



## Doonfoot Primary School and EYC

### Child Protection and Safeguarding Policy

**Article 3** - The best interests of the child must be a top priority in all decisions and actions that affect children.

**Article 19** - Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Doonfoot Primary acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, South Ayrshire Council and GIRFEC requirements and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children are protected from abuse while at school, home or within their wider community.

Doonfoot Primary and EYC staff will adhere to the [South Ayrshire Council Management Guidelines on Child Protection](#) and the [Scottish Government National Guidance for Child Protection in Scotland 2021 \(updated 2023\)](#). The school will support staff with safeguarding procedures and ensure they promote the wellbeing of children and young people. This policy is applicable to all on and off site activities undertaken by pupils whilst they are the responsibility of the school.

Doonfoot Primary aims to ensure that all children and young people are:

- Protected from harm and abuse;
- Supported to be successful learners, confident individuals, effective contributors and responsible citizens; and
- Enabled to be safe, healthy, achieving, nurtured, active, respected, responsible and included.

Staff at Doonfoot Primary and EYC will:

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and will provide appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people. Staff will complete Child Protection training annually.
- All staff will be made aware that the **Head Teacher (Miss Flint)** is the **Child Protection Co-ordinator** and the **Depute Head (Mr Baird)** is the **Depute Child Protection Co-ordinator** and that all child protection concerns should be shared with them. They are also both the **Prevent Co-ordinators**. As we have a 52 week EYC, out with term time hours the EYC Depute Manager (Mrs Flynn) is the Child Protection Co-ordinator. She would follow all CP procedures and would report this to the central team quality improvement manager.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored. For general concerns staff should use the correct chronology forms and post them in the locked drawer in the SLT room. **Any child protection concerns should be immediately shared with the Child Protection Co-ordinator.**

If a member of staff is concerned about a child's welfare they should:

### **OBSERVE, RECORD AND REPORT:**

- Observe carefully the child or young person's behaviour and demeanour;
- Record in detail what the staff member has seen and heard and when;
- Any signs of physical injury should be described in detail or sketched;
- Exact words used by the child or young person should be quoted;
- A guarantee of confidentiality **must not** be given to the child;
- Use open-ended questions;
- The child or young person must be told that the Child Protection Co-ordinator (CPC) will have to be informed;
- Report suspicions or disclosure immediately to the Child Protection Co-ordinator;
- Take notes, date and sign them, as soon as possible and recording should not delay reporting;
- Even when no formal referral has been made to the Health and Social Care Partnership, Education notes should be kept in a confidential record in Pastoral Notes on SEEMIS and if relevant an Ayrshare record created (SLT role).
- Be supportive and assure them you will only share this information with those people who need to know in order to prevent any further harm; and
- Take time to listen, without asking too many questions – **do not get other members of staff to ask the child questions**
- **Speak with the child/young person in a quiet space – not in a busy classroom or an open area**

No one should ever give an absolute guarantee of confidentiality to any adult, child or young person. The member of staff should explain that, if there are serious concerns about a child or young person's safety, it will be necessary for that information to be passed on to the appropriate agencies.

At all times, information shared should be relevant, necessary and proportionate to the circumstances of the child, and its circulation, limited only to those who have a need to know and can take measures to protect the child or young person.

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance
- To update with any new SAC guidelines
- As a result of any other significant change or event.

Updated by: Sarah Flint

SAC Management Guidelines for Child Protection, Safeguarding and Wellbeing - saved within TEAMS: 2024-2025 Staff Information Child Protection & Safeguarding

Date of policy: February 2025

Review date: January 2026 or earlier if necessary.