

CARNINY PRIMARY SCHOOL

CHILD PROTECTION POLICY

1. Introduction & Ethos

We in Carniny Primary School have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our pastoral care policy, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our young people can learn and develop to their full potential. One way in which we seek to protect our pupils is by helping them to learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.

All our staff and volunteers have been subject to appropriate background checks following completion of a Voluntary Activities Application Form. The staff in our school have also adopted a Code of Behaviour towards pupils. This Code is set out in our Discipline Policy.

The purpose of the following procedures on Child Protection is to protect our pupils by ensuring that all who work in our schools- teachers, non-teaching staff and volunteers - have clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration. The problem of child abuse will not be ignored by anyone who works in our school, and we know that some forms of child abuse are also a criminal offence.

Our Policy is based on the United Nations Convention on the Rights of the Child and The Child (NI) Order 1995

2. Definitions, Signs & Symptoms

What is child abuse?

We use the following definitions:

Neglect - the 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.

Symptoms of Neglect

- unkempt appearance
- Poor hygiene
- Underfed, always hungry
- Left to get out to school while a parent is working

- Always going home to an empty house
- Inadequate supervision

Physical – physical injury to a child, whether deliberately inflicted or knowingly not prevented.

Symptoms of Physical Abuse

- Bruising from different events (recent /older) on back, buttocks, upper arms, around ears
- Bruising of different shapes
- Lacerations, burn marks
- Bite marks
- Untreated injuries

Sexual – the sexual exploitation of a child or young person for an adult's or another person's own gratification. The involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand to which they are unable to give informed consent or that violate normal family roles.

Symptoms of Sexual Abuse

- Inappropriate sexually explicit language/ behaviour
- Inappropriate flirtatious/ seductive behaviour
- Low self-esteem
- Disruptive behaviour
- Tantrums
- School absenteeism
- Unexplained pregnancy

Emotional – persistent or significant emotional ill treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.

Symptoms of Emotional Abuse

- Withdrawn, uncommunicative
- Poor peer relationships
- Bed wetting / soiling
- Clinging, attention seeking behaviour
- Disruptive behaviour
- Bullying, threatening behaviour
- Reluctance for parent liaison

Grave Concern

While strictly speaking not a form of abuse but a category of registration of abuse, this term covers children whose situations do not currently fit any of the four previous categories but where social and medical assessments indicate that they are at a significant

risk of above. These could include situations where another child in the household has been harmed or the household contains a known abuser.

3. Who Is DT (Designated Teacher)& DDT (Deputy Designated Teacher)

The designated teacher for child protection is **Mr J Henry**. In his absence, **Mrs K Armstrong** will assume responsibility for child protection matters, with **Mr R Ross** still having overall responsibility.

4. Vetting Procedures

At the beginning of each school year parents will be invite to complete a Confidential Application for Voluntary Activities (Access NI Disclosure Certificate Application Form). These forms include personal details about the volunteer and names and addresses of referees. Forms are issued by the school office or accessed via (http://www.accessni.gov.uk/index/resource-library/application_form_temppage.htm). All adults who come into contact regularly (i.e. more than 2/3 times in a school year) with children must have completed this form.

5. Procedures (see Appendix 1)

Procedure for Reporting / Recording Concern.

- **Receive**
- **Reassure**
- **React**
- **Record**
- **Reflect**

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, **the member of staff must act promptly**. They should seek some clarification from the child, with tact and understanding (see Guidelines for Questioning below).

Care must be taken in asking and interpreting the child's responses to questions about indication of abuse. Staff should be aware that the way in which they talk to a child could have an effect on the evidence, which may be put forward if there are subsequent criminal proceedings.

All concerns should be recorded in writing by the person having or witnessing the issue. This written concern should be passed to the Designated Teacher or Deputy who in turn will share the issue with the Principal. The issue should be factual (Who, What, When, Where, How & Why)

It is important not to investigate - this is a matter for the Social Services - but should report these concerns immediately to the designated teacher. A referral may be made on the relevant form. (**UNOCINI - Understanding The Needs of Children in Northern**

Ireland). The designated teacher will discuss the matter with the Principal as a matter of urgency to plan a course of action, and ensure that a written record is made.

