



Building a Legacy

Andrews Memorial Primary School

Policy on Child Protection

Our school ethos

Andrews Memorial believes in the potential of every child: to create; to achieve; to celebrate; to make a difference. We believe in blending and balancing the traditional elements of literacy and numeracy with a stimulating, up-to-date and challenging curriculum. We recognise the potential for ICT to enhance learning across the curriculum.

We aim to ensure that we provide a welcoming, caring and happy learning environment, in and beyond the classroom; also that we deliver learning that is valued by the whole school community and which develops an understanding and an appreciation of the world around us.

Ultimately, we hope to nurture well-rounded young people, who can engage with each other and with adults; who respect everyone and who have a sense of moral responsibility.

We believe it is our duty to:

- ✓ Enthuse and enable pupils to reach their full potential by developing independence, self-discipline, self-confidence and self-esteem*
- ✓ Create an atmosphere of encouragement and high expectations*
- ✓ Build and nurture partnerships between home, school and the community*
- ✓ Provide a well-balanced, exciting curriculum in a safe, caring and happy environment*
- ✓ Promote an ethos of ambition and achievement built on effort*
- ✓ Instil a sense of purpose in making a contribution to life in and beyond school*

ANDREWS MEMORIAL PRIMARY SCHOOL POLICY ON CHILD PROTECTION

The Children Order 1995 places duties on a number of agencies, including Education and Library Boards, acting on behalf of children in need or enquiring into allegations of child abuse. The central thrust of the Children Order is that the welfare of the child must be of paramount importance. Schools have a pastoral responsibility towards the children in their charge and should take all reasonable steps to ensure that their welfare is safeguarded and their safety preserved (Pastoral Care in Schools: Child Protection, DENI 1997: DENI Circular 2003/13). **The Children's Act 1991 also makes it a criminal offence to fail to notify the correct authorities of alleged child abuse. Domestic abuse must also be reported to social services, even if the child did not witness an attack or was not in the house during an attack.**

Child Protection is an essential part of Andrews Memorial's Safeguarding Policy portfolio (for the full list of related policies, see *Appendix 1*):

- ✓ It develops a framework for an agreed course of action
- ✓ The school is legally committed to pursue this course of action
- ✓ The policy has implications for all members of the school community - pupils, teachers, non-teaching staff, voluntary helpers, parents and Governors

Child Protection Team:

Designated teacher: Mrs Ashleigh Sims
Deputy Designated teacher: Mrs Julie Hanafin
Principal: Mr Ralph Magee

Mission Statement

The Board of Governors, Principal and School Leadership Team (SLT) recognise their primary responsibility for the safety and welfare of the children in Andrews Memorial, as set out in the DENI Child Protection Guidance literature. Every child has the fundamental right to be safe at school and every parent has the right to expect this from their child's school,

Andrews Memorial will do everything within its power to keep children safe.

Aims

- to create a safe and secure environment for all members of the school community
- to develop the children's skills in self-protection through an agreed whole school policy

Objectives

The child protection dimension of the school involves all pupils and all adults. The school will contribute by:

- ensuring pupils have sufficient knowledge about themselves to be able to understand what constitutes **child abuse** (see *Appendix 3*)
- making children aware of strategies they may use to protect themselves from possible abusive situations

- developing an ongoing programme of personal and social education, eg Helping Hands, Kidscape; and through the school's Personal Development & Mutual Understanding (PDMU) learning programme
- ensuring that any new staff are made aware of Child Protection Procedures on appointment (this being the responsibility of the Designated Teacher or a member of the Child Protection Team)
- ensuring that, as far as possible, all staff and regular voluntary helpers will have undergone security clearance as required by current legislation
- ensuring that *Designated Teachers* avail themselves of all opportunities to update their knowledge of child protection procedures
- ensuring that child protection procedures are regularly reviewed with all staff (teaching and non-teaching)
- ensuring that, if a child leaves our school, any appropriate child protection issues are passed on to the new school
- ensuring that all sufficient, relevant information is made available to a pupil's class teacher and other relevant staff, eg classroom assistants, school secretary

