

STRUTHERS PRIMARY SCHOOL



CHILD PROTECTION POLICY

UPDATED 27.08.25



STRUTHERS PRIMARY SCHOOL

SEPTEMBER 2025



CHILD PROTECTION POLICY

INTRODUCTION

This policy describes responsibilities and expectations for all involved in protecting children in Scotland. This outlines how we should work together with parents, families and communities to prevent harm and to protect children from abuse and neglect.

Struthers Primary School and EYC actively promotes the welfare and wellbeing of its employees and pupils. This policy provides the framework within which all staff, individually and collectively, can understand their responsibilities in relation to safeguarding/child protection and promoting the welfare of children.

Our policy has been revised in light of South Ayrshire Education Services Child Protection and Safeguarding Guidance 2025, Commissioner for Children Scotland and National Guidance for Child Protection in Scotland 2021 - updated 2023, all of which highlight the importance of a child-centred, multi-agency approach to meeting the needs of children and young people.

In addition, all teaching staff have undertaken our mandatory South Ayrshire's PREVENT Training- a programme that aims to prevent the risk of people becoming terrorists or supporting terrorism.

This module provides an introduction to the Prevent duty, the forms of extremism and terrorism threatening the UK, and develop your knowledge around the risks of radicalisation. Mrs Clark and Mrs McElnea have completed this alongside the Home Office training.

OUR PRINCIPLES

- The welfare of all children is always the primary concern
- Protecting children is everyone's responsibility
- Every child should be treated as an individual and has a right to a positive sense of identity
- All children have the right to be protected from all forms of abuse, neglect and exploitation
- All children have the right to express their views on matters affecting them

OUR VISION, VALUES AND RULES

Our Child Protection Policy is encompassed within our school vision, values and rules

OUR VISION



OUR VALUES

Respect, Responsibility, Inclusion, Honesty, Kindness

POLICY AND LEGISLATION

There have been significant legislative changes affecting children and young people in Scotland, since the introduction of the Children's Hearing system in the 1960's, including:

- [Getting it Right for Every Child](#)
- [Social Work \(Scotland\) Act 1968](#)
- [Children \(Scotland\) Act 1995](#)
- [The Protection of Children and Prevention of Sexual Offences \(Scotland\) Act 2005](#)
- [Commissioner for Children and Young People \(Scotland\) Act 2003](#)
- [Education \(Additional Support for Learning\) \(Scotland\) Act 2004/2009](#)
- [Children's Hearings \(Scotland\) Act 2011](#)
- [Children and Young People \(Scotland\) Act 2014](#)
- [Children \(Equal Protection from Assault\) \(Scotland\) Act 2019](#)
- [The Human Trafficking and Exploitation \(Scotland\) Act 2015](#)
- [Child Exploitation and Protection Online \(CEOP\)](#)
- [United Nations Convention on the Rights of the Child \(Incorporation\) \(Scotland\) Act 2021](#)

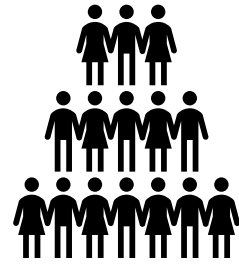
WHAT IS CHILD PROTECTION?

Child protection is the safeguarding of children from violence, exploitation, abuse, and neglect. Article 19 of the UN Convention on the Rights of the Child provides for the protection of children in and out of the home.



COLLECTIVE RESPONSIBILITIES

[The Health & Wellbeing Across Learning: Responsibilities of All Experiences and Outcomes](#) within Curriculum for Excellence, alongside the GIRFEC wellbeing indicators, summarises how practitioners, pupils, parents and communities must work together in protecting and promoting children's rights, wellbeing and safety. This includes helping children develop in their ability to keep themselves and others safe; and helping them learn how to get help and support if they need it.



