

EDUCATION AND TRAINING INSPECTORATE

Safeguarding Proforma Guidance Mandatory requirements

Nursery, Primary, Post-Primary & Special schools and EOTAS centres

2023-2024



Providing Inspection services for:
Department of Education
Department for the Economy
and other commissioning Departments



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Guidance and supplementary information for the annual review and evaluation of the mandatory requirements for Safeguarding and Child Protection

There are different versions of the proforma for different education and training sectors. Please ensure that you are using the current and correct version for your type of organisation or centre.

Please note, this proforma is reviewed and updated by the ETI as required annually to take account of policy changes and circulars. The proforma contains statements about current requirements in respect of child protection/safeguarding arrangements as set out in various DE circulars, or statements of best practice. As an aide memoire, Appendices 2 and 3 contains a list of relevant DE Circulars and legislative requirements.

This self-evaluation proforma is designed to help you to review and quality assure the extent to which your school/centre¹ complies with mandatory child protection/safeguarding² requirements.

Under **Articles 17 and 18** of the Education and Libraries (NI) Order 2003, the board of governors of a grant aided school has a statutory duty to:

- safeguard and promote the welfare of registered pupils at the school at all times when the pupils are on the school premises or in the lawful control or charge of a member of school staff; and
- decide on the measures to be taken by all persons associated with the school to protect pupils from abuse, whether at school or elsewhere and review these measures from time to time.

The 2003 Order places a further obligation on the board of governors to prepare a written statement of such measures and to ensure that copies of the statement are available for inspection at the school.

Furthermore, the Schedule for Regulation 4 of The Education (School Development Plans) Regulations (Northern Ireland) 2010 requires schools to monitor and review (annually – Regulation 7) the progress made in the school's approach to (c) promoting the health and well-being, attendance, good behaviour and discipline of pupils and (e) managing the attendance and promoting the health and well-being of staff.

¹ Education Other Than at School (EOTAS) centres should read principal as head of centre and *governors* as governance group/Education Authority

² ETI report on the provision for the care and welfare of all children and young people, and on child protection/safeguarding arrangements. Child protection is an element of safeguarding and the arrangements a school has in place should ensure that the children and young people's safety is paramount.

ETI Safeguarding Proforma 2023-24

Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

The Addressing Bullying in Schools Act (NI) 2016 (the Act) will come into operation on 1st September 2021. Links to relevant DE Circulars can be found in Appendix 1.

The Department of Education completed a review of the use of restraint and seclusion in educational settings; and the current arrangements for the suspension and expulsion of pupils. Links to relevant DE Circulars can be found in Appendix 1.

The ETI and the Department of Education (DE) recommend that you review/quality assure your compliance and effectiveness at least annually on a rolling basis. Some school/centres have found it helpful to evaluate their provision on each question as red (work overdue), amber (work underway) or green (up-to-date), known as the 'RAG' process, and you may wish to consider this approach, and/or discuss it with your district inspector.

Please record brief information about the nature of the evidence used to support your review and any planned actions.

We recommend, while the legal duty rests with the governors, that in the best practice, both the designated teacher (DT) and designated governor (DG) are involved in carrying out your self-evaluation as part of a safeguarding team which includes the principal and chair of governors.

When completing the proforma you must be assured that the statements made are correct and are based on accessible evidence which can be provided to inspectors, if required, and that both the principal and chair of the governing body sign and date the completed form. During an inspection, the completed proforma will form the basis of a discussion about child protection/adult safeguarding arrangements in your organisation. The ETI will seek to evaluate how well the evidence presented in the completed proforma is understood and acted upon at all levels within the organisation and the effectiveness of the arrangements to keep pupils and staff safe.

As this version is a generic document for a range of settings, **primary, nursery schools and EOTAS centres** should respond only to the questions which apply to their phase and setting and should also refer to DE Circular 2014/24, section 6.

If you have any questions regarding safeguarding, contact the Child Protection Support Service (CPSS) for specialist advice (see contact number below).

Education Authority Child Protection Support Service (CPSS):

Central contact number for all areas: 028 9598 5590.

If you have any questions regarding the inspection, please contact the Reporting or District Inspector or Inspection Services Team at 028 91279726 or eti@education-ni.gov.uk

Note: Responses made in this proforma may be subject to further checks through an auditing process completed by DE and/or the Employing Authority.

ETI Safeguarding Proforma 2023-24

Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

ETI Safeguarding Proforma Mandatory requirements 2022-23

NAME OF SCHOOL: St Oliver Plunkett PS & Nursery Unit REF NO: 3033303

DATE: September 2023

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Q1-Q5 Designated Posts and Duties

Q6 Training and Training Renewal

Q7 Overview of Child Protection and Safeguarding including review of key policy documents

Q8-Q10 Pupils, Parents/Carers

Please note, this proforma is reviewed and updated by ETI as required annually. Any substantive changes to specific questions are identified with an asterisk (*).

