



Child Protection Policy – Lough View Integrated Primary and Nursery School

This policy forms part of the SAFEGUARDING POLICY SUITE along with the following:

- E-Safety
- Child Protection
- Safe Handling
- Safe built environment
- Health and Safety
- Educational Visits
- Safe Recruitment
- Staff conduct and managing allegations
- Whistle blowing
- Curriculum
- Behaviour Management
- Attendance
- Anti Bullying Policy
- Intimate Care
- Parental complaints procedure
- Guidelines for volunteers
- Use of Physical Restraint

THIS POLICY IS UPDATED ANNUALLY

“Safeguarding encompasses both prevention and protection activity. It is the process of preventing impairment of children’s health and development, and of ensuring they grow up safely and securely and provided with effective care, all of which collectively enables them to attain greater success in adulthood. Safeguarding also extends to protecting children from abuse or neglect, including the promotion and protection of children’s rights.”

Safeguarding Board NI – Annual Report (2013 – 2014)

"Children have the right to be protected from all forms of violence, they must be kept safe from harm, and they must be given proper care by those looking after them". (U.N. Convention on the Rights of the Child. Article 19.)

"When adults or organisations make decisions which affect children, they must always think first about what would be best for the child". (U.N. Convention on the Rights of the Child. Article 3.)

The health, safety and wellbeing of the children within Lough View is of paramount concern. This policy outlines how we discharge our responsibilities in safeguarding our children.

What do we mean by 'child abuse'?

A child under the age of 17 who has suffered from:

- Neglect
- Sexual abuse
- Emotional abuse
- Physical Abuse
- Exploitation

which the person who had custody, charge or care of the child either caused or knowingly failed to prevent. In the interest of not over diagnosing a “cluster” of signs is usually identified.

Under Section 5(1) of the Criminal Law Act (N.I.) 1967 anyone who knows or believes that an arrestable offence has been committed, and has information which is likely to secure the arrest of the person responsible, has a duty to give that information to the police, failure to do so is in itself an offence. Physical and sexual abuses are arrestable offences.

Under the "Protocol for Joint Investigations" established between the Police and Social Services, where either agency receives a report that a child is at risk, the other is automatically informed.

If the school has a general concern about the welfare or safety of a child we should, in the first instance, contact social services. The school should not speak to the parent.

Definitions of Abuse

- **Neglect**
The persistent or severe neglect of a child (e.g. by exposure to any kind of danger including cold or starvation), which results in serious impairment of the child's health or development, including non-organic failure to thrive.
- **Physical abuse**
Physical injury to a child, including deliberate poisoning, where there is definite knowledge, or a reasonable suspicion that the injury was inflicted or knowingly not prevented.
- **Sexual abuse**
The involvement of dependent, developmentally immature children and adolescents in sexual activities that they do not truly comprehend, and to which they are unable to give informed consent or that violate the social taboos of family roles.
- **Emotional abuse**
The severe, adverse effects on the behaviour and emotional development of a child by persistent or severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment; this category should be used where it is the main or sole form of abuse.
- **Sexual Exploitation**
Child sexual exploitation is a form of sexual abuse in which a person(s) exploits, coerces and/or manipulates a child or young person into engaging in some form of sexual activity in return for something the child needs or desires and/or for the gain of the person(s) perpetrating or facilitating the abuse. SBNI (2014)

Immediately there is suggestion of Domestic Violence or child abuse an automatic referral is made to Social Services. Recent change in legislation requires schools to also inform PSNI's Central Referral Unit (CRU) on

02890 259 299 or 101 Ext 30299

Identifying abuse

It is always preferable to prevent abuse or for intervention to take place at the earliest possible stage. All school staff are well placed to observe outward symptoms which may be due to child abuse.

Signs and symptoms:

- Unexplained delay in seeking treatment which is needed

- Incompatible explanations
- A series of minor injuries
- Unexplained bruising
 - in and around the mouth
 - black eyes - especially if both eyes are black and there is no bruising
 - to forehead or nose
 - grasp marks
 - finger marks
 - bruising of the ears
 - linear bruising (particularly buttocks or back)
 - differing age bruising
- Bite marks
- Burns and scalds
- Cigarette burns
- General physical disability
- Unresponsiveness in the child
- Soiling and wetting
- Change in behavioural pattern
- Frozen look
- Attention seeking
- Apprehension
- Anti-social behaviour
- Unkempt appearance
- Sexually precocious behaviour
- Sexualised drawings and play
- Sudden poor performance in school
- Poor self esteem
- Self mutilation
- Withdrawal
- Running away
- Reluctance to return home after school
- Resistance to undressing for PE

- Resistance to school medicals
- Difficulty in forming relationships
- Confusing affectionate displays
- Poor attendance - repeated infections etc.
- Excessive dependence
- Poor growth

No list of symptoms can be exhaustive. They may give rise to concern but are not in themselves proof that abuse has occurred.

