

Child Protection Policy

CHILD PROTECTION POLICY

1. Introduction & Ethos

We in Carniny Primary School have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our pastoral care policy, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our young people can learn and develop to their full potential. One way in which we seek to protect our pupils is by helping them to learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.

All our staff and unsupervised volunteers have been subject to appropriate background checks following completion of a criminal record check. The staff in our school has also adopted a Code of Behaviour towards pupils. This Code is set out in our Discipline Policy.

The purpose of the following procedures on Child Protection is to protect our pupils by ensuring that all who work in our schools- teachers, non-teaching staff and volunteers - have clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration. The problem of child abuse will not be ignored by anyone who works in our school, and we know that some forms of child abuse are also a criminal offence.

Our Policy is based on the United Nations Convention on the Rights of the Child and The Child (NI) Order 1995

2. Definitions, Signs & Symptoms

What is child abuse?

We use the following definitions:

Neglect - the persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Symptoms of Neglect

- unkempt appearance
- Poor hygiene
- Underfed, always hungry
- Left to get out to school while a parent is working
- Always going home to an empty house
- Inadequate supervision

Physical – physical injury to a child, whether deliberately inflicted or knowingly not prevented.

Symptoms of Physical Abuse

- Bruising from different events (recent /older) on back, buttocks, upper arms, around ears
- Bruising of different shapes
- Lacerations, burn marks
- Bite marks
- Untreated injuries

Sexual – the sexual exploitation of a child or young person for an adult's or another person's own gratification. The involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand to which they are unable to give informed consent or that violate normal family roles.

Symptoms of Sexual Abuse

- Inappropriate sexually explicit language/ behaviour
- Inappropriate flirtatious/ seductive behaviour
- Low self-esteem
- Disruptive behaviour
- Tantrums
- School absenteeism
- Unexplained pregnancy

Emotional – persistent or significant emotional ill treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.

Symptoms of Emotional Abuse

- Withdrawn, uncommunicative
- Poor peer relationships
- Bed wetting / soiling
- Clinging, attention seeking behaviour
- Disruptive behaviour
- Bullying, threatening behaviour
- Reluctance for parent liaison

Grave Concern

While strictly speaking not a form of abuse but a category of registration of abuse, this term covers children whose situations do not currently fit any of the four previous categories but where social and medical assessments indicate that they are at a significant risk of above. These could include situations where another child in the household has been harmed or the household contains a known abuser.

3. Who Is DT (Designated Teacher) & DDT (Deputy Designated Teacher)

The designated teacher for child protection is **Mrs V Wylie**. In her absence, **Mr D Calwell** will assume responsibility for child protection matters, with **Mr R Ross** still having overall responsibility.

4. Vetting Procedures

All members of staff are to have an Unsupervised Enhanced Disclosure (Access NI) clearance.

There may be two types of volunteers working in school:

Unsupervised: Volunteers who will be unsupervised within schools and in regulated activity **must** have a criminal record check completed before commencing their role.

Supervised: If the volunteer is supervised, then they are not regarded as working in regulated activity and therefore the school is not required to obtain a criminal record check (the Principal can still apply for a criminal check to be carried out, if they are concerned that adequate supervision cannot be consistently maintained).

At the beginning of each school year, parents (volunteering in school) will be invited to complete an online Access NI application. To enable the applicant to complete the online application, the school secretary will provide them with Pin Notification and Application Instructions sheet. The applicant must then complete the online application by following the instructions on the form. Where applicants are unable to complete the online application form themselves, the EA would recommend that Schools' Department provide adequate resources and assistance to the applicant. Once the applicant has registered with Access NI and completed their online application, they will be issued with a 10 digit Access NI number. The number is unique to the applicant and must be entered onto the Identification Form. The Principal/Department completes the Identification Form and e-mails this directly to the relevant counter signatory at the Education Authority, North Eastern Region. Once the counter signatories receive both the online application and Identification Form these will be processed and submitted directly to Access NI.

