



King's Oak Primary School, Nursery Class and Acorn Grove



Child Protection and Safeguarding Policy

Last review date: August 2026

Next review date: August 2029 or sooner if required



From Tiny Acorns, Mighty Oaks Grow.

UNCRC Article 19 – Every child has a right to be safe.

Rationale

King's Oak's school, nursery and ASN provision environment is one where the children are safe, trusted, respected and valued, and where everyone's viewpoint is taken seriously with the opportunity to develop intellectually, emotionally and physically. The children are encouraged to feel positive about themselves and develop a sense of identity and pride in Kings Oak Primary School, Nursery Class and Acorn Grove (ASN provision).

Aims

- At all times the child or young person's protection and welfare must come first
- To ensure children have right to be heard, listened to and taken seriously
- To give appropriate consideration to gender, ethnicity, culture, and religious persuasion in all matters and decisions affecting them
- Children and their families have the right to be kept informed throughout any process affecting them
- To work in partnership with parents/carers to promote the welfare of our children
- To build relationships of trust where children, parents and staff are able to raise concerns about safety and welfare in the knowledge that these will be dealt with sensitively.

This policy is established in accordance with the following key legislation and guidance:

- Education (Scotland) Act 1980
- Children (Scotland) Act 1995
- Getting it Right for Every Child (GIRFEC)
- National Guidance for Child Protection in Scotland 2021 (updated 2023)

which can be accessed at: [National Guidance for Child Protection in Scotland 2021 - updated 2023 - gov.scot \(www.gov.scot\)](https://www.gov.scot/publications/national-guidance-for-child-protection-in-scotland-2021/pages/1-2-introduction-and-what-is-child-protection-in-scotland.aspx)

Inverclyde Council: <https://www.inverclyde.gov.uk/assets/attach/20090/Inverclyde-Multiagency-Child-Protection-Procedures-2026.docx>

What do we mean by Child Protection and Safeguarding?

Child Protection

“Child protection refers to the processes involved in consideration, assessment and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm. Child protection guidance provides overall direction for agencies and professional disciplines where there are concerns that a child may be at risk of harm”. *Education Scotland Policy, Procedure and Guidance for Safeguarding 2023, p3*

Child protection is part of a continuum of services to safeguard, support and maintain the wellbeing of children. It refers to the processes involved in consideration, assessment and planning of action, together with the actions themselves, where there are concerns that a child may be at risk. Child Protection is about clear protective measures which are put in place to ensure a child's safety and if necessary, to remove them from a known risk of significant harm. Abuse or neglect need not have taken place; it is sufficient for a risk assessment to have identified a likelihood or risk of significant harm from abuse or neglect.

Safeguarding

This is a much wider concept than child protection and refers to promoting the welfare of children, young people and protected adults. It encompasses protecting from maltreatment, preventing impairment of their health or development, ensuring that they are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children, young people and protected adults to have the best outcomes. Child protection is part of safeguarding.

What is Child Abuse and Neglect?

The Scottish Government's National Guidance for Child Protection in Scotland (refreshed in 2021) states that "abuse and neglect are forms of maltreatment. Abuse or neglect may involve inflicting harm or failing to act to prevent harm. Children may be maltreated at home; within a family or peer network; in care placements; institutions or community settings; and in the online and digital environment. Those responsible may be previously unknown or familiar, or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance by domestic abuse of a mother or through parental alcohol and drug use."

There are different types of abuse which can be described within four main categories:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

(Further details and definitions can be found in Inverclyde Council's "Protecting Children and Supporting their Wellbeing" policy and also within the annual presentations shared with staff at the beginning of each new school session.)

Responsibility of Professionals

Kirstin Glancy, Head Teacher – Child Protection and PREVENT Co-ordinator

Lynne Wilson, Depute Head Teacher – Depute Child protection and PREVENT Co-ordinator

It is the responsibility of professionals to ensure children get the help they need when it is required. Action should be taken in a timely and effective way in order to protect children. All agencies and professionals should work together, assess needs and risks and develop effective plans in order to protect children.

