbelief; clarify only to establish basic facts; avoid examining injuries; and avoid interviewing. Explain you must share the information to keep them safe; advise who you will tell (CPC/DCPC) and when (Inverclyde Education Services Child Protection Guidance, March 2025).

We use GIRFEC tools (SHANARRI indicators, My World Triangle, Resilience Matrix) to inform proportionate responses. Risk means the likelihood of significant harm given the child’s circumstances. Staff gather information, avoid leading questions, and focus on safety, strengths, needs and the child’s views.

# 10. Allegations Against Staff/Volunteers and Whistleblowing

Report allegations about staff immediately to the Head Teacher (or the Education Officer/Head of Education if the allegation involves the HT). Do not investigate; seek HR advice; consider precautionary measures. Notify Care Inspectorate for ELC where required. Follow Inverclyde procedures and keep secure, separate records (Inverclyde Education Services Child Protection Guidance, March 2025).

Whistleblowing: Staff can raise concerns about unsafe practice internally with the HT or via council procedures; public interest disclosures are protected in law.

# 11. Information Sharing, Confidentiality, and Record Keeping

Share information when it is necessary to safeguard a child, using lawful bases under UK GDPR/Data Protection Act 2018; consent is not required where child protection concerns exist.

Record proportionately and contemporaneously in SEEMiS Pastoral Notes; maintain a clear chronology and secure CP case file (Inverclyde Education Services Child Protection Guidance, March 2025).

Access permissions to Pastoral Notes are reviewed regularly (e.g., removing temporary staff access). Files are transferred securely at transition (EY→P1; P7→S1; across authorities) with sign‑in/out logs.

# 12. Chronologies and Pastoral Notes (SEEMiS)

Chronologies are analytical tools that record significant events using headings: Event/Concern; Source; Decisions/Action; Outcome/Follow‑up. They help identify patterns and cumulative risk; they should include positive developments. (Inverclyde Education Services Child Protection Guidance, March 2025)

# 13. Attendance, Children Missing from Education (CME), and Transitions

Unexplained absence procedures are followed immediately; prolonged/erratic absence may indicate risk. CME procedures are followed in line with Inverclyde policy; transitions include secure CP file transfer and early planning (Inverclyde Education Services Child Protection Guidance, March 2025).

Attendance at Inverkip is tracked daily; unexplained absence procedures are followed immediately. Patterns of low attendance may indicate risk and require a multi‑agency response. Children missing from education are monitored in line with national/authority guidance. Requests for home education are overseen by the Education Service and considered with regard to any CP information.

# 14. Specific Risks

## Child Sexual Exploitation (CSE) / Child Criminal Exploitation (CCE)

Recognise indicators such as gifts, new relationships with older peers, control, debt bondage, or involvement in criminality. (Inverclyde Education Services Child Protection Guidance, March 2025)

## Domestic Abuse (including coercive control)

Children can be victims in their own right. Consider immediate safety planning, MARAC liaison where applicable, and privacy considerations (Inverclyde Education Services Child Protection Guidance, March 2025)

## Female Genital Mutilation (FGM) and Forced Marriage

Know health/wellbeing indicators; do not mediate with family; refer immediately. Consider protective orders and legal duties (Inverclyde Education Services Child Protection Guidance, March 2025)

## Human Trafficking/Modern Slavery

Indicators include movement, control of documents, inability to speak for self. Immediate referral to Social Work/Police (Inverclyde Education Services Child Protection Guidance, March 2025)

## Harmful/Problematic Sexual Behaviour (HSB)

Assess behaviour in context, age and power dynamics; support all children involved; follow Inverclyde multi‑agency HSB guidance (Inverclyde Education Services Child Protection Guidance, March 2025)

## Online Harm / Image-Based Abuse / Sextortion

Preserve evidence; do not copy/forward indecent images; refer promptly; support the child to remove/report content; involve Police where necessary (Inverclyde Education Services Child Protection Guidance, March 2025)

