# Safeguarding and Child Protection Policy



St. Jarlath’s PS

89, Charlemont Road

Blackwatertown

(Ratified by Board of Governors – 19/10/2023)

Signed:

B.Kelly (Chairperson)

**School Vision**

In St. Jarlath’s P.S. we aim to give all the children in our care wide experiences appropriate to their age and ability. We try to develop in our pupils a pride in their own self worth and recognition of the value of other people, regardless of social, religious, academic or cultural background. As a Catholic school we aim to promote the dignity, self-esteem and full development of each pupil in an environment which promotes inclusion and is welcoming to all faiths. We expect our pupils to work hard to achieve our aims and for parents to assist us in carrying out our responsibilities in a mutually supportive, respectful and caring environment.

Our school mission statement , “Finding success in every child” is something which everyone who works in our school strives for each day. As a Catholic school we seek to find the good in each child. We aim to provide high quality teaching and learning experiences for our pupils. This is brought about by effective leadership on behalf of all staff members. As a school we seek to make links with our school community at every level possible in order to widen pupil experiences.

**Mission statement:**

*Finding success in every child*

We in St. Jarlath’s Primary School have a responsibility for the Pastoral Care, general welfare and safety of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All staff, teaching and non-teaching should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action, which is required where abuse or neglect of a child is suspected and outlines referral procedures within our school

# Key Principles of Safe Guarding and Child Protection

The general principles, which underpin our work, are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (Northern Ireland) Order 1995, “Co-operating to safeguard children and young people in Northern Ireland” (DHSSPSNI, 2017), the Department of Education (Northern Ireland) guidance “Safeguarding and Child Protection in Schools” Circular 2017/04 (amended September 2019; updated June 2020) and the SBNI Core Child Protection Policy and Procedures (2017).

The following principles form the basis of our Child Protection Policy.

* It is a child’s right to feel safe at all times, to be heard, listened to and taken seriously.
* We have a pastoral responsibility towards the children in our care and should take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.
* In any incident the child’s welfare must be paramount, this overrides all other considerations.
* A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict the child’s interest must always come first.
* Parents are supported to exercise parental responsibility and families helped stay together;
* Partnership;
* Responses should be proportionate to the circumstances;
* Evidence based and informed decision making.

Effective safeguarding activity will:

* Promote the welfare for the child and young person
* Prevent harm occurring through early identification of risk and appropriate, timely intervention: and
* Protect children and young people from harm when this is required

The welfare of children and young people must be promoted and they must be given every opportunity to develop to their full potential, free from harm through abuse, exploitation, and neglect. (Co-operating to Safeguard chn and young people in NI, 2016:5-6)

**Other Relevant Policies**

The school has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other school policies including:

* Positive Behaviour Policy
* Anti-Bullying
* Safe Handling and Use of Reasonable Force
* Special Educational Needs
* Educational Visits
* First Aid and the Administration of Medicines
* Health and Safety Policy
* Relationships and Sexuality Policy (RSE)
* ICT and E Safety
* Intimate Care
* Drugs and Substance Misuse Policy
* Pastoral care
* Staff Code of Conduct
* Whistleblowing
* Positive behaviour
* Attendance
* Handling Complaints
* Use of mobile phones

**These policies are available to parents and any parent requiring a copy should contact the School Principal or visit the school website at** [**www.stjarlathsps.com**](http://www.stjarlathsps.com)

Use of reasonable force policy

Staff guidelines on use of reasonable force by staff are 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 the child, to another person or to school property.

Anti-Bullying

Our Anti-Bullying Policy is set out as a separate Policy and we acknowledge that to allow or condone bullying may lead to consideration under Child Protection procedures.

**The Addressing Bullying in Schools Act (NI) 2016**

The new provisions introduced by this Act became law on 1st September 2021.

Section 2 of the Act will require that the BoG of the school determine the anti-bullying measures pursued at the school, ensure these are properly implemented and are reviewed at intervals of no more than four years.

Section 3 of the Act will place a statutory duty on Boards of Governors of a grant-aided school to ensure that a record is kept of all incidents of bullying behaviours or alleged bullying behaviours involving a registered pupil at the school that occur:

(a) on the premises of the school during the school day;

(b) while travelling to or from the school during the school term;

(c) while the pupil is in the lawful control or charge of a member of the staff of the school; or

(d) while the pupil is receiving educational provision arranged on behalf of the school and provided elsewhere than on the premises of the school.

Online safety

Our ICT Policy is set out in a separate document. It includes acceptable use of the Internet and is informed by DE guidance (DE Circular 2007/01, 2011/22 and 2016/27). It acknowledges the opportunities for learning as well as the risks attached to the Internet and digital technologies.

In school, we take the following precautions:

* all computer systems are protected by username and password
* access to the Internet is passed through a filtering system that blocks inappropriate websites
* e-safety education is provided to pupils across the curriculum to help them understand what safe and responsible online behaviour means and how to report any concerns they may have.
* All pupils and staff have signed acceptable use of the internet, school based technology and personal mobile technology as appropriate.

Grooming and images of child abuse

If school staff, parents or pupils suspect or are made aware of any of the following illegal acts, the matter must be reported to the Designated Teacher immediately:

* a child enticed or coerced to engage in sexually explicit conduct on- line
* importing or transporting obscenity using telecommunications public networks
* knowingly receiving images of child abuse whether via the Internet or other digital device (such as mobile phone); these include images which appear to be photographs, whether made by computer graphics or otherwise.

Educational Visits

Our Policy on Educational Visits is informed by the Interim Guidance, Educational Visits Best Practice 2017 document which provides guidance in planning and carrying out educational visits in accordance with Health and Safety and Child Protection requirements.

Intimate Care

Our Policy on Intimate Care is adapted from the regional Intimate Care Policy and Guidelines Regarding Children (ACPC).

Code of Conduct

Our Policy on Conduct of staff outlines the guidelines for employees in relation to child protection and their position as role models. (Safeguarding and Child Protection in Schools, 2017)

Cyberbullying

Cyberbullying can be defined as using IT, particularly mobile phones and the Internet, to upset someone else. School staff, parents and pupils aim to work together to prevent such behaviour and to act appropriately and effectively when it occurs.

Deliberate abuses which happen outside school, but which impinge upon or affect school pupils and staff, will be dealt with through appropriate disciplinary and, where appropriate, external agency action.

# School Safeguarding Team

The following are members of the schools Safeguarding Team

* Principal – Mrs. Jacqueline Loughran
* Designated Teacher – Mrs Roisin Fearon
* Deputy Designated Teacher - Mr Conor McGinn
* Designated Governor for Child Protection – Mrs. Lisheen Webb
* Chair of the Board of Governors – Mr. Barry Kelly

**Roles And Responsibilities**

**Board of Governors must ensure that:**

* A Designated Governor for Child Protection is appointed
* A Designated and Deputy Designated Teacher are appointed in their schools.

* They have a full understanding of the roles of the Designated and Deputy Designated Teachers for Child Protection.
* Safeguarding and child protection training is given to all staff and governors including refresher training.
* Relevant safeguarding information and guidance is disseminated to all staff and governors with the opportunity to discuss requirements and impact on roles and responsibilities.
* The school has a Safeguarding & Child Protection Policy which is reviewed annually, and parents and pupils receive a copy of the child protection policy and complaints procedure every two years.
* The school has an Anti-Bullying Policy which is reviewed at intervals of no more than four years and maintains a record of all incidents of bullying or alleged bullying. See the Addressing Bullying in Schools Act (NI) 2016.
* The school ensures that other safeguarding policies are reviewed at least every 3 years or as specified in relevant guidance.
* There is a code of conduct for all adults working in the school.

* All school staff and volunteers are recruited and vetted, in line with DE Circular 2012/19.
* They receive a full annual report on all child protection matters (It is best practice that they receive a termly report of child protection activities). This report should include details of the preventative curriculum and any initiatives or awareness raising undertaken within the school, including training for staff.
* The school maintains the following child protection records in line with DE Circulars 2015/13 Dealing with Allegations of Abuse Against a Member of Staff and 2020/07 Child Protection: Record Keeping in Schools: Safeguarding and child protection concerns; disclosures of abuse; allegations against staff and actions taken to investigate and deal with outcomes; staff induction and training.

**Chair of Board of Governors**

The Chairperson of the BoG plays a pivotal role in creating and maintaining the safeguarding ethos within the school environment.

In the event of a safeguarding or child protection complaint being made against the Principal, it is the Chairperson who normally assume lead responsibility for managing the complaint/allegation in keeping with guidance issued by the Department (and relevant guidance from other Departments when it comes to other early years settings), employing authorities, and the school’s own policies and procedures.

The Chairperson is responsible for ensuring that child protection records are kept and for signing and dating annually the *School’s Record of Child Abuse Complaints* against staff members even if there have been no entries.

**Designated Governor for Child Protection**

The BoG delegates a specific member of the governing body to take the lead in safeguarding and child protection issues to advise the governors on:

* The role of the designated teachers;
* The content of child protection policies;
* The content of a code of conduct for adults within the school;
* The content of the termly updates and full Annual Designated Teacher Report;
* Recruitment, selection, vetting and induction of staff.

