



Lawmuir Primary School  
**Child Protection Policy**  
*Updated: February 2026*



All children have inherent rights, as outlined in the [United Nations Convention on the Rights of the Child \(UNCRC\)](#), which include the right to be protected from abuse and neglect. This aligns with Article 19 of the UNCRC which specifically addresses the right of every child to be protected from all forms of violence, abuse, neglect maltreatment, and exploitation. Therefore, safeguarding children and young people is a duty shared by all.

All children have a right to be protected from abuse and neglect; therefore, child protection is the responsibility of everyone. The shared responsibilities of Learning and Leisure Services and other agency employees are to protect children from abuse and exploitation, to respond appropriately when abuse is identified and to ensure whenever possible that all children are able to exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers. It is the clear responsibility of all those involved in our school to adopt good practice throughout their work.

“Children have the right to be protected from being hurt and mistreated, physically, or mentally. Governments should ensure that children are properly cared for and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them”

(United Nations Convention on the Rights of the Child, Article 19).



### **NLC POLICY**

In accordance with the updated [National Guidance on Child Protection in Scotland \(2023\)](#), aligned with the principles of [Getting it Right for Every Child \(GIRFEC\)](#), it is imperative that Education & Families and other relevant agencies have a duty and responsibility to work together to protect children from harm and exploitation. This includes promptly identifying and responding to instances of abuse, and striving to provide each child with a nurturing, stimulating, and secure environment.

These efforts should be supported by practitioners, families, and caregivers. Upholding these standards is crucial in all aspects of our educational establishments to ensure the wellbeing and protection of every child. It is the responsibility of everyone involved in our school to consistently adopt and implement effective practices in their respective roles.

Following the National Guidance update, North Lanarkshire Council (NLC) has created a digital document that contains revised policies, practice guidance as well as up to date SharePoint resources which can be assessed through the following link: [NLC Child Protection Practice Guide](#)



### **AIM**

The aim of this policy is to provide advice and guidelines for staff in relation to issues of child protection and the health and wellbeing of the children in our school. The main purposes of the policy are:

- to raise staff awareness of the categories of abuse and the indicators which could signify that abuse is taking place
- to identify the roles and responsibilities in the care and protection of our pupils
- to provide guidance and support to staff in carrying out their role and responsibilities in the protection of our pupils

### **PROCEDURES**

- All staff are issued with a copy of the Child Protection Action Guidance Leaflet and receive an annual Child Protection update on August inservice days. A copy is also displayed on the staff noticeboard
- in addition, new staff are also required to complete the 'Understanding Child Protection Self Learning Pack' and have this signed off by the Head Teacher
- the procedures outlined in this policy must be followed meticulously at all times and by all staff and should be implemented in conjunction with **NLC Child and Adult Protection Procedures and Guidance**. A copy of this guidance is available for all stakeholders in the Head Teacher's office.

### **PROCEDURES SPECIFIC TO LAWMUIR PRIMARY SCHOOL**

- The Senior leadership team have pastoral responsibilities for a specific stage.
- All stages are overseen by the Head Teacher Stage
- Day to day monitoring of each stage is overseen by the Senior Leadership Team Member. Good communication is maintained with the Head Teacher.
- Teaching staff and clerical staff have the facility to record updates regarding children on pastoral notes and should alert the Leadership Team, and the Head Teacher when a note has been added. Any urgent concerns are passed immediately to the HT. If an immediate CP concern is raised this would come directly to the HT from the staff member concerned.

In the event a child's name is placed on the CP register the following procedures are followed:

- The HT, the Senior Leadership Team, and the CT will attend all meetings as relevant
- The Senior Leadership Team will meet regularly with the CT to receive an update on the child's presentation, well-being and attendance and maintain records in Lawmuir Pro-Forma 1.
- The Leadership Team member will also ensure that all wellbeing assessments are up to date.
- Following de-registration, the Leadership Team member will meet monthly with the CT for the first three months of de-registration using Lawmuir Pro Forma 2.

