



**Kildrum  
Primary School**

# Child Protection Policy

*Ensuring the safety and wellbeing of every child.*

**Any concerns regarding Child Protection should be brought immediately to the attention of the Child Protection Co-ordinator. At Kildrum Primary School, this role is fulfilled by Kate Watt, the Head Teacher. In the event of the Head Teacher's absence, concerns should be directed to Pamela Johnston or Jen Wright, the Principal Teachers.**

## Introduction

All children have the right to receive care and protection, which includes being kept safe from abuse and harm. This should be done in a safe environment that respects their rights, as stated in the UNCRC. By following the procedures outlined in this policy and seeking guidance from local and national policies, we can ensure that we are vigilant in safeguarding our pupils and promoting their health and wellbeing, in alignment with the principles of the UNCRC.

Further information and resources are available within the NLC SharePoint.

*All information regarding Child Protection concerns/investigations are recorded on SEEMiS, in the Wellbeing app and/or as a Pastoral Note.*



## Our School Values

At Kildrum Primary, our shared values guide every interaction and decision:



**Respect:** We are kind and listen to everyone. We care for ourselves, our school and the world.



**Learning:** We are curious and try our best, so we can discover new things.



**Responsibility:** We are accountable for our actions and our choices. We look after ourselves, others, and our planet.



**Nurture:** We are caring and supportive of each other, creating a safe and happy place where everyone feels valued.



**Creativity:** We are imaginative and explore new ideas, allowing our unique talents to shine.



**Inclusion:** We are a team where everyone belongs.

These values were agreed in consultation with pupils, parents/carers, staff and partner agencies and are embedded in our curriculum, relationships, and everyday routines.

*Created: May 2024  
Last Review: June 2025  
Next Review: June 2026*

## Policy Rationale

All children have inherent rights, as outlined in the [UN Convention on Rights of a Child \(UNCRC\) - UNICEF UK](#), 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.

In accordance with the updated National Guidance on Child Protection in Scotland (2023) - [national-guidance-child-protection-scotland-2021-updated-2023.pdf](#) and aligned with the principles of Getting it Right for Every Child (GIRFEC) - [Getting it right for every child \(GIRFEC\) - gov.scot](#) 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:

[NL Education SharePoint - CP Document Library - All Documents](#)  
[NL Education SharePoint - Home](#)

## Aims

The purpose of this policy is to offer guidance and guidelines to staff regarding child protection and the health and wellbeing of the children in our school. The policy aims to achieve the following:

- Raise staff awareness about the different forms of abuse and the signs that may indicate abuse is occurring.
- Establish the roles and responsibilities for the care and protection of our pupils.
- Provide guidance and support to staff members as they fulfil their roles and responsibilities in protecting the children and young people in our school.

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.
- The NLC, Education and Families. Whistleblowing Poster is prominently displayed in the staffroom and is contained within the staff handbook.

## What happens next?

You should -

- Record the name and details of the person you made the referral to.
- Ask them to give you feedback on your referral where this is possible (and it does not prejudice any legal action).

## What happens when social work/police receive your referral?

On receipt of a referral social work and or police will carry out an initial assessment of the information. Where the information indicates a very low level of concern the matter may be diverted to a single agency for appropriate action, or to multi-agency partners to coordinate a plan for a Child in Need.

Where it is deemed to be a child protection matter, child protection procedures will be implemented. The receiving agency social work and or police will -

- Treat every referral seriously gather information available, assess and analyse this jointly and make decisions based on the information.
- Jointly assess the situation and determine how best to progress the matter, the welfare of the child will always be of paramount consideration.
- Identify who will be responsible for feeding back to the referrer.
- Agree the need to arrange an Initial Referral Discussion to plan the child protection investigation.
- Consider the need for any emergency legal measures required or statutory measures via a referral to the Children's Reporter.

**Whistleblower**

**Integrity is everyone's responsibility**

**Who to contact?**

**Barry Smedley, Chief Officer (Education North)**  
✉ [smedleybar@northlan.gov.uk](mailto:smedleybar@northlan.gov.uk)

**James McParland, Chief Officer (Education South)**  
✉ [mcparlandjam@northlan.gov.uk](mailto:mcparlandjam@northlan.gov.uk)

**What happens next?**

**You should -**  
-Record the name and details of the person you made the referral to.  
-Ask them to give you feedback on your referral where this is possible (and it does not prejudice any legal action).

**POLICE SCOTLAND**  
Helping people help  
POILEAS ALBA  
Police Scotland on 999 if an emergency or 101 for non-emergencies (0141 308 1070) without delay if a child or young person is at risk of harm.

**NORTH LANARKSHIRE COUNCIL**  
COMHARLE SIORRACHD LANNAIRG A TUATH  
**LIVE LEARN WORK INVEST VISIT**

NLC Whistleblowing Policy (2024)

## Procedures

The following procedures are established to ensure comprehensive adherence to child protection protocols within our school establishment:

- All staff are required to review the NLC Multiagency Child Protection Procedures as required, with the initial update being mandatory on the August in-service days.
- All staff should regularly review the practice guidance and refer to the NLC SharePoint for any updates or relevant information.
- New staff members should be directed to the NLC Multiagency Child Protection Procedures and complete mandatory training.
- Relevant posters such as Whistleblowing, NLC Child Protection Grounds for Concern flowchart, and the IRD flowchart are prominently displayed on the staff noticeboard.

