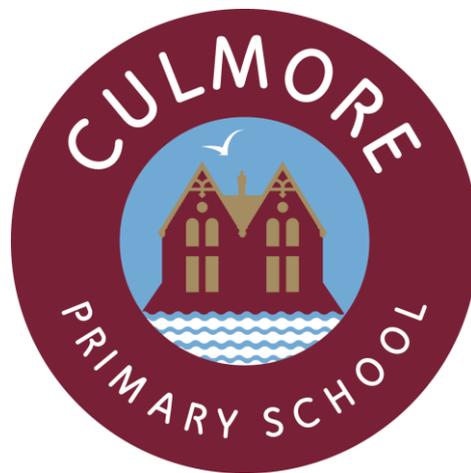


Culmore Primary School

# **PASTORAL CARE**

## **CHILD PROTECTION POLICY**



## **1. Child Protection Ethos** ~

In Culmore Primary School we strive to create a happy, caring and supportive environment in which each child feels valued and secure. Pupils are encouraged to develop an attitude of courtesy and care towards others, to take responsibility for their actions, and to develop self respect and self esteem. Each member of staff is concerned about the personal development and safety of the individual pupils, with their well being and with helping them gain maximum benefit from their time in school.

The pastoral dimension permeates all the activities of school life. The good relationships which exist among pupils, parents, governors and staff are based on respect for the dignity and worth of the individual. We firmly believe that good relationships between pupils and staff, between staff and parents and amongst pupils themselves will help the children to develop personally, socially, emotionally and academically. It is our desire to see children happy and striving to achieve their maximum potential.

*To these ends the following policy statement, guidance notes and procedures have been drawn up. They will be reviewed regularly to ensure their legality comprehensiveness and effectiveness.*

We in Culmore Primary School have a responsibility for the safeguarding and child protection of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All staff, teaching and non-teaching should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action, which is required where abuse or harm to a child is suspected and outlines referral procedures within our school

## **2. Principles**

- The general principles, which underpin our work, are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (Northern Ireland) Order 1995, The Education and Libraries (NI) Order 2003 the Department of Education (Northern Ireland) guidance Safeguarding and Child Protection: a guide for schools Circular 2017/04, the Area Child Protection Committees' Regional Policy and Procedures (2005), Co- operating to Safeguard Children and Young People in Northern Ireland (2016), Safeguarding Board Act Northern Ireland (2011).

The following principles form the basis of our Child Protection Policy.

- It is a child's right to feel safe at all times, to be heard, listened to and taken seriously.
- We have a pastoral responsibility towards the children in our care and should take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.
- In any incident the child's welfare must be paramount, this overrides all other considerations.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict the child's interest must always come first.

## **3. Other Relevant Policies**

The school has a duty to ensure that safeguarding permeates all activities and functions. The child protection therefore complements and supports a range of other school policies including:

- Behaviour Management & Discipline Policy
- Anti-Bullying Policy
- Use of Reasonable Force/Safe Handling
- Special Educational Needs
- **Educational Visits (Pending)**
- Administration of Medicines
- Health and Safety Policy
- Relationships and Sexuality Education
- Intimate Care
- Use of Mobile Phones/Cameras
- E-Safety Policy
- Attendance Policy

**These policies are available to parents and any parent wishing to have a copy should contact the School office or visit the school website at [www.culmoreprimaryschool.com](http://www.culmoreprimaryschool.com)**

#### **4. Roles And Responsibilities**

##### **4.1 The School Safeguarding Team**

The following are members of the school's Safeguarding Team

- Chair of the Board of Governors: **Mr Neil Doherty**
- Designated Governor for Child Protection: **Mrs Linda Hughes**
- Principal: **Mrs Clare McMenamin**
- Designated Teacher: **Miss Annette Wilson**
- Deputy Designated Teacher: **Mrs Clare McMenamin/Mrs Mary Nash**

The main role of the team is to:

- Monitor and periodically audit the safeguarding and child protection arrangements in the school
- Identify any actions required to address audit findings or ETI inspection of its safeguarding/child protection arrangements
- Provide support for the Designated and Deputy Designated teachers in the exercise of their child protection responsibilities.

The roles and responsibilities of individual members of the Safeguarding team are summarised in **Appendix 1**.

## 4.2 The Board of Governors

The Board of Governors as a body must ensure that the school fulfils its safeguarding responsibilities in keeping with current legislation and DE guidance including:

- ensuring that safeguarding/child protection is a standard item on the agenda of Board of Governor meetings
- approving the schools child protection policy at least once every 2 years
- ensuring that there is a time-tabled review (every 2/3 years) of all other safeguarding policies and that they are presented to the BOG for approval.
- receiving termly child protection reports.
- ensuring there is a staff code of conduct for all adults working in the school
- attending relevant child protection/safeguarding training for Governors

## 4.3 School Staff

Teachers, Classroom Assistants and other Support staff in school see children on a daily basis over long periods and can notice physical, behavioural and emotional indicators and a child may choose to disclose to them allegations of abuse.

Members of staff **must** refer concerns or disclosures to the Designated/Deputy Teacher for Child Protection/Principal. In addition class teachers should also keep the Designated Teacher informed in writing or verbally about poor attendance and punctuality, poor presentation, changed or unusual behaviour including self-harm and suicidal thoughts, deterioration in educational progress, discussions with parents about concerns relating to their child, concerns about pupil abuse or serious bullying and concerns about home circumstances including disclosures of domestic abuse. A pro-forma for reporting a concern or disclosure is included at **appendix 4**.

If member of staff does not feel their concerns are being taken seriously or action to safeguard the child is not being taken by professionals and the child is considered to be at risk of continuing harm then they should speak to the Designated Teacher for Child Protection, Principal, Education Authority Designated Officer for Child Protection or to Social Services.

## 4.4 Parents

Parents can play their part in safeguarding by:

- telephoning the school on the morning of their child's absence, or sending in a note on the child's return to school, so as the school is reassured as to the child's well-being;
- making requests to the school in advance for permission to allow their child to attend medical or other appointment including providing details of any arrangements for the collection of the child
- informing the school whenever anyone, other than themselves, intends to pick up the child after school;(primary schools only)
- familiarising themselves with the schools safeguarding policies e.g. Anti Bullying, Positive Behaviour, Internet and Child Protection Policies;
- reporting to the school office when they visit the school
- sharing any concerns they may have in relation to their child with the school.

## **5. Definition of Harm**

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.

Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child. Effective and ongoing information sharing is key between professionals

### **(Co-operating To Safeguard Children and Young People in Northern Ireland 2016)**

Harm can be caused by:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect; and
- Exploitation

The procedures outlined in this document are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child. The main types of abuse as well as their physical and behavioural indicators are included in **appendix 3**.

## **6. Dealing with Disclosures of Abuse**

The following are guidelines for use by staff should a child disclose concerns of a child protection nature.

**Receive** – listen to what the child says, without displaying shock or disbelief. Accept what is said, making brief cursory notes. These notes should be retained.

**Reassure**- ensure the child is reassured that he/she will be safe and his/her interests will come first. **No promise of confidentiality can or should be made to a child or anyone else giving information about possible abuse.**

**Respond**- respond to the child only as far as is necessary for you to establish whether or not you need to refer the matter. Use open questions e.g. anything else to tell me? Do not interrogate or ask leading questions- this may invalidate your evidence and the child's in any later court proceedings. Do not criticise the perpetrator- the child may love this person and reconciliation may be possible. Explain what you have to do next and to whom you have to talk.

