

Child Protection and Safeguarding

As part of our Child Protection Policy we ask all parents/guardians to make themselves aware of all related school policies including:

Child Protection Policy
Pastoral Care Policy
Health and Safety Policy
Intimate Care Policy
RSE Policy
First Aid Policy
Positive Behaviour Policy
Reasonable Force Policy
Anti-Bullying Policy
Medication Policy
E Safety Policy
Volunteers Policy
Complaints Procedure
Educational Visits

These policies are available from the school office or on the school website.

Please complete and return to your child's teacher, the attached pro-forma booklet confirming you are aware of the above policies.

Please also note the following safeguarding policies/arrangements:

1. Photographs in School

In compliance with General Data Protection Regulation 2018 (GDPR) and Child Protection the following details our position regarding the use of photographs in school.

Occasionally photographs/moving images of pupils are taken by pupils, staff or appropriate external agencies eg Newspapers/Charity Organisations/Photographers.

All photographs/moving images taken may be used by pupils, school staff and external agencies for example in pupils' presentations, newspaper reports, school publications and our school website.

Photographs of pupils are stored in the school's computer system or school website and are removed within seven years of them leaving school.

Some photographs/moving images may remain displayed for longer periods of time after a child leaves school for historic and marketing purposes (eg whole school photograph, year group or Sports Team photographs, Music Photographs) but you will always have a right to ask for them to be destroyed/removed. Photographs will be without student names in order to protect the individual's rights

4. End of School Arrangements

Parents/childminders collecting pupils from P1 and P2 classes should wait outside the main front entrance at 2pm (Mon-Thurs) and 1.45pm on Fridays. Teachers/Classroom Assistants will bring all pupils to the main entrance for collection.

The school day for Primary 3 children will finish at 3pm on Mondays and Tuesdays, 2pm on Wednesdays and Thursdays and 1.45pm on Fridays. Children in Primary 3 should be collected outside the school building at the junior end of the school.

It is school policy that all children from P1-P3 will be released from school only if accompanied by an adult. P1 and 2 children will be collected at the front door and P3 children at the rear door closest to their classroom. Parents collecting children at both doors should first of all collect their P1 or P2 child and then proceed to the rear of the school to collect their P3 child.

The school day for all P4-7 children will finish at 3pm (Monday-Thursday) and 2pm on Friday. Children in P4-7 will be accompanied by their teacher to the front gates from where they can be collected by their parents/childminders or walk home. The duty teacher will bring back to school any child not collected by 3.10pm. They can be collected from the school office after this time.

On a parent's request children may exit the school premises unaccompanied through the rear pedestrian gate. It is expected parents will collect them at the school gate or give permission for them to walk or cycle home.

Please provide the school with details of at least three nominated people who may collect your child from the school.

If a different individual from these named people will be collecting your child the school should be contacted prior to the pick-up. Any permanent changes to collection routine should be made in writing to your child's teacher.

It is the responsibility of all parents to instruct your child, regardless of age, to remain with the duty teacher. The duty teacher will bring them back to the school office from where they may be collected.

All parents must inform their child's teacher of the end of day collection arrangements by completing the attached pro forma.



Child Protection Policy (Summary)



Child abuse occurs in families from all social classes and cultures as well as in agencies and organisations. Abusers come from all walks of life and all occupations and professions. All staff in our school are recruited following Department of Education and Education Authority procedures - this includes a criminal record check. The same check is carried out on students on placement from Training Organisations and Institutes of Further and Higher Education.

As Principal, I have a duty to inform Social Services where a concern exists about the likelihood of a child being abused.

Although the upbringing of a child is primarily the responsibility of his / her parents, children may be abused by a parent, a brother / sister, step brother / sister, other relatives, a carer, an acquaintance or a stranger. Abuse may take a number of forms including:-

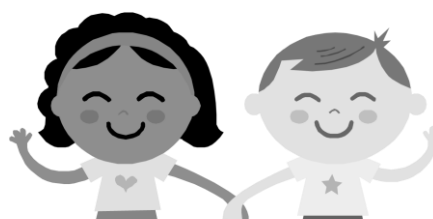
- **Neglect:** the actual or likely persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.
- **Physical Abuse:** actual or likely perpetrated physical injury to a child, or failure to prevent physical injury (or suffering) to a child.
- **Sexual Abuse:** actual or likely sexual exploitation of a child or adolescent.
- **Emotional Abuse:** actual or likely persistent or severe emotional ill-treatment or rejection resulting in severe adverse effects on the emotional and behavioural development of a child.



It is very important that the Principal is **informed** if your child's name has been placed on the Social Services Register of 'Children at Risk'. It is also important that the Principal is **informed in writing** if any member of your child's family does not have permission to collect your child.

