

# CHILD PROTECTION POLICY

## ST. ANNE'S PRIMARY SCHOOL

### September 2021

Designated Teacher for Child Protection: *Mrs Bronagh Marron*

Deputy Designated Teacher for Child Protection: *Mr Henry Duffin*

Designated Governor for Child Protection Governance: *Mrs Majella Murray*

Training	
Mrs Marron	Child Protection for Designated and Deputy Designated Refresher Training (1 day) 4 <sup>th</sup> February 2019
Mr Duffin	Child Protection for Designated and Deputy Designated Teachers; 1 day 22 <sup>nd</sup> February 2021
Mrs Kelly	Governor training in Child Protection 26 <sup>th</sup> May 2019
Mrs Murray	Governor training in Child Protection 19 <sup>th</sup> March 2020

Reviewed by staff: 28<sup>th</sup> September 2021

Reviewed by Board of Governors: October 2021

Signed: *Claire Kelly*

Position: *Chair person.*

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## **Safeguarding and Child Protection Ethos: Aims**

To promote personal safety by creating an ethos within the school which inhibits the misuse of power, promotes individual empowerment and values, such as, openness, honesty, tolerance, respect and caring for oneself and others

Ensure a culture in which the pupils feel confident and secure talking to staff about matters that concern them, knowing that the staff will listen to them and respond appropriately.

Treat pupils' and parents' concerns in a confidential manner, whilst recognising that when a pupil is in danger of abuse, confidentiality must be subordinated to the need to take appropriate action, by informing and involving relevant others in the best interests of the pupil.

In accordance with the Children (NI) Order 1995 and with DENI Circular 2017/04 'Safeguarding and Child Protection'

- ◇ The welfare of the child is paramount in all decisions made about him/her
- ◇ All concerns about the welfare of any child will be followed up by staff in the school
- ◇ All staff (teaching and non-teaching) will receive training in child protection and be kept up to date with formal information regarding child protection.
- ◇ Staff, pupils and parents will be aware of and understand the procedures to be followed in cases of suspected child abuse.
- ◇ Staff, pupils and parents will be aware of the names of the Designated (Mrs Marron) and Deputy Designated Teacher (Mr Duffin) for Child Protection.
- ◇ Staff will understand the confidential recording system for information about suspicion or disclosure of abuse or complaints against staff.
- ◇ Parents will be informed of the school's Child Protection Policy and Procedures and kept up to date with any changes.
- ◇ All pupils and parents will know how to raise a complaint of suspected or possible abuse. Pupils will be informed through lessons and assemblies and parents through the distribution of the policy and/or policy summary.
- ◇ All potential volunteers will be vetted by Access NI

### **We seek to protect our pupils by:**

Helping them to learn about the risks of abuse

Helping them to recognise unwelcome behaviour in others

Helping them to acquire the confidence and skills to keep themselves safe

Keep the school secure

Being vigilant regarding strangers, photographers or anyone acting suspiciously

Responding appropriately to concerns about appropriate abuse

Implementing the safeguarding elements of the school's Online Safety and ICT Policies.

## INTRODUCTION

The governors and staff of St. Anne's 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 circular 'Pastoral Care in Schools: Child Protection (1999) and the Area Child Protection Committees' (ACPC) Regional Policy and Procedures (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.

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

## THE SAFEGUARDING TEAM AT ST. ANNE'S PRIMARY SCHOOL

Designated Teacher for Child Protection:	<i>Mrs Bronagh Marron</i>
Deputy Designated Teacher for Child Protection:	<i>Mr Henry Duffin</i>
Principal:	<i>Mr Henry Duffin</i>
Chair of Governors:	<i>Mrs Claire Kelly</i>
Designated Governor for Child Protection Governance:	<i>Mrs Majella Murray</i>

### **Definitions and Signs and Symptoms of abuse:**

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

Child Abuse occurs when 'a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely by a stranger.' (ACPC, 2005)

### **Types of Abuse**

**Physical Abuse** – is the deliberate physical injury to a child, or the wilful neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour. (ACPC, 2005)

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

Staff in St Anne's are aware of incidence of Female Genital Mutilation among some cultural groups. Staff are aware of the indicators relating to FGM and know to follow our Child Protection procedures if they are concerned.

