

Child Protection Policy

Created by: Mrs S Page, D.T.

Date: Nov2014

Consulted Parties: Martin Mc Quaid WELB

Teaching Staff

Principal

Adopted: Dec 2009



Glendermott Primary School
Policy and Procedures for Child

| Date: | Policy reviewed: | Policy amended: |
|------------|-------------------------------------|-------------------------------------|
| Sept 2009 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| May 2010 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Feb 2011 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sept 2012 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Jan 2015 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| March 2015 | Agreed by B.O.G Sub-Committee | |

Protection

CHILD PROTECTION ETHOS

We in Glendermott Primary School & Nursery Unit have a responsibility for the Pastoral Care, general welfare and safety of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All staff, teaching and non-teaching, should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action, which is required where abuse or neglect of a child is suspected and outlines referral procedures within our school

PRINCIPLES

The general principles, which underpin our work, are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (Northern Ireland) Order 1995, the Department of Education (Northern Ireland) guidance "Pastoral Care in Schools - Child Protection" (DENI Circular 99/10) and the Area Child Protection Committees' Regional Policy and Procedures (2005).

The following principles form the basis of our Child Protection Policy.

- It is a child's right to feel safe at all times, to be heard, listened to and taken seriously.
- We have a pastoral responsibility towards the children in our care and should take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.
- In any incident the child's welfare must be paramount; this overrides all other considerations.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict the child's interest must always come first.

OTHER RELEVANT POLICIES

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

- Behaviour Policy
- Anti-Bullying
- Use of Reasonable Force/Safe Handling
- Special Educational Needs
- Educational Visits

- First Aid and the Administration of Medicines
- Health and Safety Policy
- Sex Education
- Use of Mobile Phones/Cameras
- ICT and access to the internet
- Intimate Care

These policies are available to parents and any parent wishing a copy should contact the School Principal.

SCHOOL SAFEGUARDING TEAM

The following are members of the school's Safeguarding team

- Chair of the Board of Governors (Mr T Crilly)
- Designated Governor for Child Protection (Mrs. M. Boyle)
- Principal (Miss McKenna) Deputy Designated Teacher
- Designated Teacher (Mrs. S. Page)
- Deputy Designated Teacher (Mrs Kelly)

ROLES AND RESPONSIBILITIES

The Chair Of The Board Of Governors

The Chair of the Board of Governors must:

- Ensure that a safeguarding ethos is maintained within the school environment.
- Ensure that the school has a Child Protection Policy in place and that staff implement the policy;
- Ensure that Governors undertake appropriate child protection and recruitment & selection training provided by the WELB Child Protection Support Service for Schools, the WELB Governor Support and Human Resource departments.
- Ensure that a Designated Governor for Child Protection is appointed.
- Assume lead responsibility for managing any complaint/allegation against the School Principal.
- Ensure that the Board of Governors receive termly updates and a full written annual report in relation to child protection activity.

The Designated Governor For Child Protection

The Designated Governor will provide the child protection lead in order to advise the Governors on:

- The role of the designated teachers
- The content of child protection policies
- The content of a code of conduct for adults within the school
- The content of the termly updates and full Annual Designated Teachers Report
- Recruitment, selection and vetting of staff

The Board of Governors

Board of Governors must ensure:

- That the school has a Child Protection Policy in place and that staff implement the policy;
- Relevant Child Protection training is kept up-to-date by at least one governor and a record kept of the same;
- That confidentiality is paramount. Information should only be passed to an entire Board of Governors on a need-to-know basis.

The Principal

The Principal must ensure that:-

- DENI 1999 / 10 is implemented within the school
- That a designated teacher and deputy are appointed
- That all staff receive child protection training
- That all necessary referrals are taken forward in the appropriate manner
- That the Chairman of the Board of Governors (and the Board of Governors) is kept informed
- That child protection activities feature on the agenda of the Board of Governors meetings (termly updates & annual report)
- That the school child protection policy is reviewed annually and that parents and pupils receive a copy of this policy at least once every 2 years.
- That confidentiality is paramount, information should only be passed to the entire Board of Governors on a need to know basis.

The Designated Teacher (And Deputy)

The designated teacher and deputy must:-

- Avail of training so that they are aware of duties, responsibilities and role
- Organise training for all staff (whole school training)
- Lead in the development of the school's Child Protection Policy
- Act as a point of contact for staff (and parents)
- Assist in the drafting and issuing of the summary of our Child Protection arrangements for parents
- Make referrals to Social Services (Gateway team) or PSNI Public Protection Unit where appropriate
- Liaise with the Western Education & Library Board designated officers for Child Protection
- Maintain records of all child protection concerns
- Keep the School Principal informed
- Provide written annual report to the Board of Governors regarding child protection

The Class Teacher

Teachers see children over long periods and can notice physical, behavioural and emotional indicators and hear allegations of abuse.