The Principal, in consultation with the designated teacher, will decide whether, in the best interests of the child, the matter needs to be referred to Social Services.

If there are concerns that the child may be at risk, the school is obliged to make a referral. (UNOCINI) Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

The Principal may seek clarification or advice and consult with the Board's Designated Officer or the Senior Social Worker before a referral is made. No decision to refer a case to Social Services will be made without seeking appropriate advice.

The safety of the child is our first priority.

Where there are concerns about possible abuse, the Principal will inform:

- (Education and Library Board's) Designated Officer for Child Protection
- Social Services
- PSNI

(See Appendix 2 for contact numbers)

Guidelines For Questioning

- Never ask leading questions, as this can later be interpreted as putting ideas into the child's mind.
- Do not ask questions that would encourage the child to change his or her version of events in any way or which would impose your own assumptions e.g. "Tell me what happened" as opposed to "Did they do X to you?".
- Listen to the child. Do not interrupt if he or she is freely recalling significant events. Make a note of the discussion to pass on to the designated teacher. The note should record time, date, place and people who were present and what was said. Signs of physical injury observed should be described in detail or sketched. Under no circumstances should a child's clothing be removed.
- Any comment by the child, or subsequently by a parent or other adult, about how an injury occurred should be written down as soon as possible afterwards, preferably quoting words actually used.
Do not give the child undertakings of confidentiality but reassure the child that information will only be disclosed to those professionals who need to know.
- Notes of the discussion may need to be used in any subsequent court proceedings.
- Be sensitive to what a child says, treat it seriously and value what they say.

While discreet preliminary clarification from the child, parent or other carer will often help to confirm or allay concerns; **it is not the responsibility of teachers to carry out investigations, or to make extensive enquiries of members of the child's family or other carers.**

Complaint against a member of staff (see Appendix 1)

If a complaint about possible child abuse is made against a member of staff, the Principal and DT / DDT must be informed immediately. The above procedures will apply unless the complaint is about the designated teacher, in which case the Principal is informed directly. Where the matter is referred to Social Services, the member of staff will be removed from duties involving direct contact with pupils and may be suspended from duty as a precautionary measure pending investigation by Social Services. The Chair of the Board of Governors (**Mr. T Shevlin**) will be informed immediately.

If a complaint is made against the Principal, the DT or DDT must be informed immediately. He/she will inform the Chair of the Board of Governors and together they will ensure that the necessary action is taken.

If any member of staff feels unsure about what to do if he/she has concerns about a child, or unsure about being able to recognise the signs or symptoms of possible abuse, he/she should speak to the designated teacher.

It should be noted that information given to members of staff about possible child abuse cannot be held '**in confidence**'. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be told.

6. Code of Conduct (see Appendix 3)

All staff working with children should be aware of and follow the Code of Conduct.

7. Bullying

Bullying is a highly distressing and damaging form of abuse and is not tolerated in school. All staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening, to protect and to reassure the victim. Following investigation a range of sanctions can be applied to the bully. When appropriate, parents of both victim and bully will be personally contacted (Ref. DENI 99/10).

Efforts should be employed for the rehabilitation / behavioural correction of the bully.

Procedures for reporting suspected (or disclosed) bullying.

Any complaint by a parent that their child is, or may be, being bullied will be fully investigated and recorded by the Principal / Vice-Principal / DT / DDT or with the child's teacher, and team action will be taken to protect the victim. This will usually include ensuring that another child or small group of children befriends and supports the child being bullied during the day. A parent making a complaint about bullying will have a personal response from the principal within an agreed time of making the complaint, indicating the investigation which has been carried out and the action being taken.

The sanctions taken against a pupil who bullies will depend on the seriousness of the case, but will include the loss of any privileges or position of responsibility he/she holds in the school. His/her behaviour will be carefully monitored until the problem has stopped.