All staff will:

- Undergo stringent safe recruitment procedures, including PVG checks
- Have ready access to appropriate, relevant and up-to-date guidance, which tells them what action to take if they are concerned about a child or young person's wellbeing, welfare and safety
- Be trained to help them understand what, how and when to report and share information to keep children safe, and be able to do so (annually in person and on LearnPro)
- Be clear that a guarantee of absolute confidentiality cannot ever be given to a child or young person
- Cooperate fully with other partner agencies
- Have appropriate support from Child Protection Coordinators, Named Persons, Lead Professionals and Line Managers, when they are concerned about a child or young person
- Take action to respond to disclosures, allegations, suspicions or incidents of abuse:
 - Stay calm and reassuring
 - Observe carefully the child or young person's behaviour and demeanor
 - Listen to what the child says without shock or disbelief
 - Do not apportion blame, make any suggestions or ask any questions
 - Allow the child to talk freely
 - A guarantee of secrecy or confidentiality must not be given to the child
 - The child must be told that the Child Protection Coordinator (CPC) will have to be informed
 - Stress that it was the right thing to tell
 - Explain what has to be done next and who has to be told
 - Record facts immediately afterwards using the exact words spoken; these should be signed and dated
 - Report suspicions or disclosure immediately to the Child Protection Coordinator (Laura Clark) and the Depute Child Protection Coordinator (Hannah McElnea)



CHILD PROTECTION COORDINATORS



The Child Protection Coordinators require appropriate levels of awareness, knowledge and skills within an establishment. These include recognition of neglect, mental health problems, parental alcohol and drug use, under-age sexual activity, child sexual abuse and exploitation, honour-based abuse, forced marriage, female genital mutilation and bullying.

The Child Protection Coordinators (CPC) have both general and particular responsibilities with regard to child protection, including to:

- 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
- Co-ordinate action within the establishment in relation to specific children about whom concerns have been raised;
- Liaise with other agencies, (e.g. Police, Social Work, Children's Reporter, Health staff)
- On general issues relating to child protection
- Support investigations, Court proceedings, Children's Hearings and case referrals or Significant Case Reviews
- Listen and respond to general concerns raised by staff, children, young people and parents or carers in relation to child protection
- Organise staff briefings and training on child protection and wellbeing, for the 'Specific Contact Workforce' in accordance with the [National Framework for Child Protection Learning and Development in Scotland, Scottish Government](#)
- Oversee the planning of any curricular provision designed to give children the knowledge and skills to keep themselves safe from all forms of abuse
- Ensure accurate record keeping of all information, related to a child or young person's wellbeing and protection is carefully recorded using a chronology of significant events, together with relevant documentation
- Ensure child protection files and all confidential sensitive and personal information are securely stored in accordance with up-to-date File Management Guidance and the [Data Protection Act 2018](#) and the [General Data Protection Regulation](#)
- Ensure that all child protection chronologies are reviewed at least once every term; and whenever possible, attend all Child Protection, multi-agency meetings and Children's Hearings or delegate the Named Person to do so
- 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

CONFIDENTIALITY

All staff understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that information being released into the public domain does not compromise evidence. Staff should only discuss concerns with the designated persons or Head Teacher. That person will then decide who else needs to have the information and they will disseminate it on a "need-to-know" basis.

RECORDS AND CHRONOLOGIES

In Struthers Primary School, Child Protection (CP), Care Experience or Additional Support Needs (ASN) files must be securely stored separately from a pupil's Educational record (PPR), and clearly labelled on the front as, "Confidential" Care Experienced, ASN or Child Protection' with the child's full name and date of birth. A chronology should be at the front of the file and separate sections should be kept to make for easy access to relevant reports. Should this information require to be shared on a multi-agency basis an AYRShare record should be created. In addition, electronic pastoral notes will be held within SEEMiS.

WHAT IS ABUSE AND NEGLECT?

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.

- Physical abuse
- Emotional abuse
- Sexual abuse
- Criminal exploitation
- Child trafficking
- Neglect
- Female genital mutilation
- Forced marriage



Click on the QR
code to find more
information



SCHOOL PRECAUTIONS

School Buildings and Playground Security



Our school has secure entry; visitors are required to sign in and out, wear visitor badges. Visitors are monitored whilst on the premises and never left alone with children.

