

# ST BRIGID'S PRIMARY SCHOOL



# CHILD PROTECTION POLICY

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We in St. Brigid's Primary School have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our pastoral care policy, which aims to provide a caring, supportive and safe environment; valuing individuals for their unique talents and abilities, so that all our young children can learn and develop to their full potential. Our child protection policy also seeks to support the child's development in ways that will foster security, confidence and independence. It should be regarded as central to the well-being of the individual and is therefore seen to be an intrinsic part of all aspects of the curriculum.

## Aims

- To promote the welfare of each child
- To enhance children's
  - self-esteem
  - self-confidence
  - assertiveness
  - communication skills
  - awareness of personal safetyby empowering the children with the basic skills, experiences, knowledge and attitudes that are needed in this rapidly developing society.
- As part of a statutory discipline policy to have a whole school policy against bullying, through recognition of the abuse of power between adults, between adults and children, and between children.
- To ensure all staff are well informed about Child Protection issues and review the situation regularly in terms of staff development.
- To ensure that staff are well informed about procedures for reporting concerns as outlined in the Education Authority / CCMS Guidelines and DENI document - Pastoral Care in Schools. (see Appendix 1)
- **To ensure that staff are aware of their duty of care and their responsibility to report any concerns but not to investigate concerns.**
- To inform parents of The Child Protection Policy.
- To promote co-operation with statutory agencies in the multi-agency response to child protection.
- To incorporate child protection into the curriculum.

## The policy will be put into effect:

- By providing an environment within the school in which every child feels confident that they
  - are well known
  - are safe
  - are valued
  - are respected
  - have their progress regularly checked and reported on.
  - are listened to
- By allowing a variety of opportunities for class and group discussion on thoughts and feelings in an atmosphere of trust, acceptance and tolerance.

*This is incorporated in the daily curriculum we provide for the children and is reflected in the ethos of our school. In St. Brigid's Primary School the staff are very aware of child protection issues and opportunities will be provided within the curriculum to talk about the children's fears, anxieties and experiences.*

- By identifying a range of people to whom the children can turn to share concerns and discuss problems.
- By integrating the key concepts of Child Protection with the existing curriculum and by developing awareness and skills of personal safety.
- By monitoring children's welfare and physical, emotional, social, intellectual and behavioural development.
- By promoting staff awareness of: types and indicators of child abuse and neglect, the appropriate response to the child, knowledge of procedures for reporting concerns, their statutory responsibility.
- By informing staff of the importance and nature of appropriate record keeping and report writing, and the need to make clear distinction between factual reporting and professional opinion.
- By informing parents of the school's Child Protection Policy.
- By establishing regular contact with the appropriate agencies in order to promote co-operation to protect children.

### **Staff Development**

In order that staff have the requisite skills, understanding and knowledge to implement the policy effectively, staff will have access to a broad, balanced staff development programme which will be established according to the School Development Plan priorities. In St. Brigid's Primary School we have Child Protection training for all staff on an annual basis - usually an August Baker Day.

### **Implementation of Policy**

The responsibility for the implementation of this policy rests with the entire school staff and the Child Protection staff, Mrs Donaghy, Mrs McCrum and Mrs O'Kane.

### **Review**

This policy will be kept under continuous review. The next formal review will take place August 2019. Responsibility for the review will rest with the Designated Teacher Mrs Donaghy and Deputy Designated Teacher Mrs McCrum.

**The safety of the child must be our first priority.**

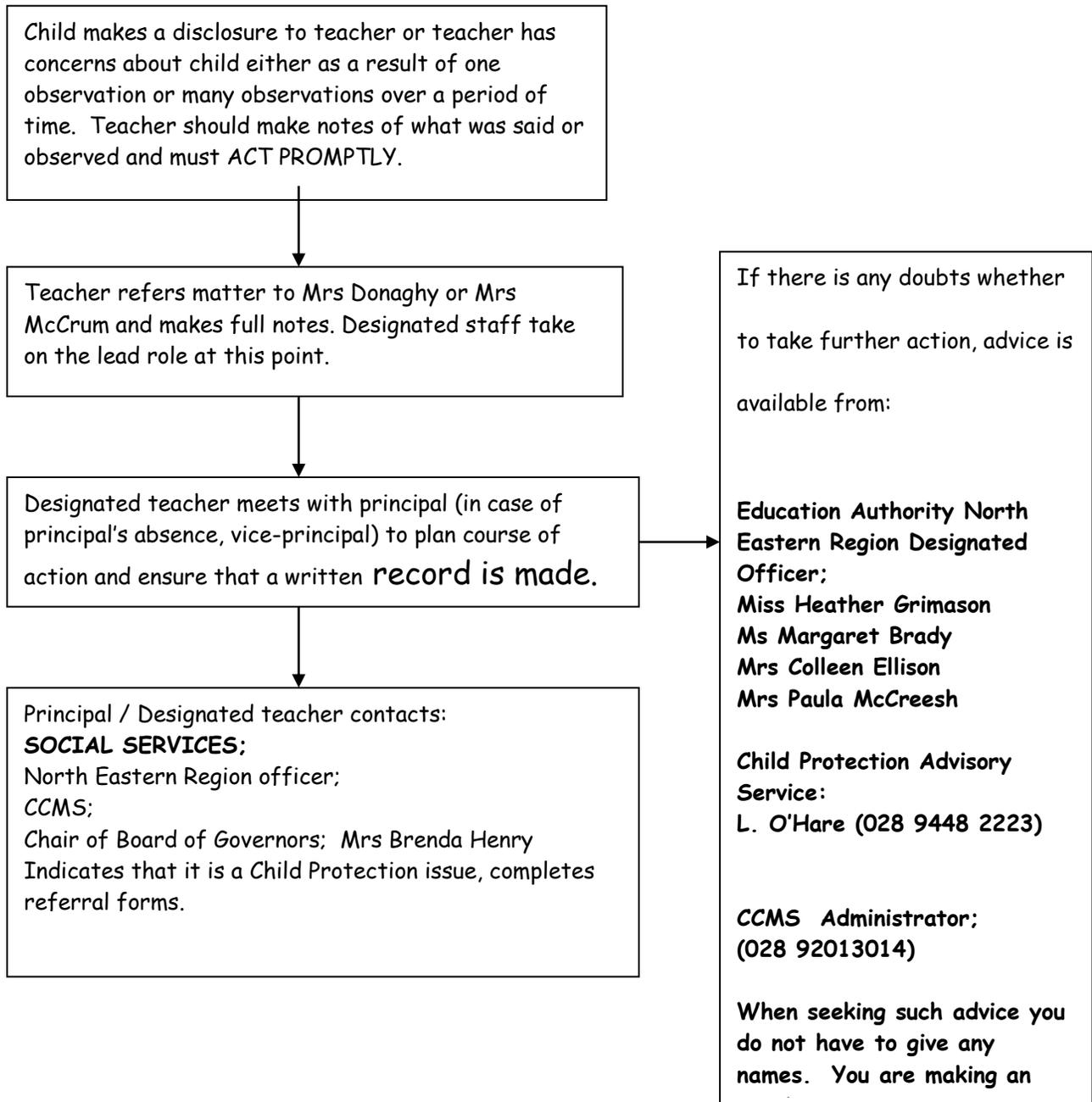
- 1. We will provide a safe environment and ensure children's safety by operating a security system where access to the school can only be gained by buzzer/intercom. Parents are made aware from the outset of the necessity to have consistent arrangements for leaving/collecting children. Strong, mutually supportive and positive relationships between parents and staff are critical to ensuring the safety of children. Accordingly, the staff of St. Brigid's will consistently strive to develop such relationships with parents. Emergency contact telephone numbers are requested in the event of a child becoming ill or distressed.**
- 2. In an early years setting, adults will inevitably come into close physical contact with the children, when toileting, changing clothes or comforting them. It is our intention that the Foundation Stage staff (and not students or helpers) perform these duties where possible, and that parents give permission for their child to be changed etc. prior to their admission to the school. Staff will at all times be respectful of children's feelings and privacy when giving assistance.**
- 3. Within the Foundation Stage class, children will always be cared for by their teacher and classroom assistant. An additional adult - student / voluntary helper may also assist. When children are brought out of the school environment on trips / visits the adult: child ratio will increase to at least 1 adult per 8 children.**

**All staff and students have been subject to appropriate background checks (Appendix 2). All staff have attended training in Child Protection, where we have learned to recognise possible signs of abuse or neglect. Suspected abuse will be reported to the deputy designated child protection teacher Mrs Donaghy. In her absence a report will be made to the deputy designated child protection teacher, Mrs McCrum.**

# APPENDICES

# Appendix 1

## Procedure for Reporting an Incident of Child Abuse



## Appendix 2

Applicants who wish to perform voluntary activities in the school must first be vetted under the appropriate procedures. At the current time those procedures require the applicant to complete the relevant Access NI documentation and this will be processed by the school via CCMS/Education Authority.

*Confidential*

### Application for Voluntary Activities in St. Brigid's Primary School.

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Previous names  
(where applicable) \_\_\_\_\_

Tel: \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Occupation \_\_\_\_\_

Relationship with School \_\_\_\_\_  
(eg. parent, former pupil, friend/relative of member of staff)

Qualifications if applicable) \_\_\_\_\_

**Q1.** Have you previously been involved in work involving children and young people?  
If so, please give details.

\_\_\_\_\_

\_\_\_\_\_

**Q2.** Do you have

1. A current driving licence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Use of a car	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Q3. How many hours a week can you make available? \_\_\_\_\_

On which days? \_\_\_\_\_

Mornings / afternoons \_\_\_\_\_

Q4. Do you have any disability which would affect the type of voluntary work you could undertake?

Yes  No

If yes, please give details.

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Q5. Have you ever been convicted of a criminal offence or been the subject of a caution or bound over order? Yes  No

***You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (exceptions) (Amendment) order 1986, you should declare any convictions, including "spent" convictions.***

If yes, please state below the nature and date(s) of the offence(s) and the date(s) of conviction(s) or caution(s).

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Q6. Have you ever been investigated by Social Services in relation to child protection or had a child removed from your care? Yes  No

If yes, please provide details and advise on the outcome of the investigation.

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# ST. BRIGID'S PRIMARY SCHOOL

## Referees

Please give the names and addresses of two referees who may be approached to support your application for voluntary activities. Referees should not be family members or members of the staff of the school.

1.	Name_____	2.	Name_____
	Address_____		Address_____
	_____		_____
	_____		_____

## OTHER INFORMATION

Please include below any other information which you would like to give in support of your application.

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## Criminal Records Check

Voluntary activities in the school may involve substantial contact with children and it may therefore be necessary to arrange for a criminal Records Check to be carried out on certain applicants, depending on the activities they will undertake. Please sign the declaration below, indicating whether you are willing for such a check to be carried out on you.

## DECLARATION

The information which I have given is correct. I have declared any criminal convictions as listed above.

I give / I do not give my permission for a Criminal Records check to be made should this be considered necessary. (Delete as appropriate)

Signature \_\_\_\_\_

Name (Block Letters) \_\_\_\_\_

Date \_\_\_\_\_

# ST. BRIGID'S PRIMARY SCHOOL

## Appendix 3

### Types of Abuse

**We recognise that there are many forms of abuse:**

#### **Neglect:**

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

#### **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 own gratification; the involvement of children or young people in sexual actions of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violate normal family roles.

#### **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.

# ST. BRIGID'S PRIMARY SCHOOL

## Appendix 4

Parents will be asked to complete the following consent slips:

In keeping with our Child Protection Policy, we would be grateful if you could please complete and sign the permission slip below:

I give permission for my child:

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- To be cleaned / changed in the event of a toilet accident.
- To go on school outings / visits.
- To have his / her photo taken on occasions throughout the year for publications.
- To have sun cream applied when necessary.
- To have his/her photo taken which may be utilised on the school website.

Signed \_\_\_\_\_ Parent / Guardian

Date \_\_\_\_\_

## Appendix 5



**ST. BRIGID'S PRIMARY SCHOOL**  
**52 Mayogall Road, Magherafelt, Co. Derry BT45 8PG**

*E-mail: mokane282@stbrigidsp.s.magherafelt.ni.s*

*Website: www.stbrigidsmayogall.ik.org*

*Tel: 028 7964 2014*

*Principáil: Mrs M. O'Kane*

*Fax: 028 7964 5658*

September

Dear Parent

We have a mobile telephone text service in order to contact parents in emergencies. As you can appreciate this is expensive, but it is essential that you receive messages promptly and efficiently if for example the school has to close suddenly for any reason.

Therefore, you are asked to **complete the information and return to school by 12<sup>th</sup> September** at the latest

**only if there has been a change in your main contact mobile number.**

There should only be **ONE** mobile number for each family. This will be the only method of emergency contact used so it is imperative that we get this information immediately.

If you do not receive a text message by 30<sup>th</sup> September please contact the school office so that we can check our system is working correctly.

