

**Inchmarlo**

***RBAI***

**SUMMARY OF OUR SAFEGUARDING and CHILD PROTECTION POLICY**

Ensuring that all the pupils in our care are safe, feel secure and are protected from abuse is of paramount importance to the staff of this school. As a school, we will respond to any child protection or safeguarding concerns and support and care for your child. Detailed below is a summary of the key points contained in our Safeguarding and Child Protection Policy.

## OUR FULL SAFEGUARDING AND CHILD PROTECTION POLICY IDENTIFIES THE ROLE AND RESPONSIBILITIES OF THE:

* Safeguarding Team;
* Board of Governors;
* Chair of the Board of Governors;
* Designated Governor for Safeguarding / Child Protection;
* Headmaster;
* Designated Teacher for Safeguarding / Child Protection;
* Deputy Designated Teacher for Safeguarding / Child Protection;
* Parent/Carers.
* ***Parents/carers can view our full policy on our school website (***[***www.inchmarlo.org***](http://www.inchmarlo.org)***) or they can request a copy from the school office.***

### OUR SAFEGUARDING TEAM

Chair of Governors Mr C Gowdy

Headteacher Mr Moreland

Designated Teacher for Child Protection Mrs O’Donnell Designated Governor for Child Protection Mr S Gowdy

**THE TYPES OF ABUSE CHILDREN CAN SUFFER ARE:**

* + **Physical Abuse**
	+ **Emotional Abuse**
	+ **Neglect**
	+ **Sexual Abuse**
	+ **Exploitation**

**PREVENTATIVE CURRICULUM**

Throughout the school year, child protection issues are addressed through the delivery of the curricular area, Personal Development and Mutual Understanding (PDMU) and RSE

(Relationships and Sexuality Education). Important messages are also shared with pupils in assembly and through the use of a variety of outside agencies such as the NSPCC.

### Detailed below are flow diagrams explaining our school’s procedures with respect to:

* how a parent/carer can raise a concern about Child Protection/Safeguarding;
* the procedure when dealing with allegations of abuse against a member of staff; and
* the procedure where the school has concerns, or has been given information, about possible abuse by someone other than a member of staff. (Also refer to DE Circular 2015/13.

# How a parent/carer can raise a concern about child protection.

I have a concern about my/a child’s safety.

I can talk to my/the child’s teacher

If I am still concerned, I can talk to the Designated Teacher for Child Protection **Mrs O’Donnell**

Deputy Designated Teacher **Mrs Conly or Mr Moreland**

If I am still concerned, I can talk/write to the Chairperson of the Board of Governors

**Mr C Gowdy**

If I am still concerned, I can contact the NI Public Services Ombudsman

Tel: 0800 343 424

At any time I can talk to the local Children’s Services Gateway Team (02890 507000)

Regional Emergency Social Work Service: 028 9504 9999

or the PSNI Central Referral Unit: 028 9025 9299



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

## Refer to the Department of Education N.I.’s Circular 2015/13

**KEY POINTS**

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

**GUIDANCE ON NEXT STEPS**

Lead individual then:

Establishes the facts, seeks advice from the key agencies as appropriate, usually through informal discussion.

**POSSIBLE OUTCOMES**

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

Precautionary suspension is not appropriate and the matter is concluded.

Allegation addressed through relevant Disciplinary Procedures.

Precautionary suspension under Child Protection Procedures imposed

Alternatives to Precautionary Suspension imposed

DE Circular 2015/13: 7.1

DE Circular 2015/13 7.2

DE Circular 2015/13 7.3

DE Circular 2015/13 7.4

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

**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.

**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).

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.

Staff member discusses concerns with the Designated Teacher or Deputy Designated Teachers in his/her absence and provides Note of Concern.

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.

Designated Teacher clarifies/discusses concern with child/ parent/carers and decides if a child protection referral is or

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.