Break times and lunch times are monitored by staff to keep children safe and monitor any visitors to the school grounds during these times.

Intimate/Personal Care



Children's dignity will be preserved, and a level of privacy given. The normal process of intimate care should not raise child protection concerns.

There are no regulations that indicate that a second member of staff must be available to supervise this level of care to ensure that abuse does not occur; however, where possible, we do ask that staff leave doors open or work in pairs to ensure that they do not leave themselves vulnerable.

Volunteers



Any parent or other person/organisation engaged by the school to work in a voluntary capacity with pupils will be subjected to all reasonable vetting procedures.

Volunteers supporting on school trips need not be disclosed; however, they should not be left unsupervised with children at any time. Volunteers will be subject to the same code of conduct as paid employees of the school.



ALLEGATIONS AGAINST STAFF MEMBERS

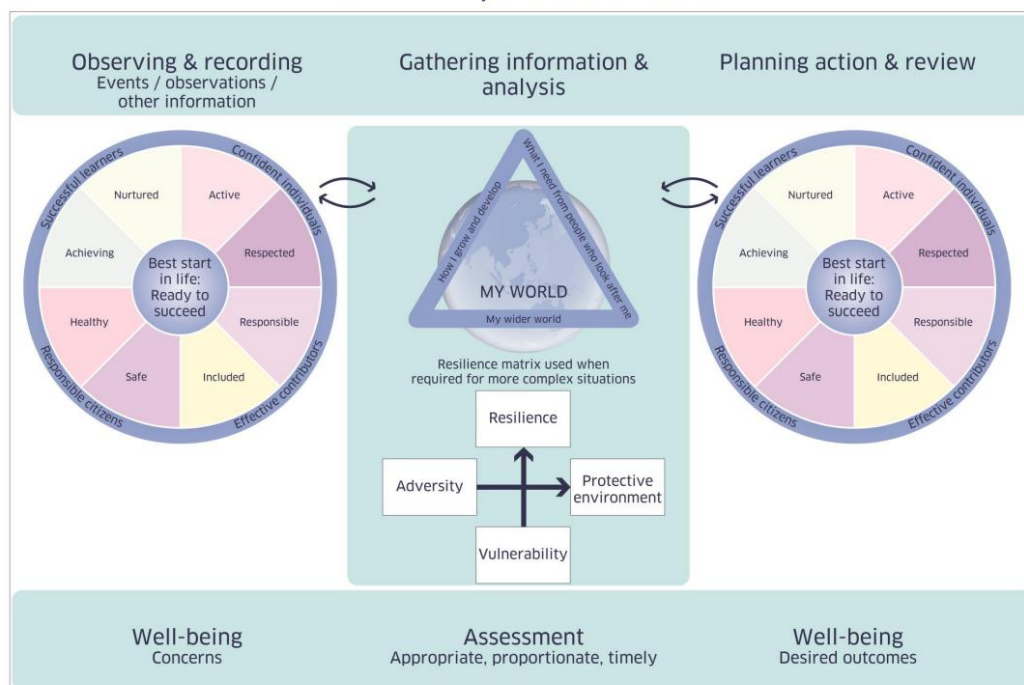
Where an allegation is made against a member of staff, it must always be taken seriously, and the principles and procedures outlined in this policy must always be followed:

- The person receiving the allegation must inform their line manager or Child Protection Coordinator, who will inform the Director of Education
- Upon receiving the information, the Director of Education will take any necessary action, which may include informing the Police and Social Work services
- Where the allegation is being made against the line manager, Head Teacher or the Child Protection Coordinator, the member of staff receiving the allegation must directly inform the Director of Education

The Director of Education will advise the Head Teacher or Centre Manager, on any decisions:

- Whether to remove the member of staff from direct access to children and young people
- Suspend the member of staff
- Inform the parents or guardians of the child or young person concerned
- Inform the parents of all children and young people, with whom the member of staff has come into contact and to inform the children's reporter, where it is known that the child or young person is 'looked after' and is alleged to have been abused

National practice model



IF CHILD IS AT **IMMEDIATE RISK** TELEPHONE THE **POLICE DIAL 999**

IS CHILD AT RISK OF ABUSE OR SIGNIFICANT HARM?

