

# TROON PRIMARY SCHOOL AND EARLY YEARS CENTRE



## SAFEGUARDING POLICY



SUCCESS THROUGH EFFORT

# TROON PRIMARY SCHOOL & EYC AUGUST 2025



It is everyone's responsibility to protect children.

We are a Gold Rights Respecting School



## **AIMS OF THIS POLICY**

To ensure that children are effectively safeguarded from the potential risk of harm at Troon Primary School and that the safety and well-being of the children is of the highest priority in all aspects of the school's work. To help the school maintain its ethos whereby staff, pupils, parents and partners feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

## **PURPOSE OF THIS POLICY**

To ensure that all members of the school community:

- are aware of their responsibilities in relation to safeguarding and child protection.
- know the procedures that should be followed if they have a cause for concern.
- know where to go to find additional information regarding safeguarding.
- are aware of the key indicators relating to child abuse.
- fully support the school's commitment to safeguarding and child protection

This school recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse. We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or emotionally upset or damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and outside agencies) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The school seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. We hope that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare. In our school, if we have concerns that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by Education Services.

As a consequence, we:

- assert that teachers and other members of staff (including volunteers) in the school are an integral part of the child safeguarding process.
- accept totally that safeguarding children is an appropriate function for all members of staff in the school, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and visiting agencies.
- will ensure through training and supervision that all staff and volunteers in the school are alert to the possibility that a child is at risk of suffering harm and know how to report concerns or suspicions.
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice and is responsible for coordinating action within the school and liaising with other agencies.
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by SAC.

- will share our concerns with others who need to know and assist in any referral process.
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated member of staff, who will refer on to Children's Social Work Department in line with the procedures issued by SAC.
- safeguard the welfare of children whilst in the school, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies.
- will ensure that all staff are aware of the child protection procedures established by Troon Primary School and, where appropriate, the Local Authority, and act on any guidance or advice given by them.
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our school are suitable to work with children.
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

### DESIGNATED MEMBER OF STAFF

The Child Protection Coordinator and Named Person (designated person) for safeguarding protection in Troon Primary school is Ms Aileen Roan, Head Teacher. In their absence, these matters will be dealt with by: Mrs Kathryn Alcroft, Depute Head Teacher, or Ms Morven McLean, DHT SLC, Ms Stacy McGilp (EYC Depute Manager) or Principal Teachers who will pass on the information urgently.

Aileen Roan, HT



Kathryn Alcroft, DHT



### RECORD KEEPING AND CHRONOLOGIES

- Child Protection and LAC files are securely stored in the Head Teachers Room/Office and are separate from a pupil's record.
- All staff play a part in keeping chronologies current.
- The SLT will add information to the Pastoral Notes information sharing systems in school to ensure other agencies are informed we also update Ayrshare if appropriate.
- GIRFEC procedures should be adhered to in school and procedures and training are in place for regular updates about information sharing.

## **ATTENDANCE**

- At Troon Primary we have a vision and plan to promote good attendance at school.
- Absence from school is followed up to confirm why children are absent.
- Systems are in place to pick up on patterns of attendance.
- We want to encourage 'Every Learner, every day.' (please see *Attendance Policy for further information*).

## **LEARNING AND TEACHING - RELATIONSHIPS POLICY**

- Through our curriculum and focus with RRS and Health and Wellbeing programmes we help equip children with the skills to keep themselves and others safe.
- We follow HWB experience and outcomes and often focus on feelings and personal safety appropriate to age and stage. Each term we focus on two specific wellbeing indicators in class and assembly. We often involve the parents and share resources and materials with them too.
- We use other agencies such as Child Line and NSPCC to provide additional workshops and educate children about being safe online and in general.
- We track wellbeing and offer support as appropriate. We have spaces in our school that allows children a quiet, calming environment when required. Within our Supported Learning Centre we have dedicated Sensory and Quiet rooms.
- Our Relationships Policy promotes positive relationships and reinforces positive behaviours in school.

## **ANTI -BULLYING**

- Our policy provides a framework for proactive strategies as well as reactive strategies to bullying and we focus lots on cyber bullying with the support of the police campus cop who also works with parents.
- It is important that our children understand that their actions have severe and distressing consequences and that participating in such an activity will not be tolerated.
- Incidents of bullying must be recorded on the SEEMIS system.
- See separate Anti Bullying Policy for further information.

## **PHYSICAL INTERVENTION**

At Troon Primary and EYC we believe in:

- promoting positive relationships, behaviour and wellbeing.
- minimising the use of restraint and seclusion and eliminating their misuse; and
- ensuring children and young people's rights are understood, respected and taken account of in all decisions around the use of physical intervention.

We ensure staff take part in Nurture training and our practice is founded on the Nurture Principles. Appropriate staff have de-escalation training and take part in CPI training. Any use of approved physical restraint would be the last resort and for the shortest time possible. All appropriate paperwork is completed. Children are supported by wellbeing plans. Staff complete Violence and Aggression forms (RIDDOUR) and these are tracked and audited. For further information please see Physical Intervention and Seclusion policy.