**Emotional Abuse** – is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that he is worthless or unloved, inadequate, or valued only insofar as he meets the needs of another person. It may involve causing a child frequently to feel frightened or in danger, or the exploitation or corruption of a child. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse. (ACPC, 2005)

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

**Sexual Abuse** occurs when others use and exploit children sexually for their own gratification or to gain the gratification of others. The activities may involve physical contact, including penetrative acts (eg rape or oral sex) or non-penetrative acts (e.g. masturbation, kissing, rubbing, and touching outside clothing). They may include non-contact activities, such as involving children to look at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. (ACPC, 2005)

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

### **Child Sexual Exploitation.**

Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity, (a) in exchange for something the

victim needs or wants, and/or/ (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child Sexual Exploitation does not always involve physical contact; it can also occur through the use of technology.

### **Forced Marriage**

Staff in St Anne's are aware of incidence of Forced Marriage among some cultural groups. Staff are aware of the indicators relating to Forced Marriage and know to follow our Child Protection procedures if they are concerned.

**Domestic Violence and Abuse** is threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member. Domestic violence to be referred to CPSS in all cases.

**Neglect** – is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, 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. (ACPC, 2005)

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

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.

## **Bullying (see Anti Bullying Policy)**

Bullying is a highly distressing and damaging form of abuse and is not tolerated in St. Anne's Primary School

Our anti- bullying policy is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

Staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening to protect and reassure the victim and to discipline the bully. Parents of both the bully and the victim will be personally contacted when bullying has been identified.

Any complaints by a parent that their child is, or may be, being bullied will be fully investigated by the DT for Child Protection, and team action will be taken to protect the victim. This will usually include ensuring that another child or a group of small children befriends and supports the child being bullied during the school day. A parent making a complaint about bullying will have a personal response from the DT within one week of making the complaint, indicating the investigation which has been carried out and the action taken.

The sanctions taken against a pupil who bullies will depend on the seriousness of the case, but will include the loss of privileges in the school. His/her behaviour will be carefully monitored until staff are satisfied that the problem has stopped. If a pupil's bullying behaviour persists, the second stage will be to instigate the child protection procedures.



## PROCEDURES FOR REPORTING SUSPECTED (OR DISCLOSED) CHILD ABUSE

The designated teacher for child protection (DT) is *Mrs Bronagh Marron*, contact number 02827641429.

In her absence the deputy designated teacher for child protection (DDT) *Mr Henry Duffin*, contact number 02827641429, will assume responsibility for child protection.

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.**

**He/she should not investigate** – this is a matter for social services – but should report these concerns immediately to the DT, discuss the matter with him/her, make full notes (signing and dating them), and hand the note to the DT.

The DT will discuss the matter with the Principal as a matter of urgency to plan a course of action, and ensure that a written record of decisions is made in the Disclosures (other than about staff) Book coloured RED; to be found in the Child Protection filing Cabinet, front section (in Principal's Office)

The DT, in consultation with the Principal, 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 of significant harm, the school is obliged to make a referral to social services.** Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

The DT may seek clarification or advice and consult with The Child Protection Support Service for Schools (CPSSS) - Designated Officer for Child Protection at the Education Authority, or a senior social worker before a referral is made. No decisions to refer a child to social services will be made without full consideration and on appropriate advice. **The safety of the child is our first priority.**

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

- Social Services
- E.A./CCMS's Designated Officer for Child Protection

**(This will be done in an envelope marked 'CONFIDENTIAL – CHILD PROTECTION').**

If a complaint about possible child abuse is made against a member of staff, the Principal (or the Designated Teacher if the Principal is unavailable) must be informed immediately; this will apply unless the complaint is about the Designated Teacher where the Principal or Deputy Designated Teacher must be informed. Where the matter is referred to social services the member of staff may be removed from duties involving direct contact with pupils, and may be suspended from duty as a precautionary measure pending 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. Details of allegations about staff are to be recorded in the Disclosures about Staff record book, coloured BLUE, to be found in the Child Protection filing cabinet, front section, in the Principal's Office.

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 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.