TELEPHONE Social Work

Initial Response Team on:

[01292 267675](tel:01292267675) or call [0800 328 7758](tel:08003287758) if out of hours.

COMPLETE **Child Protection CONCERN Form**

Send *immediately* to:

InitialResponseTeam@south-ayrshire.gov.uk and
Education.Secure@secure.south-ayrshire.gov.uk

ENTER FULL DETAILS into PASTORAL NOTES on **SEEMiS** and
in **CHRONOLOGY OF SIGNIFICANT EVENTS** and in **AYRshare**

PUT a copy of the Concern Form in The child's
CONFIDENTIAL file.



JIM HENDRIE

Child Protection & Wellbeing Officer
01292 612719

Jim.Hendrie@south-ayrshire.gov.uk

Karen Barlas

Child Protection & Wellbeing Officer
01292 612119

Karen.Barlas@south-Ayrshire.gov.uk

GAYLE FERGUSON

Quality Improvement Manager
01292 612129

Gayle.Ferguson@south-ayrshire.gov.uk



NOTIFICATION OF CHILD PROTECTION CONCERNS

Education.Secure@secure.south-ayrshire.gov.uk

and

InitialResponseTeam@south-ayrshire.gov.uk





Pan -Ayrshire GIRFEC website: <https://girfec-ayrshire.co.uk/sac/>



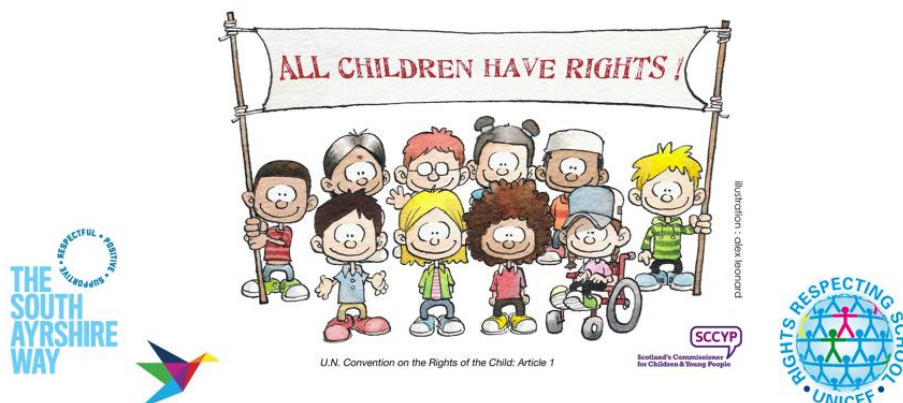
Reviewed in September 2025.
The policy will be reviewed again in September 2026.

CHILDREN'S RIGHTS – UNCRC



In South Ayrshire we **RESPECT** *all* children's rights in terms of the **United Nations Convention on the Rights of the Child**.

UNCRC is now officially an ACT in Scotland.



All supporting documents and further guidance can be found within:

[Management Guidelines on
Child Protection,
Safeguarding and Wellbeing: July 2025](#)

More support and information about child protection

NSPCC

The [NSPCC](#) gives information on keeping children safe. They provide a helpline for anyone concerned about a child or young person.

Childline

[Childline](#) give children and young people access to confidential support and advice. They do it online and by phone or email.

Children 1st

[Children 1st](#) give support to children, young people and families. They give support to children and young people who have suffered abuse and trauma.

They also provide [Parentline](#). It's a free, confidential helpline for anyone caring for or concerned about a child or young person.

Child Protection Committees Scotland (CPCScotland)

[CPCScotland](#) is a national group of childcare professionals who work together to improve the protection of children in Scotland. Their website gives information about supporting families and keeping children safe.

Parent Club

The Scottish Government's [Parent Club](#) gives information about child sexual abuse and exploitation, including online abuse. It also explains how you can report a concern.

Police Scotland

You can [get more information about child protection from Police Scotland](#).