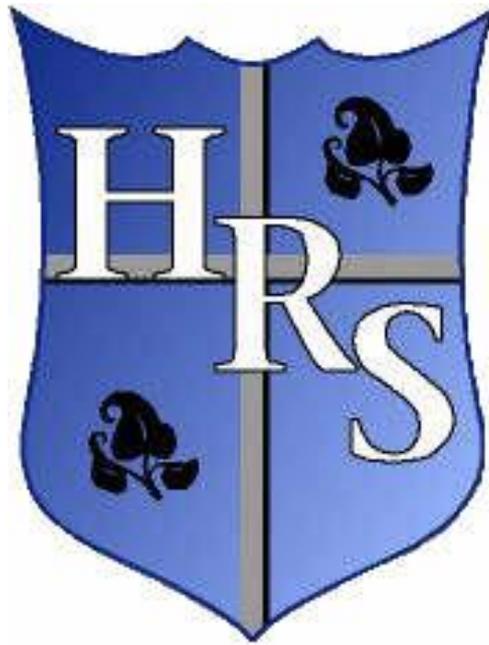




# HOLY ROSARY PRIMARY SCHOOL



## Child Protection / Safeguarding Policy

Reviewed & ratified by B.O.G. February 2017  
*(Updated January 2019)*

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## Mission Statement

Our school is a UNICEF Rights Respecting School and Article 29 of the United Nations Convention on the Rights of the Child (CRC) underlines our school mission:

In Holy Rosary Primary School, we believe our school to be a vital part of the overall Catholic Community providing an educational experience in accordance with Christ's teaching that is inclusive and that celebrates diversity.

Our school is welcoming, caring, safe and secure, reflecting the highest standards of pastoral care. A child friendly school in which every child is encouraged to grow and develop into responsible citizens, able to make reasonable and informed decisions based in their faith, respect, rights, environmental/global awareness, equality and social justice.

We, in Holy Rosary PS, are committed to delivering a broad, balanced, creative, skills based curriculum, utilising modern technology and innovative resources and strategies which reflect our high expectations and culture of achievement.

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# Policy Statement

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

This policy is informed by the guidance and procedures set out by DE 'Pastoral Care in Schools: Child Protection (1999) and the Area Child Protection Committees' (ACPC) Regional Policy and Procedures (2005)

This policy is part of the overall Pastoral Care Policy of H.R.P.S.

The central thrust of The Children (Northern Ireland) Order 1995 is 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.

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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. We also recognise the impact on children of an abusive family setting.

This policy also promotes the core aims through UNCRC Articles:

- Best Interests of the Child (Article 3)
- Protection of Rights (Article 4)
- Respect the Views of the Child (Article 12)
- Right to Privacy (Article 16)
- Protection from all forms of Violence (Article 19)
- Sexual Exploitation (Article 34) 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 their agreed child protection plan

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## THE SAFEGUARDING TEAM AT HOLY ROSARY PRIMARY SCHOOL

(Chair) Principal: Mr P. McAllister

Designated Teacher for Child Protection: Ms C. Ward

Deputy Designated Teacher for Child Protection 1: Mrs C. Burns

Deputy Designated Teacher for Child Protection 2: Mr L. McVeigh

Chair of Governors: Mrs J. Tarach

Designated Governor for Child Protection: Mr S. Patterson

*I.C.T. Leader: Mr J Mullin (as & when ICT issues arise)*

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## WHAT IS CHILD ABUSE?

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

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 willful 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 inappropriately giving drugs to control behaviour. (ACPA, 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

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**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/she is worthless or unloved, inadequate, or valued only insofar as he/she 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

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**Sexual Abuse** – involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. 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 infections
- Difficulty in walking or sitting
- Inappropriate sexualized language or behaviour
- Low self-esteem
- Chronic depression
- Substance abuse
- Personality changes
- Fear of going home

**Child Sexual Exploitation** – is also 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, adopted from CSE Knowledge Transfer Partnership N.I.)

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**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 (including Cyber bullying)** – violence, which can be physical, verbal or psychological. It is the exercising of power over another who is powerless to defend him/herself. It can be for a long or short duration. It is intentional, aggressive but never accidental. Although not an official form of abuse, bullying is a highly distressing and damaging form of abuse and will not be tolerated in our school. All staff are aware of the school Anti-Bullying Policy.

