



Child Protection Policy

***Incorporating
Indicators***

Procedures for staff and parents

Code of Conduct for staff and visitors

Information relating to:

Access to the internet

*Use of children's images/names Use
of mobile phones*

Administration of medication

Changing clothes

Policy reviewed by all staff and governors – 2025/26

Contents

	Page
Introduction	3
Child Protection Policy	4 - 6
Appendices	
Appendix 1 Code of Conduct for All Employees	7 - 9
Appendix 2 Code of Conduct for Visitors	10
Appendix 3 Signs of Abuse	11 - 12
Appendix 4 What to Do (Child)	13
Appendix 5 A Guide for Parents	14
Appendix 6 Complaints Procedure (Non-Staff)	15
Appendix 7 Out of School Activities/ School Visit Proforma	16
Appendix 8 Access to the internet	17 - 20
Appendix 9 Use of Work and Images	21
Appendix 10 Use of Mobile Phones	22
Appendix 11 Administration of Medication	23
Appendix 12 Changing Clothes	24
Reference Materials	25

Introduction

This document outlines Holy Family Primary School's approach to a range of Child Protection issues. Its main function is to provide ethical direction and practical guidance for all those employed within our school and those external agencies working with the pupils within the school environment.

The main sections are outlined as follows:

Section A What is Child Abuse This section outlines the four main categories of child abuse.

Section B Procedures for Reporting Child Abuse This section provides guidelines on the appropriate steps to take when child abuse is suspected.

The appendices include code of conduct guidelines for staff and visitors as well as information relating to internet access, use of children's images, use of mobile phones, administration of medication and changing clothes.

This document should be used in conjunction with a range of other school policies and guidelines including:

- Pastoral Care
- Positive Behaviour Management
- First Aid
- Health & Safety

Whilst Individual sections of this document will be salient depending on a given situation, it is essential to note that Holy Family's commitment and holistic approach to the protection of each pupil is the lynchpin connecting all sections.



CHILD PROTECTION POLICY

Aims

Holy Family Primary School is a rural school where many children belong to the same extended family circles and most children mix with each other outside school.

Through our Child Protection Policy in Holy Family, we aim to provide a happy, caring, supportive and safe environment, within which young people can learn and develop to their full potential. It also ensures that staff, governors and volunteers focus on valuing individuals for their unique talents and abilities. However, most specifically it highlights the fact that we need to take all reasonable steps to ensure that pupil's welfare is safeguarded and their safety preserved.

One way in which we seek to protect our pupils is by helping them learn more about risk of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.

Environmental dangers to children are recognised and addressed through curriculum provision. The Northern Ireland Curriculum provides opportunities for teachers to introduce topics such as road safety, safety in the home, water safety, fire safety, farm safety and safe use of equipment in the school.

All our staff, governors and volunteers are subject to appropriate background checks.

The staff at Holy Family Primary School have adopted a Code of conduct which has been drawn up from Appendix 9, DE Circular 1999/10 (**See Appendix 1**) and visitors are required to read and adhere to The Code of Conduct, sign the visitors' book and wear a visitors' badge (**See Appendix 2**).

In Holy Family the care, welfare and safety of all our children is paramount. The staff follows the guidelines and procedures described in DENI, SEELB and South Eastern Trust publications regarding Pastoral Care and Child Protection.

Our staff clearly recognise the key areas of responsibility, prevention, recognition, and response. This policy aims at ensuring there is also clear understanding within each of these areas. The policy applies to all staff, governors and volunteers working in the school.

All passages in this policy written in Italics are direct quotations from the aforementioned publication.

Identifying children at risk and taking appropriate action to ensure their safety is of critical importance. By identifying and sharing concerns about children, teachers contribute to the multiagency response, which may include assessment, family support and child protection. All staff, teaching and non-teaching, have been made aware of the signs of possible abuse and of the procedures to be followed in the case of suspected abuse or disclosure.

The overriding concern of all caring adults must be the care, welfare and safety of the child and the welfare of each child is our paramount consideration. The problem of child abuse will not be ignored by anyone who works in our school, and we know that some forms of child abuse are also a criminal offence.

The definition of Child Abuse?

We use the following definition as defined in Pastoral Care in Schools- Child Protection, DENI 1999.

Children may be abused by a parent, sibling, other relative, a carer, a teacher or assistant, an acquaintance or a stranger who may be an adult or a young person. It may be a deliberate act or failure on the part of a parent, carer or teacher to act or to provide proper care, or both. Abuse can take any of the following forms:

☐ Neglect

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

☐ Physical

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

☐ Sexual

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

☐ Emotional

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

(For indicators of possible abuse see Appendix 3)

Bullying

Although not an official form of abuse, bullying in any form will not be tolerated in Holy Family Primary School. If after investigation bullying behaviour persists then Child Protection Procedures will be instigated. Our Anti-Bullying Policy (which forms part of our Pastoral Care Policy) is available upon request.

There are three main types of Bullying:-

Physical	e.g hitting, kicking, spitting, theft or damage to belongings.
Verbal	e.g threats or name calling.
Indirect	e.g spreading rumours or excluding someone from social groups.

