



Newark Primary School Child Protection Policy

Updated March 2025

Introduction

Vision: **Together We Shine**

Newark Primary School envisions a vibrant community where every child regardless of background, ability or circumstance, thrives in an inclusive and equitable environment. We celebrate diversity through understanding, empathy and love, fostering a space where children's voices are heard and embraced. The United Nations Convention on the Rights of the Child forms the foundation of our ethos, ensuring every child feels safe, respected and empowered to reach their full potential.

Our Values: **Nurture Enjoyment Welcoming Ambition Respect Kindness**

Our Aims: **Empowering Young Voices, Celebrating Diversity, Creating a Brighter Future.**

Child protection is therefore not just a policy, but a fundamental commitment embedded in our school ethos. Ensuring the safety and wellbeing of our pupils is paramount, as the essential foundation upon which they can thrive, learn and achieve their full potential. By actively safeguarding our children, we uphold their rights, foster their trust and create a school where every child feels secure, valued and empowered.

Newark Primary School is committed to safeguarding and promoting the welfare of all children and young people. This policy outlines the procedures and responsibilities for child protection within our school community. It is designed to ensure that all staff, volunteers and visitors act in the best interests of the child and take appropriate action when there are concerns about a child's safety or wellbeing.

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:
<https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2023/08/national-guidance-child-protection-scotland-2021-updated-2023/documents/national-guidance-child-protection-scotland-2021-updated-2023/national-guidance-child-protection-scotland-2021-updated-2023>

UNCRC Articles: 3 (Best Interests of the Child), 19 (Protection from all forms of violence), 39 (Recovery and reintegration)

HGIOS 4? Q.I 2.1 (Safeguarding and child protection), 3.1 (Improving wellbeing, equality and inclusion), 3.2 (Raising attainment and achievement)

GTCS standards 3.1.3 (Wellbeing), 3.1.5 (Working with others), 3.3.1 (Professional values and personal commitment)



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[2023/govscot%3Adocument/national-guidance-child-protection-scotland-2021-updated-2023.pdf](https://gov.scot.nhs.uk/2023/govscot%3Adocument/national-guidance-child-protection-scotland-2021-updated-2023.pdf)

- Inverclyde Council Child Protection Committee (ICPC) policies and procedures which can be accessed at: <https://www.inverclyde.gov.uk/health-and-social-care/public-protection/inverclyde-child-protection-committee/information-for-professionals>

Principles

- ✓ The welfare of the child is paramount.
- ✓ All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to be protected from harm.
- ✓ All staff have a responsibility to be aware of the potential indicators of abuse and neglect and to follow the school's procedures when concerns arise.
- ✓ Partnership working with parents, other agencies and the child is essential in promoting and safeguarding their wellbeing.
- ✓ Confidentiality will be maintained where appropriate, but the welfare of the child will always take precedence. Information will be shared on a need-to-know basis in line with Inverclyde Council ICPC policies and procedures and relevant legislation.
- ✓ Newark Primary School is committed to providing a safe and supportive environment for all children, where they feel listened to and respected.

Roles and Responsibilities

Head Teacher: The Head Teacher has overall responsibility for child protection within the school and for ensuring that this policy is implemented effectively.

This role includes:

- Ensuring all staff are aware of and adhere to this policy and related procedures.
- Ensuring appropriate training is provided for all staff.
- Liaising with external agencies as necessary.
- Monitoring and reviewing the effectiveness of this policy.

The Child Protection Coordinator (CPC):

The designated CPC is responsible for:

- Being the main point of contact for child protection matters.
- Providing advice and support to staff on child protection issues.

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- Liaising with the Head Teacher (if not the CPC) and external agencies regarding concerns.
- Maintaining accurate and confidential records of concerns.
- Contributing to the development and review of the child protection policy and procedures.

Mrs Lauren O'Hagan is the Head Teacher and current CPC for Newark Primary.

**In the absence of the Head Teacher, the Depute Head Teacher
Mrs Lisa McGroarty will assume the CPC role.**

In the event neither were available, the CPC role would then fall to the manager in charge at that time.