**Record**- make notes at the time and write these up as soon as possible afterwards. Note the time, date, place, people present as well as what *is seen and* said. Record key phrases/words used, noticeable non-verbal behaviour and any physical injuries. Under no circumstances should a child be photographed or a child's clothing removed. Do not destroy original notes.

**Report**- refer the matter to the Designated Teacher. Respect confidentiality i.e. the matter should only be discussed on a need to know basis.

## **7. Procedures for Reporting Suspected or Disclosed Child Abuse.**

### **7.1 How a Parent can make a Complaint**

We aim to work closely with parents/guardians in supporting all aspects of their child's development and well-being. Any concerns a parent may have will be taken seriously and dealt with in a professional manner. If a parent has a concern they can talk to the Class Teacher, the Designated or Deputy Designated Teacher for child protection or the Principal. If they are still concerned they may talk to the Chair of the Board of Governors. At any time a parent may talk to a social worker in the local Gateway team or to the PSNI Public Protection Unit. Details of who to contact are shown in the flowchart in **appendix 5**.

### **7.2 Where the school has concerns or has been given information about possible abuse by someone other than a member of the school staff including volunteers**

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly. **He/she should not investigate**- this is a matter for Social Services- but should report these concerns immediately to the Designated Teacher, discuss the matter with her, and make full notes.

These notes or records should be factual, objective and include what was seen, said, heard or reported. They should include details of the place and time and who was present and should be given to the Designated/Deputy Designated Teacher. The person who reports the incident must treat the matter in confidence.

The Designated/Deputy Designated Teacher will decide whether in the best interest of the child the matter needs to be referred to Social Services. He/she will discuss the matter with the Principal and may also seek advice or clarification from the Education Authority Designated Officer for Child Protection or from Social Services (Gateway Team). Where it is evident that a young person has been or is at risk of being abused and/or a criminal offence may have been committed then the school must make a referral.

Referrals to Social Services will be made by telephone in the first instance and within 24 hours will be followed by the completion of a UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form. A copy of the UNOCINI form will be placed in the school's child protection file.

This procedure with names and contact numbers is shown in **appendix 6**.

### **7.3 Where a complaint has been made about possible abuse by a member of the school's staff or a Volunteer**

When a complaint about possible child abuse is made against a member of staff the Principal (or the Designated Teacher if the Principal is not available) must be informed immediately. If the complaint is against the Principal then the Designated Teacher should be informed and he/she will inform the Chairperson of the Board of Governors who will consider what action is required in consultation with the employing authority. The procedure as outlined in **appendix 7** will be followed in keeping with current Department of Education guidance (DE Circular 2015/13).

## **8. Attendance at Child Protection Case Conferences and Other Social Services Meetings**

The Designated Teacher/Deputy Designated Teacher or Principal may be invited to attend an initial and review Child Protection Case Conferences, core group or family support planning meetings convened by the Health & Social Care Trust. They will provide a written report which will be compiled following consultation with relevant staff. Feedback will be given to staff under the 'need to know' principle on a case-by-case basis. Children whose names are

on the Child Protection register will be monitored and supported in accordance with their child protection plan.

### **9. Consent from Pupils and Parents**

Prior to making a referral to Social Services the consent of the parent/carers and/or the young person (if they are competent to give this) will normally be sought. The exception to this is where to seek such consent would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.

In circumstances where the consent of the parent/carer and/or the young person has been sought and is withheld we will consider and where possible respect their wishes. However our primary consideration must be the safety and welfare of the child and we will make a referral in cases where consent is withheld if we believe on the basis of the information available that it is in the best interests of the child/young person to do so.

### **10. Confidentiality and Information Sharing**

Information given to members of staff about possible child abuse cannot be held “in confidence”. In the interests of the child, staff have a responsibility to share relevant information about the protection of children with other professionals particularly the investigative agencies. In keeping with the principle of confidentiality, the sharing of information with school staff will be on a ‘need to know’ basis. Should a child transfer to another school whilst there are current child protection concerns we will share these concerns with the Designated Teacher in the receiving school.

### **11. Record Keeping**

All child protection records, information and confidential notes are stored securely and only the Designated Teacher/Deputy Designated Teacher and Principal have access to them. In accordance with DE policy on the disposal of child protection records these records will be stored from child’s date of birth plus 30 years as per (DE Circular 2016/20 Child Protection:Record Keeping in Schools)

### **12. Safeguarding and the Preventative Curriculum**

The statutory personal development curriculum requires schools to give specific attention to pupils’ emotional wellbeing, health and safety, relationships, and the development of a moral thinking and value system. The curriculum also offers a medium to explore sensitive issues with children and young people in an age-appropriate way which helps them to develop appropriate protective behaviours.(2017/04).

Our school seeks to promote pupils’ awareness and understanding of safeguarding issues, including those related to child protection through its curriculum. The safeguarding of children is an important focus in the school’s personal development programme and is also addressed where it arises within the context of subjects.

### **13. Recruitment and Vetting Procedures**

Vetting checks are a key preventative measure in preventing unsuitable individuals access to children and vulnerable adults through the education system and schools must ensure that all persons on school property are vetted, inducted and supervised as appropriate. All staff paid or unpaid who are appointed to positions in the School are vetted / supervised in accordance with relevant legislation and Departmental guidance.

#### **14. Code Of Conduct For all Staff Paid Or Unpaid**

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 child and young people in their charge must be above reproach.

All members of staff are expected to comply with the school's Code of Conduct for Employees and Volunteers which is included as **Appendix 2** to this policy.

#### **15. Staff Training**

When new staff or volunteers start at the school they are briefed on the school's Child Protection Policy and Code of Conduct and given copies of these policies. All staff will receive basic child protection awareness training and regular (every 2 years) refresher training. The Principal, Designated Teacher/Deputy Designated Teacher, Chair of the Board of Governors and Designated Governor for Child Protection will also attend child protection training courses specific to their roles which is provided by the Education Authority's Child Protection Support Service for Schools.

#### **16. Monitoring and Evaluation**

This policy will be reviewed annually by the Designated Teacher for Child Protection and approved every 2 years by the Board of Governors for dissemination to parents, pupils and staff. It will be implemented through the schools staff induction and training programme and as part of day to day practice. Compliance with the policy will be monitored on an on-going basis by the Designated Teacher for Child Protection and periodically by the Schools Safeguarding Team.

## **Appendix 1.**

### **The School Safeguarding Team**

#### **Roles & Responsibilities**

##### **1. Chair of the Board of Governors**

The Chair of the Board of Governors is responsible for:

- Ensuring that a Child Protection policy is in place and that a safeguarding ethos is maintained in the school
- Ensuring that a Designated Governor for Child Protection is appointed
- Ensuring that Governors receive relevant training in Child Protection and Recruitment and Selection
- Assuming lead responsibility in the management of a complaint/allegation against the School Principal.
- Ensure that the Board of Governors receive regular updates in relation to child protection activity including a full written annual report

##### **2. Designated Governor for Child Protection.**

The Designated Governor is responsible for advising the Governors on matters related to child protection including the child protection policy, reports to Governors, the recruitment, selection and vetting of staff and the role of the Designated teacher.