ROLES and RESPONSIBILITIES

The Designated Teacher and Deputy Designated Teacher

- The designated teacher and deputy designated teacher must:
- Avail of training so that they are aware of duties, responsibilities and role;
- Organise training for all staff (whole school training);
- Lead in the development of the school's Child Protection Policy;
- Act as a point of contact for staff and parents;
- Assist in the drafting and issuing of the summary of our Child Protection arrangements for parents;
- Make referrals to Social Services Gateway team or PSNI Public Protection Unit where appropriate;
- Liaise with the Education Authority's (EA) Designated Officers for Child Protection;
- Maintain records of all child protection concerns;
- Keep the School Principal informed;
- Provide written annual report to the Board of Governors regarding child protection.

The Principal

- The Principal must ensure that: -
- DENI 1999/10 guidance is implemented within the school.
- He attends training on Managing Safeguarding and Child Protection.
- A designated teacher and deputy designated teacher are appointed.
- All staff receive child protection training.
- All necessary referrals are taken forward in the appropriate manner.
- The Chair of the Board of Governors is kept informed.
- Child protection activities feature on the agenda of the Board of Governors meetings and termly updates & annual report are provided.
- The school's child protection policy is reviewed annually, and that parents and pupils receive a copy/summary of this policy at least once every 2 years;
- Confidentiality is paramount. Information should only be passed to the entire Board of Governors on a need-to-know basis.
- Records of incidents on child and staff files will be kept for 30 years/ Indefinitely after the date on which they occurred. (See Appendix Retention of Records)

The Designated Governor for Child Protection

- The Designated Governor should avail of child protection awareness training delivered by CPSSS and will take the lead in child protection issues in order to advise the Governors on:
- The role of the Designated Teachers;
- The content of Child Protection policies;
- The content of a code of conduct for adults within the school;
- The content of the termly updates and full Annual Designated Teacher's Report;

- Recruitment and selection and vetting of staff.

The Chair of the Board of Governors

- The Chair of the Board of Governors should:
- Ensure that he/ she has received appropriate Education Authority training;
- Ensure that a safeguarding ethos is maintained within the school environment;
- Ensure that the school has a Child Protection Policy in place and that staff implement the policy;
- Ensure that governors undertake appropriate child protection and recruitment & selection training provided by the Child Protection Support Service for Schools (CPSSS) and the Governor Support and Human Resource departments;
- Ensure that a Designated Governor for Child Protection is appointed;
- Assume lead responsibility for managing any complaint/allegation against the School Principal;
- Ensure that the Board of Governors receive termly updates and a full written annual report in relation to child protection activity.

Other Members of School Staff

Staff in Holy Family Primary School work with children over long periods of time and can notice physical, behavioural and emotional indicators, and hear allegations of abuse.

They should remember the 5 Rs: **Receive, Reassure, Respond, Record** and **Refer**.

The member of staff must:

- refer concerns to the Designated/Deputy Teacher for Child Protection/Principal;
- listen to what is being said without displaying shock or disbelief and support the child
- act promptly;
- make a concise written record of a child's disclosure using the actual words of the child; (**Appendix 3**)
- Avail of whole school training and other relevant training regarding safeguarding children;
- **Not** give children a guarantee of total confidentiality regarding their disclosures;
- **Not** investigate;
- **Not** ask leading questions.

Procedures for Reporting Suspected (or Disclosed) Child Abuse

In Holy Family Primary School, the Child Protection Team of Mrs Geraldine Sproule (Principal) Mrs Laura Gilchrist (Designated Child Protection Teacher) and Mrs Suzanne McKay (Deputy Designated Child Protection Teacher) are responsible for Child Protection.

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 will act immediately. (**See Appendix 4 – What to Do?- Child**)

No child will be given a promise of confidentiality but will be assured that the information shared will only be disclosed to people who NEED to know.

The following procedure will be applied:

- He or she will speak to Mrs Sproule or Mrs Gilchrist and a written record will be kept in the locked Safeguarding Drawer in Mrs Sproule's Office.
- If (after consultation with the SEELB Child Protection Officers) a referral is deemed necessary, it will be made immediately to the Social Services.
- If there are concerns that a child may be at risk the school is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately. **(See Appendix 5 – A Guide for Parents)**
- If a complaint about possible Child Abuse is made against a member of staff, Mrs Sproule or Mrs Gilchrist must be informed immediately. Parents can also seek advice from the School's Designated Child Protection Governor, Mr Convery.
- *Where a member of staff receives a complaint concerning possible child abuse by the Principal, all aspects of the above procedures for complaints against a member of staff should be followed, same that the role set out above for the Principal should be exercised by the Chairperson of the Board of Governors, in whom the power to suspend is vested. The employing authority should be immediately consulted in any such case. (Pastoral care In schools 1999)*

Where the matter has been referred to the Social Services, the member of staff will be removed from duties involving direct contact with pupils, and may be suspended from duty as a precautionary measure pending investigation by Social Services. The Chairman of the Board of Governors, Mr Convery will be informed immediately. If the complaint is made against Mr Convery, Mr Curran (if he is not available) must be informed immediately to ensure that the necessary action is taken. **(See Appendix 6 – Complaints Procedure - Staff)**

A hard-backed book will be stored in the locked Safeguarding Drawer to record all allegations or concerns made about members of staff. This will be shared with the governors annually and signed by the Chairman.

