

Bargarran Primary School Parent Partnership (BPSPP)

Child Protection Policy

1. Policy Purpose and Scope

- 1.1 ***Bargarran Primary School Parent Partnership*** aim to work in partnership with Bargarran Primary School, and the local community, to create a welcoming and nurturing school that is inclusive for all members of the Parent Forum. The Parent Partnership works to achieve this by:
- engaging in activities that support the holistic education, development, and welfare of the pupils.
 - identifying and representing the views of the Parent Forum pertaining to education provided by Bargarran Primary School and other matters affecting the education and welfare of the pupils.
 - organising social activities and events for pupils and their families and undertaking to fundraise for the benefit of Bargarran Primary School and the pupils.
- 1.2 ***Bargarran Primary School Parent Partnership*** aims to
- ensure that children and young people are protected and kept safe from harm while engaging with members of the Parent Partnership or attending events organised and run by Parent Partnership.
 - provide Parent Partnership Members, volunteers and our Parent Forum with the overarching principles that guide our approach to child protection.
- 1.3 This policy applies to anyone working on behalf of ***Bargarran Primary School Parent Partnership***, including paid/unpaid staff, volunteers, members of our Parent Forum, agency staff, and students.

2. Legal Framework

- 2.1 This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in Scotland. This policy is underpinned by:
- [National guidance for child protection in Scotland](#) (Scottish Government, 2023a).
 - Protection of Vulnerable Groups (Scotland) Act 2007
 - Disclosure (Scotland) Act 2020
 - The United Nations Convention on the Rights of the Child (UNCRC)
 - Getting it right for every child (GIRFEC)

2.2 **Bargarran Primary School Parent Partnership** will comply with the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 and Disclosure (Scotland) Act 2020 in that:

- We will not knowingly allow anyone who is barred from working with children, or is under consideration, become a member of or volunteer with our organisation in any paid/unpaid roles.
- We will make a reference to Disclosure Scotland if an individual harms a child or puts a child at risk of harm. If necessary, the police will also be informed. The Parent Partnership may take the decision to remove the person from their post or they may leave of their own accord.

3. Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Parent Partnership Constitution
- Activity Specific Risk Assessments
- Role Descriptions for elected members
- Code of conduct for staff and volunteers
- Photography and sharing images guidance

4. Values & Beliefs:

Bargarran Primary School Parent Partnership believes that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe, and to operate in a way that protects them.
- The welfare of children is paramount in all the work we do and in all the decisions we take.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

5. Child Protection Practices

Bargarran Primary School Parent Partnership will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- adopting child protection and safeguarding best practices through our policies, procedures and code of conduct for Members and Volunteers
- providing effective management for members and volunteers through supervision, support, training and quality assurance measures so that all members and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- recording, storing, and using information professionally and securely, in line with data protection legislation and guidance.
- ensuring our Child Protection policy is available to our Parent Forum.
- making sure that children, young people and their families know where to go for help if they have a concern.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- ensuring that we have effective complaints and whistleblowing measures in place.
- ensuring that we provide a safe physical environment for our children, young people, members and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- building a safeguarding culture where member and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

6. Recording of disclosed information

6.1 ***Bargarran Primary School Parent Partnership*** shall hold an incident book and it must be used to record any incidents which take place in the course of normal duties. If any inquiries are raised later then the incident book will be used as evidence.

6.2 Every Adult connected to the Parent partnership shall comply with the following procedure for the recording of incidents/disclosures:

If a child or young person tells you about a concern, or, you have a concern about the welfare of a child or young person, or if there is a concern, complaint or

allegation, about you or another adult, inside or outside of a Parent Partnership event, you must do the following:

1. Allow them to speak without interruption, and accept what they say.
2. Be understanding and reassuring, but do not give your opinion.
3. Tell them you will try to help but must pass the information on.
4. Write careful notes of what was said using the actual words used. Make sure that you have the name, date of birth, address and phone number of each person involved with the concern.
5. Don't ask leading questions or try to find out whether the concern is justified.
6. Make sure that Parent Partnership activities do not cause further risk to their welfare.
7. Contact a member of the Parent Partnership or a member of the school staff immediately.

