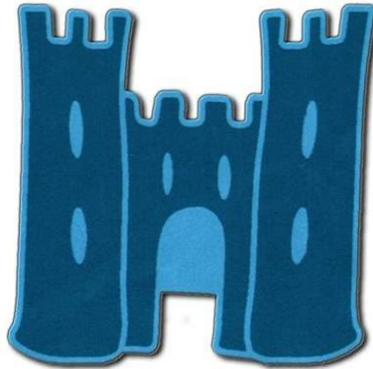




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# **CARROWDORE PRIMARY SCHOOL**

## **CHILD PROTECTION/ SAFEGUARDING POLICY**

Prepared by  
Mrs J. Summerhill  
Designated Teacher for Child Protection

Approved by Board of Governors: Date: 2<sup>nd</sup> March 2015

## Introduction

*"Children have the right to be protected from all forms of violence: they must be kept safe from harm: and they must be given proper care by those looking after them". U.N. Convention on the Rights of the Child (Article 19)*

The Governors, Principal and staff of Carrowdore Primary School fully recognise their responsibilities for child protection in the school and have adopted the Area Child Protection Committees' guidance and 'Regional Policy and Procedures' (2005) regarding child protection within our school.

We agree that all children have the right to be protected from all forms of abuse. They must be kept safe from harm and they must be given proper care by those looking after them. When making decisions affecting children, their best interests will be of prime importance.

We recognise and accept that we have a Pastoral responsibility towards the children within our charge and will endeavour to protect their welfare and preserve their safety. To this end, we have designated Mrs. J. Summerhill to have specific responsibility for Child Protection. Mrs. Summerhill has been identified as Designated Teacher for Child Protection to all members of staff, teaching and non-teaching. In the case of Mrs. Summerhill being absent, Miss. S. Dines, the Deputy Designated Teacher for Child Protection, will assume her responsibilities.

All staff, teaching and non-teaching, and voluntary helpers, are fully aware of the Pastoral responsibilities and are alerted to the possible signs of abuse. They are well informed of the procedures to be followed.

Each member of staff has a copy of the school's Child Protection Policy and receives an update on procedures at the beginning of each school year. Regular visitors, such as students on work experience and SERC placements, are also provided with a copy of the Child Protection Policy and are informed of procedures before commencing their placement. Copies of the Child Protection Policy are available from the school office.

Our policy applies to all staff, governors, volunteers and visitors working in the school.

## Contents of our policy:

1. Definition of child abuse and types of abuse
2. Safe Recruitment Checking Procedures
3. Everyday Safety Procedures
4. Raising Awareness of Child Protection Issues with Children
5. Roles and Responsibilities
6. Procedures for Identifying and Reporting Cases, Suspected Cases, of Abuse
7. Supporting Children at Risk
8. Working with Children - Code of Conduct
9. Related Policies
  - Child Protection/Pastoral Care Record Of Concern
  - Child Protection - Procedure For Reporting Sign

## **1. Definition of Child Abuse and an Outline of Types of Abuse**

(Taken from Area Child Protection Committees' (2005) 'a Short Guide to Regional Policy and Procedures', p8 - 11.

### **What is child abuse?**

A child under the age of 18 who has suffered from:

□ Physical abuse;

□ emotional abuse;

□ sexual abuse;

□ neglect; which the person who had custody, charge or care of the child either caused or knowingly failed to prevent.

**Child abuse** occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings; in a family, in a residential, hospital or institutional setting or in a community setting, by those known to them, or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.

**Physical Abuse** is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

**Emotional Abuse** is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that he is worthless or unloved, inadequate, or valued only insofar as he meets the needs of another person. It may involve causing a child frequently to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse.

**Sexual Abuse** involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect** is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm.

It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

### **Domestic Abuse & Reporting**

If a case of domestic violence is reported to school, school has a legal obligation to pass the information on to social services.