ETI Safeguarding Proforma 2023-24

Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

Designated Posts and Duties

Current Requirement

1. There is a designated teacher (DT) and deputy designated teacher(s) (DDT) for child protection/safeguarding in the school/centre who form part of a designated child protection/safeguarding team. The DT should also lead the review of child protection and safeguarding policies and report annually to the governors.

Yes No

Any proposed action/s + RAG

None

What is the nature of the evidence and where is it located?

DCPO – Joan Symington DDCPO – Nuala Kearney

All staff trained August 2023.

Policy reviewed and updated.

Ratified at Governors' meeting – recorded in minutes.

Policy ratified October 2022 following advice from ETI.

Relevant circulars and latest guidance materials incorporated into latest policy statement.

The school should establish a Safeguarding Team. This team should, where appropriate, include the Chair of the BoG, the Designated Governor for Child Protection, the Principal (as Chair), the DT and the DDT.

*What are the agreed protocols for reporting child protection concerns in any units and those attending EOTAS centres, and where there are collaborative ALC arrangements for provision? **Are the reporting arrangements clear across the school/Further Education (FE) college and with the EOTAS centres if applicable?***

*(*EOTAS centres will complete the proforma for their own provision and customise accordingly. For pupils with no links with schools, then the EOTAS centre has sole responsibility for safeguarding. This applies mostly to KS4 pupils who will also be linking with an FE college.)*

Have policies been updated in-line with [Circular 2010/22 - School development planning - Regulations and guidance](#)

2. The names of the DT and DDT(s) are known to all staff, pupils, and parents/carers. The system for reporting concerns/complaints about abuse, for example, staff member to DT to principal, is known to all staff (paid and unpaid), parents/ carers and pupils.

Yes No

Any proposed action/s + RAG

None

What is the nature of the evidence and where is it located?

- Policy discussed with and disseminated to all staff, parents and BoG.
- Wall display apparent in the hall for the children to be aware of key names for Safeguarding.
- Area allocated within the school for blank 'Note of Concern' sheets to be accessed.
- Vision for confidentiality established and closely monitored and evaluated.

How are the names and system for reporting concerns/complaints communicated? Are reporting arrangements clearly specified in policies and procedures and are they displayed on notice boards? How is this monitored? Are contact arrangements for designated staff in place to cover exceptional circumstances, such as, critical incidents or unplanned school/centre closures?

3. There is a designated governor who has responsibility for safeguarding.

Yes No

Any proposed action/s + RAG

None

What is the nature of the evidence and where is it located?

- Jackie O'Neill is the BoG representative for Child Protection and Safeguarding. Her presence is displayed on the wall display within the hall.
- Policy and information on the designated members for CP have been uploaded on the school website and provided in paper format.
www.stoliverplunkettspstoome.com

Is the designated governor/member of management group a member of the safeguarding team? Is he/she known to all staff, pupils, and parents/carers? How is this communicated?

4. All members of the board of governors have access to:

- (i) the child protection/safeguarding policy and procedures;
- (ii) DE Circular 2017/04, Safeguarding and Child Protection;
- (iii) Current child protection/safeguarding circularsⁱ and letters of advice issued by DE; School Governors' Handbook on Child Protection.

Circular 2010/18 Every School A Good School – The Governors' Role

Yes No

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Any proposed action/s + RAG

Remaining vigilant at all times is key.

Referring back to key documents to remind all staff of the correct procedures to follow at all times.

What is the nature of the evidence and where is it located?

-Child Protection file is in operation with all key circulars and information.

-DTCPO and DDTTCPO have been retrained August 2023

-All members of the management team have been given a copy of the CP and SG Policy and Procedures.

Where appropriate, do the board of governors have a copy of the child protection policy and procedures of the EOTAS centre(s) that their pupils attend?

5. A report on all child protection/safeguarding activity is presented, at least annually, as an agenda item to the board of governors.

Yes No

Any proposed action/s + RAG

Ongoing

Date last presented

Date last presented: May 2023.

-All CP confidential information is recorded and filed safely and securely out of site within a locked filing cabinet. Information detailing allegations or incidents are recorded in a black book which is locked away also.

-Chair of BoG, Mr Brendan Boyd, signs this off annually and a report is issued to BoG at all meetings and is presented as an agenda item.

When was it presented last? Is it recorded in the minutes? Schools should include any pupils attending EOTAS centres? EOTAS centres should complete a child protection/safeguarding report for their governance group/EA manager. Note: best practice recommends that CP is a standing agenda item in board of governor/governance meetings.

Training and Training Renewal

***In 2022-23 the CPSS will provide a blend of online training, which is either live or pre-recorded, and face-to-face training.**

6. Training requirements

Safeguarding update training for all school/centre staff.

Training renewal

Cascaded by the DT and/or DDT to the whole school/centre staff and should include an update on the safeguarding arrangements within the school, a minimum of every two years. All new staff to receive training as part of their induction programme.

Most recent date completed and any proposed actions

New Staff: Mrs Nuala Kearney

Last trained: 09.11.21 (First-time principals)

Valid until: 09.11.24

Nursery Teacher: Mrs Zoe McTague

Last trained: 16/11/2023

Valid until: 16/11/2026

-Whole Staff: Teaching and Non-teaching We complete an annual training regime with all staff.

