

# **Safeguarding/Child Protection Policy**

**Designated Teacher for Child Protection:** Mrs. K. Andrews

**Deputy Designated Teacher for Child Protection:** Mr. G. Murray

**Designated Governor for Child Protection Governance:** Mrs. G Kehoe

### **Introduction**

The governors and staff of Carnaghts Primary School fully recognise the contribution it makes to safeguarding children. We recognise that all staff, including volunteers, have a full and active part in protecting our pupils from harm.

All staff and Governors believe that our school should provide a caring, positive, safe and stimulating environment which promotes the social, physical and moral development of the individual child.

This policy is informed by the guidance and procedures set out by DE: Safeguarding and Child Protection in Schools, A Guide for Schools (2017/04) and SBNI [The Safeguarding Board for Northern Ireland] Regional Safeguarding and Child Protection Procedures 2017. The following policy aims to set out the framework which underpins the practices with Carnaghts Primary School. The school ethos is reflected in all actions and decisions by staff as they follow the detailed guidance set out in Education Authority's Child Protection Procedures, DENI Circular 199/10, DENI, 'Promotion of Positive Child Protection Procedures, DENI Circulars 2006/6,8,25, Co-operating to Safeguard Behaviour 2003, Area Child Protection Committees' – Regional Policy and Procedure 2005.

The Children (Northern Ireland) Order 1995 states that the welfare of the child must be the paramount consideration in all decisions concerning the child. This is also reflected in Article 3 of the UN Convention on the Rights of the Child – the best interests of the child shall be of primary consideration. The 'paramountcy' of the child principle underpins our Child Protection policy and procedures.

Safeguarding is more than child protection. It "begins with preventative education and activities which enable children and young people to grow up safely and securely in circumstances where their development and well-being is promoted. It includes support to families and early intervention to meet the needs of children and continues through to child protection, which refers specifically to the activity that is undertaken to protect individual children or young people suffering, or likely to suffer harm" (Safeguarding and Child Protection in Schools, DE, 2017).

### **Child Protection Principles**

The principles and philosophy which underpin our work are those set out in the 'UN Convention on the Rights of the Child' (UK Agreement in 1991) and enshrined in the Children (NI Order 1995, effective from November 1996. A major part of our responsibility will be to safeguard the children in our care, from neglect and physical, sexual and emotional harm.

The following principles form the basis for effective child protection and underpin the guidance which we follow:

- Children have a right to be listened to and to be taken seriously.
- In any matter the welfare of the child must always be paramount. This overrides all other considerations.
- A proper balance must be struck between protecting the child and respecting the rights and needs of parents and families: but where there is conflict the child's interests must always come first.

### **Aims to be addressed through this policy document:**

- To introduce procedures in the school to deal with suspected cases of child abuse as directed by Department and Education Authority circulars.
- To make staff aware of the referral procedure within school.
- To make parents aware of the procedures set up in school to deal with suspected cases of child abuse.

The appendices include, 'Code of Conduct' guidelines for staff and visitors. This document should be used in conjunction with a range of other school policies and guidelines including:

- Pastoral Care
- Anti-Bullying
- Administration of Medicine
- Positive Behaviour
- Health & Safety

Our policy applies to all staff, governors and volunteers working in the school. The purpose of the procedures set out in this policy is to safeguard and protect our pupils by ensuring that every adult who works in our school – teachers, non-teaching staff and volunteers – has clear guidance on the action which is required where abuse or neglect of a child is suspected. The issue 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.

There are five main elements to our policy:

1. Establishing a safe environment in which children can learn and develop
2. Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse
3. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children
4. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe
5. Supporting pupils who have been abused in accordance with his/her agreed child protection plan

### **What is Child Abuse?**

(A child is a person under the age of 18 years as defined in the Children (Northern Ireland) Order 1995)

'A child in need of protection is a child who is at risk of, or likely to suffer significant harm which can be attributed to a person or persons or organisation, either by an act of commission or omission; or a child who has suffered or is suffering significant harm. 'Harm' means ill treatment or the impairment of health or development, and the question of whether harm is significant is determined in accordance with Article 50(3) of the Children Order.

