



Safeguarding Policy (Updated November 2025)



This is a much wider concept than child protection and refers to promoting the welfare of children, young people and protected adults. It encompasses protecting from maltreatment, preventing impairment of their health or development, ensuring that they are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children, young people and protected adults to have the best outcomes.

Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or likely to suffer, significant harm. We have a distinctive approach to safeguarding in Scotland linked to Getting It Right for Every Child (GIRFEC) which promotes action to improve the wellbeing of every child and young person.

Safeguarding is a golden thread that runs through the curriculum. The aim is to support the development of learner's knowledge, skills and resilience to keep themselves safe and protected, and to develop an understanding of the world so that they can respond to a range of issues and potential risky situations arising throughout their lives. As such, it permeates many features of the education experience including leadership, values, vision, the curriculum, learning and teaching, positive relationships, building learner resilience and such like.

Child Protection and Safeguarding Policy Education Scotland - February 2021

The aim of the policy is:

- ✓ To protect and ensure the safety and wellbeing of all children in Balmuildy Primary School.
- ✓ To provide all staff and adults with the necessary information that guides our approach to safeguarding and child protection.

Our safeguarding policy applies to all teaching staff (including SLT), non-teaching staff, students, volunteers (including parents/carers), visiting specialists, partners and any other adult working with or supporting the school.

We have a shared responsibility to promote the welfare of all children and to keep them safe. We are committed to teach and engage with young people in a way that keeps them safe and protects them. This policy has been written on the basis of law and guidance that seeks to protect children namely:

- ✓ The Children (Scotland) Act 1995
- ✓ Children and Young People (Scotland) Act 2014
- ✓ National Guidance for Child Protection in Scotland May 2014
- ✓ Getting it Right for Every Child

In Balmuildy Primary School, we recognise that:

- ✓ All children regardless of age, disability, gender, race, religion or sexuality have a right to equal protection from all types of harm or abuse.
- ✓ Some children are additionally vulnerable due to the impact of previous or current experiences, additional support needs, communication needs or other issues.
- ✓ Working in partnership with children, parents/carers and other agencies is essential in promoting the welfare and wellbeing of all children.

Keeping Children Safe in Balmuildy Primary School:

Child Protection (Current arrangements take account of the National Guidance for Child Protection in Scotland 2014)	
✓	Adopting Child Protection and safeguarding practices through our procedures which are clearly understood by all staff and adults working with our children
	All staff must:
	a) Ensure they are fully conversant with EDC Revised Procedure Manual 3/21 (Child Protection Policy 2024); b) Contribute to a proactive school ethos, which seeks to minimise the risk of harm; c) Follow the Information Sharing guidelines to appropriately share information on an inter-agency basis which is of benefit to a child's wellbeing; d) Focus on preventative, early intervention strategies; e) Respond effectively and promptly to any concerns, especially of imminent risk to a child; f) Contribute to the assessment of a child's needs and pupil support; and g) Contribute to assessment and recording of all child welfare and child protection concerns, using a chronology of significant events and related documentation.
✓	The named Child Protection Coordinator within our school is Charlotte Grogan (Head Teacher) (In absence DHTs)
✓	Ensuring the vigilance of all staff, volunteers & visitors in responding to or reporting welfare or child protection concerns by adhering to advice outlined in the Child Protection Policy
Guidance for all Education Service employees who have been notified of a concern by a child-EDC Child Protection Policy 2024	
	• Remain calm, no matter how difficult it is to listen to the child • Listen to the child and take them seriously. Reassure them they were right to tell • Keep any questions to a minimum, for clarification purposes, and never interrupt • Tell the child what you are going to do next and tell them that you are going to have to speak to someone who can help • As soon as is practical write down everything that the child has told you using the child's exact words if possible. Make a note of the date, time, place and people who were present • Act promptly and immediately report your concerns to your Head Teacher or designated Child Protection officer
✓	Ensuring all concerns are reported to a member of the Senior Management Team, all concerns are recorded and that SLT follow advice as outlined in the Child Protection Policy (Call & Responses team / CP Referral Form)
✓	The Child Protection Coordinator works in partnership with other agencies to support children and their families when a child is on the Child Protection Register:
✓	Child Protection Register Folder (for each pupil): • All relevant information & communication • Action Plan in place • Core Group Meetings • Case Conferences
✓	When a child is on the Child Protection Register (or previously on the Register): • Engage in multi-agency approach with Social Work e.g. MOMO • Pastoral Notes - recording of significant events (current & previously on CP Register) • Pupil Support Group (PSG) - pupil on CP Register discussed at this group
✓	Staff at all levels within the school participate in high quality CLPL, this includes: • Yearly In-Service Training, in August, provided by EDC and delivered at school (these reflect current & new developments in Child Protection) • Head Teachers regularly updated at CP Co-ordinator Meetings • Procedures in place to implement CP training for new staff joining school in course of year (including students) • Multi-Agency Training, differentiated for all staff (provided by EDC): - General (Office Staff, Janitorial/Cleaning & Catering Staff) - Specific (DHT, Class Teachers, Support for Learning Assistants & Classroom Assistants) - Intensive (Head Teachers)
✓	Child Protection Leaflet- for supply teachers & visitors (Form to sign to say that this has been read & discussed with Child Protection Coordinator or member of SLT)
	Care Experienced Children: The learning & wellbeing needs of care experienced children and young people are met through: ✓ Identified on tracking systems - including ASN overviews ✓ Wellbeing Assessments in place for all Care Experienced Pupils ✓ SLT attend regular review meetings where children have current Social Work involvement ✓ Regular TAC meetings with other agency involvement ✓ Discussed at SLG/SFA Meetings ✓ Discussions at Learning & Teaching Meetings