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**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.’

(DHSSPS/NIO Tackling Violence at Home, 2005)

Any concerns about instances of domestic abuse will be referred to Social Services.

**Female Genital Mutilation** – is a form of child abuse & violence against females. FGM is a safeguarding issue & should be treated in the same way as any other form of abuse.

Any suspicions about the instances of F.G.M. will be referred to Social Services.

**Harmful Sexualised Behaviour** - it is important to distinguish between different sexual behaviours – these can be defined as ‘healthy’, ‘problematic’ or ‘harmful’. Issues of concern, including inappropriate sexual behaviour, should be notified to the designated teacher for child protection.

## Confidentiality

Where a child confides in a member of staff or a volunteer and requests that the information is kept secret it is important that the child is told sensitively that it may be necessary to share the information with those who need to know about it, and explain that this is important to ensure the child’s safekeeping.

**No promise of confidentiality can or should ever be made to a child or anyone else giving information about possible abuse.**

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All staff and volunteers who receive sensitive information about children or parents in the course of their professional duties should be aware that such information is confidential, and is not to be made the subject of general conversation, or disclosed to others outside the school other than statutory officials, as required by this policy.

All records of a safeguarding/child protection nature are held securely within the school. Access to such records is restricted to the Principal and Designated Teacher (DT) / Deputy Designated Teacher (DDT) for Child Protection.

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## PROCEDURES FOR REPORTING CONCERNS (Appendix 1)

### General Concerns / Child in Need

A member of staff concerned about the physical and /or social and /or emotional “appearance” of a child should make detailed notes of the concerns. [An example may be a teacher who notices changed behaviour, appearance, frequently no food for break, poor attendance /punctuality patterns etc.]

- The concerns are discussed with the Designated Teacher (Ms Ward) and full notes made using CPCF. Record of Concern logged in Designated Teacher’s Log Book.
- Appropriate professional advice is sought from D.D.T. (Mrs Burns) and Principal (Mr McAllister), and / or externally, as necessary. D.T., update action on CPCF.
- Meet with child and / or parent to discuss issues and what school can do to help and a plan drawn up to resolve concern and progress of child closely monitored by all professionals concerned. Update action/plan on CPCF.
- Continuing failure to thrive would result in a formal referral.
- If need to access help of other agencies, then require agreement from child and / or parent to commence use of Understanding the Needs of Children in Northern Ireland (UNOCINI) form as referral on to other outside specialist agencies.

\* CPCF securely maintained, in child’s file, separate from the main pupil file, and in a locked safeguarding cabinet.

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## Child at risk of “significant harm”

### (1)

1. Staff should be aware of all the possible signs of abuse
2. Where signs are evident, they should seek clarification discretely from the child and make notes.
3. Where there is still concern, a report must be made to the Designated Teacher (Ms Ward) and full notes made using CPCF. Record of complaint logged in Designated Teacher’s Log Book.
4. The Designated Teacher (Ms Ward) must notify the Deputy Designated Teachers) and Principal.
5. The Designated Teacher (Ms Ward) may seek clarification or advice and consult with the E.A. Child Protection Support Service for Schools (CPSS) – Designated Officer for Child Protection and/or CCMS’s Designated Officer for Child Protection.
6. If a referral is necessary, the Designated Teacher (Ms Ward) will notify:  
Social Services or the PSNI Public Protection Unit  
E.A. Designated Officer for Child Protection and  
CCMS’s Designated Officer for Child Protection
7. Follow up with sending on UNOCINI form within 24 hours of making referral.

### (2)

1. Where a pupil confides information to a member of staff, the pupil should be reassured and told that the information may need to be shared with others. Notes should be made. No investigation or promise of confidentiality should ever be made.
2. The Procedure at **1.3** is then followed.

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(3)

1. Where a pupil confides information of possible abuse outside the school or whether or not the pupil is the subject of the alleged abuse, and where the suspected abuser is not the parent, then the parent should be present while the school is seeking preliminary clarification.
2. The procedure at **1.3** is then followed.

\*CPCR updated at each stage and securely maintained, in child's file, separate from the main pupil file, and in a locked safeguarding cabinet.