**Designated Teacher for Child Protection**

Every school is required to have a DT and DDT with responsibility for child protection. These are highly skilled roles developed and supported through a structured training programme, requiring knowledge and professional judgement on complex and emotive issues. The role involves:

* The induction and training of all school staff including support staff.
* Being available to discuss safeguarding or child protection concerns of any member of staff.
* Having responsibility for record keeping of all child protection concerns.
* Maintaining a current awareness of early intervention supports and other local services eg Family Support Hubs.
* Making referrals to Social Services or PSNI where appropriate.
* Liaison with the EA Designated Officers for Child Protection.
* Keeping the school Principal informed.
* Taking the lead responsibility for the development of the school’s child protection policy.
* The promotion of a safeguarding and child protection ethos in the school.
* Compiling written reports to the BoG regarding child protection

**Deputy Designated Teacher for Child Protection**

The role of the DDT is to work co-operatively with the DT in fulfilling his/her responsibilities.

It is important that the DDT works in partnership with the DT so that he/she develops sufficient knowledge and experience to undertake the duties of the DT when required. DDTs are also provided with the same specialist training by CPSS to help them in their role.

**The School Principal**

The Principal, as the Secretary to the BoG, will assist the BoG to fulfil its safeguarding and child protection duties, keeping them informed of any changes to guidance, procedure or legislation relating to safeguarding and child protection, ensuring any circulars and guidance from DE are shared promptly, and termly inclusion of child protection activities on the BoG meeting agenda. In addition, the Principal takes the lead in managing child protection concerns relating to staff.

The Principal has delegated responsibility for establishing and managing the safeguarding and child protection systems within the school. This includes the appointment and management of suitable staff to the key roles of DT and DDT Designated Teacher posts and ensuring that new staff and volunteers have safeguarding and child protection awareness sessions as part of an induction programme.

It is essential that there is protected time and support to allow the DTs to carry out this important role effectively and that DTs are selected based on knowledge and skills required to fulfil the role.

The Principal ensures that parents and pupils receive a copy, or summary, of the Child Protection Policy at intake and, at a minimum, every two years. A full copy of the policy is available at the school office on request.

**Other Members of School Staff**

Staff in school see children over long periods and can notice physical, behavioural and emotional indicators and hear allegations of abuse.

They should remember the 5 Rs: *Receive, Reassure, Respond, Record* and *Refer*

* Members of staff **must** refer concerns or disclosures initially to the Designated Teacher for Child Protection or to the Deputy Designated Teacher if he/she is not available.
* Class teachers should complete the Note of Concern (**See Appendix 1)** if there are safeguarding concerns such as: poor attendance and punctuality, poor presentation, changed or unusual behaviour including self-harm and suicidal thoughts, deterioration in educational progress, discussions with parents about concerns relating to their child, concerns about pupil abuse or serious bullying and concerns about home circumstances including disclosures of domestic abuse.
* **Staff should not** give children a guarantee of total confidentiality regarding their disclosures, **should not** investigate nor should they ask leading questions. Rather, they should re-assure the child, thanks them for trusting the adult enough to share the information and explain what will happen next (they will talk to the person in school who knows how to help in these kind of situations).

**Support Staff**

* If any member of the support staff has concerns about a child or staff member they should report these concerns to the Designated Teacher or Deputy Designated Teacherif he/she is not available. A written record of the concerns will be made, and any further necessary action will be taken.

**Parents**

**The primary responsibility for safeguarding and protection of children rests with parents who should feel confident about raising any concerns they have in relation to their child.**

* Parents can play their part in safeguarding by informing the school:
  + Where the child has a medical condition or educational need.
  + Where there are any Court Orders relating to the safety or wellbeing of a parent or child.
  + Where there is any change in a child’s circumstances for example - change of address, change of contact details, change of name, change of parental responsibility.
  + Where there are any changes to arrangements about who brings their child to and from school.

* + If their child is absent and should send in a note on the child’s return to school. This assures the school that the parent/carer knows about the absence. More information on parental responsibility can be found on the EA website at: [www.eani.org.uk/schools/safeguarding-and-child-protection](http://www.eani.org.uk/schools/safeguarding-and-child-protection)

**It is essential that the school has up to date contact details for the parent/carer.**

# 4. What Is Child Abuse?

# Definition of Harm

(*Co-operating to Safeguard Children and young People in Northern Ireland August 2017*)

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.

Although the harm from the abuse might take a long time to be recognisable in the child or young person, professionals may be in a position to observe its indicators earlier, for example, in the way that a parent interacts with their child. Effective and ongoing information sharing is key between professionals.

**Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm**.

Harm can be caused by:

**Sexual abuse**

**Emotional abuse**

**Physical abuse**

**Neglect**

**Exploitation**

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

**EMOTIONAL ABUSE** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child’s emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or ‘making fun’ of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child’s peers.

**PHYSICAL ABUSE** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

**NEGLECT** is the failure to provide for a child’s basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child’s health or development. Children who are neglected often also suffer from other types of abuse.

**EXPLOITATION** is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, and engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Although ‘exploitation’ is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the exploitation of children and young people can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse.

**DOMESTIC VIOLENCE**

[coercive control](https://youtu.be/DmbTqFH4x0w%20-) – as the  Domestic Abuse and Civil Proceedings Act (Northern Ireland) 2021 criminalises coercive and controlling behaviour for the first time in NI.

Domestic Violence is- ‘threatening, controlling, coercive behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender or sexual orientation) by a current or former intimate partner or family member’

It is now recognised that children who live in an atmosphere of domestic violence may be at risk.

**OPERATION ENCOMPASS-launched Sept 2022**

Operation Encompass focuses on the routine sharing of information relating to domestic violence or abuse in line with the Domestic Abuse Information-Sharing with Schools etc. Regulations (NI) 2022. If police attend an incident of domestic violence where a child is present, they will contact the child’s school as early as possible the next day to share information with the school’s designated teacher. The aim is to help schools provide timely support to child victims of domestic violence and it is being introduced on a phased basis across NI during the 2022/23 academic year. South Eastern and Southern Health & Social Care Trusts will launch in September 2022; Northern and Western Health & Social Care Trust will launch in February 2023; and Belfast Health & Social Care Trust will launch in May 2023. CPSS will contact schools in advance of the launch date to support them in preparing for implementation. Police will only give schools the information that will enable them to provide the necessary pastoral care and support to the child. The type of information that would be received may include the timing of the incident; the child or children involved and where the incident took place if relevant; who was involved in the incident, their relationship to the child and where appropriate, the level of the incident (offence type, injuries etc); and whether the child would have been present, in the vicinity or a witness to the incident.

Further information is available from CPSS at Operation Encompass. Schools will receive training in advance of the launch as well as practical support including implementation checklists; sample child protection policies; guidance on record keeping including a sample DPIA; template letters and posters which can all be accessed using the above link.

More information is available at: Domestic abuse. You can also contact the 24 hour domestic and sexual abuse helpline on: Phone: 0808 802 1414 (Freephone) Email: 24hrsupport@dvhelpline.org Text: ‘support’ to 077 9780 5839

Children/young people seeking advice should contact the Childline Free Helpline at 0800 1111.

Organisations that can offer advice and support: B Women’s Aid Federation Northern Ireland Women’s Aid Federation Northern Ireland - 028 9024 9041

Men’s Advisory Project (MAP) MAP NI - 028 9024 1929 B

Men to Men 028 9024 7027

Mens Aid NI Men’s Aid - 077 0385 8130 B

Cara Friend Cara Friend - 028 9032 2023

Rainbow Project Rainbow Project - 028 9031 9030

Other useful numbers: Rape Crisis and Sexual Abuse Centre - 028 9032 9002

Nexus - 028 9032 6803

Victim Support - 028 9024 3133

Disability Action - 028 9029 7880

Law Society (Legal and Local Solicitor Advice) - 028 9023 1614

Parents Helpline - 0808 8010 722

**Specific Types of Abuse**

In addition to the types of abuse described above there are also some specific types of abuse that we in St Jarlath’s PS are aware of and have therefore included them in our policy.  Please see **Appendix 2**

**Children with Increased Vulnerabilities**

Some children have increased risk of abuse due to specific vulnerabilities such as disability, lack of fluency in English or sexual orientation. We have included information about children with increased vulnerabilities in our policy.  Please see **Appendix 3**

**Signs and Symptoms of Abuse**

The definition of signs and symptoms of abuse from the SBNI Regional Core Policies and Procedures guidance**.   See Appendix 4**

**5. Responding to Safeguarding and Child Protection Concerns**

Safeguarding is more than child protection. Safeguarding begins with promotion and preventative activity which enables children and young people to grow up safely and securely in circumstances where their development and wellbeing is not adversely affected. It includes support to families and early intervention to meet the needs of children and continues through to child protection. Child protection refers specifically to the activity that is undertaken to protect individual children or young people who are suffering, or are likely to suffer significant harm[[1]](#footnote-1).

**How a Parent Can Raise a Concern**

In St Jarlath’s PSwe aim to work closely with parents/guardians in supporting all aspects of their child’s development and well-being. Any concerns a parent may have will be taken seriously and dealt with in a professional manner.

