

Safeguarding & Child Protection Policy

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Holy Child Nursery School
Safeguarding & Child Protection Policy

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Introduction

It is the policy of the staff in Holy Child Nursery School to safeguard the welfare of children by protecting them from all types of abuse - physical, sexual, emotional and neglect.

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, 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.

- In order to achieve our aim, we will ensure that all staff and volunteers are familiar with our policy and have an understanding of its contents.
- We will disseminate information to parents in order to enhance their understanding of our role, and the procedures by which they can voice their concerns to us.
- Procedures have been set up for toileting, sickness, arrival and departure, story time, outdoor activities and school trips (see Appendix).

The United Nation's Convention on the rights of the child is a binding international treaty committed to the rights and protection of children.

- Article 19 provides that children have the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse by those looking after them.

- Article 12 further provides that a child who is capable of forming his / her own views should be assured the right to express those views freely in all matters affecting the child, these views being given due weight in accordance with the age and maturity of the child.
- Finally, and most fundamentally, Article 3 provides that when organisations make decisions which affect children, the best interests of the child must be a primary consideration.

The Children (Northern Ireland) Order 1995, came into effect on 04 November 1996. It dealt with the care, up- bringing and protection of children. It states that the welfare of the children must be the paramount consideration, and it is this essential principle, which underpins our policy. The Order places duties on a number of agencies, including Education Authorities, acting on behalf of children in need or enquiring into allegations of child abuse.

The Sexual Offences (Amendment) Bill introduced a new criminal offence of abuse of trust in certain defined areas, which include full-time education. The Bill will mean that, subject to a limited number of defined defences, it will be a criminal offence for a person in a position of trust in a school to engage in any sexual activity with a child.

Summary of Advice

We must clearly understand that:

- Confidentiality is essential. Staff understand that issues concerning Child Protection will not be discussed beyond the school.
- It is a child's right to be heard, listened to and taken seriously, and to be consulted according to his / her age and understanding.
- We have a pastoral responsibility towards the children in the Nursery and should take **all** reasonable steps to ensure that their welfare is safeguarded and this safety is preserved.
- In all matters relating to child protection procedures or policies, the best interests of the child must be our paramount consideration.
- Mrs Kielty is the Designated Teacher (DT) and she has specific responsibility for child protection matters. All staff, teaching and nonteaching, will know this.
- Mrs Mc Conville is the Deputy Designated Teacher (DDT) and will assume the responsibilities of the designated teacher in the case of Mrs Kielty being absent.
- Our Nursery has precise procedures in place to be followed when we are alerted to possible abuse.
- Everyone should be alert to the signs of possible abuse, and should know the procedures to be followed.

- Where abuse is suspected, it is the responsibility of the Principal to ensure that the appropriate reporting and recording procedures are enacted as quickly as possible. This will involve an immediate referral either to Social Services, the Police, the designated office of the Education Authority (EA) and the CCMS local Diocesan Administrator.
- Any preliminary enquiries should be made carefully and sensitively; it is not our responsibility to undertake investigations or to make extensive enquiries of other family members or carers; this is a matter for Social Services and / or the Police.
- Where an allegation is made against a member of staff and the case is referred to one of the investigating agencies, the Principal will inform the Chairperson of the Board of Governors and the member of staff in question will be removed from direct contact with children or be suspended as a precautionary measure pending further investigation.

Holy Child Nursery School Safeguarding & Child Protection Policy

It is our duty to safeguard and promote the child's safety and well-being. In order to exercise this duty we must create a secure and safe environment with a positive ethos that will contribute to the care, safety and well-being of the children. It is our pastoral responsibility to promote the children's fundamental right to be protected from harm.

Child abuse occurs in families from all social classes and cultures, and it also occurs in agencies and organisations. Abusers come from all walks of life and all occupations and professions.