The teacher must:

- refer concerns to the Designated/deputy teachers for Child Protection;
- listen to what is being said and support the child
- act promptly
- make a concise written record of a child's disclosure using the actual words of the child (appendix 5a)
- Keep the Designated Teacher informed through the written "Record of Concern" proforma (appendix 5b) or verbally about poor attendance and punctuality, poor presentation, changed or unusual behaviour, deterioration in educational progress, discussions with parents about concerns relating to their child, concerns about pupil abuse or serious bullying, concerns about home conditions
- Avail of whole school training and relevant other training regarding safeguarding children
- **NOT** give children a guarantee of total confidentiality regarding their disclosures
- **NOT** investigate

The Parents

Parents should play their part in Child Protection by:

- telephoning the school on the morning of their child's absence, or sending in a note on the child's return to school, so as the school is reassured as to the child's situation;
- informing the school whenever anyone, other than themselves, intends to pick up the child after school;
- letting the school know in advance if their child is going home to an address other than their own home;
- familiarising themselves with the School's Pastoral Care, Anti Bullying, Positive Behaviour, Internet and Child Protection Policies;
- reporting to the office when they visit the school
- raising concerns they have in relation to their child with the school.

What is Child Abuse?

Child abuse falls into the following categories:

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

Physical injury: actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child;

Sexual abuse: actual or likely sexual exploitation of a child. The involvement of children and adolescents in sexual activities which they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles;

Emotional abuse: actual or likely persistent or significant emotional ill-treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child. All abuse involves some emotional ill-treatment. This is where it is the main or only form of abuse.

Child Abuse in Other Specific Circumstances

Bullying

Bullying is not defined as a category of abuse within the Area Child Protection Committees' Regional Policy and Procedures (2005). The policy does however state that the damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and at the extreme cause them significant harm (including self harm).

The procedure for referral and investigation of abuse may therefore be implemented in certain circumstances such as when anti-bullying procedures have failed to be effective; bullying is persistent and severe, resulting in the victim suffering/likely to suffer significant harm; there are concerns that the bullying behaviour is indicative of the bully suffering/likely to suffer significant harm or where concerns exist in relation to the parents/carer's capacity to meet the needs of the child (either victim or bully).

Children Who Sexually Abuse Others or Display Sexually Harmful Behaviour

When abuse of a child is alleged to have been carried out by another child, the procedures outlined in **section 7** of this policy will be followed. It is important in such situations to distinguish between behaviours which are experimental in nature and those that are exploitative and harmful. Advice and support will be sought in such circumstances from a WELB Designated Officer for Child Protection and where appropriate a referral made to the statutory agencies. In all such cases a risk assessment will be undertaken and an individual support and safety plan identified. Appropriate services will also be provided for the children involved.

Child Sexual Exploitation

"Child sexual exploitation is a form of sexual abuse in which a person(s) exploits, coerces and/or manipulates a child or young person into engaging in some form of sexual activity in return for something the child needs or desires and/or for the gain of the person(s) perpetrating or facilitating the abuse."

(SBNI 2014, adopted from CSE Knowledge Transfer Partnership NI).

The key factor that distinguishes cases of CSE from other forms of child sexual abuse is the concept of exchange - the fact that someone coerces or manipulates a child into engaging in sexual activity **in return for something** they need or desire and/or for the gain of those perpetrating or facilitating the abuse. The something received by the child or young person can include both tangible items and/or more intangible 'rewards' OR 'benefits' such as perceived affection, protection or a sense of value or belonging.

Any child under the age of eighteen, male or female, can be a victim of CSE, including those who can legally consent to have sex. The abuse most frequently impacts upon those of a post-primary age and can be perpetrated by adults or peers, on an individual or group basis.

The potential indicators of CSE can include, but are not limited to:

- Acquisition of money, clothes, mobile phone etc. without plausible explanation;
- Leaving home/care without permission;
- Persistently going missing or returning late;
- Receiving lots of texts/phone calls prior to leaving;
- Agitated/stressed prior to leaving home/care;
- Returning distraught/ dishevelled or under the influence of substances;
- Requesting the morning after pill upon return;
- Truanting from school;
- Inappropriate sexualised behaviour for age;
- Physical symptoms or infections e.g. bruising, bite marks, sexually transmitted infections;
- Concerning use of the internet;
- Entering or leaving cars driven by unknown adults or by taxis;
- New peer groups;
- Significantly older 'boyfriend' or 'girlfriend';
- Increasing secretiveness around behaviours;
- Low self-esteem;
- Change in personal hygiene (greater attention or less);
- Self harm and other expressions of despair;
- Evidence or suspicion of substance misuse.

