



Mossend Primary School and Nursery Class



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Mossend Primary School and Nursery Class

Child Protection and Safeguarding Policy 2026 – 2027



RATIONALE

All children have the right to be protected from abuse, neglect and harm. Child protection is therefore everyone's responsibility. Education & Families staff, together with colleagues from partner agencies, share a collective responsibility to safeguard and promote the wellbeing of children and young people, respond appropriately to concerns about harm, and support children to grow up in safe, nurturing and supportive environments. We are committed to ensuring that children's rights are respected, their voices are heard, and that they receive the help they need at the earliest opportunity. All those working within our establishment are expected to uphold the highest standards of professional practice and remain vigilant in fulfilling their child protection responsibilities. The principles and procedures contained within this policy are underpinned by the Children and Young People (Scotland) Act 2014, the United Nations Convention on the Rights of the Child (UNCRC), GIRFEC (Getting it Right for Every Child), and Scotland's commitment to The Promise.

AIMS

The aims of this policy is to provide clear guidance and support for staff in fulfilling their responsibilities to safeguard and protect children and to promote their health, wellbeing and rights. The policy seeks to:

- raise staff awareness of the categories of abuse, indicators of risk and circumstances that may place children at risk of harm;
- clarify the roles and responsibilities of all staff in promoting, supporting and protecting the wellbeing of children and young people;
- provide clear guidance on responding to, recording and reporting child protection concerns in line with local and national procedures;
- ensure that all staff understand their responsibility to take appropriate action where there are concerns about a child's safety or wellbeing.

PROCEDURES

- All staff are provided with a copy of the Child Protection Action Guidance Leaflet and receive an annual Child Protection update during the August in-service programme. A copy of the guidance is also displayed throughout the establishment.

- In addition, all newly appointed staff are required to complete the Understanding Child Protection Self-Check Pack as part of their induction. Completion of the training must be confirmed and signed off by the Head Teacher.
- All staff must adhere to the procedures outlined within this policy at all times. These procedures should be implemented in conjunction with the North Lanarkshire Council Child and Adult Protection Procedures and Guidance and any associated local or national child protection guidance.

PROCEDURES SPECIFIC TO MOSSEND PRIMARY SCHOOL AND NURSERY CLASS

The Senior Leadership Team has designated pastoral responsibility for specific stages across the school. Overall responsibility for child protection and safeguarding remains with the Head Teacher.

Stage	Staff Member	Designation
Nursery, P1, P2/1, P2	Nicola Brownlie	Depute Head Teacher
P3a, P3b	Hannah Smith	Principal Teacher
P4/3, P4, P5a, P5b	Shanice Lamont	Principal Teacher (PEF)
P6, P7/6, P7	Vicky Cole	Principal Teacher

- Day-to-day pastoral monitoring and oversight of children and families is undertaken by the designated Pastoral Care Management Team member for each stage. Regular communication is maintained with the Head Teacher regarding any wellbeing or child protection concerns.
- Teaching and clerical staff may record relevant information regarding children and families within SEEMiS Pastoral Notes. Where a pastoral note relates to a significant wellbeing concern, staff should notify the relevant Pastoral Care Management Team member and the Head Teacher that the entry has been made.

- Any urgent wellbeing or child protection concern must be reported immediately to the Head Teacher. Where there is an immediate child protection concern, the staff member must report this directly to the Head Teacher without delay.

In the event that a child's name is placed on the Child Protection Register, the following procedures will be followed:

- The Head Teacher, the designated Pastoral Care Management Team member and the Class Teacher will attend relevant Child Protection meetings as required.
- The designated Pastoral Care Management Team member will meet with the Class Teacher on a weekly basis to review the child's presentation, wellbeing, attendance and any significant developments. A written record of these discussions will be maintained using Mossend Pro Forma 1.
- The Head Teacher will maintain oversight of the child's progress, wellbeing and any actions arising from Child Protection meetings, ensuring that all relevant information is shared appropriately and recorded in line with local authority procedures.
- Following de-registration from the Child Protection Register, the designated Pastoral Care Management Team member will meet monthly with the Class Teacher for a period of three months to monitor the child's wellbeing and ongoing support needs. These meetings will be recorded using Mossend Pro Forma 2.