Children may be abused by a parent, a sibling or other relative, a carer, an acquaintance or a stranger who may be an adult or young person. The abuse may be the result of a deliberate act or failure on the part of a parent or carer to act or provide proper care. The abuse may take a number of forms:

- Neglect: Actual, likely, persistent or significant neglect which is failure to protect a child from exposure to any kind of danger, including cold and hunger or important aspects of care, resulting in impairment of the child's health or development.
- Physical Injury: Actual or likely deliberate physical injury to a child or failure (wilful or neglectful) to prevent physical injury or suffering to a child.
- Sexual Abuse: Actual or likely sexual exploitation of a child. The involvement of children in sexual activities which they do not truly comprehend, to which they are unable to give informed consent or that

violate social taboos or family roles, i.e. to be aware of the practice of female genital mutilation (FGM).

- Emotional Abuse: Actual or likely persistent or significant emotional ill treatment or rejection which results in severe adverse effects on the emotional, physical, and/or behavioural development of a child.
- Exploitation¹ 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. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature (see section 7).

Staff will be aware of the necessity of vigilance. Our observations, if they instigate an investigation regarding suspected abuse, may result in a court making an emergency protection, care or supervision order if we are satisfied that a child is suffering or is likely to suffer significant harm.

¹ Although 'exploitation' is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse. (Co-Operating to Safeguard Children and Young People in Northern Ireland, March 2016)

Identifying Signs of Likely Abuse

Our daily contact with the children means all staff, both teaching and nonteaching, are well placed to observe outward symptoms and changes in appearance, behaviour, learning patterns or development. These symptoms may be due to a variety of causes, for example:

- Bereavement;
- Domestic violence;
- Changes in family circumstances;
- Drug, alcohol or solvent misuse.

However, crucially, they may be due to child abuse. The following signs may be noticeable:

- Bruises, particularly bruises of a regular shape which may indicate the use of an implement such as a strap, or the mark of a hand, lacerations, bite marks or burns;
- Various signs of physical neglect may be apparent, primarily inadequate clothing, frequent hunger or lack of cleanliness;
- Possible indicators of emotional abuse are excessive dependence or attention seeking;
- Sexual abuse may present with actual physical signs, but also behavioural change including precocity, withdrawal or inappropriate sexual behaviour and conversations.

Staff must be aware that any single or combination of the above may be accompanied by or solely manifested in a marked deterioration in performance and

/ or increased absenteeism. Equally, we must remember that alternative medical, psychological or social explanations may exist for the signs and symptoms used.

Children who are the victims of abuse often display emotional or behavioural difficulties. Likely long-term behavioural problems mean the school will seek advice from local support services or initiate a statutory assessment, the outcome of which may be the drawing up of a statement of special education needs. This being so we will monitor and review the children's needs.

The staff will acknowledge that the signs listed above give rise to concern but are not in themselves proof that abuse occurred. Rather we will be alert to such signs if they appear in combination or are regularly repeated.

Staff members will report such concerns to the Designated Teacher. All staff will be alert to signs of abuse and aware of the procedures to be followed.

Support for staff members reporting abuse

The Public Interest Disclosure (NI) Order 1998 states that employees will be protected by their employers for disclosing information (in good faith and in the reasonable belief that it is substantially true). Specifically, protected disclosure includes any disclosure of information which, in the belief of the staff member tends to show that a criminal offence has been, is being, or is likely to be committed against a pupil or that the health or safety of a child has been, is being or is likely to be endangered.

Staff reporting suspected abuse who are acting within the course of their employment and in good faith will receive the full support of CCMS and EA, and will not be legally or financially liable should any consequential action be brought against her/him.

Confidentiality

Staff have a responsibility to share relevant information about the protection of the pupils with other professionals, particularly the investigative agencies. All staff should recognise that in order to protect children from harm, cases may arise where confidentiality must be subordinated to the need to take appropriate action by informing and involving others in the child's best interest. Staff who receive information about children and their families in the course of their work, should share that information only within appropriate professional contexts.

