

# Child Protection and Safeguarding Policy (2.1)



## Chryston Primary School

Child protection Co-ordinator and PREVENT Co-ordinator - Jilly Moffat HT  
Depute Child Protection Co-ordinator – Mrs Julie Boyle DHT

**Rationale**

**As detailed in the National Guidance for Child Protection (2021):**

2.47 All staff working in education establishments, including early learning and childcare (ELC) settings, have a key role in the support and protection of children and young people. Day-to-day professional experience of, and relationship with children is a fundamental protective factor. All staff must be aware of, and must follow, child protection procedures.

2.48 Every school and ELC service should have a child protection co-ordinator taking lead responsibility for child protection in the school, in liaison with the head of establishment, to whom he/she will report. The child protection lead should also engage with appropriate training and development in order to be able to respond effectively to child protection concerns, to support staff and to share learning. Education Scotland has a strategic Safeguarding Lead.

This policy aims 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. This policy is in line with North Lanarkshire Council's Child Protection and Vulnerable Adults policy.

**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 signs which could indicate that abuse is present
- 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

**Professional commitment**

All establishments and schools should operate within a good practice framework which reflects:

- A high profile of inclusion, equality, fairness and openness;
- Clear understanding amongst all staff to the commitment to fostering the general wellbeing of all children and young people;
- The active involvement of the child or young person (and parents and carers) as appropriate when arrangements relating to their care and support are being considered;
- An empowered pupil council which has an influential role in how the school delivers on the rights of children to be protected;
- Robust internal referral systems from staff to senior management, supported by consistent recording and monitoring systems;

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- The proactive role of the Head of Establishment in ensuring robust case management of those children and young people whose representing profile requires a higher level of response from Education Services, Social Work Services and Health - as relevant to the agreed responsibilities of Education Services within the support plan;
- The proactive role of the Child Protection Co-ordinator in ensuring appropriate CPD opportunities are undertaken by all staff.

### **Responsibilities**

#### **Head of Establishment**

In Chryston 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 Protection Procedures and Guidelines are brought to the attention of all staff on an annual basis, that staff have access to the guidelines
- ensuring that the guidance in the Child Protection Procedures and Guidelines is followed.
- ensuring that all staff know that there is a named child protection co-ordinator in the establishment
- developing establishment policy and practice to meet national and local authority guidance
- ensuring child protection training for all staff
- supervising child protection work including personal and social development initiatives
- informing the parent council and parents of Child Protection Procedures and Guideline initiatives as appropriate, including relevant information in the establishment handbook
- developing links with other education establishments and agencies, to promote the protection of children
- co-ordinating health and wellbeing programmes
- co-ordinating support within the establishment for specific children
- co-operating on behalf of the establishment with inter-agency child protection support plans
- liaising with other establishments and external agencies.
- being responsible for updating the Child Protection Agency contact list/Network of Support, Contact Log and Chronology of Significant Events in the child's file
- ensure all relevant information is recorded, signed and dated.
- ensure all information/ concerns are noted on Pastoral Notes and that relevant personnel are informed.

#### **Staff**

In Chryston Primary it is important that staff take an active role in promoting the health and wellbeing of our pupils and deal sensitively and effectively with children's needs and concerns.

Annually staff will complete Child Protection training and following this complete the Understanding Child Protection, Self-Learning Pack. This will be signed by the Head

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Teacher when complete and a copy of completion certificate kept by her. This pack details types of abuse and full authority procedures.

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:

### **Child Protection Procedure**

#### **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 caused suspicion of abuse.
- a child reports an incident of abuse, which occurred some time ago.
- staff witness abuse

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

If a child/young person tells you someone may have abused them;

##### **DO**

Stay calm  
Listen to the child  
Keep questions to a minimum  
Reassure child  
Record what the child has said  
in their own words

##### **DON'T**

Ask too many questions  
Make false promises  
Express shock or anger  
Delay in passing on your concerns

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. It is essential that there is no delay in initiating protection procedures even where the Head Teacher/Principal Teacher is absent from the establishment. In this circumstance, staff should contact the Education Manager (Michael Dolan) or Development Officer (Michael Bradley) at education headquarters.