##### **3. Principal**

The Principal is responsible for:

- Ensuring that all relevant DENI guidance in relation to child protection and safeguarding in particular "*Pastoral Care in Schools – Child Protection*" (1999) is implemented within the school
- Enabling the Board of Governors fulfil their Child Protection duties by keeping them informed of any changes to guidance, procedure or legislation relating to child protection and ensuring the inclusion of child protection activities on their agenda
- Maintaining and securely storing the *School Record of Child Abuse Complaints* and to make it available at least annually to the Board of Governors.
- The appointment of suitable staff to posts (teaching and non-teaching) within the school and the appointment of suitable teaching staff to the roles of Designated and Deputy Teacher for Child Protection
- Ensuring that parents and pupils receive a copy of the Child Protection Policy and Complaints Procedures every 2 years.
- Managing child protection concerns relating to staff.

#### **4. Designated and Deputy Designated Teacher for Child Protection**

Every school is required to appoint a Designated Teacher with responsibility for Child Protection. They must also appoint a Deputy Designated Teacher who as a member of the Safeguarding team will actively support the Designated Teacher in carrying out the following duties:

- Providing child protection training for all teaching and non-teaching staff (whole school training) to be delivered a minimum of once every two years
- Taking lead responsibility for the development and annual review of the school's child protection policy
- Promoting a child protection ethos in the school
- Acting as a point of contact for staff (and parents) in relation to child abuse concerns
- Liaison with the Principal and Education Authority's Designated Officers for Child Protection in cases of suspected Child Abuse
- Making referrals to other agencies, with the Principal's knowledge
- Maintaining and securely storing appropriate child protection records
- Attending child protection case conferences and other relevant case planning meetings where appropriate and practicable
- Providing an annual report to the Governors on child protection activity

The Deputy Designated Teacher will deputise for them in their absence.

## **Appendix 2.**

### **WHOLE STAFF CODE OF CONDUCT (TEACHING AND NON TEACHING)**

#### **INTRODUCTION**

This Code of Conduct is intended as a guide and a help to all school staff. It sets out standards of conduct which staff are expected to follow when within, or representing the School. This code is not exhaustive but is written to assist staff and it is important that staff should take advice and guidance if necessary.

The underlying purpose is to ensure that Culmore Primary School performs in accordance with our school ethos and to promote public confidence in the integrity of the School. It takes in the requirements of the law and attempts to define the required levels of professionalism to ensure the well-being of the School, its staff and its customers. It has been drafted to comply with School Policies and Procedures.

- Staff are requested to read this Code carefully and consider the issues which it raises.
- The Principal should also ensure that all staff are aware of the Code's contents and are fully briefed on its implications.
- Reference to this Code will be made in all contacts of employment, and copies will be given to all staff. In addition, the induction programme for all new staff will reinforce the principles of this Code.
- Investigations of alleged breaches of this Code will be covered under the School's Disciplinary procedures and related codes of practice.

#### **CODE OF CONDUCT**

Staff's off-duty hours are their personal concern, but they should avoid a position where duty and private interests conflict. This includes:

- Staff members making online associations/friendships with current pupils via social networking sites such as Facebook,
- Staff members using texting/email facilities on either their mobile phone or PC/Mac to communicate with current pupils.
- Staff members behaving in a manner which may lead to any reasonable person to question their suitability to work with children or to act as an appropriate role model.
- Staff having the responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of the pupils. They should adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, pupils and the public in general. An adult's behaviour or actions, either in or out of the workplace, must not compromise his/her position within the work setting or bring the school into disrepute.

Culmore Primary School does not seek to preclude staff unreasonably from undertaking additional employment, but Staff are required to devote their full time, attention and abilities to their duties during working hours and to act in the best interests of the School at all times. Accordingly, they must not, without the written consent of the Education Authority, undertake any employment or engagement which might interfere with the performance of their duties or conflict with the interests of the School. It follows that, regardless of whether you are employed on a full-time or fractional contract, you are required to notify the Education Authority and Principal of any employment or engagement which you intend to undertake whilst in the employment of the School. (Including any such employment or engagement which commenced before employment began with the School).

### **SPECIFIC ASPECTS**

**DISCRIMINATION:** Staff must at all times observe the School's Equal Opportunities Policies for staff and pupils and treat pupils, parents and other stakeholders in accordance with those policies.

**HEALTH AND SAFETY:** Staff must take care of their personal hygiene, safety and welfare, and that of other persons who may be affected by their acts or omissions. All staff must comply with the requirements of the School Health and Safety policy and relevant legislation and regulations, and also ensure that pupils do likewise.

**FIRE:** Staff must familiarise themselves with the fire precautions, procedures and drill routines. They must regard practice fire drills or building evacuations in a positive manner, and ensure they are perceived by pupils as an essential precaution to prevent risk of injury or fatality.

**BUSINESS PRACTICE:** Staff must maintain an impeccable standard of integrity in all their professional relationships.

**COPYRIGHT:** Staff shall observe copyright laws on computer software, audio-visual and printed material.

### **SOCIAL MEDIA:**

- Staff must ensure all electronic communication with pupils, parents, carers, staff and others is compatible with their professional role and in line with school policies.
- Staff should not talk about their professional role in any capacity when using social media such as Facebook and YouTube.
- Staff should not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Staff should use school ICT systems and resources for all school business. This includes their school email address, school mobile phone and school recording equipment.
- Staff should not give out their own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others. There may be some instances where it is deemed appropriate to share mobile telephone numbers with some parents for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Staff should not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Staff should only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.

- Staff should not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Staff should ensure that their online activity, **both in school and outside school**, will not bring their organisation or professional role into disrepute.
- Staff have a duty to report any eSafety incident which may impact on them, their professionalism or their organisation.

**DATA PROTECTION ACT:** It is the responsibility of all employees to ensure the School's compliance with the Data Protection Act. Personal data must only be used to assist you to carry out your work; it must not be given to people who have no right to see it. All staff should maintain the security of all computerised databases of information on individuals, whether they are staff, pupils or members of the general public. Staff should refer any queries to the Principal.

## **GENERAL POINTS**

- Staff should display the highest possible standards of professional behaviour that is required in an educational establishment (see also Appendix 1 and Appendix 2)
- Staff should seek to co-operate with their colleagues, providing support, help and guidance as required by them and their line manager, and enable effective communication throughout the School.
- Staff should not use their position in the School for private advantage or gain.
- Staff should avoid words and deeds that might bring the School into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community).
- Staff should retain professional independent objectivity and not promote dogma or political bias to others in their working activities.
- Staff should be aware of, and should follow School policies systems and procedures. They should normally communicate through the line management structure, and should ensure pupils do likewise.
- Continuing professional development and support shall be provided by the School and, where appropriate and agreed, will be based on the objectives of the School Development Plan. Periodically, employees will be required to attend certain training activities.
- Staff must obtain permission from the Principal before taking pupils off the school premises.
- Staff must obtain permission from the Principal before arranging for any visitors to come into the school.
- Staff must obtain permission from the Principal before incurring any expenditure on behalf of the School.
- Staff should attend their place of work punctually in accordance with their conditions of service and at the times agreed with their line manager. Those unable to avoid being late must inform the Principal as soon as they can. If a member of staff is unable to attend their work, they must notify the Principal themselves so that alternative cover arrangements may be made.

## **ADMINISTRATIVE DUTIES**

Teaching staff shall maintain and properly complete a register for all classes. The attendance register should be completed daily, using SIMS, as well as the dinner and after school club's registers.