Role of the Designated Teacher

- Assisting the Principal / School Leadership Team (SLT) in coordinating action in cases of suspected child abuse; this may involve reporting to the appropriate Social Services and the Designated Officer of the Education Authority (EA), South-East Region
- Assisting the Principal / SLT in ensuring that all staff in school, both teaching and non-teaching, are kept fully aware of the current Child Protection procedures
- Assisting the Principal / SLT in the monitoring of children who are on the Child Protection Register, or whose names have been recorded in the school's Child Protection records
- Attending Safeguarding / Child Protection in-service courses / conferences as and when appropriate
- Assisting the Principal / SLT in liaising with the Board of Governors; producing an annual written report for the Governors on Child Protection issues relating to the school

In Andrews Memorial the Designated Teacher is Mrs Ashleigh Sims and the Deputy Designated Teacher is Mrs Julie Hanafin (or in her absence, Mr Ralph Magee, Principal). Child Protection information is shared equally and between these three members of staff; a report to one should be viewed as a report to all three.

Other useful contacts:

EA Child Protection Support Services:	02895985590
Social Services Gateway Team (Newtownards):	0300 1000 300
Out of hours:	02895049999
Address:	North Down Gateway Team Family Resource Centre James Street Newtownards BT23 4EP
PSNI (C District) - 101 or Central Referral Unit:	02890259299

Handling Information

Confidentiality

Child Protection raises issues of confidentiality which should be clearly understood by all staff. The members of staff have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies; and where physical or sexual abuse is suspected, a legal duty to report this. If a child confides in a member of staff and requests that the information be kept secret, it is important that the member of staff should tell the child, sensitively, that he or she has a responsibility to refer the matter to the appropriate authorities.

In view of this, the following guidelines may be helpful (see also *Appendix 4*):

1. Don't panic
2. Listen
3. Indicate to the child that you are taking their concern seriously (it has been shown that very few children lie about these matters)
4. Do not interrogate or question
5. Affirm whatever feelings the child has
6. Make a written note of anything that was said
7. Refer any information, however trivial, to a member of the school's Child Protection Team:

Mrs Ashleigh Sims, Mrs Julie Hanafin or Mr Ralph Magee

8. **Any such information is confidential between you, the child and the teachers to whom it is referred, who may, if necessary, then pass it on to the appropriate authorities**
9. If a member of staff receives a report about domestic abuse, it is his/her responsibility to refer it to the relevant authorities (see *Appendices 3 & 4*)
10. Four things to say to a child / young person in such a situation:
 - You were right to come to me
 - I am sorry that this happened to you
 - It is not, or never was, your fault
 - We are going to do something together to get help (**never** promise absolute confidentiality)

Any teacher or other member of staff who complies with the correct procedures in making a report of suspected child abuse is acting within the course of his / her employment and in such circumstances, where he / she has acted in good faith, will receive the full support of the SEELB and will not be financially liable.

Monitoring and Evaluation

At regular intervals, Andrews Memorial will carry out an evaluation of its Child Protection Procedures to enable the school to further improve the quality of the procedures for the benefit of all pupils and staff. The Child Protection Team will regularly monitor the progress of children placed by Social Services on the Child Protection Register. It will also monitor the progress of children whose names have been entered in the school's own Child Protection records.

Procedures for Parental Complaints in relation to suspected / disclosed Child Abuse

All parental concerns / complaints in relation to suspected / disclosed child abuse will be taken seriously and dealt with as quickly as possible. Parents should relay their concerns, either verbally or in writing, to **the Principal and the Designated Teacher / Deputy Designated Teacher**. While Andrews Memorial operates an open-door policy, it will be necessary for parents to make an appointment so that arrangements can be made to discuss the matter fully.

If a parent is unhappy with the way the school deals with their concern / complaint, he/she should consult the school's **Parental Complaints Procedure** (copy on the school website's *About Us* page - www.andrewsmps.com). A hard copy will also be made available on request - see *Appendix 6*.