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# How to respond to a child who makes a disclosure

## 1. Receive

- Stay calm
- Listen to what the child is saying without displaying shock or disbelief
- Accept what the child is saying
- Be discreet

## 2. Reassure

- Reassure the child that they have done the right thing by talking to you, do not make promises that you cannot keep (e.g. everything will be alright now, I'll stay with you)
- Do not promise confidentiality, staff have a duty to refer the matter to the designated teacher for child protection. Explain that you will need to talk to Ms Ward (DT) who will know what to do next.
- Do reassure and alleviate guilt if the child refers to it

## 3. Respond

- Respond to the child only as far as is necessary for you to establish whether or not you need to refer the matter to the designated teacher for child protection
- Do ask open questions (Can you tell me what happened? Anything else you wish to tell me?)
- Do not ask closed questions (those that will evoke a yes/no response, e.g. Did ..... do this to you?) such questions invalidate evidence where a subsequent court action is necessary.
- Do not criticize the perpetrator as the child may love that person
- Do explain what you will do next (talk to the designated teacher who will know how to get help)

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#### 4. Record – (using CPCF –Appendix 2)

- Make notes as soon as possible after hearing what the child has said and write them up
- Do not destroy original notes, hand these with the CPCF to the DT. All such records will be kept in the locked safeguarding cabinet.
- Record the date, time, place, people present and any noticeable nonverbal behaviour. Record the words the child used as much as possible – if the child uses 'pet' words. Any injuries or marks noticed can be depicted on a diagram showing position and extent.
- Record statements and observable things, rather than your interactions and assumptions.
- Sign the record and hand it to the designated teacher

(All CPCF written records of concerns about children, even where there is no need to refer the matter immediately, are securely maintained, separate from the main pupil file, and in a locked safeguarding cabinet.)

#### 5. Refer

- Concerns about possible abuse must be referred to the designated teacher as soon as possible within the working day. The D.T. will liaise with the Principal and /or DDT in the decision-making process regarding possible referral to statutory services.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the Designated Teacher for Child Protection in the school.

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## Supporting Vulnerable Children

The staff of Holy Rosary Primary School recognises 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.

Holy Rosary Primary School will endeavor to support the pupils who are exposed to risk of harm through supporting such pupils in accordance with their 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 through Personal Development for Mutual Understanding (PDMU) or Promoting Alternative Thinking Strategies (PATHS)
- The school ethos that prompts a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy that 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 pupils such as Social Services, Educational Welfare Service, Barnardo's, New Life Counselling Service, Educational Psychology, PSNI and the school nurse.

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

### **The Designated Teacher (Ms Ward):**

- To provide training to all school staff including support and Canteen staff on an annual basis.
- Being available to discuss the child protection concerns of any member of staff.
- Responsible for managing and keeping of all child protection concerns.
- Making referrals to Social Services or PSNI Public Protection Units where appropriate.
- Developing effective links with relevant agencies and co-operating as required with their enquiries regarding child protection matters including attendance at case conferences.
- Liaising with E.A./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.
- Avail of courses offered by CPSS and other interdisciplinary agencies;
- Ensures a copy of the child protection policy, is available to parents, in the form of a flyer that alerts them to the fact that referrals may be made and the role of the school in this.
- Ensures all new P1 intake and other newcomers receive a copy of the policy on arrival at the school.
- Promotion of a child protection ethos in the school.
- Written reports to the Board of Governors regarding child protection issues during the course of the school year.
- Maintains all records pertaining to child protection in a secure location.
- Ensures that, where a pupil on the Child Protection Register changes school that, the Designated Teacher in the receiving school, is informed of the child's circumstances and who the Social Worker is.
- Ensures that where a child on the Child Protection Register has missed 2 consecutive days from school, that the child's social worker is informed of the situation (following regionally agreed protocols).

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- Safeguarding team meetings each term.

**Deputy Designated Teacher – (Mrs Burns) [and Mr McVeigh when required]**

To support and undertake the duties of the DT as required.

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## HOW CAN A PARENT MAKE OR RAISE A CHILD PROTECTION CONCERN?

If a parent has a child protection concern they can follow the guide below:

1. I have a concern about my/a child's safety.
2. I can talk to the class teacher.
3. If I am still concerned I can talk to the Principal, Mr McAllister or the Designated Teacher for Child Protection Ms Ward or the Deputy Designated Teachers (Mrs Burns/Mr McVeigh.)
4. If I am still concerned I can talk or write to the Chairperson of the Board of Governors; Mrs Tarach.
5. At any time, I can write or talk to a Social Worker (02890 507000) or the Police (028 9029299) or the out of hours' duty social worker (Belfast Trust– 028 95049999)

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## THE PREVENTATIVE CURRICULUM

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

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
- Follow the curriculum for Personal and Development for Mutual Understanding or PATHS – which equips children with the skills they need to stay safe from harm and to whom they should turn for help if the need arises.

## PHYSICAL RESTRAINT

Our policy on physical restraint by staff is set out in a separate policy in accordance with guidelines from the Education Authority. 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. This is in line with the Team Teach training most staff have received from the former BELB.

## HEALTH AND SAFETY

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

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## E-SAFETY

Our policy on e-safety is set out in a separate document and is informed by DE guidance (DE Circulars 2007/01, 2011/22, 2013/25, 2016/27). It acknowledges the opportunities for learning as well as the risks attached to the Internet and Digital Technologies. Specifically, it addresses safeguarding issues that might arise in the use of the Internet and Digital Technologies, incorporating Internet Safety & eSafety.

## DRUG POLICY

Our policy on medication is set out in a separate document. It addresses safeguarding issues that might arise in the administration of medication.

## INTIMATE CARE

The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. Our policy on Intimate care reflects the consideration we give to safeguarding our children and staff in the event of cleaning up or changing a child after they have soiled themselves, or changing wet clothes.

P1 & P2 / Children with special needs - It may be necessary for staff to do things of a personal nature for these children in their care. Children may be upset and need to be comforted with a hug. They may have a toileting accident and need to be cleaned or have their clothes changed. To fail to do these things for a young child would be negligent.

In order to safeguard the child and protect the adult, the following code of conduct will be adhered to at all times:

- Children will be encouraged to adjust clothing, etc. themselves after using the toilet
- When taking a child to the toilet, the adult will inform another member of staff & be accompanied by another adult

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- Children who wet their clothes as the result of a toileting accident will be given clean replacements and encouraged to change themselves as much as possible, by the adult talking them through each step of the procedure. Older children will be given clean replacements and will change themselves without any adult present.
- If a child soils themselves, their previously given contacts will be telephoned in the order given, to request that they are changed by a parent or another adult who has the parent's consent to clean and change the child. Parents may have given consent for the teacher or Classroom Assistant to do so.
- Older children will be given clean replacements and will clean and change themselves without any adult present.
- If a younger child consents to being cleaned this will be carried out by the Designated teacher, who will be accompanied by a C.A. or the child's class teacher. This will take place in the appropriate toilet area and no other children will be allowed access to this area during this time.
- After any child who has been soiled is changed, a parent will then be requested to collect the child so they can be properly cleaned at home. On many occasions this is a clear sign of an illness.
- In all toileting accidents, the school will inform the child's parent/s by a telephone call or 'Intimate Care' note
- If the child has regular toileting accidents this will be discussed with the child's parents and medical or Child Protection specialists if necessary.

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## REVIEWING OUR CHILD PROTECTION POLICY

The safeguarding team at Holy Rosary Primary School will review this policy annually, or in the event of a change in legislation, or following an incident when the policy will be evaluated as to its effectiveness. Any necessary changes will be made in light of any lessons learnt.

## SECURITY / CODE OF CONDUCT FOR VISITORS

The school has set in place the following procedures to help with Child Protection: -

- Restricted entrance to school during school hours
- All visitors to report to reception where visitor's badges will be distributed
- Vetting of all volunteers
- Any adults who come into contact with children will be subject to background checks

The school has drawn up an Agreed Practice for Child Protection

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## CHILD PROTECTION IS EVERYONE'S BUSINESS

### Agreed Practice

Designated Teacher

Ms Ward

If absent, Deputy Designated Teacher(s)

Mrs Burns, Mr McVeigh

### CHILD EXPRESSES CONCERN OR TEACHER HAS A CONCERN

1. Teacher **does not** investigate.
2. Teacher reports issue to designated teacher – makes written report using CPCF, which is kept and updated by D.T.
3. Designated teacher reports to Principal / D.D.T. to plan action to be taken – update written report.
4. Designated teacher refers to
  - CCMS Senior Management Officer
  - E.A. Designated Officer
  - Social Services

If the issue concerns the Designated Teacher, go to the Principal. If the issue concerns the Principal go to the Designated Teacher.