8. Record Keeping

There is a confidential (locked) record keeping file maintained in the Principal's office. This file will only be accessed by the Principal DT & DDT. All allegations of Suspicions of abuse, Disclosure of Abuse, complaints against staff and other related issues will be maintained.

Sample record keeping forms can be found at Appendix 4.

9. Training

All staff employed by the school must receive CP training. This should be organised on an annual basis. Once trained 'update' training can take place every 2 years. If there are significant policy changes staff should be made aware of these changes. Board of Governor training is not the responsibility of the school. At least one member of the BOG should be trained by CASS

The DT is responsible for Staff Training in Child Protection matters

10. Related Issues

Reasonable Force

Refer to Reasonable Force Policy.

Use of Mobiles Phones/Communication Devices in School

It is our policy that pupils may bring a mobile phone/communication device to school, however they must be turned off during school hours.

Searching Pupils' Property

It is our policy that teachers cannot personally search any pupils' private property. If it is necessary for whatever reason to search any pupils' property we can suggest that the pupil empty the contents of their schoolbag/pockets. This might have to be done in the presence of a witness (either another teacher or child's parent).

Intimate Care

All teachers involved with assisting in changing a pupil must complete an Intimate Care form on display in the medical room and disabled toilet.

Photography

At the beginning of each school year a consent form is completed by all parents giving permission for their children to be photographed for school displays and for local media purposes.