Information given by a child

If a child in the Nursery confides information to a member of staff which gives cause for concern about possible abuse, the member of staff has a responsibility to refer cases of alleged abuse to the Designated Teacher. The child should be assured, as far as possible, given his / her age, that the matter will be disclosed only to people who need to know about it. Staff who receive information about children and their families in the course of their work, should share that information only within appropriate professional contexts.

No promise of confidentiality can or should be made to anyone giving information about possible abuse.

Procedures to follow when a child discloses abuse

1. Receive -

- Listen to what is being said without displaying shock or disbelief;
- Accept what is said;
- Take notes.

2. Reassure -

- Reassure the child, but only so far as is honest and reliable. Do not make promises that you cannot keep;
- Do not promise confidentiality, you have a duty to refer. Explain to the child that you will need some help to deal with what s/he has just told you;
- Do reassure and alleviate guilt if the child refers to it.

3. React -

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter;

- Do not ask leading questions. Such questions may invalidate your evidence and the child's and alter any prosecution in court;
- Do not tell the child that you will tell no one else, say you will need to tell someone else who needs to know and who can help;
- Do not ask open questions like 'Anything else you want to tell me?';
- Do not criticise the perpetrator; the child may love them and reconciliation may be possible;
- Do explain what you have to do next and to whom you have to talk;
- Do not remove clothing to check for marks or bruising.

4. Record -

- Make some notes at the time and write them up as soon as possible;
- Do not destroy the original notes;
- Record the date, time, place, people present, any noticeable nonverbal behaviour and the words used by the child. If the child uses sexual "pet" words, record the actual words used rather than translating them into proper words. Any injuries or bruises noticed may be recorded on a diagram showing position and extent;
- Record statements and observable things rather than your interpretations or assumptions;
- Note when the suspicions were reported and to whom. A Child Protection notebook will be available in the school and kept in a secure place;
- A child will only be referred to in recordings by the initial of his / her name;
- It is imperative to keep proper records as they may be used as subsequent evidence in court.

5. Refer -

- Report your suspicion or knowledge to the Designated Teacher.

Indemnity for teachers

CCMS / EA indemnifies its employees who act in accordance with these procedures in reporting any incident of child abuse or suspected child abuse.

Ancillary Staff / Temporary Teachers

Ancillary staff and temporary teachers, students or volunteers should inform the Designated Teacher.

Procedures

1. Members of staff who have been informed of abuse by a child or who suspects that a child may have been or is being abused should inform the Designated Teacher immediately.

It is not the responsibility of staff to carry out investigations.

2. If there is any doubt about whether to take further action, advice will be sought from:

The designated officer at CCMS;

The designated officer at EA;

The designated officer at Social Services.

When seeking advice we do not have to give names - we are making an enquiry.

Other action to be taken:

- Record the advice given by the appropriate authorities;
- Monitor;
- Review;
- Consider who also will be given information and by whom information will be given to parents.

3. If a decision is taken, and there is reason for concern, the Designated Teacher will immediately contact the local social services officer and later confirm the referral in writing. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

At the same time the Designated Teacher will inform and forward copies of the written referral to:

- The senior designated officer at CCMS;
- The designated officer at EA;
- The senior social worker for the area.

Indicate that it is a Child Protection issue in an envelope marked **CONFIDENTIAL**.

A social worker will advise the police and consult with appropriate persons whose knowledge of the child and family is relevant. A joint strategy for investigation will be agreed between social services and the police in order to establish the relevant factual circumstances of the child and possible sorts of harm or danger.

Where the designated teacher decides not to make a referral, the parents and the complainant should be informed as soon as possible:

- of this decision;
- of the information the school was given;
- and that it has been decided a referral is not warranted.

They should also be advised that if they still have concerns, they may raise the matter directly with social services.