## **PHYSICAL CONTACT WITH PUPILS**

- As a general principle, staff are advised not to make unnecessary physical contact with their pupils.
- It is unrealistic and unnecessary, however, to suggest 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.
- 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.
- Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
- 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.
- Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
- 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 the Designated Teacher for Child Protection/Principal.
- 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.

## **CHOICE AND USE OF TEACHING MATERIALS**

- Teachers should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for the choice.
- 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.
- If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the principal before using it.

## **ICT**

The use of ICT is integral to many aspects of an educational setting and is used to enhance general practice, staff at Culmore Primary School

- Follow the e-safety policy at all times
- Do not use their personal mobile phones when working with children or when in public areas e.g. other areas where pupils are being supervised. School tablets are recommended for taking photographs etc...
- Do not use computers / the internet for personal reasons in public areas or during work time
- Check that the websites they intend to use with pupils are appropriate prior to lessons / learning
- Ensure that work stations are not left open allowing potentially sensitive material to be viewed by others
  - Are aware that certain items (e.g. tablets) and networks are used by both staff and children and therefore do not download inappropriate or personal apps / documents
  - Do not make comments about work, school or children on social networking sites and do not make social connections with present or past students who are under 18 e.g. Facebook friend requests
  - Check work email regularly (daily where possible)
  - Remain mindful of confidentiality and communicate responsibly being respectful of how you discuss peoples' lives
  - Respond professionally to informal information and seek advice when unsure of what your responsibility is
  - Use appropriate language and tone of voice
  - Are sensitive to the people/person they are communicating with
  - Do not hold personal conversations around children
  - Listen to all, and are polite/friendly
  - Remain professional regardless of means of communication
  - Understand how to speak to children and other adults and are positive role models
  - Difficulties with relationships in the provision are dealt with together
  - Maintain a professional approach with parents and carers when communicating with them e.g. organising official meetings, when necessary
  - Ensure comprehensive handover of information among staff when there is a change of personnel e.g. job share / lunchtime supervisor / specialist teaching staff etc

## **GDPR**

- Staff must be aware of the implications of the Data Protection Policy
- Staff must not use their own devices (i.e. phones, ipads etc.) to take photographs of the pupils.
- Do not share information about workforce members with anyone without consent
- Photographic permission must be gained before the use of any pupil image
- Staff should not give any information held by the school unless it is obligated to by the Freedom of Information Act.
- Confidential information and data should not be left unattended on desks or computers and computers should be locked.
- Information must not be shared directly with the media (e.g. newspapers, press agencies, radio stations, TV, journalists etc) unless authorised to do so by the Principal.

## **SAFEGARDING**

- All staff have a responsibility of keeping children safe
- All staff must adhere to the Safeguarding policy and have an understanding of our Safeguarding procedures.
- All safeguarding concerns must be brought immediately to the attention of our Designated Teacher/Deputy Designated Teacher for Child Protection and the relevant Record of Concern form should be completed.
- Staff should be mindful when working alone (i.e. when working alone with children - keep the door open or let another member of staff know where they are).

## **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.

## **MEETING AND GREETING**

Staff at Culmore Primary School recognise the importance of building positive relationships with all pupils, parents and the wider community. The team maintain a friendly, approachable and professional manner and understand the importance of listening and being supportive. Staff endeavour to:

- Use the person's name
- Keep good eye contact
- Remain calm and professional particularly when dealing with sensitive situations
- Welcome all visitors with a friendly manner
- Make positive first impressions
- Communicate (whether face to face or the phone) in a polite manner

## **DIALOGUE AND COMMUNICATION**

Staff members at Culmore Primary School should:

- demonstrate integrity, both inside and outside of School, in their conduct towards everyone. They should earn the trust of stakeholders in how sensitive information and relationships are dealt with and remain mindful of confidentiality and communicate responsibly being respectful of how they discuss peoples' lives.
- respond professionally to informal information and seek advice when unsure of what their responsibility is.
- use appropriate language and tone of voice.
- never use sarcasm when talking with children.
- Be sensitive to the people/person they are communicating with.
- not hold personal conversations around children especially when on playtime duty, after school etc.
- listen to all, and be polite/friendly.
- remain professional regardless of means of communication.
- understand how to speak to children and other adults and be positive role models

- should report any difficulties with relationships in the provision to the Principal so that this can be dealt with together.
- maintain a professional approach with parents and carers when communicating with them e.g. organising official meetings, sending text and email messages, parents' meetings etc.
- ensure that relevant information is handed over to staff when a changeover happens (e.g. supply teacher, outside agencies, handover of information among staff when there is a change of personnel e.g. job share / lunchtime supervisor / specialist teaching staff).
- should be keep personal views around politics or sensitive issues impartial and away from earshot of children.
- always obtain photographic permission from the parent/carer of pupils before taking/publishing any photographs.
- be responsible for their actions and behaviour and should avoid any conduct that could lead any reasonable person to question their intentions.
- apply the same professional standards regardless of culture, disability gender, language, racial origin, religious belief and sexual orientation.

## **FOOD**

- Our belief is that a balanced healthy, nutritious diet is important for the development of a child's physical state, as well as for their intellectual abilities.
- Staff are aware of staff and children's allergies e.g. nut allergies – Culmore Primary School is a 'nut free' provision
- We respect cultural backgrounds / cultural difference at Culmore Primary School.
- We drive good hygiene habits and ensure hand washing routines are in place particularly when working with food.
- We ensure children have the opportunity to make their own choices in food selection and are aware of children's eating habits.
- We promote good table manners and spend some time with the children, on a rota basis, during mealtimes.
- We eat in private or in designated areas at appropriate times (e.g. not during learning time) and not in public areas at any time other than e.g. shared lunches with children.
- We refrain from taking hot drinks to classrooms / work rooms or if absolutely necessary we use only a **secure lidded cup** to do so.
- We ensure that we, like the children, have our snack/ "comfort breaks" at the appropriate times (ie. During lunch time/break times only) to **maintain punctuality** to duties and that we are ready to teach and support teachers at the appropriate times.
- We encourage children at mealtimes to try new foods and have new eating experiences.
- We promote good and healthy diets in the classroom / curriculum.

## **DRESS CODE**

The staff at Culmore Primary School, take pride in their appearance and wear smart, professional, comfortable clothing which is appropriate to their role. All staff employed by, or volunteering at, Culmore Primary School:

- are mindful of the length of skirts and of the depth of necklines
- wear footwear that is suitable for moving safely inside the building as well as outdoors
- ensure that any slogans on clothing are of an appropriate and inoffensive nature
- ensure that tattoos are, where possible, covered but where they are more visible are appropriate to working with children
- do not have fingernails which are too long and could be a health and safety concern when working alongside children
- do not wear jewellery that distracts from their role or that could cause a health and safety concern to themselves or others e.g. very large hoop / dangly earrings
- act as role models to the children and do not wear blue denim in an effort to support and drive the school uniform.

## **CONCLUSION**

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

From time to time it will be prudent for all staff to reappraise their teaching styles, relationships with children/young people and their manner and approach to individual children/young children, 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.

