

## Child Protection, Safeguarding and Wellbeing Policy

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

<https://www.edinburgh.gov.uk/downloads/file/23055/child-protection-procedures>

The purpose of this policy is;

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

Staff at Woodburn Primary School and ELC, 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.

### 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 (2021) [National Guidance for Child Protection in Scotland 2021 - updated 2023 - gov.scot \(www.gov.scot\)](#)
- **Inter-agency Child Protection Procedures – Edinburgh and the Lothian's (2015)**  
<https://www.edinburgh.gov.uk/downloads/file/23055/child-protection-procedures>
- 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) – This is currently being update by the Scottish Government**
- 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.

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 children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Member of Staff for Safeguarding and Child Protection for the school and also a deputy
- Adopting the processes and procedures contained within Edinburgh and Lothian's Inter-Agency Child Protection Procedures
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through training, support and quality assurance measures
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely
- Using our procedures to share concerns and relevant information with agency's who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistle blowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, one to one discussions

Contact details

The Designated Member of staff for Safeguarding and Child Protection at



Woodburn Primary School and ELC is

Joanna Findlay (Head Teacher)

0131 271 4715

[Joanna.Findlay@midlothian.gov.uk](mailto:Joanna.Findlay@midlothian.gov.uk)

The Deputy Designated Members of Staff for Safeguarding and Child Protection at Woodburn Primary School and ELC are:

Susan Welsh

0131 271 4715

[Susan.Welsh@midlothian.gov.uk](mailto:Susan.Welsh@midlothian.gov.uk)

Elsbeth McNeil (Depute Head Teacher)

0131 271 4715

[Elsbeth.McNeil@midlothian.gov.uk](mailto:Elsbeth.McNeil@midlothian.gov.uk)

Jen Faulds (Depute Head Teacher)

0131 271 4715

[Jen.Faulds@midlothian.gov.uk](mailto:Jen.Faulds@midlothian.gov.uk)

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

This policy was last reviewed on: 13<sup>th</sup> November 2023

Signed: J.Findlay