It is imperative that the procedures outlined in this policy are adhered to diligently by all staff members, at all times. These procedures are to be implemented in collaboration with the NLC Multiagency Child Protection Procedures. A digital version of this guidance is available to all stakeholders on the NLC SharePoint.

## Roles and Responsibilities

### Head Teacher

At Kildrum Primary School, the Head of Establishment holds ultimate responsibility for all child protection matters. These responsibilities include the following:

- Ensuring that the NLC Multiagency Child Protection Procedures are reviewed as required, with all staff consistently reviewing the practice guidance, to maintain clarity and keep everyone up to date. Providing them with access to the NLC SharePoint for any updates or relevant information is also important.

- Additionally, it is crucial to ensure that a copy of relevant posters is prominently displayed on the staff noticeboard. This will help ensure that staff are aware of important information and can refer to it easily.
- Ensuring that all staff are acquainted with the Child Protection Co-ordinator within the establishment and know whom to contact in their absence.
- Formulating establishment policies and practices in accordance with the national and local authority guidance.
- Facilitating child protection training for all staff.
- Fostering a school culture and learning environment which has children's rights at the centre, promoting the safety and wellbeing of all children.
- Timely completion and submission of all child protection documentation as stipulated in local protocols and guidance.

### All Staff

Ensuring the safety of children and young people is a collective responsibility, making it imperative for all school staff to actively participate in maintaining a secure environment.

In terms of child protection, staff should be aware of the following indicators of concern, which may stem from various situations but will generally be covered by the following events:

## Grounds for Concern:

- Disclosure by the child: A child may directly disclose that they have experienced abuse or feel unsafe.
- Third-party allegations: Reports or allegations of abuse from other individuals, such as concerned adults, witnesses, or anonymous sources.
- Observable signs: Suspicious or concerning indicators observed by adults, including changes in a child's behaviour, appearance, or statements as well as any unusual drawings or play activities that may suggest abuse.
- Historical disclosures: Reports of past incidents of abuse shared by the child, even if they have occurred some time ago.
- Staff witnessing abuse: Instances where school staff directly witness or become aware of abusive behaviour or harmful situations involving a child.

Identifying and addressing grounds for concern are crucial steps in protecting children and ensuring their safety and wellbeing. Prompt reporting and appropriate action are essential in order to safeguard children from potential harm.

## Responding to Grounds for Concern:

**Immediate Action:** Take immediate steps to ensure the safety and protection of the child(ren). Any grounds for concern should be reported immediately to the head of the establishment. Under no circumstances should staff inform a parent about the situation at this stage.

**Documentation:** Document all details related to the grounds for concern, including the nature of the concern, any disclosures made by the child, observations, and any actions taken in response. Staff must not delay in reporting concerns to gather evidence, nor should they agree to keep the information secret or discuss the matter with others.

**Reporting/Recording:** Staff are required to adhere to the guidance provided by the head of establishment regarding the recording of concerns, providing support to the child, cooperating with subsequent investigation actions, and ensuring the protection of the child(ren) involved. All recorded information must be pertinent, precise, signed, and dated, as it may hold legal significance. It is imperative to accurately record the child's name and date of birth. The recorded information should entail a clear and concise chronology of events, all relevant factual details, and a summary of the staff member's response and any agreements made. This information should be added to an Internal Notification of Concern form and given to the Child Protection Co-ordinator upon request.

Prompt initiation of child protection procedures is imperative, even in cases where the head of establishment is absent or unavailable. In such instances, staff should communicate with the Principal Teachers.

**Additional assistance can be sought from the Child Protection Development Officer, Lynn Kinstrie, who is available by email at [kinstrieL@northlan.gov.uk](mailto:kinstrieL@northlan.gov.uk) and by telephone on 07890532941.**

## 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 attentively and with care.
- Treat the allegation seriously and respectfully.
- Reassure the child that they have done the right thing by sharing their experience.
- Validate the child's feelings as expressed by them.
- Refrain from providing guarantees of confidentiality or secrecy.
- Avoid asking leading questions that may influence the child's response.
- Use open-ended questions to seek clarification on information already provided.
- Avoid interrogating the child(ren) or pressuring them for details.
- Refrain from displaying disbelief or scepticism.
- Maintain a non-judgmental attitude.
- Avoid sharing personal or third-party experiences of abuse.
- Keep emotions in check and avoid displaying strong emotional reactions.

## School Monitoring Arrangements

As soon as concerns are raised about a child the class teacher will start to complete weekly 'Additional Monitoring' paperwork (Appendix 1). This should be returned to the Head Teacher at the end of each week and will continue to be used until there are no longer concerns about the child's wellbeing.

This paperwork is also completed every week when a child is placed on the Child Protection Register, and for three months following their removal from the register.