MOSSEND PRIMARY SCHOOL AND NURSERY CLASS

The Designated Child Protection and Prevent Coordinator for Mossend Primary School and Nursery Class is:

Mrs Tracey McCulloch

Head Teacher

Email: enquiries-at-mossend@northlan.org.uk

Tel: 01698 274905

In the absence of the Head Teacher, the Depute Head Teacher will assume responsibility for the Child Protection and Prevent Coordinator role.

Mrs Nicola Brownlie

Depute Head Teacher

Email: enquiries-at-mossend@northlan.org.uk

Tel: 01698 274905

All concerns relating to the safety, wellbeing or protection of a child should be reported immediately to the Head Teacher or, in her absence, the Depute Head Teacher.



POLICY OVERVIEW AND DEFINITIONS

Child Protection

Child protection is the process of protecting a child from abuse or neglect. Abuse or neglect need not have taken place. It is sufficient for an assessment to identify a risk of significant harm from abuse or neglect to require a child protection response.

Safeguarding

Safeguarding is a broader concept than child protection and relates to promoting the wellbeing, safety and welfare of children, young people and protected adults. It includes

protecting individuals from abuse, neglect and exploitation; preventing impairment of health or development; ensuring that they grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable them to achieve the best possible outcomes. Child protection is an integral part of safeguarding.

Prevent Duty in Scottish Schools

The Prevent Duty forms part of the UK Government's counter-terrorism strategy, CONTEST, and aims to prevent people from being drawn into terrorism or supporting terrorism. CONTEST is based on four strands:

- Prevent – to stop people becoming terrorists or supporting terrorism.
- Pursue – to stop terrorist attacks.
- Protect – to strengthen protection against terrorist attacks.
- Prepare – to reduce the impact of a terrorist attack should one occur.

Role and Responsibilities of Schools in North Lanarkshire Council

Under Section 26 of the Counter-Terrorism and Security Act 2015, Scottish schools have a statutory duty to have due regard to the need to prevent people from being drawn into terrorism. This responsibility is incorporated within existing safeguarding and child protection arrangements and does not create a separate safeguarding process.

The Designated Child Protection Coordinator has responsibility for overseeing Prevent arrangements within the establishment. At Mossend Primary School and Nursery Class, this responsibility sits with the Head Teacher, Mrs Tracey McCulloch.

All staff are expected to remain alert to concerns relating to radicalisation and extremism and to respond in line with North Lanarkshire Council Child Protection and Safeguarding Procedures. Staff must complete mandatory Prevent training in accordance with local authority requirements.

Any concern relating to radicalisation should be reported immediately to the Head Teacher or, in her absence, the Depute Head Teacher. Referrals will be made in line with North Lanarkshire Council and Police Scotland procedures, with advice sought from appropriate child protection and safeguarding officers where required.

Further guidance, referral pathways and training materials can be accessed through the North Lanarkshire Child Protection SharePoint, Learn NL, North Lanarkshire Council guidance, and national Prevent guidance.



WHAT IS CHILD ABUSE AND NEGLECT?

The National Guidance for Child Protection in Scotland 2021 (updated 2023) states that abuse and neglect are forms of maltreatment of a child. A child may be abused or neglected through the actions of another person or through a failure to act to prevent significant harm.

Abuse and neglect can have a significant impact on a child's health, wellbeing and development. While the experiences of individual children may differ, child protection concerns are generally categorised under four main headings:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Definitions of the above categories can be found at [national-guidance-child-protection-scotland-2021-updated-2023.pdf](https://www.nationalguidance.scot.nhs.uk/national-guidance-child-protection-scotland-2021-updated-2023.pdf)



INDICATORS OF RISK

The following circumstances may increase a child's vulnerability and are recognised within national child protection guidance as factors that can impact on a child's safety, wellbeing and development. The presence of one or more of these factors does not in itself indicate abuse or neglect; however, they may increase the risk of harm and should be considered as part of an overall assessment of a child's circumstances:

- Domestic abuse;
- Parental problematic alcohol and drug use;
- Families who experience barriers to engagement with services and support;
- Children and young people experiencing, or affected by, mental health difficulties;
- Children and young people who display harmful sexual behaviour or problematic sexual behaviour;
- Female Genital Mutilation (FGM);
- Honour-based abuse and forced marriage;
- Fabricated or induced illness;
- Sudden Unexpected Death in Infancy (SUDI) and the impact of bereavement and trauma on children and families.

Further information on these and other indicators of risk can be found within the National Guidance for Child Protection in Scotland 2021 (updated 2023).