## **APPENDIX 1 PROFESSIONAL BEHAVIOUR**

Professional behaviour is a generic term, but within this Code of Conduct includes such aspects as:

1. acting in a fair, courteous and mature manner to pupils, colleagues and other stakeholders;
2. co-operating and liaising with colleagues, as appropriate, to ensure pupils receive a coherent and comprehensive educational service;
3. endeavouring to assist Culmore Primary School achieve its whole school objectives – in particular, by adopting a positive attitude to marketing and the achievement of quality and equality;
4. respect for School property;
5. maintaining the image of the School through standards of dress, general courtesy, correct use of School stationery, etc.;
6. taking responsibility for the behaviour and conduct of pupils in the classroom and sharing such responsibility elsewhere on the premises;
7. being fit for work (i.e. not adversely influenced by drugs, etc.);
8. being familiar with job requirements (e.g. proper preparation, use of suitable methods/systems, maintenance of appropriate/required records, etc.), including keeping up-to-date with developments relevant to the job.
9. being familiar with communication channels and School procedures applicable to both pupils and staff;
10. ensuring all assessments/exams/tests are conducted in a fair and proper (prescribed) manner, and that procedures are strictly followed with respect to confidentiality and security;
11. respect for the rights and opinions of others.

**This list is not exhaustive but the examples are given as a summary.**

## **APPENDIX 2 UNPROFESSIONAL BEHAVIOUR**

The following are examples of behaviour which Culmore Primary School finds unacceptable. The list is not exhaustive and it is acknowledged that it will be necessary to exercise judgement in all cases and to be fair and reasonable in all the circumstances. Please make further reference to 'A Policy Statement and Code of Practice on Measures to combat Harassment for all staff in controlled schools...'

1. Any form of physical/verbal violence towards pupils.
2. Physical violence, actual or threatened towards other staff or visitors to the School.
3. Sexual offences, sexual insults or sexual discrimination against pupils, other staff or visitors to the School.
4. Racial offences, racial insults or racial discrimination against pupils, other staff or visitors to the School.
5. Theft of School monies or property and of monies or property of colleagues or visitors to the School. Removal from School premises of property which is not normally taken away without the express authority of the Principal or of the owner of the property may be regarded as gross misconduct.
6. Deliberate falsification of documents such as time sheets, bonus sheets, subsistence and expense claims for the purpose of gain.
7. Acceptance of bribes or other corrupt financial practices.
8. Wilful damage of School property or of property belonging to other staff or visitors to the School.
9. Wilful disregard of safety rules or policies affecting the safety of pupils, other staff or visitors to the School.
10. Any wilful act which could result in actionable negligence for compensation against the School.
11. Refusal to comply with reasonable instructions given by staff with a supervisory responsibility.
12. Gross neglect of duties and responsibilities.

13. Unauthorised absence from work. Being untruthful and/or engaging in deception in matters of importance within the School community.

15. Deliberate breaches of confidentiality particularly on sensitive matters.

16. Being incapable by reason of alcohol or drugs (not prescribed for a health problem) from fulfilling duties and responsibilities of employment.

17. Conduct which substantially brings the name of the School into disrepute or which seriously undermines confidence in the employee.

**The following are examples of behaviour which could lead to formal disciplinary warnings.**

1. Unsatisfactory timekeeping without permission or failure to notify the Principal when absent (in line with Managing Attendance Policy).

2. Neglect of safety rules and procedures. Some offences of wilful neglect may be regarded as gross misconduct.

3. Breaches of confidentiality. Deliberate breaches on sensitive matters maybe regarded as gross misconduct.

4. Failure to comply with reasonable work related requirements or lack of care in fulfilling the duties of the post.

5. Behaviour towards other employees, pupils, and visitors which gives justifiable offence. Certain behaviour giving rise to offence may be regarded as gross misconduct.

6. Acting in a manner which could reasonably be regarded as rude, impolite, contemptuous or lacking appropriate professional demeanour. In certain circumstances such behaviour may be regarded as gross misconduct.

7. Conduct which is considered to adversely affect either the reputation of Culmore Primary School or the school's confidence in the employee. Certain conduct may be regarded as gross misconduct.

## Appendix 3

### Types of Abuse and Physical/Behavioural Indicators

**Neglect** is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse. **(Co- operating To Safeguard Children and Young People in Northern Ireland 2015)**

Physical Indicators	Behavioural Indicators
Looks very thin, poorly and sad; constant hunger; lack of energy; untreated medical problems; special needs of child not being met; constant tiredness; inappropriate dress; poor hygiene; repeatedly unwashed; smelly; repeated accidents, especially burns.	Tired or listless (falls asleep in class); steals food; compulsive eating; begging from class friends; withdrawn; lacks concentration; misses school medicals; reports that there is no carer is at home; low self-esteem; persistent non-attendance at school; exposure to violence including unsuitable videos.

**Physical Abuse** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. **(Co- operating To Safeguard Children and Young People in Northern Ireland 2016)**

Physical Indicators	Behavioural Indicators
Unexplained bruises – in various stages of healing grip marks on arms; slap marks; human bite marks; welts; bald spots; unexplained/untreated burns; especially cigarette burns (glove like); unexplained fractures; lacerations or abrasions; untreated injuries; bruising on both sides of the ear – symmetrical bruising should be treated with suspicion; injuries occurring in a time pattern e.g. every Monday	Self destructive tendencies; aggression to other children; behavioural extremes (withdrawn or aggressive); appears frightened or cowed in presence of adults; improbable excuses to explain injuries; chronic runaway; uncomfortable with physical contact; coming to school early or staying last as if afraid to be at home; clothing inappropriate to weather – to hide part of body; violent themes in art work or stories

**Emotional Abuse** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how

they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child’s peers. **(Co-operating To Safeguard Children and Young People in Northern Ireland 2016)**

Physical Indicators	Behavioural Indicators
Well below average in height and weight; “failing to thrive”; poor hair and skin; alopecia; swollen extremities i.e. icy cold and swollen hands and feet; recurrent diarrhoea, wetting and soiling; sudden speech disorders; signs of self mutilation; signs of solvent abuse (e.g. mouth sores, smell of glue, drowsiness); extremes of physical, mental and emotional development (e.g. anorexia, vomiting, stooping).	Apathy and dejection; inappropriate emotional responses to painful situations; rocking/head banging; inability to play; indifference to separation from family indiscriminate attachment; reluctance for parental liaison; fear of new situation; chronic runaway; attention seeking/needing behaviour; poor peer relationships.

**Sexual Abuse** occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children. **(Co-operating To Safeguard Children and Young People in Northern Ireland 2016)**

Physical Indicators	Behavioural Indicators
bruises, scratches, bite marks or other injuries to breasts, buttocks, lower abdomen or thighs; bruises or bleeding in genital or anal areas; torn, stained or bloody underclothes; chronic ailments such as recurrent abdominal pains or headaches; difficulty in walking or sitting; frequent urinary infections; avoidance of lessons especially PE, games, showers; unexplained pregnancies where the identity of the father is vague; anorexia/gross over-eating.	What the child tells you; Withdrawn; chronic depression; excessive sexual precociousness; seductiveness; children having knowledge beyond their usual frame of reference e.g. young child who can describe details of adult sexuality; parent/child role reversal; over concerned for siblings; poor self esteem; self devaluation; lack of confidence; peer problems; lack of involvement; massive weight change; suicide attempts (especially adolescents); hysterical/angry outbursts; lack of emotional control; sudden school difficulties e.g. deterioration in school work or behaviour; inappropriate sex play; repeated attempts to run away from home; unusual or bizarre sexual themes in children’s art work or stories;

	vulnerability to sexual and emotional exploitation; promiscuity; exposure to pornographic material
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**Exploitation** is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Although ‘exploitation’ is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse (**Co-operating To Safeguard Children and Young People in Northern Ireland 2016**)

**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.**

### Child Abuse in Other Specific Circumstances

#### **Bullying**

Bullying is not defined as a category of abuse within the Area Child Protection Committees’ Regional Policy and Procedures (2005). The policy does however state that the damage inflicted by bullying behaviour can frequently be underestimated. It can cause considerable distress to children and at the extreme cause them significant harm (including self harm).