### **Procedures for Reporting Child Abuse**

Carnaghts Primary School recognises the responsibilities of the area of Child Protection. These are in the areas of Prevention, Recognition, Response and Referral. Parents will be made aware of the school's responsibilities and procedures at the beginning of every school year. In addition, a copy of the Child Protection Policy will be made available from the school website: <https://carnaghtsps.weebly.com/>

Procedures are posted on all entrances to the school and on Parents' Notice board. (See Appendix 6)

#### **1. Prevention**

Carnaghts Primary School offers a supportive environment to children who are being abused, have been abused and may be abused in the future. The school, through classwork, assemblies, visits from outside agencies etc. has put in place a 'Child Protection Ethos' which provides a safe and secure environment for our pupils. We aim to involve the whole school family in creating a 'listening school.' Carnaghts Primary School offers protection on two levels:

1. **Immediate Protection:** creating a listening environment that makes it easier for children to share their concerns (i.e. Worry Boxes, Circle Time, Thought Books)
2. **Long-term Protection:** enhancing self-esteem and encouraging social skills, which will help children to break the cycle of abusive behaviour.

The Board of Governors ensure that:

- The school curriculum includes a programme for pupils on personal protection.
- The school has and follows the Code of Practice (Appendix 1) for the conduct of all members of staff both teaching and non-teaching. This code covers all activities organised by the school whether on school premises or elsewhere.
- Persons beyond the school staff who are invited as helpers/leaders on trips, residential visits or other out of school activities are subject to vetting procedures in keeping with current arrangements for the care and protection of young people (Access NI)

## 2. Recognition

### Types of Abuse

Child abuse may take a number of forms, including:

**Physical Abuse** – is deliberately physically hurting a child, or the wilful neglectful failure to prevent physical injury or suffering. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

(Safeguarding and Child Protection in Schools, DE, 2017)

Possible signs or symptoms of physical abuse include:

- Unexplained bruises (in places difficult to mark)
- Human bite marks, welts or bald spots
- Unexplained lacerations, fractures or abrasions
- Untreated injuries
- Self-destructive tendencies
- Chronic runaway
- Fear of going home

**Emotional Abuse** – is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing a child frequently to feel frightened or in danger. Domestic violence, adult mental health problems, parental substance misuse and cyber bullying, may expose a child to emotional abuse.

(Safeguarding and Child Protection in Schools, DE, 2017)

Possible signs or symptoms of emotional abuse include:

- Bullying of others
- Change in personality from outgoing to withdrawn
- Difficulty in forming / maintaining relationships with others
- Depression
- Signs of mutilation
- Attention seeking
- Chronic runaway
- Wetting and soiling
- Sudden speech disorders
- Low self-esteem

(Safeguarding and Child Protection in Schools, DE, 2017)

**Sexual Abuse** – involves forcing or enticing a child to take part in sexual activities. It occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Possible signs or symptoms of sexual abuse include:

- Bruised or sore genitals
- Genital infection
- Difficulty in walking or sitting
- Inappropriate sexualised language or behaviour
- Low self-esteem
- Chronic depression
- Substance abuse
- Personality changes
- Fear of going home

**Neglect** – is the failure to provide for a child's basic needs that is likely to result in the serious impairment of a child's health or development. It may involve a parent or carer failing to provide adequate food, hygiene, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive. Children who are neglected often also suffer from other types of abuse.

(Safeguarding and Child Protection in Schools, DE, 2017)

Possible signs or symptoms of neglect include:

- Poor hygiene
- Constant hunger/cramming food
- Inadequate / inappropriate clothing
- Constant tiredness
- Exposed to danger / lack of adequate supervision
- Untreated illness
- Lack of peer relationships
- Compulsive stealing / begging

**Exploitation** – 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.

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 Child Protection Register 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.

(Safeguarding and Child Protection in Schools, DE, 2017)

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

#### Specific Types of Abuse

- Grooming
- Child Sexual Exploitation
- Domestic and Sexual Violence and Abuse
- Female Genital Mutilation
- Forced Marriage
- Children who Display Harmful Sexualised Behaviour
- E-Safety/Internet Abuse
- Sexting

Further details on the above specific types of abuse can be found in Safeguarding and Child Protection in Schools, DE, 2017.

**Bullying:** Although not an official form of abuse, bullying in any form will not be tolerated at Carnaghts Primary School. The procedures laid out in the school's Anti-Bullying Policy will be involved.

### 3. Response

In Carnaghts Primary School, the Safeguarding Team of Mrs. Andrews (Designated Teacher for Child Protection) and Mr. Murray (Principal and Deputy Designated Teacher for Child Protection) are responsible for Safeguarding.

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 will act immediately.

No child will be given a promise of confidentiality but will be assured that the information shared will only be disclosed to people who NEED to know.