The guidance also highlights a range of circumstances in which children and young people may experience harm beyond the home, including exploitation, online harm, trafficking, radicalisation and other forms of extra-familial harm. Staff should remain vigilant to these risks and follow established child protection procedures where concerns arise.

e.g.

- Child trafficking;
- Child Sexual Exploitation (CSE);
- Online harm and digital safety, including social media, gaming and mobile technology;
- Radicalisation and extremism;

- Female Genital Mutilation (FGM).

Further information on these and other specific child protection concerns can be found within the National Guidance for Child Protection in Scotland 2021 (updated 2023) and North Lanarkshire Council Child Protection Procedures and Guidance.

Professional Learning

All staff are expected to engage in ongoing professional learning in relation to child protection and safeguarding. Staff requiring further support or training should discuss their professional learning needs with the establishment's Professional Learning Coordinator and record these within their Professional Learning Plan in line with local authority procedures.



POLICY OBJECTIVE AND STATEMENT OF ADHERENCE

Roles and Responsibilities

The Head Teacher has overall responsibility for safeguarding, child protection and wellbeing within Mossend Primary School and Nursery Class. This includes ensuring that effective policies, procedures and practice are in place to protect children and young people and promote their wellbeing.

The responsibilities of the Head Teacher include:

- ensuring that all staff are aware of and have access to the North Lanarkshire Council Child and Adult Protection Procedures and Guidance, and that these are revisited annually through professional learning and child protection updates;
- ensuring that all staff know who the designated Child Protection Coordinator is and understand reporting arrangements in the event of their absence;
- developing, implementing and regularly reviewing establishment policies and procedures in line with local authority and national guidance;

- ensuring that all staff receive appropriate child protection and safeguarding training and that records of training are maintained;
- promoting a culture in which children feel safe, respected and listened to, and where safeguarding and wellbeing are a shared responsibility;
- ensuring that all child protection concerns are responded to appropriately and that notifications, referrals and associated records are completed in accordance with local authority procedures;
- working collaboratively with partner agencies to safeguard children and support positive outcomes for children and families;
- monitoring and evaluating safeguarding and child protection practice within the establishment to ensure continuous improvement and compliance with statutory requirements.



All Staff

Safeguarding and protecting children is everyone's responsibility. All staff have an important role in promoting the wellbeing, safety and rights of children and young people and must remain vigilant to any concerns that may indicate a child is at risk of harm.

All staff are expected to familiarise themselves with local authority child protection procedures and to take appropriate action where concerns arise. Concerns should be acted upon promptly and reported in accordance with established child protection procedures

Grounds for Concern

Child protection concerns can arise from a wide range of circumstances. While this list is not exhaustive, staff should be particularly alert to the following grounds for concern:

- a child discloses that abuse has taken place or indicates that they feel unsafe;
- a concern, allegation or disclosure is received from a third party;
- a child's appearance, presentation, behaviour, play, drawings or comments give rise to concern;
- a child reports an incident of abuse that occurred in the past;

- a member of staff witnesses an incident or behaviour that gives rise to concern regarding a child's safety or wellbeing.

Responding to Grounds for Concern

- Any child protection concern must be reported immediately to the Head Teacher, or in their absence, the Depute Head Teacher. Staff must not inform parents or carers of a concern or disclosure at this stage, as this may compromise subsequent child protection processes.
- Where there is direct evidence of, or reasonable concern about, abuse or neglect, the matter must be reported without delay. Staff should not wait to gather further evidence, investigate the concern themselves, agree to keep information secret, or discuss the matter with others who do not have a legitimate professional need to know.
- Staff must follow the guidance provided by the Head Teacher or Child Protection Coordinator in relation to recording concerns, supporting the child, sharing information appropriately and cooperating with any subsequent child protection processes.
- All records must be factual, relevant, accurate, signed and dated, as they may form part of a legal record. Documentation should clearly record the child's full name, date of birth, a concise chronology of events, the facts observed or reported, actions taken and any outcomes or agreed next steps.
- Where requested, staff must provide a written report to support the Child Protection Coordinator in assessing and responding to concerns.
- There must be no delay in initiating child protection procedures if the Head Teacher is unavailable. In such circumstances, staff should report concerns to another member of the management team and follow North Lanarkshire Council Child Protection Procedures and Guidance. Where immediate advice is required, staff should contact the appropriate Social Work locality team or duty worker in accordance with current local authority procedures.