## **ROLE OF THE DESIGNATED TEACHER (DT) AND DEPUTY DESIGNATED TEACHER (DDT)**

### **The DT:**

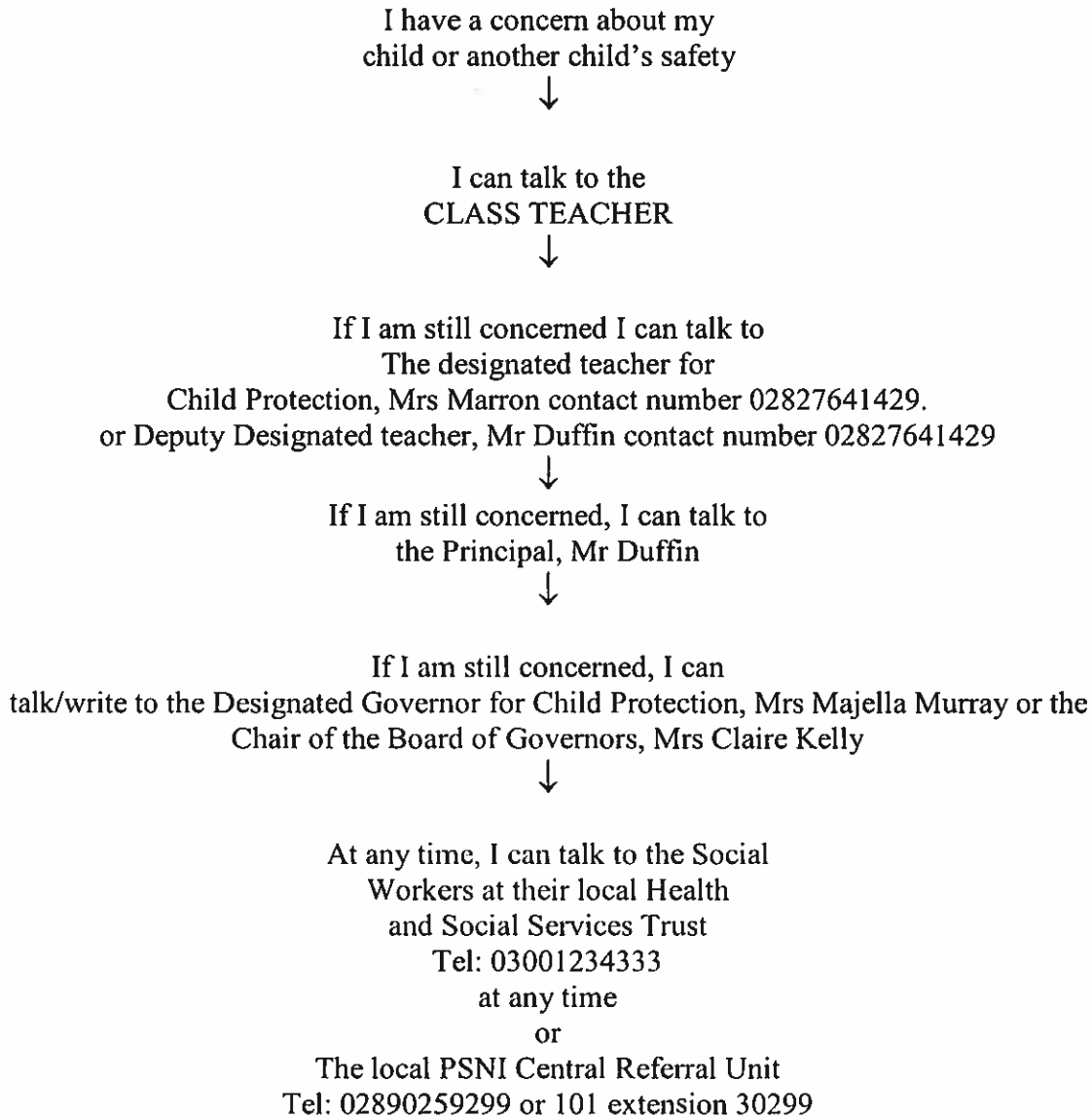
- To provide training to all school staff including support staff
- Being available to discuss the child protection concerns of any member of staff
- Responsibility for recordkeeping of all child protection concerns
- Making referrals to Social Services or PSNI Public Protection Units
- Liaising with Education Authority /CCMS Designated Officers for Child Protection
- Keeping the school principal informed
- The lead responsibility for the development and updating of the school's child protection policy
- Ensures an up to date copy of the Child Protection Policy, which alerts them to the fact that referrals may be made to Social Services and the role of the school regarding this, is available on the school website. All parents will receive a hard copy on request.
- Promotion of a child protection ethos in the school
- Written reports to the Board of Governors regarding child protection
- Maintains all records pertaining to child protection in a secure location (accessed only by the Designated Teacher and the School Principal as appropriate)

### **DDT:**

- To support and undertake the duties of the Designated Teacher for Child Protection as required

## **How a Parent Can Raise a Concern or Make a Complaint in relation to Child Protection.**

If a parent has concerns about his or her child or another child's safety, they may take the following action.