#### a. Staff members:

Receive:

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

Reassure:

- Reassure the child, but only so far as is honest and reliable, e.g. don't make promises you may not be able to keep, 'I'll stay with you,' or 'Everything will be all right now.'
- Don't promise confidentiality; you have a duty to refer. Explain to the child that you will need some help to deal with what he/she has told you.
- Do reassure and alleviate guilt, if the child refers to it. E.g. you should say, 'You're not to blame,' or 'You're not alone, you're not the only one this sort of thing has happened to.'

React:

- React to the child only as far as is necessary for you establish whether or not you need to refer this matter, but don't interrogate for full details.
- Do not ask 'leading' questions, e.g. 'What did he/she do next?' (This assumes he/she did) or 'Did he/she touch your private parts?' Such questions may invalidate your evidence and the child's in any later prosecution in court.
- Do ask questions like, 'Anything else to tell me?', 'Yes' or 'And?'
- Do not criticise the perpetrator, the child may love him/her, and reconciliation may be possible.
- Do explain what you have to do next and to whom you have to talk. Try to see the matter through yourself and keep in contact with the child. Ensure that if a Social Services interview is to follow, that the child has a 'support person' present if the child wishes it. (possibly yourself)

Record:

- Make sure notes at the time on any paper which comes to hand and write them up as soon as possible.
- Do not destroy these original notes.
- Record the date, time, place, any noticeable non-verbal behaviour and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them in 'proper' words. Any injuries or bruises noticed may be recorded on a diagram showing position and extent. UNDER NO CIRCUMSTANCES SHOULD A CHILD'S CLOTHING BE REMOVED. Teachers should be aware that their notes of the discussion might need to be used in any subsequent court proceedings.
- Record statements and observable things, rather than your 'interpretations' or assumptions.

b. Designated /Deputy Designated Teacher:

Receive

- Listen to the class teacher or child
- Remind the class teacher to take notes
- Written records will be kept in the locked Safeguarding Cabinet in the Office.

Discuss

- Immediately discuss the case with the Education Authority's Designated Officer for Safeguarding/ Child Protection, who are based at Antrim Board Centre.
- Refer the case to the Senior Social Worker promptly by School Referral Form – UNOCINI

Support

- The child
- The class teacher (Education Authority Staff Welfare Services)

c. Parents:

If a parent has concerns about something that is happening in school, he or she should ask to speak to the school's Designated Teacher for Child Protection. Alternatively, the parent can speak to the Chairperson of the Board of Governors Mr. M Preston or Mrs. G Kehoe, Designated Governor for Child Protection. If the parent does not wish to contact the school, he or she should call the police exchange, who will put them through to, or give them the number of their nearest CARE (Child Abuse and Rape Enquiry) Unit.

d. Children:

Children who are being abused and want to talk to someone, can either speak to the Designated Teacher, Deputy Designated Teacher or any teacher of his/her choice. If a child is unhappy about talking to someone in school, children can ring Childline on 0800 1111 NSPCC Child Protection Helpline 0800 800 5000, these numbers are prominently displayed around school.

#### 4. Referral

The following procedure will be applied:

- If (after consultation with the Education Authority Safeguarding Officer) a referral is deemed necessary, it will be made immediately to Social Services
- (This will be done in an envelope marked 'CONFIDENTIAL – CHILD PROTECTION' or email referral, using a protected password).
- If there are concerns that a child may be at risk the school is obliged to make a referral.
- Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.
- The Chairman of the Board of Governors will be kept fully up to date on all of these issues. The safety of the child is our first priority.

**NOTE: In all cases of suspected child abuse, the action to be taken by the school is that of informing Social Services and the Education Authority. The school will not be involved in investigating the suspected abuse.**

**Allegations:****Allegations against a member of staff:**

If a complaint about possible child abuse is made against a member of staff, Mr. Murray (or Mrs. Andrews if she is not available) must be informed immediately. Parents can also seek advice from the School's Designated Protection Governor- Mrs. G. Kehoe. The above procedures will apply (unless the complaint has been made against Mr. Murray). (Appendix 5)

**Allegations against the Principal:**

If the complaint is made against Mr. Murray, Mrs. Andrews must be informed immediately. She will inform the chair of the Board of Governors, and Mrs. G. Kehoe, and together they will ensure that the necessary action is taken.

**Suspension from duty:**

Where the matter has been 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 Chairman of the Board of Governors, Mr. M. Preston, will be informed immediately.