Where a member of staff is concerned that abuse may have occurred, he or she must report this immediately to the designated teacher who has specific responsibility for child protection.

All staff should recognise that, in order to protect children from harm, cases may arise where confidentiality must be subordinated to the need to take appropriate action, by involving others, in the child's best interest.

No promise of confidentiality can or should be given where abuse is alleged.

Procedures

The First Step

- Where teachers see signs that cause them concern they should seek some clarification from the child, with tact and understanding.
- Where another member of the school staff sees signs, he or she should immediately bring them to the attention of either the class teacher or the designated teacher so that the necessary clarification can be carried out by the teacher.
- Care must be taken in asking and interpreting the child's responses to questions about indication of abuse.
- Staff should be aware that the way in which they talk to a child could have an effect on the evidence, which may be put forward if there are subsequent criminal proceedings.

Guidelines for Dealing with a Disclosure: The 5 Rs.

- 1) RECEIVE**
- 2) REASSURE**
- 3) RESPOND**
- 4) REPORT**

5) RECORD

As soon as it is safely and sensitively possible to do so the member of staff completes

APPENDIX 7: School Welfare Concern Form

Located in Learning Support (SENCo) Room – on white board.

This form is then given to the Designated Teacher or, in her absence, to a member of the Safeguarding team.

- Never ask leading questions, as this can later be interpreted as putting ideas into the child's mind.
- Do not ask questions that would encourage the child to change his or her version of events in any way or which would impose your own assumptions e.g. "Tell me what happened/ Explain to me/ Describe to me as opposed to "Did they do X to you?".
- Listen to the child. Do not interrupt if he or she is freely recalling significant events. Make a note of the discussion (Appendix 7) to pass on to the designated teacher. The note should record time, date, place and people who were present and what was said. Signs of physical injury observed should be described in detail or sketched. Under no circumstances should a child's clothing be removed.
- Any comment by the child, or subsequently by a parent or other adult, about how an injury occurred should be written down as soon as possible afterwards, preferably quoting words actually used.
- Do not give the child undertakings of confidentiality but reassure the child that information will only be disclosed to those professionals who need to know.
- Notes of the discussion may need to be used in any subsequent court proceedings.
- Be sensitive to what a child says, treat it seriously and value what they say.

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

Referral and the Role of the Designated Teacher

In the event of an incident the lead/key person within school is the Designated Teacher. In his/her absence the Deputy Designated Teacher will assume responsibility.

SAFEGUARDING TEAM 2018-19

Mr M McKnight	Principal
Mrs A Johnston	Designated Teacher:
Mr G Stevenson	Deputy Designated Teacher:
Mrs S Diver	Chair of Board of Governors
Mr S Coulter	Designated Governor

- In all cases where abuse is suspected or where an allegation has been made by a pupil or a third party that abuse has taken place, or where serious concerns exist about the welfare of a child, teachers and other members of staff should report the information to the Designated Teacher. (Figure 1, APPENDIX)
- The Designated Teacher should not speak to the parents.
- The Designated Teacher should immediately refer these cases to or consult with Social Services.
- Where physical or sexual abuse is suspected or alleged, refer the case to the Police, and notify the Principal.
- Contact with or referral to Social Services will not automatically trigger a Child protection investigation; however, it may result in an investigation whether or not the teacher intended a formal referral.
- Any allegation by a child that he or she is suffering or has suffered abuse should immediately trigger the reporting procedures.
- The Principal should be alerted immediately to a case and should be kept informed by the Designated Teacher.
- Where the Designated Teacher is suspected of abuse, the Principal should be informed immediately and the normal reporting procedures should be investigated.
- Where the Principal is suspected of abuse, the Designated Teacher should report the matter to Social Services, the Police and the Chairperson of the Board of Governors. (Figure 2, APPENDIX)
- When making a referral, the Designated Teacher should be informed of the timing of the strategy discussion between the statutory agencies, which will decide whether and how to investigate. Clarify, when, how and by whom the parents and the child will be told that a referral has been made.
- The Designated Teacher or a teacher who knows the child well should be prepared to contribute to the strategy discussion the school's knowledge of the child.
- A parent can also make a complaint. (Figure 3, Appendix)

It may be appropriate to signpost a family “in need” as opposed to a CP issue to the website www.familysupportni.gov.uk

Another resource for parents, if a referral to Social Services is not needed, is the Family Support Hub. A Family Support Referral form should be sent to Karen Otley at the South Eastern Trust Children’s Services.

