



'Be Your Best Self'

Dunbarney Primary School

Perth & Kinross Council
Education & Children's Services



UNCRC Article 29

'Goals of Education'

Education must develop every child's personality, talents & abilities to the full.

It must encourage the child's respect for human rights, as well as respect for their parents, their own & other cultures, & the environment.

CHILD PROTECTION AND SAFEGUARDING POLICY

Rationale

*"All children and young people in Scotland have the right to be cared for and protected from harm and to grow up in a safe environment in which their rights and needs are respected. **

"...schools... have a particular role in safeguarding children and preventing harm occurring. They also educate children about risks and how these can be managed.... They can also provide additional support or help to children who have been harmed to help reduce longer term negative effects."

The above quotes from the Framework for Standards 2004 document embody the responsibilities we as a school must embrace if we are to do our part in protecting our children.

This policy provides a framework for all staff, individually and collectively to understand their responsibilities in relation to child protection, safeguarding and promoting the welfare of children. Protecting children at Dunbarney Primary School is the responsibility of everyone.

What do we mean by Child Protection and Safeguarding?

Child Protection

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.

Safeguarding

Safeguarding is a much wider concept than child protection and refers to promoting the welfare of children through 'Getting it right for every child' (GIRFEC). It encompasses protecting from maltreatment, preventing impairment of health or development, ensuring that children grow up in circumstances consistent with provision of safe and effective care and taking the appropriate actions to enable all children to have the best outcomes.

At Dunbarney Primary School, we are committed to ensuring:

- all staff are suitably and regularly trained.
- we fulfil our legislative duties related to child protection and safeguarding.
- the interests of all staff are safeguarded as they go about their work and engage with learners of all ages.
- children's and young people's rights to care and protection from harm in any form are firmly upheld as outlined within United Nations Convention on the Rights of the Child.

Policy aims

- Outline a robust approach to protecting and safeguarding children.
- Equip staff with the information, knowledge and guidance to keep children safe and protected.
- During all engagements, create a safe environment for children and adults who work with them.

Principles of this policy

- The welfare and rights of all children are always the primary concern.
- Protecting children at Dunbarney PS is everyone's responsibility.
- Every child is treated as an individual with the right to a positive sense of identity (UNCRC Article 8).
- All children have the right to be protected from all forms of abuse, neglect and exploitation (UNCRC Article 19).
- All children have the right to express their own views on matters affecting them (UNCRC Article 12).

Promoting these principles

- We treat everyone with respect and encourage children to respect others.
- We promote rights including privacy and dignity.
- We respect confidentiality and only share information with those who need to know.
- We take action to stop inappropriate behaviours.
- We treat all concerns and allegations seriously and respond appropriately.
- We refer our concerns, not investigate.

Each school has a designated Child Protection Officer.

At Dunbarney Primary School the Child Protection Officers are Louise Hope (Headteacher) and Angela Dow (Depute Headteacher)

The Headteacher, Louise Hope, is the named person for all pupils at Dunbarney Primary School.

All staff should be familiar with the Authority's Child Protection Guidelines and Procedures. All staff should be familiar with GIRFEC principals and the Wellbeing Wheel. <http://www.pkc.gov.uk/childprotection> should be accessed for the most up to date information.

Procedures

First Aid

Record any injuries or accidents which have occurred in school on the Accident & First Aid Forms.

- on pro-forma on a First Aid Form, sending a copy home and filing bottom copy with office staff
- bumps to the head and any injuries where parents are asked to seek medical advice should be recorded on an accident form bottom copy then given to office staff to make a phone call home to inform the parent to seek medical advice. A separate head injury letter should be completed and sent home to parents with the accident/first aid form copy.
- accidents which require hospital treatment should be reported to Head of Establishment - Louise Hope so that this can be recorded on PKC Dash as per RIDDOR.