In a situation where information about possible abuse by someone outside the school is given to a member of staff by a pupil, (whether or not the pupil is the subject of the alleged abuse) the procedures above will apply. The parent of the pupil giving the information (unless he / she is the possible abuser) should be involved at the earliest possible stage, and should be present while the school is seeking any preliminary clarification from the child to assess whether a referral is necessary.

UNOCINI

(Understanding the needs of children in Northern Ireland)

UNOCINI is a multi-agency common assessment tool to assess vulnerable children in Northern Ireland.

Its principles are:

- Full interagency involvement;
- Child-centred;
- Based on shared involvement;
- A continuing process not an event;
- Building on the strengths of the family;
- Promoting UNRC;
- Involving carers and children in the assessment.

From April the 1st 2007, all agencies are expected to use the UNOCINI assessment tool for all referrals to social services. The amended version of the UNOCINI referral form has been approved by the Children's Services

Improvement Board (CSIB) and should be used for all referrals to Gateway from 01 October 2015 onwards. This can be accessed on the EA Belfast Region website (copy form - see Appendix).

Operation Encompass

We are an Operation Encompass school. Operation Encompass is an early intervention partnership between local Police and our school, aimed at supporting children who are victims of domestic violence and abuse. As a school, we recognise that children's exposure to domestic violence is a traumatic event for them.

Children experiencing domestic abuse are negatively impacted by this exposure. Domestic abuse has been identified as an Adverse Childhood Experience and can lead to emotional, physical and psychological harm. Operation Encompass aims to mitigate this harm by enabling the provision of immediate support. This rapid provision of support within the school environment means children are better safeguarded against the short, medium and long-term effects of domestic abuse.

As an Operation Encompass school, when the police have attended a domestic incident and one of our pupils is present, they will make contact with the school at the start of the next working day to share this information with a member of the school safeguarding team. This will allow the school safeguarding team to provide immediate emotional support to this child as well as giving the designated teacher greater insight into any wider safeguarding concerns.

This information will be treated in strict confidence, like any other category of child protection information. It will be processed as per DE Circular 2020/07 'Child Protection Record Keeping in Schools' and a note will be made in the child's child protection file. The information received on an Operation Encompass call

from the Police will only be shared outside of the safeguarding team on a proportionate and need to know basis. All members of the safeguarding team have completed online Operation Encompass training, so they are able to take these calls. Any staff responsible for answering the phone at school will be made aware of Operation Encompass and the need to pass these calls on with urgency to a member of the Safeguarding team.

Further information see [The Domestic Abuse Information Sharing with Schools etc. Regulations \(Northern Ireland\) 2022.](#)

The role of the Designated Teacher

The Designated Teacher will have responsibility for:

- ensuring that all staff are aware of the procedures, including internal school arrangements;
- co-ordinating action by teachers in cases of suspected abuse, and reporting to the appropriate agencies;
- ensuring that the teaching staff and the Education Welfare Officer are aware of children in care or on the Child Protection Register.

The effective undertaking of this important role requires the Designated Teacher to know:

- how to identify the signs and symptoms of abuse and when to make a referral; - how to access advice, guidance and support through the local child protection channels and procedures;
- The child protection policies and procedures of the CCMS and EA and her/his role within them;
- the requirements on record keeping;
- the conduct of a child protection conference and how s/he can make a contribution to it.

Requirements of Record Keeping

Proper records, dated and signed, are to be kept of all complaints or information received, and all concerns about possible abuse must be forwarded to the

principal. As soon as possible the Principal will be given a written record from the member of staff who received the information, or otherwise has concerns about possible abuse, setting out:

- the nature of the information;
- who gave it;
- the time, date and circumstances;
- any signs or symptoms and a description of these.

The Principal or Designated Teacher will support the record with:

- details of any advice sought, from whom and when;
- the decision reached as to whether the case should be referred to Social Services; - how, when and by whom.

N.B. The person who made the complaint, or gave information, should be advised as soon as possible by the Principal or Designated Teacher about whether or not the complaint has been referred to and investigating agency and by whom and how this was done.