Making a referral is a serious decision. Advice, information and guidance may be sought from the Principal, a senior member of staff or the class teacher. Advice and support are also available from:

- NSPCC - 0800 800500
- EA (SE) Designated Officer - Colum Boal or Alison Casey
028 90 566434 or 028 90 566274
- Child Protection Team, Social Services Gateway
9am-5pm 02890 507000
After 5pm 02890 565444

Emergency out of hours 028 95 049 999

Reports will be made available to the parents at the Child Protection Conference and may be used in court. *Use of translated documents and/or interpreter should be made available if necessary.*

All reports should be checked and signed by the DT or his/her deputy. If a child is known to Social Services and/or is on the Child Protection Register and they are in Year 7 or moving to another school, then the DT will liaise with the DT in the new school.

Reports for Child Protection Conferences: -

- should focus on child's educational progress and achievements, attendance, behaviour, participation, relationships with other children and adults within the school and where appropriate the child's appearance.
- if relevant, should include what is already known about the child's relations with his or her family and the family structure.
- should be objective and based on evidence.
- should contain only fact, observations and reasons for concern.

Reports will be made available to the parents at the Child Protection Conference and may be used in court. All reports should be checked and signed by the designated teacher or her deputy.

PARENTS

The Child Protection Policy will be available to all parents via the school's website and a safeguarding summary will be distributed every two years and to all new starts. Advice will be given on procedures for reporting child abuse and a synopsis of the policy will be included in the school prospectus.

Parents are asked to supply the school with the names of all persons who have permission to collect their child from school (or to confirm that their child may leave the grounds unaccompanied). They are asked to inform the school of any change in this routine.

Parents are asked to brief school about arrangements following any change in home circumstances. Members of staff need to be aware of legal responsibilities, agreed access or exclusion and any involvement of Social Services. Such information will be requested formally each September, but parents are encouraged to keep the school informed as necessary.

In the event of a parent making a complaint about a member of staff, volunteer or student, the school's complaints procedure should be followed and the complaint addressed directly to the principal. If the complaint is against the principal, it should be addressed to the Chairperson of the governors. If a complaint should include an accusation against another child, the accused child's parents will be informed.

Aims of Lough View Integrated Primary and Nursery School regarding Child Protection

Our policy aims to:

- Raise the awareness of all staff and identify responsibility in reporting possible cases of abuse;
- Ensure effective communication between all staff when dealing with child protection issues;
- Lay down the correct procedures for those who encounter an issue of child protection
- By following the correct procedures we aim to:
 - Care for the child.
 - Care for our school.
 - Care for the community we serve.
 - Respond to the guidelines and procedures of other agencies.

We realise the important role teachers play in identifying potential cases of child abuse. All members of staff have a total commitment to child protection. We endeavour to raise children's awareness about themselves and to develop a trusting climate in which our children feel able to talk and share their thoughts and feelings.

Board of Governors

All governors receive child protection training and are aware of their responsibilities in safeguarding our pupils. In addition, a designated governor takes a special interest in Child Protection and is able to advise the members of the Board on the following:

- The role of designated teachers
- The content of child protection policies
- The content of termly updates and full annual Designated Teacher's report
- Recruitment, selection and vetting of staff including sitting on selection panels.

General Matters

Our school recognises the importance of a partnership between home and school but where issues of child abuse or suspected child abuse arise, our first and only responsibility is to the child.

We may not be able to prevent child abuse but by following child protection procedures, we will try our best to protect all our children and this is our prime objective.

The school will keep a list of children causing concern and who need to be monitored. Staff members are kept informed of any child in their class who is on this list. The Principal will be kept informed of any changes or additions to the list.

In the unlikely event of the Designated or Deputy Designated Teacher not being available, any emergency involving Child Protection issues will be referred to a member of the Senior Management Team.

GUIDANCE ON RECORD KEEPING

After referral to Child Protection Register

1. School will maintain a record until the child transfers to another school.
2. Next school will be informed and records destroyed.
3. A record will be kept of all Child Protection concerns and safe guarded in the Principal's office.