If a parent has a concern they can talk to the Class Teacher,the Designated or Deputy Designated Teacher for child protection or the Principal.

If they are still concerned they may talk to the Chair of the Board of Governors.

At any time a parent may talk to a social worker in the local Gateway team or to the PSNI Central Referral Unit. Details of who to contact are shown in the flowchart in [**Appendix 5**](#appendix3)

**Where School Has Concerns or Has Been Given Information about Possible Abuse by Someone Other Than a Member of Staff**

In St Jarlath’s PS if a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff will complete a Note of Concern (see [**Appendix 6**](#appendix6)) and act promptly. **They will not investigate** - this is a matter for Social Services - but will discuss these concerns with the Designated Teacher or with the Deputy Designated Teacher if he/she is not available.

The Designated Teacher will consult with the Principal or other relevant staff always taking care to avoid due delay. If required, advice may be sought from the Education Authority Designated Officer for Child Protection. The Designated Teacher may also seek clarification from the child or young person, their parent/carer.

If a child protection referral is not required the school may consider other options including monitoring, signposting or referring to other support agencies e.g. Family Support Hub with parental consent and, where appropriate, with the child/young person’s consent.

If a child protection referral is required the Designated Teacher will seek consent from the parent/carer and/or the child {if they are competent to give this} unless this would place the child at risk of significant harm.

The Designated Teacher will phone the Gateway team and/or the PSNI and will submit a completed UNOCINI referral form (Understanding the Needs of Children In Northern Ireland).

Where appropriate the source of the concern will be informed of the action taken.

For further detail please see [**Appendix 7**](#appendix4)

**Where a Complaint Has Been Made about Possible Abuse by a Member of the School’s Staff or a Volunteer**

When a complaint about possible child abuse is made against a member of staff the Principal (or the Designated Teacher if the Principal is not available) must be informed immediately. If the complaint is against the Principal then the Designated Teacher should be informed and he/she will inform the Chairperson of the Board of Governors who will consider what action is required in consultation with the employing authority. The procedure as outlined in [**Appendix 5**](#appendix5) will be followed.

**6. CONSENT**

Prior to making a referral to Social Services the consent of the parent/carers and/or the young person (if they are competent to give this) will normally be sought. The exception to this is where to seek such consent would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.

In circumstances where the consent of the parent/carer and/or the young person has been sought and is withheld we will consider and where possible respect their wishes. However, our primary consideration must be the safety and welfare of the child and we will make a referral in cases where consent is withheld if we believe on the basis of the information available that it is in the best interests of the child/young person to do so.

**7. Confidentiality and Information Sharing**

Information given to members of staff about possible child abuse cannot be held “in confidence”. In the interests of the child, staff have a responsibility to share relevant information about the protection of children with other professionals particularly the investigative agencies. In keeping with the principle of confidentiality, the sharing of information with school staff will be on a ‘need to know’ basis.

Where there have been, or are current, child protection concerns about a pupil who transfers to another school we will consider what information should be shared with the Designated Teacher in the receiving school – in line with Department of Education guidance

Where it is necessary to safeguard children information will be shared with other statutory agencies in accordance with the requirements of this policy, the school data protection policy and the General Data Protection Regulations (GDPR).

**Record Keeping**

In accordance with DE guidance we must consider and develop clear guidelines for the recording, storage, retention and destruction of both manual and electronic records where they relate to child protection concerns.

# In order to meet these requirements all child protection records, information and confidential notes concerning pupils in our school are stored securely and only the Designated Teacher/Deputy Designated Teacher and Principal have access to them. In accordance with DE guidance on the disposal of child protection records these records will be stored from child’s date of birth plus 30 years.

If information is held electronically, whether on a PC, a laptop or on a portable memory device, all must be encrypted and appropriately password protected.

These notes or records should be factual, objective and include what was seen, said, heard or reported. They should include details of the place and time and who was present and should be given to the Designated/Deputy Designated Teacher. The person who reports the incident must treat the matter in confidence.

**7 Safe recruitment procedures**

Vetting checks are a key preventative measure in preventing unsuitable individuals’ access to children and vulnerable adults through the education system and schools must ensure that all persons on school property are vetted, inducted and supervised as appropriate. All staff paid or unpaid who are appointed to positions in St Jarlath’s PS are vetted/supervised in accordance with relevant legislation and Departmental guidance.

**8 Code of Conduct for all staff - paid or unpaid**

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust and that their behaviour towards the child and young people in their charge must be above reproach. All members of staff are expected to comply with the school’s Code of Conduct for Employees and Volunteerswhich has been approved by the Board of Governors.

See **Appendix 8** for a sample staff Code of Conduct

**9. The Preventative Curriculum**

The statutory personal development curriculum requires schools to give specific attention to pupils’ emotional wellbeing, health and safety, relationships, and the development of a moral thinking and value system. The curriculum also offers a medium to explore sensitive issues with children and young people in an age‑appropriate way which helps them to develop appropriate protective behaviours. (2017/04).

Throughout the school year child protection issues are addressed through class assemblies and there is a permanent child protection notice board in the main corridor and relevant information in each resource area, which provides advice and displays child helpline numbers. A flow diagram of how a parent may make a complaint is also on display. A flow diagram for a teacher allegation is in the staff room.

Other initiatives which address child protection and safety issues:

Grow in Love Series, The PATHS Programme, Childnet E-Safety Programme (P.1 –P.7) P.D (Personal Development), Circle Time, Internet Safety Information Events, Bee Safe programme – (P.7) provided by P.S.N.I. and HPA; School Council Initiatives, Anti-Bullying Week Activities, Cycling Proficiency Scheme, Fire Service Visit, Healthy Eating Schemes provided by Tescos and the Dairy Council.

**Attendance at Child Protection Case Conferences and Core Group Meetings**

The Designated Teacher/Deputy Designated Teacher or Principal may be invited to attend an initial and review Child Protection Case Conferences and/or core group meetings convened by the Health & Social Care Trust. They will provide a written report which will be compiled following consultation with relevant staff. Feedback will be given to staff under the ‘need to know ’principle on a case-by-case basis. Children whose names are on the Child Protection register will be monitored and supported in accordance with the child protection plan.

**Staff Training**

St. Jarlath’s Primary School is committed to in-service training for its entire staff. Each member of staff will receive general training on Policy and procedures with some members of staff receiving more specialist training in line with their roles and responsibilities. All staff will receive basic child protection awareness training every two years. The Principal/Designated Teacher/Deputy Designated Teacher, Chair of the Board of Governors and Designated Governor for Child Protection will also attend relevant child protection training courses provided by the Child Protection Support service for Schools.

###### When new staff or volunteers start at the school they are briefed on the school’s Child Protection Policy and Code of Conduct and given copies of these policies.

**10 Monitoring and evaluation**

This policy will be reviewed annually by the Safeguarding Team and approved by the Board of Governors for dissemination to parents, pupils and staff. It will be implemented through the schools staff induction and training programme and as part of day to day practice. Compliance with the policy will be monitored on an on-going basis by the Designated Teacher for Child Protection and periodically by the Schools Safeguarding Team. The Board of Governors will also monitor child protection activity and the implementation of the Safeguarding and Child Protection policy on a regular basis through the provision of reports from the Designated Teacher.

|  |  |
| --- | --- |
| **Date Policy Reviewed:** | **01/09/2021** |
| **Signed:** | **Designated Teacher** |
| **Signed:** | **Principal** |
| **Signed:** | **Chair of Board of Governors** |

**Appendix 1**

**CONFIDENTIAL**

**NOTE OF CONCERN**

**Child Protection Record - Report to Designated Teacher**

|  |
| --- |
| Name of Pupil: |
| Year Group: |
| Date, Time of Incident/Disclosure: |
| Circumstances of Incident/Disclosure: |
| Nature And Description Of Concern: |
| Parties involved, including any witnesses to an event and what was said or done and by whom: |
| Action Taken At The Time: |
| Details Of Any Advice Sought, From Whom And When: |
| Any Further Action Taken: |

|  |
| --- |
| Written Report Passed To Designated Teacher: Yes: No:  If ‘No’ state reason: |
| Date And Time Of Report To The Designated Teacher: |
| Written Note From Staff Member Placed On Pupil’s Child Protection File  Yes No  If ‘No’ state reason: |

**Name of Staff Member Making the Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**

**Signature of Designated Teacher: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**APPENDIX 2 Specific Types of Abuse**

**Grooming** of a child or young person is always abusive and/or exploitative. It often involves perpetrator(s) gaining the trust of the child or young person or, in some cases, the trust of the family, friends or community, and/or making an emotional connection with the victim in order to facilitate abuse before the abuse begins. This may involve providing money, gifts, drugs and/or alcohol or more basic needs such as food, accommodation or clothing to develop the child’s/young person’s loyalty to and dependence upon the person(s) doing the grooming. The person(s) carrying out the abuse may differ from those involved in grooming which led to it, although this is not always the case. Grooming is often associated with Child Sexual Exploitation (CSE) but can be a precursor to other forms of abuse. Grooming may occur face to face, online and/or through social media, the latter making it more difficult to detect and identify.