The Resulting Child Protection Process

Child Protection matters which must be decided by the investigative agencies, i.e. PSNI, Social Services, NSPCC.

1. What action, if any, is necessary immediately to protect the child or other children, and who will be responsible for this;
2. Whom to interview;
3. Who will conduct each of the interviews;
4. The timing of the interviews;
5. Where the interviews will be conducted;
6. Is a medical examination appropriate at this stage;
7. Each person responsible for any part of the investigation must be clear about these arrangements.

Some Important points about Child Protection Case Conferences

1. When initial investigations have been completed a decision will be taken by Social Services in consultation with other agencies on the need to convene a case conference.
2. A case conference is a multi-disciplinary meeting convened to share information on a possible or confirmed case of child abuse, to assess risk and where appropriate to formulate an inter-agency child protection plan.
3. It is recommended that the school is represented by the Designated Teacher or Principal.
4. Case conferences follow a sequence:

- Initial case conference is convened as soon as possible, normally within seven days;
- Assessment Review case conference is convened within the following three months;
- Review case conference is convened at least every six months thereafter until the child is deregistered.

5. If the child's name is placed on the Child Protection Register, an interagency child protection plan is drawn up. Schools will be informed of registration and also later when a decision to deregister is taken. Each community Health Social Services Trust is required to keep a register of every child who may be vulnerable or suspected of abuse.
6. The school will also be informed when a child is placed on the register because of circumstances outside the knowledge of the school.
7. At any type of case conference teachers should only offer professional opinion based on their knowledge and experience as teachers. Any information must be based on facts and be objective (see pro-forma form in Appendix). Opinions should not be given on any other issue.

Teachers Code of Conduct

1. Staff should be aware of the dangers that may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place, but where possible, such interviews should be conducted in a room with visual access, or with the door open, or in an area which is likely to be frequented by other people.
2. Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place.
3. Where possible another adult should be present or nearby during the interview.
4. Staff are advised not to make unnecessary physical contact with the children. However, it is unrealistic and unnecessary to suggest that staff should touch children only in emergencies. In particular, a distressed child may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.

Physical Contact with Pupils

1. As a general principle staff are advised not to make unnecessary physical contact with pupils.
2. Physical contact which may be misconstrued by the pupil, parent or other casual observer should be avoided. Such contact can include well-intentional informal gestures such as putting a hand on the shoulder or arm, which if

repeated with an individual pupil, could be misconstrued, as well as more obvious and more intimate contact that should never occur.

3. There may be occasions when a distressed child needs comforting and reassurance that may be similar to that which a caring parent would give. Staff should use their discretion in such cases to ensure that what is and what is seen by others present to be normal and natural and does not become unnecessary and unjustified contact, particularly with the same child over a period of time.
4. Young children in the Nursery are naturally affectionate, however, staff while keeping this in mind will avoid prolonged contact dealing with the child in a sensitive manner.
5. Staff who have to administer first-aid will ensure whenever possible that another adult is present if they are in any doubt as to whether necessary physical contact in the circumstances could be misconstrued.
6. Following any incident where a member of staff feels her actions have been or may be construed as being inappropriate, a written report of the incident should be submitted immediately to the Principal. This would apply especially in a case where a member of staff has been obliged to restrain a child physically to prevent him / her from inflicting injury to self or others.
7. When changing a child who requires help staff will inform another adult about the requirement who will then remain within earshot. The door of the toilet room will be kept open without causing undue embarrassment to the child. The child will be encouraged to be as independent as possible. Only permanent members of classroom staff are permitted to change a child. No one person will have overall responsibility for changing a child. Staff will record the accident in the Intimate Care Book, sign and date. An

accompanying note will be sent home with child informing the parents what has happened.

At all times children in our care will be supervised.

Guidelines for self-protection

1. In the event of injury to a child the incident will be recorded and the written account witnessed by another staff member.
2. Records will be kept of any false allegation a child makes against a member of staff including - "you're always picking on me", " you hit me" or comments such as "don't touch me". Records will include dates and times.
3. If a child touches a member of staff or talks to them in a sexually inappropriate manner the incident will be recorded and reported to the Principal. This may be totally innocent but if there are further incidents staff should seek advice from the appropriate authorities. Although such incidents are unpleasant the child should not be made to feel like a criminal.
4. If for some reason a child has to be left home another person will travel along.
5. If one-to-one work with a child is required it will be carried out within earshot of another staff member and not in a closed room.
6. If a child displays sexually inappropriate behaviour the member of staff in closest proximity to the child will explain that the behaviour is unacceptable and try to divert or distract their attention. The behaviour may be an imitation of abuse the child has suffered and is not the child's fault. The incident will be recorded and reported to the Principal.
7. When in a care situation such as changing a nappy or soiled clothing with a child with special needs, another member of staff will be informed and remain in close proximity.

8. Staff will never do something of a personal nature for a child that they can do for themselves. This includes cleaning bottoms or any activity that could be misconstrued.
9. Staff will not accompany a child into a toilet. Staff will be mindful of how and where to touch a child. Children will be sensitively discouraged from sitting on a knee of a member of staff, rather, they will be encouraged to sit alongside the member of staff. Staff will be careful of extended hugs and kisses from children. This may be particularly relevant to those working with children with special needs. This guideline is important not only for our protection, but for the child as well.
10. Staff will think of how we appear to the public when on outings as they may misunderstand our actions. It may mean that parents of children with behaviour problems will have to accompany their child on school outings.
11. Staff will be aware that if you must physically restrain a child it could be misinterpreted as assault. Staff will be familiar with our policy for discipline and managing behaviour and adhere to the guidelines outlined in this policy.
12. Staff will not make sexually suggestive comments about a child even in jest.
13. Staff will never keep suspicions of abuse or inappropriate behaviour by a colleague to themselves. If there is an attempted cover-up the member of staff could be implicated in the silence.
14. All staff members, parents and students will be made aware of our Child Protection Policy. The policy will be reviewed and discussed by staff each year.

Relationships and attitudes

Staff should ensure that their relationship with and attitude to pupils is appropriate to their age and gender, taking care that their conduct does not give rise to comment or speculation.

Adults working with school staff

Through the EA a police check will be carried out on all adults coming into contact with our children on a longer term basis. This procedure may take several weeks. Parents who wish to help on school trips or in the class will be permitted to do so under the supervision of a permanent member of staff, following advice from EA, Belfast. Volunteers will not be left on their own with a child or group of children at any time. Only permanent staff will deal with a child who requires changing. Volunteers may take a group in the presence of a member of staff. Windows to the Quiet Room will not be covered or blocked out.

Parents are made aware that we wish to know in advance the person who will be collecting their child. Any changes must be made known to staff.

Parents must also inform staff if a person has been denied access to their child.

Appendix

Toileting

- Children will be encouraged to be independent at toilet;
- The school will provide a change of clothes for children;
- Parents will sign a consent form giving permission for a member of staff to change a child when required, otherwise alternative arrangements must be made;
- In the event of a child requiring changing and permission has been given the child will be changed within earshot of another adult.
- Intimate Care Book to be completed and note forwarded to parents.

Sickness

- Parents are requested in our Prospectus not to send children to school when they are unwell;
- Unless previously arranged with the Principal no medication will be administered by staff during the school day;
- All known medical conditions must be made known to staff prior to the children starting in order to make the necessary arrangements;
- When staff consider a child to be unwell during the school day parents will be notified and if they are not available the emergency contact numbers will be used;

-If a child suffers an injury in school the incident will be recorded and parents will be informed either by phone or at the end of the session.

Arrival and Departure

- All children must be brought to and from school by a responsible person (over 16 years old)
- Parents must inform staff of a change in collection arrangements;
- On arrival parents are welcome to bring their child into the classroom during the settling-in period, however at home time due to the large numbers in the hallway we require parents to wait in this area where their child will be brought out to them;
- A security system has been installed on the main entrance door. A member of staff will ensure that all doors are secured while children are on the premises.