It is your duty to report all safeguarding concerns, whether you are told about them directly or indirectly, as soon as possible (always within 24 hours). If you are not sure what to do, or you are not sure if a concern has been reported, contact the Parent Partnership or School directly.

If a child or young person is at immediate risk of harm, call 999 or 112 and ask for the police.

Tell the Parent Partnership and School Management that you have done this.

You can also call the NSPCC on 0808 800 5000 or email them at help@nspcc.org.uk

7. Member and Volunteer Code of Conduct

Bargarran Primary School Parent Partnership members, volunteers and professional service providers shall comply with the following code of conduct at all times:

- **Do** remember that you are a role model at all times. You must set a good example for others to follow.
- **Do** treat everyone with dignity and respect
- **Do** treat all young people equally – do not show favouritism
- **Do** follow the adult-to-young-people ratios at all times. No adult should be alone with a child for any reason.
- **Do** remember that you have been placed in a position of trust – do not abuse this trust.
- **Do** report all safeguarding concerns directly to the Parent Partnership Team or School as soon as possible, and always within 24 hours.
- **Do** remember that someone may misinterpret your actions.
- **Do** respect children's and young people's right to personal privacy.
- **Do** act within appropriate boundaries, even in difficult circumstances.
- **Do** encourage an open and transparent culture, where people challenge or report behaviour that is not in line with this code.

- **Do** create an environment where children and young people feel safe and able to voice their concerns.
- **Do** make everyone aware of our safeguarding arrangements. Share our Code of Conduct with members, volunteers, and Parent Forum, and display it where activities take place.

8. Selection and Recruitment of Parent Partnership Staff

8.1 ***Bargarran Primary School Parent Partnership*** will ensure that all members, volunteers, and paid/unpaid staff are aware of this child protection policy, and they will be asked to sign the policy agreement form. See Appendix 1.

8.2 In order to comply with our Child Protection Practises we will ensure our staff are carefully selected, supervised, screened and trained where necessary.

Selection

- All potential paid/unpaid staff for “regulated work” with our organisation will complete an application form.
- All short-listed applicants to a paid/unpaid post will be asked to provide references and these will always be taken up prior to confirmation of an appointment.
- If necessary, an interview will be held.

Screening

Applicants for “regulated work” will be asked to join the Protection of Vulnerable Groups (PVG) Membership Scheme. In certain circumstances paid/unpaid staff may take up a role before the membership application process is completed.

Training

The successful applicant will be given an overview of the organisation to ensure they know its aims and values. When necessary, training and support will be provided on an ongoing basis.

Supervision

- All paid/unpaid staff should operate a system of mutual supervision at every event, ie every adult should make sure that other adults are acting appropriately and are not placing a child or themselves in a risky situation. The work of the paid/unpaid staff member will be reviewed on an annual basis. Annual reviews will be minuted and copies made available to the paid/unpaid staff member.

9. Definitions

- 9.1 A Member is an individual who sits on the Parent Partnership council, regularly attends meetings and who supports the work of the Parent Partnership
- 9.2 A volunteer is an individual who is not a member but who supports the work of the Parent Partnership by helping to run events on an irregular basis.
- 9.3 The Parent Forum is made up of all the parents and caregivers with a child at the school.
- 9.4 A paid/unpaid member of staff is an individual who takes up a post on a regular basis (for example to run a club) and who has a job/role description, responsibilities, and defined hours.

10. Contact Details

Nominated child protection lead name: Louise Wyllie
Phone/email: 07821 133 345, bargarranPPdisclosure@outlook.com

Glasgow and Partners Emergency Social Work Services 0300 343 1505
NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 10.09.2025

Signed:



Date: 10.09.2025

Version 1.0 of this policy was adopted by **Bargarran Primary School Parent Partnership** on 05/06/2024. The policy was updated to version 2.0 due to changes in PVG law and agreed upon at our AGM on 10.09.25.

Appendix 1

Child Protection Policy Agreement Form

The following person wishes to help at events organised by ***Bargarran Primary School Parent Partnership***

Name:

Address:

Telephone number:

Email address:

Declaration

I have read the Child Protection Policy of ***Bargarran Primary School Parent Partnership*** and agree to all the terms in that policy.

I am aware of how my personal information will be handled.

I am not on the list of those barred from working with children.

Signed:

Date: