

Safeguarding and Child Protection Policy



Policy Adopted: January 2020

Review Date: January 2022

Signed: Mr F Lively (Chairperson of the Board of Governors)

1. Child Protection Ethos

In St. Patrick's Primary the child is at the heart of the school and the wider Catholic faith community. As a school, we aim to provide a high standard of child centred education in a safe, supportive, learning environment, where respect and Catholic values are promoted.

Our school motto is **"Fun, Friendship and Learning"**

We, in St. Patrick's Primary School, have a responsibility for the Pastoral Care, general welfare and safety 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. We expect our pupils to work hard and parents/ carers to assist us in laying the important foundations for future learning.

Rationale

One of the school's strategic aims is to promote the spiritual, moral and physical well-being of its pupils. To this end, we have a responsibility to equip our children with the necessary knowledge, skills attitudes and values to handle the personal and moral values affecting their lives.

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 neglect of a child is suspected and outlines the 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 Department of Education (Northern Ireland) guidance "Safeguarding and Child Protection in Schools" (DENI Circular 2017/04) – and subsequent DE Circulars as well as the Area Child Protection Committees' Regional Policy and Procedures (2005).

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

Other Relevant Policies

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

- **Pastoral Care**
- **Positive Behaviour**

- **Anti-Bullying**
- **Use of Reasonable Force/Safe Handling**
- **Special Educational Needs**
- **First Aid and the Administration of Medication**
- **Health and Safety Policy**
- **Relationships and Sexuality Education**
- **E Safety**
- **Intimate Care**
- **Drugs and Substances Education**
- **Attendance Policy**
- **Food in Schools: Healthy Eating & Drinking Policy**

The above policies are accessible to parents/ guardians via the school App; hard copies are available on request from the school office.

4. The School Safeguarding Team

The following are members of the school's Safeguarding Team

- Designated Teacher: Ms E Mc Conville
- Deputy Designated Teachers: Mrs P Mc Caughey; Mr P Keenan
- Principal: Mrs N. Magee
- Designated Governor for Child Protection: Mrs A Mc Avoy
- Deputy Designated Governor for Child Protection: Mr F Lively
- Chair of the Board of Governors: Mr F Lively

5. Roles And Responsibilities

5.1 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 a written annual report to the Board of Governors regarding Child Protection

5.2 The Principal

The Principal must ensure that :-

- DENI 2017/04 guidance is implemented within the school
- She 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 policy on Child Protection is reviewed annually and that parents and pupils receive a copy/summary of this policy at least once every two years
- Confidentiality is paramount – Information will only be passed to the entire Board of Governors on a need to know basis.

5.3 The Designated Governor for Child Protection

The Designated Governor should avail of child protection awareness training delivered by CYPSS 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 Teachers Report
- Recruitment, selection and vetting of staff

5.4 The Chair of the Board of Governors

The Chair of the Board of Governors should:

- Ensure that he 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 (CYPS) and the Education Authority 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

5.5 Other Members of School Staff

Staff in school spend long periods of time with children and may notice physical, behavioural and emotional indicators and hear allegations of abuse

They should remember the Five 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 1**)
- Avail of whole school training and relevant other training regarding safeguarding children
- **Not** guarantee of total confidentiality regarding their disclosures to children
- **Not** investigate
- **Not** ask leading questions

In addition the Class Teacher should:

- Keep the Designated Teacher informed 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, concerns about home conditions including disclosures of domestic violence.

We will take seriously any concerns which are raised about a pupil in our school who has self-harmed and/or has expressed suicidal thoughts.

The Designated/Deputy Designated teacher will immediately follow the school's child protection procedures.

5.6 Parents/ Guardians

Parents / Guardians should play their part in safeguarding by:

- telephoning or emailing 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 situation, in keeping with the school's Attendance Policy;
- informing the school whenever anyone, other than themselves, intends to pick up the child after school;
- informing the school in advance if their child is going home to an address other than their own home;
- familiarising themselves with the School's Pastoral Care, Anti Bullying, Positive Behaviour, Internet and Child Protection Policies;
- reporting to the office when they visit the school
- raising concerns they have in relation to their child with the school.