Action to be Taken by the Head Teacher

(or Depute Head Teacher in the absence of the Head Teacher)

- Act promptly and treat all child protection concerns as a priority.

- Consider the immediate safety, wellbeing and support needs of any child or young person involved.
- Gather relevant information and seek clarification where appropriate; however, this should not extend to investigating concerns or seeking proof.
- Ensure that all relevant staff record concerns, observations and actions accurately, factually and without delay.
- Report child protection concerns immediately to Social Work Services and follow all advice and instructions provided.
- Where a medical emergency exists, contact emergency medical services immediately and ensure appropriate first aid is provided until assistance arrives.
- Contact Police Scotland where there is an immediate risk of harm, a potential criminal offence, or where advised to do so by Social Work Services.
- Any allegation involving a member of staff, volunteer or other adult working within the establishment must be reported immediately in accordance with North Lanarkshire Council procedures and escalated to the appropriate Education & Families Manager.
- Ensure that a Notification of Concern (NOC) is completed on the same day and that all actions taken, advice received and decisions made are accurately recorded.
- Submit all required documentation in accordance with North Lanarkshire Council Child Protection Procedures and Guidance.
- Co-operate fully with Social Work Services, Police Scotland, Health Services and any other relevant agencies involved in protecting and supporting the child.
- Ensure that appropriate support is provided to the child or young person throughout the child protection process and thereafter, as required.

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.

EXCEPTIONAL CIRCUMSTANCES

If a member of staff is concerned that a child protection concern has not been responded to appropriately, they should initially discuss the matter with the Head Teacher or relevant manager. If, following discussion, the member of staff continues to have concerns about the safety or wellbeing of a child, they should escalate the concern in line with North Lanarkshire Council Child Protection Procedures and Guidance and seek advice from the appropriate Child Protection Officer or Education & Families Manager.

All staff have a professional responsibility to act in the best interests of children and young people and should not allow concerns about hierarchy or professional relationships to prevent them from raising or escalating a child protection concern.

Where an allegation or concern involves a member of staff, volunteer, contractor, agency worker or the Head Teacher, this must be reported immediately in accordance with North Lanarkshire Council procedures for managing allegations against staff. The matter should be escalated without delay to the appropriate Education & Families senior manager, who will provide guidance on the actions required.

WHAT HAPPENS NEXT

Where a child or young person requires urgent medical attention, emergency medical services should be contacted immediately and appropriate first aid administered where required. Child protection procedures should then be progressed without delay.

Some child protection concerns may involve actual or potential criminal offences. In urgent circumstances, Police Scotland may require to become involved to protect a child from immediate harm, investigate potential criminal activity or preserve evidence.

All child protection concerns and actions taken must be recorded on the same day using the appropriate Notification of Concern (NOC) procedures. Records should be signed, dated and stored securely in accordance with North Lanarkshire Council procedures. A copy should be retained within the child's confidential file, uploaded to the Wellbeing App and referenced within SEEMiS Pastoral Notes, as appropriate.

Following the submission of a Notification of Concern (NOC), Social Work Services, Police Scotland and other relevant agencies will assess the information received and determine any further action required. Where appropriate, an Initial Referral Discussion (IRD) may be convened.

An Initial Referral Discussion (IRD) is a multi-agency process that enables relevant services to share information, assess risk and agree the most appropriate course of action to safeguard and support the child. This process promotes joint decision-making and coordinated planning between education, social work, health and police services.

CO-OPERATING WITH AGENCIES INVOLVED IN THE CHILD PROTECTION PROCESS

Following the reporting and recording of concerns, all staff are expected to co-operate fully with any subsequent child protection processes, investigations, assessments and support plans, as directed by the Head Teacher and in consultation with relevant agencies. This may include providing information, contributing to assessments, and attending Child Protection Case Conferences, reviews, planning meetings or other multi-agency forums, as required.

Protecting children is a shared responsibility and effective partnership working is essential to ensuring the safety, wellbeing and best outcomes for children and young people. All staff have a responsibility to contribute appropriately to multi-agency planning and information sharing in accordance with local authority procedures and professional responsibilities.

Staff Support and Wellbeing

Managing child protection concerns can be challenging and may have an emotional impact on staff. Employees who require support should speak with the Head Teacher and may access wellbeing and support services available through North Lanarkshire Council. Information on available support services can be obtained through the establishment or relevant council services.