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

### **The Child Protection Referral Procedure**

Where there are concerns about possible abuse and a referral is required, the following procedures will be followed by the Designated Teacher for Child Protection or in her absence by the Deputy Designated Teacher for Child Protection:

#### **STEP 1**

a) In a case where the child is not considered to be at immediate or significant risk but where family support from social services is deemed necessary, the Designated Teacher will make a UNOCINI 'Child In Need' referral to Social Services.

b) In a case where the child is considered to be at immediate or significant risk a Child Protection telephone referral should be made to the local Gateway Team or the PSNI Public Protection Unit by the Designated Teacher for Child Protection or the Deputy Designated Teacher for Child Protection. (A telephone referral should be confirmed in writing using a UNOCINI form within 24 hours).

Under the "Protocol for Joint Investigations" established between the Police and Social Services, where either agency receives a report that a child is at risk, the other is automatically informed.

#### **STEP 2**

A copy of the UNOCINI should be posted to SEELB's designated officer for child protection.

## **Bullying**

The Department of Education defines bullying in its document, 'Pastoral Care in Schools: Child Protection (2001) as, "deliberately hurtful behaviour, repeated over a period of time, where it is difficult for the victim to defend him or herself."

Bullying, including cyber bullying, is a highly distressing and damaging form of abuse and is not tolerated in our school. All staff are vigilant at all times to the possibility of bullying occurring and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline the bully. Parents of both victim and bully will be personally contacted if bullying behaviour is identified. Any complaint by a parent that their child is, or may be, being bullied will be fully investigated and team action will be taken to protect the victim should bullying be identified. A parent/carer making a complaint about bullying will have a response from the school normally within one week of making the complaint. This response will indicate the outcome of any investigation and if it was necessary to take action. (For further information see Anti-bullying Policy)

## **2. Safe Recruitment Checking Procedures**

In Carrowdore Primary School, we have adopted the procedures set out in the DENI Circular 2008/03 regarding the pre-employment checking of persons to work in schools. Prospective employees and volunteers are required to apply for an Enhanced Disclosure Certificate provided by the Access NI organisation. SEELB carry out AccessNI checks on new Governors. Parents of new pupils will be given an opportunity to apply for an Enhanced Disclosure Certificate at the beginning of the school year if they wish to volunteer as a school helper.

## **3. Everyday Safety Procedures**

In Carrowdore Primary School, we endeavour to ensure that children are supervised at all times throughout the school day. Outside doors are locked during the day and access for visitors to the school is through the main door at the reception area. Visitors are required to sign in and out of the school building and are required to wear a visitor's badge.

Parents who wish to collect children during class time for appointments are required to let the child's teacher know, in writing, in advance. Children may be collected from and returned to school via the school office. Parents are required to sign their child in and out at the school office. If written authorisation is not provided by the child's parent/guardian, a child may not be removed from the

premises with any other person, until telephone permission has been given by the child's parent/guardian for the child to leave school.

Children are not permitted to leave the school grounds unaccompanied during the school day e.g. to meet parents at the car park.

Parents are encouraged to communicate with the teaching staff regarding any alternative arrangements for the collection of their child, which may give rise to concern e.g. a child who has attended school but is not attending an afternoon club, a child being collected by an adult not known to the school or in the case of any alternative arrangements for collecting their child. (This is not an exhaustive list).

The Designated teacher or Deputy Designated teacher for Child Protection will respond to queries from Social Services about any given child within 24 hours by making a return telephone call and no sensitive information will be shared.

Sensitive or confidential information will be passed on to the correct agencies using secure contact methods only and if necessary, information will be hand delivered by a member of the Senior Management Team.

#### **4. Raising Awareness of Child Protection Issues With Children**

In Carrowdore Primary School, we endeavour to increase awareness amongst our pupils with regards to Child Protection issues, and to equip children as far as possible with the skills they need to keep themselves safe.

Child protection notices are strategically placed around the school, including one in each classroom. These state who the Designated Teacher and Deputy Designated Teacher for Child Protection are and encourage children to talk to these teachers if they are experiencing problems or are concerned about their own safety and welfare. The Child Protection posters are discussed with the children at least once a term in assembly and in class and the children are reminded that the Designated Teacher, the Deputy Designated Teacher and all members of staff are willing to listen if they are experiencing problems.