5.7 The Board of Governors

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

- having a Safeguarding and Child Protection Policy which is reviewed annually
- having a staff code of conduct for all adults working in the school
- attendance at relevant training by governors and that up-to-date training records are maintained
- the vetting of all staff and volunteers

6. What Is Child Abuse?

6.1 Definition of Abuse

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. 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 following definitions of child abuse are taken from 'Co-operating to Safeguard Children and Young People in Northern Ireland 2016.

6.2 Types of Abuse

(N.B. These definitions will be used if/when making a referral)

Physical Abuse is deliberately physically hurting a child. It might take a variety of forms, including, hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

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.

Neglect is the persistent 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 suffer from other types of abuse.

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.

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.

6.3 Sexual Exploitation of Children and Young People

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.

Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

6.4 Children Who 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.

6.5 Domestic Violence and Abuse

It is now recognised that children who live in an atmosphere of domestic violence may be at risk. Domestic violence is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- Virtual

Symptoms which young people may display and which are indicators only include:

- Disturbed sleep patterns
- Nightmares / flashbacks
- Physiological – stress / nerves
- Stomach pain

- Bed wetting
- Immature / needy behaviour
- Temper tantrums
- Aggression
- Internalising distress or withdrawal
- Truancy
- Alcohol and drugs
- Bullying

These symptoms can lead to a child/ young person being misdiagnosed as having an illness, learning difficulties, or being naughty or disruptive.

If it comes to the attention of school staff that domestic abuse is or may be a factor for a child/young person this must be passed to the Designated/Deputy Designated Teacher **who has an obligation to share the information with Social Services**

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.

6.5 Signs and symptoms of abuse - Possible Indicators

Physical Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Self-destructive tendencies • Aggressive 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

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • Well below average in height and weight; “failing to thrive” • Poor hair and skin; alopecia 	<ul style="list-style-type: none"> • Apathy and dejection • Inappropriate emotional responses to painful situations • Rocking/head banging;

<ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • Inability to play; • Indifference to separation from family • Indiscriminate attachment; • Reluctance for liaison with parent/guardian • Fear of new situation • Chronic runaway • attention seeking/needing behaviour; • poor peer relationships.
--	---

Neglect

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • Looks very thin, poorly and sad • Constant hunger; lack of energy • Untreated medical problems • Child's Special Needs not being met • Constant tiredness • Inappropriate dress • Poor hygiene -repeatedly unwashed, smelling • Repeated accidents, especially burns 	<ul style="list-style-type: none"> • Tired or listless (falls asleep in class); • Steals food; compulsive eating, begging from class friends • Withdrawn; lacks concentration • Misses school medicals • Reports that no carer is at home • Low self-esteem • Persistent non-attendance at school • Exposure to violence including unsuitable videos

Sexual Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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-gain or loss • Suicide attempts (especially adolescents) • Hysterical/angry outbursts • Lack of emotional control

	<ul style="list-style-type: none"> • Sudden school difficulties e.g. deterioration in school work or behaviour • Inappropriate sexualised 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
--	--

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

Do:	Do not:
<ul style="list-style-type: none"> ❖ Listen to what the child says ❖ Assure the child they are not at fault ❖ Explain to the child that you cannot keep the information a secret ❖ Document exactly what the child says using his/her exact words ❖ Stay calm ❖ Explain your next actions ❖ Record accurately ❖ Seek support for yourself 	<ul style="list-style-type: none"> ❖ Ask leading questions. ❖ Put words into the child’s mouth. ❖ Ignore the child’s behaviour. ❖ Remove any clothing. ❖ Panic ❖ Promise to keep secrets ❖ Make the child repeat the story unnecessarily ❖ Delay ❖ Start to investigate ❖ Do Nothing

7. Procedures for making complaints in relation to child abuse

7.1 How a Parent/ Guardian 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/ guardian may have will be taken seriously and dealt with in a professional manner. If a parent/guardian has a concern they can talk to the class teacher or any member of the school’s safeguarding team: the Principal, the Designated or Deputy Designated Teacher for child protection. 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 2**.