Whilst these indicators can be usefully used to identify potential risk, it is important to note that their presence does not necessarily mean that CSE is occurring. More importantly, nor does their absence, mean that it is not.

When we become aware of young people below the age of consent engaging in sexual activity or, where we have concerns about a 16/17 year old in a sexual relationship the Designated Teacher has a duty to share this information with Social Services.

Indecent Photographs

The offence of taking indecent pictures of children under 18 years can apply in a situation where a pupil has taken an indecent picture using a mobile phone of others under 18 years of age. It is also an offence to distribute, possess with intent to distribute or show such photographs to others. In such circumstances the PSNI and Social Services will be contacted. The school also has a mobile phone and electronic devices which has been circulated to parents and pupils and which is available from the school.

Young Person whose Behaviour places him/her at Risk of Significant Harm

A child whose own behaviours e.g. self-harming behaviour, leaving school without permission etc. places him/her at risk of significant harm, may not necessarily constitute abuse as defined in Area Child Protection Committees' Regional Policy and Procedures (2005). The decision to initiate child protection procedures is a matter for professional judgement and each case will be considered individually with advice sought from a WELB Designated Officer for Child Protection. The criminal aspects of such cases will be dealt with by the PSNI.

Domestic Abuse

The definition of domestic abuse is:

"threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation". DHSSPS / NIO Tackling Violence at Home, 2005, p10

A child may live in a family where there is domestic abuse or a young person may be in a relationship where they become the subject of domestic abuse. In high risk cases involving domestic abuse Social Services and/or the WELB Designated Officer for Child Protection PSNI will contact the school in order to help assess the child/young person's needs and to ensure that he/she is receives appropriate support.

(Area Child Protection Policies and Procedures - 2005)

For signs and symptoms of abuse - see Appendix 1

PROCEDURES FOR MAKING COMPLAINTS IN RELATION TO CHILD ABUSE

How a Parent can make a Complaint

At Glendermott we aim to work closely with the parents/guardians in supporting all aspects of the child's development and well-being. Any concerns a parent may have will be taken seriously and dealt with in a professional manner. If a parent has a concern they can talk to the class teacher or the Principal/Designated teacher for child protection. If they are still concerned they may talk to the Chair of the Board of Governors. At any time a parent may talk to a social worker in the local Gateway team or to the PSNI Public Protection Unit. Details of who to contact are shown in the flowchart in Appendix 2.

Where the school has concerns or has been given information about possible abuse by someone other than a member of the school staff

Where staff become aware of concerns or are approached by a child they should not investigate - this is a matter for the Social Services - but should report these concerns immediately to the designated teacher, discuss the matter with her and make full notes. These notes or records should be factual, objective in nature and include what was seen, said, heard or reported, the place and time of who was present and should be given to the designated teacher. The person who reports the incident must treat the matter in confidence.

The designated teacher may need to seek discreet preliminary clarification from the person making the complaint or giving the information or from others who may have relevant information. The designated teacher may also consult with the Western Education & Library Board's designated officer for child protection or Social Services (Gateway Team) before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice.

The consent of the parent/carers and/or the young person (if they are competent to give this) will normally be sought prior to making a referral to Social Services. The exception to this is where to seek such consent would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.

Where consent of the parent/carers and/or the young person is sought to make a referral to Social Services we will explain at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement to making the referral. In circumstances where the consent of the parent/carer and/or the young person is withheld we will consider and where possible respect their wishes.

However our primary consideration must be the safety and welfare of the child and we will make a referral in cases where consent is withheld if we believe on the basis of the information available that it is in the best interests of the child/young person to do so.

Where there are concerns about possible abuse and a referral needs to be made the designated teacher will telephone the Western Health & Social Services Gateway Team. She will also notify the Western Education & Library Board's designated officer for child protection. A UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form will also be completed and forwarded to the Gateway team with a copy sent to the WELB designated officer for child protection.