### **In the event of a school closure due to the COVID-19 pandemic parents can:**

- Leave a message on the school answering machine asking for the school to contact them, we endeavour to respond to all calls within 24 hours
- Email the school at [bmarron873@c2kni.net](mailto:bmarron873@c2kni.net) and [hduffin422@c2kni.net](mailto:hduffin422@c2kni.net)
- Call the following school mobile contact number 07713152695

If leaving a message, we would ask that you do not give specific details about your concern but rather just say that you have a concern and would like to speak to one of the school's designated teachers.

**Our full child Protection Policy is available on our school website [www.stannespscorkey.com](http://www.stannespscorkey.com)  
Parents may obtain a written copy of the school's full Child Protection Policy from the school office on request.**

## **ST. ANNE'S PRIMARY SCHOOL'S SAFE RECRUITMENT AND VETTING PROCEDURES**

The school's safe recruitment and vetting processes are compliant with practice advised in DE circulars 2006/06, 2006/07, 2006/08, 2006/09, 2006/25, 2008/03, 2008/10, 2012/19 and 2013/01. Copies of these circulars are available on the DE website: [www.deni.gov.uk](http://www.deni.gov.uk)

## **CODE OF CONDUCT FOR ALL STAFF**

The code of conduct is known to all staff – permanent and non-permanent and volunteers. It reflects the safeguarding ethos of the school and is set out in Appendix 2 with a summary of 'dos and don'ts' in Appendix 3

## **THE PREVENTATIVE CURRICULUM**

We recognise that the school plays a significant part in the prevention of harm of our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protections.

The school community will therefore:

- Establish and maintain an ethos where children feel secure, are encouraged to talk, and are listened to
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty
- Include in the curriculum opportunities for Personal and Social Development which equip children with the skills they need to stay safe from harm, in face to face and online situations, and to whom they should turn for help if the need arises.

## **SAFE HANDLING**

Our policy on safe handling by staff is set out in a separate policy in accordance with guidelines from DE. It acknowledges that staff must only use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person.

## **HEALTH AND SAFETY**

Our Health and Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

## **THE INTERNET AND DIGITAL TECHNOLOGIES**

Our Policy for Online Safety is set out in a separate document and has been informed by DE circular 2016/27. It will acknowledge the opportunities for learning as well as the risks attached to the internet and digital technologies. Specifically it will address safeguarding issues that may arise in the use of the internet and digital technologies.

## **PHOTOGRAPHY AND IMAGES OF CHILDREN**

Photographs in public areas or on the school website do not display children's names. Parents are given the opportunity to indicate whether or not they are happy to have photographs and recordings taken of their child for use in school or by other personnel connected to the school. Only parents who have given permission will have images of their child displayed.

## **EDUCATIONAL TRIPS / VISITS**

All educational trips and visits which take place off the school premises are subject to the same Child Protection Policy as activities which take place on the school premises. In addition, a Risk Assessment will be carried out prior to each trip or visit and appropriate action taken on the outcome of that Risk Assessment.

## **BEFORE AND AFTER SCHOOLS PROGRAMME**

All members of staff with responsibility for before and after schools activity shall be subject to vetting procedures through Access N.I./CCMS. All staff and volunteers will be expected to follow St Anne's Code of Conduct and shall report incidents following the 'Procedures for reporting suspected (or disclosed) child abuse'

## **REVIEWING OUR CHILD PROTECTION POLICY**

Our Child Protection Policy will be reviewed annually

## **INTIMATE CARE POLICY**

The Policy is reviewed annually usually at induction time.

**Date ratified by BOG:**

**Date of next review:**

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

**Position:** \_\_\_\_\_

## **Appendix 1**

### **GUIDELINES FOR VOLUNTEERS**

Volunteers have an important and beneficial role in supporting the work of teachers and other support staff in St. Anne's Primary School and in contributing, by their efforts and initiative, to the life of the school.

It is essential however, that appropriate steps are taken, through screening and selection arrangements, to ensure that children are not placed at risk through allowing the unsupervised and unmanaged access of unsuitable adults to the school.