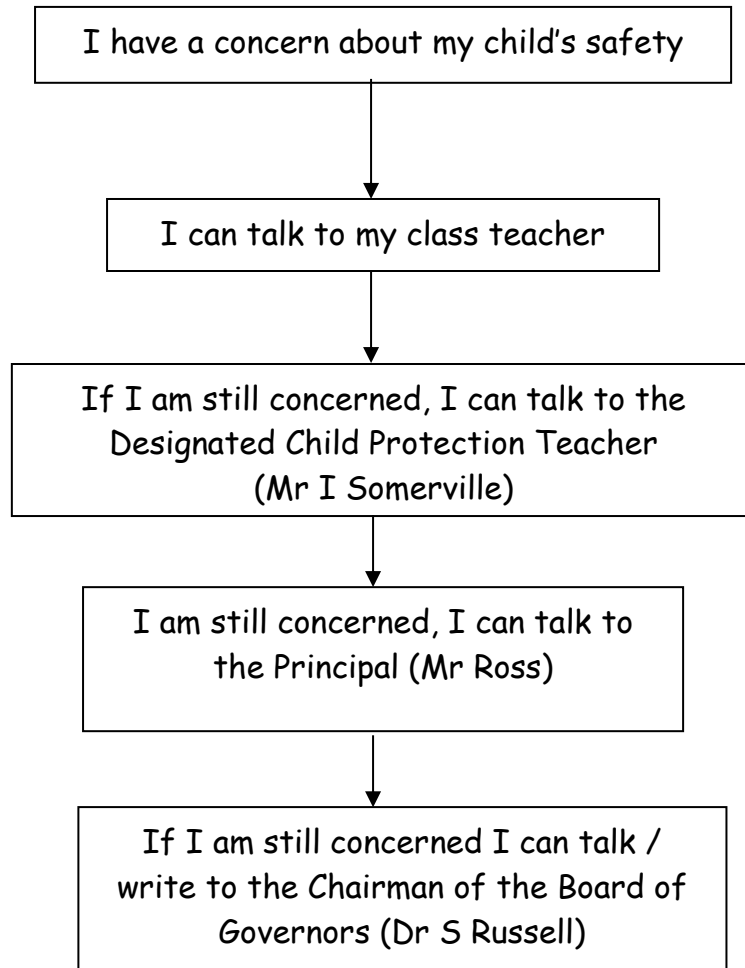
Parents should be prepared to give details of arrangements in the event of a recent separation or divorce, outlining those who have parental responsibility / access to the child.

Please remember that any such information given, will be treated in a strictly confidential manner and shared with other members of staff only on a "need to know" basis.



How a parent can make a complaint

If there are concerns about a child's safety at the school, parents are invited to take the following course of action:



Child Protection

Policy Awareness and Consent Forms 2018/2019

Name of Child: _____

Class: _____

1. Child Protection Policy

I am aware of the school's Child Protection Policy

Signed _____ (Parent/Guardian)

2 Intimate Care Policy

I am aware of the school's Intimate Care Policy.

Should it be necessary, I give permission for

_____ to receive Intimate care (e.g. Help with changing or following toileting).

I understand that staff will endeavour to encourage my child to be independent.

I understand that I will be informed discretely should the occasion arise.

Signed: _____ (Parent/Guardian)

3.Procedure for Dealing with Accidents/First Aid

I am aware of the school's procedure for dealing with accidents detailed in the school's First Aid Policy.

I give the school permission to administer First Aid (including the use of an antiseptic wipe / plaster for minor cuts etc).

Signed _____ (Parent/Guardian)

4.Images in School

I am aware of the school's policy for taking & displaying photographs/moving images.

I give the school permission to photograph and/or take moving images of my child for the purposes detailed above.

Signed _____ (Parent/Guardian)

5. Collection/End of School Day Arrangements (P1-3)

I am aware of the arrangements for the end of the school day.

My child :

Will be collected by parent/childminder at the front (P1/2) or rear door (P3)

My child will be accompanied to the rear gate at 2pm for collection by parent

Please tick as appropriate

Name and telephone number of parent/childminder collecting my child:

Name of Parent/ Childminder	Telephone Number

Signed _____ (Parent/Guardian)

6. Collection/End of School Day Arrangements (P4-7)

I am aware of the arrangements for the end of the school day.

My child :

Please tick appropriately

Will walk /cycle (Delete as appropriate) home unaccompanied ()

Will walk unaccompanied to the rear school gate and be collected by parent/childminder ()

Will walk with class to the front gate and be collected by parents/child minders ()

Name and telephone number of parent/childminder collecting my child:

Name of Parent/ Childminder	Telephone Number

Signed _____ (Parent/Guardian)

7 Other Relevant Child Protection/Safeguarding Policies

I am aware of the following additional policies relating to Safeguarding and Child Protection:

Pastoral Care

Health and Safety

Positive Behaviour

Ant Bullying

Reasonable Force

RSE

Medication Policy

E Safety

Educational Visits

Volunteers

Complaints Procedure

Signed _____ (Parent/Guardian)



Rules for Responsible Computer / iPad / Internet Use

The school has computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others. Breaking any of these rules will result in an appropriate sanction being applied.