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

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

| Do's | Don'ts |
|--|---|
| <p>Do listen to what the child says.</p> <p>Do assure the child they are not at fault.</p> <p>Do explain to the child that you cannot keep it a secret.</p> <p>Do document exactly what the child says, using his/her exact words.</p> <p>Do remember not to promise the child confidentiality.</p> | <p>Don't ask leading questions.</p> <p>Don't put words into the child's mouth.</p> <p>Don't ignore the child's behaviour.</p> <p>Don't remove any clothing.</p> |

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

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

If a complaint is made against the Principal/Designated teacher the Chairperson of The Board of Governors will be informed and he/she will ensure that necessary action is taken.

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

Where an allegation is made against a member of staff and is pursued either as a formal referral or under the agreed disciplinary procedures for teacher's, a detailed record of the complaint, signed by the Principal, shall be retained on the child's file and the file of the member of staff concerned. An entry will also be made in the school's Record of Child Abuse Complaints.

If, on foot of a subsequent investigation by one of the investigating agencies, the member of staff concerned is totally exonerated, the record on the file of the member of staff concerned shall be expunged, and the entry in the school's Record of Child Abuse Complaints deleted or struck through.

However where disciplinary investigation or action is undertaken in the context of child protection, all details relating to the complaint and disciplinary sanction shall be maintained on the teachers file for a period of 5 years. The record on the child's file should be noted accordingly, and should be maintained indefinitely in case there should be subsequent complaints. In all other cases, the record on both the child's file and the staff member's file should be maintained indefinitely

The school's record of Child Abuse complaints will be made available to the Board of Governors/Management Committee at least annually.

This procedure with names and contact numbers is shown in **Appendix 4**.

Where a complaint has been made about possible abuse by a volunteer

Any complaint about the conduct of a person working in the school in a voluntary capacity should be treated in the same manner as complaints against a person who is on the school's staff, and the above procedures followed. If the Principal has any concern that a child may be at risk, the services of the volunteer should be terminated immediately.

ATTENDANCE AT CHILD PROTECTION CASE CONFERENCES AND CORE GROUP MEETINGS

The Designated Teacher/Deputy Designated Teacher or Principal may be invited to attend an Initial and/or Review Child Protection Case Conference or Core Group meeting convened by the Western Health & Social Care Trust and where possible a school representative will be in attendance. A written report will be provided for these meetings and will be compiled after discussion with relevant staff. Feedback will be given to staff under the 'need to know' principle on a case-by-case basis. Children whose names are on the Child Protection Register will be monitored in line with what has been agreed in each child's protection plan;

CONFIDENTIALITY AND INFORMATION SHARING

Information given to members of staff about possible child abuse cannot be held "in confidence". In the interests of the child, staff have a responsibility to share relevant information about the protection of children with other professionals particularly the investigative agencies and where physical or sexual abuse is suspected, a legal duty to report this. However, only those who need to know will be told.

RECORD KEEPING

All child protection records, information and confidential notes are kept in separate files in a locked drawer. These records are kept separate from any other file that is held on the child or young person.

If a complaint about possible child abuse is received by the school and is not referred to Social Services - or if it is referred and Social Services do not place the child's name on the Child Protection Register - a record on the child's file will be permanently preserved and a confidential copy will be sent to any school to which the child subsequently transfers.

If the Social Services inform the school that a child's name has been placed on the Child Protection Register, a record of this fact and associated documentation from the Social Services will be maintained on the child's file while he or she continues to attend our school.

When the child's name is removed from the Child Protection Register then all Social Services records will be destroyed and only the school records retained for permanent preservation. Should a child transfer to another school whilst their name is on the Child Protection Register then we will inform the receiving school that his/her name is on the Register and the name of the child's Social Worker will be forwarded as well. All Social Services records held by us in relation to the child will then be destroyed. The schools own child protection records in relation to the child will be held in secure and confidential storage for permanent preservation.

Appendix 5(a) and 5(b) - Examples of Record-keeping Proformas

VETTING PROCEDURES

All staff including volunteers who are appointed to positions in the School are vetted in accordance with relevant legislation and Departmental guidance. All Extended Schools support staff are also vetted appropriately, and records securely maintained.

CODE OF CONDUCT FOR ALL STAFF; PAID OR UNPAID

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behaviour towards the child and young people in their charge must be above reproach. The school has a code of conduct for staff which is intended to assist staff in respect of the complex issue of child abuse, by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct. It is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff within the education sector.

The schools code of conduct is included as Appendix 6.

13. STAFF TRAINING

Glendermott PS is committed to in-service training for its entire staff. Each member of staff will receive general training on Policy and procedures with some members of staff receiving more specialist training in line with their role and responsibilities. All staff will receive basic child protection awareness training and annual refresher training. The Principal/Designated Teacher; Deputy Designated Teacher, Chair of the Board of Governors and Designated Governor for Child Protection will also attend relevant child protection training courses.

