



**ROSEBANK PRIMARY SCHOOL**  
**Child Protection Policy**  
*Keeping Our Children Safe*  
*Date: September 2025*  
*Review Date: September 2026*

At Rosebank Primary School, we are committed to safeguarding and promoting the welfare of all our pupils. Every child deserves to feel safe, respected, and supported. This policy outlines our approach to child protection and the responsibilities of staff, parents, and external agencies.

We aim to:

- Provide a safe and nurturing environment.
- Empower children to understand and protect their rights.
- Respond promptly and effectively to concerns.
- Work collaboratively with families and professionals.

All staff members:

- Complete annual child protection training.
- Undertake mandatory safeguarding modules.
- Stay informed of updates from Dundee City Council and national guidance.

School Designated Child Protection Officers (DCPOs):

- **Head Teacher:** Jennifer Heffell– Principal Child Protection Officer
- **Depute Head Teacher:** Finola Burke

These staff members are trained to respond to concerns and liaise with external agencies.

### Rights and Responsibilities

We uphold the following principles:

- Every child has the right to protection from harm.
- Children's voices must be heard and respected.
- Parents and carers play a vital role in safeguarding.
- Agencies must work together to support children.

### Roles and Responsibilities

#### **Head Teacher:**

Ensures staff training and policy implementation. Acts as lead DCPO and appoints deputies.

#### **DCPOs:**

Attend training and safeguarding meetings. Respond to concerns and share information appropriately.

## **All Staff:**

Know and follow safeguarding procedures. Report concerns using the school's reporting system.

Promote wellbeing through curriculum and pastoral care.

## **Supporting Pupils**

We promote wellbeing through:

- Health & Wellbeing curriculum
- Assemblies and class discussions
- SHANARRI indicators:  
*Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected, Included*  
(anecdotal or non-urgent observations should be noted throughout the week on SHANARRI record sheets (Appendix 1). These will be collected by SLT on a Friday, discussed and actioned – recorded on Mosaic SHANARRI form or pastoral notes as appropriate.
- Analysis of the Glasgow Wellbeing Tool and SHANARRI wheels as part of planning and attainment meetings and intervention planning

## **Concern Reporting**

For emergency CP send a Pink/yellow card to SLT office immediately or ask a member of support staff to alert them.

Whether emergency or less urgent all staff use the standardised Rosebank concern form (Appendix 2), which includes:

Child's name and class, Nature of concern (with direct quotes if applicable), relevant wellbeing indicators, Date and staff signature.

Please, where possible email digital copies of these to SLT with the email title: Record of concern, child's initials.

These concerns will be investigated and recorded, advice from MASH sought if appropriate and recorded on Mosaic as an education cause for concern/case note.

Feedback will be given to staff as and when appropriate.

REMEMBER – IF YOU HAVE NOTICED SOMETHING, NO MATTER HOW SMALL, IT MAY BE PART OF A JIGSAW THAT GIVES THE FULL PICTURE.

**For further information or to raise a concern, please contact a member of the School Child Protection Team.**

## CHILD PROTECTION FLOW CHART