**Confidentiality**

For reasons of confidentiality the only people who need to know details of suspected cases are:

Mrs. Andrews - Designated Teacher

Mr. Murray - Principal and Deputy Designated Teacher

Mr. M Preston - Chairman of the Board of Governors

Mrs. G. Kehoe – Designated Governor for Child Protection

Other members of staff need to know only enough to prepare them to act with sensitivity to a distressed pupil. They do not need to know the details.

**Record Keeping**

Staff will make notes at the time of disclosure on the school pro-forma as soon as possible. The date, time, place, any noticeable non-verbal behaviour and the words used by the child will be recorded. If the child uses sexual 'pet' words, the actual words used will be recorded rather than translating them into 'proper' words. Any injuries or bruises noticed, will be recorded on a diagram showing position and extent. Under no circumstances will a child's clothing be removed. Staff will be made aware that their note of discussion might need to be used in any subsequent court proceedings.

All records, information and confidential notes will be kept in separate files in the locked Safeguarding Drawer. These will only identify the child by their initials and date of birth. These records are kept separate from the child's individual report.

Where an allegation is made against a member of staff and is pursued either as a formal referral or under the school's disciplinary procedures, a summary is entered on a Record of Abuse Complaints Notebook. This entry, which will contain details of the complaint, stored in the locked Safeguarding Drawer, and will be made available to the Board of Governors at least annually and signed by the Chairman.

In addition to the above, the school specifically recognises the need to protect children when:

- On school trips
- Using the internet
- Administering medication
- Changing wet or soiled clothes

For this reason, the school seeks parental consent on:

- All out of school activities
  - Photographic consent
  - Digital Video consent
  - Access to the internet
- (Appendix 3)



**Vetting Procedures**

All staff, teaching and non-teaching, including parent volunteers, students on work experience, external coaches and music tutors, will be subject to vetting procedures through Access N.I. before permission is granted to work in the school, either on a paid or voluntary basis.

**Staff In-Service Training**

Each member of staff will receive general training on this policy and the procedures once every two years. This will be led by the Principal. The Designated Teacher and Deputy Designated Teacher will also avail of course offered by the Education Authority and other multi-disciplinary agencies.

**Monitoring and Evaluating**

The Safeguarding Team will discuss all current Child Protection issues on a regular basis. The Board of Governors (who have reviewed and approved this policy) will also be advised of relevant Child Protection issues at regular intervals during the course of the school year. Specific details will not be shared with the Governors and confidentiality will be maintained. The Safeguarding Team will review this policy annually and advise Governors and parents of changes when necessary. All parents will receive a summary once every year outlining basic Child Procedures and Policy.

If a complaint about possible child abuse is made against a member of staff or volunteer, the Principal must be informed immediately. Where the matter is referred to social services the member of staff or volunteer may be removed from duties involving direct contact with pupils and may be suspended from duty as a precautionary measure pending investigations by social services. The Chairperson of the Board of Governors will be informed immediately.

If a complaint about possible child abuse is made against the Principal, the DT must be informed immediately. He/she will inform the Chairperson of the Board of Governors and together they will take appropriate advice and ensure the necessary action is taken.

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

It should be noted that the 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 informed.

Signed:

(Chairman of Board of Governors)

Signed:

(Principal)

Date: 20.02.2023

February 2023

To be reviewed February 2024

## **Appendix 1**

### **Code of Conduct for all Staff**

The Code of Conduct is intended to assist staff in respect of the complex issue of Child Protection by drawing attention to the areas of risk for staff and offering advice on prudent conduct.

#### **Private Meetings with Pupils**

- a. Teachers 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, 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.
- b. Where such conditions cannot apply, teachers are advised to ensure that another adult knows that the interview is taking place.
- c. Where possible another pupil or adult should be present or nearby during the interview.

#### **Physical Contact with Pupils**

Staff should not feel inhibited from responding to the needs of the child and offering physical contact as a caring parent would provide. However, this should only occur when the child agrees.

- a. All touch should be governed by the age and developmental stage of the child.
- b. Staff should not touch a child who has clearly indicated that he/she would be uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- c. Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by the way of necessary restraint.
- d. Members of staff who have to administer First Aid should ensure that wherever possible, that this is done in the presence of other children or another adult. However, no member should hesitate to provide First Aid in an emergency situation, simply because another person is not present.
- e. Any physical contact which is likely to be misinterpreted by the pupil, parent or other casual observers should be avoided.
- f. If any physical contact could be construed as inappropriate, the member of staff should inform the Principal in writing at the earliest possible opportunity.
- g. Staff should be particularly careful when supervising pupils in a residential setting or in an approved out of school activity where more informal relationships tend to be usual and where staff may be in proximity of pupils in circumstances very different from the normal school environment.

