

Stow Primary School Parent Council Safeguarding Policy

Document Control:

- **Organisation:** Stow Primary School Parent Council
- **Policy Version:** 1.0
- **Date of Approval:**
- **Review Date:**
- **Designated Safeguarding Lead:** Niome Lucjan
- **Contact Details:** 07523289161 | Stowparentcouncil@outlook.com

1. Policy Statement

Stow Primary School Parent Council is committed to safeguarding and promoting the welfare of all children and adults who may be more vulnerable to harm in all our activities. We recognise that safeguarding is everyone's responsibility and we are committed to creating and maintaining a safe environment for all.

This policy defines safeguarding as the steps our organisation takes to prevent physical, emotional, sexual or financial harm to the individuals and communities we work with, ensuring that appropriate policies, practices and procedures are in place.

2. Why This Policy is Needed

Stow Primary School Parent Council recognises that whilst many of our activities take place during school hours and on school premises where the school's safeguarding policies apply, we also organise and run fundraising events and activities outwith school hours. During these events, the Parent Council assumes primary responsibility for safeguarding, and it is essential that we have robust policies and procedures in place to ensure the safety and wellbeing of all participants.

These out-of-hours activities may include:

- Evening fundraising events and social gatherings
- Weekend activities and fairs
- Holiday programmes or activities
- Community events organised by the Parent Council
- Off-site trips and excursions

During such activities, children and adults who may be more vulnerable to harm may be present, and we have a duty of care to ensure their safety and protection.

3. Our Commitment

Stow Primary School Parent Council commits to:

- Ensuring the safety and wellbeing of all children and adults who may be more vulnerable to harm.
- Creating an environment where people feel safe, respected, and able to raise concerns.
- Responding promptly and appropriately to safeguarding concerns.
- Working in partnership with statutory agencies and other organisations to protect people from harm.
- Regularly reviewing and updating our safeguarding procedures.

4. Scope and Application

This policy applies to:

- All Parent Council members, volunteers, and helpers
- All activities organised or supported by the Parent Council
- All events, trips, and fundraising activities
- Any interactions with children or adults who may be more vulnerable to harm

Our Risk Category

Stow Primary School Parent Council falls under the category of organisations with **indirect contact** with children and adults who may be more vulnerable to harm, as we:

- Deliver activities and events that may involve children and families
- Organise out-of-hours activities on school premises (e.g., discos, trips, fundraising events)
- Support school activities where children are present

5. Definitions

Children: Anyone under the age of 18

Adults who may be more vulnerable to harm: Anyone over the age of 16 who is unable to safeguard their own well-being, property, rights or other interests, are at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed (Adult Support and Protection (Scotland) Act 2007).

Safeguarding Concern: Any situation where there are concerns that a child or adult may be experiencing or at risk of harm, abuse, or neglect.

6. Roles and Responsibilities

6.1 Designated Safeguarding Lead

Niome Lucjan serves as our Designated Safeguarding Lead and is responsible for:

- Overseeing the implementation of this safeguarding policy
- Being the first point of contact for safeguarding concerns
- Ensuring appropriate referrals are made to statutory agencies
- Maintaining safeguarding records securely and confidentially
- Coordinating safeguarding training for Parent Council members
- Liaising with external agencies and the school's safeguarding team

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6.2 All Parent Council Members and Volunteers

All members and volunteers must:

- Be familiar with this safeguarding policy and their responsibilities
- Be alert to signs of harm, abuse, or neglect
- Know how to respond to and report safeguarding concerns
- Maintain appropriate boundaries in all interactions
- Follow our code of conduct at all events and activities

6.3 Chair and Committee

The Parent Council Chair and Committee have responsibility for:

- Ensuring safeguarding is a standing agenda item at meetings where appropriate
- Supporting the Designated Safeguarding Lead
- Reviewing and approving updates to this policy

7. Code of Conduct

All Parent Council members and volunteers must:

7.1 DO:

- Treat all children and adults with respect and dignity
- Maintain appropriate physical and emotional boundaries
- Listen to and take seriously any concerns raised
- Work in open environments wherever possible
- Ensure adult-to-child ratios are appropriate for activities
- Keep accurate records of incidents or concerns
- Dress appropriately for all activities
- Use appropriate language at all times

7.2 DO NOT:

- Engage in any form of physical punishment or inappropriate physical contact
- Develop inappropriate relationships with children or vulnerable adults
- Use discriminatory or offensive language
- Share personal contact information with children
- Be alone with a child in a closed space
- Take photographs of children without appropriate consent
- Ignore or dismiss safeguarding concerns