Any significant concerns should be raised with the Head Teacher immediately.

All paperwork is stored on the SEEMiS Wellbeing app.

## What happens next?

- In the event of a medical emergency, it is crucial to notify medical services immediately. If necessary, administer first aid before reporting the incident to the senior social worker.
- Child abuse constitutes a criminal offense. Urgent situations may necessitate involving the police, such as to prevent further abuse, ensure the immediate pursuit of an alleged abuser, or prevent the destruction of evidence.
- The grounds for concern and any subsequent actions taken must be promptly recorded, signed, and dated on the same day using the Notification of Concern (NoC) documentation. This form should be emailed to the addresses indicated on the form. A copy retained within the establishment should be securely stored in the confidential SEEMiS Wellbeing app. Additionally, the grounds for concern should be recorded as a significant event in SEEMiS pastoral notes.
- After receiving a NOC, the police will conduct an investigation and may initiate an Inter-Agency Referral Discussion (IRD) through online meeting. The aim of the IRD is to facilitate the involvement of key agencies and services in sharing and analysing information initially. This collective effort informs a joint decision regarding whether a notification of child protection concern warrants further investigation. This approach ensures collective responsibility and consistent engagement by police, social work, health, and education staff in sharing information, assessing risks and maintaining a unified record of decision making.

## Co-operating with Agencies involved in Child Protection Process

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

## Staff Mental Health and Wellbeing

Handling child protection issues can have significant emotional and psychological impacts on employees. Education and Families recognise their duty of care to all staff members. Support services are available through the Staff Welfare Officer, Nicola Harvie at [Harvienic@northlan.gov.uk](mailto:Harvienic@northlan.gov.uk) to assist employees during such challenging times. If you feel you or any of your colleagues need support in this area, please see support offered by North Lanarkshire Council by accessing the following links:

[Health & Wellbeing Support for Employees - My NL](#)

[Talk about it | Work well NL](#)

## 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 using the four 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 Co-ordinator is responsible for Prevent in their establishment. For Kildrum Primary School, the Child Protection Co-ordinator responsible for Prevent is Kate Watt. 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](#)

These indicators support child protection and safeguarding:

QI	Title	Why It Matters
1.1	Self-evaluation for self-improvement	Encourages schools to evaluate how effectively they safeguard children and respond to concerns.
1.3	Leadership of change	Leaders must foster a culture of vigilance and continuous improvement in safeguarding.
2.1	Safeguarding and child protection	Schools must demonstrate robust systems for identifying and responding to concerns. Staff should be trained, confident, and proactive in safeguarding responsibilities. Policies must align with national and local guidance, including North Lanarkshire Council protocols.
2.2	Curriculum	Incorporates health and wellbeing outcomes from Curriculum for Excellence. Supports preventative education around abuse, neglect, and online safety.
3.1	Ensuring wellbeing, equality and inclusion	Promotes a nurturing, inclusive environment where children feel safe and supported. Encourages staff to use the Wellbeing Indicators to monitor and support pupils.

## UNCRC - Key Articles

These articles support pupil safety and protection:

Article	Theme
2	Non-Discrimination
3	Best Interests of the Child
4	Implementation of Rights
6	Right to Life, Survival and Development
12	Respect for the Views of the Child
19	Protection from violence, abuse and neglect

## Monitoring, Evaluation and Review

### Monitoring and Evaluation

- Annual review of the policy with input from staff, pupils, and families.
- Monitoring through:
  - Staff and parent feedback
  - Other agency feedback
  - NLC Child Protection Officer



### Review Cycle

This policy will be reviewed inline with local and national policy.



Kildrum Primary School  
**Additional Monitoring**  
*Confidential*



This form should be completed on a weekly basis when a child is undergoing additional monitoring. Reasons for additional monitoring may include but are not limited to:

- Child has been placed on the Child Protection Register.
- Child has been removed from the Child Protection Register within the past three months.
- There has been a significant change to the child's family circumstances.
- School staff have expressed concern about the child's wellbeing.

Pupil Details			
Child's name			
Class/Stage		Date of birth	
Current Teacher			
Additional members of staff who work with child			

Week beginning - \_\_\_\_\_

Please indicate which wellbeing indicator(s), if any, you have concerns about:							
SAFE	HEALTHY	ACHIEVING	NURTURED	ACTIVE	RESPECTED	RESPONSIBLE	INCLUDED

Observations	
<i>Please 'RAG' each of the following areas. If an area is not categorised as 'green' please provide more information.</i>	
<b>Attendance</b> <i>Including late comings</i>	
<b>Presentation</b> <i>Hygiene, cleanliness, uniform</i>	
<b>Snacks/Lunches</b>	
<b>Attainment</b>	
<b>Behaviour</b> <i>In the classroom and the playground</i>	
<b>Peer Relationships</b>	
<b>Parental Engagement</b>	

Please turn over

**Pupil Voice**

*Please add any comments or opinions offered by the child and attach SLT check-in sheets and/or Talking Mats, if appropriate.*

*Ensure the date is provided for each statement.*