If a complaint is made concerning a member of the Board of Governors/volunteer/someone rather than a member of staff then the same procedure will be followed.

However, if the complaint is made against the Chairperson of the Board of Governors, Mr Curran will advise the Vice-Chairperson and the Southern Education and Library Board's Child Protection Officer.

(See Appendix 6 – Complaints Procedure - Non-Staff)

In addition to the above the school specifically recognises the need to protect children when:

- On school trips
 - Using the internet and digital media
 - Administering medication
 - Changing wet or soiled clothes

For this reason the school seeks parental consent on:

- All out of school activities (See Appendix 7)
- Access to the internet (See Appendix 8)
- Use of photographs, images and video recording (see appendix 9)
- Use of mobile phones (See Appendix 10)

- Administration of medication (See Appendix 11)
- Changing clothes (See Appendix 12)

Confidentiality and Record Keeping

All information, confidential notes and records must be kept in a separate file in the Safeguarding Drawer which remains locked in Mrs Sproule's office. The relevant child will only be identified by his or her initials and date of birth.

It is essential that an accurate record of all cases of potential child abuse is maintained detailing all actions taken.

Note of Concern

3.2 Any member of staff who has a concern about the welfare or safety of a child or young person should complete a Note of Concern (see Annex D). Notes must be made as soon as possible after the incident to ensure an expedient response, and certainly within 24 hours, to maintain the accuracy and content of the report. For some children a one-off serious incident or concern may occur and staff will have no doubt that this must be immediately recorded and reported. More often, however, it is the accumulation of a number of small incidents, events or observations that can provide the evidence of harm being caused to a child.

3.3 The staff member should report the concern to the Designated Teacher for Child Protection (DT) at an early stage, immediately if the concern is of a serious nature, as the DT may be aware of other circumstances which would influence steps to be taken. The Note of Concern and any further details discussed or action taken should be placed on the pupil's Child Protection File and should be signed and dated by both parties to confirm the information is accurate.

The seriousness of the concern will dictate speed of response. In some instances immediate reporting, to allow appropriate action to be taken, will be necessary.

Retention Periods for Child Protection Records

School records will be kept in a secure place for 30 years.

Staff in-Service Training

Each member of staff will receive general training on this policy annually and the procedures and the policy will be reviewed every 2 years. This will be led by the Safeguarding Team. The Safeguarding Team will also avail of courses offered by the SEELB, RTU and other multi-disciplinary agencies. The Policy will be made available for substitute teachers.

Monitoring and Evaluation

The Safeguarding team will discuss all current Child Protection issues on a monthly basis. The Board of Governors (who have reviewed and approved this policy) will also be advised of relevant Child protection Issues at regular intervals during the course of the school year. Specific details will not be shared with the Governors and confidentiality will be maintained.

The Safeguarding Team will review this policy annually and advise Governors and parents of changes when necessary. All parents will have access to the Child Protection Policy through the school office and will receive regular updates through the school website, outlining the basic Child Protection Procedures.

Useful Telephone Numbers

The Gateway Service (Social Services)

Telephone: 0300 100 0300

during office hours (9.00am – 5:00pm) Monday to Friday excluding public and bank holidays

For all other times contact should be made with the Emergency Duty Service.

Telephone: (028) 9056 5444

Down Gateway Team

Children's Services

81 Market Street

Downpatrick

BT30 6LZ

02844613511

PSNI Public Protection Unit

08007837745

Childline

0800 1111

NSPCC

0800 800 5000

CEOP

www.thinkyouknow.org

Useful Website

www.deni.gov.uk

Appendix 1 – Code of Conduct for All Employees / Volunteers within the Education Sector whose work brings them into contact with children



In all actions concerning children, the interest of the child is paramount.

This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. Holy Family Primary School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils within the school.

This Code of Conduct is not intended to detract from the enriching experiences children gain from positive interaction with staff and volunteers within the education sector. It is intended to assist in respect of the complex issue of child abuse, by drawing attention to the areas of risk and by offering guidance on prudent conduct.

Safeguarding Pupils

All Staff and volunteers have a duty to safeguard pupils from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.

The duty to safeguard pupils includes the duty to report concerns about a pupil or colleague to a member of the school's Safeguarding Team (Designated Teacher, Deputy Designated Teacher for Child Protection and the School Principal).

The School's Safeguarding Team is as follows:

Designated Teacher	Mrs Laura Gilchrist
Deputy Designated Teacher	Mrs Suzanne McKay
Member of the Safeguarding Team	Mrs Geraldine Sproule (Principal)

All Staff and volunteers must take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare. Staff should also complete Risk Assessments where appropriate in accordance with school policy.

At no time should any member of staff or school volunteer have their mobile in use through any part of the school day. This will be seen as a breach of the 'Code of Conduct' and will lead to disciplinary matters. Mobile phones should only be used during break and lunchtime whilst having break or lunch. If you undertake supervision duties mobile phones should not be in use.