Further guidelines for all staff

1. **Ensure you are aware of all current school policy guidelines in relation to Child Protection.**
2. There is only one school **Child Protection Issues Book** - copy held in the Principal's office. This is only used for recording Child Protection-related complaints against staff.
3. Use the school's designated record keeping templates where appropriate (see *Appendix 4*); inform a member of the Child Protection Team about all issues, potential or reported. All these records are held in the pupil's individual **Child Protection File** - held in the Principal's office.
4. Any allegations made against you or another member of staff, false or otherwise, and by anyone (child or adult), must be recorded in the school's **Child Protection Issues Book** - *by the Principal*.
5. If a child touches you or talks to you in a sexually inappropriate way, record what happened and report it to the Child Protection Team. Do not make sexually suggestive comments about a child, even in jest.
6. On school journeys (eg sporting fixtures) try, if possible, to transport at least two children at all times.
NB - children under 1.35 metres in height need to use a booster seat while travelling in cars.
7. Members of staff transporting children on school-related visits (including to/from sporting fixtures) must ensure they have appropriate insurance cover.
8. On residential trips, only check rooms of the appropriate gender, if possible. Never take a child or children into your room.
9. Do not spend excessive amounts of time alone with one child. If you do have occasion to speak to a child on a one-to-one basis, make sure the door is left open.
10. Never do something of a personal nature for children that they can do for themselves. This includes cleaning bottoms etc, or any other activity that could be misconstrued.
11. Do not go into the toilet alone with children, if possible.
12. Be mindful of how and where you touch children. Never pat a child on the bottom. If you work with young children or children who need to sit on your lap, a "lap cushion" is advisable.
13. Be careful of extended hugs and kisses from children.
14. When taking children on educational visits, think of how you appear to the public - they may misunderstand your actions; follow the school's **Risk Assessment** procedures.
15. All members of staff should carry identification when on outings with children.

16. If you must physically restrain a child, make sure that you are acting within DENI guidelines (Pastoral Care in Schools: Child Protection, DENI Circular 1999/10, Appendix 9).
17. Always be mindful of the security issues related to Child Protection, particularly the entrances / exits to /from the school. The procedures relating to the use of these doors is included in *Appendix 5*. Essentially, no child is permitted to admit an adult into the building unless supervised by a member of staff. This procedure must be followed without exception.

Never keep suspicions of abuse or inappropriate behaviour by a colleague to yourself. If there is an attempted cover-up, you could be implicated by remaining silent.

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](#).

Appendix 1

Andrews Memorial Safeguarding Policy Portfolio:

Child Protection

Acceptable use of the Internet

Pastoral Care

Intimate Care

Behaviour & Discipline

Bullying

Drugs

E-safety Policy

Health & Safety

Special Educational Needs

Parental Complaints Procedure

All policies listed here are available on the school's website. They can be accessed from the ***About Us*** page. All policies are also available in hard copy on request.

Any individual issue / case may have multiple cases and consequences, any of which may be related to one / a number of these Safeguarding Policies. It is therefore essential that members of staff are familiar with all policies and practices in order to maintain consistency of response / action.

Care must also be taken when involving parents and carers; all parties must have access to the same policy documents.

Additional policy documents that the school produces in relation to safeguarding are held in the school office. These are made available to parents on request; the CP Policy Summary is issued to parents annually. Child Protection-related issues are highlighted as necessary through letters home and parental / curriculum meetings. The Handbooks listed below are for distribution to substitute teachers and students on placement:

Safeguarding Policy Guide

Summary of Child Protection Policy

Substitute Teachers' Handbook

Work experience and student teacher Handbook

Appendix 2

Letter to parents re permission for use of images / names in the media, including the school website; parental response template

ANDREWS MEMORIAL PRIMARY SCHOOL

Dear Parent

CHILD PROTECTION ISSUES

In line with our Child Protection Policy, I am writing with regard to the use of children's photographs / images in connection with school.