Quiet Room Activities

- Windows in the Quiet Room will be kept clear;
- The situation will not arise where one adult and one child will be in the Quiet Room with the door closed.

School Trips

- All school trips will be carefully chosen to complement the planned curriculum;
- The school trip is strictly for nursery children;
- A member of staff will visit a proposed venue for a school trip in advance to carry out a risk assessment and assess for appropriateness;
- We require a ratio of one adult to six children on all school trips;
- In accordance with EA regulations all volunteers will be vetted;
- All helpers will be expected to adhere to the advice and guidance provided by the nursery staff regarding the trip;
- Parents will be asked to fill in a consent form prior to the trip, and also may be asked to make a voluntary contribution to help cover costs; they may also be asked to attend with their child
- Appropriate clothing and footwear must be worn at all times.

Outdoor Activities

- The outdoor area will be secured and visually checked each day by a member of staff;
- All outdoor equipment will be set out by two members of staff who will carry out and record (form appendix 1,) a daily safety check on equipment prior to 8.45am. The equipment will be put away at 1.30 pm;
- All damage and breakages will be reported to the Principal;
- The children will be advised to ride all wheeled toys in an anti-clockwise direction around the one-way system;
- At all times safe play will be encouraged with an emphasis on sharing and turn taking;
- Children are not permitted to climb or run up the slide;

- The children will be reminded of the ground rules before going to outdoor play;
- Any child who engages in unsafe play will be redirected to another area or to sit on a summer seat until ready to resume play; or may have to return to indoor play
- If both classes out together three members of staff will supervise outdoor play; one member will remain indoors to supervise those children who do not wish to join in outdoor activities or those who have been directed indoors. The classroom door will remain ajar to allow easy access.

The Role of Social Services and the PSNI

Under the 'protocol for joint investigation' established between the PSNI C.A.R.E team and Social Services, where either agency receives a report that a child is at risk, the other is automatically informed. These two agencies have the right to investigate.

Health and Social Services Boards and Trusts have a specific statutory duty to investigate situations where it is believed that a child may be at risk.

Investigations are carried out by Social Services and the Police, often jointly. If it is determined that a child or family do/does need support or services, appropriate action will be taken by Social Services in accordance with their statutory duties; the Police will be concerned with the criminal aspects of the case. The prime consideration of both agencies, in every instance, is the welfare and needs of the child.

Both agencies will investigate reports with the utmost discretion and sensitivity; the circumstances of an individual case may, however, require the disclosure of

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the source of the report, and confidentiality in this regard cannot therefore be assumed.

Contacts for Parents who have issues, require advice or have complaints

The following is a list of contact numbers that we have compiled for your information. Parents may find these useful for gaining professional advice and information on child related issues they may have.

Holy Child Nursery School
40 Slievegallion Drive
Belfast
BT11 8JP

Tel: 9062 7732

Early Years Organisation for Young Children
6c Wildflower Way
Boucher Road
Belfast

Tel: 9066 2825

Royal Society for

Mentally Handicapped Children and Adults
MENCAP Centre
5 School Road
Newtownbreda

Protection
Policy

Aug ' 23

Belfast BT8 6BT

Volunteer Now - Our Duty to Care
34 Shaftsbury Square
Belfast BT2 7BD

NI Direct Childcare
216 Belmont Road
Belfast

Nexus NI
Counselling for survivors of sexual abuse
119 University Street
Belfast BT7 1HP

NSPCC
Child Protection Helpline
(24 hours)