Setting an Example

All staff and volunteers who work in Holy Family Primary School set examples of behaviour and conduct which can be copied by our pupils. Staff must therefore, for example, avoid using inappropriate or offensive language at all times.

All staff and volunteers must show empathy to all our children within our school.

All staff and volunteers must therefore demonstrate high standards of conduct in order to encourage our pupils to do the same.

Relationships and Attitudes

Staff should ensure that their relationships with pupils are appropriate to the age, maturity and gender of the pupil, taking care that their conduct does not give rise to comment or speculation.

Private Meetings with Pupils

It is recognised that there will be occasions when confidential meetings take place between teachers and pupils. As far as possible staff should conduct these meetings in a room with visual access, or with the door open.

Where such conditions cannot apply, staff are advised to ensure that another adult knows that the meeting is taking place.

Verbal Interaction

In accordance with the school ethos of showing respect and encouragement at all times, all verbal exchange in school shall be conducted in a calm and professional manner. Sarcastic, threatening or demeaning verbal interaction with any pupil or adult is not acceptable. Verbally humiliating or frightening pupils as a means of punishment is not acceptable. The use of humour can be helpful in defusing situations but the humour used must be understood and appropriate.

Favouritism and Grooming

Teaching and non-teaching staff are made aware that favouritism can be construed as grooming and teachers are advised to treat all pupils equally and with respect.

Pupils from Early years, through Key stages one and two will be offered curriculum-based activities and lessons to support them in awareness of what safe social interactions feel like and how they need to be tuned into their feelings so they can gauge when they may be in a risky situation.

Lessons will focus on promoting healthy interactions, positive relationships and independent self-care skills in children, and will enable teachers to alert children to the dangers of grooming and CSE in a way that respects their right to feel safe and that is appropriate to their age/stage of development.

Topics may include, touch which feels safe/unsafe, feeling safe, stranger awareness, recognising and assessing risk, and knowing how and where to get help. Teachers will be enabled through a range of resources appropriate to their age group.

Choice and Use of Teaching Materials

- Parental permission should be sought before using teaching materials of a sensitive nature.
- Teachers should avoid using teaching materials which might be misinterpreted.
- If in doubt about the appropriateness of a particular teaching material, the teacher should consult the Principal before using it.

Online safety and social media

Holy Family Primary school assists parents in their role in equipping pupils to stay safe online, and whole-school planning in this area is essential. The Levels of Progression for Using ICT include this statement: ***'Pupils should demonstrate, when and where appropriate, knowledge and understanding of e-safety including acceptable online behaviour.'***

E-safety is integrated across the curriculum at a level appropriate to each pupil. It is embedded across teaching and learning, not 'bolted on', to ensure that pupils have opportunities to develop their knowledge and understanding in this area. Member of staff (Mrs Gilchrist) is a trained CEOP officer and have provided support, resources and training to other members of staff through a cascade model. A whole school assembly on internet safety is led by the ICT coordinator every year. Information on net safety is made available to parents through curriculum meetings and the designated assembly. Each year group follows a set internet safety programme in line with each year group's experience of using ICT and the internet. This includes a whole school assembly based on the topic of internet safety.

E-Safety and Internet Use

Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools' E-safety and UICT Acceptable Use Policy at all times both inside and outside of work.

Staff and volunteers must not engage in inappropriate use of social network sites (Facebook, Twitter, Snapchat, Instagram, etc) which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should adopt suitably high security settings on any personal profiles they may have. Any requests from children of the school to become 'friends' should be reported to any member of the 'Safeguarding Team'.

If contacted by a student by an inappropriate route, staff should report the contact to the Principal immediately.

Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Only occurring where parental consent has been given.

Handling Conversations of a Sensitive Nature

Staff should:

- Listen and accept information
- Take notes, explaining to the child why you are doing so (Notes of Concern)
- Reassure the child
- Not make promises about the future
- Refer the conversation to the Child Protection Team

Confidentiality

Members of staff and volunteers may have access to confidential information about pupils in order to undertake their everyday responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a pupil or their family for their own, or others' advantage.

Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis.

Where alleged abuse is suspected individuals have a duty to pass information on without delay, to those with designated child protection responsibilities.

Physical Contact

- Staff and volunteers should not feel inhibited from responding to the needs of the child and offering physical comfort as a caring parent would provide. However this should only occur when the child is in agreement.

- All touch should be governed by the age and developmental stage of the child.
- Staff and volunteers should not touch a child who has clearly indicated that he/she would be uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- Physical punishment is illegal as in any form of physical response to misbehaviour unless it is by way of necessary restraint.
- Staff or volunteers who have to administer first aid should ensure that 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 is likely to be misinterpreted by the pupil, parent or other casual observers should be avoided.
- If any physical contact could be construed as inappropriate, the member of staff should inform the Principal in writing at the earliest possible opportunity.
- Staff and volunteers should be particularly careful when supervising pupils in a residential setting or in an approved out of school activity where more informal relationships tend to be usual and where staff may be in proximity of pupils in circumstances very different from the normal school environment.