Adults may misuse online settings e.g. chat rooms, social and gaming environments and other forms of digital communications, to try and establish contact with children and young people or to share information with other perpetrators, which creates a particular problem because this can occur in real time and there is no permanent record of the interaction or discussion held or information shared. Those working or volunteering with children or young people should be alert to signs that may indicate grooming, and take early action in line with their child protection and safeguarding policies and procedures to enable preventative action to be taken, if possible, before harm occurs. Practitioners should be aware that those involved in grooming may themselves be children or young people, and be acting under the coercion or influence of adults. Such young people must be considered victims of those holding power over them. Careful consideration should always be given to any punitive approach or ‘criminalising’ young people who may, themselves, still be victims and/or acting under duress, control, threat, the fear of, or actual violence. In consultation with the PSNI and where necessary the PPS, HSC professionals must consider whether children used to groom others should be considered a child in need or requiring protection from significant harm

If the staff in St Jarlath’s PS become aware of signs that may indicate grooming they will take early action and follow the school’s child protection policies and procedures. The HSCT and PSNI should be involved as early as possible to ensure any evidence that may assist prosecution is not lost and to enable a disruption plan to reduce the victim’s contact with the perpetrator(s) and reduce the perpetrator(s) control over the victim to be put in place without delay.

**Child Sexual Exploitation** (CSE) is a form of child sexual abuse. It occurs where 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. (Co-operating to Safeguard Children and Young People in NI. DHSSPS version 2.0 2017).

Any child under the age of eighteen, male or female, can be a victim of CSE. Although younger children can experience CSE, the average age at which concerns are first identified is 12-15 years of age. Sixteen and seventeen year olds, although legally able to consent to sexual activity can also be sexually exploited.

CSE can be perpetrated by adults or by young people’s peers, on an individual or group basis, or a combination of both, and can be perpetrated by females as well as males. While children in care are known to experience disproportionate risk of CSE, **the majority of CSE victims are living at home**.

**Statutory Responsibilities**

CSE is a form of child abuse and, as such, any member of staff suspecting that CSE is occurring will follow the school’s child protection policy and procedures, including reporting to the appropriate agencies.

**Domestic and Sexual Violence and Abuse**

The Stopping Domestic and Sexual Violence and Abuse in Northern Ireland: A Seven Year Strategy (2016) defines domestic and sexual violence and abuse as follows:-

**Domestic Violence and Abuse:**

‘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.’

**Sexual Violence and Abuse**

‘any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability).’ Please note that coercive, exploitative and harmful behaviour includes taking advantage of an individual’s incapacity to give informed consent.

If it comes to the attention of school staff that Domestic Abuse, is or may be, affecting a child this will be passed on to the Designated/Deputy Designated Teacher who has an obligation to share the information with the Social Services Gateway Team.

**Female Genital Mutilation** (FGM) is a form of child abuse and violence against women and girls. FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. The procedure is also referred to as ‘cutting’, ‘female circumcision’ and ‘initiation’. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. FGM is a form of child abuse and, as such, teachers have a statutory duty to report cases, including suspicion, to the appropriate agencies, through agreed established procedures set out in our school policy. Where there is a concern that a child or young person may be at immediate risk of FGM this should be reported to the PSNI without delay. Contact can be made directly to the Sexual Referral Unit (based within the Public Protection Unit) at 028 9025 9299. Where there is a concern that a child or young person may be at risk of FGM, referral should be made to the relevant HSCT Gateway Team.

**Children Who Display Harmful Sexualised Behaviour**

Learning about sex and sexual behaviour is a normal part of a child’s development. It will help them as they grow up, and as they start to make decisions about relationships. As a school we support children and young people, through the Personal Development element of the curriculum, to develop their understanding of relationships and sexuality and the responsibilities of healthy relationships. Teachers are often therefore in a good position to consider if behaviour is within the normal continuum or otherwise.

It must also be borne in mind that sexually harmful behaviour is primarily a child protection concern. There may remain issues to be addressed through the school’s positive behaviour policy but it is important to always apply principles that remain child centred.

It is important to distinguish between different sexual behaviours - these can be defined as ‘healthy’, ‘problematic’ or ‘sexually harmful’. Healthy sexual behaviour will normally have no need for intervention, however consideration may be required as to appropriateness within a school setting. Problematic sexual behaviour requires some level of intervention, depending on the activity and level of concern. For example, a one-off incident may simply require liaising with parents on setting clear direction that the behaviour is unacceptable, explaining boundaries and providing information and education. Alternatively, if the behaviour is considered to be more serious, perhaps because there are a number of aspects of concern, advice from the EA CPSS may be required. The CPSS will advise if additional advice from PSNI or Social Services is required. We will also take guidance from DE Circular 2016/05 to address concerns about harmful sexualised behaviour displayed by children and young people.

**What is Harmful Sexualised Behaviour?**

Harmful sexualised behaviour is any behaviour of a sexual nature that takes place when:

* There is no informed consent by the victim; and/or
* The perpetrator uses threat (verbal, physical or emotional) to coerce, threaten or intimidate the victim
* Harmful sexualised behaviour can include: Using age inappropriate sexually explicit words and phrases.

* Inappropriate touching.
* Using sexual violence or threats.
* Sexual behaviour between children is also considered harmful if one of the children is much older - particularly if there is more than two years’ difference in age or if one of the children is pre-pubescent and the other is not.
* However, a younger child can abuse an older child, particularly if they have power over them - for example, if the older child is disabled.

Sexually harmful behaviour is primarily a child protection concern. There may remain issues to be addressed through the school’s positive behaviour policy but it is important to always apply principles that remain child centred.

Harmful sexualised behaviour will always require intervention and we will follow the procedures in the child protection policy and, seek support from the EA CPSS.

**E Safety/Internet Abuse**

Online safety means acting and staying safe when using digital technologies. It is wider than simply internet technology and includes electronic communication via text messages, social environments and apps, and using games consoles through any digital device. In all cases, in schools and elsewhere, it is a paramount concern.

In January 2014, the SBNI published its report ‘An exploration of e-safety messages to young people, parents and practitioners in Northern Ireland’ which identified the associated risks around online safety under four categories:

* **Content Risks**: the child or young person is exposed to harmful material.
* **Contact risks**: the child or young person participates in adult initiated online activity.
* **Conduct Risks**: the child or young person is a perpetrator or victim in peer‑to‑peer exchange.
* **Commercial Risks**: the child or young person is exposed to inappropriate commercial advertising, marketing schemes or hidden costs.

We in St Jarlath’s PS have a responsibility to ensure that there is a reduced risk of pupils accessing harmful and inappropriate digital content and will be energetic in teaching pupils how to act responsibly and keep themselves safe. As a result, pupils should have a clear understanding of online safety issues and, individually, be able to demonstrate what a positive digital footprint might look like.

The school’s actions and governance of online safety are reflected clearly in our safeguarding arrangements. Safeguarding and promoting pupils’ welfare around digital technology is the responsibility of everyone who comes into contact with the pupils in the school or on school-organised activities.

**Appendix 3**

**Children with Increased Vulnerabilities**

* **Children With a Disability**

Children and young people with disabilities (i.e. any child or young person who has a physical, sensory or learning impairment or a significant health condition) may be more vulnerable to abuse and those working with children with disabilities should be aware of any vulnerability factors associated with risk of harm, and any emerging child protection issues.

Staff must be aware that communication difficulties can be hidden or overlooked making disclosure particularly difficult. Staff and volunteers working with children with disabilities will receive training to enable them to identify and refer concerns early in order to allow preventative action to be taken.

* **Children With Limited Fluency in English**

Children whose first language is not English/Newcomer pupils should be given the opportunity to express themselves to a member of staff or other professional with appropriate language/communication skills, especially where there are concerns that abuse may have occurred. DTs and other relevant school staff should seek advice and support from the EA’s Intercultural Education Service if necessary. All schools should create an atmosphere in which pupils with special educational needs which involve communication difficulties, or pupils for whom English is not their first language, feel confident to discuss these issues or other matters that may be worrying them.

* **Gender Identity Issues and Sexual Orientation**

Schools should strive to provide a happy environment where all young people feel safe and secure. All pupils have the right to learn in a safe and secure environment, to be treated with respect and dignity, and not to be treated any less favourably due to their actual or perceived sexual orientation. DE requires all grant-aided schools to develop their own policy on how they will address Relationships and Sexuality Education (RSE) within the curriculum. It is via this policy that schools are expected to cover issues relating to relationships and sexuality, including those affecting LGB&T children and young people. **https://www.eani.org.uk/school-management/policies-and-guidance/supporting-transgender-young-people**

**School Trips and Educational Visits**

Our duty to safeguard and promote the welfare of children and young people also includes periods when they are in our care outside of the school setting. We will follow DE and EA guidance on educational visits and school trips to ensure our current safeguarding policies are adhered to and that appropriate staffing levels are in place.

**APPENDIX 4 Signs and Symptoms of Child Abuse**

This section contains information for all professionals working with children and families and is not an exhaustive list. The following pages provide guidance only and should not be used as a checklist.

