

# St Michael's Primary School



## Child & Adult Protection Policy

Reviewed: January 2026

# Getting it Right for Every Child



## **St Michael's Primary School – Child & Adult Protection Policy**

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.

### **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/Prevent update on August in-service days, and an update is provided again in January. A copy is also displayed on the staff noticeboard
- 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 Protection Procedures Practice Guide**. A copy of this guidance is available for all stakeholders in the E&F Sharepoint.

### What is Child Protection?

**1.50** Child protection refers to the processes involved in consideration, assessment and planning of required action, together with the actions themselves, where there are concerns that a child may be at risk of harm.

Child protection processes fall at the urgent end of a continuum of services which include prevention and early intervention. The GIRFEC principles and approach are consistently applicable. Children who are subject to child protection processes may already be known to services. They may already have a child's plan in place. Child protection processes should build on existing knowledge, strengths in planning and partnerships to reduce the risk of harm, uphold children's rights and to meet the child's needs.

**National Guidance for Child Protection in Scotland 2021 - 2023 update p.27**

### Risk of significant harm

**1.57** For some actions and legal measures the test is 'significant harm' or risk of significant harm. There is no legal definition of significant harm or the distinction between harm and significant harm. The extent to which harm is significant will relate to the severity or anticipated severity of impact upon a child's health and development.

**National Guidance for Child Protection in Scotland 2021 - 2023 update p.29**

### What is child abuse and neglect?

**1.33** Abuse and neglect are forms of maltreatment. Abuse or neglect may involve inflicting harm or failing to act to prevent harm. Children may be maltreated at home; within a family or peer network; in care placements; institutions or community settings; and in the online and digital environment.

Those responsible may be previously unknown or familiar, or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance by domestic abuse of a mother or through parental alcohol and drug use.

**National Guidance for Child Protection in Scotland 2021 - 2023 update p.25**

### What is child abuse?

- Physical abuse - physical abuse is the causing of physical harm to a child or young person
- Emotional abuse - is persistent emotional neglect or ill treatment of a child causing severe and lasting adverse effects on the child's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm
- Extra familial Harm - Harm coming from a source outside of the people that care for a child
- Neglect - consists in persistent failure to meet a child's basic physical and/or psychological needs, which is likely to result in the serious impairment of the child's health or development. There can also be single instances of neglectful behaviour that cause significant harm. Neglect can arise in the context of systemic stresses such as poverty, and is an indicator of support needs.
- Child Sexual abuse - child sexual abuse is an act that involves a child under 16 in any activity for the sexual gratification of another, whether or not it is claimed that the child either consented or assented.

**National Guidance for Child Protection in Scotland 2021 - 2023 update p.237**

### **Scottish Government priorities**

- Child Sexual exploitation, CSE.
- Female genital Mutilation, FGM.
- PREVENT
- Sextortion

### **Local priorities**

- Contextual safeguarding
- Safe and Together

### **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 Michael's Primary and Nursery, the Child Protection Coordinator responsible for PREVENT is Karen Greechan, Head Teacher.

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](#)

## Roles and Responsibilities

At St Michael's Primary School, Mrs Karen Greechan, Head Teacher has overall responsibility for all child protection/prevent 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 a bi-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 her absence
- developing establishment policy and practice to meet national and local authority guidance
- 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
- 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/prevent coordinator when requested, preferably on the yellow template that is available throughout the school
- it is essential that there is no delay in initiating child protection procedures even where the Head Teacher is absent or not available. In such circumstances staff should speak to the Depute Head Teacher. Further support is available from the

### **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

### **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. 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 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 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. Education & Families have a duty of care to all employees. Support can be accessed through the Staff Welfare Officer, Nicola Harvie.

The next course of action can take 2 paths:

1. No Child Protection Concerns - One or more of the following may happen:
  - No further action
  - Social work offer help to support the child and their family
  - A case discussion is held to identify support needs of the child and family
  - A referral to other agencies for help or support.
  
2. Ongoing Child Protection Concerns - One or more of the following may happen:
  - A Child Protection Case Conference will be convened.
  - A Child Protection Order, Exclusion Order, Emergency Police Powers are placed
  - Criminal Enquiries - report to Procurator Fiscal
  - Referral to the Scottish Children's Reporter Administration (SCRA)
  - White/Blue Care and Welfare Files

All information reported must be recorded and kept confidential. The recording must be relevant, accurate, signed and dated as it may become a legal document. 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.

It is important to note that we do not investigate or gather evidence and proof is not required. All information must be confidential and staff should not discuss concerns with others, but report to the Head Teacher.

### **Adult Protection**

It is our duty to protect vulnerable adults as well as children. This could be children aged between 16 & 18, or vulnerable parents, carers or family members.

An adult is at risk of harm if they:

- are unable to safeguard their wellbeing, rights, interests or their property;
- are being harmed by other people;
- have a disability, illness or mental disorder, as they are more at risk of being harmed than others who are not so affected.

All three elements above must be met for an adult to be considered at risk. All concerns should be reported immediately to the Head Teacher and an AP1 Form (appendix 3) is completed.