5. Record Keeping

Recording of Child Protection Information:

Any member of staff who has a concern about the welfare or safety of a young person should complete a **Note of Concern (see Appendix 4)**. Notes must be made as soon as possible after the incident to ensure an expedient response.

The staff member should report the concern to the Designated Teacher at an early stage, immediately if the concern is of a serious nature. The Note of Concern and any further details discussed or action taken should be placed on the pupil's Child Protection File and should be signed and dated by both parties to confirm the information is accurate.

Care must be taken in asking and interpreting the child's responses to questions about indication of abuse. Staff should be aware that the way in which they talk to a child could have an effect on the evidence, which may be put forward if there are subsequent criminal proceedings (See **Guidelines for Questioning** below)

Referral/UNOCINI:

Where there are concerns that a child has suffered, or is likely to suffer significant harm or may be at risk, the school is duty bound to make a referral. The DT, DDT and Principal will decide whether a referral is required. Clarification or advice may be sought from EA, Gateway Team, Social Services, NSPCC or PSNI before a referral is made. Referrals will be made based on the fullest consideration and appropriate advice that the safety of the child is our first priority,

The 'Understanding the Needs of Children in Northern Ireland' (UNOCINI) is a framework to support professionals in assessment and planning to better meet the needs of children and their family.

The UNOCINI referral form should be completed (by Designated Teacher) whenever staff wish to refer a child or young person to children's social services for support, safeguarding or a fuller assessment of a child's needs.

Where a child is considered to be suffering, or at risk of suffering, significant harm, then an **urgent** referral to children's social services through the local Gateway Service must be made. When making an urgent referral by telephone, the Duty Social Worker will advise the DT/DDT to complete a UNOCINI within 24 hours.

The Referral Gateway Team will decide threshold of intervention/ level of need which will determine the most appropriate service, which may include:

- a. Transfer to one of the 3 Locality Gateway teams for Initial Assessment.
- b. Signposting to other relevant service providers or
- c. Closure following advice and guidance.

The Principal may seek clarification or advice and consult with the Board's Designated Officer or the Referral Gateway Team before a referral is made.

Non-urgent referrals e.g. Child in Need/ family support referrals should be made in writing using the UNOCINI referral form.

Consent of the parent/carers and/or the young person (if they are competent to give this) must normally be given prior to a referral. An exception can be made when you consider that a child is in need of safeguarding and to try and gain consent may increase the risk to a child or young person. Issues of consent (including when consent is not forthcoming) must always be clearly recorded.

The safety of the child is our first priority.

It should be noted that information given to members of staff about possible child abuse cannot be held 'in confidence'. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be told.

Where there are concerns about possible abuse, the Principal will inform:

- (Education and Library Board's) Designated Officer for Child Protection
- Referral Gateway Team
- PSNI

(See Appendix 2 for contact numbers)

Guidelines For Questioning

- Never ask leading questions, as this can later be interpreted as putting ideas into the child's mind.
- Do not ask questions that would encourage the child to change his or her version of events in any way or which would impose your own assumptions e.g. "Tell me what happened?" as opposed to "Did they do X to you?"
- Listen to the child. Do not interrupt if he or she is freely recalling significant events. Make a note of the discussion to pass on to the designated teacher. The note should record time, date, place and people who were present and what was said. Signs of physical injury observed should be described in detail or sketched. Under no circumstances should a child's clothing be removed.
- Any comment by the child, or subsequently by a parent or other adult, about how an injury occurred should be written down as soon as possible afterwards, preferably quoting words actually used.
Do not give the child undertakings of confidentiality but reassure the child that information will only be disclosed to those professionals who need to know.
- Notes of the discussion may need to be used in any subsequent court proceedings.
- Be sensitive to what a child says, treat it seriously and value what they say.