2.1 **The first indication that a child is being abused may not necessarily be the presence of a severe injury. Concerns may become apparent in a number of ways e.g.**

* by bruises or marks on a child's body
* by remarks made by a child, his parents or friends
* by overhearing conversation by the child, or his parents
* by observing that the child is either being made a scapegoat by or has a poor relationship/bond with his parents.
* by a child having sexual knowledge or exhibiting sexualised behaviour which is unusual given his age and/or level of understanding.
* by a child not thriving or developing at a rate which one would expect for his age and stage of development.
* by the observation of a child's behaviour and changes in his behaviour.
* by indications that the family is under stress and needs support in caring for their children.
* by repeat visits to a general practitioner or hospital.

2.2 There may be a series of events which in themselves do not necessarily cause concern but are significant, if viewed together. Initially the incident may not seem serious but it should be remembered that prompt help to a family under stress may prevent minor abuse escalating into something more serious.

2.3 It is important to remember that abused children do not necessarily show fear or anxiety and may appear to have established a sound relationship with their abuser(s). Staff should familiarise themselves on 'attachment theory' and its implications for assessing the bond between parents and their children.

2.4 Suspicions should be raised by e.g.

* discrepancy between an injury and the explanation
* conflicting explanation, or no explanation, for an injury
* delay in seeking treatment for any health problem
* injuries of different ages
* history of previous concerns or injuries
* faltering growth (failure to thrive)
* parents show little, or no, concern about the child's condition or show little warmth or empathy with the child
* evidence of domestic violence
* parents with mental health difficulties, particularly of a psychotic nature
* evidence of parental substance abuse

2.5 Signs and symptoms are indicators and simply highlight the need for further investigation and assessment.

**Parental Response to Allegations of Child Abuse Which Raise Concern**

2.6 **Parents' responses to allegations of abuse of their child are very varied. The following types of response are of concern**:

* there may be an unequivocal denial of abuse and possible non-compliance with enquiries.
* parents may over-react, either aggressively or defensively, to a suggestion that they may be responsible for harm to their child.
* there may be reluctance to give information, or the explanation given may be incompatible with the harm caused to the child, or explanations may change over time.
* parents may display a lack of awareness that the child has suffered harm, or that their actions, or the actions of others, may have caused harm.
* parents may seek to minimise the severity of the abuse, or not accept that their actions constitute abuse.
* parents may fail to engage with professionals.
* blame or responsibility for the harm may be inappropriately placed on the child or an unnamed third party.
* parents may seek help on matters unrelated to the abuse or its causes (this may be to deflect attention away from the child and his injuries).
* the parents and/or child may go missing.

**Physical Abuse**

2.7 Children receive bumps and bruises as a result of the rough and tumble of normal play. Most children will have bruises or other injuries, therefore, from time to time. These will be accidental and can be easily explained.

2.8 It is not necessary to establish intent to cause harm to the child to conclude that the child has been subject to abuse. Physical abuse can occur through acts of both commission and/or omission.

2.9 Insignificant but repeated injuries, however minor, may be symptomatic of a family in crisis and, if no action is taken, the child may be further injured. All injuries should be noted and collated in the child’s records and analysed to assess if the child requires to be safeguarded.

2.10 If on initial examination the injury is not felt to be compatible with the explanation given or suggest abuse it should be discussed with a senior paediatrician.

2.11 A small number of children suffer from rare conditions, e.g. haemophilia or brittle bone disease, which makes them susceptible to bruising and fractures. It is important to remain aware, however, that in such children some injuries may have a non-accidental cause. A "clotting screen" only excludes the common conditions which may cause spontaneous bleeding. If the history suggests a bleeding disorder, referral to a haematologist will be required.

**Recognition of Physical Abuse**

1. **Bruises and Soft Tissue Injuries**

2.12 Common sites for accidental bruising depend on the developmental stage of the child. They include:

* forehead
* crown of head
* bony spinal protuberances
* elbows and below
* hips
* hands
* shins

2.13 Less common sites for accidental bruising include:

* Eyes
* Ears
* Cheeks
* Mouth
* Neck
* Shoulders
* Chest
* Upper and Inner Arms
* Stomach
* Genitals
* Upper and Inner Thighs
* Lower Back and Buttocks
* Upper Lip and Frenulum
* Back of the Hands.

2.14 **Non-accidental bruises may be:**

* frequent
* patterned, e.g. finger and thumb marks
* in unusual positions, (note developmental level and activity of the child).

Research on aging of bruises (from photographs) has shown that it is impossible to accurately age bruises although it can be concluded that a bruise with a yellow colour is more than 18 hours old. Tender or swollen bruises are more likely to be fresh. It is not possible to conclude definitely that bruises of different colours were sustained at different times.

**The following should give rise to concern e.g.**

* bruising in a non-mobile child, in the absence of an adequate explanation,
* bruises other than at the common sites of accidental injury for a child of that developmental stage,
* facial bruising, particularly around the eyes, cheeks, mouth or ears, especially in very young children.
* soft tissue bruising, on e.g. cheeks, arms and inner surface of thighs, with no adequate explanation.
* a torn upper lip frenulum (skin which joins the lip and gum).

2.15 Most falls or accidents produce one bruise on a single surface, usually a bony protuberance. A child who falls downstairs would generally only have one or two bruises. Children usually fall forwards and therefore bruising is most usually found on the front of the body. In addition, there may be marks on their hands if they have tried to break their fall.

2.16 Bruising may be difficult to see on a dark skinned child. Mongolian blue spots are natural pigmentation to the skin, which may be mistaken for bruising. These purplish-blue skin markings are most commonly found on the backs of children whose parents are darker skinned.

**b)**  **Eye Injuries**

2.17 **Injuries which should give cause for concern:**

* black eyes can occur from any direct injury, both accidental and non-accidental. Determining how the injury occurred is vital, therefore; bilateral "black eyes" can occur accidentally as a result of blood tracking from a very hard blow to the central forehead (Injury should be evident on mid-forehead, bridge of nose). It is rare for both eyes to be bruised separately, accidentally however and at the same time.

* sub conjunctival haemorrhage

* retinal haemorrhage.

**c) Burns and Scalds**

2.18 **Accidental scalds often:**

* are on the upper part of the body
* are on a convex (curved) surface
* are irregular
* are superficial
* leave a recognisable pattern.

2.19 **It can be difficult to distinguish between accidental and non-accidental burns. Any burn or scald with a clear outline should be regarded with suspicion e.g.**

* circular burns
* linear burns
* burns of uniform depth over a large area
* friction burns
* scalds that have a line which could indicate immersion or poured liquid
* splash marks
* old scars indicating previous burns or scalds.

2.20 **When a child presents with a burn or scald it is important to remember:**

* a responsible adult checks the temperature of the bath before a child gets in to it.
* a child is unlikely to sit down voluntarily in too hot water and cannot accidentally scald his bottom without also scalding his feet.
* a child getting into too hot water of its own accord will struggle to get out and there are likely to be splash marks.
* small round burns may be cigarette burns, but can often be confused with skin conditions. Where there is doubt, a medical/dermatology opinion should be sought.

## d) Fractures

## 2.21 The potential for a fracture should be considered if there is pain, swelling and discoloration over a bone or joint or a child is not using a limb, especially in younger children. The majority of fractures normally cause pain and it is very difficult for a parent to be unaware that a child has been hurt. In infants, rib and metaphysical limb fractures may produce no detectable ongoing pain however.

2.22 It is very rare for a child aged under one year to sustain a fracture accidentally, but there may be some underlying medical condition, e.g. brittle bone disease, which can cause fractures in babies.

2.23 The most common non-accidental fractures are to the long bones in the arms and legs and to the ribs. The following should give cause for concern and further investigation may be necessary:

* any fracture in a child under one year of age
* any skull fracture in children under three years of age
* a history of previous skeletal injuries which may suggest abuse
* skeletal injuries at different stages of healing
* evidence of previous fractures which were left untreated.

**e) Scars**

2.24 Children may have scars from previous injuries. Particular note should be taken if there is a large number of scars of different ages, or of unusual shapes or large scars from burns or lacerations that have not received medical treatment.

**f) Bites**

2.25 Bites are always non-accidental in origin; they can be caused by animals or human beings (adult/child);

**g) Other Types of Physical Injuries**

* poisoning, either through acts of omission or commission
* ingestion of other damaging substances, e.g. bleach
* administration of drugs to children where they are not medically indicated or prescribed
* female genital mutilation, which is an offence, regardless of cultural reasons
* unexplained neurological signs and symptoms, e.g. subdural haematoma

### h) Fabricated or Induced Illness

2.27 Fabricated or induced illness, previously known as Munchausen's Syndrome by Proxy, is a condition where a child suffers harm through the deliberate action of the main carer, in most cases the mother, but which is attributed to another medical cause.

2.28 It is important not to confuse this deliberate activity with the behaviour and actions of over-anxious parents who constantly seek advice from doctors, health visitors and other health professionals about their child's wellbeing.