#### **Restraint**

Staff can use reasonable force:

- a. To prevent injury to the child, other children, themselves or another member of staff.
- b. To prevent damage to school property.
- c. To prevent the commission of an offence.
- d. The rights of a member of staff to use reasonable force to restrain a pupil applies on the premises of the school or elsewhere at a time when he/she has lawful control or charge of the pupil concerned.
- e. Staff should inform the Principal after any incident where reasonable force has been used.
- f. There should be a written account made of the incident in order to prevent any misunderstanding or misinterpretation. The account should include the names of those involved, when and where the incident took place, names of witnesses, a brief account of the steps taken to defuse the situation and the outcome of the incident.

#### **Choice and Use of Teaching Materials**

- a. Parental permission should be sought before using teaching materials of a sensitive nature.
- b. Teachers should avoid teaching materials which may be misinterpreted.

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

### **Relationships and Attitudes**

Staff should ensure that their relationships with pupils are appropriate to the age and gender 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 of either sex is dealing with adolescent boys and girls.

### **Handling Conversations of a Sensitive Nature**

Staff should:

- a. Listen and accept information.
- b. Take notes, explaining to the child why you are doing so.
- c. Reassure the child.
- d. Not make promises about the future.
- e. Refer the conversation to the Safeguarding Team.

### **Photographic Images**

- a. With the written consent of parents, on behalf of pupils, the school permits the appropriate taking of images by staff and pupils with school equipment.
- b. Staff are not permitted to use personal digital equipment such as mobile phones and cameras to record images of pupils, this includes when on field trips.

### **Internet Use**

- a. Teachers should supervise access to the Internet resources through the school's fixed and mobile internet technology.
- b. Teachers will preview any recommended sites before use.
- c. Raw image searches are discouraged when working with pupils.
- d. If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.

### **Personal Mobile Devices (including phones)**

- a. The school allows staff to bring in personal mobile phones and devices for their own personal use. These must be turned off during teaching time. *Under no circumstances does the school allow a member of staff to contact a pupil or parent/carer using their personal device.*
- b. The sending of inappropriate text messages between any member of the school community is not allowed.
- c. Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- d. Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

### **Intimate Care and Special Educational Needs**

You may be required to provide intimate care for children who have special educational needs. The following guidelines must be followed:

- a. When changing a child, ensure that where possible you are accompanied by another staff member.
- b. Encourage children, where possible, to change their own clothes, while taking them through the process.
- c. Ensure as much privacy is afforded to the child as possible.

### **Foundation Stage Pupils**

It may be necessary for staff to do things of a personal nature for these younger children in their care. Children may be upset and need to be comforted with a hug. They may have a toileting accident and need to be changed. To fail to do this for a young child would be negligent. In order to safeguard the child and protect, the following code of conduct will be adhered to at all times:

- a. Children will be encouraged to adjust clothing themselves when using the toilet.

- b. Only trained staff members will be permitted to accompany them to the toilet.
- c. When taking a child to the toilet, the adult will inform another member of staff.
- d. Children who wet their clothes after a toilet accident will be given clean replacements and encouraged to change themselves as much as possible.
- e. If a child soils themselves, their previously given contacts will be telephoned in the order given to request that they are changed by a parent or another adult who has the parents' consent to clean and change the child.
- f. In all toileting accidents, the child's parent (s) will be informed by the class teacher, the classroom assistant or the school secretary.

**Conclusion**

It would be impossible to cover all the circumstances in which teachers inter-relate with parents and where opportunities for their conduct to be misconstrued might occur. In all circumstances teachers' professional judgement will be exercised and for the vast majority of teachers this Code of Conduct confirms what has always been their practice.

## Appendix 2 – Visitor’s Code of Conduct

All visitors must:

1. Report immediately to the office.
2. Read the Code of Conduct and sign the Visitors’ book.
3. Must wear a ‘Visitor’ badge which is to clearly visible.
4. Wait until you can be escorted to a work area or the person to be visited.
5. Knock the door before entering an office/classroom and explain the reason for your visit.
6. Never be alone with a child.
7. Never initiate a conversation with a child.
8. Never have physical contact with a child.
9. Never swear on the premises.
10. Never smoke on the premises.
11. Never bring NUTS or FOODS CONTAINING NUTS of any kind onto these premises.
12. Take precautions to ensure that any equipment you may have with you is safely and securely stored so pupils do not have access.
13. Report any incidents immediately to:

Mrs. K Andrews  
(Designated Teacher for Child Protection)

Mr. Murray  
(Principal and Deputy Designated Teacher for Child Protection)

**Appendix 3**  
**Parental Permission Forms**



**Permission Slip for Photographs of Pupils**

As an everyday part of school life, there are many occasions when we like to take photographs of the children. These include, but are not limited to:

- As a record of achievement or learning. These photographs are deleted from the school cameras and only stored on a central disk.
- School display boards which could be in a place to which visitors of the school have access.
- School activities involving children, to be put on the school website or for use within the prospectus, in which instance the child's name where possible would not be used.
- Photographs for the local newspaper for publicity purposes.