# 15. Prevent Duty (Education)

Prevent is part of safeguarding: protecting vulnerable people from being drawn into terrorism. In Inverclyde, concerns are assessed multi‑agency, with proportionate, consent‑based support wherever possible via the Prevent Multi‑Agency Panel (PMAP). Immediate risks are reported to Police. (Inverclyde Education Services Child Protection Guidance, March 2025)

**Vulnerability indicators can include:**

* Expressed support for extremist causes coupled with changes in behaviour/peer group.
* Isolation, fixation on grievance or conspiracy narratives, or sudden rejection of previous friends.
* Accessing/sharing extremist content; inability to challenge hateful narratives; increased agitation/discipline issues.
* Associations online/offline with known extremists; attempts to travel; acquisition of suspicious materials.

**Referral pathway (local):**

* Consult CPC/DCPC to discuss concern and immediate safety considerations.
* Where appropriate, complete a Prevent concern referral (Education → Prevent Lead - Police Prevent).
* Police Prevent Team conducts an initial assessment with partners; consent sought for support unless immediate risk.
* Cases triaged to PMAP for multi‑agency support plan; outcomes reviewed and case stepped down when risk reduces.
* Information sharing follows safeguarding principles and UK GDPR; proportionate record‑keeping in Pastoral Notes.

Education responsibilities include a safe curriculum (e.g., digital literacy, critical thinking), safe IT filtering and monitoring, staff training, and risk assessment of events/visitors. (Inverclyde Education Services Child Protection Guidance, March 2025)

# 16. Equality, Inclusion and Anti‑Bullying

We follow Inverclyde’s Anti‑Bullying policy (May 2025). Incidents are recorded in SEEMiS Bullying & Equalities and Pastoral Notes; themes are reviewed termly and actions taken. Bullying linked to protected characteristics is monitored and addressed.

# 17. Curriculum, Pupil Voice and Partnership with Parents/Carers

Through Health and Wellbeing, RRS work and assemblies, pupils learn about trusted adults, consent, boundaries, online safety and getting help. Pupil voice activities (surveys, focus groups) check that children know who they can talk to. We work with parents/carers via newsletters, workshops and signposting to supports.

# 18. Training, Induction, Supervision and Quality Assurance

All staff complete annual CP refresher training; new/supply/visiting staff receive induction and sign to confirm understanding. Records of CLPL are maintained (Appendix F). Leaders quality‑assure records, chronologies and compliance termly and after any significant incident (Inverclyde Education Services Child Protection Guidance, March 2025).

# 19. File Management, Retention, Security and Requests

CP case files are held securely with restricted access; a sign‑in/out log is maintained. Chronologies and significant events are consistent across case files and SEEMiS. In line with Inverclyde guidance, CP records are retained indefinitely; other pupil records follow corporate retention schedules (Inverclyde Education Services Child Protection Guidance, March 2025).

Subject Access and third‑party requests (e.g., solicitors, SCRA) are managed under GDPR via the Council’s Data Protection Team.

# 20. Equal Protection

Physical punishment of children is unlawful in Scotland. Staff respond proportionately to any concerns and may seek early help via Request for Assistance. Child protection must always be considered where there is risk of harm.

# 21. Harmful/Problematic Sexual Behaviour (HSB)

We follow Inverclyde multi‑agency guidance for children and young people who display harmful or problematic sexual behaviours. Staff distinguish developmentally typical from concerning behaviours, respond to all children involved, and use multi‑agency planning where needed.

# 22. Online and Mobile Safety

* Education for pupils and families about online risks (bullying, grooming, coercion/sextortion, exploitation).
* Clear reporting routes for online harms; prompt referral where risk indicates.
* Curriculum, assemblies and targeted inputs aligned to local and national resources.

# 23. Career‑Long Professional Learning (CLPL) & Quality Assurance

* Annual CP refresher for all staff (including facilities/admin/catering via cascade).
* Mandatory child protection training and access to ICPC multi‑agency CLPL.
* Induction and sign off for new/supply/visiting staff; clear ‘what to do’ guidance displayed.
* Peer review/authority audits; termly internal checks on signage/visibility, records quality and compliance.
* Pupil voice: periodic checks that children know trusted adults and how to seek help.