### **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**

NLC Child and Adult Protection Procedures and Guidance  
Action Guidance Leaflet  
Understanding Child Protection Self Learning Pack  
National Guidance for Child Protection in Scotland 2014 (online)  
Child Protection File in E&F Sharepoint



Appendix 1

Reporting a Child Protection Incident

|  |  |
|--|--|
| Child's Name   |  |
| Stage  |  |
| Date and Time  |  |
| Staff Member and Job Title                                       |  |
| Incident (Please include the child's exact words if applicable). |  |
| Signature:   |  |
| Reported to:   |  |
| Date:  |  |
| Action:  |  |
| Staff signature:   |  |

## Appendix 2

| 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<br>(the agency completing Notification of Concern)   | Name:  |                           |                    |
|   | Address:<br>Burnbrae Avenue<br>Moodiesburn<br>Chryston | Agency and Designation:   |                    |
|   |  | Tel No: 01236794822       |                    |
|   |  | Email:                    |                    |
|   |  |                           | Fax:               |
| In relation to this Notification of Concern please detail:  |  |                           |                    |
| Date of initial verbal discussion   |  |                           |                    |
| Details of person with whom discussion took place<br>(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                       | No                 |
| Child for whom you are notifying concern  |  |                           |                    |
| Name<br>(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   |  |                           |                    |
| Family Details  |  |                           |                    |
| Parent 1  | Name:  | Address:                  | Unique Identifier: |
|   |  |                           | DOB:               |
| Parent 2  | Name:  | Address:                  | Unique Identifier: |
|   |  |                           | DOB:               |
| Other Carer 1   | Name:  | Address:                  | Unique Identifier: |
|   |  |                           | DOB:               |
| Other Carer 2   | Name:  | Address:                  | 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?   |   |                  |                          |
|  |   |                  |                          |
| Are you aware of actions from any other agency being taken to support child/family currently, or in the past?  |   |                  |                          |
|  |   |                  |                          |

|  |                         |                              |
|--|-------------------------|------------------------------|
| Are you aware of any previous Notifications of Concern (Child Protection)? If so, please provide details of any outcome that you are aware of. |                         |                              |
|  |                         |                              |
| Is the Named Person aware of the Notification of Concern?  |                         | Yes <input type="checkbox"/> |
| Is the Lead Professional aware of the Notification of Concern (where applicable)?  |                         | No <input type="checkbox"/>  |
| Named Person details   | Name:                   |                              |
|  | Address:                |                              |
|  | Agency and Designation: |                              |
|  | Tel No:                 |                              |
|  | Email:                  |                              |
|  | Fax:                    |                              |
| Lead Professional details  | Name:                   |                              |
|  | Address:                |                              |
|  | Agency and Designation: |                              |
|  | Tel No: 01236 794822    |                              |
|  | Email:                  |                              |
|  |                         |                              |
| Date form completed  |                         |                              |

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

| Copies to:   | Date sent: |
|--|------------|
| Locality Social Work Manager at local SW area office |            |
| CP Development Officer, Education & Families *       |            |

\* CP Development Officer is located at Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

| <b>Adult Protection Referral Form &amp; Actions (AP1)</b><br><b>ALL AGENCIES</b>  |                          |
|---|--------------------------|
| <p><b>All agencies use the AP1 with the exception of the Police who will use their own Referral Form at Appendix 8</b></p> <ul style="list-style-type: none"> <li>▪ <i>You must immediately report suspected or actual harm to your line manager and you have a legal duty to report any concerns to the Council Social Work Services if it is known or believed that a person is an adult at risk and that protective action is needed.</i></li> <li>▪ <i>All sections of <b>Part A</b> of the Referral Form require to be completed within <b>1 Normal Working Day</b> from the time of adult at risk consent or decision that there is sufficient evidence to prove a lack of capacity to consent.</i></li> </ul> <p><b>NB:</b> - If you do not have all the information required in <b>Part A</b> please do not delay and send the Referral information you have. Social Work Services will follow up on your referral and add any additional relevant and required information.</p> <p style="text-align: center;"><b>Part A</b></p> |                          |
| 1. ADULT AT RISK DETAILS:   |                          |
| Name:   |                          |
| Date of Birth:  |                          |
| Social Work number:   | Agency reference number: |
| Address:  |                          |
| Post Code   | Tel number               |
| Gender:   | Ethnic Origin: Religion: |
| Any known communication difficulties: YES/NO  |                          |
| If YES, please provide details including aids to communication that the adult may use   |                          |
| Living situation, e.g. lives alone, with spouse etc., type of accommodation, any known supports, caregivers there details. Etc.   |                          |
| 2. REFERRAL DETAILS   |                          |
| Name of referrer:   |                          |
| Address:  |                          |
| Telephone number:   | Email Address:           |
| Relationship to the adult being referred:   |                          |
| Is it suspected that a crime has been committed and have the police been informed?<br>( date & time and any actions taken)  |                          |
|   |                          |