Restraint

- Staff and volunteers can use reasonable force:
 1. To prevent injury to the child, other children, themselves or another member of staff
 2. To prevent damage to school property
 3. To prevent the commission of an offence
- The rights of a member of staff or volunteer to use reasonable force to restrain a pupil applies on the premises of the school or elsewhere at a time when he/she has lawful control or charge of the pupil concerned.
- Staff and volunteers should inform the Principal after any incident where reasonable force has been used.
- There should be a written account made of the incident in order to prevent any misunderstanding or misinterpretation. The account should include the names of those involved, when and where the incident took place, names of witnesses, a brief account of the steps taken to defuse the situation and the outcome of the incident.

Lower Key Stage One

It may be necessary for staff to do things of a personal nature for these younger children in their care. Children may be upset and need to be comforted with a hug. They may have a toileting accident and need to have their clothes changed. To fail to do these things for a young child would be negligent.

In order to safeguard the child and protect, the following code of conduct will be adhered to at all times:

- Children will be encouraged to adjust clothing, etc, for themselves when using the toilet
- Only trained staff members will be permitted to accompany them to the toilet
- When taking a child/children to the toilet, the adult will inform another member of staff
- Children who wet their clothes after a toileting accident will be given clean replacements and encouraged to change themselves as much as possible
- If a child soils themselves, their previously given contacts will be telephoned in the order given to request that they are changed by a parent or another adult who has the parents' consent to clean and change the child
- In all toileting accidents, the child's parent/s will be informed by the class teacher, the classroom assistant or the school secretary
- Intimate Care Form to be completed by staff member and given to the Designated Child Protection Teacher (Mrs Gilchrist).

Primary 1

In the June preceding their child's enrolment to Primary 1, all parents are fully advised of the policy and procedures used when a child has to be cleaned or changed. Parents are then asked to sign an 'Intimate Care' contract which confirms that they understand and agree to the staff applying the outlined policy.

Conduct Outside of Work

All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of Holy Family Primary School or the staff/volunteers own reputation or the reputation of other members of the school community.

Dress and Appearance

All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.

Staff and volunteers should dress in a manner that is not offensive or revealing.

At all times staff and volunteers need to use the supplied door access fob and neck strap that follows the child protection guidelines of our school.

Disciplinary Action

Staff and volunteers should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.

Compliance

All Staff and volunteers must complete the form to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated.

Confirmation of Compliance

I hereby confirm that I have read, understood and agree to comply with the school's Code of Conduct of Holy Family Primary School.

Name

Position / Post Held

Signed

Date

Appendix 2 – Code of Conduct (Visitors)



All visitors must:

1. Must read the Code of Conduct and sign the Visitors' book
2. Report immediately to the office
3. Must wear a 'Visitor' Badge – clearly visible
4. Wait until you can be escorted to a work area or the person to be visited
5. Knock the door before entering an office/classroom and explain the reason for your visit
6. Never be alone with a child
7. Never have physical contact with a child
8. Never be involved in inappropriate situations which cause anxiety to a pupil (inappropriate touch or physical contact, probing/questioning or unwanted attention)
9. Never swear on the premises
10. Never smoke on the premises
11. Never bring nuts or foods containing nuts of any kind onto the premises
12. Take precautions to ensure that any equipment you may have with you is safely and securely stored so pupils do not have access
13. Report any incidents immediately to:

Mrs Sproule (Principal)

Mrs Gilchrist (Designated teacher for Child Protection)

Mrs McKay (Deputy Designated teacher for Child Protection)



Appendix 3 - Signs of Abuse

Physical Abuse

Signs

- Bruising (self harm)
- Burns
- Bites
- Broken Bones
- Sprains
- Dislocations
- Scalds
- Weals
- Cuts
- Fear (excessive, shrinking away)
- Reluctance to undress or change for PE/swimming
- Poorly clothed/covering up
- Behaviour change (dramatic)/performance change
- Aggression
- Withdrawal
- Weight loss/palour
- Alert/third party reports
- 'Under the influence' of illegal or unauthorised substances

Emotional

Signs

- Quiet
- Withdrawn
- Low self esteem
- Unable to make friends
- Poor concentration/sleepy
- Can't accept praise
- Need to control environment by behaviour (negative reaction)
- Inappropriate learned responses
- Attention demanding
- Imaginary friend
- Lack of interest in everything
- Impulsive stealing
- Wanting to stay in school
- Over-reaction
- Overly attached to teacher, over sensitive to praise/criticism
- Doesn't like physical contact

- Sudden speech disorders
- Drug/solvent abuse
- Deprived of love, positive attention, appropriate relationships, stimulation
- Exposed to criticism, negativity, blame and denied their human rights

Neglect

Signs

- Travel to school
- Lack of provision of food in school
- Lack of supervision
- No interest in education
- Hunger and tiredness
- Poor personal hygiene
- Unkempt state
- Emaciation
- Few friends
- Withdrawn or aggressive
- Health problems
- Difficulties in school work
- Inappropriately dressed