## Child Protection Procedure

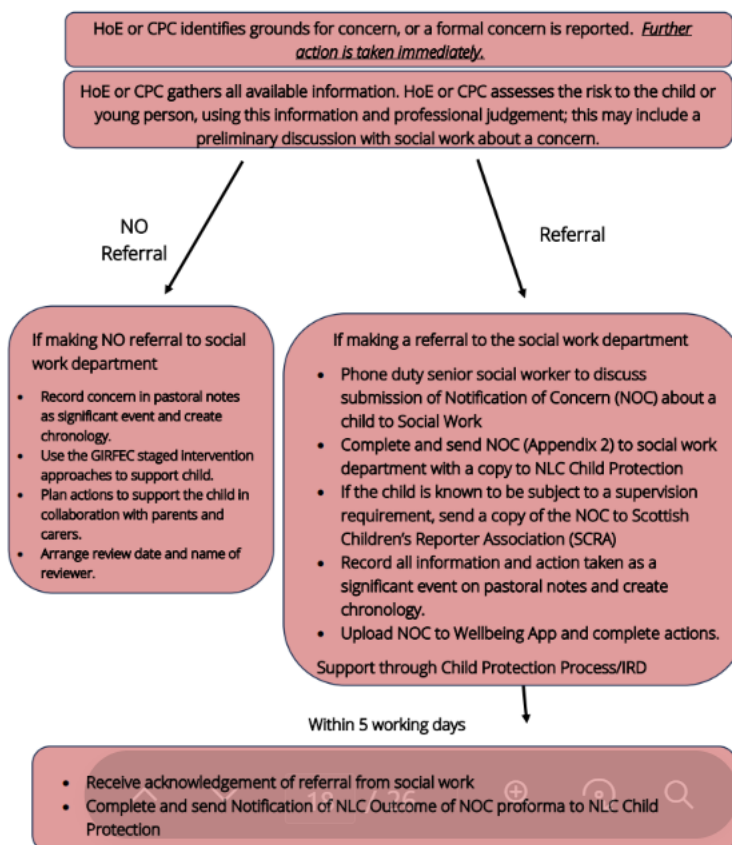


Appendix A

Operational Policy Template  
Education & Families

### Grounds for Concern Flowchart

Action Guidance for the Head of Education Establishment (HoE) or Child Protection Coordinator (CPC).



### Co-operating with Agencies involved in 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, depending on the level of risk and need participation in an Initial Referral Discussion and attendance at case discussions, child protection conferences and reviews.

### Prevention of abuse.

Our school recognises the need to equip children with the skills to protect themselves from abuse and harm. Our Programmes of Study, in Health and Wellbeing provide activities and learning experiences from Early to Second Level to be used with our pupils to help them develop personal safety skills.

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## **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 **(Insert school)**, the Child Protection Coordinator responsible for PREVENT is **(Insert name)**

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 Kinstrie [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](#)

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**Continued Professional Development**

- It is the responsibility of all staff to ensure they are fully conversant with the Management Circular and associated CPD materials.
- Child Protection Co-ordinators have a key role in facilitating access to appropriate complementary documentation and literature for all staff, including students and supply staff.

**Child Protection is everyone's responsibility – we all have a duty to protect and care for the pupils in our care. This policy outlines the procedures we will follow in the event of any concerns we may have.**

Appendix 1

**NOTIFICATION OF CONCERN (CHILD PROTECTION)**

This form should be completed following initial notification of concern being passed verbally to Police or Social Work as your follow up in writing

Agency details (the agency completing Notification of Concern)	Name:		
	Address:	Agency and Designation:	
	Tel No:		
	Email:		
	Fax:		
In relation to this Notification of Concern please detail:			
Date of initial verbal discussion			
Details of person with whom discussion took place (Police/Social Work employee and locality)			
Details of the advice given at this time			
Has the parent(s)/carer(s) been advised that concerns have been shared?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Child for whom you are notifying concern			
Name (including Forename and Surname):	Home Address:	Current Address:	DOB:
			Unique Identifier:
			CHI:
			SEEMIS:
			SWISS:
Name of Establishment attended:		Contact Person:	Person's Contact Details:
Is this child/young person looked after at home or away from home?			
Please advise of any communication needs e.g. English as an additional language/hearing impairment?			
Family Details			
Parent 1	Name:	Address:	Unique Identifier:
			DOB:
Parent 2	Name:	Address:	Unique Identifier:

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Other Carer 1	Name:	Address:	DOB:
			Unique Identifier:
Other Carer 2	Name:	Address:	DOB:
			Unique Identifier:
			DOB:

Siblings			
	1	2	3
Name			
Address			
DOB			
Unique Identifier			
Name of Establishment			
	4	5	6
Name			
Address			
DOB			
Unique Identifier			
Name of Establishment			
Summarise your current concerns, including child's views and parent's views if known and any other information relating to child's circumstances. (Attach any single agency assessments/plans/chronologies if available)			
Please tick which category is relevant to your Notification of Concern.	Physical Injury	<input type="checkbox"/>	
	Physical Neglect	<input type="checkbox"/>	
	Sexual Abuse	<input type="checkbox"/>	
	Emotional Abuse	<input type="checkbox"/>	
What are the family, you or your agency currently doing to support this child?			

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Are you aware of actions from any other agency being taken to support child/family currently, or in the past?

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Are you aware of any previous Notifications of Concern (Child Protection)? If so, please provide details of any outcome that you are aware of.

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Is the Named Person aware of the Notification of Concern?

Yes

No

Is the Lead Professional aware of the Notification of Concern (where applicable)?

Yes

No

Named Person details	Name:
	Address:
	Agency and Designation:
	Tel No:
	Email:
	Fax:
Lead Professional details	Name:

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Date form completed	Address:
	Agency and Designation:
	Tel No:
	Email:
	Fax:

**Send copies of this Notification of Concern immediately to:**

<b>Copies to:</b>	<b>Date sent:</b>
Locality Social Work Manager at local SW area office	
NLC Education Officer	
North Lanarkshire Leisure Head of HR & Payroll	

*\* Education Officer is located in NLC Education Skills and Youth Employment, Support for Learning Section, Municipal Buildings, Kildonan Street, Coatbridge, ML5 3BT*

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**Appendix 3**

**Social Work Locality Offices  
Office Hours**

**Monday – Thursday 08:45 – 4:45 & Friday 08:45 – 4:15**

**Airdrie Area – Telephone 01236 757000 – Fax 01236 757001**

Floor 2  
Coats House  
Gartlea Road  
Airdrie  
ML6 9JA

**Bellshill Area – Telephone 01698 346666 – Fax 01698 748686**

**303 Main Street  
Bellshill  
ML4 1AW**

**Coatbridge Area – Telephone 01236 622100 – Fax 01236 622137**

122 Bank Street  
Coatbridge  
ML5 1ET

**Cumbernauld Area – Telephone 01236 638700 – Fax 01698 403080**

Bron Chambers  
Bron Way  
North Carbrain Road  
Cumbernauld  
G67 1DZ

**Motherwell Area – Telephone 01698 332100 – Fax 01698 332165**

**Scott House  
73/77 Merry Street  
Motherwell  
ML1 1JE**

**Shotts Area – Telephone 01501 824700 – Fax 01501 824711**

**169 Station Road  
Shotts  
ML7 4BA**

**Wishaw Area – Telephone 01698 348200 – Fax 01698 348589**

**King's Building  
King Street  
Wishaw  
ML2 8BS**

**Emergency Social Work (out of hours) - 0800 121 4114**

**Police (All areas) 101**

**Appendix 4**

<b>Safeguarding Report Form</b>	
Continue on a separate sheet if required.	
Facility:	
Your Name:	Job Title:
Signature:	Date:
Date of Alleged Incident:	Time of Alleged Incident:
Subject(s) Name:	Sex:
Address:	
Age:	Tele No:
Briefly detail the nature of the allegation	
Briefly detail any physical evidence	
Child(ren) / Adults at risk of harm account	
Witness Name (s)	Witness Tele No:
Witness Address	
Senior informed.....	Person On Site
Date.....	Date.....
Police contacted Yes <input type="checkbox"/> No <input type="checkbox"/>	Time.....
Social Work contacted Yes <input type="checkbox"/> No <input type="checkbox"/>	Date.....
	Time.....

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Copy of form sent to Compliance Officer Yes  No