|  |
|--|
| <b>Who else have you informed of this referral to Social Work Services? (date &amp; time and any actions taken)</b>  |
|  |
| <b>DETAILS OF THE SITUATION LEADING TO REFERRAL? (to include details of any specific incidents – dates, times, injuries, witnesses, evidence such as bruising)</b> |
|  |
| <b>Do you believe the adult at risk is capable of understanding what has happened to them?</b>   |
|  |
| <b>Have you obtained the adult at risk consent to make this referral? If not please give the reason for referring without consent.</b>                             |
|  |
| <b>What action, other than this referral, have you taken to ensure the adult at risk is now safe?</b>  |
|  |
| <b>GENERAL PRACTITIONER:</b>   |
| <b>Name:</b>   |
| <b>Telephone No:</b>   |
| <b>Address:</b>  |

| OTHER HEALTH PROFESSIONALS KNOWN TO BE INVOLVED:   |               |
|--|---------------|
| Name/s:  | Contact No/s: |
| <p><b>Details of person's physical and mental health as known to Health Professional:</b><br/> <i>Confidentiality is important but for the purposes of allowing Councils to undertake the required inquires and investigations information to protect an adult at risk of harm relevant information should be shared. Please refer to your agencies procedures under Adult Protection Law.</i></p> |               |
| <p><b>ADULT AT RISK LEGAL STATUS AT TIME OF REFERRAL e.g. MHCTA, AWI, CHILD CARE LEGISLATION</b></p>   |               |
| <p><b>DETAILS OF THE ALLEGED ABUSER – WHERE KNOWN</b></p>  |               |
| Name   |               |
| Relationship to person   |               |
| Address  |               |
| <p><b>DETAIL OF ANY PREVIOUS CONCERN/INCIDENT</b>(to include dates, times, actions taken and outcomes)</p>   |               |
| Referrer Signature   |               |
| Print Name   |               |
| Date   |               |

**SECTION B**

**ACTION TO BE TAKEN BY SOCIAL WORK SERVICES ON RECEIPT OF REFERRAL**  
Within **5 days** of receiving a written referral on Form AP1 the following actions **MUST** be completed by Social Work Services as the lead agency.

**Letter of acknowledgement to be sent immediately to referrer /organisation.**

Form AP1 received ( date):-

Form AP1, letter of acknowledgment sent (date):-

**Referrer/Organisation to be advised in writing of the initial outcome of their referral**

Advised (date):-

**Referrer/Organisation to be invited to any subsequent adult protection meetings held by Social Work Services**

**Case Conference must be arranged within 10 days of receipt of referral to Social Work.**

Invitation to Adult Protection Case Conference YES/NO (date sent):-

Date of Case Conference:-

**Enquire & Complete any missing information not provided in Part A**

Completed: (date)

Reasons for non-completion:-

**ACTION – NO HARMFUL CONDUCT/CONCERNS**

i.e. – Refer on to an appropriate agency/review existing care plan/ consider other adult legislation/ action taken and give reasons :-

**ACTION – YES HARMFUL CONDUCT /CONCERNS**

i.e. – Immediate Adult Protection Order sought/Investigate Further / Case Conference arranged and give reasons:-

| <b>Note Primary Category of Referral</b>  | <b>Note Primary Category of Referrer</b>                            |
|---|---|
| <b>Category is :-</b>   | <b>Category is:-</b>  |
| <b>Codes</b>  | <b>Codes</b>  |
| <b>A. Physical Injury</b>   | <b>1. Social Work Statutory Employees in Council</b>                |
| <b>B. Sexual Abuse</b>  | <b>2. Employees at Council Residential Establishment</b>            |
| <b>C. Physical Neglect</b>  | <b>3. Employees at Council Day Care Establishment</b>               |
| <b>D. Financial or Material Abuse</b>   | <b>4. Home Carer (Council)</b>                                      |
| <b>E. Emotional /Psychological Abuse</b>  | <b>5. Housing in the Council</b>                                    |
| <b>F. Neglect and acts of Omission by others charged with adult at risks care</b>   | <b>6. Police</b>  |
| <b>G. Self-Neglect</b>  | <b>7. GP/ Member of Primary Care Team</b>                           |
|   | <b>8. Hospital Medical Employees/ Registrar/ Consultant/ /Nurse</b> |
|   | <b>9. Clinical Psychologist/Psychiatrist</b>                        |
|   | <b>10. Community Mental Health Team/Nurses/Doctors/ MHO</b>         |
|   | <b>11. Substance Misuse Team</b>                                    |
|   | <b>12. Parent/Carer/ Guardian</b>                                   |
|   | <b>13. Neighbour/Friend</b>   |
|   | <b>14. Education, Youth and Communities Service (Council)</b>       |
|   | <b>15. Other ( Please Specify)</b>                                  |
| <b>All information from AP1 Form to be transferred to Councils Assessment &amp; Care Management IT Screens or held in Council Case Files.<br/>Information gained from Police Referral Form also to be recorded.</b> | <b>Date Completed :-</b>  |
| <b>ALL QUESTIONS COMPLETED AND ACTION DECISION RECORDED ON INITIAL REFERRAL</b>   |   |
| <b>Manager's Signature</b>  |   |
| <b>Print Name</b>   |   |
| <b>Date</b>   |   |

Please refer to

Gen 109-18 Adult Protection Reporting Procedure - Revised March 2018