Last trained: 29.08.2023

Valid until: 29.08.2024

-Others: Supervisors

Last trained: 29.08.2023

Valid until: 29.08.2024

-A register has been conducted for all staff trained.

All staff have signed and dated the register.

Does this include substitute teachers, and peripatetic teachers such as non-EA music tutors, sports coaches, etc? (For peripatetic staff this could entail providing copies of the updated CP Policy or summary leaflet. Training does not need to be full training sessions just updates)

Most recent date completed and any proposed actions

Others: August 2023

Last trained: September 2023

Valid until: on arrival

How is this monitored? (e.g. are records kept and a register maintained for all training received for all staff and governors?)

Are staff at all levels in your school/centre informed about their statutory responsibility to share information relevant to safeguarding children and young people?

Are staff at all levels in your school/centre informed about their statutory responsibility to report inappropriate behaviours by colleagues?

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Are pupils in your school informed about the need, and their responsibility, to report inappropriate behaviours by peers?

Training for Designated Teacher and Deputy Designated Teacher.

Training renewal

All new DTs and DDTs should attend 2-day CPSS introduction to CP training at the earliest opportunity in the term in which they are appointed to the post, and refresher training within three years of their initial training date and thereafter.

(In light of restrictions caused by COVID-19, newly appointed DTs and DDTs will receive 2 full day live sessions plus resources which must be read prior to the live sessions.)

*(*Refresher training for DTs and DDTs will be one half day live session)*

Most recent date completed and any proposed actions

Name of DT: Name of DT: Mrs Nuala Kearney

Last trained: 24.02.2021 (2-day course)

Valid until: 24.02.2024

Name of DDT: Mrs Joan Symington

Last trained: 21.11.2021 (2-day course)

Valid until: 21.11.2024

Training for School Principal.

Training renewal

CPSS Training as soon as possible on appointment and a half-day renewal within three years of the initial training date and thereafter.

New principals will receive a half-day live training session.

Refresher training will be delivered through pre-recorded sessions.

Most recent date completed and any proposed actions

Name of Principal: Name of Principal: Mrs N Kearney

Last trained: 09.11.21 (First-time principals)

Valid until: 09.11.24

Training for all Governors.

Training renewal

Child Protection Awareness training as part of induction and during each four year term of office. This training can be delivered by the Principal, Designated Governor for CP and the Designated or Deputy Designated teacher for CP. A record should be kept of attendance at training and of governors' viewing the [EATV Governor Training Videos](#)

Most recent date completed and any proposed actions

Last trained: : Reconstitution of the BoG December 2023.

This was included in the BoG report. BoG are coming to the end of their terms.

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Training for Designated Governor (Specific Child Protection Awareness Training and Child Protection Training from the CPSS for the Chairperson and Designated Governor for Child Protection).

Training renewal

Specific Child Protection Awareness and Child Protection Training from the CPSS for the Chairperson and Designated Governor for Child Protection) to equip them in assisting the board of governors with their child protection governance responsibilities. Training required every four years during each four year term of office.

Most recent date completed and any proposed actions

Name of DG: Mrs J O'Neill

Last trained: Pending

Valid until:

Pending

Training for Chair of Governors (Specific Child Protection Awareness Training, Child Protection training from the CPSS for the Chairperson and Designated Governor for Child Protection and Training on recruitment, selection and vetting)

Circular 2006/08 Child Protection: Training Requirement for School Governors on Staff Recruitment and Selection Panels

Training renewal

Specific Child Protection Awareness, Child Protection Training from the CPSS for the Chairperson and Designated Governor for Child Protection to equip them in assisting the board of governors with their child protection governance responsibilities and training on recruitment, selection and vetting (delivered by EA Human Resources). The Chair of Governors needs to ensure that at least one governor on each interview panel has attended this, although best practice would be to have additional members trained. Training every four years during each four year term of office. (In light of restrictions caused by COVID-19 chair and designated governor training will be delivered in a pre-recorded session)

Most recent date completed and any proposed actions

Name of Chair: Mr B Boyd

Last trained: 2017

Pending

Names of governors trained for recruitment etc:

Fr James O'Reilly (new member)

Mr Brendan Boyd

Mrs Jacqui O'Neill

Mr Francis McNally

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Governor Awareness training in relation to Child Sexual Exploitation.

Training renewal

At least once in each term of office. Two online modules are available at [EATV Governor Training Videos](#)

Date completed: Has been addressed and training will be conducted once available.

Child Protection training for school governors has three specific components:

1. **Initial Child Protection Awareness Training** An overview of child protection is also available to view on [EATV Governor Training Videos](#)
2. Safeguarding role of Chair and Designated Governor for Child Protection: Facilitated by the EA CPSS
3. Training on recruitment, selection and vetting (including **Child Protection legislation and DE guidance for governors on interview and appointment panels**) delivered by EA Human Resources. The Chair of Governors needs to ensure that at least one governor on each interview panel has attended this.