In Key Stage Two, children participate in the Helping Hands programme created by Women's Aid at least once in this Key Stage. This programme highlights a variety of dangers and difficult situations children may experience and provides children with strategies for keeping themselves safe. These topics are reinforced through our developing PDMU (Personal Development and Mutual Understanding) programmes. Primary 6 pupils participate in Child Line workshops at the beginning of each academic year and Primary 7 participate in the Bee Safe programme at

Ards Arena annually. We also liaise with other agencies and charities concerned with child protection such as the NSPCC and the PSNI.

## **5. Roles and Responsibilities**

Teachers, classroom assistants and voluntary helpers are familiar with, and follow, the school's child protection procedures for promoting and safeguarding the well-being of children in the school. All concerns should be reported to Mrs. Summerhill (Designated Teacher) or to Miss. Dines (Deputy Designated Teacher) in her absence. Staff members are required to complete a written Record of Concern to record issues about a child that may arise. Teachers are also required to keep a confidential diary recording all relevant information relating to a child, once a concern has been identified. Staff members are required to keep all information about children strictly confidential both within and outside of the school. We endeavour to promote a team approach to monitoring the progress of a child once a concern has been highlighted. Information is discussed in the strictest confidence, between the class teacher, the Principal, the Designated Teacher and the Deputy Designated Teacher on a regular basis. Information is only shared with other members of staff on a 'need to know' basis.

The Designated Teacher is responsible for:

- Co-ordinating action within the school and liaising with Social Care and other agencies over cases of abuse and suspected abuse.
- Acting as a source of advice within the school.
- Ensuring that staff are familiar with the policy and procedures.
- Referral of individual cases of suspected abuse.
- Liaising with agencies about individual cases.
- Organising training on child protection within the school.
- Ensuring child protection notices and information are displayed appropriately in the school.
- Updating the policy on an annual basis.
- Attending case conferences and core group meetings.
- Providing a child protection report to be presented by the Principal at all Board of Governors meetings.
- Liaising with the Deputy Designated Teacher and the Designated Governor.

The Deputy Designated Teacher assists with the above duties and acts as the Designated Teacher, in her absence.

## **6. Procedures for identifying and reporting cases, suspected cases, of abuse**

- a. Report all concerns to Mrs. Summerhill. If Mrs. Summerhill is not available report to Miss. Dines.
- b. Record concerns on Child Protection Record of Concern form.
- c. Child protection issues should only be reported to Mrs. Summerhill or Miss. Dines and not to any other staff member. If other members of staff need to know this information it will be disseminated on a need to know basis only by Mrs. Summerhill or Miss. Dines.
- d. Allegations about a member of the teaching or non-teaching staff should be reported to the Designated Teacher or Deputy Designated Teacher only, who will then inform the SEELB Designated Officer and seek advice. The Chairman of the Board of Governors and Principal are also notified. If an allegation is made about both the Designated Teacher and Deputy Designated Teacher, the member of staff who receives the information should inform the SEELB designated officer and the Chairman of the Board of Governors of the school.

### **If a child directly reports a concern to you:**

- Allow the child to speak without interruption.
- Inform the child that you will have to pass the information on.
- Alleviate feelings of worry, while passing no judgement.
- Record all factual details accurately on a record of concern form, sign and date.
- Report concerns and pass on the record of concern immediately to Mrs. Summerhill or Miss. Dines.
  
- Do not question the child or try to investigate.
- Do not make promises to sort out the problem.
- Do not promise to keep secrets.
- Do not discuss the details with any other member of staff or person outside of the school community.

**If you are made aware of information concerning a child:**

- Record concerns accurately on a record of concern form.
- Report to Mrs. Summerhill or Miss. Dines.

REMEMBER ALL INFORMATION CONCERNING CHILD PROTECTION IS  
CONFIDENTIAL.