When new staff or volunteers start at the school they are briefed on the school Child Protection Policy and code of conduct and given a copy of the policy which includes what to do if you are worried that a child is being abused.

14. THE PREVENTATIVE CURRICULUM

In the classroom, regular Circle Time and /or PDMU sessions are used as a means of encouraging children to raise social and emotional concerns in a safe environment and to build self confidence, respect and sensitivity among classmates.

Throughout the school year child protection issues are addressed through class assemblies and there is a permanent child protection notice board in the main corridor and relevant information in each resource area, which provides advice and displays child helpline numbers. A flow diagram of how a parent may make a complaint is also on display. An enlarged flow diagram for a teacher allegation is in the school staff room.

Other initiatives which address child protection and safeguarding issues:

- Primary 7 children participate in a community awareness programme run by the PSNI, the "CASE" programme
- Each year Primary 7 pupils participate in the "Bee Safe" Activity Day which is run jointly by Health Promotion Agency and the Western health and Social Services Trust and involves all the emergency services.
- Primary 4-7 children take part in the helping hands programme

15. MONITORING AND EVALUATION

Glendermott PS will update this Policy and procedures in the light of any further guidance and legislation as necessary and review it annually.

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

Appendix 1

Signs and Symptoms of abuse - possible indicators

Physical Abuse

| Physical Indicators | Behavioural Indicators |
|---------------------|--|
| | <ul style="list-style-type: none">• Self destructive tendencies;• aggressive to other children;• behavioural extremes (withdrawn or aggressive);• appears frightened or cowed in presence of adults;• improbable excuses to explain injuries;• chronic runaway;• uncomfortable with physical contact;• come to school early or stays last as if afraid to be at home;• clothing inappropriate to weather - to hide part of body;• violent themes in art work or stories |

Neglect

| Physical Indicators | Behavioural Indicators |
|--|---|
| <ul style="list-style-type: none">• Looks very thin, poorly and sad;• constant hunger; • lack of energy;• untreated medical problems;• special needs of child not being met;• constant tiredness;• inappropriate dress;• poor hygiene;• repeatedly unwashed; smelly;• repeated accidents, especially burns. | <ul style="list-style-type: none">• Tired or listless (falls asleep in class);• steals food; • unexplained compulsive eating;• begging from class friends;• withdrawn; lacks concentration;• misses school medicals;• reports that no carer is at home;• low self-esteem;• persistent non-attendance at school;• exposure to violence including unsuitable videos. |

Emotional Abuse

| Physical Indicators | Behavioural Indicators |
|--|--|
| <ul style="list-style-type: none">• Well below average in height and weight; "failing to thrive";• poor hair and skin;• unexplained alopecia;• swollen extremities i.e. icy cold and swollen hands and feet;• recurrent diarrhoea,• wetting and soiling;• sudden speech disorders;• signs of self mutilation;• signs of solvent abuse (e.g. mouth sores, smell of glue, drowsiness);• extremes of physical, mental and emotional development (e.g. anorexia, vomiting, stooping) | <ul style="list-style-type: none">• Apathy and dejection;• inappropriate emotional responses to painful situations;• rocking/head banging;• inability to play;• indifference to separation from family• indiscriminate attachment;• reluctance for parental liaison;• fear of new situation;• chronic runaway;• attention seeking/needing behaviour;• poor peer relationships. |