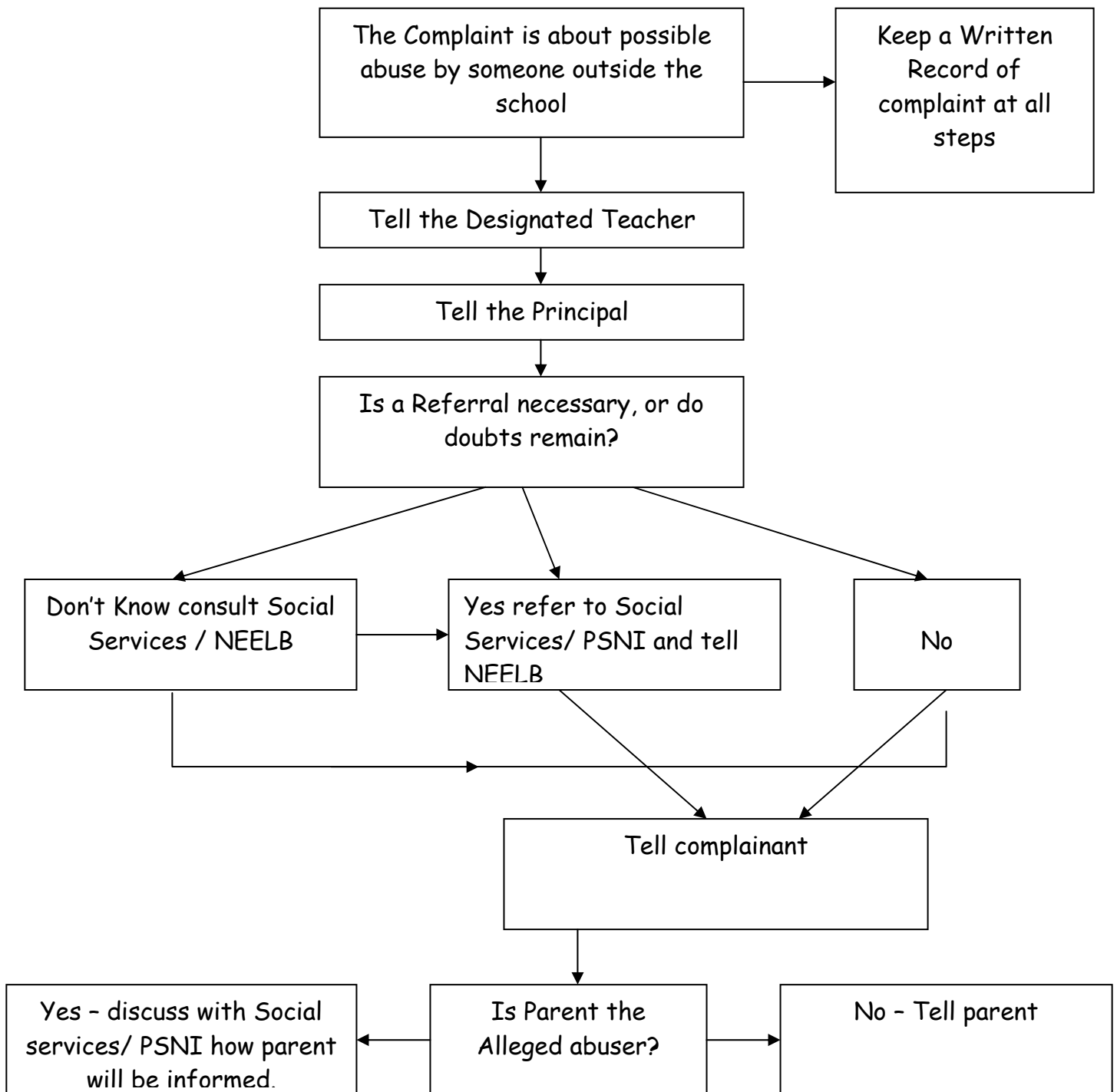
Notice Boards

Child protection Notice Boards shall be displayed throughout the school giving general advice, phone numbers etc. Photographs of the Principal DT & DDT shall be displayed.

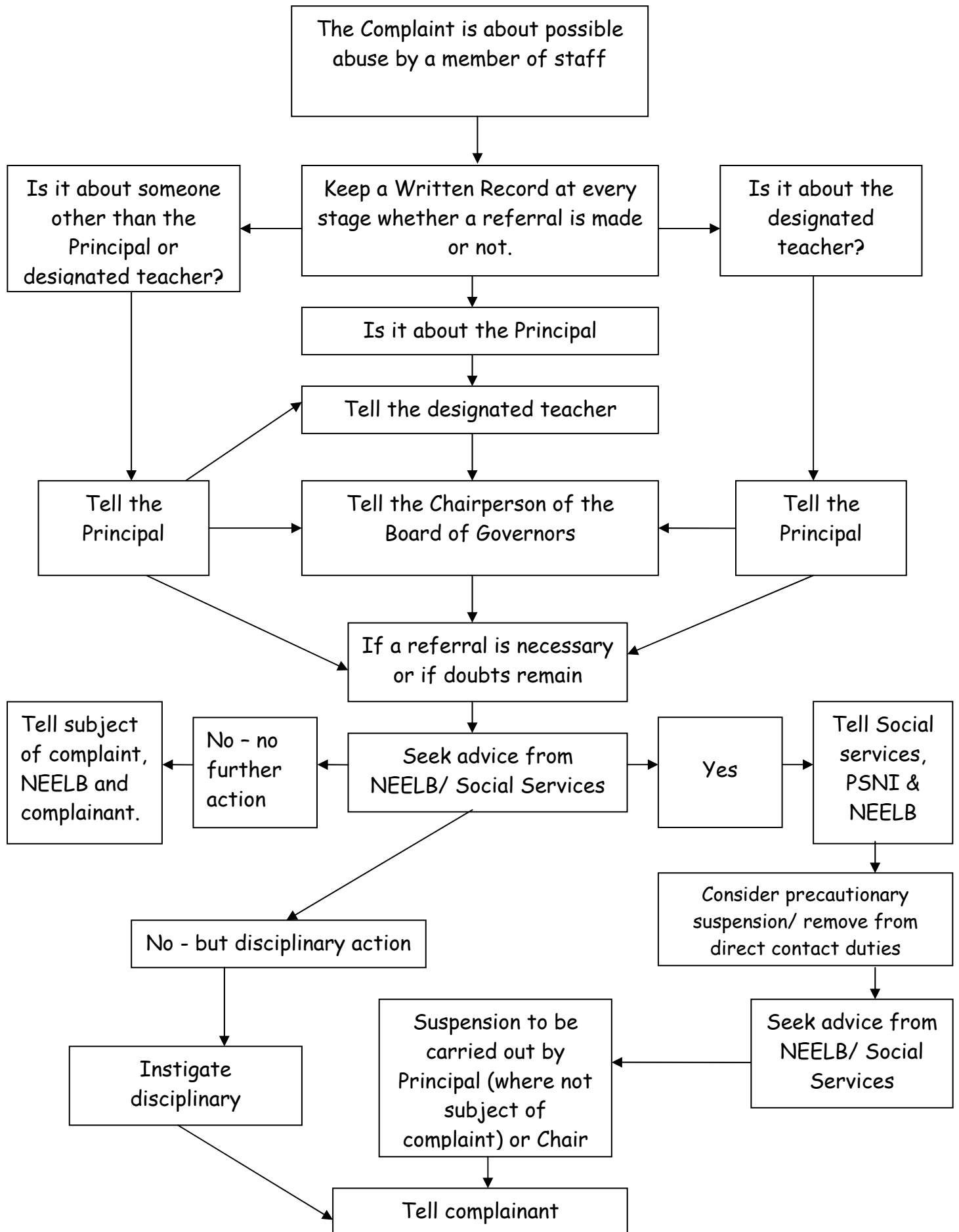
11. Policy Review (see Appendix 5)