Rape Crisis and Sexual Abuse Centre
29 Donegall Street
Belfast

Royal Victoria Hospital

Holy Child NS Safeguarding & Child

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Tel: 9069 1351

Tel: 9023 6100

www.nidirect.gov.uk/parents

Tel: 9032 6803

Tel: 0800 800 500

Tel: Crisis Line 9024 9696

Tel: 9032 9241

Belfast City Hospital

Tel: 9024 0503

Mater Hospital

Tel: 9074 1211

Down Lisburn Health and Social Services Trust

Health centre

Linenhall Street

Lisburn BT28 1LU

Tel: 9260 3088

South and East Health and Social Services Trust

Knockbracken Healthcare Park

Saintfield Road,

Belfast

Tel: 9056 5656

Out of hour's emergency services:

(a) Royal Victoria Hospital

Tel: 9024 0503

(b) Antrim Hospital

Tel: 9442 4000

(c) Craigavon Area Hospital

Tel: 3833
4444

(d) Daisy Hill Hospital

Tel: 3083
5000

**How a parent can make a complaint/
express a concern**

I can talk to the class teacher

**If I am still concerned, I can talk to the Designated Teacher
for Child Protection**

Mrs Kielty

or

Mrs Mc Conville, Deputy Designated Teacher

School Phone Number: 02890 627732

**If I am still concerned. I can talk/ write to the Chairperson
of the Board of Governors - Mrs Sharon Mc Gleave (02890 614823)**

**If I remain concerned, I can contact the Ombudsman's
office in the following ways:**

Telephone: 028 9023 3821

Freephone: 0800 34 34 24

Email: nipso@nipso.org.uk

web: nipso.org.uk

Freepost: Freepost NIPSO

**or The Northern Ireland Public Services Ombudsman
 Progressive House
 33 Wellington Place
 Belfast BT1 6HN**

**At any time I can talk to the social worker in:
Belfast Health & Social Care Trust**

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**Gateway Team 028 90 507 000 or
PSNI, Central Referral Unit (028 90 259 299 or 101 ext 30299)**

- + If agreement cannot be reached and the person lodging the complaint remains dissatisfied, they will be advised to make a formal complaint in writing to the Board of Governors.**
- + The chairperson of the Board of Governors will undertake to investigate the complaint. This can either be investigated solely by the chair person or by a sub committee.**
- + If the complaint concerns a member of staff the chairperson, as part of their investigation, will advise the individual concerned that a complaint has been made. As part of the investigation the individual will be required to provide a response to the complaint.**
- + The chairperson will notify the person making the complaint that the issue is being investigated and will advise of the probable time limit by which a decision will be notified in writing.**
- + It is envisaged that any formal complaint will be dealt with within a two week time scale, however, if this is not possible a decision will be made within four weeks. The decision of the chairperson will be notified in writing to the person raising the concern or complaint.**
- + If the person raising the concern or complaint remains dissatisfied with the outcome of the Board of Governor's decision they may refer the matter directly to C.C.M.S who will follow their complaints procedure.**

Aug ' 23

Amendment Register

Rev.	Date	Description of Change	Amended By
02	Oct' 15	Updated policy following course review October 2015	Laura Mallon
03	Sept '16	Updated contacts for parents	Laura Mallon
04	Oct' 16	5 th Category Sexual Exploitation and Toileting Amendments, outdoor activities, school trips	Laura Mallon
05	Nov '17	5 th Category Sexual Exploitation/ Complaints Procedure Amended/ updated contacts	Laura Mallon
06 Laura Mallon	Aug' 18	Complaints Procedure amended, daily outdoor checks, Deputy Designated Teacher/ Updated contacts. Ratified Feb 19	
07 Laura Mallon	Aug '19	Removal of Contact Youth Details	
08	Aug '20	Addition of School phone number , COVID-19 arrangements	Laura Mallon
09	Sept' 23	Updated staff information	Mrs Margaret Kielty
10	Sept ' 23	Operation Encompass Update	Mrs Margaret Kielty

Policy Updated: September 2023

Agreed at the Governors Meeting dated 18th October 2023

Signed: Mrs Sharon Mc Gleave (Chair of Governors)