While discreet preliminary clarification from the child, parent or other carer will often help to confirm or allay concerns; **it is not the responsibility of teachers to carry out investigations, or to make extensive enquiries of members of the child's family or other carers.**

5. Child Protection File

There is a confidential (locked filing cabinet) record keeping file maintained in the school's office. This file will only be accessed by the Principal DT & DDT. The key to the cabinet is kept securely by the Principal. The DT should store each Note of Concern and copy UNOCINI documents in the child's Child Protection File and supplement it with all other records created and acquired as the management of the concern progresses. Any significant event or change which has an impact on the child's welfare must be included in the Child Protection File (e.g. change of carer/address, changes in family composition etc) An electronic folder/file of CP matters will be held in 'Private 3' folder (only Principal DT & DDT have access to this folder).

A log book to record **all** significant issues will be kept in the locked record keeping file. This should be updated by the Principal, DT or DDT as necessary.

When a pupil leaves the school or child protection concerns cease to be current or on-going, and records cease to be of active use other than for reference purposes, the child's individual Child Protection File should be closed. The DT (with guidance from the School's Disposal of Records Schedule), should review the file and mark the front cover of the file indicating the date on which the file can be destroyed (30 years from the pupil's date of birth).

If new concerns arise, a new file can be opened and cross-referenced with the previous record.

Complaint against a member of staff (see Appendix 1)

If a complaint about possible child abuse is made against a member of staff, the Principal and the Chair of the Board of Governors (**Dr S Russell**) must be informed immediately. Advice and support will be sought from EA's designated officers and any other appropriate agencies.

Where the matter is referred to Social Services, the member of staff will be removed from duties involving direct contact with pupils and may be suspended from duty as a precautionary measure pending investigation by Social Services.

If the Principal is the subject of the concern, the DDT and the Chairperson of the Board of Governors must be informed and together they will ensure that the necessary action is taken.

Where a complaint is made about possible abuse by a member of staff of the school, all allegations must be recorded in the Record of Child Abuse Complaints book (stored in a locked cabinet in school office). These records should be signed and dated by the Principal and Chair of the Board of Governors.

If, after investigation, the member of staff concerned is totally exonerated, the record will be deleted from the staff file and the record of child abuse complaints struck through with an explanation and the record on the child's file noted with the outcome and kept until child's D.O.B + 30 years.

Unless the member of staff concerned is totally exonerated, the record should be retained **indefinitely**.

6. Code of Conduct (see Appendix 3)

All staff working with children should be aware of and follow the Code of Conduct.

7. Bullying

Bullying is a highly distressing and damaging form of abuse and is not tolerated in 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 to reassure the victim. Following investigation a range of sanctions can be applied to the bully. When appropriate, parents of both victim and bully will be personally contacted (Ref. DENI 99/10).

Efforts should be employed for the rehabilitation / behavioural correction of the bully.

Procedures for reporting suspected (or disclosed) bullying.

Any complaint by a parent that their child is, or may be, being bullied will be fully investigated and recorded by the Principal / Vice-Principal / DT / DDT or with the child's Policy Dated January 2017

teacher, and team action will be taken to protect the victim. This will usually include ensuring that another child or small group of children befriends and supports the child being bullied during the day. A parent making a complaint about bullying will have a personal response from the principal within an agreed time of making the complaint, indicating the investigation which has been carried out and the action being taken.

The sanctions taken against a pupil who bullies will depend on the seriousness of the case, but will include the loss of any privileges or position of responsibility he/she holds in the school. His/her behaviour will be carefully monitored until the problem has stopped.

8. Training

All staff employed by the school must receive CP training. This should be organised on an annual basis. Once trained 'update' training can take place every 2 years although it is advisable to avail of the training annually. If there are significant policy changes staff should be made aware of these changes. Board of Governor training is not the responsibility of the school. At least one member of the BOG should be trained by CASS

The DT is responsible for Staff Training in Child Protection matters

9. Related Issues

Reasonable Force

Refer to Reasonable Force Policy.

Use of Mobiles Phones/Communication Devices in School

It is our policy that pupils may bring a mobile phone/communication device to school, however they must be turned off during school hours.

Searching Pupils' Property

It is our policy that teachers cannot personally search any pupils' private property. If it is necessary for whatever reason to search any pupils' property we can suggest that the pupil empty the contents of their schoolbag/pockets. This might have to be done in the presence of a witness (either another teacher or child's parent).

