

Torrance Primary School



Safeguarding Policy

August 2024

Safeguarding 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 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 outcome. 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 learners' knowledge, skills and resilience to keep themselves safe and protect themselves 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 educational experience including leadership, values, vision, the curriculum, learning and teaching, positive relationships, building learner resilience, etc.

Child Protection and Safeguarding Policy, Education Scotland, April 2018

The aims of this policy are:

- To protect and ensure the safety and wellbeing of all children in Torrance Primary and Early Years Centre
- To ensure all staff and adults are equipped with the necessary information that guides our approach to safeguarding and child protection.

Our safeguarding policy applies to all staff working with or supporting the school including teaching staff, non-teaching staff, students, volunteers, visiting specialists, partners and any other adult working within 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
- The United Nations Convention on the Rights of the Child

At Torrance Primary, 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.

Child Protection

The names child protection co-ordinator for Torrance Primary is the Head Teacher, Laura Law. All staff and adults working with our children have a responsibility to ensure they understand our child protection and safeguarding practices.

All staff must:

- Ensure they are fully aware of and understand EDC Child Protection Guidelines
- Contribute positively to the school ethos, minimising the risk of harm
- Follow information sharing guidelines/GDPR policy to appropriately share information on an inter-agency basis which is of benefit to a child's wellbeing
- Focus on preventative, early intervention strategies
- Respond effectively and promptly to any concerns, especially if imminent risk to a child
- Contribute to the assessment and recording of all child welfare and child protection concerns, using a chronology of significant events and related documents.

All staff must be vigilant in responding to or reporting welfare or child protection concerns by adhering to advice outlined in the EDC Child Protection Policy.

Guidance for all education service employees who have been notified of a concern by a child (EDC Child Protection policy, 2019) includes:

- 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 it is practical, write down everything that the child has told you using the child's 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 line manager or designated Child Protection officer
- All concerns must be reported to a member of the Senior Management Team. All concerns are recorded and SMT follow advice as outlined in the EDC Child Protection policy
- The child protection co-ordinator works in partnership with other agencies to support children and their families when a child is on the child protection register
- Child Protection information is stored securely following EDC guidelines.

The following is in place for children who are on the Child Protection Register:

- Wellbeing regularly monitored and action taken through universal/targeted support as appropriate
- My World Triangle completed to identify support for the child and family
- Record key information/significant events through pastoral notes/chronology as appropriate
- Discuss child(ren) regularly through PSG.

Staff at all levels participate in CLPL related to safeguarding. This includes:

- Annual in-service training in August, provided by EDC and delivered at school by HT reflecting new and current recommendations in Child Protection
- Head teacher attends Child Protection Co-ordinators meetings
- Procedures are in place to implement Child Protection training for new staff joining the school during the year

- Multi-agency training, differentiated for all staff (Provided by EDC)
 - Intensive – Head Teachers
 - Specific – DHTs, PT, Class Teachers, SLAs, Classroom Assistants
 - General – Office, Janitorial, Cleaning, Catering staff

Security

To ensure the highest levels of security at Torrance Primary, we have the following in place:

- Annual training on EDC GDPR policy at August In-service Day and adherence by all staff
- Secure communication of sensitive material through Egress email and documents being appropriately protectively marked (Confidential/Restricted/Protect)
- Use of encrypted USB devices for sensitive data e.g. reports
- Information stored professionally and securely
- Confidential information shared on a need-to-know basis
- 'Clean desk' policy – all sensitive materials put away at the end of the working day
- Staff and visitor ID badges used
- Visitors signed in at the office and accompanied around the school by a member of staff
- All new staff go through rigorous checks before employment commences: EDC Recruitment and Selection Policy
- PVG system in place. All volunteers must have had their PVG check completed. Any visitors without a PVG check, including parents, are not left alone with children
- Annual Data Check forms are completed every August
- Staff and Pupils/Parents sign up to the ICT Safer User policy and permission is sought from parents with regard to the use of children's photos in media

School Environment

To ensure there is a safe physical environment for children, staff and visitors, we apply health and safety measures in accordance with law and regulatory guidance. These include:

- Emergency Fire Action Plan
- Fire Risk Assessment
- Health and Safety Records (termly)
- Fire Drills (termly: one announced, 3 unannounced)
- Grab Bag
- Business Continuity Plan
- Risk Assessments
- Pupil Management Plans