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

Where staff become aware of concerns or are approached by a child they **should not investigate** as this is the responsibility of Social Services and/or PSNI. Staff should report these concerns immediately to the Designated/Deputy Teacher and full notes should be taken. These notes or records should

- Be factual
- Objective
- include what was seen, said, heard or reported.
- Include details of the place and time
- Detail who was present

All records 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. If there are concerns that the child may be at risk, the school is obliged to make a referral. The parent/ guardian will be informed immediately except in the event of concern that the parent/ guardian may be the possible abuser .

The Designated/Deputy Designated Teacher may consult with members of the school's safeguarding team, the Education Authority's Designated Officer for Child Protection or the Social Services Gateway Team before a referral is made. During consultation with the Education Authority's Designated Officer the child's details will be shared. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. The safety of the child is, at all times, our priority.

Where there is a concern about possible abuse and a referral is necessary the Designated/Deputy Designated Teacher will telephone Social Services Gateway Team. A UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form will also be completed and forwarded to the Gateway team with a copy kept in the school's Child Protection File.

If the Principal has concerns that a child may be at immediate risk from a volunteer, the services of the volunteer will be terminated immediately.

This procedure with names and contact numbers is shown in **Appendix 3.**

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

If a complaint about possible child abuse is made against a member of staff, the Principal (or Designated/Deputy Designated Teacher if the Principal is not available) **must be informed immediately.** The above procedures will apply (unless the complaint is about the Principal/Designated/Deputy Designated Teacher)

If a complaint is made against the Principal the Designated/Deputy Designated Teacher will inform the Chairperson of the Board of Governors who will ensure that necessary action is taken.

Where the matter is referred to Social Services the member of staff may be removed from duties involving direct contact with pupils or may be suspended from duty as a precautionary measure pending investigation by the appropriate authorities. The Chair of the Board of Governors will be informed immediately.

Child protection procedures as outlined in **Appendix 4** will be followed in keeping with current Department of Education guidance.

8. Attendance at Child Protection Case Conferences and Core Group Meetings

The Designated Teacher/Deputy Designated Teacher or Principal may be invited to attend initial or review Child Protection Case Conferences and/or core group 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 the child protection plan.

9. 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. Where abuse is suspected schools have a legal duty to refer to the Statutory 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 these concerns will be shared with the Designated Teacher in the receiving school.

10. Record Keeping

Record Keeping is managed in keeping with the school's policy: *Record Keeping in Schools*
All child protection records, information and confidential notes are kept in separate files in a locked filing cabinet. These records are kept separate from any other file that is held on the child or young person and are only accessible by members of the safeguarding team.

11. Vetting Procedures

All staff paid or unpaid who are appointed to positions in the School are vetted / supervised in accordance with relevant legislation and Departmental guidance.

12. 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.

The school's code of conduct is available on request.

13. Staff Training

St. Patrick's Primary School is committed to providing in-service training for its staff. Each member of staff will receive general training on policy and procedures, with some members of staff receiving more specialist training in keeping with their roles and responsibilities. All staff will receive basic child protection awareness training and annual refresher training. The Principal/Designated Teacher/Deputy Designated Teachers, Chair of the Board of Governors and Designated Governor for Child Protection will also attend relevant child protection training courses provided by the Child Protection Support Service.

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.

14. The Preventative Curriculum

Throughout the school year Child Protection issues are addressed through class assemblies and there is a permanent Child Protection Notice at the school door with relevant information, this information is displayed in key areas in the school, which provide advice and display Child Helpline numbers. A flow diagram of how a parent/guardian may make a complaint is also on display at each entrance door. An flow diagram for an allegation against a teacher is in the school office.

Other initiatives which address Child Protection and Safety issues:

- The PDMU curriculum
- School's Security/Access System
- Active Supervision/monitoring procedures
- Attendance Policy/Procedures
- Induction Programme
- School Buddy System
- Fire Safety Project (Primary Five)
- Anti – Bullying Week
- Circle Time
- Road Safety Awareness Programme
- Consultation with Stakeholders/Use of Questionnaires
- Professional Development of Staff (ongoing)
- External Pastoral Support – CAMHS, TESSA, Educational Psychology Service,
- Health & Safety Policy/Procedures
- First Aid & Medication Policy/Procedures
- Food in Schools: Healthy Lifestyle Policy & Procedures
- Mini First Aid Programme

15. Monitoring And Evaluation

The Safeguarding Team in St. Patrick's Primary School will review this policy and procedures annually and, in the light of any further guidance and legislation, will update policy and procedures as necessary.