The procedure for referral and investigation of abuse may therefore be implemented in certain circumstances such as when anti-bullying procedures have failed to be effective; the bullying behaviour is persistent and severe resulting in the target of the bullying suffering/likely to suffer significant harm; there are concerns that the bullying behaviour is indicative of the child exhibiting this behaviour suffering/likely to suffer significant harm or where concerns exist in relation to the parents/carer’s capacity to meet the needs of the child (either the target or the child exhibiting this behaviour).

#### **Children Who Sexually Abuse Others or Display Sexually Harmful Behaviour**

When abuse of a child is alleged to have been carried out by another child, the procedures outlined in **section 7** of this policy will be followed. It is important in such situations to distinguish between behaviours which are experimental in nature and those that are exploitative and harmful. Advice and support will be sought in such circumstances from the Education Authority’s Designated Officer for Child Protection and where appropriate a referral made to the statutory agencies. In all such cases a risk assessment will be undertaken and an individual support and safety plan identified. Appropriate services will also be provided for the children involved. The above guidance follows DE Circular 2016/05 subject Children Who Display Harmful Sexualized Behaviour.

## Child Sexual Exploitation

The Department of Health wrote to the SBNI to confirm that it has now amended section 7.2.7 of *Co-operating to Safeguard Children and Young People in Northern Ireland* to take account of a revised definition of Child Sexual Exploitation.

The revised definition, now adopted for use in Northern Ireland, is in line with that consulted on and agreed by the Department for Education in England and is as follows;

*Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/ or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.*

The key factor that distinguishes cases of CSE from other forms of child sexual abuse is the concept of exchange – the fact that someone coerces or manipulates a child into engaging in sexual activity **in return for something** they need or desire and/or for the gain of those perpetrating or facilitating the abuse. The something received by the child or young person can include both tangible items and/or more intangible ‘rewards’ OR ‘benefits’ such as perceived affection, protection or a sense of value or belonging.

Any child under the age of eighteen, male or female, can be a victim of CSE, including those who can legally consent to have sex. The abuse most frequently impacts upon those of a post-primary age and can be perpetrated by adults or peers, on an individual or group basis.

### **The potential indicators of CSE can include, but are not limited to:**

- Acquisition of money, clothes, mobile phone etc without plausible explanation;
- Leaving home/care without permission;
- Persistently going missing or returning late;
- Receiving lots of texts/phone calls prior to leaving;
- Agitated/stressed prior to leaving home/care;
- Returning distraught/ dishevelled or under the influence of substances;
- Requesting the morning after pill upon return;
- Truanting from school;
- Inappropriate sexualised behaviour for age;
- Physical symptoms or infections e.g. bruising, bite marks, sexually transmitted infections;
- Concerning use of the internet;
- Entering or leaving cars driven by unknown adults or by taxis;
- New peer groups;
- Significantly older ‘boyfriend’ or ‘girlfriend’;
- Increasing secretiveness around behaviours;
- Low self-esteem;
- Change in personal hygiene (greater attention or less);
- Self harm and other expressions of despair;
- Evidence or suspicion of substance misuse.

Whilst these indicators can be usefully used to identify potential risk, it is important to note that their presence does not necessarily mean that CSE is occurring. More importantly, nor does their absence, mean that it is not.

When we become aware of young people below the age of consent engaging in sexual activity (Post-primary only) or, where we have concerns about a 16/17 year old in a sexual relationship the Designated Teacher has a duty to follow appropriate procedures and where necessary make a referral to Social Services.

### **Indecent Photographs**

The offence of taking indecent pictures of children under 18 years can apply in a situation where a pupil has taken an indecent picture using a mobile phone of others under 18 years of age. It is also an offence to distribute, possess with intent to distribute or show such photographs to others. In such circumstances the PSNI and Social Services will be contacted. The school also has an e-safety/ mobile phone and electronic devices (or similarly named policies) which has/have been circulated to parents and pupils and which is available from the school.

### **Young Person whose Behaviour places him/her at Risk of Significant Harm**

A child whose own behaviours e.g. self-harming behaviour, leaving school without permission etc. places him/her at risk of significant harm, may not necessarily constitute abuse as defined in Area Child Protection Committees' Regional Policy and Procedures (2005). The decision to initiate child protection procedures is a matter for professional judgement and each case will be considered individually with advice sought from the Education Authority's Designated Officer for Child Protection. The criminal aspects of such cases will be dealt with by the PSNI.

### **Domestic Violence and Abuse**

Is defined as threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, identity, sexual orientation or any form of disability) by a current or former intimate partner or family member.' **(Stopping Domestic and Sexual Violence and Abuse in Northern Ireland A Seven Year Strategy: March 2016)**

### **Sexual Violence and Abuse**

Is defined as 'any behaviour (physical, psychological, verbal, virtual /online ) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability).'

Please note that coercive, exploitative and harmful behaviour includes taking advantage of an individual's incapacity to give informed consent. **(Stopping Domestic and Sexual Violence and Abuse in Northern Ireland A Seven Year Strategy: March 2016)**

A child may live in a family where there is domestic abuse or a young person may be in a relationship where they become the subject of domestic abuse. In high risk cases involving domestic abuse Social Services and/or the Education Authority's Designated Officer for Child Protection will contact the school in order to help assess the child/young person's needs and to ensure that he/she receives appropriate support.

## **Female Genital Mutilation**

Female Genital Mutilation (FGM) is a form of child abuse and violence against women and girls. FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. The procedure is also referred to as 'cutting', 'female circumcision' and 'initiation'. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life.

FGM is a form of child abuse and, as such, teachers have a statutory duty to report cases, including suspicion, to the appropriate agencies, through agreed and established school procedures.

**Appendix 4**

**CONFIDENTIAL**



Culmore Primary School

**NOTE OF CONCERN**

**CHILD PROTECTION RECORD - REPORTS TO DESIGNATED TEACHER**

Name of Pupil:
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:  
If 'No' state reason:

Yes:

No:

Date and time of report to the Designated Teacher:

Written note from staff member placed on pupil's Child Protection file

Yes

No

If 'No' state reason:

Name of staff member making the report: \_\_\_\_\_

Signature of Staff Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Designated Teacher: \_\_\_\_\_ Date: \_\_\_\_\_



**CULMORE PRIMARY SCHOOL**



Culmore Primary School

**CHILD PROTECTION INCIDENT REPORT – FORM B**

Child's Initials \_\_\_\_\_ DOB \_\_\_\_\_ Class \_\_\_\_\_

**Details of Incident**

Person completing the report \_\_\_\_\_

Relationship to school \_\_\_\_\_

Address (if person making the report is not known)

Signature \_\_\_\_\_ Date \_\_\_\_\_



Culmore Primary School

## CHILD PROTECTION UPDATE RECORD (FORM C)

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_ Year Group \_\_\_\_\_

Parents/Guardians \_\_\_\_\_

Address \_\_\_\_\_

Attendance in current school year \_\_\_\_\_ days out of possible \_\_\_\_\_ days.