This policy will be reviewed and updated annually and in the light of new advice from DENI or NEELB. The policy will be shared with parents every 2 years. A summary will be issued to all parents annually. The policy will be accessible from the school website.

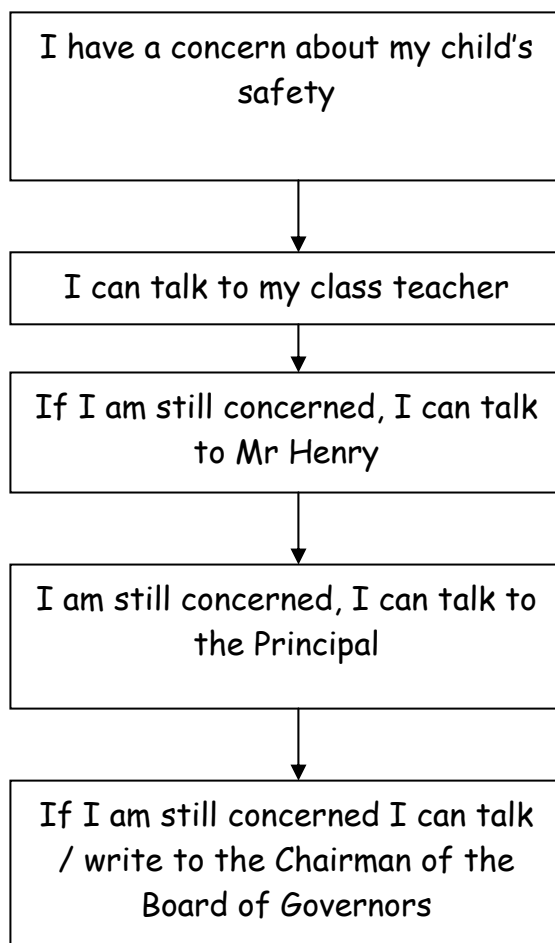
Procedure where the school has concern, or has been given information about possible abuse by someone other than a member of school staff.



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



How a parent can make a complaint



At any time I can talk to Social Services 028 25 311 219 or PSNI 028 25653355

CONTACTS

Name	Address	Telephone Number
Northern Health & Social Services Board	182 Galgorm Road Ballymena	028 25 311 219
PSNI	Galgorm Road Ballymena	028 25653355
NEELB	County Hall 182 Galgorm Road Ballymena BT42 2BR	028 2565 3333
NEELB (child Protection Support Service For Schools)	Antrim Board Centre	028 94 482223
National Society For the Prevention of Cruelty to Children (NSPCC)		0808 800 5000

REFERENCES

DENI Pastoral Care in Schools: Child Protection 1999/10 Circular and Guidance

Children (NI) Order 1995 - An Introductory Guide for Schools 1996

NEELB Child Protection Procedures

Educational Trips - A Good Practice Guide

Promoting Positive Behaviour - June 2001

United Nations Convention on the Rights of the Child

Code of Conduct Carniny Primary School

A Code of Conduct for Employees within the Education Sector whose work brings them into contact with children/young people

Introduction

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 children and young people in their charge must be above reproach. This Code of Conduct is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff within the education sector. It 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.