8. Recognising Signs of Harm

All Parent Council members should be aware of potential indicators of abuse or harm:

Physical Abuse

- Unexplained injuries, bruises, cuts, or burns
- Fear of going home or reluctance to discuss family life
- Aggressive or withdrawn behaviour

Emotional Abuse

- Developmental delays or regression
- Low self-esteem or confidence

- Overly compliant or demanding behaviour

Sexual Abuse

- Inappropriate sexual knowledge or behaviour
- Reluctance to participate in physical activities
- Difficulty in making friends

Neglect

- Poor hygiene or inappropriate clothing
- Frequent hunger or tiredness
- Unsupervised activities inappropriate for age

9. Reporting Procedures

9.1 If you have concerns about a child or adult:

IMMEDIATE DANGER: If someone is in immediate danger, call 999

NON-URGENT CONCERNS:

1. Speak to the Designated Safeguarding Lead (Niome Lucjan) immediately
2. If unavailable, speak to the Parent Council Chair
3. Record your concerns in writing as soon as possible
4. The Designated Safeguarding Lead will determine appropriate action, which may include:
 - Referral to Children's Social Services or Adult Protection Services
 - Contact with Police Scotland
 - Liaison with the school's safeguarding team

9.2 Key Contact Numbers:

- **Emergency Services:** 999
- **Police Scotland (non-emergency):** 101
- **Scottish Borders Children's Services:** 01835 825155
- **Scottish Borders Adult Protection:** 01835 825155
- **Stow Primary School:** 01578 730 218
- **Designated Safeguarding Lead:** Niome Lucjan - 07523289161

9.3 Recording Concerns

All concerns must be recorded using our Incident Report Form, including:

- Date, time, and location of incident/concern
- Names of people involved (maintaining confidentiality)
- Description of what was observed or reported
- Action taken
- Signature and date

10. Safer Recruitment

10.1 All Parent Council Members and Regular Volunteers Must:

- Be familiar with this policy

10.2 Disclosure Scotland Checks

- PVG (Protecting Vulnerable Groups) checks will be required for roles involving regulated work with children or protected adults
- The Designated Safeguarding Lead will determine when checks are necessary
- All checks must be renewed as per legal requirements

11.2 The Designated Safeguarding Lead Will:

- Attend specialist safeguarding training
- Maintain up-to-date knowledge of legislation and best practice
- Provide guidance and support to other members

12. Events and Activities

12.1 Risk Assessments

- All activities must include safeguarding considerations in risk assessments
- Adult-to-child ratios must be appropriate for the activity and age group
- Venues must be suitable and safe for intended participants

12.2 Photography and Social Media

- Written consent must be obtained before photographing children
- For events run in partnership with Stow Primary School, the Parent Council will rely on and extend from the school's existing photo consent procedures, ensuring consistency with parental permissions already in place

- For standalone Parent Council events outwith school partnership, separate written consent must be obtained
- Images must be stored securely and used only for agreed purposes
- Social media posts featuring children must comply with school policies
- No personal information about children should be shared online
- Where school photo consent applies, the Parent Council will liaise with school staff to confirm which children have photo consent and ensure compliance

12.3 Transport and Trips

- All drivers must have appropriate insurance and valid licenses
- Parental consent required for all trips
- Emergency contact information must be available
- First aid provision must be considered

13. Information Sharing and Confidentiality

- Information will only be shared on a need-to-know basis
- Personal information about children and families will be kept confidential
- Safeguarding concerns will be shared appropriately with statutory agencies
- All records will be stored securely and in compliance with GDPR

14. Serious Incident Reporting

We will notify relevant authorities (where applicable) of serious safeguarding incidents within 10 working days, including:

- Allegations against Parent Council members or volunteers
- Any incident requiring referral to statutory agencies
- Any incident that poses ongoing risk to safety

15. Policy Review

This policy will be:

- Reviewed annually or following any significant incident
- Updated to reflect changes in legislation or best practice
- Approved by the Parent Council Committee
- Made available to all members and on our website

16. Support and Guidance

For additional support and guidance:

- **NSPCC Helpline:** 0808 800 5000
 - **Childline:** 0800 1111
 - **Scottish Borders Council:** www.scotborders.gov.uk
 - **Care Inspectorate:** www.careinspectorate.com
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Policy Approval:

Chair Signature: ____Niome Lucjan_____ **Date:** _25.09.2025

Designated Safeguarding Lead: _____Niome Lucjan____ **Date:** _25.09.2025

Next Review Date: ____Annual_____