Overview of Child Protection and Safeguarding including review of key policy documents

7. DE recommends that certain policies should be reviewed regularly. DE advises that **best practice is that almost all policies should be reviewed at least every three years, with regular risk assessment carried out where required** and with all policies made available to parents.

Do your policies address in age-appropriate ways, healthy and respectful relationships, including the use of respectful language, behaviours and consent?

Have the child protection policies/procedures, including health and safety, been updated as applicable to address the current challenges of supporting the physical, mental and emotional health and wellbeing of pupils and staff?

**Have child protection policies/procedures been updated, as appropriate, to reflect involvement in Operation Encompass?*

Are all of the school/centre's policies and procedures current and fit for purpose?

Policy

There is a written child protection/ safeguarding policy and procedures which are ratified by the board of governors.

In place: Yes No

Policy Review

The child protection policy is supported by other organisational policies and procedures, aimed at promoting safe and healthy working practices and relationships.

Everyone involved with the organisation knows about the policy and associated procedures.

If the school has a pupil in EOTAS. Has the EA provided child protection and safeguarding policies and procedures from the EOTAS centre to the school, BoG's and parents?

Does the school/centre's child protection/safeguarding policies and procedures reference the recognition and management of harmful sexualised behaviours?

Please refer as a check list to Appendix 3 - Legislation and Guidance including DE Circulars and Letters of Information.

Last reviewed/ratified and any proposed actions (for example: How are staff and managers, governors, parents/carers and pupils involved in the review process?)

Last reviewed: Last reviewed: September 2022; following advice received from ETI.

Next review: September 2025

-The school's policies and procedures are currently fit for purpose and all relevant circulars and latest guidance materials have been incorporated into the latest policy statement.

-The school's child protection/safeguarding policies and procedures reference the recognition and management of harmful sexualised behaviours.

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-All staff, teaching and nonteaching and parents have access to the name policy and procedures.

Staff Code of Conduct (To include any updates in line with guidance issued by DE/EA)

In place: Yes No

Policy Review

Who monitors the implementation and how?

The staff code of conduct contains positive statements on how staff are expected to behave towards pupils and other adults.

The code outlines behaviours to be avoided and behaviours which are unacceptable.

The code includes reference to appropriate behaviours, values and the school/centre ethos.

The code sets out the statutory duty of staff to record and report safeguarding matters/issues.

The code includes the appropriate use of social media by staff (both inside and outside of school/centre)?

Last reviewed: August 29th, 2023

-Nursery and Primary School have a policy in place for Intimate Care which requires updating and ratified by the BoG.

-Appropriate use of social media for staff is included in the staff code of conduct for Acceptable Usage in UICT.

-A writing of a new mission statement has been compiled by the Religious Education coordinator where behaviours and values are at the centre of the whole school ethos.

Last reviewed: August 2023 – with Restorative Practice used as a back up. (Baker Day)

-Whole staff worked together to revisit and discuss the ‘Code of Conduct’ Policy. This detailed appropriate behaviour and the need for positive behaviours and respect to be shown. A shortened version of this policy was then included within the ‘staff handbook’.

-Close monitoring has to prevail with the Staff Code of Conduct due to circumstances.

Next review: Ongoing on a regular basis.

There is a confidential system for recording information about:

- suspicions of abuse of a child or young person;
- disclosure of abuse;

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- **complaints of abuse by members of staff; and complaints made against members of staff.**

Child Protection Record Keeping Circular 2020/07: Child Protection: Record Keeping in Schools

In place: Yes No

Policy Review

Is the school/centre following the guidance provided by DE on record keeping?

Where are the records kept for concerns of potential abuse/complaints against staff?

NOTE: The only hard-backed book expected to be maintained by a school/centre is in connection with **complaints of a safeguarding nature** against members of staff. The record is considered annually as an agenda item by the board of governors and is signed and dated by the principal and chairperson even if there are no complaints. ETI has a right to see the book, and that it has been signed and dated, but not the content of the book.

NB Guidance in the circular also applies where school/centres are using either electronic, or online/cloud-based child protection record systems. School/centres must assure themselves that any system they are using is robust, secure and that access is restricted to relevant staff only, for example, designated staff.

Last reviewed: June 2023

Next review: June 2024

Attendance

Circular 2020/08: Amended Draft Attendance Guidance and Absence Recording by Schools.

In place: Yes No

Policy Review

There is a report (at least annually) on attendance policy and data presented as an agenda item to the board of governors and recorded in the minutes.

The school/centre has considered how it will capture attendance data if necessary through remote models of delivery.

-Attendance policy has been written in line with the school requirements; has also been updated in accordance with the latest Covid guidance. This policy has been presented to staff during a Baker day in August and ratified by the BoG.

- Pupil Attendance Policy has also been constructed in line with recent guidance issued from the DE.

- Attendance is collected and recorded via SIMS. A working relationship has been established with the Education Welfare Officer and close monitoring of those children falling below 85% has been calculated and acted upon.