- I will access the system with my username and password, which I will keep secret;
- I will not access other people's files;
- I will not access unsuitable material;
- I will only use the computers for school work and homework;
- I will not bring in removable media (i.e. data keys) from outside school unless I have been given permission;
- I will ask permission from a member of staff before using the Internet;
- I will never access social media sites within school.
- I will never access the App store to download or update apps onto the school iPads.
- I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Rules for Responsible Computer / iPad / Internet Use

I am aware of the Rules for Responsible Internet Use

Signed by child

Signed by parent/guardian

Date

School Milk

Name of Child: _____ Class: _____

I wish / do not wish (delete as appropriate) my child to have school milk this term.

I enclose £42.75 I have paid using +Pay

Signed _____ (Parent/Guardian)

School Calendar 2018 - 2019 (Provisional - Subject to Change)

Autumn Term Begins	Tuesday 28 th August
Collective Parent Meetings(P1-P7)	Wednesday 29 th Aug - Wed 12 th September
P1 Commence School (Short Sessions)	Thursday 30 th August
Primary 1 attend 8.45am -12 noon	Monday 3 rd September - Wednesday 12 th September
Swimming Starts P6	Tuesday 11 th September
Playsport	Thursday 13 th September
P1 Pupils Full Day	Thursday 13 th September
Walk to School Week	Monday 17 th - Friday 21 st September
Good News Club	Tuesday 25 th September
Parents Meetings	Tuesday 9 th October (3-4pm)
Parents Meetings	Wed 10 th & Thurs 11 th October (1- 4.30pm)
Half Term	Monday 29 th October- Friday 2 nd November
Children in Need Fair	Friday 9 th November
AQE 1	Saturday 10 th November
GL Transfer	Saturday 17 th November
AQE 2	Saturday 24 th November
AQE 3	Saturday 1 st December
Open Night	Monday 3 rd December
P7 Trip to Grand Opera House	Tuesday 4 th December
Christmas Event/Dinner	Friday 7 December
P6 Grandparents ' Day	Tuesday 11 th December
Radio Cracker	Wednesday 12 th December
P1- 7 Christmas Event	Tuesday 18 th December - Wellington Church
Cinema Trip (P1-P7)	Thursday 20 th December
Last Day of Term	Friday 21 st December
Spring Term Begins	Wednesday 2 nd January
Exceptional Closure	Wednesday 2 nd January
Exceptional Closure	Thursday 3 rd January
Exceptional Closure	Friday 4 th January
Playsport NI	Thursday 10 th January
Term Begins for Children	Monday 7 th January 2019
Swimming Starts-P7	Tuesday 8 th January
Transfer Results	Saturday 26 th January
P7 transfer forms to be completed	Monday 4 th February 2019
Parent Interviews (P1-6)	Tuesday 5 th Feb (3-4pm) Wednesday 6 th Feb & Thursday 7 th Feb
Half Term	Monday 18 th February - Friday 22 nd Feb
Book Fair	Thursday 28 th & Friday 1 st March
World Book Day / Literacy Day	Thursday 7 th March
P7 Production	Wednesday 20 th March
Red Nose Day	Friday 22 nd March
Last Day of Term	Friday 12 th April
Summer Term Begins	Monday 29 th April
Exceptional Closure	Monday 29 th April
Swimming Starts - P5	Tuesday 30 th April
May Day Holiday	Monday 6 th May
P7 Trip	Tuesday 7 th May - Friday 10 th May
Transfer Meeting for P6 Parents	Thursday 16 th May
Playsport NI	Thursday 16 th May
Sports Day	Friday 17 th May
Walk to School Week	Monday 20 th May - Friday 25 th May
Exceptional Closure	Monday 20 th May
Whitsun Holiday	Monday 27 th May
P6 Trip	Thursday 30 th May - Friday 31 st May
P1 Induction Day	Friday 31 st May
Alternative Day for Sports Day	Wednesday 5 th June
Sponsored Event	Friday 7 th June
Pupil Annual Report issued	Monday 17 th June
P4-7 Prize Giving	Tuesday 18 th June
P1-3 Prize Giving	Thursday 20 th June
Winning House Points Reward	Thursday 20 th June
P7 Leavers' Night	Monday 24 th June
Pupils Visit New Classes	Thursday 27 th June
Last Day of Term	Friday 28 th June



Carniny Primary School

Attendance Policy

Carniny Primary School recognises that punctual and regular attendance is an essential prerequisite to effective learning and is therefore committed to maintaining high levels of attendance and punctuality. To this end we in Carniny actively promote a teaching and learning ethos which encourages all pupils to attend whatever their level of ability or need.