All adults working in or visiting Newark Primary School have a responsibility to:

- ✓ Be aware of this Child Protection Policy and related procedures.
- ✓ Recognise potential indicators of abuse, neglect, and harm.
- ✓ Report any concerns about a child's safety or wellbeing promptly to the CPC or, in their absence, the Depute Head Teacher.
- ✓ Contribute to a safe and supportive environment for all children.
- ✓ Participate in relevant child protection training at least annually.

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 Newark Primary School, 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.

The Designated PREVENT Lead for Newark Primary School is:

Lauren O'Hagan (Head Teacher).

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

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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 Multi-Agency Panel (PMAP).

Recognising and Responding to Concerns

Staff should be alert to the signs and symptoms of abuse and neglect, which may include but are not limited to:

- Physical injury that is unexplained, inconsistent with the account given, or inflicted by someone else.
- Neglect, such as poor hygiene, inadequate clothing, or lack of supervision.
- Emotional distress, such as withdrawal, anxiety, or changes in behaviour.
- Sexual abuse, which may be disclosed by a child or indicated through their behaviour.

Procedure for Reporting Concerns:

1: Immediate Action:

If a child discloses information that suggests they are at immediate risk of harm, or if you witness an incident that causes immediate concern for a child's safety, ensure the child's immediate safety and seek medical attention/ Police support if required.

2: Reporting to the Child Protection Coordinator (CPC):

All concerns, no matter how small they may seem, must be reported promptly to the CPC.

This should be done verbally in the first instance if possible, followed by a written record either by email or handwritten using Inverclyde Council Appendix3*. If emailing, all details from Appendix 3 should be included.

If the CPC is unavailable, concerns should be reported immediately to the Depute Head Teacher in the Head Teacher's absence.

4: Recording Concerns:

Using Appendix 3 detail a clear, accurate and dated written record of the concern must be made as soon as possible. This should include:

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- * The child's name and date of birth.
- * The date and time the concern arose including context about what the child was doing at the time e.g. during Emotional Check- In, whilst playing in the role play area etc.
- * A factual account of what was seen, heard, or disclosed using the child's words.
- * Any action taken.
- * The name of the person reporting the concern.

This should be shared in person, by phone and followed up with written email.

5: Referral to External Agencies:

The CPC will, in line with Inverclyde Council ICPC policies and procedures (Appendix 2), determine whether a referral to external agencies such as Social Work Services or Police Scotland is necessary. Staff should not attempt to investigate concerns themselves.

6: Information Sharing:

Information will be shared with relevant agencies on a need-to-know basis to safeguard the child, in accordance with data protection legislation and Inverclyde Council ICPC guidelines.

CPC will record incident on SEEMiS as a significant event for chronology.

- * Refer to Newark Primary Staff Handbook for any additional details regarding the reporting process within the school.

Confidentiality and Information Sharing

All information relating to child protection concerns will be treated with the strictest confidence and shared only with those who need to know in order to safeguard the child.

Information sharing will be guided by the principles outlined in the National Guidance for Child Protection in Scotland 2021 and Inverclyde Council ICPC policies and procedures.

Records of child protection concerns will be stored securely on SEEMiS in accordance with data protection legislation.



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Supporting Children and Families

Newark Primary School is committed to providing support to children and families who are affected by child protection issues. This includes providing a safe and supportive environment for the child, liaising with relevant support services and working in partnership with parents where appropriate and safe to do so.

Secrets should NOT be kept.

At any time during discussions with a child (or third party), staff should not agree to keep secret any information which implies that a child might have been subject to abuse or is at risk of future abuse.

It should be explained that the information will be treated with extreme sensitivity and will only be conveyed to those professionals who are in a position to protect and support the child.

In discussion with a child, he or she should be reassured that they will be kept informed of what is happening and will be supported by staff as appropriate. Any information subsequently shared with the child should be appropriate to the child's age and stage of development and should not breach the confidentiality of any other parties involved.