- Record any occasion when a child has wet or soiled him/herself which has resulted in staff cleaning the child or supporting the child to clean him/herself. This can be an email home to parents via office staff, a note in any individual record keeping for individual children.

As a school we should also:

- Log all instances where reasonable restraint has been used to protect a child or others from harm. Please consult either Louise Hope HT or Angela Dow DHT immediately and appropriate forms should be completed via PKC DASH.

Digital Technology

- Monitor the safe use of the Internet in school:-
 - Pupils, and/or parents or guardian, shall sign a protocol agreement governing use of the internet before any access to a school allocated personal device is permitted.
 - a staff member will be present when pupils are accessing internet sites.
 - staff report immediately to HT if any unsuitable site is accessed by pupils; this information will be forwarded to EST and the site filtered.
 - All staff, visitors and pupils will follow our personal mobile device policy.

Attendance

- Together the Headteacher, Depute Headteacher and clerical staff monitor attendance. Attendance concerns are tracked, monitored and support is offered to families. When attendance percentages drop below 85% a formal letter is sent home to families.

Sharing a concern

If a member of staff has feelings of unease about a child's welfare the process is as follows:

- Communicate their concerns immediately to the CP Officer, however insignificant the concerns may seem.
- Complete a Child Concern Form with factual, relevant information. (handwrite and scan to HT, destroying the original once receipted, or word process and email to HT- All paper copies of CP paperwork must be scanned and emailed or handed in person to the CPO at the time)

The concern may include:

- any unexplained or suspicious injuries or marks on a child
- concerns regarding unusual behaviour, depression or inappropriate use of sexual language
- any disclosures, however small, which give rise to a feeling of unease in the adult in receipt of these

Recording and confidentiality

Where there is a disclosure by a child to a member of staff they should:

- Encourage the child to keep talking by mirroring back what has been said e.g. "You were with your friend?"
- Listen carefully to what the child is saying
- Try not to ask closed questions meaning those which require a 'yes' or 'no' answer
- Do not influence what the child is saying
- It is permissible to seek clarification e.g. 'Where did this happen?'
- Write up the conversation as soon as possible.
- You should keep a record of the questions you have asked the child and the child's responses to the questions.
- Use quotation marks to record child's actual words where you clearly recall these. Use he/she said where you are writing the meaning you took but not a direct word for word quote.
- Remember that every member of staff owes a "Duty of Care" to the pupils. Do not make any promises to a child which you cannot keep. Never suggest or confirm to a child that you will keep any matter confidential.

- The overarching principle of all child protection policy is the welfare of the child and therefore no information can be kept in confidence if there is any risk to the child.
- Involve the CP Officer as a matter of urgency - ask office staff to disturb a CPO if in a meeting.

Action

The CP Officer in will decide what action to take.

Options will include:

- continue to monitor the situation
- update CP folder/ chronology
- contact parents
- contact a designated family social worker
- involve Duty Social Work

In the event of a concern or disclosure leading to a Child Protection investigation, the CPO will feedback to staff as appropriate.

Where there is an allegation of abuse made against a member of staff:

- The HT must, as a matter of urgency, meet with the adult or child making the allegation
- If the Head Teacher establishes that a) the incident could have occurred or b) the allegation is being sustained by the person who is making the allegation, the relevant Head of Service must be informed immediately.

How will we know that our policy is effective?

- There will be early detection of any infringement of children's rights
- Feedback from Child Protection and Safeguarding incidents will confirm appropriate action taken promptly

Involvement in Child Protection investigations can sometime be upsetting to the staff concerned. The HT is available at any time to talk issues through and the authority offers a free, confidential counselling service to all employees.

Dunbarney Child Protection documentation is all stored digitally on EDMS. This can only be accessed by the Child Protection Officers.

It is the CPOs responsibility to accurately keep these digital records and review each CP folder bi-annually.

This policy will be reviewed regularly to reflect changes to legislation or practice.
Last updated; May 2025