## **ADMINISTRATION AND STORAGE OF MEDICINES**

- Our First Aid and Medicines policy sets out how we storage and administer medicines to keep children safe in school.
- We have trained first aiders in school.
- All medicine held in school must have the appropriate paperwork.
- Where required, emergency medicines are kept in labelled boxes/bags in classes to ensure children have immediate access.
- Please see First Aid and Medication policy for further information

## **FIRE SAFETY**

- Our Fire Evacuation plan ensures that children, staff and visitors are evacuated safely. Staff are appropriately trained.
- We take part in fire drills across the year – minimum of one every 6 months.
- Staff talk to children about what to do in the event of the fire alarm sounding.

## **HEALTH AND SAFETY**

- At Troon Primary we ensure we that we follow Health and Safety legislation to safeguard our children, staff and visitors.
- We ensure our risk assessments are current and followed by staff.
- Children are being encouraged this session to take part in dynamic risk assessments; within the EYC children are using SIMOA the elephant to grow, learn and explore with a deeper understanding of safety, responsibility and respect.

## Appendix 1

### Missing or Lost Child Policy in Early Years Centre

Children's safety is maintained as the highest priority at all times both on and off the premises. Every attempt is made through carrying out the nurseries outings procedure to ensure the safety of children is maintained at all times.

To ensure that children are not lost while in the care of the nursery we:

- Carefully supervise children at all times
- Maintain appropriate staff/child ratios at all times
- Ensure a member of staff is manning the nursery door at drop off and pick up times
- Nursery register and group numbers are taken at the start of the session and refreshed throughout
- Nursery numbers are on display and staff are aware of how many children are in nursery
- Closely monitor children in and out of the building
- Gate to school playground is always locked and playground is enclosed.
- Children are counted on a regular basis when leaving the playroom
- Ensure that visitors to the Nursery are supervised
- Sign in and pick up sheets are in use where parents/carers have to identify who is picking up their child. If there is a deviation from this parents will be contacted
- Closely monitor children on outings and trips
- Risk assessments filled out for all outings and trips and permission sought from parents
- On the day check filled out and handed in to office.

In the unlikely event of a child going missing on the premises, the following procedure will followed:

- Staff members will immediately undertake a thorough search of the Nursery and the immediate vicinity.
- The Depute /HT will be notified and security concern shared with SLT and janitor called to help with the search
- The signing in sheet is to be checked to make sure no other child has gone astray, and to check that the child has not been collected.
- Doors and gates to be checked to see if there has been a breach of security whereby a child could wander out
- If, following a thorough search of the nursery and the immediate vicinity, the child cannot be found the police will be called and the child's parents will be notified without delay.
- HT or DHT to contact parent/ child protection officer/ health and safety officer /Campus Police officer and keep all informed of what is happening
- HT to contact Early Years QIO, to keep them informed of what is happening.
- Staff must do a written record of events.
- Notify SAC and Care Inspectorate of the incident and the investigation
- Staff keep calm and do not let the other children become anxious or worried
- HT/DHT to speak with the parents
- The Management team carry out full investigation taking written statements from all staff who were on the outing detailing: - The date and time of the report - What staff/children were in the group/outing and the name of the staff member responsible for the missing child - When the child was last seen in the group/outing - What has taken

place in the group or outing since the child went missing - The time it is estimated that the child went missing

- A conclusion is drawn as to how the breach of security happened
- Guidance to be followed from SAC Early Years Quality Improvement Manager

In the unlikely event of a child being lost while on a trip or outing the following procedures will be followed:

- As soon as it noticed that a child is missing staff on the outing ask children to stand with their key worker and carry out a headcount to ensure that no other child has gone astray.
- One staff member to immediately undertake a thorough search of the immediate vicinity
- 3. Phone 999 (give your name, location, name and description of the child/staff, name of the nursery, and any other relevant information e.g. condition of patient)
- Telephone School 01292690069 to inform HT, and inform (shop, library, and museum staff) or any one that works at the venue you are attending at the time.
- HT/DHT or PT to go the venue.
- HT or DHT to contact parent/ child protection officer/ health and safety officer and keep you informed of what is happening
- HT to contact Early Years QIO, to keep them informed of what is happening.
- Staff to return other children safely to the nursery when possible.
- HT/DHT or PT to wait for police/ ambulance
- Staff must do a written record of events.
- Notify SAC and Care Inspectorate of the incident and the investigation
- Staff keep calm and do not let the other children become anxious or worried
- HT/DHT to speak with the parents
- The Management team carry out full investigation taking written statements from all staff who were on the outing detailing: - The date and time of the report - What staff/children were in the group/outing and the name of the staff member responsible for the missing child - When the child was last seen in the group/outing - What has taken place in the group or outing since the child went missing - The time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened
- Guidance to be followed from SAC Early Years Quality Improvement Manager
- Missing child incidents are very worrying for all concerned. Part of managing the incidents is to try to keep everyone as calm as possible.
- The staff will feel worried about the child; especially the member of staff who was responsible for the child whilst on the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- SLT should ensure that the staff feel supported while they are feeling vulnerable
- The parents will feel angry and fraught. They may want to blame staff and single out one member over others; they may direct anger at the HT/DHT. When dealing with a distraught and angry parent there should always be two members of staff. No matter how much understandable the parent's anger may be, aggression or threats against staff are not tolerated and security of staff is paramount. The Campus Cop should be alerted.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for the children need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them
- Staff must not discuss any missing child incident with the press or use social media in any way

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