## **PURPOSE**

Lawmuir Primary School recognises that it has an explicit duty to safeguard and protect children from abuse and neglect as defined in the National Guidance for Child Protection in Scotland 2014 <http://www.gov.scot/Resource/0045/00450733.pdf>

The overall intention and purpose behind the school's child protection policy is underpinned by the fundamental principles of the Children and Young People (Scotland) Act 2014 and the UN Convention on the Rights of the Child (1989).

## **LAWMUIR PRIMARY SCHOOL**

The Designated Child Protection Co-ordinator (Designated Person) for Lawmuir Primary is:



Miss Tracy Hurst, Head Teacher  
Tel: 01698 274930

In the event that the Head Teacher is not available the Principal Teachers will assume the role.



Miss Lynn Harper – Principal Teacher



Mr Paul Lumsden – Principal Teacher

## **POLICY OVERVIEW AND DEFINITIONS**

### **CHILD PROTECTION**

Protecting a child from child abuse or neglect. 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 2014) states that abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child.

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

#### **Physical Abuse**

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

#### **Emotional Abuse**

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

#### **Sexual Abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate way.

## **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter, and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs.

Neglect may also result in the child being diagnosed as suffering from, non-organic failure to thrive, where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time

(Further details and definitions can be found in NLC Child Protection Self Learning Pack)

## **INDICATORS OF RISK**

The following circumstances are considered to be indicators that a child may be at increased risk of harm within their families:

- Domestic abuse
- Parental problematic alcohol and drug misuse
- Non-engaging families
- Children and young people experiencing or affected by mental health problems
- Children and young people who display harmful or problematic sexual behaviour
- Female Genital Mutilation (FGM)
- Honour based violence and forced marriage
- Fabricated or induced illness
- Sudden unexpected death in infants and children

Further detailed information on all of the above circumstances can be found within Part 4 of the National Guidance for Child Protection in Scotland 2014 (page 113).

This can be accessed online at <http://www.gov.scot/Resource/0045/00450733.pdf>

The above guidance also provides information about ways in which children and young people can come to harm outside of the home and in specific circumstances e.g.

- Child trafficking
- Child Sexual Exploitation (CSE)
- Online and mobile phone safety
- Radicalisation
- Female Genital Mutilation (FGM)

Further detailed information on these and other specific circumstances can also be found within Part 4 of the National Guidance (Pages 129, 139).

Any member of staff who would like further training around Child Protection and Safeguarding should discuss their training needs with the CPL Co-ordinator and reflect this in their Professional Learning plan on CPD Manager.

## **POLICY OBJECTIVE AND STATEMENT OF ADHERENCE**

### **Roles and Responsibilities**

In Lawmuir Primary School, the Head of Establishment has overall responsibility for all child protection issues. These responsibilities include the following:

- ensuring that the North Lanarkshire Child and Adult Protection Procedures and Guidance are brought to the attention of all staff on an annual basis, that staff have access to the guidance and are issued with the Child Protection Action Guidance Leaflet and that a copy of the leaflet is displayed on the staffroom wall
- ensuring that all staff know the name of the child protection co-ordinator in the establishment and who to speak to in his/her absence
- developing establishment policy and practice to meet national and local authority guidance o ensuring child protection training for all staff
- developing a school ethos and learning opportunities which promote the safety and wellbeing of all children
- completing and returning all Child Protection paperwork as outlined in local guidance

### **All Staff**

It is everyone's responsibility to keep children safe therefore all school staff have an active role to play within this establishment. In terms of child protection, staff should be aware of the following grounds for concern, which can arise from a wide range of circumstances but will generally be covered by the following events:

Grounds for Concern:

- a child states that abuse has taken place or the child feels unsafe
- a third party or anonymous allegation is received
- a child's appearance, behaviour, play, drawing or statement cause suspicion of abuse
- a child reports an incident of abuse which occurred some time ago o staff witness abuse

### **Responding to Grounds for Concern:**

- Any grounds for concern should be reported immediately to the head of establishment. On no account should staff tell a parent about what has happened at this stage.
- If there is direct evidence or suspicion of child abuse the matter must be reported immediately, staff should not wait to gather evidence nor agree to keep the information secret or discuss the matter with others
- staff must follow the guidance given by the head of establishment in relation to recording concerns, supporting the child, co-operating with subsequent actions to investigate the grounds for concern, and protecting the child or children concerned
- all information recording must be relevant, accurate, signed, and dated as it may become a legal document. Please ensure the child's name and date of birth are accurately recorded. The information should include a clear, succinct chronology of events, all relevant factual information and a summary of the employee response and any agreements reached.
- staff should provide an accurate report for the child protection co-ordinator when requested
- it is essential that there is no delay in initiating child protection procedures even where the head of establishment is absent or not available. In such circumstances staff should speak to the nominated PT.

