



## **Saltoun Primary School Safeguarding and Child Protection Overview**

At Saltoun Primary School we take the care, welfare and protection of our children very seriously. We believe all children have a right to feel happy, safe and listened to within our school and at home and in their community. Within our school we strive to provide a safe, secure, nurturing and inclusive environment for our pupils, which celebrates personal and collaborative achievements.

All staff members undergo mandatory Child Protection Training, a minimum of one training activity each school session. Promoted members of staff are more extensively trained in specific areas of child protection to support and identify potential child protection concerns.

All staff members in Saltoun Primary school have a statutory and professional responsibility to take action if we have reason to believe a child is suffering, or is at risk of abuse.

Our Child Protection Policy and procedure sets out what we will do if we have reason to believe a child is being abused or is at risk of abuse, either within the home or the community. These policies are designed to ensure that children get the help they need when they need it.

All schools in East Lothian Council have comprehensive Safeguarding systems in place. We work closely with our partners in Social Work, Health and the Police. Saltoun Primary School operates a multi-agency Joint Support Team to ensure that the best possible supports are available to learners as and when they might need them.

Our School's Designated Member of Staff for Child Protection is Mrs Debby Crossan, (Head Teacher). If you wish any further information or a copy of the school policy, please contact the school office. If you wish to discuss this important matter further, please make an appointment to see Mrs Crossan.

## **Saltoun Primary School Safeguarding and Child Protection Policy**

'Every child has the right to be protected from all forms of abuse, neglect and exploitation.'

Article 19 UNCRC 1989

This policy applies to all staff and volunteers.

We are committed to practice in a way that protects all children and young people and fully adhere to the processes and procedures contained within Edinburgh and Lothian's Inter-Agency Child Protection Procedures 2015 [http://emppc.org.uk/file/Child\\_Protection/Inter-agency\\_Child\\_Protection\\_Procedures\\_-\\_Edinburgh\\_the\\_Lothians\\_Oct\\_2015.pdf](http://emppc.org.uk/file/Child_Protection/Inter-agency_Child_Protection_Procedures_-_Edinburgh_the_Lothians_Oct_2015.pdf)

The purpose of this policy is;

- To protect children and young people attending Saltoun Primary School.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Staff at Saltoun Primary School believe that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare and wellbeing of all children and young people and to keep them safe.

It is the responsibility of every staff member's to ensure that they update their Child Protection training in line with East Lothian Policy. Please alert your Line Manager when you have updated this. This is a requirement of your employment.

The protection of children is a shared responsibility of all and staff will work collaboratively to create a climate of mutual trust, respect and confidence. Children spend at least 5 hours per day in school and develop trusting relationships with a range of staff. This ensures that staff are able to notice:

- Any changes in a child's behaviour or demeanor.
- Any physical signs which might indicate that a child is experiencing difficulties.

### **Legal Framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- National Guidance for Child Protection (2014) [http://emppc.org.uk/file/Child\\_Protection/Scottish\\_Government\\_-\\_National\\_guidance\\_for\\_CP\\_in\\_Scotland\\_2014.pdf](http://emppc.org.uk/file/Child_Protection/Scottish_Government_-_National_guidance_for_CP_in_Scotland_2014.pdf)
- Inter-agency Child Protection Procedures – Edinburgh and the Lothian's (2015) [http://emppc.org.uk/file/Child\\_Protection/Inter-agency\\_Child\\_Protection\\_Procedures\\_-\\_Edinburgh\\_the\\_Lothians\\_Oct\\_2015.pdf](http://emppc.org.uk/file/Child_Protection/Inter-agency_Child_Protection_Procedures_-_Edinburgh_the_Lothians_Oct_2015.pdf)
- Getting it Right for Every Child Policy <http://www.gov.scot/Topics/People/Young-People/gettingitright>
- Children and Young People (Scotland) Act 2014 <http://www.legislation.gov.uk/asp/2014/8/contents/enacted>
- National Framework for Child Protection Learning and Development in Scotland (2012) <http://www.gov.scot/Topics/People/Young-People/protecting/child-protection/national-framework-cp-learning-2012>
- Protection of Vulnerable Groups (Scotland) Act 2007 <http://www.gov.scot/Publications/2011/08/04111811/1>
- United Nations Convention on the Rights of the Child <http://www.unicef.org.uk/UNICEFs-Work/Our-mission/UN-Convention/>

**This policy should be read alongside our policies and procedures on:**

- Equalities, Administration of Medication, Attendance, Whistle Blowing and Managing Allegations against staff. (under review)

**We recognise that:**

- The welfare of the child is paramount, as enshrined in The Children (Scotland) Act 1995.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm and abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and wellbeing.

**We will seek to keep our children and young people safe by:**

- Valuing what they say, listening to and respecting them
- Ensuring that all children learn in a safe environment where they feel secure and respected.
- Developing attitudes and beliefs which will help children to understand and value themselves as individuals.
- Ensuring that children feel confident and able to approach adults about matters which concern them.
- Ensuring that all staff are fully aware of the Inter-Agency Child Protection Procedures Edinburgh and the Lothians.
- Ensuring that staff have access to appropriate training on child protection matters.
- Ensuring effective communication between staff when dealing with child protection issues.
- Reporting immediately any areas of concern to the Designated Member of Staff (DMS) and completing an incident/monitoring form (see attached).
- Reviewing regularly issues and procedures collaboratively with all staff.