Please read the 'Data Protection Act Conditions of Use' document and then complete the permission slip indicating whether you do or do not give permission for photographs of your child to be used for school purposes.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me to discuss further.

**Compliance with the Data Protection Act 1998**

**Conditions of Use for Photographs**

1. The permission slip is valid for seven years from the date you sign it, or for the period of time your child attends the school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
5. We will not include personal e-mail or postal addresses, telephone or fax numbers on videos, our website or in the school prospectus or other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed to reduce the risk of such images being used inappropriately.

**Please note that the press is exempt from the Data Protection Act and may want to include the names of children and adults featured in the media.**



## Permission Slip

These permission slips will cover all your child's time at Carnaghts Primary School. If in future you wish to change any of the authorisations, please ask for another of these forms.

**Please amend the give/ do not give part of each statement and sign and print your name.**

Child's Name \_\_\_\_\_ DOB: \_\_\_\_\_

I give/do not give permission for my child to use the Internet for class work.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

I give/do not give permission for my child to have their photograph taken for in-school use, e.g. class work and displays.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

I give/do not give permission for my child to have their photographs taken by the local press.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

I give/do not give permission for my child's photograph to be published on the school website.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

I give/do not give permission for my child to be videoed for performances and our promotional video.

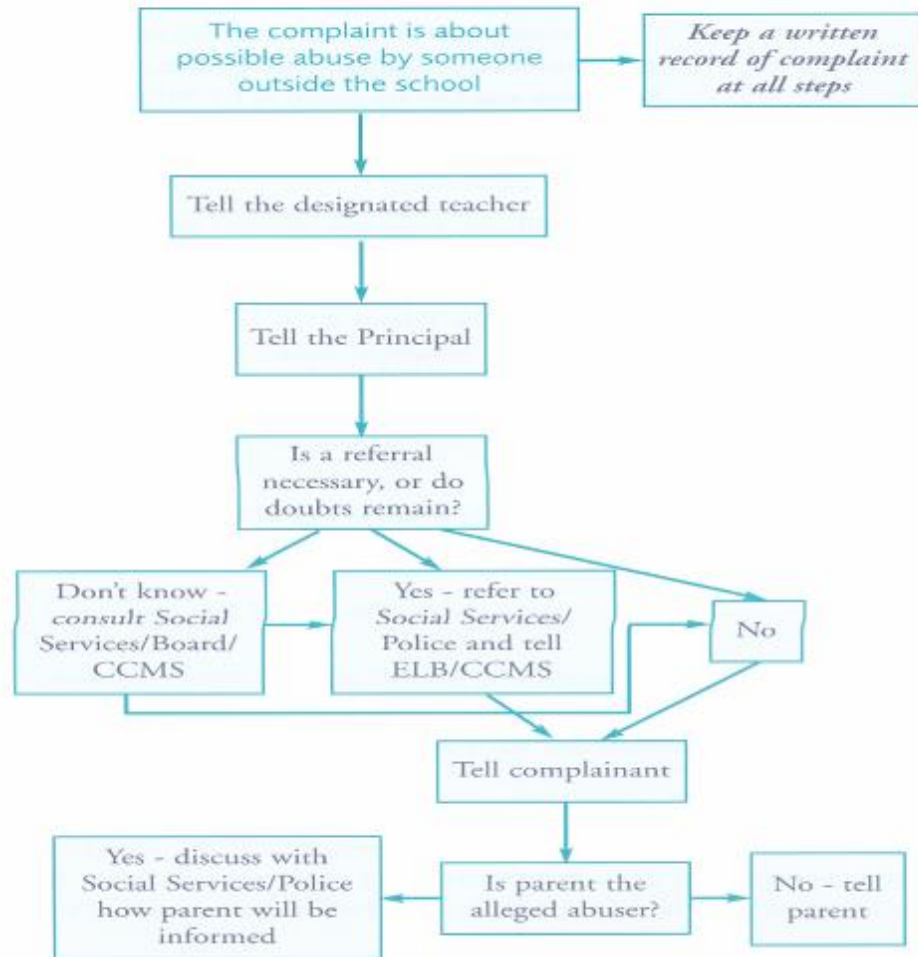
Signed: \_\_\_\_\_

Print: \_\_\_\_\_

## Procedures to Follow When School Has a Concern

Figure 1

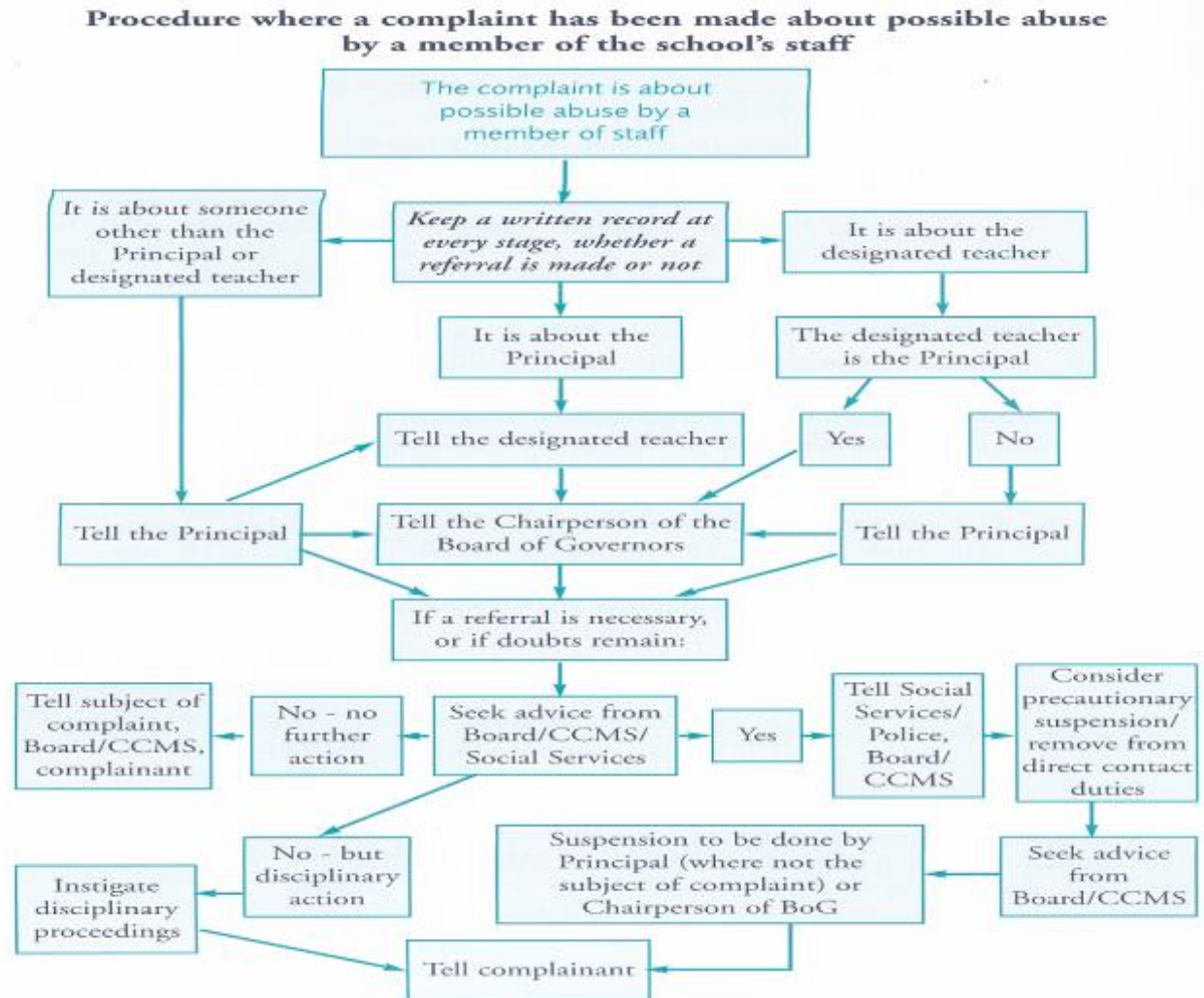
Procedure where the school has concerns, or has been given information, about possible abuse by someone other than a member of the school's staff





## Appendix 5 Complaint About a Member of Staff

Figure 2



## Appendix 6

### How a Parent can make a Complaint/raise a concern

I have a concern about my /  
a child's safety

I can talk to the class teacher

If I am still concerned, I can talk to the Designated  
Teacher for Safeguarding, Mrs. Andrews, or the  
DDT, Mr. Murray

If I am still concerned, I can talk/ write to the  
Chair of the Board of Governors Mr. M. Preston

At anytime I can talk to a Social Worker (0300  
1234 333 or the PSNI 084560080000

## Appendix 7



### Carnaghts Primary School Rules for Responsible Internet Use

These rules will keep everyone safe on the Internet and help us be fair to others.