Last reviewed: June 2023

Next review: June 2024

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(Positive) Behaviour Management

In place: Yes No

Policy Review

How have staff, parents, pupils and governors been consulted?

Yes

Does your policy emphasise the importance of identifying and addressing the underlying causes of behaviour(s)?

Yes. School has introduced Restorative Practice as a result at a whole school level.

Do you work closely with parents/carers to promote their child's positive behaviour and attitudes to learning?

Yes, celebrations of successes at assemblies. New 'Wall of Fame' introduced. Positive statements expressed in books with children showcased.

Does your behaviour management policy establish expulsion as the measure of last resort? Yes

Is your decision making recorded clearly and based on the best interests of the pupil? Yes

Does the school promote and support an anti-bullying culture? Always. As part of Restorative Practice and Child Protection and Safeguarding a new group has been formed – Safeguarding Superheroes – a group of children in the yard who will use directed forms of the Pupil Voice to protect all children and their peers.

How well do you respond to, record, and address any alleged incidents relating to bullying? SIMS NICAIF is used to record bullying incidents.

NOTE: The ETI may ask about an example of an incident relating to bullying behaviours and how the school/centre dealt with it.

- Questionnaires were sent to parents in term 3 2023 where they were the parents were given the opportunity to evaluate and reflect upon the school's current positive behaviour and provision.
- All staff completed a whole day staff training with regards to Positive Behaviour and Anti-bullying. As a result, a new Positive Behaviour and Anti-Bullying policies have been compiled each detailing effective measures.
- The school has adopted a whole school approach – traffic lights system, end of month treat and this has been displayed to all children at the beginning of year assembly. This policy and procedures has been shared with parents.
- Restorative Practice has begun at
- An ethos of positivity will continue permeate throughout the school.
- Staffroom has been redesigned to help staff become involved in an ethos of positive behaviour.

Last reviewed: August 2023

Next review: August 2024 unless otherwise required.

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Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

Addressing Bullying (legislation commenced from 1st September 2021)

In place: Yes No

Policy Review

*The anti-bullying policy been updated using the EA Anti-Bullying Policy Framework.
Yes. Ratified by the BoG August 2023.*

*Whole school/centre training taken place in relation to the new anti-bullying guidance and how will the policy be implemented and embedded.
Yes. All staff trained during a Baker day August 2023.*

*The school/centre maintains a record of all incidents of bullying and alleged bullying behaviour.
Yes. Staff are trained and know how to record alleged bullying incidents on the BCAF document on SIMS.*

The Board of Governors maintains a standing item on the agenda of each meeting of the Board where a report on recorded incidents of bullying will be noted to:

- *identify trends and priorities for action;*
- *assess the effectiveness of strategies aimed at preventing bullying behaviour; and*
- *assess the effectiveness of strategies aimed at responding to bullying behaviour.*

*The policy outlines when and how parents/carers/pupils are consulted
Yes*

*Were any changes made in light of the consultation?
No*

*All staff consistently use SIMS to record and monitor pastoral issues?
Ongoing*

*This policy should be reviewed at intervals of **no more than four years** or at such times as the Department may direct.*

Last reviewed: January 2023

Next review: January 2024

Appropriate risk assessment procedures are in place

In place: Yes No

Policy Review

**There is an effective procedure in place for assessing and managing risks to pupils. Yes*

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**Any identified risks are managed by putting in place risk-reducing measures which are recorded and reviewed.*

Have all appropriate risk assessments been carried out? Yes. RA aew and will be continued to be carried out on all trips, excursions, activities in schools and visitors to the school.

*How does the school/centre plan for, record and conduct risk assessments?
Generic risk Assessment used as a whole school. RA file is checked by and stored in the Principal's office before each event/occurrence takes place.*

Examples: trips and outings; visitors to the school/centre; challenging behaviours; pupils displaying harmful sexualised behaviours; and practical classes in post-primary schools exceeding 20 pupils (Circular 2016/11)

Last reviewed: August 2023

Next review: Ongoing throughout the year.

Drugs Policy

Circular 2015/23 Drugs Guidance

In place: Yes No

Policy Review

Circular 2015/23 advises schools of the drugs guidance produced by CCEA in 2015 to assist them in complying with the statutory requirement to have a drugs policy and to publish details in relation to the policy in their prospectuses.

While there is no mandatory requirement to have a drugs policy in nursery schools, in best practice any policy on drugs may refer to use of drugs by staff, finding drugs or drugs paraphernalia on the premises or, most relevant to safeguarding, suspicion that a parent/carer is under the influence of drugs.

Last reviewed: to be compiled

Next review:

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EOTAS Provision – Not applicable

First-aid and administration of medicines [Supporting Pupils with Medication Needs](#)

In place: Yes No

Policy Review

Relevant staff are aware of the guidance provided and it is reflected in school/centre practice.

Last reviewed: February 2022

Next review: February 2024

Monday 23rd February were trained and highlighted to staff, parents and BoG via newsletters, induction booklets. School websites and other methods of information delivery.