Children's photographs / images have been used in the past, in a number of ways:

- Photographs of children are regularly taken in school, on school trips, in sports / music groups, during school productions and on other special occasions. Many of these photographs are displayed throughout the school. Occasionally some photographs are used in school publications, eg school prospectus: no names are used in association with a photograph.
- Occasionally local newspapers come to school to photograph the children making charity presentations or on other special occasions. These are then published in the particular newspaper. Children's names may accompany the photograph.
- From time to time television / radio companies will request if they can come to film / record some particular item of interest.

We regularly use photographs which include children on the school website. However, no names will be used with the photograph.

Please complete the accompanying form and return it to your child's class teacher as soon as possible.

To avoid any confusion, non-return of the form will be taken as no permission given.

Yours faithfully

R Magee
Principal



Use of Children's Photographs/Images

School Year: 2022/2023

Note

To avoid any confusion, the school will interpret non-return of the form as **no permission** given.

Child's Name _____

Date of Birth _____

Declaration of Consent

Yes, I agree



No, I do not consent

I give permission for my child's photograph to be displayed in school.

I give permission for my child's photograph to appear in school publications.

I give permission for my child's photograph to be published in any newspaper.

I give permission for my child's photograph to be used on the school's social media platforms.

I give permission for my child's photograph to be used on the school's website.

I give permission for my child's image to be taken by any television or video company.

I give permission for my child's image to appear on the internet, websites of other partner agencies, eg EA, IRFU, other schools

I give for my child to take part in any newspaper, magazine, radio or television interview.

Parent / Guardian Signature

Date

Appendix 3

Categories of abuse - definitions; possible indicators of each are available to all staff through the Staff Handbook

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

Actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child.

Sexual

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 social taboos of family roles.

Emotional

Actual or likely persistent or significant emotional ill-treatment or rejection resulting in severe adverse effects on the emotional, physical and 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.

Domestic Abuse

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.

Exploitation

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.

Appendix 4

Templates for the recording of potential or actual Child Protection issues:

- ***use of children's images / photographs record***
- ***staff awareness records
(teacher and assistant; school secretary)***
- ***from Parent-Teacher Consultations***
- ***School Welfare Concern Form***
- ***Child Protection Record of Concern***

Child Protection Issues

Dear

If a parent / guardian / carer of these children contacts you about issues beyond 'the norm' - particularly in relation to home/ private family issues, please follow the guidelines below. No matter the issue, you are never alone; please speak to any member of the Child Protection Team:

<i>Ralph Magee</i>	<i>Principal</i>
<i>Ashleigh Sims</i>	<i>Designated Teacher for Child Protection</i>
<i>Julie Hanafin</i>	<i>Deputy Designated Teacher for Child Protection</i>

Guidelines / action checklists

For the classroom & playground:

- ✓ Keep an eye out for abnormal behaviour - mood swings, lack of attention, playground behaviour, aggressive behaviour, emotional outbursts, upset etc
- ✓ If there have been any behavioural issues on a particular day, it is important to let a teacher taking the class at 2.00pm know, too
- ✓ The same applies to substitute teachers; ask a member of the Child Protection Team if unsure

In response to a call / meeting:

- ✓ Refer the parent / carer to one of the designated staff listed above
- ✓ If he/she doesn't wish to speak to anyone else at the time, please let him/her know that you will be informing one of the designated staff
- ✓ In the absence of all 3 designated staff, speak to the Vice Principal in the first instance, or the Head of Key Stage 1 if available
- ✓ Don't assume issues are urgent; a person may have to wait to be contacted by school
- ✓ In certain circumstances, it may be appropriate to ring the Principal
- ✓ Never give out private telephone numbers

It is the responsibility of any member of the Child Protection Team to inform the others of any issues raised; it is also the team's responsibility to inform you of any changes / concerns in relation to any child in your class. If you ever have a query, PLEASE, just ask.

Please also note that further information and detail is contained within the school's Policy on Child Protection.