1. Security & Safety of Staff & Pupils	
✓	Adherence to EDC GDPR Policy: Yearly training for all staff on August In-Service Day
✓	Secure communication of sensitive material: - Use of Egress secure email by SLT & Office Staff - EDC Data Sharing Policy – Confidential / Restricted / Protect
✓	All staff use of encrypted, secure pen-drives
✓	Recording and storing information professionally and securely - sharing confidential information sensitively and on a need-to-know basis
✓	Clean desk Policy – all sensitive materials locked away at the end of a working day
✓	All staff wear ID Badges / Visitor ID Badges
✓	Staff / Visitor 'sign in/out' books
✓	EDC Recruitment & Selection Policy – ensuring all new staff go through rigorous checks before employment
✓	PVG System – volunteers and visitors must have appropriate PVG. Visitors with no PVG status are never left alone with children
✓	Parental ICT Permission Slips – signed on a yearly basis e.g. Annual Data Check / EV3
✓	ICT Safe User Policy for all staff
✓	Procedures for malicious phone calls etc
2. School Environment	
✓	Ensuring that we provide a safe physical environment for our children, staff and visitors by applying health and safety measures in accordance with law and regulatory guidance: - Emergency Fire Evacuation Plan - Business Continuity Plan - Fire Risk Assessment - Health & Safety Walk-rounds - Fire Drills (x3 per year – announced & unannounced) - Grab Bag
✓	School gates closed during breaks and lunches to limited vehicle access when children are out.
✓	Break/Lunch playground supervision (SLT & support staff)
✓	Risk assessments (Trips / playground / individual pupils/classes)
✓	Registration: 9.00am / 1.00pm - Any absences reported to office by 9.15am / 1.15pm (staff use absence forms) - Effective communication with parents
3. First Aid & Administration of Medicines	
✓	Education Procedure Manual 9/06 – Supporting Children and Young People with Healthcare Needs in EYCs and Schools should be referred to for full details in relation to the Administration of Medicine, Health Care Plans or Pupil Emergency Plans.
✓	4 Staff members trained in 'first aid': 3 First Aid at Work (1 day) 1 Paediatric First Aider (2day)
✓	All staff supervising in playground have basic first aid supplies
✓	We respect pupils' rights to privacy and to be looked after and the rights, wellbeing needs and circumstances of the individual child or young person should, at all times, be at the centre of the decision-making process under UNCRC.
✓	First Aid CLPL - Training of first aiders as legally required to maintain certificates. - Training of staff by online tutorials for areas such as use of epipen etc. - Training log kept of training received by staff using Form PM 9-06-FO6. - General awareness information sheets on common medical conditions below are displayed in the staffroom and main school office: How to respond if a child or young person is having an asthma attack. How to respond to an Anaphylaxis allergic reaction.