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.

Conclusion

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff inter-relate with children and young people, or where opportunities for their conduct to be misconstrued might occur.

In all circumstances, employees' professional judgement will be exercised and for the vast majority of employees this Code of Conduct will serve only to confirm what has always been their practice. If employees have any doubts about points in this booklet, or how they should act in particular circumstances, they should consult their line manager or a representative of their professional association.

From time to time, however, it is prudent for all staff to re-appraise their teaching styles, relationships with children/young people and their manner and approach to individual children/young people, to ensure that they give no grounds for doubt about their intentions, in the minds of colleagues, of children/young people or of their parents/guardians.

CARNINY PRIMARY SCHOOL	
INITIAL REPORT OF CONCERN	
Name of Child	DOB
Address	
Name of Parent / Guardian	
Concern	
Action Taken	
Teacher	Signature
Designated Teacher	
Principal	

CARNINY PRIMARY SCHOOL

COMPLAINT AGAINST A MEMBER OF STAFF

Nature of complaint	Made By
Name of Member of Staff	Witness(es)
Evidence	
Outline of Concern	
Action Taken	
Complainant	Signature
Staff Member	
Designated Teacher	
Principal	

CARNINY PRIMARY SCHOOL

STATEMENT OF CONFIDENTIALITY

- If you have something important to talk to staff about
- If you are worried about something that is happening to you, or to someone you know
- If you need help, or if you need to know how to get help

the staff are here to listen and to help - they will try to do what they can

- If you are worried about telling things in confidence

tell the staff - they will understand. If they are concerned about your safety, they may need to share this with others, but they will always tell you first.

- If you are still unsure about talking to a member of staff, you can telephone

Childline on 0800-1111

NSPCC on 0800-800500

These calls are free, and they will not show up on your phone bill.

They will help you work out what to do next.

Web site addresses:

www.kidscape.org.uk

www.childline.org.uk

www.bullying.co.uk

TOPIC	DATE	WHOM	ACTION	OUTCOME	WHEN
Child Protection Video Draft Child Protection Policy	30.04.01	All Teaching Staff	Re- write Child Protection Policy Issues arising from video	Child Protection Policy	September 2001
Child Protection Policy Anti- Bullying Policy	05.03.02	B. Semple Miss Hamilton R.Ross	Update CPP. CP Newsletter Arrange parents evening	Child Protection Policy Child Protection Newsletter	June 2002
Child Protection Newsletter	April 2002	Parents	Parents to receive Child Protection Newsletter	Parents received newsletter	May 2002
Child protection Policy	August 2002	B.Semple Miss Hamilton	Update CPP	Updated CPP	September 2002
Child Protection Training	29.01.02	B. Semple 5 non-teaching staff	Non-teaching staff received training	Staff trained regarding Child Protection Procedures	January 2002
Child Protection Policy	October 2003	Miss Hamilton	Update Child Protection Policy	Updated C.P.P Copy to school office	October 2003
Child Protection Newsletter	October 2003	Miss Hamilton	Parents to receive Updated Child Protection Newsletter	Parents received updated C.P. Newsletter	October 2003
Child Protection Newsletter	October 2004	Miss Hamilton	All parents to receive C P Newsletter	All new parents received Newsletter	October 2004
Child Protection Policy	October 2004	Miss Hamilton Mr Ross	Update policy to include Reasonable Force, Use of Mobile phones and searching pupil's property	Updated Child Protection Policy	October 2004
Child Protection Policy	October 2004	Miss Hamilton M Shelvin	Parents to receive updated Child Protection Policy	Parents received updated policy	October 2004

