

Knocknagoney Primary School Safeguarding Policy

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**This policy was adopted on
January 2017**

**The policy was reviewed in
October 2021**

**This policy is to be reviewed in
October 2023**

**Safeguarding Team
Principal
A Burton**

**Designated Teacher
A McCullough (Vice Principal)**

**Deputy Designated Teachers
G Murray
N Campbell**

**Safeguarding Nominated Governor
Rev. Jonathan Frazer**

Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: "Working Together to Safeguard Children" 2013, Statutory Guidance for School and Colleges "Keeping Children Safe in Education" April 2014, Revised Safeguarding Statutory Guidance 2 "Framework for the Assessment of Children in Need and their Families" 2000, "What to do if You are Worried a Child is Being Abused" 2003.

The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. The Governing Body is also committed to working together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

We recognise that safeguarding is everyone's responsibility, including temporary staff, volunteers and governors. All have a full and active part to play in protecting our pupils from harm, and child welfare is our paramount concern.

All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The aims of this policy are:

- To support the child's development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident, and know how to approach adults if they are in difficulties, and that they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all staff working within our school, who have substantial access to children, have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory Access NI check where necessary (refer to **CPSS adapted tool for NI 2013**).

Safe School, Safe Staff

We will ensure that:

All members of the governing body understand and fulfil their responsibilities, namely to ensure that:

- there is a Child Protection policy
- the school operates safe recruitment procedures
- the school has procedures for dealing with allegations of abuse against staff
- senior leaders have Designated Teacher responsibility – Mrs A McCullough
- the DT and DDTs undertake training and training updates every 2/3 years in line with statutory guidance.
- all other staff have Safeguarding training every year.
- any weaknesses in Child Protection arrangements are remedied immediately
- the Chair of Governors, Rev J Frazer, is the nominated Governor for allegations against the Principal
- Child Protection policies and procedures are reviewed annually

The school has a trained Designated Teacher

- The Designated Safeguarding Teacher will be a member of the Senior Leadership Team. The DST is Angela McCullough and the DDSTs are Gemma Murray and Nichola Campbell. The DST will undertake training at least every 2 years.

All members of school staff and volunteers:

- All members of staff and volunteers are provided with child protection awareness information at induction.
- All teachers are trained in and receive regular updates in e-safety and reporting concerns (Record of Concern document).
- All other staff and governors have child protection awareness training every year to maintain their understanding of the signs and indicators of abuse.
- All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the Whole School Training.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy, and reference to it in our Induction pack.
- Community users organising activities for children are aware of the school's child protection guidelines and procedures.
- that child protection concerns or allegations against adults working in the school are referred to principal, or Governor for Child Protection in case allegation against principal.

Our procedures will be regularly reviewed and updated.

The name of the designated members of staff for Child Protection, the Designated Safeguarding Team, will be clearly advertised in the school.

All new members of staff will be shown a copy of our safeguarding policy and child protection policy.

Parents/carers are made aware of this policy and their entitlement to have a copy of it via the school website.

Responsibilities

A minor incident is denoted as an unexplained mark on a child's body, or a comment made unofficially by a child. This is an incident where the DST or principal deems the child is not in any immediate danger from an adult inside or outside the school.

A major incident is denoted by the school as an official disclosure made by a child where the DST or principal feels the child may be unsafe to continue in their normal routine.

The designated teacher is responsible for:

- Referring a child if there are concerns about possible abuse and acting as a focal point for staff to discuss concerns.
- To discuss any concerns about a child with the principal and then the CPSS.
- Keeping written records of concerns about a child in a confidential child's safeguarding file, even if there is no need to make an immediate referral.
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records, and are stored in accordance with CPSS guidelines.
- Regularly monitor, evaluate and update written records.
- When necessary, contact parents for clarification or explanation about any minor incidents recorded by a member of school staff.
- Liaising with other agencies and professionals.
- Ensuring that either they or the staff member attend child protection conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which will be shared with the parents.
- Organising with the principal a child protection induction and update training every year for the whole school staff.
- Providing, with the principal, an annual update for the Safeguarding Governor, detailing any changes to the policy and procedures; training undertaken by the Designated Teacher, and by all staff and governors; number and type of incidents/cases, and number of children who are subjects of a child protection plan (anonymised)
- Liaising with post-primary schools where appropriate for children transitioning from P7 to Year 8, or for any children moving schools in other year groups.