✓	Medicines stored as per the Education Procedure Manual 9/06 / identified children carry medicine (e.g. Diabetes, Asthma)
✓	Medicines checked regularly to make sure are 'in date' and not expired
✓	Appropriate 'Parental Request for School Staff to administer medicine' form PM 9-06-F01 completed by parents. Forms available on school website and in school office.
✓	Health Care Plan in place for relevant pupils. PM 9-06-F06
✓	Emergency Plan in place for pupils who do not require regular health or medical support but may require staff to follow emergency procedures under circumstances specific to their condition. Form PM 9-06-F05
✓	Medicines administered by first aiders/office staff and log of medicine administration kept witnessed by a second adult. Form PM 9-06-F04
✓	An up-to-date asthma register is in place to identify children who have an inhaler in school and where this is located.
✓	Effective communication with parents - parents are informed in writing of any medication administered during the school day.
✓	Medicines taken on any excursion for identified children
✓	Staff member always on duty when extra-curricular clubs are taking place (or Active Schools)
4. Accidents & Injuries Procedures	
✓	Accidents & injuries recorded in logbook
✓	Effective communication with parents through first aid notes home and phonecalls as required.
✓	The school will always contact parents/carers if a child receives a head bump/injury or any other more significant injury.
✓	The school will phone 999 immediately if a child is seriously injured or ill.
✓	When applicable, HS1 Forms are completed and sent to EDC Health & Safety
5. Monitoring & Tracking Systems	
✓	Tracking all pupils regularly and rigorously in line with GIRFEC policy to ensure that vulnerable pupils are identified and that the needs of pupils are met through effective support, including multi agency support where appropriate
✓	HWB Tracking & Monitoring: - 2 pupil surveys per year - Class HWB Check-Ins
✓	Attendance, late coming & exclusion monitoring
✓	Attainment and Progress tracking & monitoring
✓	Learning & Teaching Meetings
✓	Pupil Support Group Meetings (SLG/PSG/SFAs)
✓	Universal / Targeted Support Meetings
✓	Counselling - Lifelink & Seasons for Growth
✓	Core Nurture Group and Wellbeing Interventions
✓	Participation in extra-curricular events tracking & monitoring
6. Learning & Teaching	
✓	School Vision, Values & Aims
✓	Promoting Positive Relationships Policy & Procedures - teaching, encouraging and supporting our children to be confident individuals and equipping them with the skills and strategies to communicate effectively and seek help when needed
✓	Curriculum Rationale • Providing our children with regular opportunities to develop their understanding of safety issues in relation to the 8 wellbeing indicators including e-safety, anti-bullying and equality, working with relevant agencies / organisations as appropriate
✓	Digital Technology including Internet Safety, RSHP etc
7. Pupil Voice	
✓	Right Respecting School Committee
✓	Pupil Council
✓	Eco Committee
✓	House Captains
✓	Reading Committee
✓	Digital Leaders
✓	EDC Pupil Forum Members (My Voice , My Choice)
8. Partnership Working	
✓	Communication with parents:

• Information Evenings • Meet the Teacher Evenings • Family Learning Events • Newsletters • GroupCall • Seesaw
✓ Partnership with Parent Council and Parent Teacher Association
✓ Communicating with and sharing concerns and relevant information with agencies, involving parents and children appropriately e.g. Social Work, Ed Psych. SALT etc
✓ Developing positive and trusting relationships with children and their families where both feel listened to and respected
✓ Universal /Targeted Support Meetings
✓ Other partnerships e.g. Active Sports; Community Police; EDC Wardens etc
9. Relevant Policies & Procedures
✓ Complaints Procedures
✓ EDC Critical Incidents Handbook
✓ Equalities - Including Every Learner
✓ Anti-Bullying / Anti-Racist Procedures (Recording of violent incidents)
✓ Violence at Work
✓ Severe Weather Procedures
10. Assuring Quality
✓ Ensuring that we have effective complaints procedures in place and that we respond to any concerns or complaints quickly and positively
✓ Effective quality assurance procedures in place to review this policy and its procedures (yearly or when necessary due to new information or legislation)