Child Protection Video Draft Child Protection Policy	30.04.01	All Teaching Staff	Re- write Child Protection Policy Issues arising from video	Child Protection Policy	September 2001
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Child Protection Newsletter	October 2004	Miss Hamilton	All parents to receive C P Newsletter	All new parents received Newsletter Posted on Carniny website www.adream.tv	October 2004
Child Protection Policy	October 2004	Miss Hamilton Mr Ross	Update policy to include Reasonable Force, Use of Mobile phones and searching pupil's property	Updated Child Protection Policy	October 2004
Child Protection Policy	October 2004	Miss Hamilton M Shelvin	Parents to receive updated Child Protection Policy	Parents received updated policy	October 2004

Refresher training	October 2004	Mr Ross Miss Hamilton Mr Henry	Training for teachers and ancillary staff in Child Protection matters and policy	Staff reminded of all Child Protection matters and actions to be taken	October 2004
Child protection Audit and Action Planning	October 2004	Mr Ross Miss Hamilton Mr Henry	Carry out an audit for Child Protection matters	Prioritise matters to be added to Child Protection Policy <ul style="list-style-type: none"> • Volunteer form • Reasonable force • Mobiles phones in school Searching pupils' property.	Autumn Term
Child Protection Training	August 2005	Miss Hamilton	All teaching staff trained in Child Protection matters	All teaching staff reminded of Child Protection matters and action to be taken	August 2005
Child Protection Policy	August 2005	Miss Hamilton	Review existing policy to establish relevant amendments	Inclusion of symptoms of physical, emotional, sexual abuse and neglect.	August 2005
Child Protection Training	September 2005	Miss Hamilton Mr Henry	All non teaching staff trained in Child protection matters	All non teaching staff informed of Child Protection matters and action to be taken.	September 2005
Child Protection Training	February 2007	Miss Hamilton	Attend NEELB training on new referall form UNOCINI (Understanding the needs of Children in N.I)	Aware of proposed new Child Protection referral procedures	February 2007

Child Protection Training by NSPCC school link officer	September 2007 March 2008 May 2008	Miss Hamilton All Staff NSPCC school link officer KeyStage1 KeyStage2	Child Protection Assemblies with KS1 and KS2	All pupils more aware of who to talk to if they have a problem	School Year 2007/2008
Child Protection Training by NEELB	Sept 2008	Mr Henry & Mrs McCavana	Attend NEELB training on new referral form UNICINI (Understanding the needs of Children in N.I)	Aware of proposed new Child Protection referral procedures	Oct 2008
Child Protection Policy	Oct 2008	Mr Henry	Review existing policy to establish if any amendments	Updated Policy	Oct 2008
Child Protection Newsletter	October 2008	Mr Henry	All parents to receive C P Newsletter	All new parents received Newsletter. Posted on Carniny website	Oct 2008
Child Protection Training	Nov 2008	Mrs McCavana Mr Henry	All Teaching & non Teaching Staff trained in Child protection matters	All Teaching & non Teaching Staff informed of Child Protection matters and action to be taken.	Nov 2008
Child Protection Policy	Nov 2008	Mr Henry / Mrs McKay (BoG)	Review existing policy to establish if any amendments	Updated Policy. Posted on School website	Nov 2008
Child Protection Policy	Nov 2009	Mr Henry / Mrs McKay (BoG)	Review existing policy to establish if any amendments	Updated Policy. Posted on School website	Nov 2009
Child Protection Newsletter	November 2009	Mr Henry	All parents to receive be notified of C P Newsletter	All new parents received Newsletter. Posted on Carniny website	Nov 2009

Child Protection Training by NEELB	TBC	Mrs Armstrong	Attend NEELB training on new referral form UNICINI (Understanding the needs of Children in N.I)	Aware of proposed new Child Protection referral procedures	TBC
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CONTACTS

Name	Address	Telephone Number
Northern Health & Social Services Board	182 Galgorm Road Ballymena	028 25 311 219
PSNI	Galgorm Road Ballymena	028 25653355
NEELB	County Hall 182 Galgorm Road Ballymena BT42 2BR	028 2565 3333
NEELB (child Protection Support Service For Schools)	Antrim Board Centre	028 94 482223
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