Intimate Care

All teachers involved with assisting in changing a pupil must complete an Intimate Care form on display in the medical room and disabled toilet.

Photography

At the beginning of each school year a consent form is completed by all parents giving permission for their children to be photographed for school displays and for local media purposes.

Notice Boards

Child protection Notice Boards shall be displayed throughout the school giving general advice, phone numbers etc. Photographs of the Principal DT & DDT shall be displayed.

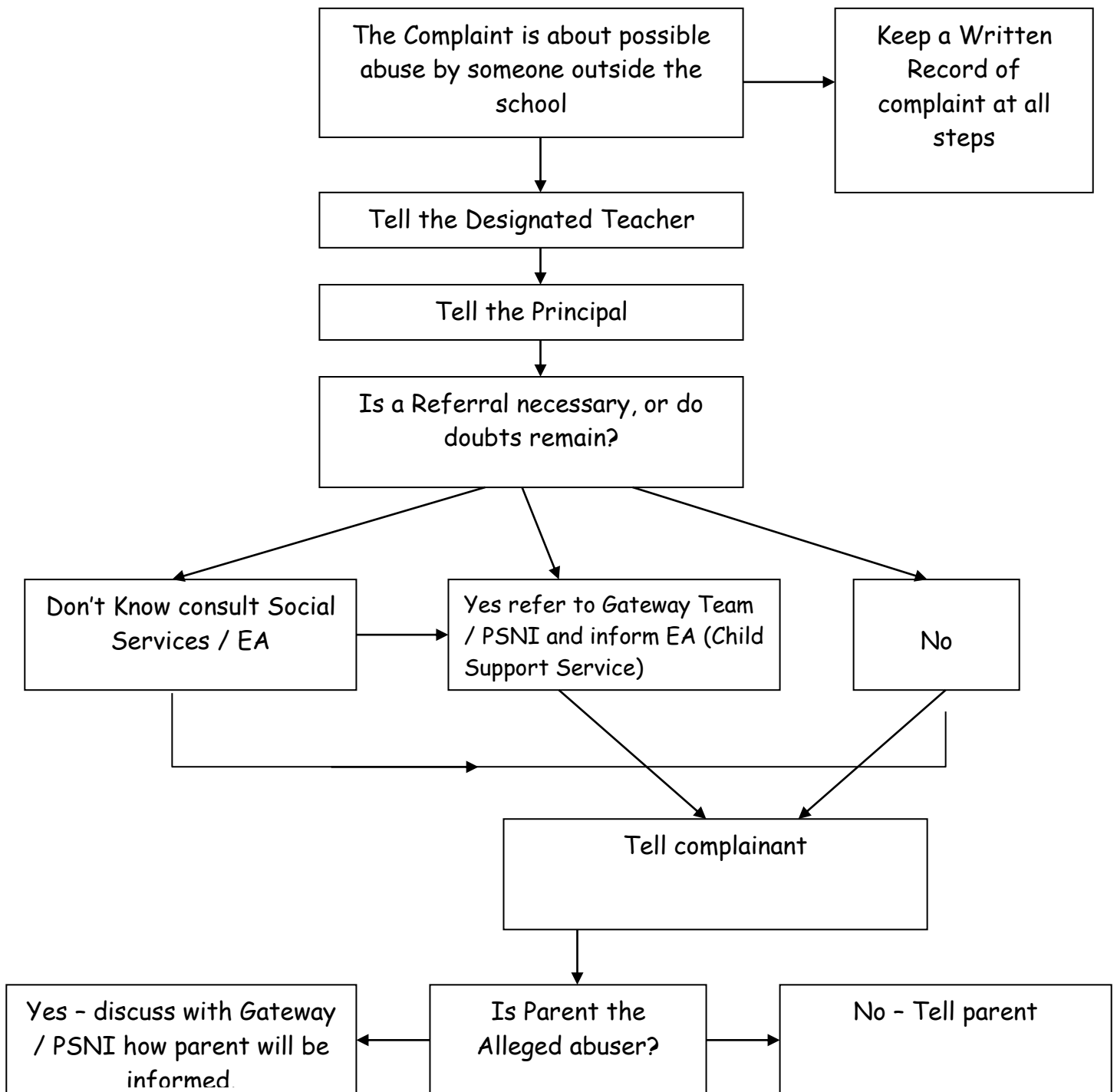
Internet Safety (refer to E-safety policy)

Carniny Primary School pupils are allowed access to the internet using C2K filtered internet service. Parents and pupils are asked to sign the Use of Computer/iPad Code of Practice Agreement.