2.29 There is a need to exercise caution about attributing a child's illness, in the absence of a medical diagnosis, to deliberate activity on the part of a parent or carer to a fabricated or induced illness, as stated in the Court of Appeal judgement in the case of Angela Cannings.

(R v Cannings (2004) EWCA Criml (19 January 2004)).

2.30 **The following behaviours exhibited by parents can be associated with fabricated or induced illness:**

* deliberately inducing symptoms in children by administering medication or other substances, or by means of intentional suffocation.
* interfering with treatments by over-dosing, not administering them or interfering with medical equipment such as infusion lines or not complying with professional advice, resulting in significant harm.
* claiming the child has symptoms which may be unverifiable unless observed directly, such as pain, frequency of passing urine, vomiting or fits.
* exaggerating symptoms, causing professionals to undertake investigations and treatments which may be invasive, unnecessary and, therefore, are harmful and possibly dangerous.
* obtaining specialist treatments or equipment for children who do not require them.
* alleging psychological illness in a child.

2.31 **There are a number of presentations in which fabricated or induced illness may be a possibility. These are:**

* failure to thrive/growth faltering (sometimes through deliberate withholding of food.)
* fabrication of medical symptoms especially where there is no independent witness
* convulsions.
* pyrexia (high temperature).
* cyanotic episode (reported blue tinge to the skin due to lack of oxygen).
* apnoea (stops breathing).
* allergies
* asthmatic attacks
* unexplained bleeding (especially anal or genital or bleeding from the ears)
* frequent unsubstantiated allegations of sexual abuse, especially when accompanied by demands for medical examinations
* frequent ‘accidental’ overdoses (especially in very young children).

2.32 **Concerns may arise when:**

* reported symptoms and signs found on examinations are not explained by any medical condition from which the child may be suffering.
* physical examination and results of medical investigations do not explain reported symptoms and signs.
* there is an inexplicably poor response to prescribed medication and other treatment.
* new symptoms are reported on resolution of previous ones.
* reported symptoms and/or clinical signs do not occur when the carers are absent
* over time the child is repeatedly presented to health professionals with a range of signs and symptoms.
* the child's normal, daily life activities are being curtailed beyond that which might be expected for any medical disorder or disability from which the child is known to suffer.

2.33 *It is important to note that the child may also have an illness that has been diagnosed and needs regular treatment. This may make the diagnosis of fabricated or induced illness difficult, as the presenting symptoms may be similar to those of the diagnosed illness.*

**Sexual Abuse**

2.34 Most child victims are sexually abused by someone they know, either a family member or someone well known to them or their family. In recent years there has been an increasing recognition that both male and female children and older children are sexually abused to a greater extent than had previously been realised.

2.35 There are no 'typical' sexually abusing families. Children who have been sexually abused are likely to have been put under considerable pressure not to reveal what has been happening to them. Sexual abuse is damaging to children, both in the short and long term.

2.36 Both boys and girls of all ages are abused and the abuse may continue for many years before it is disclosed. Abusers may be both male and female.

2.37 It is important to note that children and young people may also abuse other children sexually.

2.38 Children disclosing sexual abuse have the right to be listened to and to have their allegations taken seriously. Research shows it is rare for children to invent allegations of sexual abuse and that in fact they are more likely to claim they are not being abused when they are.

2.39 It is important that the indicators listed below are assessed in terms of significance and in the context of the child's life, before concluding that the child is, or has been, sexually abused.

Some indicators take on a greater, or lesser, importance depending upon the child's age.

**Recognition of Sexual Abuse**

2.40 Sexual abuse often presents in an obscure way. Whilst some child victims have obvious genital injuries, a sexually transmitted infection or are pregnant, relatively few children are so easily diagnosed. The majority of children subjected to sexual abuse, even when penetration has occurred, have on medical examination no evidence of the abuse having occurred.

2.41 The following indicators of sexual abuse may be observed in a child. There may be occasions when no symptoms are present but it is still thought that a child may be, or has been, sexually abused. Suspicions increase where several features are present together. **The following list is not exhaustive and should not be used as a check list.**

**Pre-School Child (0-4years)**

2.42 **Possible physical indicators in the pre-school aged child include:**

* bruises, scratches, bite marks or other injuries to buttocks, lower abdomen or thighs
* itching, soreness, discharge or unexplained bleeding
* physical damage to genital area or mouth
* signs of sexually transmitted infections
* pain on urination
* semen in vagina, anus, external genitalia
* difficulty in walking or sitting
* torn, stained or bloody underclothes or evidence of clothing having been removed and replaced
* psychosomatic symptoms such as recurrent abdominal pain or headache.

2.43 **Possible behavioural indicators include:**

* unusual behaviour associated with the changing of nappy/underwear, e.g. fear of being touched/hurt, holding legs rigid and stiff or verbalisation like "stop hurting me".
* heightened genital awareness - touching, looking, verbal references to genitals, interest in other children's or adults' genitals.
* using objects for masturbation - dolls, toys with phallic-like projections.
* rubbing genital area on an adult - wanting to smell genital area of an adult, asking adult to touch or smell their genitals.
* simulated sexual activity with another child e.g. replaying the sexually abusive event or wanting to touch other children etc.
* simulated sexual activity with dolls, cuddly toys.
* fear of being alone with adult persons of a specific sex, especially that of the suspected abuser.
* self-mutilation e.g. picking at sores, sticking sharp objects in the vagina, head banging etc.
* social isolation - the child plays alone and withdraws into a private world.
* inappropriate displays of affections between parent and child who behave more like lovers.
* fear of going to bed and/or overdressing for bed.
* child takes over 'the mothering role' in the family whether or not the mother is present.

**Primary School Age Children**

2.44 **In addition to the above there may be other behaviour especially noticeable in school:**

* poor peer group relationships and inability to make friends.
* inability to concentrate, learning difficulties or a sudden drop in school performance.
* reluctance to participate in physical activity or to change clothes for physical education, games or swimming.
* unusual or bizarre sexual themes in child's art work or stories.
* frequent absences from school that are justified by one parent only, apparently without regard for its implications for the child’s school performance.
* unusual reluctance or fear of going home after school.

**Emotional Abuse**

2.47 Emotional abuse is as damaging as other, visible, forms of abuse in terms of its impact on the child. There is increasing evidence of the adverse long-term consequences for children’s development where they have been subject to emotional abuse. Emotional abuse has an impact on a child’s physical health, mental health, behaviour and self-esteem. It can be particularly damaging for children aged 0 to 3 years.

2.48 Emotional abuse may take the form of under-protection, and/or over-protection, of the child, which has a significant negative impact on a child’s development.

2.49 The parents’ physical care of the child, and his environment, may appear to meet the child’s needs, but it is important to remain aware of the interactions and relationship which occur between the child and his parents to determine if they are nurturing and appropriate.

2.50 An emotionally abused child may be subject to constant criticism and being made a scapegoat, the continuous withholding of approval and affection, severe discipline or a total lack of appropriate boundaries and control. A child may be used to fulfil a parent's emotional needs.

2.51 The potential of emotional abuse should always be considered in referrals where instances of domestic violence have been reported.

**Recognition of Emotional Abuse**

2.52 Whilst emotional abuse can occur in the absence of other types of abuse, it is important to recognise that it does often co-exist with them, to a greater or lesser extent.

**Child Behaviours associated with Emotional Abuse**

2.53 Some of the symptoms and signs seen in children who are emotionally abused are presented below. It is the degree and persistence of such symptoms that should result in the consideration of emotional abuse as a possibility. Importantly, it should be remembered that whilst these symptoms may suggest emotional abuse they are not necessarily pathognomic of this since they often can be seen in other conditions.

2.54 **Possible behaviours that may indicate emotional abuse include:**

* serious emotional reactions, characterised by withdrawal, anxiety, social and home fears etc.
* marked behavioural and conduct difficulties, e.g. opposition and aggression, stealing, running away, promiscuity, lying.
* persistent relationship difficulties, e.g. extreme clinginess, intense separation reaction.
* physical problems such as repeated illnesses, severe eating problems, severe toileting problem.
* extremes of self-stimulatory behaviours, e.g. head banging, comfort seeking, masturbation etc.
* very low self-esteem, often unable to accept praise or to trust and lack of self-pride.
* lack of any sense of pleasure in achievement, over-serious or apathetic.
* over anxiety, e.g. constantly checking or over anxious to please.
* developmental delay in young children, and failure to reach potential in learning.

**Parental Behaviour Associated with Emotional Abuse**

2.55 **Behaviour shown by parents which, if persistent, may indicate emotionally abusive behaviour includes:**

* extreme emotions and behaviours towards their child including criticism, negativity, rejecting attitudes, hostility etc.
* fostering extreme dependency in the child
* harsh disciplining, inconsistent disciplining and the use of emotional sanctions such as withdrawal of love
* expectations and demands which are not appropriate for the developmental stage of the child, e.g. too high or too low
* exposure of the child to family violence and abuse
* inconsistent and unpredictable responses to the child
* contradictory, confusing or misleading messages in communicating with the child
* serious physical or psychiatric illness of a parent where the emotional needs of the child are not capable of being considered and/or appropriately met
* induction of the child into bizarre parental belief systems
* break-down in parental relationship with chronic, bitter conflict over contact or residence arrangements for the child
* major and repeated familial change, e.g. separations and reconstitution of families and/or changes of address
* making a child a scapegoat within the family

**Neglect**

2.56 Neglect and failure to thrive/growth faltering for non-organic reasons requires medical diagnosis. Non-organic failure to thrive is where there is a poor growth for which no medical cause is found, especially when there is a dramatic improvement in growth on a nutritional diet away from the parent’s care. Failure to thrive tends to be associated with young children but neglect can also cause difficulties for older children.