The three members were presented to the children at assembly. A first aid station has been set up as focused point within the school for the children to visit if they require medical help or assistance. Maeve Cairns and Maura McIvor (Main School) Zoe Mc Tague (Nursery Unit)

Epi Pen training took place for all staff on Monday 7th March 2023.

Medical register is in place and updated accordingly. This register is stored within the office.

Provision of hygiene room which is used for Nursery provision.

Health and Safety [Education](#)

The school ensures the safety of all, through the security of the site and buildings.

In place: Yes No

Policy Review

The school/centre has procedures to ensure the security of the site and buildings in the best interest of the pupils which are regularly reviewed. Boards of Governors of all school/centres have a statutory duty to ensure health and safety on premises under their control; this includes, where appropriate, compliance with the directions of the Employing Authority.

Last reviewed: June 2023

Next review: June 2023

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Whole school inspection took place with Principal and Building Supervisor and safety needs were voiced to the EA and the Department of Education: trees at the side of the school, leak in the roof and the much need re surfacing of the playground.

Roof has been fixed. Tree surgeon has noted that the trees are of no risk. School is on the waiting list for re surfacing.

Daily check on the school premises for safety precautions.

New fire safety drill and format in place. Staff and children trained in this area.

Intimate Care Policy and Guidelines Regarding Children

In place: Yes No

Policy Review

Relevant staff are aware of the guidance provided and it is reflected in school/centre practice. Consent for intimate care has been signed by parents/carers.

In best practice a record is kept of intimate care support provided by staff and parents are informed that it has taken place.

**Has the policy been updated to include Menstrual Well-being and Period Dignity? Yes.*

Last reviewed: June 2022

Next review: June 2025

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Managing Critical Incidents Guidance

[A guide to managing critical incidents in schools](#)

In place: Yes No

Policy Review

Relevant staff are aware of the guidance provided and it is reflected in school/centre practice.

Last reviewed: June 2023

Next review: June 2025

Online Safety

Circular 2016/27

In place: Yes No

Policy Review

This includes a review of the taught pastoral/preventative education curriculum and the promotion of "keeping safe" messages including image sharing and image-based abuse.

Does the school/centre community make use of the Safer Schools App and the associated information and updates from Ineqe?

Last reviewed: May 2022

Next review: May 2025

Relationships and Sexuality Education

Circular 2013/16 (policy) and 2015/22 (guidance)

Not Nursery Schools

In place: Yes No

Policy Review

As required by Circular 2013/16, does the policy include consultation with parents, pupils and endorsement by the board of governors? Yes

Does the RSE and preventative curriculum address in age-appropriate ways, healthy and respectful relationships, including appropriate use of language and behaviours. Yes. Preventative curriculum structured timetable in place with effective use of TSPC, RSE, Verbal and Emotional Wellbeing, PDMU. Restorative Pupil circles as part of Restorative Practice is now featuring. Whole school circle time is also used.

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Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

Does this include the holistic overview, review, monitoring and evaluation of the effectiveness of the content and delivery of the RSE and preventative curriculum to empower children and young people to make informed choices and keep themselves safe? Yes

Does the evaluation include consultation with children and young people and outline how their views will be listened to, respected and acted upon, where appropriate? Yes

Are staff provided with professional learning opportunities to be confident in handling current and more sensitive issues, such as, consent, violence against women and girls, domestic abuse, healthy sexual relationships, Gender, Transgender issues, contraception, pregnancy and abortion, menstrual health and wellbeing, social Media and online safety?

Last reviewed: August 2023

Next review: Focus for the year so will be evaluated by staff each half term.

Staff recruitment

Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Programme to Extend Coverage

Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Appendix A

Circular 2008/03 Child Protection: Pre-employment Checking of Persons To Work in Schools – New Arrangements

Circular 2006/07 Child Protection: Employment of Substitute Teachers

In place: Yes No

Policy Review

**The school consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislation and best practice. Yes*

Staff recruitment information may sit within the overarching child protection/safeguarding policy Yes .

All staff on the payroll of the school and unsupervised volunteers are appropriately and suitably vetted in compliance with relevant DE circulars. Yes

*Does the school, in **all** cases, employ substitute teachers who are on the NI Substitute Teachers Register? Yes, always.*

EA is responsible for recruitment within EOTAS centres.

Last reviewed: Ongoing

Next review:

ETI Safeguarding Proforma 2023-24

Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

Supervision of Volunteers and Visitors

Appropriate procedures are in place to manage the recruitment and supervision of all volunteers.*

Circular 2012/19 Changes to pre-employment vetting checks for volunteers working in schools

Section 4.5 of the Safeguarding and Child Protection in Schools guide

In place: Yes No

Policy Review

Supervision information of volunteers and visitors may sit within the overarching child protection/safeguarding policy.

*If volunteers are not vetted, appropriate arrangements for 'supervision' **must** be in place.*

"Supervision" is defined as "regular, day to day, reasonable in all circumstances to protect children and young people, and carried out by an individual who is engaged in regulated activity relating to children and young people and has therefore been vetted". How does the school/centre carry out risk assessments to determine if volunteers or other individuals not on its payroll should or should not be vetted?