Further support is available from the Education Officer (Support for Learning) or Development Officer (Child Protection) at Learning and Leisure Headquarters.

### **Action points for Head Teacher (or PT in the absence of the HT)**

- Act promptly.
- Treat the grounds of concern as a priority action.
- Consider the immediate needs of all children involved.
- Gather information and if appropriate seek clarification (not proof).
- Ask staff to record all relevant information.
- Immediately report the grounds for concern to the duty social worker at the local area office and follow any instructions given.
- Immediately report a medical emergency to the medical services and ensure first aid if required.
- If appropriate, contact the police.
- Alleged involvement of staff in child abuse should be reported to the Education Officer.
- Record (on the same day) the grounds for concern and action taken using the Notification of Concern Form.
- Send the report and copies as detailed on the form.
- Co-operate fully with all statutory agencies that may become involved.
- Support the child or children involved as necessary and appropriate.

### **SUPPORTING THE CHILD**

During any disclosure of abuse by a child staff should respond in a sensitive and supportive manner. The following strategies should be adopted:

- listen with care
- treat the allegation in a serious manner
- reassure the child that he or she is right to tell
- affirm the child's feelings as expressed by the child
- do not give a guarantee of confidentiality or secrecy
- do not ask leading questions
- ask open ended questions which seek to clarify information already given
- do not interrogate the child
- do not show disbelief
- do not be judgmental
- do not introduce personal or third-party experiences of abuse
- do not display strong emotions
- You must provide a handwritten record of the incident
- You must date and sign the record of the incident.

## **WHAT HAPPENS NEXT**

A medical emergency should be reported immediately to medical services and, if required, first aid should be administered before reporting the incident to the senior social worker.

Child abuse is a criminal offence. Urgent circumstances may require help from the police, for example to immediately avoid further abuse, to ensure the immediate pursuit of an alleged abuser or to avoid destruction of evidence.

The grounds for concern and action taken should be recorded, signed, and dated (on the same day) using Appendix 2 Notification of Concern (NOC). Two copies should be sent immediately as indicated on the form.

The copy retained in the establishment should be stored in the confidential child file (located in the Head Teacher office).

Grounds for concern to be recorded on Seemis pastoral notes.

Following a Notification of Concern (NOC) the police will investigate and may initiate an 'Initial Referral Discussion' (IRD) through a teleconference call. The purpose of the IRD is to ensure that key agencies/services are involved in the initial sharing and analysing of information to inform a collective decision about whether a notification of child protection concern should proceed to a child protection investigation. This ensures a collective responsibility and consistent involvement by police, social work, health, and education staff in sharing information and assessing risks and a single record of joint decision making.

## **CO-OPERATING WITH AGENCIES INVOLVED IN THE CHILD PROTECTION PROCESS**

Following reporting and recording of concerns staff should co-operate fully with subsequent investigations and support plans as directed by the head of establishment and in consultation with the appropriate agency representatives. This may include attendance at case discussions, child protection conferences, and reviews.

Dealing with child protection issues can have stressful consequences for employees. Learning and Leisure Services have a duty of care to all employees. Support can be accessed through the Staff Welfare Officer.

## **WHISTLE-BLOWING POLICY**

In the event that you are unsatisfied with how a matter has been managed by the Child Protection Co-ordinator then please contact:

James McPartland, Chief Officer (South)  
Tel: 07799483562

Barry Smedley, Chief Officer (North)  
Tel: 07919 245004

## **EXCEPTIONAL CIRCUMSTANCES**

When an employee is not satisfied with the head of establishment's/service manager's decision in responding to the grounds for concern the employee should discuss the matter with him/her.