# 24. Governance, Review and Monitoring

This policy is approved by the Head Teacher (CPC) and reviewed annually or sooner following changes to guidance or significant learning. Implementation is monitored via Quality Assurance (QA) activities, PRDs/positive conversations and authority audits/peer reviews.

Approved by: Head Teacher (CPC): **Mrs Una Nicolson** Date: August 2025

Reviewed by: Depute Head Teacher (DCPC): **Mrs Pam Bradley** Date: August 2025

Reviewed by: Nursery Depute (Nursery CPC): **Mrs Megan Martin** Date: August 2025

# Inverkip Primary & Nursery Child Protection & Safeguarding – Staff Quick Guide

This one-page summary is for all Inverkip staff, supply, students, and volunteers. It complements the full Child Protection & Safeguarding Policy (Sept 2025). Keep this visible in planning folders.

## If You’re Worried About a Child:

1. Is the child safe right now? If not, call 999.

2. Stay calm, listen, reassure. Avoid leading questions.

3. Never promise confidentiality – explain you must share with the CPC/DCPC to keep them safe.

4. Inform the CPC/DCPC/Nursery CPC immediately.

5. Complete a Record of Concern form AND SEEMiS pastoral note the same day.

6. Preserve any evidence (messages, screenshots, etc.).

7. Keep information confidential – only those who need to know should be told.

## Who to Contact:

• Child Protection Coordinator (CPC): Mrs Una Nicolson (HT)

• Deputy CPC: Mrs Pamela Bradley (DHT)

• Nursery CPC: Mrs Megan Martin (Nursery DHT)

• Police: 101 (999 in emergency)

• Children & Families Social Work (Request for Assistance): 01475 715365

• Out of Hours Social Work: 0300 343 1505

## Remember:

Safeguarding is everyone’s responsibility. If in doubt – share your concern, don’t keep it to yourself.

# Safeguarding & Child Protection Information for Visitors

Inverkip Primary & Nursery is committed to providing a safe environment for all children. As a visitor, you have a role in keeping children safe.

## Key Information:

• All visitors must sign in/out and wear a visitor badge at all times.

• Visitor badges contain safeguarding contacts and fire evacuation information.

• Children may disclose concerns to you – if so, listen, reassure, avoid questions, and report immediately.

• Never promise confidentiality.

• Do not use mobile phones for photography/video unless agreed with HT.

• Follow staff instructions in an emergency or evacuation.

## If You Are Worried About a Child:

Immediately contact one of the Child Protection Coordinators:

• Mrs Una Nicolson (Head Teacher – CPC/Prevent Lead)

• Mrs Pamela Bradley (Depute Head Teacher – DCPC/Deputy Prevent Lead)

• Mrs Megan Martin (Nursery DHT – Nursery CPC/Prevent Lead)

Thank you for helping us keep every child safe.

# Appendices

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| --- | --- | --- |
| **Appendix 1** | Grounds for Concern – Action Guidance for All Staff |  |
| **Appendix 2** | Grounds for concern: action guidance for head of establishment or manager service employee - for public display in the work place |  |
| **Appendix 3** | Record of concern alert to Head of establishment |  |
| **Appendix 4** | Request for Assistance form |  |
| **Appendix 5** | Single agency chronology guidance |  |
| **Appendix 6** | Advice on making a referral to the Reporter |  |
| **Appendix 7** | Inverclyde Child Protection Committee guidance on effective communication and information sharing |  |
| **Appendix 8** | Guidelines for content of LAC/Child Protection Files |  |
| **Appendix 9** | School Overview of Child Protection Referral |  |
| **Appendix 10** | Overview of Staff Training in Child Protection |  |
| **Appendix 11** | Child Protection Poster for Schools |  |
| **Appendix 12** | Decision Making Tree for Unexplained Absence |  |
| **Appendix 13** | Harmful Sexual Behaviour Protocol |  |
| **Appendix 14** | Assessment of Care |  |
| **Appendix 15** | Inverclyde Practitioners Guidance Children (Equal protection from assault) |  |