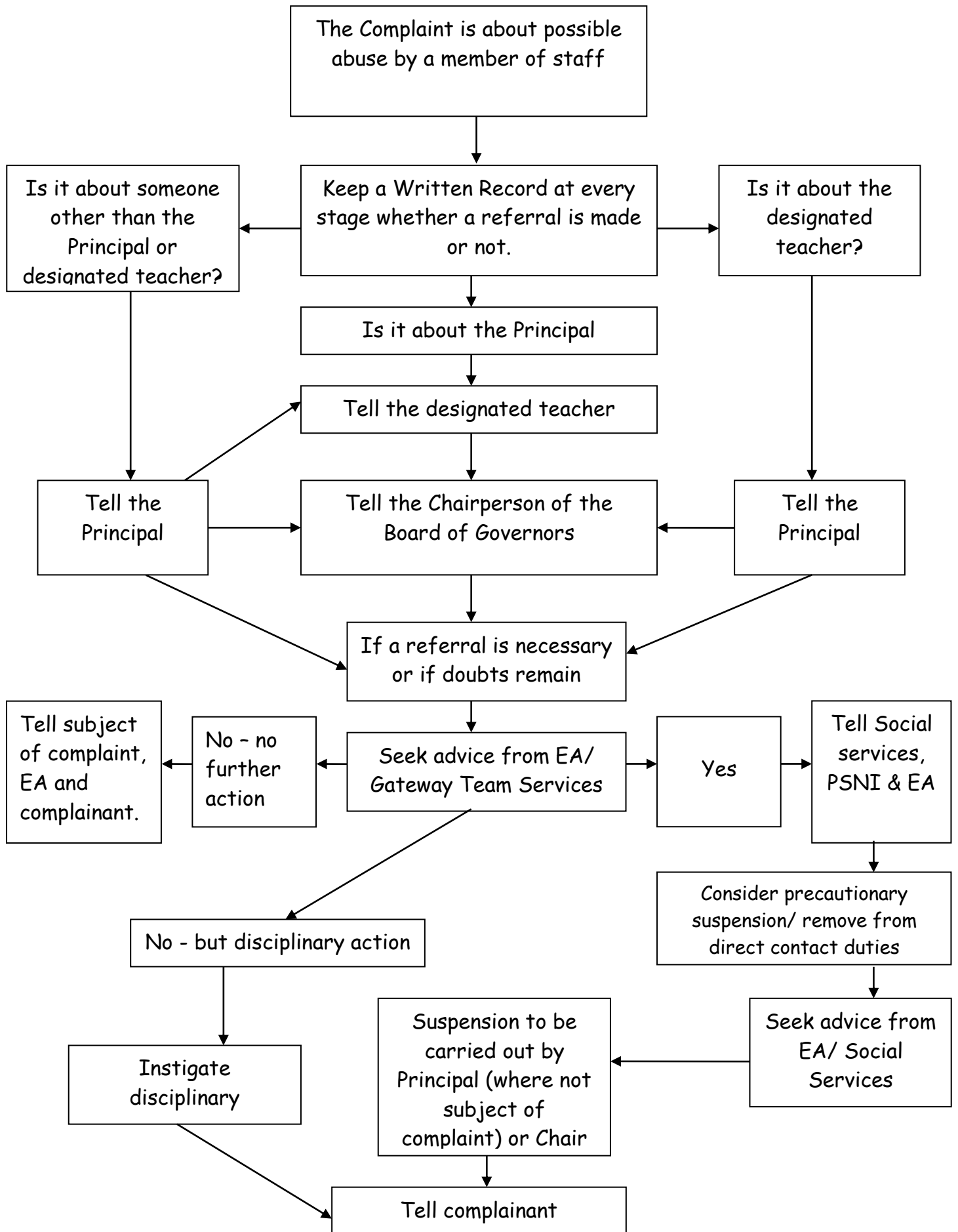
10. Policy Review (see Appendix 5)