---

ATTAINMENT LEVELS / EDUCATIONAL PERFORMANCE

INTELLECTUAL ABILITY (eg below average/average/above average)

PERFORMANCE IN RELATION TO INTELLECTUAL ABILITY

PRESENTATION OF WORK, INCLUDING HOMEWORK

PARTICIPATION IN TEACHING / LEARNING ACTIVITIES

BEHAVIOUR IN CLASS

BEHAVIOUR OUT OF CLASS

RELATIONSHIPS WITH OTHER CHILDREN

RELARIONSHIPS WITH TEACHER / OTHER ADULTS IN SCHOOL

RELATIONSHIPS WITH FAMILY (if relevant / known)

SCHOOL'S CONTACT WITH HOME (eg telephone calls)

GENERAL REMARKS (eg personal appearance, readiness / preparation for learning)

Signed on behalf of the school \_\_\_\_\_ Designated Teacher

# CULMORE PRIMARY SCHOOL



Culmore Primary School

## CHILD PROTECTION LIAISON REPORT – FORM D

Child's Initials \_\_\_\_\_ DOB \_\_\_\_\_ Class \_\_\_\_\_

### Details of Liaison

Person completing the report \_\_\_\_\_

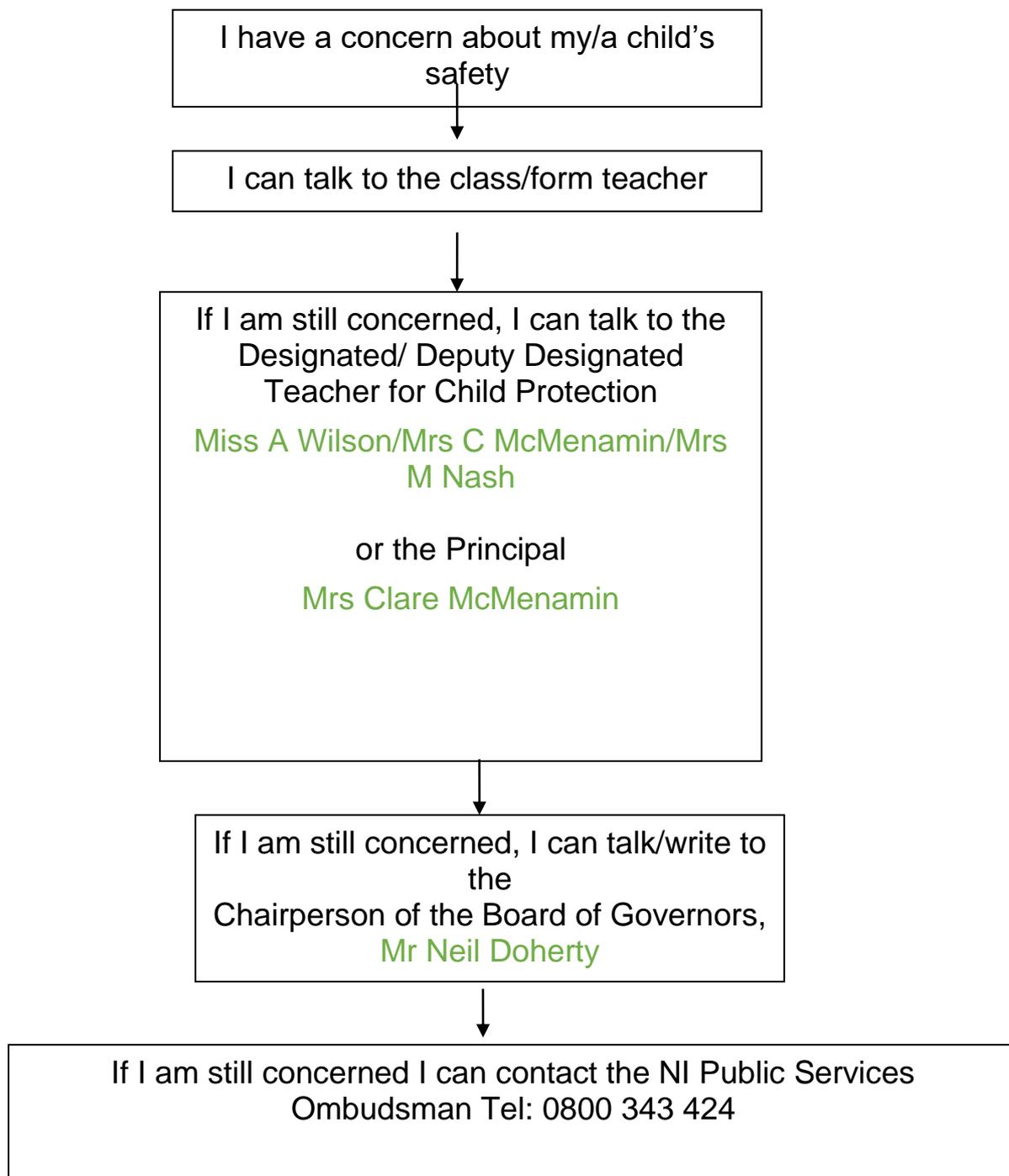
Relationship to school \_\_\_\_\_

Address (if person making the report is not known)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 5

### Procedure for Parents who wish to raise a Child Protection Concern



**At any time a parent can talk to a social worker at the Gateway Team (Western Trust) Tel: 028 71314 090  
or the  
PSNI at Central Referral Unit  
Tel: 999 (Emergency) or 101 (Non-Urgent)**

## Appendix 6

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

Member of staff completes the Note of Concern on what has been observed or shared and must ACT PROMPTLY.  
Source of concern is notified that the school will follow up appropriately on the issues raised.



Staff member discusses concerns with the Designated Teacher or Deputy Designated Teacher in his/her absence and provides note of concern.



Designated Teacher should consult with the Principal or other relevant staff before deciding upon action to be taken, always taking care to avoid undue delay. If required advice may be sought from a CPSS officer.



#### **Child Protection referral is required**

Designated Teacher seeks consent of the parent/carer and/or the child (if they are competent to give this) unless this would place the child at risk of significant harm then telephones the Children's Services Gateway Team and/or the PSNI if a child is at immediate risk. He/she submits a completed UNOCINI referral form within 24 hours

Designated Teacher clarifies/discusses concern with child/parent/carers and decides if a child protection referral is or is not required.