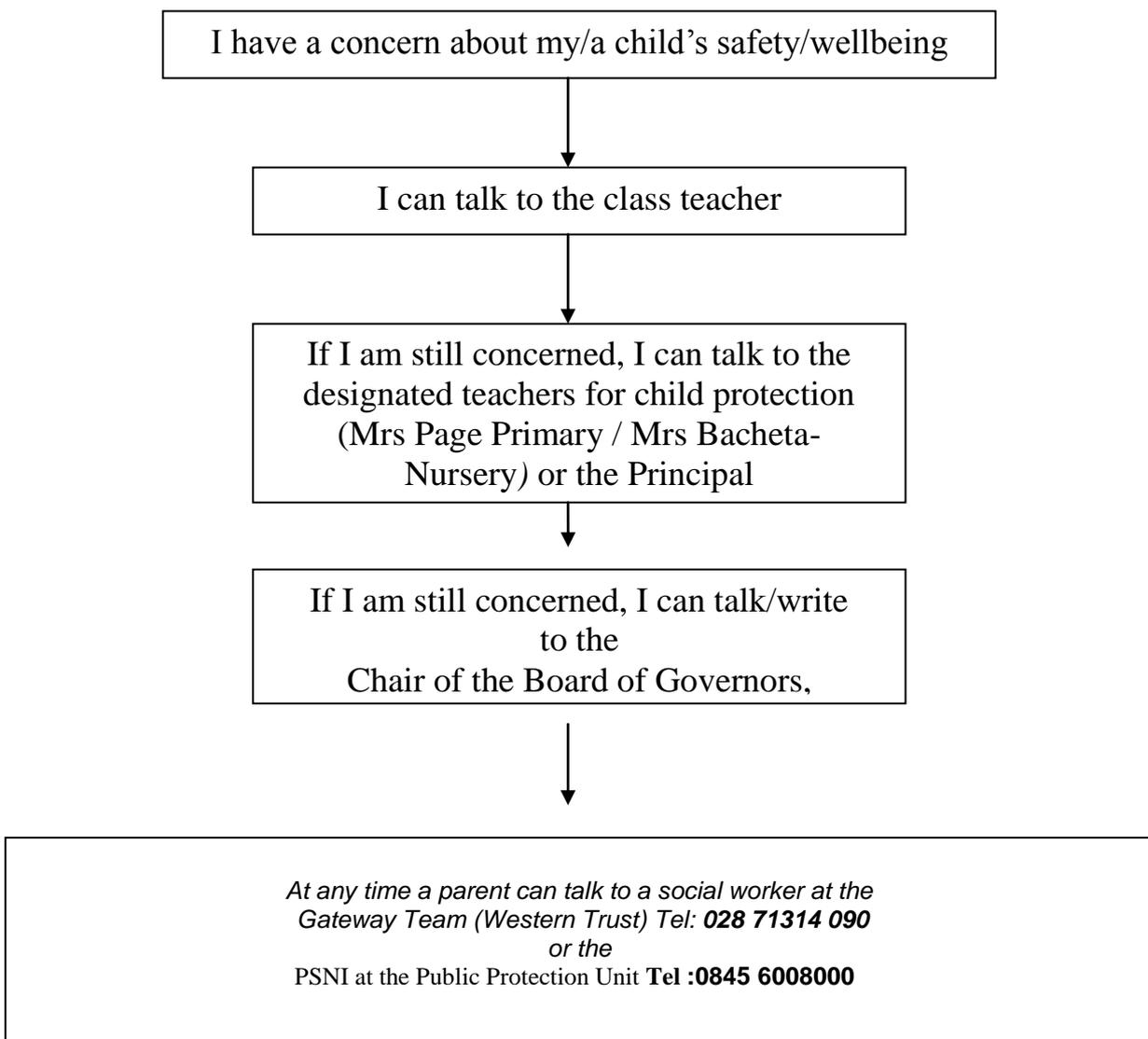
Sexual Abuse

| Physical Indicators | Behavioural Indicators |
|---|---|
| <ul style="list-style-type: none">• Bruises, scratches, bite marks or other injuries to breasts, buttocks, lower abdomen or thighs;• bruises or bleeding in genital or anal areas;• torn, stained or bloody underclothes;• chronic ailments such as recurrent abdominal pains or headaches;• difficulty in walking or sitting;• frequent urinary infections;• avoidance of lessons especially PE, games, showers;• unexplained pregnancies where the identify of the father is vague; anorexia/gross over-eating. | <ul style="list-style-type: none">• What the child tells you;• Withdrawn; chronic depression;• excessive sexual precociousness; seductiveness;• children having knowledge beyond their usual frame of reference e.g. young child who can describe details of adult sexuality; parent/child role reversal;• over concerned for siblings;• poor self esteem; self devaluation;• lack of confidence;• peer problems;• lack of involvement;• massive weight change;• suicide attempts (especially adolescents); hysterical/angry outbursts;• lack of emotional control;• sudden school difficulties e.g. deterioration in school work or behaviour; • inappropriate sex play;• repeated attempts to run away from home;• unusual or bizarre sexual themes in children's art work or stories;• vulnerability to sexual and emotional exploitation;• promiscuity;• exposure to pornographic material. |

Appendix 2

We in Glendermott Primary School & Nursery Unit have a responsibility for the Pastoral Care, welfare and safety of the children in our care. We aim to provide a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All staff, teaching and non-teaching, are alert to the signs of possible abuse and know the procedures to be followed. If you are concerned that your child or another child in the school may be suffering abuse, please follow the procedure below.

How a Parent can raise a Child Protection issue.



