



We recognise that physical and emotional safety forms the foundation for children's learning, development and wellbeing. All staff must adopt safe, consistent and rights respecting practice in line with:

- **National Guidance for Child Protection in Scotland (2021)**
- **NLC Child and Adult Protection Procedures**
- **GIRFEC National Practice Model**
- **UNCRC Incorporation principles**

(Further information and resources are available on CP Teams within Glow – joining code available from a member of SLT.)

## **Aim**

The aim of this policy is to provide clear guidance for staff regarding child protection procedures and the safeguarding of all children and young people within our school.

The main purposes are:

- to raise staff awareness of categories and indicators of abuse
- to clarify roles and responsibilities in protecting pupils
- to provide clear guidance for responding to concerns and disclosures

This aligns with **UNCRC Article 3**, ensuring all decisions and actions prioritise the child's best interests.

## **Procedures**

- All staff receive the **Child Protection Action Guidance Leaflet** and annual training at August in-service.
- New staff must complete the **Understanding Child Protection Self Learning Pack** and have this recorded by the Head Teacher.
- All procedures must be followed with accuracy, consistency and urgency.
- Procedures must be used alongside **NLC Child and Adult Protection Procedures and Guidance**, available in the Head Teacher's office.
- Partners and regular volunteers will be informed of school procedures and must sign to confirm understanding.

These procedures uphold **UNCRC Article 19** and ensure safe, consistent practice.

## **What is Child Abuse and Neglect?**

As defined in the **National Guidance for Child Protection (2021)**, abuse and neglect involve harm or failure to act to prevent harm. Abuse may occur in any setting, including:

- home or family
- peer groups
- online environments
- community or institutional settings
- pre-birth (e.g., domestic abuse, substance misuse)

Definitions of abuse remain the same as in your original policy but have been rights aligned and clarified. (Physical abuse, Emotional abuse, Sexual abuse, FGM, CSE, Neglect — unchanged but strengthened wording preserved.)

## **Indicators of Risk**

The following circumstances are considered to be indicators that a child may be at increased risk of harm within their families, however this list is not exhaustive:

- 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) This comprises of all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.
- Honour based violence and forced marriage
- Fabricated or induced illness (previously known as Munchausen by proxy)
- Sudden unexpected death in infants and children
- Harm outside the home including (but not exclusively) ritual abuse, child trafficking, internet abuse.

### **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 St. Ignatius' Primary, the Child Protection Coordinator responsible for PREVENT is **Mrs Lambie**.

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 [National Prevent referral form](#)

When referring please also include the Child Protection Development Officer Lynn Kintrie [kintrieL@northlan.gov.uk](mailto:kintrieL@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](#)

## **Roles and Responsibilities**

### **Head Teacher (Child Protection Coordinator)**

Retains all responsibilities listed, with the addition of:

- ensuring practice is explicitly rights based (UNCRC aligned)
- ensuring children's voices, experiences and wellbeing are central in all decisions (UNCRC Article 12)

### **All Staff**

All staff have a legal and moral duty to:

- protect children from harm
- report concerns immediately
- act in the child's best interests
- maintain confidentiality appropriately
- record accurately and without delay

This reflects **UNCRC Articles 3, 12 and 19**.

## **Responding to Grounds for Concern**

Any grounds for concern should be reported immediately to the head of establishment.

- 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 is 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 Child Protection Development Officer – Sarah Jane Ramsey [ramsaysar@northlan.gov.uk](mailto:ramsaysar@northlan.gov.uk)

## **Supporting the Child (Article 12, 19 and 39)**

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
- keep your own feelings in check

- do not give a guarantee of confidentiality or secrecy
- do not ask leading questions, investigate or gather evidence
- 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
- support the child and explain what you are going to do next, reassure them
- write down what the child says as soon as possible – and in their own words
- if a child needs medical attention as a result of abuse **SEEK THIS AS A MATTER OF URGENCY.**

### **Summary of Action in Response to Grounds for Concern (Article 13, 19 & 12)**

- Report immediately to the HT/PT. If neither is available contact social work directly then inform NLC for support. Do not wait on HT/PT returning to school.
- Support the child appropriately (as above)
- Record on the same day – clearly, accurately, in sequence – date and sign the file (record on Pastoral Notes)
- Monitor significant changes, events and decisions
- Keep record keeping up to date. Relevant, clear, succinct and confidential. (This may be undertaken by HT/PT)

### **What Happens Next? (Article 3 & 39)**

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/MS Teams 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 Child Protection Process (Article 3)**

Following reporting and recording of concerns staff should cooperate 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. Education & Families have a duty of care to all employees. Support can be accessed through the Staff Welfare Officer.

### **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 Team within Glow (joining code available from a member of SLT).

NLC Child and Adult Protection Procedures and Guidance (2013)  
Action Guidance Leaflet  
Understanding Child Protection Self Learning Pack 2021  
National Guidance for Child Protection in Scotland 2021  
IRD Guidance