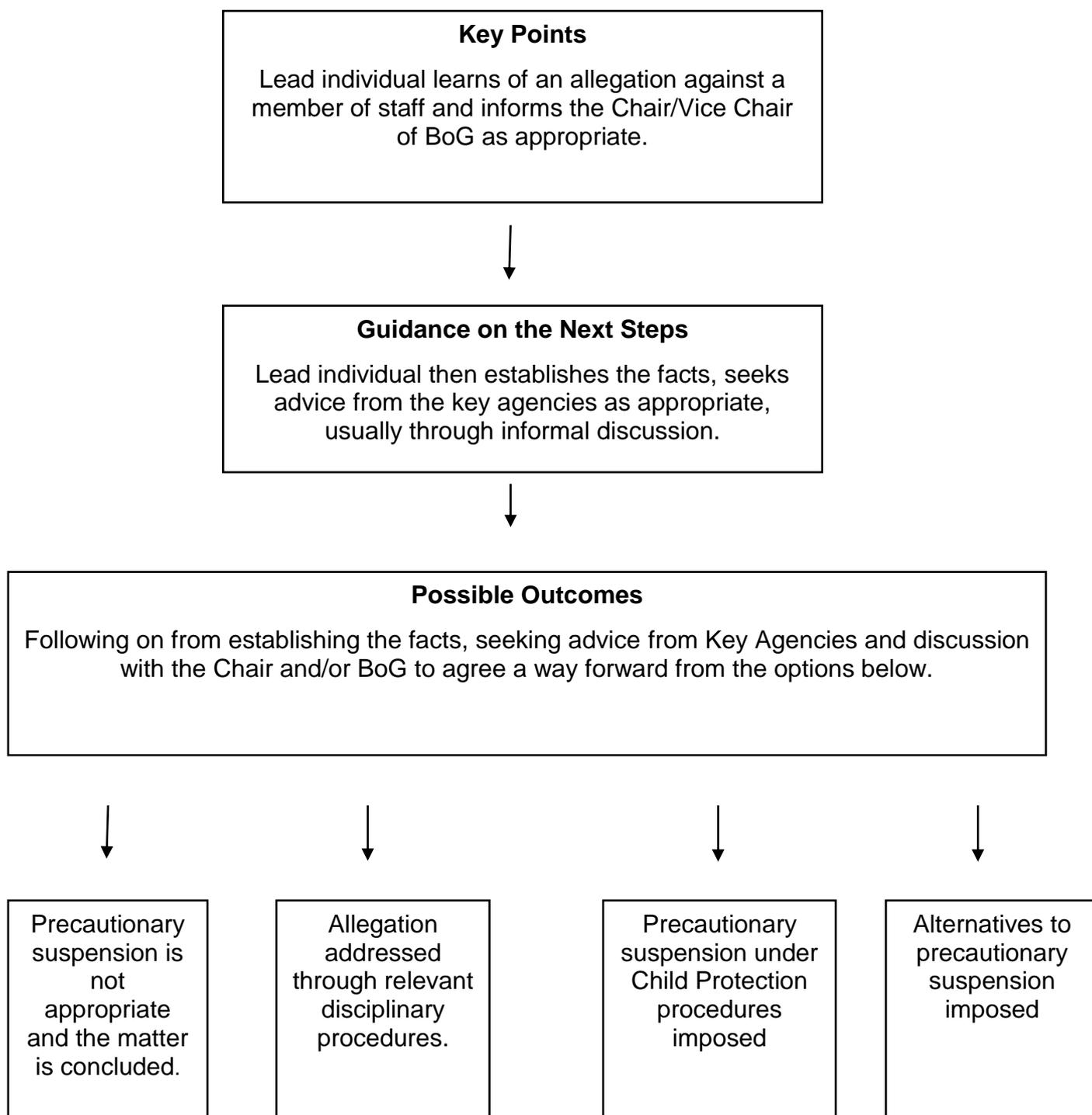
#### **Child Protection referral is not required**

School may consider other options including monitoring the situation within an agreed timescale; signposting or referring the child/parent/carers to appropriate support services such as the Children's Services Gateway Team or local Family Support Hub with parental consent, and child/young person's consent (where appropriate).

Where appropriate the source of the concern will be informed as to the action taken. The Designated Teacher will maintain a written record of all decisions and actions taken and ensure that this record is appropriately and securely stored.

## Appendix 7

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



## **Response to COVID-19**

There have been significant changes within our setting in response to the outbreak and the uncertainty of Education Restart

Despite the changes, the school's Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DT in line with our established safeguarding procedure.**

This annex sets out some of the adjustments we are making in line with the changed arrangements in the school and following advice from government and local agencies.

### **Reporting arrangements remain unchanged**

The school arrangements continue in line with our child protection policy.

The Designated Teacher (DT) is: Miss A Wilson

The Deputy Designated Teacher (DDT) are: Mrs C McMenemy and Mrs M Nash

The school's approach ensures the DT or a deputy is always on site while the school is open. In the unusual circumstance this is not possible the DT or Deputy DSL will be contactable and the Headteacher or a member of the Senior Leadership Team will email all staff by 9am to advise they are acting in an on-site safeguarding role together with contact details for the DT or Deputy DT.

Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. COVID-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting gateway are:

Should a child in the school's view be at risk of significant harm and local agencies are not able to respond, the school will immediately follow the safeguarding children partnership escalation procedure

### **Identifying vulnerability**

<https://www.education-ni.gov.uk/news/new-vulnerable-children-guidance-published-schools-and-parents>

During Lockdown many families were assisted by the school or local community and this will continue for as long as required.

### **Staff will be aware of increased risk**

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty, and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning – see below). Staff will be aware of the mental health of both children and their parents and carers, informing the DSL about any concerns.

### **Peer on peer abuse**

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not currently attending our provision. Extra care should be taken where groups have mixed age, developmental stages, are attending other schools as an interim measure and similar. When making contact with these families our staff will ask about relationships between learners.

### **Risk online**

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure appropriate filters and monitors are in place
- Our governing body will review arrangements to ensure they remain appropriate
- The school has taken on board guidance from the UK Safer Internet Centre on safe remote learning and guidance for safer working practice from the Safer Recruitment Consortium. We have reviewed the code of conduct and information sharing policy accordingly.
- Staff have discussed the risk that professional boundaries could slip during this exceptional period and been reminded of the school's code of conduct and importance of using school systems to communicate with children and their families.
- Children and young people accessing remote learning receive guidance on keeping safe online and know how to raise concerns with the school, Childline, the UK Safer Internet Centre and CEOP.
- Parents and carers have received information about keeping children safe online with peers, the school, other education offers they may access and the wider internet community. We have set out the school's approach, including the sites children will be asked to access and set out who from the school (if anyone) their child is going to be interacting with online. Parents have been offered the following links:
  - Internet matters - for support for parents and carers to keep their children safe online
  - Net-aware - for support for parents and carers from the NSPCC
  - Parent info - for support for parents and carers to keep their children safe online
  - Thinkuknow - for advice from the National Crime Agency to stay safe online
  - UK Safer Internet Centre - advice for parents and carers
- Free additional support for staff in responding to online safety issues can be accessed from the Professionals Online Safety Helpline at the UK Safer Internet Centre.

### **Allegations or concerns about staff**

With such different arrangements young people could be at greater risk of abuse from staff or volunteers. We remind all staff to maintain the view that 'it could happen here' and to immediately report any concern, no matter how small, to the safeguarding team.

Any staff or volunteers from outside our setting will complete an induction to ensure they are aware of the risks and know how to take action if they are concerned.

## **New staff or volunteers**

New starters must have an induction before starting or on their first morning with the DT or a deputy. They must read the school child protection policy, the behaviour policy, the whistleblowing policy and the code of conduct. The DT or deputy will ensure new recruits know who to contact if worried about a child and ensure the new starters are familiar with the child protection procedure.

## **New children at the school**

Where children join our school from other settings we will require confirmation from the DT whether they have a Safeguarding File or SEN statement. This file must be provided securely **before** the child begins at our school and a call made from our DSL or a deputy to the placing school's DT to discuss how best to keep the child safe. In some unusual circumstance this may not be possible. Information provided must include contact details for any appointed social worker. Safeguarding information about children placed in our school will be recorded on our safeguarding system (CPOMS), will be securely copied to the placing school DT and will be securely returned to the placing school on completion of the child's placement with us so there is a continuous safeguarding record for the child.

The DT will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

This policy has been approved by Governors for Sept 2020 and is available on the school website at [www.culmoreprimaryschool.com](http://www.culmoreprimaryschool.com).