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## LINKS WITH OUTSIDE AGENCIES

Contact and co-operation between the school and outside agencies has been established in the interests of both the children and their parents.

Holy Rosary Primary School has on-going links with:

- EWO
- Health visitors
- School Nurse
- School Psychologist
- Social Services
- LORAG Family Support Hub
- New Life Counselling Services
- NSPCC
- Outreach Support Services
- Business in the Community
- Other schools

### Useful Telephone Numbers

- Child line 08001111
- NSPCC 0800 8005000
- Useful website [www.deni.gov.uk](http://www.deni.gov.uk)

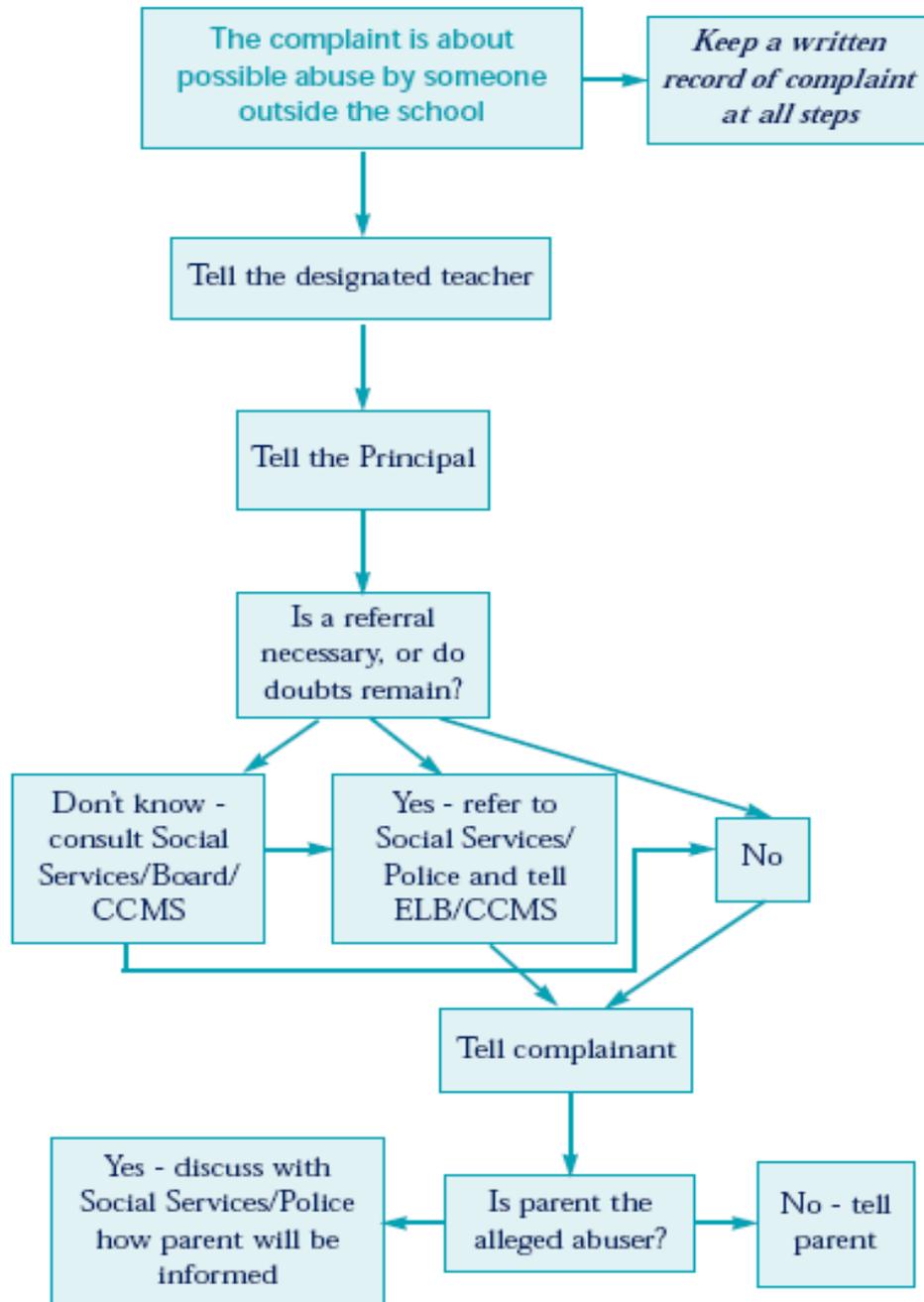
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# Appendix 1