The Board of Governors will also monitor Child Protection activity and the implementation of the Safeguarding and Child Protection policy on a regular basis through the provision of reports from the Designated Teacher.

On-going evaluation will ensure the effectiveness of the Policy.

Date Policy Reviewed: January 2020

Signed:

Ms E Mc Conville (Designated Teacher)

Mrs N Magee (Principal)

Mr F Lively (Chair of Board of Governors)

January 2020

Appendix 1



St. Patrick's Primary School, Drumgreenagh

CONFIDENTIAL

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: <input type="checkbox"/> No: <input type="checkbox"/>
Date and time of report to the Designated Teacher:	
Written note from staff member placed on pupil's Child Protection file If 'No' state reason:	<input type="checkbox"/>

Name of staff member making the report: _____

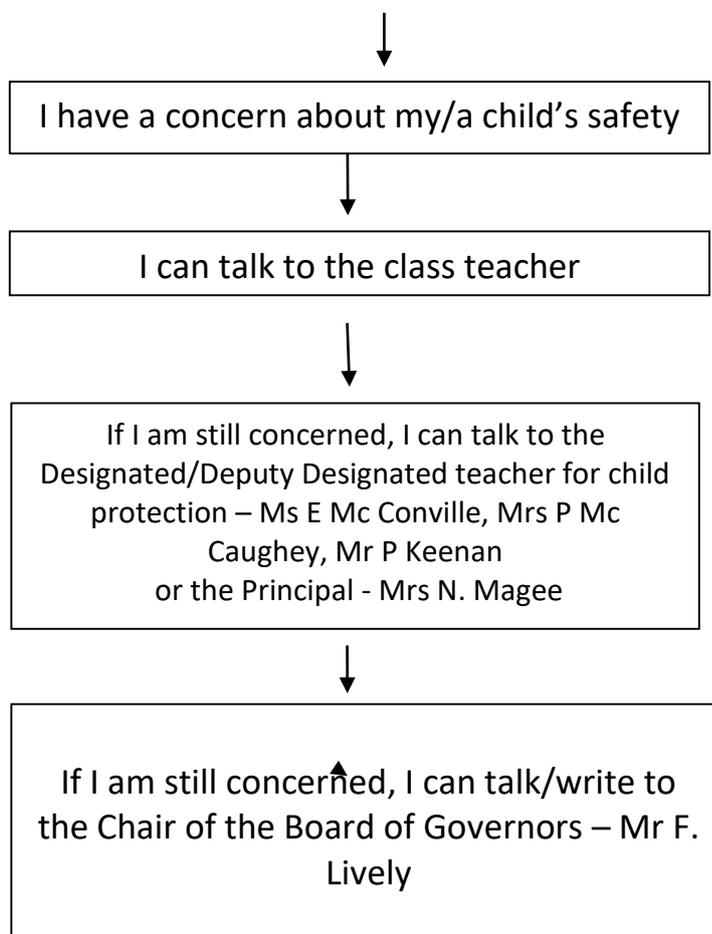
Signature of Staff Member: _____ Date: _____

Signature of Designated Teacher: _____ Date: _____

Appendix 2:

Copies of this Note of Concern are distributed annually in August to all staff. Further copies are available from Mrs N. Magee in the first instance – or from any member of the Safeguarding Team and should be completed and forwarded immediately to the provider.

How a Parent/Guardian can make a Complaint



If I am still concerned I can contact the NI Public Services Ombudsman
Tel: 0800 343 424

At any time I can talk to a Social Worker at the Gateway Team
Tel: 0800 7837745 {Free Phone from a Landline}
Or can contact the PSNI Central Referral Unit
Tel: 028 9025 9299

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

A 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

Staff member discusses concerns with Designated Teacher or, in her absence, the Deputy Designated Teacher

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

Child Protection Referral is required

Designated Teacher seeks consent of the parent/carer (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

Designated Teacher clarifies/ discusses concerns with child/parents/ 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 services such as the Children's Services Gateway Team or local Family Support Hub with parental consent and child's consent (where appropriate)

Appendix 4

Dealing With Allegations of Abuse against a Member of Staff