In addition, the following is in place at Torrance Primary:

- Our main school gate is closed to traffic over drop off and pick up times. Once children are in the building, the side gates are locked throughout the school day preventing members of the public accessing the through path
- Our school doors are closed once the children are in the building and all visitors enter through main office secure entrance
- Support staff supervise the playground and lunch hall at break and lunchtimes supported by SMT
- All absences are reported to the office by phone call or via Parent Portal by 9.15am and office staff follow absence procedures to account for all children

First Aid and Administration of Medicines

All medical needs are gathered on annual data forms and key information is shared with relevant staff. Medical needs are recorded on SEEMIS.

Dedicated first aiders are trained and provide first aid where appropriate, ensure adequate record keeping and information sharing. All head bumps are checked by a first aider and communicated to parents.

All support staff supervising in the playground have basic first aid bags.

Training is available for staff targeted specific medical issues as appropriate e.g. epi-pen, diabetes etc.

Medicines are stored securely and accessed by office staff. Some medicines are kept in class e.g. epi-pens. Medicines are checked regularly to ensure they are in date and appropriate records kept for the administering of medicines.

Medicines and first aid essentials are taken on any school trips, woodland walks, local area excursions etc.

Medical needs are considered for curricular activities e.g. PE, Food Technology etc.

Where appropriate, HS1A forms are completed and signed by the Head Teacher and sent on to Health and Safety.

Further details can be found in our Care and Welfare Policy.

Monitoring and Tracking Systems

- All pupils are tracked regularly and rigorously in line with GIRFEC policy to ensure that the needs of all pupils are identified and met through effective support, including multiagency support where appropriate.
- Health and Wellbeing monitoring is carried out using the SHARARRI wheel (P1-3) and a SHANARRI questionnaire (P4-7) in term 1 and 4. Results are analysed and teachers discuss any concerns with pupils. Issues are highlighted to SMT. The questionnaire allows staff to track wellbeing over time.
- Pupil Support (universal and targeted) is reviewed twice per year or as required for individual learners.
- Attendance, latecoming and exclusion is monitored monthly by the Head Teacher.
- Tracking and monitoring is in place for vulnerable pupils, including those affected by the poverty related attainment gap.
- Teachers engage in professional discussion meetings termly with SMT.
- Pupil Support Groups meetings (PSGs) take place monthly and include the Education Psychologist for advice and support.
- Participation in the wider life of the school is tracked and monitored including extra-curricular clubs, pupil committees and masterclasses.

Learning and Teaching

- Our school vision, values and aims are clear and a behaviour code of Ready, Respectful and Safe is in use.
- Children are supported to develop the 4 capacities of Curriculum for Excellence (successful learners, confident individuals, responsible citizens and effective contributors). These skills support children to seek help from appropriate peers and adults as required.

- Working with relevant agencies as appropriate, we provide our children with regular opportunities to develop their understanding of safety issues in relation to the wellbeing indicators including online safety, anti-bullying, equality, staying safe, etc.
- We have a clear safety messages and permissions in place for use of digital technology through our progressive programme for P1-7.

Pupil Voice

There are many opportunities for pupils to have a voice regarding safeguarding issues relevant to them and to promote safety messages across the whole school. These include:

- Pupil Council
- Eco and Outdoor Committee
- Social Enterprise Committee
- Children's Rights Committee
- Digital Leaders
- Sports and Health Committee
- JRSOs
- House Captains and Vice Captains

Partnership Working:

The development of positive, trusting and respectful relationships between school and families is key to all of our work. Communication with parents is through a variety of means including phone, email, written reports, newsletters, policies, booklets, SeeSaw etc.

Our Parent Council are proactive in working with the school to support safeguarding and our PTA have appropriate safeguarding in place for events. They liaise closely with the school to plan events in line with safeguarding policies.

Relevant information/concerns/strategies are shared with children, parents and other agencies as appropriate following GDPR guidelines. Meetings for Targeted Support, Children Protection etc. take place with all key stakeholders to ensure best outcomes for pupils.

Active Schools work closely with the school to help provide volunteers with all the necessary checks and certificates to provide and support additional school activities.