#### **Who is a Volunteer?**

A volunteer is an individual who, subject to the satisfactory procedures below, either

1. Assumes unpaid duties in a school on a regular basis on more than two occasions or
2. Is engaged by the school to accompany or assist in school visits or trips; residential activities or to undertake coaching in sports activities.

Formal arrangements as to selection and vetting should not be required for volunteers who are involved outside school hours and who do not have unsupervised contact with pupils. These would include fund raisers, people using school premises for meetings etc.

#### **Use of Volunteers**

There are three main categories into which the use of volunteers might be grouped and to which guidance will apply:

- During school hours involving direct contact with Pupils
- Outside school hours involving direct contact with pupils
- During school hours but not usually involving direct contact with Pupils

#### **Recruiting and Selecting Volunteers**

The school may canvass for volunteers or people may come forward to offer assistance at their own initiative. In many cases potential volunteers may already be known to the school. Others may come forward from the local community. Engagement of volunteers is only undertaken with agreement of the Board of Governors.

## **Initial Appraisal**

As a minimum requirement all potential volunteers are asked to provide the following information:

- personal details
- Undergo a criminal record check through Access NI
- qualifications and previous work with children
- provide the name of two referees who are not family members or members of staff in the school
- attend an interview with the school Principal with proof of identity

No individual will be permitted to work alone with children until these basic steps have been completed and the results assessed.

## **Accepting Volunteers**

Where the previous procedures have been followed as appropriate and the school is satisfied that:

- the volunteer is a suitable person to have contact with the children and has the character, skills and experience to support the work of the school in a voluntary capacity;
- well defined and worthwhile activities have been identified for the volunteer to undertake and he/she is competent to undertake them;

The school will notify the individual that he/she has been accepted for voluntary duties in the school

## **The use of Volunteers**

These are the fundamental principles observed when using volunteers:

- The purpose of the volunteer is to assist staff, whether teaching or non-teaching. They are not used as substitutes either to cover activities normally undertaken by paid staff who are absent, or to release such staff to undertake other duties:
- volunteers only work under the supervision and guidance of paid staff and these arrangements should be such as to minimise the opportunities for direct, unsupervised, access to children;
- volunteers are not placed in a position of sole responsibility for the security of children, premises or equipment;
- volunteers should understand the tasks they are to undertake and receive appropriate training to enable them to perform these;



- Volunteers are only allocated duties after consultation and agreement with the teacher or other member of staff with whom the volunteer will be closely involved. Teachers are not to be placed under any pressure to accept a volunteer in their classroom;
- Volunteers are not afforded access to records or other information relating to staff or pupils. An exception might be made where a child has a medical or other condition of which all those working with the pupil should be made aware, and where agreement of the parent has been sought.

### **Health and Safety Insurance**

Volunteers are owed a duty of care under the requirements of Health and Safety Legislation. St. Anne's Primary School therefore ensures that volunteers are treated no less favourably than paid employees in terms of St. Anne's Primary Schools' obligations under the legislation.

### **Duration**

St. Anne's Primary School places a time limit on the period of the volunteer's service. This is done where the work earmarked for the volunteer is likely to be completed within a specific period. Where a volunteer's involvement is likely to be long term, the school advises the volunteer that he/she will be subject to a trial period, during which the Principal monitors the volunteer's effectiveness in contributing to the life and work of the school.

### **Information and Training**

The school ensures that the volunteer receives such information, guidance, preparation and where necessary, training to enable him/her to perform tasks effectively. As a minimum, volunteers are briefed on:

- the policy of the school and the management authority in relation to pastoral care and child protection, including its behaviour/discipline policy, including rewards and sanctions, and the extent of the volunteer's authority within it; its child protection procedures
- St. Anne's Primary School's Health and Safety Policy

Arrangements are made for the volunteer to have a formal line of communication to the Principal for reporting issues of concern or the welfare of the children in the school.

## School Security

St. Anne's Primary School has drawn on the advice from the CPSS to establish arrangements for the admission and supervision of volunteers on school premises. Particular attention is drawn to:

- A Risk assessment being carried out in relation to the volunteer's activities with the children
- The volunteer registering at the beginning of each visit
- Providing the volunteer with a readily identifiable name badge or pass giving his/her name and status
- The volunteer being supervised at all times until an Access NI clearance has been obtained by the school

The school ensures passes are surrendered at the end of each day and when the volunteers' involvement with the school comes to an end.