If a third party is involved, he or she should be informed on a 'need to know' basis that the matter is now being dealt with according to the appropriate procedures. As confidentiality must not be breached there is no need to specify which procedures. The third party can be supported by staff as appropriate.

Training and Professional Development

All staff will receive appropriate child protection training at induction and on an ongoing basis. This training will be Inverclyde Council Education Service Annual Child Protection Update:

- ✓ The content of this policy and related procedures.
- ✓ Recognising the signs and symptoms of abuse and neglect including PREVENT, online safety and Child Sexual Exploitation.
- ✓ How to respond to and report concerns.
- ✓ Understanding their roles and responsibilities in safeguarding children.

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Child Protection posters with key contacts will be located around the school for reference (Appendix 1).

All visitors will have details of what to do should they be concerned about a child as they sign in at the main office.

Safer Recruitment and Selection

Newark Primary School is committed to Inverclyde Council's safer recruitment practices to prevent unsuitable people from working with children. This includes PVG checks for all staff and volunteers, seeking references and interview processes which explore candidates' attitudes towards safeguarding and child protection.

Allegations against Staff

Any allegations of abuse or misconduct against a member of staff will be taken seriously and dealt with in accordance with Inverclyde Council's procedures for managing allegations against staff.

Review of the Policy

This policy will be reviewed annually or sooner if required, in line with changes in legislation, national guidance and Inverclyde Council ICPC policies and procedures. The views of staff, pupils and parents can be sought as part of the review process.



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Appendix 1:



CHILD PROTECTION

KEY INFORMATION FOR NEWARK PRIMARY SCHOOL

It is everyone's responsibility to protect children

All children have a right to grow up in a caring and safe environment. All adults have a responsibility to protect children, including:

Parents Family members Friends Neighbours Professionals
Members of the public Community Groups

What might make you concerned?

Most children grow up in homes where they are loved and well cared for however sometimes for a variety of reasons, a child may be being abused or neglected.

For more information please consult our Newark child protection policy/training slides and Inverclyde Child Protection Committee website for resources.

What to do if you are concerned?

Children cannot always get help for themselves, they may need you to get help for them.

If you are concerned about a child attending this school please speak to the Child Protection Co-Ordinator (CPC):

Mrs Lauren O'Hagan, Head Teacher
lauren.o'hagan@newarkprimary.inverclyde.sch.uk

or in her absence

Mrs Lisa McGroarty, Depute Head Teacher
lisa.mcgroarty@newarkprimary.inverclyde.sch.uk



If the child is in immediate danger you should contact the Police on 999

You can also talk to:

Social Work Services 01475 715365

Police Scotland (non-emergency) 101

Scottish Children's Reporters Administration 0300 3431505

Make sure you:

- Act promptly
- Note your concerns
- Give as much information as you can about the child and the family

Our PREVENT Lead is: Mrs Lauren O'Hagan, Head Teacher



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Appendix 2: Grounds for concern: Action for Head of Establishment/ Child Protection Co-Ordinator

For public display in the work place

A member of staff identifies grounds for concern and a record of concern alerts is reported to the Head Teacher or Child Protection Co-ordinator on appendix 3.

The Head Teacher gathers all available information and assesses risk to the child. Using this information and professional judgement, this may include a preliminary discussion with social work about a concern.

If making NO referral to the social work department

Record concern in pastoral notes and in chronology in confidential case file

Consider holding Team around the Child meeting

Plan actions to support the child in collaboration with parents and carers

Arrange a review date and name of reviewer

If making a referral to the social work department

Phone duty senior social worker to discuss

Complete and send request for assistance form (appendix 4)

Send outcome of referral to Head of Inclusive Education

Record the date of child protection referral as a pastoral note (no details of the incident should be included)

File a copy of the request for assistance form in the Child Protection file



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Appendix 3: Report of Concern

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

Within 5 working days Receive acknowledgement of request for assistance from social work (appendix 4) Outcome letter from Social Work - copy to be sent to HQ

Key Information	
Day, Date & Time	
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.	

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