Sexual Abuse

Signs

- Inappropriate drawings
- Issues getting changed
- Inappropriate or sexually explicit language
- Inappropriate play – sculpting genital features with play-dough
- Fear of the dark
- Posture and sexualised gestures
- Obsessive washing
- Frequent ailments or marks and bruising
- Tired and withdrawn
- Low self-esteem
- Difficulty concentrating on school work
- Avoids physical contact
- May have significantly more money
- Few friends of own age

Appendix 4 – What to Do (Child)



WHAT TO DO IF YOU ARE WORRIED OR ANNOYED ABOUT YOURSELF OR SOMEONE ELSE

I am annoyed or worried



I can talk to my teacher



If I am still concerned, I can talk to
Mrs Gilchrist (Designated Teacher)
Mrs McKay (Deputy Designated Teacher)



If I am still concerned, I can talk to Mrs Sproule or any member of staff. They are all here to listen to and to help.



If you are unsure about talking to a member of staff, you can call:
Childline on 0800 1111
NSPCC on 0800 800 5000
These calls are free and will not show up on your telephone bill, but they will help you to work out what to do next.



WHAT TO DO IF YOU HAVE ANY CONCERNS ABOUT YOUR CHILD

I have a concern about my child



I can talk to the class teacher



If I am still concerned, I can talk to one of the Child Protection Team.

Mrs Sproule (Principal)
Mrs Gilchrist (Designated Teacher)
Mrs McKay (Deputy Designated Teacher)



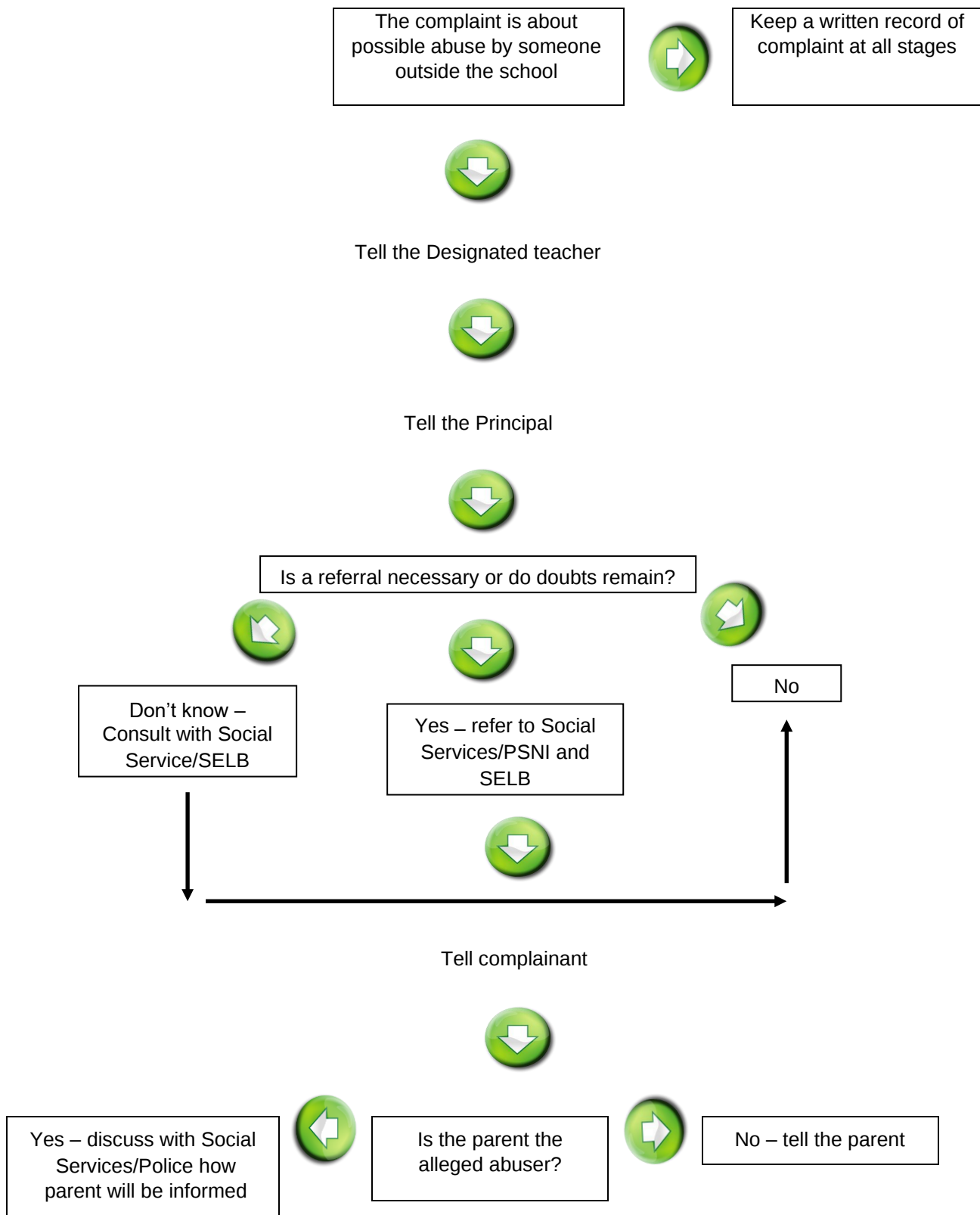
If I am still concerned, I can talk/write to the Board of
Governors Designated Child Protection Governor or the
Chairperson

At any time, I can talk to the social worker or police

Appendix 6 – Complaints Procedure (Non-Staff)



The following procedure should be applied if the school has concerns or has been given information about possible abuse by someone other than a member of staff.