Regards
Ralph Magee

Checklist for Child Protection

Dear Mrs Morrison

Should a parent / guardian / carer of any of the children listed below contact school, please note that there are Child Protection concerns that we are aware of. If the caller begins to divulge information beyond 'the norm' - particularly in relation to home / private family issues, please refer him/her to either:

Ralph Magee	Principal
Ashleigh Sims	Designated Teacher for Child Protection
Julie Hanafin	Deputy Designated Teacher for Child Protection

Please keep this list in a safe but accessible place.

Please also note that further information and detail is contained within the school's Policy on Child Protection.

Many thanks.

Ralph Magee

Name	Class	Teacher

Andrews Memorial Primary School
Parent - Teacher Consultations

Issues for the attention of the Principal

Teacher's name & year group:

Date	Child's name	Issue - include details of action required & by whom



School Welfare Concern Form

Use this form to record any concern about a pupil's welfare and give it to the Designated Teacher for child protection **Mrs Ashleigh Sims** or the Deputy Designated Teacher **Mrs Julie Hanafin**. In either's absence, please give the form to the Principal.

If you suspect the pupil may be suffering abuse or neglect, or you have received a disclosure of abuse from a pupil, or you have heard an allegation of abuse, you must complete the child protection record of concern form instead, and hand it to the designated person today.

Pupil's full name; _____

Class: _____

Class Teacher: _____

Your name and designation: _____

Signature: _____

Date of this record: _____

Date and Time you handed this to the designated person:

Why are you concerned about this pupil?

What have you observed and when?

What have you heard and when?

What have you told and when?

Are the parents/carers aware of your concerns:

Yes No

Have you spoken to the pupil?

Yes No

What did they say? Use the pupil's own words:

Have you spoken to anyone else about your concern?

Yes No

Who?: _____

Is this the first time you have been concerned about this pupil?

Yes No

Further details:



Child Protection Record of Concern

If you suspect the pupil may be suffering abuse or neglect, or you have received a disclosure of abuse from a pupil, or you have heard an allegation of abuse, you must complete the child protection record of concern form instead, and hand it to the designated person today.

Pupil's full name: _____

Date of birth: _____ Class: _____

Class Teacher: _____

Your name and designation: _____

Signature: _____

Date of this record: _____

Your account of the concern. (Please use the space below to record the details of the allegation or disclosure you received. This should be a factual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information.

Signature: _____ Date: _____

Appendix 5

Additional information:

- ***Note for parents attending school events re the use of social media***
- ***Procedures for the use of entrances / exits***

We understand that you may wish to take pictures or make a recording of your child's performance. Please respect the rights of all the other children and adults present and only keep these images for your personal use.

The school accepts no responsibility for images appearing on any social networking sites. We will only use images of your children on our website or Twitter/Facebook feeds with your permission and will not use names. Pictures may appear in newspapers with names attached; again, this is with your permission.

We understand that you may wish to take pictures or make a recording of your child's performance. Please respect the rights of all the other children and adults present and only keep these images for your personal use.

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Access Protocol

- All pupils to enter & leave the building via their area entrances (P5 pupils enter/leave via the door into the P3/4 area); this applies to all children at all times, unless late (see below)
- All parents must report to the school / Principal's office on being admitted to the building
- All visitors who are working in the building / visiting classes must sign in and receive a pass
- The pupil entrances will be closed at 9.10am; children arriving after this time are late and should be marked absent for the morning attendance period (this is not a school regulation, it is the policy of the Department of Education, Northern Ireland, which monitors the school's attendance records)
- If children are late, or are being returned to school after an appointment, they may use the main entrance, but follow the procedure outlined above
- When parents / carers are picking up children after school, they should wait at the relevant pupil entrance, unless otherwise instructed; children do not leave the school via the main entrance unless in exceptional circumstances; please note this also applies to the '2-3 Club' pick-ups
- Children using the Breakfast Club enter the building via the Dining Room door; **breakfast Club runs from 8.00am - 8.40am**; all children are expected to purchase food and/or a drink at the Club

Appendix 6

***Parental Complaints Procedure
(available on the school website)***