## **7. Supporting Children At Risk**

We are aware of our responsibility towards children who are placed on the Child Protection Register and to those who are not placed on the register, but whose circumstances give us cause for concern. We endeavour to provide a caring and stable environment in school for all children and particularly for those who are experiencing difficult times. Staff are informed of their responsibility to monitor these children and to pass relevant information to Mrs. Summerhill regarding their progress.

Information is treated as strictly confidential and is shared on a 'need to know' basis. Regular discussion between the parent and teacher is also encouraged when appropriate. Our PDMU (Personal Development and Mutual Understanding), circle time and Helping Hands and NSPCC programmes help to provide children with coping skills for dealing with negative emotions and difficult situations and children are encouraged to talk to a member of staff if they are facing or experiencing difficulties.

## **8. Working With Children - Code Of Conduct**

### **DO**

- a. Treat every child with respect.
- b. Avoid being alone with a pupil. When a pupil requests a confidential interview, conduct the interview in a room with visual access or with the door open. Ensure another member of staff knows that the interview is taking place.
- c. Avoid unnecessary physical contact with a child.
- d. Remember that someone else may misinterpret your actions no matter how well intentioned. Report any incidents immediately if you feel this may be the case.
- e. Always ensure that your attitude, demeanour and the language you use are appropriate to the level of maturity of the children.

### **DON'T**

- Permit rough or abusive behaviour.
- Have any inappropriate physical or verbal contact with young people.
- Jump to conclusions without checking facts.
- Show favouritism to any individual pupil.
- Choose teaching materials which could be misinterpreted.
- Report inaccurately any information that has been reported to you.
- Fail to report an incident, however small, which caused you concern.
- Use computer programmes, DVDs, websites etc. without thoroughly checking their suitability for classroom use.
- Exchange personal data with children such as an e-mail address, home address or phone/mobile phone number.
- Photograph or film children without checking data capture forms for parental permission.
- Photograph children on a mobile phone or personal camera.
- Post images or information about pupils on social media sites.
- Use a mobile phone in a classroom with children present except in an emergency.

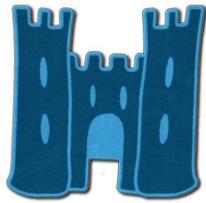
**Related Policies:**

Anti-bullying Policy

Social Media Policy

Positive Behaviour and Discipline Policy

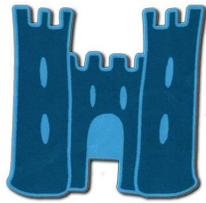
Intimate Care Policy



**CARROWDORE PRIMARY SCHOOL**

**Child Protection/Pastoral Care Record of Concern**

Name of Child	D.O.B.	Class
Child's Address		
Date:	Venue:	Time:
Those present:		
Nature of concern:		
Action taken:		
Follow-up		
Signed _____ Date _____		
Received by _____ Date _____		



## CARROWDORE PRIMARY SCHOOL

Principal: Dr H Brown EdD, MEd, BEd, LTCL

# Child Protection - Procedure for Reporting

*This is the procedure if a child makes a disclosure to a teacher or member of staff or there is a concern which we have in school about a child.*

### Procedure for reporting if a disclosure has been made or if a teacher has concerns.

The staff of Carrowdore Primary School inform the designated teacher Mrs Summerhill immediately (or Miss Dines if Mrs Summerhill is absent) using a Record of Concern Reporting Form.

The Safeguarding Team (Mrs Summerhill and/or Miss Dines) will plan a course of action. A written record is kept.

Designated teacher Mrs Summerhill (or if she is absent, Miss Dines) makes referral to:

1. Social Services
2. SEELB Designated Officer
3. If necessary – PSNI

A full copy of the School's Child Protection Policy is available on request from the school office.

**E-mail:** [info@carrowdoreps.newtownards.ni.sch.uk](mailto:info@carrowdoreps.newtownards.ni.sch.uk) **Tel:** (028) 9186 2791