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



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## Appendix 2 CPCF

Child Protection Concern Form To be used when referring child to attention of D.T.

Name of Child \_\_\_\_\_ D.O.B. \_\_\_\_\_ Class \_\_\_\_\_

Details of concerns:

Agreed action:

Signatures: \_\_\_\_\_ (Staff member) Date/Time: \_\_\_\_\_

\_\_\_\_\_ (Designated Teacher) Date/Time: \_\_\_\_\_

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**CPCF Update**

**Name of Child:** \_\_\_\_\_ **D.O.B.** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Date / Time	With Whom	Details (including agreed actions )	Signature(s)

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## Appendix 3 KEY AGENCY CONTACTS

### CPSS within the Education Authority Regions

02895 985590

### Police Service of Northern Ireland

Police Exchange 028 90650222

### Police Child Abuse Investigation Unit

Central Referral Unit – 028 9029299

The Child Abuse Investigation Unit works closely with Social Services to investigate all incidents of child abuse.

### Social Services – Gateway Services / Child Protection

Belfast Health and Social Care Trust - 028 90507000 - office hours (9.00am – 5:00pm)

### **OUT OF HOURS EMERGENCY DUTY TEAM - 028 9504 9999**

Gateway Social Services has 2 Referral & Initial Assessment Teams

*All phone referrals* for all categories of abuse or for a *child in need* go to the Duty Social Worker

Followed-up with completed UNOCINI referral form **within 24 hours** of the initial telephone referral to Social Services Gateway Team. This will be done in an envelope marked **CONFIDENTIAL – CHILD PROTECTION** and addressed to the Senior Social Worker, Gateway Services, 110 Saintfield Road, BELFAST. BT8 6HD

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NSPCC (Child Protection Helpline)

24 hours call free 0800 800500

NI Childline

PO Box 1111

BELFAST

BT1 7DZ

Telephone: 028 90327773

Linkline: 0800 212888

CCMS Designated Officer

Down & Connor Diocesan Education Office

Linenhall Street, Lisburn

Telephone: 028 92013014

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# Safeguarding Children at the Swimming Pool.

## Guidelines - Attending the Swimming Pool.

- \_ Pupils attending the swimming pool for lessons will be accompanied by two adults. One will be a teacher and the other will be a member of school staff or a volunteer helper, vetted through Access NI.
- \_ Pupils are responsible for good behaviour while they are attending swimming just as they are in the classroom. Any bad behaviour will be considered seriously by the school and may result in a child being suspended from swimming lessons, pending a meeting with his/her parents.
- \_ Children will be brought to the designated changing areas (i.e. boys and girls).
- \_ In case of an emergency a supervisor will remain outside the door of the designated changing areas, ensuring they are adequately supervised.
- \_ Children should change quickly, remembering that they are responsible for their own belongings.
- \_ Children should respect the property of others and that of the PEC.
- \_ Children should respect members of the public. However, they should not engage in any conversation with strangers.
- \_ Children should listen carefully and follow instructions given by teachers and instructors.
- \_ Children should seek permission from the teacher before leaving the poolside and/or going to the toilets.
- \_ After the lesson children should use the showers in the designated changing areas.
- \_ At no time should there be fewer than three children in a designated changing area.
- \_ If anything makes a child feel uncomfortable they should report it to the teacher or his/her parents.

A copy of these guidelines will be given to children and parents prior to swimming lessons commencing. Parents have a responsibility to report any illness or skin complaint a child has to school staff. Parents should also make children aware of hygiene procedures to be followed before entering the water.

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