Appendix 7 – Out of School Activities/School Visit Proforma



Educational Visit/Extra-Curricular Activity Consent Form

Educational visit to: _____

Date of the proposed visit: _____

Details of the visit:

Departure time: _____ Time of return to school: _____

Purpose of the visit:

Estimated costs of the visit:

Total parental donation required: _____

✂-----

I consent to my son/daughter (Name) _____

Participating in this educational visit and confirm that he/she is medically fit to participate.

Please detail below any new or recent medical information that is not included on the Medical Form completed in September this year.

Signed (Parent/Guardian): _____

Date: _____

Appendix 8 – Access to the Internet



Parents' Internet Information Letter

Dear Parent.

As part of the school's ICT programme, we offer pupils supervised access to the Internet. Before the school can allow pupils to use the Internet, they must obtain parental permission. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the rules on this matter.

Access to the Internet will enable pupils to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Find attached the following documents;

- Pupil Guidelines for Internet Use
- A Parent's Guide to the Internet

A copy of the school's Policy for Acceptable Use of the Internet can be obtained from the school. If you decide to support your child's application for access to the Internet, please complete the attached slip and return it to school promptly.

Yours faithfully

Mrs Sproule
Principal

✂-----

Please complete and return this form

Pupil's Name _____

Parent

As the parent or legal guardian, I grant permission for my child/children to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my child/children to follow when selecting, sharing and exploring information and media. I also grant permission for my child's work or photograph to appear on an SELB and or an official school web site.

Parent's signature _____ Date _____

P4 – P7 Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the school network in a responsible way and observe all restrictions explained to me by the school.

Pupil's signature _____ Date _____



Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others. Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas, memory sticks and compact disks will be used by pupils but staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computer, computer systems or computer networks.
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in others' folders, work or files.
8. Intentionally wasting limited resources.

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, policy or local authorities may be involved.



1. What is the Internet?

The Internet is a large number of computers all over the world linked together with cables. In most cases, each of these computers is also linked locally to a number of other computers, in a local network. It is possible for someone using one of these computers to access information on any of the other computers. This system was established by those working in Universities and Government organisations for the fast and efficient transfer of largely text-based information around the world directly from one computer to another.

It is possible for other people, outside these local networks, to connect to the Internet by using standard telephone lines between their computers and those already connected to the Internet. A number of companies specialise in providing this service for a fee.

2. What is the World Wide Web?

To make the appearance of information available through the Internet more attractive, and to assist people in finding information more easily, it is now possible for special pages of information to contain text, colours and pictures, sound and even video. These pages, collectively, make up what is known as the World Wide Web. Most of these pages include information on the location of other pages with similar or related content. Moving from one page to another, regardless of where in the world they might be located, is called browsing, or surfing the net or web. Many of these Web pages contain information that may be useful in the classroom, and it is presented in a way which is often easy to use.

A number of UK suppliers including BT and Research Machines, offer schools the facility of keeping their own pages on the Internet. These school "home pages" might describe the school's activities to outsiders or explain project work that pupils are involved in.

3. What is Electronic Mail (E-mail)?

This is merely a way of sending messages from one person to another via the Internet. Each Internet user has a unique e-mail address (such as anybody@msn.com) and by sending a message to this address, the recipient can read the message the next time he or she connects to the Internet. Internet e-mail addresses are usually provided along with a schools' connection to the Internet and normally individual pupils will not have their own e-mail address.

4. What are the dangers of the Internet referred to in the media?

It is true that there is some material on the Internet that would be offensive to most people, such as pornography, racist and fascist material, and this can be accessed by children if using the Internet unsupervised. The main educational providers try to 'filter' known offensive locations of material of this kind, but there is too much for this filtering to be very effective, and the locations change frequently. The only way to block access to this kind of material is to have a restricted range of pages available, in which case many of the advantages of the global and dynamic nature of the Internet may be lost. It is a feature of the Internet that the information available is free. Increasing restrictions will undoubtedly lead to systems of charging for access to specific material, in addition to the other costs described. An alternative system is to educate pupils and encourage an acceptable use policy and partnership between home and school in dealing with the less savoury side of Internet use

5. *How can I get more information?*

There is no shortage of websites with information for young people, their parents and teachers, about keeping safe on the Internet. The website www.connectsafely.org provides advice and guidance on controlling who can see information posted. It also has some useful guidance for parents, 'A Parents' Guide to Facebook'. Advice is available from the Child Exploitation Online Protection Centre at www.thinkyouknow.co.uk. A leaflet 'Young People and Social Networking Sites' can be downloaded from www.kidsmart.org.uk. There are many magazines in newsagents that cater for beginners-advanced use of the Internet. If you have any specific questions please contact the school and ask for the Principal or ICT co-ordinator.