4. If a pupil's name is removed from the Child Protection register all records will be destroyed.
5. Parents have access to a child's records unless to do so would be detrimental to the child's welfare.

Policy Review

This policy will be reviewed annually and updated particularly in the light of new advice from DENI or Education Authority. An information flyer which summarises our full policy will be sent to parents every two years. This document and its associated policies are available on the school website.

Updated September 2018

Signed.....Chair of Board of Governors

Date

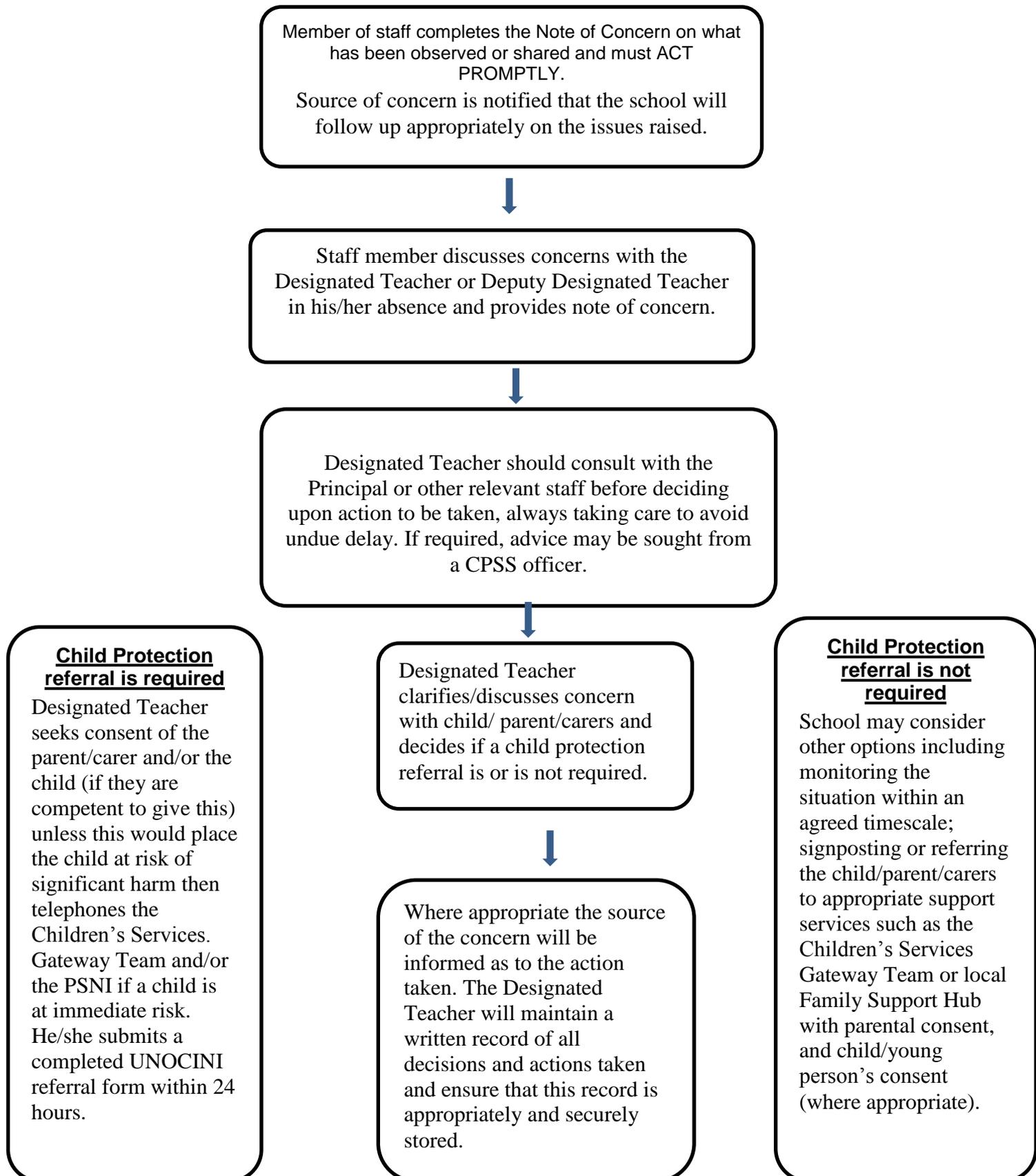
Signed.....Principal

Date

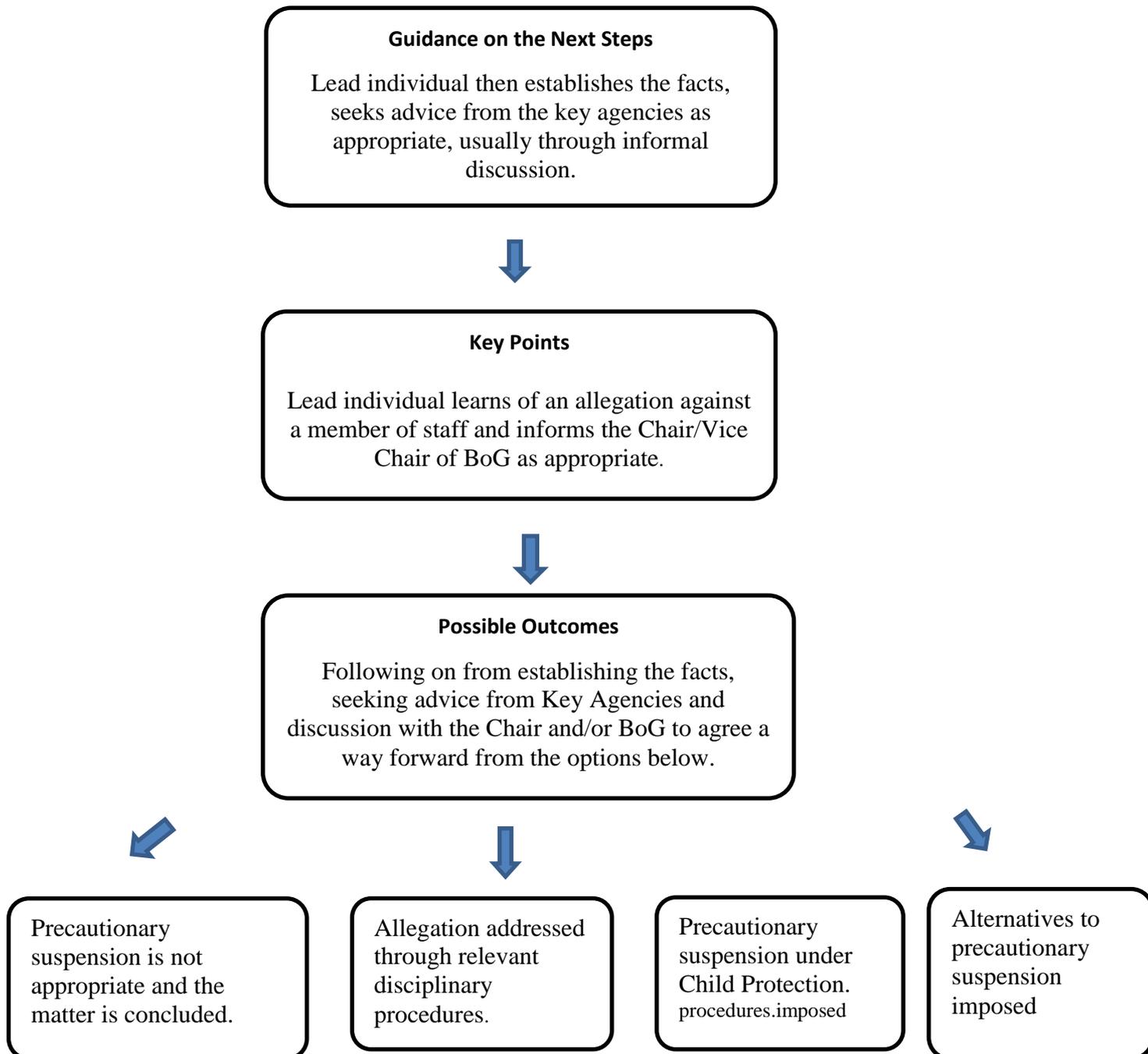
Appendix 1

Processes for Referral are set out in the Flowcharts below:

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

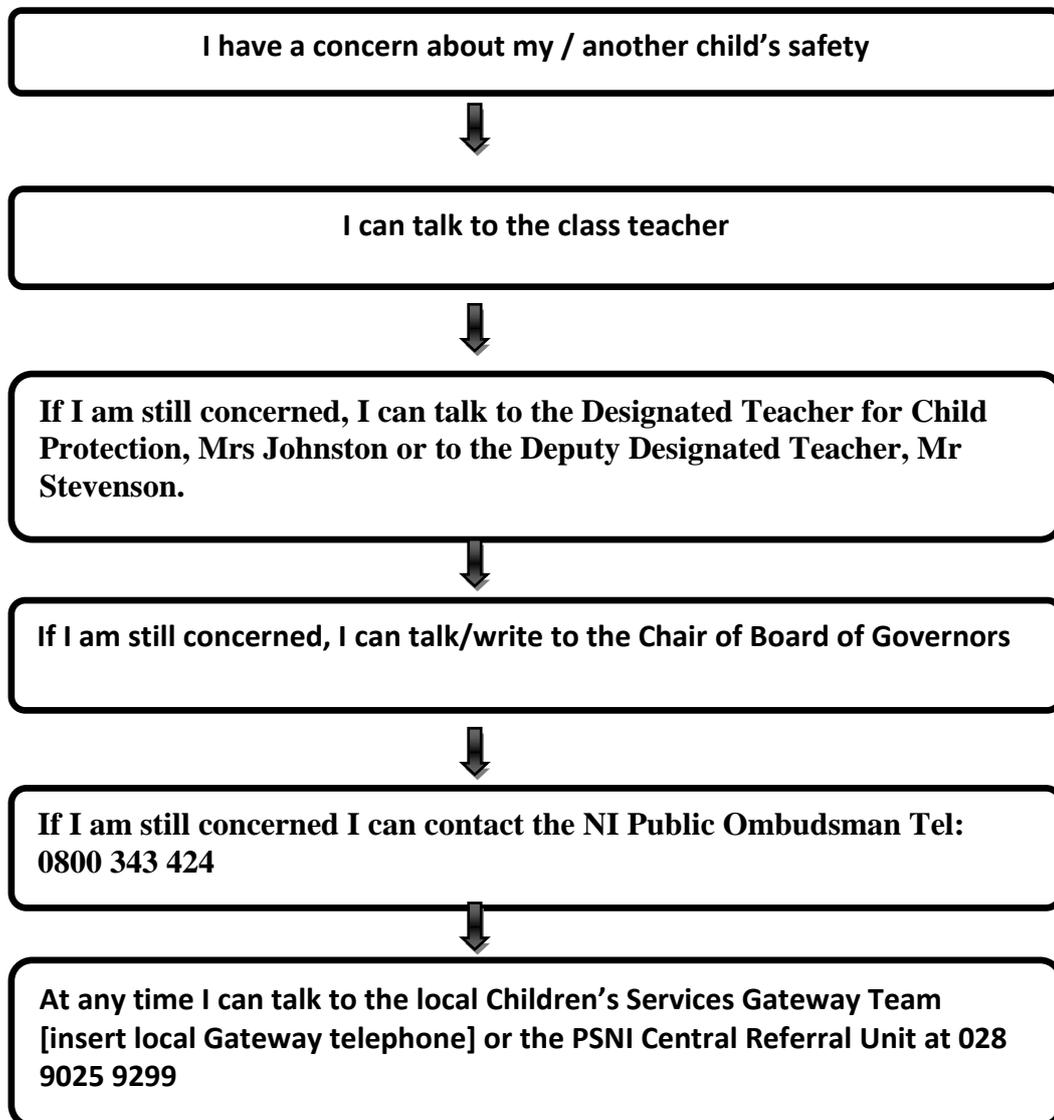


Appendix 2

Dealing with Allegations of Abuse against a Member of Staff

Appendix 3

PARENTS - HOW DO I RAISE A CHILD PROTECTION CONCERN?



You may wish to speak to someone outside school. In which case you can contact:

- NSPCC - 0800 800500
- EA (SE) Designated Officer - Colum Boal or Alison Casey 028 90 566434 or 028 90 566274
- Child Protection Team, Social Services Gateway 9am-5pm 02890 507000
- After 5pm 02890 565444

Appendix 4

Child Protection Support Service

EA Offices	Contact Number
Belfast	028 9056 4289
Antrim	028 9448 2223
Dundonald	028 9056 6216
Armagh	028 3834 1975
Omagh	028 8241 1461

Duty Social Worker Gateway Team (Health & Social Care Trusts)

Belfast	028 9050 7000
North Eastern	0300 1234 333
Southern	0300 1000 300
South Eastern	028 3741 5285
Western	028 8283 5156
Out of hours for all areas	028 9504 9999

PSNI

The **Central Referral Unit (CRU)** based in Antrim Road PSNI Station is part of the Public Protection Unit and is the central referral point for child sexual and physical abuse allegations.

The office is open Monday to Friday 8 am to 9 pm and weekends and public holidays 9 am to 5 pm.

Telephone: **028 9025 9299**