Adult Name	Mobile Number	Pupil Names	Class

I/We \_\_\_\_\_ have received a copy of St Brigid's Primary School:-

Child Protection Procedures

I/We have signed and returned all the Information Forms enclosed

Signed: \_\_\_\_\_ Parent/Guardian

Parent of: \_\_\_\_\_ Class \_\_\_\_\_ Pupil \_\_\_\_\_ Class \_\_\_\_\_

Pupil \_\_\_\_\_ Class \_\_\_\_\_ Pupil \_\_\_\_\_ Class \_\_\_\_\_

## St Brigid's Primary School



### Consent and Information Forms

#### Prescribed Medicines

- Staff at St Brigid's prefer not to administer medicines unless absolutely necessary eg a continuous illness such as diabetes, epilepsy, asthma. (Please see Medication Policy for further details).
- Consent will be required for each occasion.
- **If your child needs inhalers/medication (even self-administration) please make sure you contact school to complete appropriate forms.**

**I have read and understand the Policy on Prescribed Medicines.**

**Signed:** \_\_\_\_\_ **Parent/Guardian**

#### Minor Accidents

- Staff at St Brigid's regard the safety of children as paramount. However minor accidents such as cuts and bumps do occur and your child may need to receive medical treatment.
- If a child cuts himself/herself we will try to clean the cut as best we can.
- If a child receives a bump/knock to part of his/her body, ice will be put on the bump to reduce swelling.
- We sometimes administer antiseptic cream, sprays, bandages or plasters.
- If a child receives a serious injury parents will be asked to take their child home (or to hospital). On these occasions the person who collects the child will be asked to sign an accident record sheet.

**\* Delete as appropriate**

**\* I agree / \* do not agree to the above procedures being carried out should a minor accident occur.**

**Signed :** \_\_\_\_\_ **Parent/Guardian**

**Date:** \_\_\_\_\_

## Toileting and Intimate Care

The children's emotional and physical well-being is central to their development and at St Brigid's we encourage children to develop their own skills at toileting. However, there may be times when they need assistance by an adult in doing so. Such times may include if a child wets/soils themselves or is physically sick.

If this occurs staff will encourage the child where possible to change himself/herself. If assistance is required, a classroom assistant or a teacher will help the child. At all times the helper will encourage the child to change himself/herself as best as possible. Another adult will be in an adjoining classroom with the classroom door open while the child is getting changed in the toilets.

If a child is very upset through wetting/soiling themselves or from being physically sick, and does not want help from an adult, we will contact their parent/guardian to take the child home.

The persons responsible for such care will be any member of teaching staff as well as our permanent classroom assistants.

The following individuals will **not** be responsible for such care:

Volunteers                      Substitute Teachers                      Students                      Peripatetic Staff

Although these instances seldom occur, the adult involved will complete an "Intimate Care Record" sheet of such instances, which will be monitored by the designated teacher (Mrs Donaghy) or deputy designated teacher for child protection (Mrs McCrum).

**If a child appears to be having continual "accidents", a strategy may need to be agreed between the parent and the school.**

\* Delete as appropriate

\* I give / \*do not give permission for my child \_\_\_\_\_ to receive Intimate care if required.

Signed: \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_

## Permission to Walk Home

\* Delete as appropriate

• I give / \*do not give permission for my child \_\_\_\_\_ to walk home from school.

• This is not applicable to my child.

**Signed:** \_\_\_\_\_ **Parent/Guardian**

**Date:** \_\_\_\_\_

### **Record Keeping**

During the year children will be observed at work and play by adults who are recording their progress for Baseline Assessment and Pupil Profile.

At other times during their years at school they may be observed and their attainment / disposition reported on for research purposes by our Teachers or Teaching Assistants. All records will be confidential and if the observation is for research your child's anonymity will be guaranteed.

**I give / do not give permission for my child to be observed and his / her progress recorded.**

**I understand that these records are retained as part of the Pupil Profile.**

**I realise that occasionally my child may be observed for staff development purposes.**

**Signed:** \_\_\_\_\_ **Parent/Guardian**

**Date:** \_\_\_\_\_

### **Education Trips / Outings**

During the year all children have the opportunity to take part in educational visits and trips outside school. When details of each trip are sent out we ask parents to complete a permission slip to allow us to take children out of school. If a form is not returned to school every effort is made to contact parents. This takes up a lot of administration time as well as upsetting the child. If a permission slip is not returned then your child misses out on the visit.

So that a child does not miss out on an activity we are asking parents to complete **one** permission slip to cover **all** trips throughout your child's attendance at St Brigid's. Details of a trip will still be sent home. If you do **not** wish your child to take part in any particular trip you can let us know at the time.