WHISTLEBLOWING AND ESCALATION OF CONCERNS

Mossend Primary School and Nursery Class is committed to maintaining a culture in which all staff feel able to raise concerns about the safety and wellbeing of children and young people. Where a member of staff is dissatisfied with the way in which a child protection concern has been managed by the Child Protection Coordinator or senior management team, they have a professional responsibility to escalate the matter in accordance with North Lanarkshire Council Child Protection Procedures and the establishment's Whistleblowing Policy.

Staff should seek advice from, or raise concerns with, an appropriate senior officer within Education & Families or the Child Protection Service where they believe that a child protection concern has not been responded to appropriately or where further action is required to safeguard a child.

Children's safety and wellbeing must always take precedence over professional hierarchies or relationships. No member of staff should feel deterred from raising or escalating a concern where they believe a child or young person may be at risk of harm.

For further guidance, staff should refer to the Mossend Primary School and Nursery Class Whistleblowing Policy and North Lanarkshire Council Whistleblowing Procedures.

CONCLUSION

Mossend Primary School and Nursery Class is committed to ensuring that every child is safe, respected, nurtured and protected from abuse, neglect and harm. We recognise that safeguarding and child protection are everyone's responsibility and that children have the right to be listened to, supported and protected.

By remaining vigilant, following the procedures outlined within this policy and adhering to local and national guidance, staff will play a vital role in promoting children's safety, wellbeing and rights. Through effective partnership working and a shared commitment to safeguarding, we can help ensure that all children receive the protection, care and support they need to thrive.



Useful Resources which can all be found within the Child Protection Tile on Glow, accessed via the Education and Families SharePoint.

Reviewed 2023 - 2024

Reviewed 2024 -2025

Reviewed 2025 -2026

Reviewed and updated April 2026 – Prevent information added. Contacts updated

Reviewed August 2026

Appendices:

Appendix 1: Child Protection Monitoring Pro-Forma 1

This pro-forma should be used to ensure close monitoring of a family following the children's names being placed on the Child Protection Register.

Weekly GIRFEC Meetings must be held with a member of SMT, CTs and any Key Adults.

2.1 Safeguarding and Child Protection Arrangements for safeguarding, including child protection, National Guidance and Legislation

3.1 Ensuring Wellbeing, Equality and Inclusion Wellbeing

Name(s) and Stage(s) of child(ren):	Date name(s) placed on CP Register:
Has a Wellbeing Assessment been completed?	Date of completion:
Has a 'What I Think Tool' been completed?	Date of completion:
Has a Key Adult been assigned?	Please detail:

Date:	Staff Members Present:	
Attendance and Punctuality:	Presentation:	
Parental Engagement/Contact:	Peer/Adult Relationships:	
Any other comments:		

Date:	Staff Members Present:	
Attendance and Punctuality:		Presentation:
Parental Engagement/Contact:		Peer/Adult Relationships:
Any other comments:		

Date:	Staff Members Present:	
Attendance and Punctuality:		Presentation:
Parental Engagement/Contact:		Peer/Adult Relationships:
Any other comments:		

Date:	Staff Members Present:	
Attendance and Punctuality:		Presentation:
Parental Engagement/Contact:		Peer/Adult Relationships:
Any other comments:		

Appendix 2: Child Protection Monitoring Pro-Forma 2

This pro-forma should be used to ensure close monitoring of a family following the children's names being removed from the Child Protection Register.

Monthly GIRFEC Meetings must be held with a member of SMT, CTs and any Key Adults for the first 3 months from when the children's names are removed from the register.

2.1 Safeguarding and Child Protection Arrangements for safeguarding, including child protection, National Guidance and Legislation

3.1 Ensuring Wellbeing, Equality and Inclusion Wellbeing

Name(s) and Stage(s) of child(ren):	Date name(s) removed from the CP Register:

Date:	Staff Members Present:	
Attendance and Punctuality:	Presentation:	
Parental Engagement/Contact:	Peer/Adult Relationships:	
Any other comments:		

Date:	Staff Members Present:	
Attendance and Punctuality:	Presentation:	
Parental Engagement/Contact:	Peer/Adult Relationships:	
Any other comments:		

Date:	Staff Members Present:	
Attendance and Punctuality:		Presentation:
Parental Engagement/Contact:		Peer/Adult Relationships:
Any other comments:		

Date:	Staff Members Present:	
Attendance and Punctuality:		Presentation:
Parental Engagement/Contact:		Peer/Adult Relationships:
Any other comments:		