

Bowhouse Primary School

Safeguarding

Our approach to safeguarding is underpinned by Getting It Right for Every Child (GIRFEC) which promotes action to improve the wellbeing of every child and young person.

**In Bowhouse Primary School**:

* The welfare of all children is always the primary concern.
* Protecting children is everyone’s responsibility.
* We respect confidentiality and only share information and concerns about children with those who need to know following GDPR guidelines.
* We take action to stop any inappropriate verbal or physical behaviour and emotional abuse, including bullying. Our behaviour policy and safeguarding procedures are followed to support this process.
* We treat all concerns and allegations seriously and respond appropriately, operating within our agreed policy, procedures and guidance.
* We record information in a variety of ways as noted in the chart below.
* Pastoral, ASN and medical information is kept in a confidential safeguarding folder in each class. This is shared with any adults who work with the class.

**Who to inform/Action as appropriate**

* **Class Teacher – Update folder**
* **Line Manager – Update Seemis**

**Update Chronology**

* **Office staff – Update PPR**

* **Class Teacher – Update folder**
* **Line Manager - Update Seemis**

**Update Chronology**

* **Office Staff - Update PPR/Seemis**

* **Class Teacher – Update folder**
* **Line Manager - Update Seemis**

**Update Chronology**

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* **Line Manager - Update Seemis**

**Update Chronology**

* **Class Teacher – Update folder**
* **Line Manager - Update Seemis**

**Update Chronology**

**Sources of Information**

* **Class Teacher – letter, phone call, email**
* **School Office – phone call, email, absence**
* **Support for Learning Teacher**
* **SfLA**
* **Support Worker**

\*Please read this document alongside our Behaviour Policy