Children are expected to attend school for 190 school days each year. Attendance is recorded on the Computer Attendance Module twice daily (morning and afternoon sessions) and this shows whether the pupil is present, engaged in an approved activity off site or absent. If a pupil is absent every half day absence has to be classified by the school as either authorised or unauthorised. Only the school can authorise the absence, not parents/carers. For this reason information about the cause of each absence is required in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This includes:

- Parents/carers keeping pupils off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a registration mark for morning session.

Children who are representing the school in a competition or perhaps taking a music, dance or drama examination organised by the school will be recorded as having attended school. Absences due to attendance at non-school organised activities (drama, dance, music) will be recorded as an Authorised Absence.

There are three steps parents should follow in relation to any absence planned or unplanned, brief or otherwise:

- A- Contact the school by telephone on the first morning of the absence and inform the school the reason for and expected length of the absence
- B- Keep the school informed if the absence is going to be more prolonged than initially anticipated
- C- On return to school provide teacher with written explanation for the absence

Medical/Dental appointments where possible should be taken outside school hours. If an appointment has to be made during school hours a written explanation must be provided stating clearly the time of the appointment. If a child attends an appointment during school hours a present mark is awarded providing the child returns to school for the remainder of the school day

It is hoped parents/carers, school staff and statutory authorities can work closely to overcome any problems which may affect a pupil's attendance. If a pupil is reluctant to attend it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This will only give them the impression that attendance does not matter, and may make matters worse.

Parents are furnished with details of the school holidays at the beginning of the school year. The school discourages parents from taking children on holidays during term due to the impact on pupils' learning. Parent/Carers must contact the school prior to booking any holiday to explain the need to remove a pupil from school during term time. The contact should be in the form of a letter addressed to the Principal. Any holidays in term time are considered unauthorised absences. Children will not be given work by their teacher to complete during the holiday absence.

All children should be in school by 8.45am. A full attendance involves being present the entire school day. A record is kept of all late arrivals. Children arriving after 8.45 report to the office to have their time of arrival recorded and those arriving after 10.15am and 1.25pm will be marked absent for the appropriate session. If a child goes home in the morning due to illness he/she will be marked absent for the afternoon session.

Class teachers have an important role to play in managing attendance by marking the attendance register each day, collecting absence notes and identifying pupils with irregular attendance patterns. Teachers can speak to pupils about their attendance and to parents about their child's attendance. They will also promote class attendance through curriculum activities.

In the course of the school year the Principal monitors pupils' attendance. If a pupil's attendance falls below 90% parents will receive a letter from the school informing them of their child's attendance level. When attendance falls below 85% the school is obliged to bring the matter to the attention of the school's Educational Welfare Service which will offer support in resolving the attendance issue. The school will also communicate with Parents whose child has more than five late arrivals during a calendar month (Appendix 2). The Board of Governors will be made aware of any attendance issues.

The school continues to operate its own Full Attendance Award Scheme. Certificates are awarded to those pupils who have not missed a day during the school year. The school also awards certificates to those children who have 2 - 6 consecutive years full attendance. A prestigious trophy is awarded to any pupil who achieves 7 Years Full Attendance. Names of children receiving attendance awards are published in the Annual General Report in the Autumn term.

Carniny Primary's School Attendance Policy will be monitored annually by the Principal and the outcomes of any evaluation recorded in the Annual Report of the Board of Governors.

Healthy Breaks Policy

At Carniny Primary School we want to encourage healthy eating among staff and pupils at break time.

We have consulted with parents and staff and as a result have adopted a Healthy Breaks policy.

We have worked with health professionals to develop this policy.

The Board of Governors is also committed to this policy.

PROMOTING HEALTHY BREAKS IN OUR SCHOOL

As part of our Healthy Breaks policy **children:**

- Will be encouraged to eat fruit, vegetables or bread based products at break time.
- Will be encouraged to drink **only** milk or water at break time.

As part of our Healthy Breaks policy **school staff:**

- Will be encouraged to eat fruit, vegetables or bread based products at break time.
- Will be encouraged to drink **only** milk, water, tea or coffee at break time.

As part of our Healthy Breaks policy **parents/those with parental responsibility:**

- Will be provided with information on the foods and drinks that are suitable for a break time snack.
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The foods and drinks recommended in the Healthy Breaks policy may be suitable for some therapeutic diets. However, the child's dietary requirements devised by the dietician should be adhered to. If any issues arise teachers will consult parents/carers or relevant health professionals for advice.

Milk may be pre-ordered in the school for break time.

Water will be allowed in the school as a break time drink and throughout the day.

The healthy eating messages will be reinforced throughout the child's school day.

The staff may use treats as rewards.

The school will monitor the policy regularly.