There is a tendency to associate neglect with poverty and social disadvantage. Persistent neglect over long periods of time is likely to have causes other than poverty, however. There has to be a distinction made between financial poverty and emotional poverty.

2.58 **There are a number of types of neglect that can occur separately or together, for example:**

* medical neglect
* physical neglect
* educational neglect
* simulative neglect environmental neglect
* environmental neglect
* failure to provide adequate supervision and a safe environment.

**Recognition of Neglect**

2.59 Neglect is a chronic, persistent problem. The concerns about the parents not providing "good enough" care for their child will develop over time. It is the accumulation of such concerns which will trigger the need to invoke the Child Protection Process. In cases of neglect it is important that details about the standard of care of the child are recorded and there is regular inter-agency sharing of this information.

2.60 It is important to remember that the degree of neglect can fluctuate, sometimes rapidly, therefore ongoing inter-agency assessment and monitoring is essential.

2.61 The assessment of neglect should take account of the child's age and stage of development, whether the neglect is severe in nature and whether it is resulting in, or likely to result in, significant impairment to the child's health and development.

2.62 The following areas should be considered when assessing whether the quality of care a child receives constitutes neglect.

**Child**

2.63 **Health presentation indicators include:**

* non-organic failure to thrive (growth faltering)
* poor weight gain (improvement when away from the care of the parents
* poor height gain
* unmet medical needs
* untreated head lice/other infestations
* frequent attendance at 'accident and emergency' and/or frequent hospital admissions
* tired or depressed child, including a child who is anaemic or has rickets
* chronic poor hygiene
* poor or inappropriate clothing for the time of year
* abnormal eating behaviour (bingeing or hoarding).

2.64 **Emotional and behavioural development indicators include:**

* developmental delay/special needs
* presents as being under-stimulated
* abnormal reaction to separation/ or attachment, disorder
* over-active and/or aggressive
* soiling and/or wetting
* repeated running away from home
* substance misuse
* offending behaviour, including stealing food
* teenage pregnancy.

2.65 **Family and social relationship indicators include**

* high criticism/low warmth
* excluded by family
* sibling violence
* isolated child
* attachment disorders and /or seeking comfort from strangers
* left unattended/or to care for other children
* left to wander alone day or night
* constantly late to school/late being collected
* not wanting to go home from school or refusing to go to school
* poor attendance at school/nursery
* frequent name changes and/or change of address or parental figures within the home.
* management of a child with a disability who is not attaining the level of functioning which is commensurate with the disability.

Consideration should be given as to whether a child and adolescent mental health assessment is required. Have all children in the family been seen and their views explored and documented?

**Parents**

2.66 **Lack of emotional warmth indicators include:**

* unrealistic expectations of child
* inability to consider or put child's needs first
* name calling/degrading remarks
* lack of appropriate affection for the child
* violence within the home from which the child is not shielded
* partner resenting non-biological child and hostile in attitude towards him
* failure to provide basic care for the child.

2.67 **Lack of stability indicators include:**

* frequent changes of partners
* poor family support/inappropriate support
* lack of consistent relationships
* frequent moves of home
* enforced unemployment
* drug, alcohol or substance dependency
* financial pressures/debt
* absence of local support networks, neighbours etc.

2.68 **Issues relating to providing guidance and setting boundaries indicators include:**

* poor boundary setting
* inconsistent attitudes and reactions, especially to child's behaviour
* continuously failing appointments
* refusing offers of help and services
* failure to seek or use advice and/or help offered appropriately
* seeks to mislead professionals by providing inaccurate or confusing information
* failure to provide safe environment.

2.69 **Social Presentation**

* aggressive/threatening behaviour towards professionals and volunteers
* disguised compliance
* Low self-esteem
* lack of self-care.

2.70 **Health**

* mental ill health
* substance misuse
* learning difficulties
* (post-natal) depression
* history of parental child abuse or poor parenting
* physical health.

**Home and Environmental Conditions**

2.71 The following home and environmental conditions should be considered:

* poor housing conditions
* overcrowding
* lack of water, heating, sanitation
* no access to washing machine
* piles of dirty washing
* little or no adequate clean bedding/furniture
* little or no food in cupboards
* human and/or animal excrement
* uncared for animals
* referrals to environmental health
* unsafe environment
* rural isolation.
  1. **Impediments to ongoing assessment and appropriate multidisciplinary support**
* failure to see the child
* no ease of access to whole house
* fear of violence and aggression
* failure to seek support and advice or consultation, as appropriate, from line manager
* failure to record concern and initial impact
* inability to retain objectivity
* unwitting collusion with family
* failure to see beyond conditions in the home
* child's view is lost
* geographical stereotyping
* minimising concern
* poor networking amongst professionals
* inability to see what is/is not acceptable;
* familiarity breeding contempt; and
* failure to make connections with information available from other services.

(Hammersmith & Fulham Inter-Agency Procedures 2002)

When staff become aware of any of the above features they should review the case with their line manager.

**Children with Disability**

2.73 In recognising child abuse, all professionals should be aware that children with a disability can be particularly vulnerable to abuse. They may need a high degree of physical care, they may have less access to protection and there may be a reluctance on the part of professionals to consider the possibility of abuse.

**Recognition of Abuse of Children with Disability**

2.74 Recognition of abuse can be difficult in that:

* symptoms and signs may be confused
* the child may not recognise the behaviour as abusive
* the child may have communication difficulties and be unable to disclose abuse
* there may be a dependency on several adults for intimate care
* there is a reluctance to accept that children with disabilities may be abused.

2.75 Children with disability will usually display the same symptoms and signs of abuse as other children. These may be incorrectly attributed, however, to the child's disability.

### Risk Factors Associated with Child Abuse

2.76 A number of factors may increase the likelihood of abuse to a child. The following list is not exhaustive and does not preclude the possibility of abuse in families where none of these factors are evident.

**Child**

* poor bonding due to neo-natal problems
* attachment interfered with by multiple caring arrangements
* a 'difficult' child, a 'demanding' baby
* a child under five years is considered to be most vulnerable
* a child's name or sibling's names previously on the Child Protection Register
* a baby/child with feeding/sleeping difficulties
* birth defects/chronic illness/developmental delay.

**Parents**

* both young and immature (i.e. aged 20 years and under) at birth of the child
* parental history of deprivation and/or abuse
* slow jealousy and rivalry with the child
* expect the child to meet their needs
* unrealistic expectations/rigid ideas about child development
* history of mental illness in one or both parents
* history of domestic violence
* drug and alcohol misuse in one or both parents of the child
* frequent changes of carers
* history of aggressive behaviour by either parent
* unplanned pregnancy
* unrealistic expectations of themselves as parents.

**Home and Environmental Conditions**

* unemployment
* no income/poverty
* poor housing or overcrowded housing
* social isolation and no supportive family
* the family moves frequently
* debt
* large family

**APPENDIX 5**

**How a Parent Can Make a Complaint**

**If a Parent Has a Potential Child Protection Concern:**

If you have escalated your concern as set out in the above flowchart, and are of the view that it has not been addressed satisfactorily, you may revert to the school’s complaints policy. This policy should culminate in the option for you to contact the NI Public Services Ombudsman (NIPSO) who has the legislative power to investigate your complaint.

If a parent has a concern about a child’s safety or suspect child abuse within the local community, it should be brought directly to the attention of the Children’s Services Gateway Team.

**APPENDIX 6**

**Procedure Where the School Has Concerns, or Has Been Given Information, about Possible Abuse by Someone Other Than a Member of Staff**

Member of staff completes the Note of Concern on what has been observed or shared and must

ACT PROMPTLY.

Source of concern is notified that the school will follow up appropriately on the issues raised.

Designated Teacher clarifies/discusses concern with child/ parent/carers and decides if a child protection referral is or is not required.

Child Protection Referral Is Not Required

School may consider other options including monitoring the situation within an agreed timescale; signposting or referring the child/parent/carers to appropriate support services such as the Children’s Services Gateway Team or local Family Support Hub with parental consent, and child/young person’s consent (where appropriate).

Child Protection Referral Is Required

Designated Teacher seeks consent of the parent/carer and/or the child (if they are competent to give this) unless this would place the child at risk of significant harm then telephones the Children’s Services Gateway Team and/or the PSNI if a child is at immediate risk. He/she submits a completed UNOCINI referral form within 24 hours.

Where appropriate the source of the concern will be informed as to the action taken. The Designated Teacher will maintain a written record of all decisions and actions taken and ensure that this record is appropriately and securely stored.