**Roles and Responsibilities**

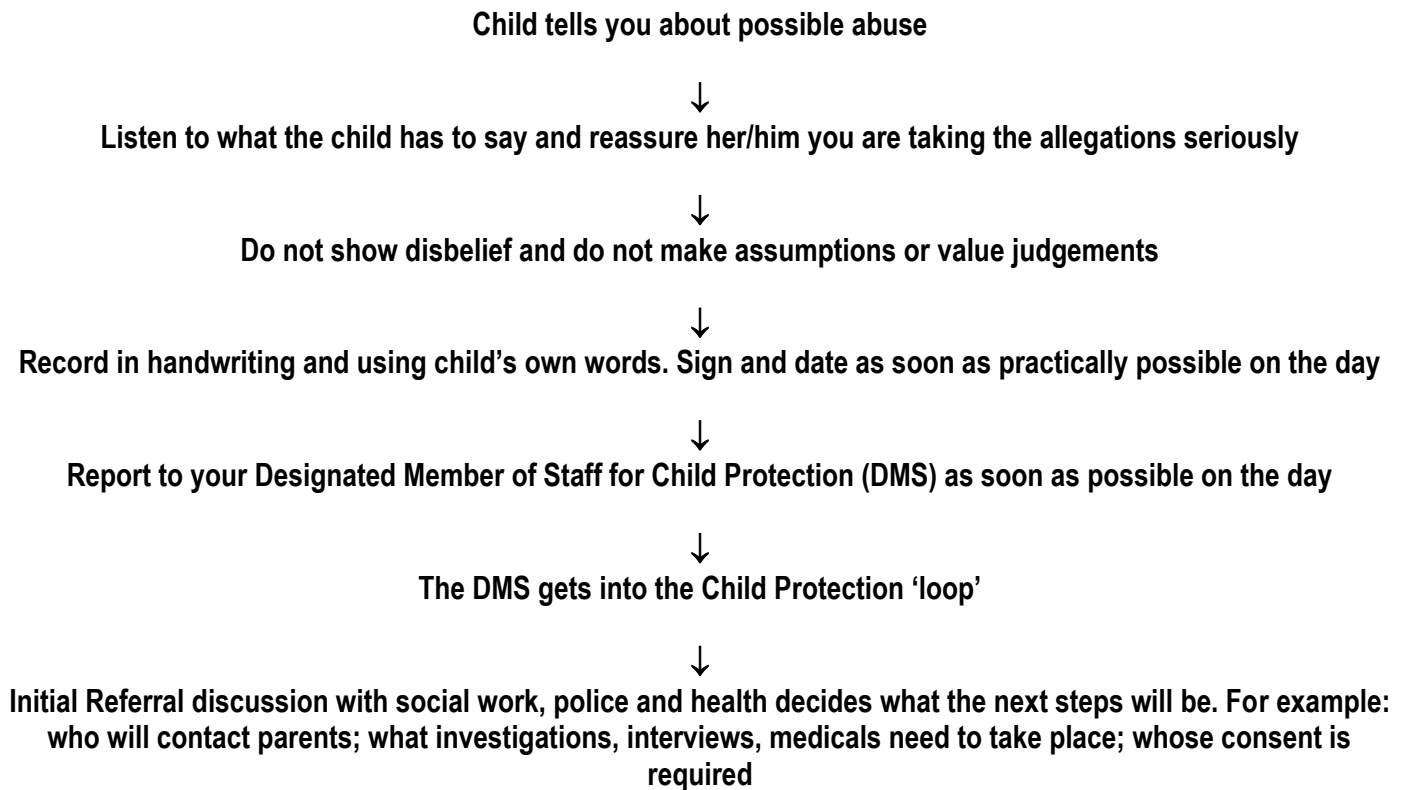
- Each school has a Designated Member of Staff (DMS) for Child Protection. In Saltoun Primary School, the DMS is the Head Teacher, **Debby Crossan**.
- If the HT is not in school, in the first instance phone **07783456001**.
- If you are unable to contact the Head Teacher, please contact Magali in the first instance (Mon & Tue) or the PT at Humbie Primary School, **Alan McNeill (01875 833247)**.
- All staff should be familiar with the Inter-Agency Child Protection Procedures Edinburgh and the Lothians.
- Child Protection is **everyone's** concern. If neither the HT nor PTs are available, please phone Children's Services on 01875 824090 or 01875 824309.

If contacting Children's Services please ensure you have ready

**Child's name**  
**Date of Birth**  
**Address**

for when you are ready to report to Duty Social Work.

## Procedures for Dealing with Allegations



## Disclosure of Possible Abuse

### Questioning Children

1. Only ask enough questions to gain basic information.
2. Take the allegation seriously; support the child – do not investigate.
3. Use open ended questions: ✓      Avoid leading questions: X

**As already said try to use open questions rather than leading questions. A leading question is one that suggests the required answer or is based on an assumption of facts which is yet to be proven.**

<b>Where</b>	<b>Where did it happen?</b>	✓
	Did he/she come into your bedroom?	X
<b>When</b>	<b>When did it happen?</b>	✓
	Did it happen last night?	X
<b>Who</b>	<b>Who did it?</b>	✓
	Was it daddy? Etc.	X
<b>What</b>	<b>What happened?</b>	✓
	Did such and such happen?	X

**Remember:**

- Keep the questions open ended.
- Do not ask 'How did you feel?'
- Do not prompt or suggest to obtain the answer you think you want to hear
- Keep notes of initial disclosures. Sign and date on the same working day.

Involvement in Child Protection investigations can be very distressing to the staff concerned. The SLT are available at any time to talk issues through and the authority offers a free, confidential counselling service to all employees.

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

This policy was last reviewed on: **August 2022**