This policy will be reviewed and updated annually and in the light of new advice from DENI or NEELB. The policy will be shared with parents every 2 years. A summary will be issued to all parents annually. The policy will be accessible from the school website.

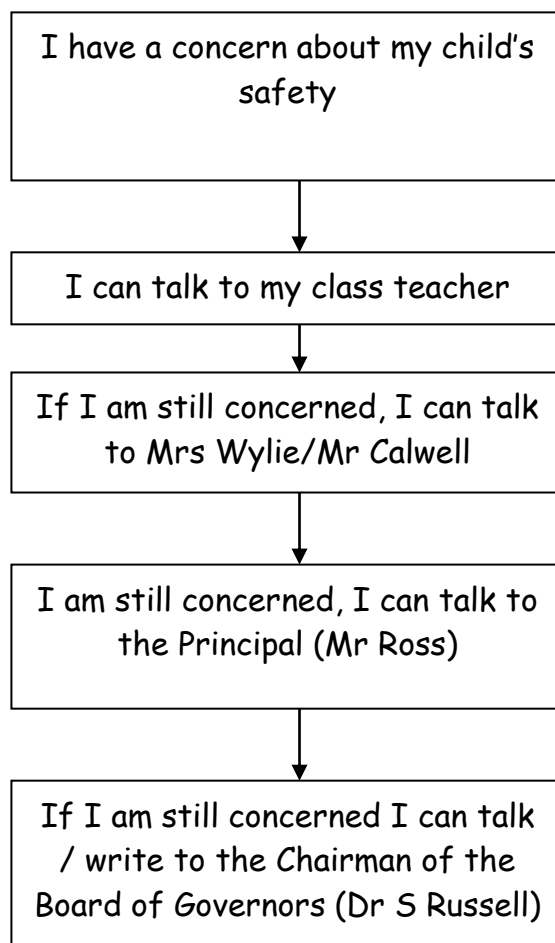
Procedure where the school has concern, or has been given information about possible abuse by someone other than a member of school staff.



Procedure where complaint has been made about possible abuse by a member of the school's staff.



How a parent can make a complaint



At any time I can talk to:
Referral Gateway Team 0300 1234 333.
PSNI 028 25653355
Childline (Tel: 0800 1111)
Or NSPCC (Tel: 028 90351135)

CONTACTS

Name	Address	Telephone Number
Referral Gateway Team	NHSCT Referral Gateway Team Oriel House 2-8 Castle St, Antrim. BT414JE	0300 1234 333 email SPOE.Referrals@northerntrust.hscni.net
PSNI	Galgorm Road Ballymena	028 25653355
ESA North Eastern Acting Head of CPSSS	Elaine Craig 028 2566 2563	Elaine.Craig@eani.org.uk
ESA Designated Officers for Child Protection for North Eastern area	Paula McCreesh Margaret Brady Colleen Ellison Michael Kelly 028 9448 2223	
National Society For the Prevention of Cruelty to Children (NSPCC)		0808 800 5000 028 90351135
Childline		0800 1111

REFERENCES

DENI Pastoral Care in Schools: Child Protection 1999/10 Circular and Guidance

Children (NI) Order 1995 - An Introductory Guide for Schools 1996

ESA Child Protection Procedures

Educational Trips - A Good Practice Guide

Promoting Positive Behaviour - June 2001

United Nations Convention on the Rights of the Child

Code of Conduct Carniny Primary School

A Code of Conduct for Employees within the Education Sector whose work brings them into contact with children/young people

Introduction

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the children and young people in their charge must be above reproach. This Code of Conduct is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff within the education sector. It is intended to assist staff in respect of the complex issue of child abuse, by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct.