- I will access the system with the login and password;
- I will not access other people's files;
- I will only use the computers and iPad for schoolwork;
- I will not bring in software or memory sticks from outside school unless I have been given permission;
- I will ask permission from a member of staff before using the Internet;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Class \_\_\_\_\_

## Appendix 8



### **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 will complete 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](#).

## **Addendum to Safeguarding and Child Protection Policy due to Covid-19**

### **Response to COVID-19**

There have been significant changes within our setting in response to the current pandemic and Education Restart. It is acknowledged that Class Bubbles could be required to self-isolate at any time and that remote learning will be necessary to ensure the continued provision of education.

Despite the changes, the school's Safeguarding and Child Protection Policy is fundamentally the same: **children and young people always come first, staff should respond robustly to safeguarding concerns and contact the DT in line with our established safeguarding procedure.**

This addendum sets out some of the adjustments we are making in line with the changed arrangements in the school and following advice from government and local agencies.

### **Reporting arrangements remain unchanged**

The school arrangements continue in line with our child protection policy.

The Designated Teacher (DT) is: Mrs. K. Andrews

The Deputy Designated Teachers (DDT) is Mr. G Murray

The school's approach strives to ensure that the DT or a deputy is always on site while the school is open. In the unusual circumstance where the DT or a deputy is not on site when school is open the DT or DDT will be contactable and the Principal or a member of the Senior Leadership Team will email all staff by 9am to advise they are acting in an on-site safeguarding role together with contact details for the DT or DDT.

Staff will continue to follow the Child Protection procedure and advise the safeguarding leads immediately about concerns they have about any child, whether in school or not. Covid-19 means a need for increased vigilance due to the pressures on services, families and young people, rather than a reduction in our standards.

Children's services may be affected by the impact of the virus on staff and an increased demand for services. Where a child is at risk of significant harm there may be a need to be persistent in referring concerns to the local authority. The arrangements for contacting gateway are: 'Referral Gateway Team (Single Point of Entry) - Northern Trust'

Phone number: 0289442459

### **Identifying vulnerability**

During Lockdown many families were supported by the school or local community and the impact on these families will continue to be monitored. During school closure, the school lent devices to families who needed them, and the school has now received devices for these children identified by the Department of education as being eligible for the loan of a device. The availability of devices will continue to be monitored by staff.

### **Staff will be aware of increased risk**

The pressures on children and their families at this time are significant. There will be heightened awareness of family pressures through being contained in a small area, poverty and financial or health anxiety. These areas should be considered in the setting of any work for children to undertake at home (including recognising the impact of online learning). Staff will be aware of the mental health of both children and their parents and carers, informing the DT about any concerns.

### **Peer on peer abuse**

We recognise the potential for abuse to go on between young people, especially in the context of a school closure or partial closure. Our staff will remain vigilant to the signs of peer-on-peer abuse, including those between young people who are not attending school.

**Risk online**

Young people will be using the internet more during this period. The school may also use online approaches to deliver training or support. Staff will be aware of the signs and signals of cyberbullying and other risks online and apply the same child-centred safeguarding practices as when children were learning at the school.

- The school continues to ensure appropriate filters and monitors are in place
- Our governing body will review arrangements to ensure they remain appropriate
- Staff have been reminded to remain professional in their conduct online during this exceptional period and of the importance of using agreed systems to communicate with children and their families.
- Children and young people accessing remote learning will receive guidance on keeping safe online and know how to raise concerns with the school, Childline, the UK Safer Internet Centre and CEOP.
- Parents will be reminded about the importance of keeping children safe online and will be directed to the E-safety section of our school website which references Childnet, NSPCC, Thinkuknow and Internet Matters.
- Free additional support for staff in responding to online safety issues can be accessed from the Professionals Online Safety Helpline at the UK Safer Internet Centre.

**Allegations or concerns about staff**

Staff are reminded to remain professional at all times when engaging remotely with children and on online platforms such as Seesaw. Staff should report any concerns, no matter how small, to the safeguarding team immediately.