

APPENDIX 8 – Our school specific procedures poster:

Information for all adults working in the school community of

Cookstown Primary School

What to do if you have concerns of information
about possible abuse of child

Child makes a disclosure to Teacher or Classroom Assistant

Make notes of what was said or observed and
ACT PROMPTLY

Speak immediately to Mrs Good (Designated Teacher)
or if not available Mr Young (Designated Deputy Teacher)

Designated Teacher will **make full notes**, with
reporting member of staff where needed

Mrs Good and Mr Young will plan a course of
action and make sure a **course of action** is
taken and **treated confidentially**

Seek advice from
EA (CPSS)

If referral is necessary, refer
to **Gateway/PSNI** and inform
the **EA Designated Officer**

Gateway – **028 7965 1020**

PSNI 101

If **no referral** to
Gateway/PSNI
necessary

Where needed tell reporting member of staff, matter is
being dealt with confidentially

Yes - Gateway Team/PSNI will advise
next steps

Is Parent the Alleged
Abuser?

No – so
parent can
be
informed

APPENDIX 9 – parental concerns poster
Cookstown Primary School

Procedure for Parents who wish
to raise a Child Protection
Concern

I have a concern about my/a child



I can talk to the class teacher



If I am still concerned, I can talk to Mrs Good (Designated Teacher) or Mr Young (Deputy Designated Teacher/Principal)



If I am still concerned, I can talk/write to the
Chairperson of the Board of Governors:
Mr O Kane



If you have escalated your concern as set out in the above flowchart and are of the view that it has not been addressed satisfactorily, you may revert to the school's 'Complaint Policy'. This policy should culminate in the option for you to contact the NI Public Services Ombudsman (NIPSO) who has the legislative power to investigate your complaint.

NIPSO website: www.nipso.org.uk

Telephone: 0800343424

At any time, a parent can talk to a Social Worker at the –

Gateway Team Central (Northern Trust) - Telephone Number: 028 7965 1020

PSNI at the Central Referral Unit – Telephone Number: 999 (Emergency) or 101 (non-Urgent)