**I give/do not give permission for my child \_\_\_\_\_ to take part in all educational visits/school trips during their time in St Brigid's.**

**In case of an emergency I approve such medial treatment for my son/daughter as is deemed necessary upon the advice of a qualified medical practitioner.**

**Signed:** \_\_\_\_\_ **Parent/Guardian**

Date: \_\_\_\_\_

**Photographic Images of Children**

Photographs of the children may be taken during their time in St Brigid’s P.S. We are mindful of the concerns around the use of photographic images of children and the potential for abuse to occur. In an attempt to approach these concerns in a considered and balanced way and to comply with Data Protection Legislation and our Child Protection Policy we need your permission before we take any image of your child.

**CONDITIONS OF USE:**

- For parent newsletters or display within the school we may use names.
- We will not include personal email or postal addresses or telephone numbers.
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Competition winners’ names may be published in local papers.
- Images on our website will not include surnames.

If you **allow** your child to be photographed please fill in the details on the slip below and return it to school.

**If you object please send a letter outlining your case to the school office.**

**PERMISSION SLIP**

I have read the conditions of use and consent to my child’s image being used as detailed above.

Signed \_\_\_\_\_ **Parent/Guardian**

Date \_\_\_\_\_

Since September 2014 St Brigid’s P.S. has a social media presence on Facebook and Twitter. Please indicate if **you do not** wish your child’s/children’s photographs to be included on Facebook. Usually these would be Team or Group photographs not individual children. On social media we do not publish children’s names and ask that you do not name our children in your posts either.

I consent to my child’s image being uploaded to the school Facebook/Twitter sites, with regard to St Brigid’s conditions of use regulations.

Yes  No

Signed \_\_\_\_\_ **Parent/Guardian**

Date \_\_\_\_\_

Child(ren)/Class \_\_\_\_\_

\_\_\_\_\_

## INTERNET USE IN SCHOOL

Internet access is available to all pupils and teachers in St Brigid's Primary School. We use a C2K filtered system and Classnet, but it is impossible to restrict access to all controversial materials at all times and St Brigid's cannot be held responsible for improper or illegal use of the Internet by your child in or out of school.

### Rules for Responsible Internet Use

These rules will keep everyone safe and help us be fair to others. Violations of these rules may result in future access being denied and disciplinary action may be taken

- \* I will only access the system with my own login and password;
- \* I will not access other people's files;
- \* I will only use the computers for school work and homework;
- \* I will not bring in memory sticks from outside school unless I have been given permission;
- \* I will ask permission from a member of staff before using the Internet;
- \* I will only e-mail people that my teacher has approved;
- \* The message I send will be polite and responsible;
- \* I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- \* I will report any unpleasant materials or messages sent to me. I understand my report would be and would help protect other pupils and myself;
- \* I understand that the school may check my computer files and may monitor the Internet sites I visit.

Pupil's Name

Pupil's Signature

1 \_\_\_\_\_ 1 \_\_\_\_\_

2 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 3 \_\_\_\_\_

4 \_\_\_\_\_ 4 \_\_\_\_\_

**Parent/Guardian's Signature** \_\_\_\_\_



## PARENTS' RIGHTS AND RESPONSIBILITIES.



Every parent has the right to have their child educated in an orderly classroom where they are able to get on with their work. Every parent has the right to have their child secure and free from fear of bullying.

Parents in turn have a responsibility for their own child's behaviour. In place of written homework at the weekend you are asked to check (and sign) your child's homework diary each Friday. This will contain a note from the teacher about any misbehaviour or uncompleted work.

We are asking parents to read our *Good Behaviour Policy* and to sign a contract pledging their support for the positive behaviour strategies employed by staff in St. Brigid's P.S. This policy can be found on our website or ask for a hard copy from the school office.

I understand and consent to the responsibilities outlined in the parent/pupil handbook and the *Code of Conduct*. I also agree and understand that my child/children \_\_\_\_\_

\_\_\_\_\_ shall be held accountable for the behaviour and consequences outlined in the policy and the pupil *Code of Conduct* at school and at school-related and school-sponsored activities, including school-related travel and for any school-related misconduct I understand (and support) that they will be subject to disciplinary action.

Signature of parent/guardian \_\_\_\_\_

Date \_\_\_\_\_

"If we all work together to build and maintain trust through good communication then we can all contribute to the pleasantness of the school environment. Each pupil is valued in the school and is expected to show respect for other people and property. We can all help in this process of producing well-rounded, well-balanced individuals who will become responsible citizens."

## Pupil Contract

### I agree to the Good Behaviour Plan

#### I will

- Listen when someone is talking
- Follow instructions
- Come prepared and ready for work
- Stay on task
- Keep hands, feet, objects and unkind words to yourself
- Ask when help is needed

I know that there are rewards and sanctions that accompany these rules.

Child's Signature: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Date \_\_\_\_\_