## Appendix 2

### A CODE OF CONDUCT FOR ALL STAFF

(Pastoral Care in Schools CHILD PROTECTION 1999)

All staff and volunteers are aware of and have received a copy of our code of conduct. The Code is taken directly from DE guidance 'Safeguarding and Child Protection in Schools- a guide for schools'.

This Code of Conduct is not intended to detract from the enriching experiences pupils at St. Anne's Primary School gain from positive interaction with staff. 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.

#### **1. Private Meetings with Pupils**

Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there are 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.

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.

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**

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

It is unrealistic and unnecessary, however to, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child may need reassurance involving physical comforting. Staff should not feel inhibited from providing this in an age appropriate way.

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. Staff would follow guidelines given in our Physical Restraint Policy.

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

Staff who administer first-aid to a pupil should ensure whenever 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.*

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

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

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**

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

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.

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**

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. Staff are aware that they are in a position of trust in relation to the children and young people at the school.

It would be impossible and inappropriate to lay down hard and fast rules to cover all circumstances in which staff interrelate 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.

From time to time, however, it is prudent for all staff to reappraise 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.

## **THE PREVENTATIVE CURRICULUM**

The staff of St. Anne's Primary School recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging or they may be withdrawn.

St. Anne's Primary School will endeavour to support the pupils who are exposed to risk of harm through supporting such pupils in accordance with his/her agreed protection plan.

Support for all pupils in the school in developing skills in self-protection and developing confidence will be afforded as follows:

- The content of the curriculum, particularly Personal Development.
- The school ethos which promotes a positive supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy which is aimed at supporting vulnerable pupils in the school. The school will ensure that pupils understand the difference between acceptable and unacceptable behaviours towards themselves and others
- Liaison with other agencies that support the pupil such as Social Services, Education Welfare Service, Educational Psychology, PSNI and the school nurse.

## Appendix 3

### *St Anne's P.S.*

#### *Summary Code of Conduct for staff and volunteers: September 2021*

##### **You must:**

treat all children and young and vulnerable people with respect

provide an example of good conduct you wish others to follow

respect individual rights to personal privacy and encourage everyone to feel comfortable and caring enough to point out attitudes or behaviour they do not like

remember that someone else might misinterpret your actions, no matter how well intentioned

be aware that physical contact with a child or young person may be misinterpreted

recognise that special caution is required when you are discussing sensitive issues with children, young people or parents

operate within St Anne's principles, guidance and procedures

challenge unacceptable behaviour by adults or children and report all allegations or suspicions of abuse

seek advice and guidance if in doubt

report to the Principal any situations where your intentions may have been misinterpreted or where you felt your actions were compromised

##### **You must not:**

have inappropriate physical or verbal contact with children

jump to conclusions about others without checking facts

either exaggerate or trivialise child abuse issues

show favouritism to any individual

take a chance when common sense, policy or practice suggests another more prudent approach