Face to face interviews.

CV check

Access Ni checked

Close monitoring.

Is there a visitors CP procedure for former pupils who return to the school/centre to prepare and sit examinations and external candidates? N/A

Is there a policy about staff not conducting private tutoring on school/centre premises? N/A

Last reviewed: Ongoing

Next review:

Learners, Parents/Carers

Current Requirement

8. All learners have been informed and understand the arrangements for child protection/safeguarding, how a concern or complaint may be raised and how they will be supported and listened to.

Yes No

Any proposed action/s + RAG

Learners have been informed at the weekly assemblies and the key adults are regularly outlined to them.

ETI Safeguarding Proforma 2023-24

Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

What is the nature of the evidence and where is it located?

A wall display with all the key adults as a visual aid.

TTI room

Roles and responsibilities for staff given to parents in paper form and also uploaded onto the school website as well as seesaw.

How are learners informed of the relevant member(s) of staff to whom they should voice their concerns? For example: displays on notice boards; assemblies; circle time. Is the display format age appropriate, does it meet the needs of, for example, newcomer learners or learners with special educational needs? Are there any other ways provided by the school so that a learner can express any concerns or issues they may have?

**Do you ensure that pupils are supported and listened to when raising any child protection/safeguarding concerns or complaints?*

9. Parents/carers are provided with a copy of the child protection/ safeguarding policies and complaints procedure, when their child is first enrolled, and a summary every two years thereafter.

Note: During discussions the reporting inspector may ask about examples relating to child protection/bullying/safeguarding and how the school ensures that learners make progress and achieve their potential.

Yes No

Any proposed action/s + RAG

In operation

What is the nature of the evidence and where is it located?

Policy in place and disseminated to parents/carers. Uploaded onto school website also and available in the office.

10. Not applicable to Nursery and Primary School settings.

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Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

*11. The school's complaints procedure for issues not relating to child protection / safeguarding is readily available to parents and carers.

Yes No

Any proposed action/s + RAG

In operation

What is the nature of the evidence and where is it located?

Policy in place and disseminated to parents/carers. Uploaded onto school website also and available in the office.

*Has the complaints procedure for issues **not relating to** child protection/safeguarding been updated since 1st April 2017 to include the role of the Office of the Northern Ireland Public Services Ombudsman?*

ETI Safeguarding Proforma 2023-24

Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

Declaration - the statements contained in this document are correct and are based on accessible evidence which can be provided to inspectors, if required.

Signed: *Mrs Nuala Kearney* (Principal)

Additional comments/information on any of the above issues which the principal or chairperson of the board of governors wishes to bring to the attention of the inspection team.

Signed: *Mr Brendan Boyd* Chairperson of the board of governors

Date: 25.09.2023

An inspector may discuss some of the points on this form in greater detail with the principal, chair of the governors and/or designated teacher/governor during the inspection and may request to see relevant evidence.

Amendments to proforma (if necessary) during inspection:

Signed: *Mrs Nuala Kearney* (Principal)

Signed: *Mr Brendan Boyd* (Chair of Board of Governors)

Date: 25.09.2023

Appendix 1

The Department of Education's [Publications and guidance on child protection issues for schools](#).

Further detailed information is available at [Safeguarding and Child Protection](#).

Department of Education Circulars

1. [Circular 2007/01 Acceptable Use of the Internet and Digital Technologies in Schools](#)
2. [Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Programme to Extend Coverage](#)
3. [Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Appendix A](#)
4. [Circular 2006/07 Child Protection: Employment of Substitute Teachers](#)
5. [Circular 2008/03 Child Protection: Pre-employment Checking of Persons To Work in Schools – New Arrangements](#)
6. [Circular 2020/07 - Child Protection: Record Keeping in Schools](#)
7. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings](#)
8. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings – Appendix A](#)
9. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings – Form DOR O2](#)
10. [Circular 2006/08 Child Protection: Training Requirement for School Governors on Staff Recruitment and Selection Panels](#)
11. [Circular 2006/25 Child Protection: Vetting of School Governors](#)
12. [Circular 2022/02 - Children Who Display Harmful Sexual Behaviour](#)
13. [Circular 2016/11 Class Sizes In Post-Primary Schools – Practical Subjects \(as well as other subjects that include a practical activity\)](#)
14. [Circular 2015/13 Dealing With Allegations of Abuse Against A Member of Staff](#)

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Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