All staff must be confident and competent to:

- To ensure that all children have a safe, caring and stimulating learning environment;
- To promote the wellbeing of all children and young people;
- Contribute to a positive ethos which seeks to minimise the risk of harm;
- Focus on prevention and early intervention strategies;
- Respond professionally and effectively to any concern, in particular where there is imminent risk to a child;
- Share relevant information within Education Services itself;
- Co-operate on an inter-agency basis to share information which contributes to a child's wellbeing and make certain that they are familiar with the ICPC policy, education service and establishment policy; and
- Know and understand their own role and responsibilities;
- Complete CP Record of Concern (Appendix 3)

Referral Process

School, Nursery and ASN provision procedure in the event of a Child Protection concern:

Any concerns regarding children should be immediately reported to the Head Teacher (Child Protection and Prevent Co-ordinator) or in her absence the Depute Head Teacher. (Depute Child Protection and Prevent Co-ordinator).

Any of the following may have taken place

- A specific incident
- A disclosure made by a child or parent or carer
- Information from a third party
- Adult behaviour or circumstances that may place a child at risk of harm

- Child behaviour or circumstances that may place a child at risk of harm

It is the obligation of all individual members of staff to report any concerns to the Head Teacher, or in her absence the Depute Head Teacher. Details of the procedure laid down in Inverclyde's Protecting Children and supporting their Wellbeing policy will then be carried out timeously by the Head Teacher or his/her representative.

If a child alleges they are being abused or you have concerns the child is being abused or is at risk of harm the following procedure should be followed.

- Note what has been said, or note your concerns using appendix 3 'Record of Concern' alert
- Report the allegation or concern to HT
- HT will report to social work or police. School does not need proof only doubt to contact social work for advice.

Definitions of harm

- Physical abuse
- Emotional abuse
- Neglect
- Faltering growth
- Child Sexual Abuse (CSA)
- Child Sexual Exploitation (CSE)
- Criminal Exploitation
- Child Trafficking
- Female Genital Mutilation
- Forced Marriage

PREVENT Duty and Radicalisation

The PREVENT strategy is part of the UK government's overall counter-terrorism strategy, CONTEST. In the context of safeguarding, the aim of PREVENT is to intervene early to safeguard vulnerable children and protect them from being drawn into terrorism or supporting extremism. This is a core part of the school's wider safeguarding duty.

At King's Oak Primary School, Nursery Class and Acorn Grove we are committed to promoting fundamental values such as democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs to help build pupils' resilience to radicalisation.

Staff must be aware of the signs of radicalisation and extremism, which are treated as a safeguarding concern. Concerns relating to a child's vulnerability to radicalisation must be reported immediately using the established procedures for reporting any other child protection concern.

The PREVENT Lead will ensure staff are trained to understand the risks of radicalisation and how to apply the **Notice, Check, Share** procedure when appropriate, in line with Inverclyde Council's policies and procedures regarding the Prevent MultiAgency Panel (PMAP).

See "Inverclyde Protecting Children and Supporting their wellbeing." (2026)

Within King's Oak there is a climate of openness, trust and safety where all adults, individually and collectively, apply their knowledge, skill, confidence and sensitivity to ensure the wellbeing of all young people in our care.



Appendix: Child Protection Record of Concern

Child Protection Record of Concern

Appendix 3

When you have a concern about a child or a young person you must report it immediately to the **Head Teacher or Depute Head Teacher or Manager**.

Key Information	
Day and Date	
Head or Manager to whom the concern was reported	
Name of child/young person	
Establishment	
Source of Concern (please tick)	
Personal Observation	
Reported by child	
Reported by another source (complete below)	
Please give details of source (phone call/letter/email/conversation)	
Please give details of concern. If a disclosure has been made record using the child's own words. SIGN AND DATE DIRECTLY UNDER STATEMENT.	
Print name:	
Date and time:	
Job Title:	