Designated Teacher should consult with the Principal or other relevant staff before deciding upon action to be taken, always taking care to avoid undue delay. If required advice may be sought from a CPSS officer

Staff member discusses concerns with the Designated Teacher or Deputy Designated Teacher in his/her absence and provides note of concern.

**APPENDIX 7**

**Dealing with Allegations of Abuse against a Member of Staff**

**KEY POINTS**

Lead Individual learns of an allegation against a member of staff and informs the Chair/Vice Chair of BoG as appropriate.

Allegation addressed through relevant disciplinary procedures.

Alternatives to precautionary suspension imposed

Precautionary suspension under Child Protection procedures imposed

Precautionary suspension is not appropriate and the matter is concluded.

**Possible Outcomes**

Following on from establishing the facts, seeking advice from Key Agencies and discussion with the Chair and/or BOG to agree a way forward from the options below.

**Guidance on the Next Steps**

Lead individual then establishes the facts, seeks advice from the key agencies as appropriate, usually through informal discussion.

**APPENDIX 8**

**Code of Conduct for Staff and Volunteers in St Jarlath’s P.S. Blackwatertown**

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| --- |
| Date Ratified by BOG: 19/10/2022  Review Date: Sept 2024  In St. Jarlath’s Primary School, we want all our pupils and staff to feel happy, safe and secure so that they can benefit fully from their time in school and be enabled to contribute wholeheartedly to the educational experience which our school offers.  We aim, at all times, to behave appropriately and warmly towards each other and to support one another both personally and professionally. As staff members in the school, we are mindful that our behaviour towards our pupils should always be above reproach and we acknowledge the need to exercise prudence in our dealings with the children in our care.  **Objective, Scope and Principles**  This Code of Conduct is designed to give clear guidance on the standards of behaviour all school staff and volunteers are expected to observe. School staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the pupils/students within the school. As a member of a school community, each person has an individual responsibility to maintain their reputation and the reputation of the school, whether inside or outside working hours.  This Code of Conduct applies to all staff and volunteers of the school.  This Code of Conduct does not form part of any employees’ contract of employment.  **1. Setting an Example**  1.1 All staff and volunteers who work in schools set examples of behaviour and conduct which can be copied by pupils/students. Staff must therefore for example avoid using inappropriate or offensive language at all times.  1.2 All staff and volunteers must, therefore, demonstrate high standards of conduct in order to encourage our pupils/students to do the same.  1.3 All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct.  1.4 This Code helps all staff and volunteers to understand what behaviour is and is not acceptable and regard should also be given to the disciplinary rules set out by the employing authority.  1.5 All staff and volunteers are expected to familiarise themselves and comply with all school policies and procedures.  **2. Safeguarding Pupils/Students**  2.1 All staff and volunteers have a duty to safeguard pupils/students from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.  2.2 The duty to safeguard pupils/students includes the duty to report concerns about a pupil/student or colleague to a member of the school’s Safeguarding team (Designated Teacher (DT)/Deputy Designated Teacher (DDT) for Child Protection or the Principal).  2.3 The school’s DT is Ms M Smyth. The role of DDT is to be agreed.  2.4 All staff and volunteers are provided with personal copies of the school’s Child Protection Policy and Whistleblowing Policy and must be familiar with these documents and other relevant school policies e.g. e-Safety and Acceptable Use Policy.  2.5 All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues.  2.6 All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.  2.7 All staff and volunteers must take reasonable care of pupils/students under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with school policies  **3. Relationships with Students**  3.1 Within the Pastoral Care Policies of St. Jarlath’s Primary School and the employing authority, 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.  3.2 Relationships between staff members i.e. teachers, classroom assistants and  ancillary personnel, must also be conducted in a highly professional manner to ensure that their behaviour is above reproach.    3.3 All staff and volunteers must declare any relationships that they may have with pupils/students outside of school; this may include mutual membership of social groups, tutoring, or family connections. Staff and volunteers should not assume that the school are aware of any such connections. A declaration form may be found in Appendix 1 of this document.  3.4 Relationships with students must be professional at all times, sexual relationships with students are not permitted and may lead to an abuse of trust and criminal conviction.  **4. Pupil/Student Development**  4.1 All staff and volunteers must comply with school policies and procedures that support the well-being and development of pupils/students.  4.2 All staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of pupils/ students.  **5. Honesty and Integrity**  5.1 All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of school property and facilities.  5.2 Gifts from suppliers or associates of the school must be declared to the Principal with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff or volunteers to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.  **6. Conduct Outside of Work**  6.1 All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the staff/ volunteers own reputation or the reputation of other members of the school community.  6.2 In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.  6.3 Staff may undertake work outside school, either paid or voluntary, provided that it does not conflict with the interests of the school. It should not contravene the working time regulations or affect an individual’s work performance in the school. Staff should seek advice from the Principal when considering work outside the school.  **7. E-Safety and Internet Use**  7.1 Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the schools’ E-Safety and ICT Acceptable Use Policy at all times both inside and outside of work.  7.2 Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the school, school community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.  7.3 Staff should exercise caution in their use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by ‘liking’ certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.  7.4 Contact with students must be via school authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students. If contacted by a student by an inappropriate route, staff should report the contact to the Principal immediately.  7.5 Photographs/stills or video footage of students should only be taken using school equipment for purposes authorised by the school. Any such use should always be transparent and only occur where parental consent has been given. The resultant files from such recording or taking of photographs must be retained and destroyed in accordance with the schools Records Management Policy and Disposal Schedules.  **8. Confidentiality**  8.1 Members of staff and volunteers may have access to confidential information about students in order to undertake their every day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others’ advantage. Information must never be used to intimidate, humiliate, or embarrass the student.  8.2 Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student’s identity does not need to be disclosed the information should be used anonymously.  8.3 There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.  8.4 If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior leadership.  8.5 Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.  8.6 Additionally concerns and allegations about adults should be treated as confidential and passed to a senior leader without delay  **9. Use of mobile devices during working hours**  Our school is committed to providing an environment that is at all times conducive to learning. Accordingly this environment should remain (as far as is practicable) free from disruption or distraction and should allow staff to concentrate fully on their teaching/learning/work activities.   * Mobile phones must not be used for private or personal use during lessons or formal school time. They should be switched off (or set to silent) at all times. * During break time/lunch staff may use their mobile phones in their classroom or an office where children are not present. * Staff should not use their mobile phone in the staffroom at any time out of respect to other staff. * In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from the Principal/Vice Principal, ensure that adequate cover has been put in place and make the call in an area not used by children. * Staff must give the school telephone number to their next of kin in case it is necessary for the staff member to be contacted, in an emergency, during working hours. * Camera or video functions on personal mobile phones must not be used by staff to take images of children under any circumstances. * Staff are not required to make work calls on their own phones, either mobile or landline, however, in exceptional circumstances, if this should be necessary then they are advised to use the prefix 141 before dialling the recipient’s number to ensure their own number is protected. * Staff must never store parents’, carers’ or children’s telephone numbers on their mobile phones and staff must never give their private mobile number to parents, carers or children. * Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.   **10 Verbal Interaction**  10.1 All verbal exchange in school shall be conducted in a calm and professional manner.  10.2 Only in unusual circumstances, for example in emergency situations or when attracting attention in large areas, will voices be raised.  **11. Dress and Appearance**  11.1 All staff and volunteers must dress in a manner that is appropriate to a professional role and promoting a professional image.  11.2 Staff and volunteers should dress in a manner that is not offensive, revealing or sexually provocative.  11.3 Staff and volunteers should dress in a manner that is absent from political or other contentious slogans.  **12. Disciplinary Action**  Staff and volunteers should be aware that a failure to comply with this Code of Conduct could result in disciplinary action including but not limited to dismissal.  **13. Compliance**  All staff and volunteers must complete the form in Appendix 2 to confirm they have read, understood and agreed to comply with the code of conduct. This form should then be signed and dated. |
|  |
| **Appendix 1**  **Relationships with Students Outside of Work Declaration**  It is recognised that there may be circumstances whereby staff and volunteers of the school are known to students outside of work. Examples include membership of sports clubs, family connections, or private tutoring.  Staff must declare any relationship outside of school that they may have with students.   |  |  |  | | --- | --- | --- | | **Employee Name** | **Student Name** | **Relationship** | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   I can confirm that I am fully aware of the code of conduct relating to contact out of school with students in line with this policy.  If I am tutoring a student outside of school I am aware that the following must be adhered to:   1. I do not, at any point, teach the child in question as part of my daily timetable - this is a stipulation of such tutoring. 2. I emphasise to parents that this is done completely independently of the school. 3. No monies come through the school at any point, informally (eg via the child) or formally. 4. No private tutoring is to take place on the school premises.   I confirm that if these circumstances change at any time I will complete a new form to ensure the school are aware of any relationships.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_  **Once completed, signed and dated, please return this form to the Principal.**  **Appendix 2**  **Confirmation of Compliance**  I hereby confirm that I have read, understood and agree to comply with the school’s code of conduct.  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position/Post Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Once completed, signed and dated, please return this form to the Principal.** |

1. Co-Operating to Safeguard Children and Young People in Northern Ireland (March 2016)

   <https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland> [↑](#footnote-ref-1)