If the employee is still dissatisfied and continues to have concerns about the possibility of abuse, the employee should consult the Education Officer (Support for Learning) or the Development Officer (Child Protection).

If an employee, including the head of establishment/service manager, is alleged to be involved in child abuse then this must be reported immediately to the Executive Director of Learning and Leisure Services or an available Head of Service.

### **PREVENT DUTY IN SCOTTISH SCHOOLS**

In Scotland, the Prevent duty is part of the UK Government's broader counter-terrorism strategy, CONTEST, and aims to stop people from becoming terrorists or supporting terrorism.

Below that lies the 4 Ps:

- **Prevent:** to stop people becoming terrorists or supporting terrorism
- **Pursue:** to stop terrorist attacks
- **Protect:** to strengthen our protection against terrorist attack
- **Prepare:** to mitigate the impact of a terrorist attack

### **ROLE AND RESPONSIBILITIES OF SCHOOLS IN NORTH LANARKSHIRE COUNCIL UNDER PREVENT**

Scottish schools have a statutory duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have "due regard" to the need to prevent people from being drawn into terrorism. This duty is integrated into existing safeguarding responsibilities and is not intended to create new functions.

The Child Protection Coordinator is responsible for **PREVENT** in their establishment. For Lawmuir Primary School, the Child Protection Coordinator responsible for **PREVENT** is **Miss Tracy Hurst**.

Schools must ensure staff understand the risks of radicalisation and are equipped to respond appropriately. All education staff are required to complete the mandatory **PREVENT** training every two years via the Learn NL portal.

Should a PREVENT Concern arise, referrals can be made to [PreventReferrals@scotland.police.uk](mailto:PreventReferrals@scotland.police.uk)  
The PREVENT referral form is available on the North Lanarkshire Child Protection Share Point or by following this link: [National Prevent referral form](#)

When referring please also include the Child Protection Development Officer Lynn Kintrie [kinstriel@northlan.gov.uk](mailto:kinstriel@northlan.gov.uk) and Chief Officer (Legal & Democratic) Rachel Blair [blairr@northlan.gov.uk](mailto:blairr@northlan.gov.uk)

**Further details** can be found here [Counter Terrorism and Keeping Safe | North Lanarkshire Council Protecting people susceptible to radicalisation](#)

[The Prevent duty: safeguarding learners vulnerable to radicalisation](#) - Guidance for those working in education settings with safeguarding responsibilities.

[Managing risk of radicalisation in your education setting](#) – Guidance to help education settings consider indicators of risk and decide what response is appropriate and proportionate.

Full PREVENT Guidance is available at [Prevent duty guidance: for Scotland \(accessible\) - GOV.UK](#)

## **CONCLUSION**

All children have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected.

By being aware of and following the procedures in this policy and by referring to local and national guidance we can remain vigilant in protecting our pupils and promoting their Health and Wellbeing.

Useful Resources which can all be found within the Child Protection folder on First Class NLC Child and Adult Protection Procedures and Guidance (2013) Action Guidance Leaflet Understanding Child Protection Self Learning Pack 2016 National Guidance for Child Protection in Scotland 2014 Initial Referral Discussion (IRD) Guidance

## **WHISTLEBLOWING**

All organisations that work with children are required to have policies and procedures in place that allow individuals to escalate a child protection concern outside of their management structure. Senior managers and child protection coordinators are required to deal with child protection concerns appropriately; this includes not minimising or dismissing allegations of harm.

Senior managers could also be suspected of harming a child or young person. If you need to escalate a concern, please contact – Police Scotland on 999 in an emergency or 101 for non-emergencies (0141 308 1070) without delay if a child or young person is at risk of harm.



# Lawmuir Primary School

## Child Protection & PREVENT

Protecting children & young people is everyone's job. If you have any concerns about a child's wellbeing at Lawmuir Primary School, please contact



**Miss Tracy Hurst**  
**Child Protection & Prevent Coordinator**

Lawmuir Primary School  
Tel: 01698 274930

Any concerns, in her absence should be passed to Principal Teachers.



**Miss Lynn Harper**



**Mr Paul Lumsden**

**Bellshill Social Work Department: 01698 346666**  
**Social Work Emergency Services: 0800 121 4114**