Appendix 3

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

Child makes a disclosure to teacher or teacher has concerns about child either as a result of one observation or many observations over a period of time.
 Teacher should make notes of what was said or observed and must **ACT PROMPTLY**

Teacher refers matter to designated teacher, discussed with designated teacher, makes full notes.

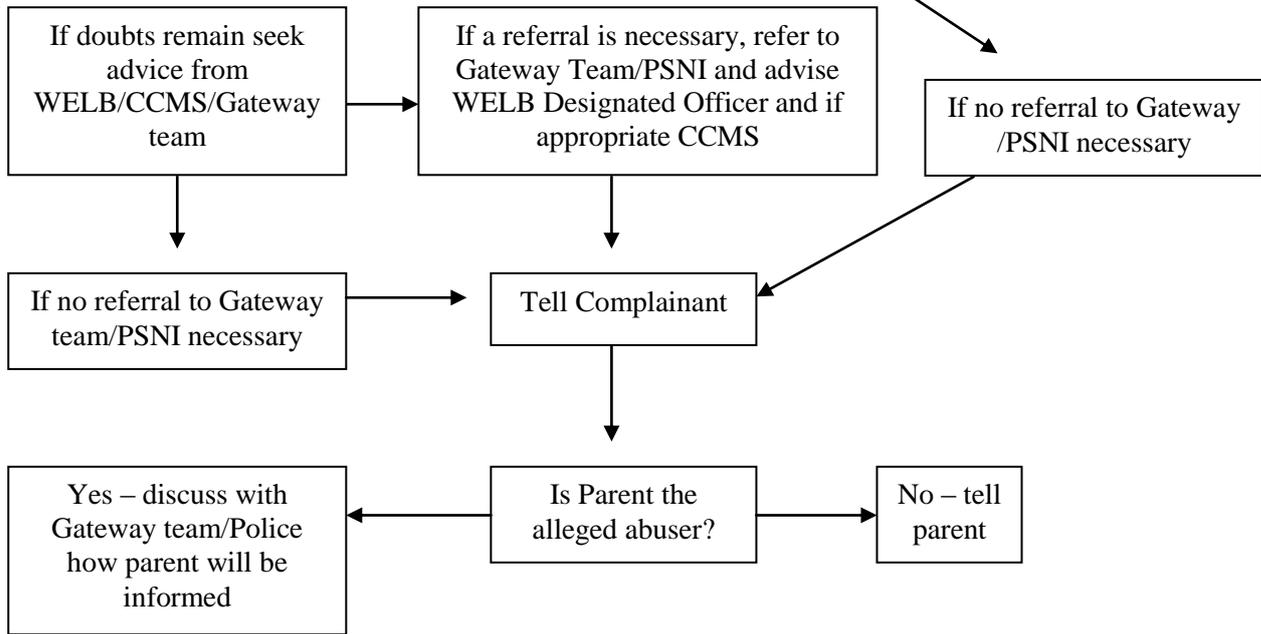
Designated teacher meets with Principal to plan course of action and ensures that a written record is made and treated confidentially.

CONTACT NUMBERS

WESTERN EDUCATION & LIBRARY BOARD
 Designated Child Protection Officer
 1 Hospital Road Omagh
 Tel: 028 82411289