Teaching and non-teaching staff –

- Classroom assistants should report any minor incidents or concerns they have about a child to the child's teacher, and ancillary staff should report to their line manager who reports to the principal.
- Teachers should discuss concerns about any minor incidents with the DST. DST may ask teacher in the first instance to contact parent for clarification or explanation regarding minor incidents.
- For any major incidents or disclosure, all staff should complete a record of concern and discuss with the DST as soon as possible. Record of Concern to

be kept according to bullet points 3,4 and 5 on the designated teacher responsibilities section.

Supporting Children

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self worth.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our school will support all children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, and not condoning aggression or bullying (refer to Positive Behaviour Policy, Pastoral Care Policy and Addressing Bullying Policy).
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Children's Services as soon as there is a significant concern.
- Listening to a child's wishes and feelings.
- Employing a Pastoral Care teacher to provide support for children or their parents as deemed necessary.

Confidentiality

We recognise that all matters relating to child protection are confidential.

The Principal or DST will disclose any information about a child to other members of staff on a need-to-know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets that might compromise the child's safety or wellbeing.

We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the CPSS on this point.

Allegations against staff

All Staff should be aware of the school's Positive Behaviour Policy.

Guidance about conduct and safe practice, including safe use of mobile phones and devices by staff and volunteers will be given at induction.

We understand that a pupil may make an allegation against a member of staff.

If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Principal.

The Principal on all such occasions will discuss the content of the allegation with the EA.

If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform the Chair of Governors who will consult with the EA and HR services, without notifying the Principal first.

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Whistle-blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. Staff should follow instructions in the Whistleblowing Policy.

Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained in Positive Handling Techniques (Principal).

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children, and all staff are aware of the Staff Code of Conduct to ensure they are clear about their professional boundaries.

Anti-Bullying

Our school policy on addressing bullying is set out in a separate document and acknowledges that, to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic

and gender related bullying. The Head of Pastoral Care and DST, Mrs McCullough, keeps a record of known bullying incidents.

Prevention

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

The school community will therefore:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes
- Ensure that all children know there is an adult in the school who they can approach if they are worried or in difficulty.
- Include across the curriculum, including PDMU, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular this will include NSPCC/Childline assemblies and workshops, anti-bullying work, e-safety and cycle training. Also focused work in Year 7 to prepare for transition to Secondary school and more personal safety/independent travel.

Health & Safety/Risk Assessment

School has a duty to ensure the safety of children whilst on the school site and hence a responsibility for making the site secure.

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the office visitors' log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any parent or individual that threatens the school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in the decision to refuse access onto the school site for that individual.

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children physically within the school environment. When away from the school and undertaking school trips and visits, risk assessments are completed in line with EA documentation. Where necessary, any external organisations visiting the school will be asked for risk assessments eg. Working with animals. The organising teacher will ensure that Access NI clearance has been obtained by the visitor, where necessary, in line with CPSS guidance.

In case of a critical incident, an agreement has been made with the Community Centre in Linear Park to the rear of the school building. The bell will ring and children will be evacuated to the Community Centre. Parents will be contacted using the See-Saw app and EA text message service as soon as possible. (Refer to Critical Incident Policy).

Monitoring and Evaluation

Our Child Protection Policy and Procedures will be monitored and evaluated by:

- Senior Leadership Team (SLT) and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data (heads of key stage)
- Review of parental concerns and parent questionnaires
- Review of outside school activities – eg breakfast and after school clubs etc.

This policy also links to our policies on:

Behaviour,

Whistleblowing,

Addressing Bullying,

Health & Safety

Teaching and Learning

Safe Handling

ESafety

Critical incident

Child Protection

Pastoral Care