



## Child Protection and Safeguarding Policy

*The care, welfare and protection of children are of paramount importance. The rights and needs of children must be placed first. The protection of children is a shared responsibility and staff will work collectively to create a climate of mutual trust, respect and confidence.*

### Aims

- To ensure that children learn in a safe environment where they feel secure and respected.
- To develop attitudes and beliefs which help children to understand and value themselves as individuals.
- To ensure that children feel confident and able to approach adults about matters that concern them.
- To ensure that staff are fully aware of North Lanarkshire Council's Child Protection Guidelines and Procedures.
- To ensure that staff have access to appropriate training on Child Protection and Safeguarding.
- To ensure effective communication between staff when dealing with Child Protection and Safeguarding issues.

### Roles and Responsibilities

Tollbrae Primary School's designated Child Protection and Safeguarding Coordinator is Mrs Clare Welsh, Head Teacher.

A full description of the role of CP/Safeguarding Coordinator can be found in the NLC Guidelines (section 5).

All staff should be familiar with North Lanarkshire Council's Child Protection Guidelines and Procedures. A copy is available from the school office. A copy of the establishment Child Protection and Safeguarding Policy for staff is located on the staff notice board in the school office and on the school Sharepoint. The North Lanarkshire Council Practice Guide is available on the Education and Families tile on the GLOW Sharepoint. Other related policies include: Codes of Conduct, the NLC Whistleblowing policy and the NLC Complaints Procedure.

The Head Teacher must ensure that all staff and volunteers working in a Regulated Role are safely recruited and have appropriate PVG membership.

The Head Teacher must inform and update staff on the Child Protection Guidelines and Procedures on an annual basis including relevant information on FGM, Sextortion, PREVENT and Contextual Safeguarding. This will take place in the first Inset day of each new session.

The Child Protection Coordinator will encourage staff to take part in other relevant staff development.

All staff are encouraged to record any minor concerns or incidents concerning child Health and Wellbeing. This may inform future actions or decisions.

## Procedures

If a member of staff has feelings of unease about a child's welfare as a result of a child's actions and/or comments, then they must report these concerns to the Head Teacher/Depute Headteacher as soon as possible. The procedures in the Child Protection Guidelines will then be referred to and followed.

(Section 9/10/11 – Action in response to Grounds for Concern).

In the event of a Child Protection concern, the role of staff is to;

- Observe
- Listen Carefully
- Report accurately
- Record accurately
- Follow procedures

Any information regarding Child Protection and Safeguarding issues are confidential. We only pass on information on a need-to-know basis to appropriate persons.

All information and records concerning Child Protection and Safeguarding, both written and electronic, must be stored securely at all times.

## Absence of Senior Management

In the absence of the Head Teacher/Child Protection Coordinator, staff who have concerns about a child's welfare should contact the Depute Head or Principal Teacher.

For further advice or support, staff can contact Michael Bradley (NLC Child Protection Development Officer) on 07939 284856.

The contact number of Airdrie Locality Social Work Department is 01236 757000 and Social Work Emergency Services is 0800 1214114.

Policy reviewed : October 2025

Next review date : August 2026 (or sooner if there are significant changes in legislation, guidance or organisational practice).