Appendix 9 – Use of Work and Images



In line with Child Protection Procedures please indicate your wishes on the form below.

Name of Child _____

School Information/Newsletters

I permit my child's work to appear in school publications/school website

Yes ☐ No ☐

I permit my child's name to appear in school publications/school website

Yes No ☐ ☐

I permit my child's photograph to appear in school publications/school website

Yes No ☐ ☐

Newspapers/Magazines

I permit my child's work to appear in newspapers/publications/websites

Yes ☐ No ☐

I permit my child's name to appear in newspapers/publications/websites

Yes ☐ No ☐

I permit my child's photograph to appear in newspapers/publications/websites.

Yes ☐ No ☐

DVD Recordings/Television/Radio Broadcasts

I permit my child to appear on /television/radio/websites/school DVDs.

Yes ☐ No ☐

Parent's Signature _____

Date _____

Appendix 10 – Use of Mobile Phones



Most mobile telephones include a facility which allows photographs to be taken and sent. This significantly increases the potential for a major Child Protection or bullying incident. Many also have access to insecure and unprotected websites. For this reason, Orchard County applies the following policies for pupils and staff.

Pupil Guidelines

- Pupils are not permitted to bring mobile phones onto the school premises or on school educational visits
- The school telephone can be used in emergencies – 028 44 830 319
- Any pupil found with a mobile phone will be asked to present it to their teacher who will request that it is collected by a parent
- The school will not be held responsible for any damage or loss to mobile phones brought onto the premises
- I will advise an adult if I receive any rude calls, texts or images or if I receive any hurtful calls or texts to my personal mobile phone
- I will NEVER be responsible for a rude or hurtful call, message or text

Staff and Other Adult Guidelines

- Mobile phones may be carried onto the school premises but they may only be used in one of the offices or the staffroom during school hours
- Mobile phones may be used in the classroom after the children have left the premises
- Mobile phones should never be used to photograph an activity or a child in the school or on an educational visit
- Personal mobile phones may be carried on an educational visit but should only be used for urgent/important communication relating to the activity or emergencies

Appendix 11 – Administration of Medication



Consent Form for Administering Medication in School

Name of Pupil: _____

Class: _____

Teacher: _____

I request permission for my son/daughter to be given the following medication during school hours by the class teacher or a designated member of staff.

Medication: _____

Dosage: _____

When taken: _____

Signed (Parent/Guardian): _____

Date: _____

Please note that this form relates to temporary administration of medication. Any child requiring ongoing medication requires a personal medical care plan which will be discussed and agreed with the Principal and signed by both parties.

Appendix 12 – Changing Clothes



Extra-Curricular Activities

The following policies are applied on all occasions where clothes are changed:

P1 to P4

- Unless a parent specifically requests that a child is permitted to exit the classroom to change, all children in these year-groups will change in the classroom under the supervision of the regular classroom staff or a substitute teacher if the teacher is absent.

P5 to P7

- The girls will change for After School Clubs in the girls' toilet area in the Main School Building.
- The boys will change for After School Clubs in the boys' toilet area in the main School building.
- For safety reasons, on swimming days the children will change in the appropriate boys' or girls' communal team changing room and be supervised by a member of the school staff or a member of the pool staff (all of whom have been appropriately police-checked).

□ Children changing for extra-curricular activities will change in an area which is adequately supervised by the teacher in charge (if that teacher is of the same gender).

Toilet Accidents

- If any child in the main school has a toileting accident, they will be given clean clothes and asked to change themselves. If they are unable to change themselves, a parent or approved carer will be requested to come into school to help.
- If a child is soiled, a parent or carer will be requested to collect the child so they can be cleaned and changed. On many occasions this is a clear sign of an illness.
- If a child has regular toileting accidents this will be discussed with the child's parents and medical or Child Protection specialists if necessary.
- Intimate Care Forms to be completed for all Toileting accidents and Forms given to Mrs Gilchrist (Child Protection Teacher).

Reference Materials

Area Child Protection Committees' Regional Policy and Procedures
April 2005

Children (NI) Order 1995 'The Sexual Offences (Amendment) Bill 2000¹

DE Circular 'Relationships and Sexuality Education (RSE)' 2001/15

DE Circular 'Drugs: Guidance for schools' 2004/9

DE Circular 'Pastoral Care in Schools' 1999/10

Drugs: Guidance for Schools in Northern Ireland
CCEA
2004 ISBN 1 85885 652 3

Evaluating Pastoral Care 1999
DENI
1999

Guidance for Primary Schools: Relationships and Sexuality Education
CCEA
2001 ISBN 1 85885 209 9

Guidance for Post Primary Schools: Relationships and Sexuality Education
CCEA
2001 ISBN 1 85885 209 9

Integrating Personal Safety Programmes into the Curriculum: Child Protection
CCEA
1999 ISBN 1 85885 202 1

Pastoral Care in Schools: Child Protection
DENI
1999

The Education and Libraries (NI) Order 2003

Together Towards Improvement: A Process for Self-Evaluation
Department of Education ETI

UN Convention on the Rights of the Child
Article 3; Article 12; Article 19