15. [Circular 2012/19 Disclosure and Barring Arrangements: Changes To Pre-employment Vetting Checks For Volunteers Working In Schools From 10/09/12 – Guidance For Schools and Employing Authorities On Changes To Pre-employment Checking and Safer Recruitment Practices](#)
16. [Circular 2013/01 Disclosure and Barring Arrangements: Vetting Requirements for Paid Staff Working In Or Providing A Service For Schools – Guidance For Schools and Employing Authorities On Pre-employment Vetting Checking and Safer Recruitment Practices](#)
17. [Circular 2015/23 Drugs Guidance](#)
18. [Circular 2014/24 Education Otherwise Than At School \(EOTAS\) Guidance](#)
19. [Circular 2016/26 Effective Educational Uses of Mobile Digital Devices](#)
20. [Circular 2008/10 Employment of Substitute Teachers – NI Substitute Teachers Register \(NISTR\)](#)
21. [Circular 2010/18 Every School A Good School – The Governors’ role](#)
22. [Circular 2013/25 e-Safety Guidance](#)
23. [Circular 2010/01 Guidance on Relationships and Sexuality Education](#)
24. [Circular 2020/05 Guidance for schools on supporting remote learning to provide educational continuity](#)
25. [Circular 2011/22 Internet Safety](#)
26. [Circular 2014/27 - Managing information on persons who pose a risk to pupils](#)
27. [Circular 2016/27 Online Safety](#)
28. [Circular 2014/14 Pupil Participation](#)
29. [Circular 2015/22 Relationship and Sexuality Education \(RSE\) Guidance](#)
30. [Circular 2013/16 Relationships and Sexuality Education Policy In Schools](#)
31. [Circular 2017/04 - Safeguarding and Child Protection in Schools - A Guide for Schools](#)
32. [Circular 2018/07 - Self- Assessment Audit Tool for Schools](#)
33. [Circular 2010/22 - School development planning - Regulations and guidance](#)

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Mandatory requirements: Nursery, Primary, Post-Primary, Special Schools and EOTAS centres

34. [DE Guidance - School Development Planning 2020/21 – COVID 19](#)
35. [Circular 2020/08 Amended draft Attendance Guidance and Absence Recording by schools](#)
36. [Circular 2021/12 - Addressing Bullying in Schools Act \(NI\) 2016: Responsibilities of Schools and Boards of Governors](#)
37. [DE Circular 2021/13 - Restraint and Seclusion](#)
38. [DE Circular 2021/04 - Suspensions and Expulsions Arrangements for pupils in grant-aided schools in Northern Ireland](#)

Appendix 2

Legislation

- Addressing Bullying in Schools Act (Northern Ireland) 2016
- Children (Leaving Care) Act (NI) 2002
- Children (Public Performances) Regulations (Northern Ireland) 1996
- Children and Young Persons Act (Northern Ireland) 1968
- Children's Services Co-operation Act (NI) 2015
- Criminal Justice and Courts Act 2015 section 33
- Criminal Law Act (NI) 1967
- Education (NI) Order 1998
- Female Genital Mutilation Act 2003
- Forced Marriage (Civil Protection) Act 2007
- Health & Personal Social Services (NI) Order
- Health & Personal Social Services Act (NI) 2001
- Health & Social Care (Reform) Act (NI) 2009
- Human Rights Act 1998
- Prohibition from Teaching and Working with Children Regulations (NI) 2006
- Protection of Children (NI) Order 1978
- Protection of Children (Northern Ireland) Order 1978 article 3
- Safeguarding Board Act (NI) 2011
- Sexual Offences Act 2003
- The Children (NI) Order 1995
- The Criminal Evidence (NI) Order 1999
- The Criminal Justice Act 1988 (Reviews of Sentencing) Order (NI) 2019
- The Data Protection Act (1998)
- The Disability Discrimination Act 1995
- The Education and Libraries (NI) Order 2003; Articles 17 and 18
- The Family Homes & Domestic Violence (NI) Order 1998
- Mental Capacity Act (Northern Ireland) 2016
- The Mental Health (NI) Order 1986
- The Northern Ireland Act 1998, Section 75
- The Police & Criminal Evidence (NI) Order 1989
- The Public Interest Disclosure (NI) Order 1998
- The Race Relations (NI) Order 1997
- The Safeguarding Vulnerable Groups (NI) Order 2007 (amended 2012)
- The Sexual offences (NI) Order 2008
- The Special Educational Needs and Disability Order (NI) 2005 (SEND0)

Appendix 3

References and resources

1. [Adversity and Trauma-Informed Practice –Young Minds 2019](#)
2. [Adverse Childhood Experiences Factsheet](#)
3. [Co-operating to Safeguard Children & Young People in NI \(2017\) DoH](#)
4. [First-aid and administration of medicines](#)
5. [Health and Safety](#)
6. [Managing Critical Incidents Guidance](#)
7. [National Society for the Prevention of Cruelty to Children \(NSPCC\) \(2017\) Child Abuse and Neglect](#)
8. [Publications and guidance on child protection issues for schools](#)
9. [Safeguarding Children and Adults at Risk, Policy Standards](#)
10. [Safeguarding and Child Protection - Information and resources for school Governors, Principals, Designated Teachers/Deputy Designated Teachers and for all EA staff](#)
11. [Safeguarding Board for Northern Ireland \(SBNI\) Procedures Manual \(May 2018\)](#)
12. [Safeguarding Board NI Strategic Plan 2018-2022](#)
13. [The United Nations Convention on the Rights of the Child](#)
14. [UK Council for Child Internet Safety \(2016\) Sexting in schools and colleges](#)
15. Code of Good Governance – [Code of Good Governance Health Check](#)