allow dangerous behaviour by children

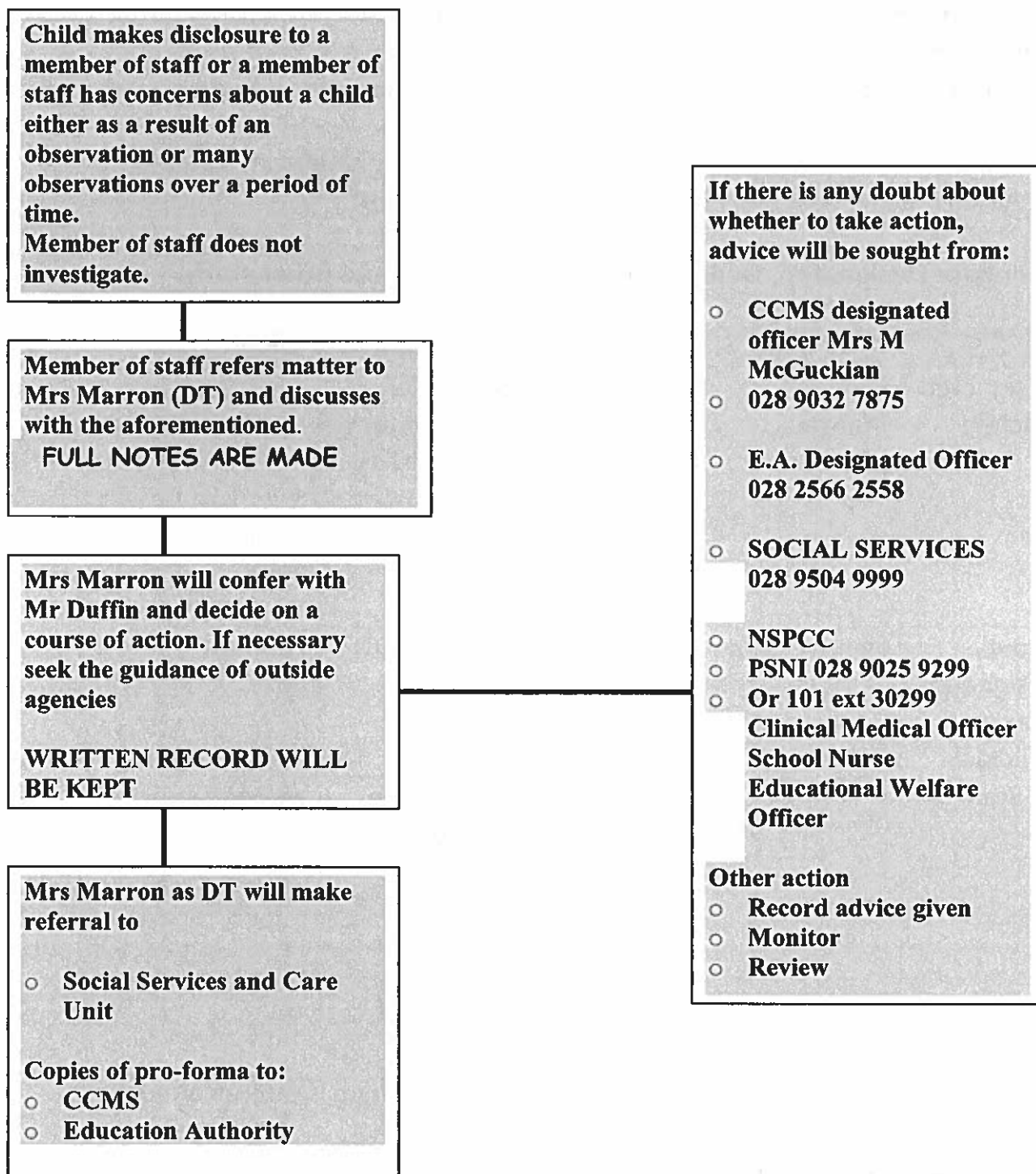
carry children unaccompanied in your car

meet alone with a child without visible access by another adult or informing another adult of the time, place & reason for meeting

## Appendix 4:

### SCHOOL PROCEDURES FOR DEALING WITH SUSPECTED OR DISCLOSED CHILD ABUSE

The flow chart which follows indicates the procedures which will be invoked should there be an incident of child abuse in St. Anne's Primary School , Corkey.



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We in St. Anne's Primary School have a primary responsibility for ensuring that all Pupils, in our care, feel both safe and protected. We carry out this duty through our pastoral care policy, which aims to provide a caring, supportive and safe environment.

The Designated teacher for child protection is Mrs Bronagh Marron. The Deputy designated teacher for Child Protection is Mr Henry Duffin.

**Training for Designated, Deputy designated teachers and other staff:**

Personnel	Name	Position	Training	When
Designated teacher	Bronagh Marron	Designated Teacher	Refresher Training for DT and DDT	4 Feb '19
			2 day EA DDT course	January 2016
Deputy Designated Teacher / Principal	Henry Duffin	Principal	2 day EA DDT course	February 2021
All Staff			Led by Mrs Marron St Anne's Child Protection policy and procedures	28/09/21

EA Training is offered every two years. School based training is offered annually.

It is the school's responsibility to ensure that **all staff** is offered training in Child Protection. As from 2010 the school meals staff should also be involved in any school-based training.

New and/or temporary staff are made aware of Child Protection procedures by Mrs Bronagh Marron.



The Induction Manual is discussed with them, with special emphasis on Child Protection procedures and Code of Conduct of employees.

As is often the case, the teaching staff are actively involved in changes made to the policy. If there are changes [which have not involved them] they are informed of such, at staff meetings.