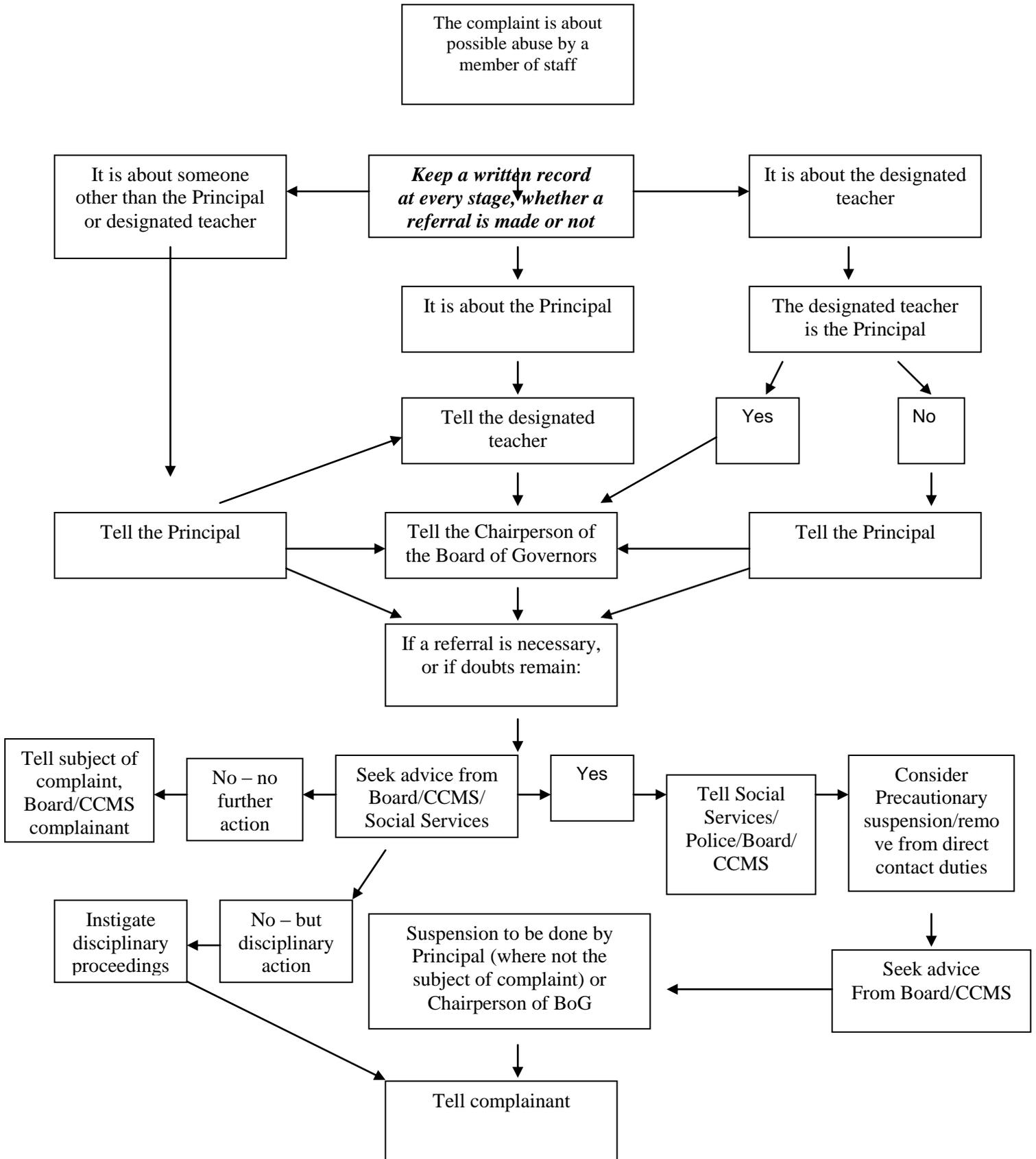
WESTERN HEALTH & SOCIAL CARE TRUST
 Gateway Team, Whitehill, 106 Irish Street, L'Derry
 Tel:028 71 71314090

PSNI (Public Protection Unit)
 Public Protection Unit
 Tel:0845 6008000



Appendix 4

Procedure where a complaint has been made about possible abuse by a member of the school's staff.



Glendermott Primary School & Nursery Unit

CHILD PROTECTION INCIDENT REPORT - FORM B

Child's Initial _____ DOB _____ Class _____

Details of Incident

Person completing the report _____

Relationship to school _____

Address (if person making the report is not known)

Signature _____

Date _____

Code of Conduct

1. Private Meetings with Pupils

a. Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access, or with the door open.

b. Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.

c. Where possible another pupil or (preferably) another adult should be present or nearby during the interview, and the school should take active measures to facilitate this.

2. Physical Contact with Pupils

a. As a general principle, staff are advised not to make unnecessary physical contact with their pupils.

b. It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.

c. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. (DENI Circular 1999/9, on the use of reasonable force, gives guidance on Article 4 of the Education (Northern Ireland) Order 1998 (*Power of member of staff to restrain pupils*)).

d. Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.

e. Schools should, in particular circumstances, such as use of certain areas like the photographic darkroom, draw up their own guidelines for these circumstances.

f. Staff who have to administer first-aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. *However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.*

g. Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.

h. Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to his/her line manager.

i. Staff should be particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

3. Choice and Use of Teaching Materials

a. Teachers should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for the choice.

b. When using teaching materials of a sensitive nature a teacher should be aware of the danger that their application, either by pupils or by the teacher, might after the event be criticised. Schools have already received advice on the value of consulting parents and Governors when proposing to use materials such as the AIDS education for schools and in connection with sex education programmes.

c. If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the principal before using it.

4. Relationships and Attitudes

Within the Pastoral Care Policies of the school and the employing authority, staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls.

Reference: Pastoral Care in Schools Child Protection (DENI 1999)