**Child Protection and Safeguarding Summary Document:**

# School Safeguarding Team

The following are members of the schools Safeguarding Team

* Designated Teacher (Mrs Sheila McKeown)
* Deputy Designated Teacher (Mrs Lesley Evans)
* Designated Governor for Child Protection (Mrs Daphne Brennan)
* Chair of the Board of Governors (Tony McCusker)

**Responsibilities of Staff in Killowen Primary School**

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*

**The member of staff must:**

* refer concerns to the Designated/Deputy Teacher for Child Protection/Principal
* listen to what is being saidwithout displaying shock or disbelief and support the child
* act promptly
* make a concise written record of a child’s disclosure using the actual words of the child (**Appendix 1**)
* Avail of whole school training and relevant other training regarding safeguarding children
* **Not** give children a guarantee of total confidentiality regarding their disclosures
* **Not** investigate
* **Not** ask leading questions

**Class Teacher**

Keep the Designated Teacher informed about 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, concerns about self-harm/suicidal thoughts and home conditions including disclosures of domestic violence.

We will take seriously any concerns which are raised about a pupil in our school who has self-harmed and/or has expressed suicidal thoughts.

The Designated/Deputy Designated teacher will immediately follow the school’s child protection procedures.

**Responsibilities of Parents**

Parents should play their part in safeguarding by:

* telephoning the school on the morning of their child’s absence, or sending in a note on the child’s return to school, so as the school is reassured as to the child’s situation;
* informing the school whenever anyone, other than themselves, intends to pick up the child after school;
* letting the school know in advance if their child is going home to an address other than their own home;
* familiarising themselves with the School’s Pastoral Care, Anti Bullying, Positive Behaviour, Internet and Child Protection Policies;
* reporting to the office when they visit the school
* raising concerns they have in relation to their child with the school.

**Reponsibilites of the Board of Governors of Killowen Primary School:**

The Board of Governors must ensure that the school fulfils its responsibilities in keeping with current legislation and DE guidance including

* having a Safeguarding and Child Protection Policy which is reviewed annually
* having a staff code of conduct for all adults working in the school
* attendance at relevant training by governors and that up-to-date training records are maintained
* the vetting of all staff and volunteers

**How a Parent can make a Complaint**

I have a concern about my/a child’s afety

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

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

Tel: 0800 343 424

If I am still concerned, I can talk to the designated teacher for child protection, Sheila McKeown or the deputy designated teacher, Lesley Evans.

I can talk to the class teacher.

At ANY time, I can talk to the Children’s Services Gateway team on 0800783 7745 or the PSNI Central Referral Unit on 02890259299

#### 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 a 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.

Discuss disclosure/concerns with Designated/Deputy Designated Teacher. Give record of concern to Designated Teacher/Deputy.

Designated/Deputy Designated Teacher meets with Principal to plan course of action and ensures that a written record is made and treated confidentially.

Care is taken to avoid undue delay.

If required, advice may be sought from a CPSS officer.

**Child Protection Referral is required**

Designated Teacher seeks consent of the parent/carer and/or the child unless this would place the child at risk of significant harm then telephones the children’s Services Gateway team and/or the PSNI is the 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).

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

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

CONTACT NUMBERS

Southern Health & Social Care Trust: **028 3741 5285** PSNI Public Protection Unit: 0**28 9025 9299** NI Public Services Ombudsman Tel: 0800 343 424

 **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

**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

Allegation addressed through relevant Disciplinary Procedures

Precautionary suspension under Child Protection Procedures imposed

Alternatives to Precautionary Suspension imposed

Precautionary suspension is not appropriate and the matter is concluded

As noted previously, a Lead Individual to manage the handling of an allegation should be identified from the outset, normally the Principal or a designated senior member of staff.