### **Vetting of persons who work in our school**

As from April 2008 responsibility for undertaking criminal history background checks is the responsibility of a new organisation called Access NI. Students coming into school already have had background checks carried out by Access NI and present their certificates indicating so. The school, through Access N.I./CCMS, carry out background checks of any volunteers who regularly come into school.

### **Curriculum**

The school promotes child protection and safeguarding through many of the Areas of Learning, both formal and informal. Our PDMU topics; Learning & Living Together programmes, Grow in Love scheme offer many opportunities to promote child safety and protection. We reinforce the key safety messages we teach children through our assemblies, focussed activities in Anti Bullying Week and through Circle Time.

A supportive, caring, respectful, and listening community is essential. We follow a Positive Behaviour policy to help create such a climate both in and out of the classroom. Classroom contracts are negotiated and adopted by all classes at an age appropriate level. Children are encouraged and expected to take responsibility at an age appropriate level for their safety and welfare. Our slogan **"Stop it; I don't like it"** encourages this and children know when to ask for help if the problem cannot be sorted out.

Children are taught various strategies to use if bullying occurred and parents are informed of these strategies. We reinforce this through Anti Bullying Week activities. Year Seven Boys and Year Seven Girls are also given puberty talks with permission from parents.

### **Safeguarding Messages**

Safeguarding messages are actively promoted throughout the school e.g. Stranger Danger; Online Safety; Safety on the roads; farm etc. Outside agencies are invited in e.g. NSPCC, school nurse; road safety officer.

### **Pupils/Students**

Pupils are given regular opportunities in a 'safe' classroom environment to discuss various issues – this is often done at Circle Time. There is a good teacher-pupil

relationship where views are valued and respected. All classes have 'worry boxes' in which children can anonymously write any concerns. Pupils know that Mrs Bronagh Marron is the Designated Child Protection Officer and Pastoral Care Co-ordinator and will go to her to ask for help. Pupils know that Mr Duffin is the Deputy Designated Teacher for Child Protection. Posters that advertise this are displayed around the school.

Childline posters are displayed around the school and children are aware of these.

### **Record Keeping and Transfer of Information**

There is a separate filing cabinet, which is locked at all times, in the Principal's office. It can only be accessed by the Designated Teacher the Deputy Designated teacher / Principal. All records [past & present] are stored in this cabinet, including criminal background checks by Access NI.

All information storage and transfer is handled in line with school GDPR policy and procedures.

### **Child Protection Register**

The Child Protection Register is updated as appropriate, Principal/DT liaise with relevant bodies and attend meetings as required.

### **Information to Parents/Carers/Guardians**

Each year, in June, parents of children starting Year 1 in September are given the relevant parts of our Pastoral Care Policy, the main parts being Child Protection; Handling Complaints and Promoting Positive Behaviour. The parents are informed of procedures to adopt if there should be any concerns or complaints made about possible abuse. All parents have access to the whole policy via the school website.

### **Newcomers with English as an Additional Language [EAL]**

For those parents who have English as a second language an interpreter is employed to meet the parents/carers before their child commences school.

### **Use of the Internet and Digital Technologies in School**

At the initial meeting of newcomers to the school, parents and or guardians are asked to complete an Internet Usage form.

### **Photographs in public areas or on the school website.**

Parents are given the opportunity to indicate whether or not they are happy to have photographs and recordings taken of their child for use in school or by other personnel connected to the school.

### **Access to School Site**

All doors leading to the front of the school have got security buttons. The front door also has a video camera. Parents or adults coming to collect children must report to the Principal's office. Visitors to the school must sign in and wear a visitors identity card.

### **Restraint Procedures**

The above procedures are currently being reviewed.

### **Anti-Bullying Policy**

This policy is in place and was reviewed in May 2018 and is available on our school website; hard copy on request.

### **Complaints procedures**

'Procedures for Handling Complaints' was reviewed in June 2019 and is available on our school website; hard copy on request.

### **Review of Policy**

The Child Protection policy should be reviewed each year. The policy has been reviewed and is available on our school website; hard copy on request.

### **Action for 2020-21**

- Time needs to be set aside to review policies as outlined above.
- **All staff** [including current kitchen staff] will have to receive training in Term One of 2020-21 academic year.
- A register will be kept whereby all staff members will date and sign that training has been undertaken.

*Mrs Bronagh Marron/Mr Henry Duffin*

Designated Child Protection Officer/Deputy Designated Child Protection Officer  
28<sup>th</sup> September 2021