Code of Conduct

1. Private meetings with pupils

- a. Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open.
- b. Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.
- c. Where possible another pupil or (preferably) another adult should be present or nearby during the interview, and the school should take active measures to facilitate this.

2. Physical Contact with Pupils

- a. As a general principle, staff members are advised not to make unnecessary physical contact with their pupils.
- b. It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
- c. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. (DENI Circular 1999/9, on the use of reasonable force, gives guidance on Article 4 of the Education (Northern Ireland) Order 1998 (*Power of member of staff to restrain pupils*).

- d. **Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.**
- e. Schools should, in particular circumstances, such as use of certain areas like the photographic darkroom, draw up their own guidelines for these circumstances.
- f. Staff who have to administer first-aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. *However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.*
- g. Any physical contact, which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
- h. Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to his/her line manager.
- i. Staff should be particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

3. Choice and Use of Teaching Materials

- a. Teachers should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for the choice.
- b. When using teaching materials of a sensitive nature a teacher should be aware of the danger that their application, either by pupils or by the teacher, might after the event be criticised. Schools have already received advice on the value of consulting parents and Governors when proposing to use materials such as the AIDS education for schools and in connection with sex education programmes.
- c. If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the principal before using it.

4. Relationships and Attitudes

Within the Pastoral Care Policies of the school and the employing authority, staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls.

Conclusion

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff inter-relate with children and young people, or where opportunities for their conduct to be misconstrued might occur.

In all circumstances, employees' professional judgement will be exercised and for the vast majority of employees this Code of Conduct will serve only to confirm what has always been their practice. If employees have any doubts about points in this booklet, or how they should act in particular circumstances, they should consult their line manager or a representative of their professional association.

From time to time, however, it is prudent for all staff to re-appraise their teaching styles, relationships with children/young people and their manner and approach to individual children/young people, to ensure that they give no grounds for doubt about their intentions, in the minds of colleagues, of children/young people or of their parents/guardians.



Carniny Primary School Note of Concern

Name of Child:	Year Group:
Date, time of incident/disclosure:	
Circumstances of incident/disclosure:	
Nature and description of concern:	
Parties involved, including any witnesses to an event and what was said or done and by whom:	
Action taken at the time:	
Details of any advice sought, from whom and when:	
Any further action taken:	
Written report passed to Designated Teacher: Yes: <input type="checkbox"/> No: <input type="checkbox"/> If 'No' state reason:	
Date and time of report to the Designated Teacher:	
Written note from staff member placed on pupil's Child Protection file: Yes: <input type="checkbox"/> No: <input type="checkbox"/> If 'No' state reason:	

Name of staff member making report: _____
Signature of staff member: _____ Date: _____
Signature of Designated Teacher: _____ Date: _____

CARNINY PRIMARY SCHOOL

COMPLAINT AGAINST A MEMBER OF STAFF

Nature of complaint	Made By
Name of Member of Staff	Witness(es)
Evidence	
Outline of Concern	
Action Taken	
Complainant	Signature
Staff Member	
Designated Teacher	
Principal	

CARNINY PRIMARY SCHOOL

STATEMENT OF CONFIDENTIALITY

- If you have something important to talk to staff about
- If you are worried about something that is happening to you, or to someone you know
- If you need help, or if you need to know how to get help

the staff are here to listen and to help - they will try to do what they can

- If you are worried about telling things in confidence

tell the staff - they will understand. If they are concerned about your safety, they may need to share this with others, but they will always tell you first.

- If you are still unsure about talking to a member of staff, you can telephone

Childline on 0800-1111

NSPCC on 0800-800500

These calls are free, and they will not show up on your phone bill.

They will help you work out what to do next.

Web site addresses:

www.kidscape.org.uk

www.childline.org.uk

www.bullying.co.uk

Child Protection Policy 2017/2018

I _____ (print name) have read the Child Protection Policy and understand the appropriate procedures.

_____ (signed) _____ (date)

Please return to designated teacher