

GLEN CRAIG INTEGRATED PRIMARY SCHOOL  
CHILD PROTECTION POLICY  
PARENTS INFORMATION

Following consultation with the Education Authority's (EA) Child Protection Officers, the Governors, Principal and Staff of Glencraig Integrated Primary School have adopted the Department of Education for Northern Ireland (DENI) Circular 1999/10 and updated advice on DENI Circular 2003/13.

We agree that all children have the right to be protected from all forms of abuse. Children must be kept safe from harm and given proper care by those looking after them. When making decisions which affect children, their best interests will be foremost. Thus we have taken to adopt the policy and implement the procedures set out in the DENI Circular.

This policy is just one of a number of policies under the umbrella of "Pastoral Care" that are in place to protect the children in our care other relevant policies include:- Intimate Care Policy; Use of Images Policy; Use of Mobile Phone Policy; Anti Bullying Policy; Assertive Discipline Policy

It is important to note that due to NI Child Care Legislation, we are duty bound to comply with specific child protection requirements. Consequently, we may contact external agencies and / or make referral to external agencies without consulting parents. We recognise and accept that our first responsibility is, at all times, towards the children in our care and we will endeavour to protect their welfare and preserve their safety.

To this end, we have designated Mrs Claire Gough to have specific responsibility for child protection. Mrs Gough has been identified as the Designated Teacher to all staff - teaching and non-teaching and the children in school. In Mrs Gough's absence, Mrs Janine Brown will assume this responsibility.

All staff are fully aware of their pastoral responsibilities and are alerted to the possible signs of abuse. They are well informed of the procedures to be followed. All staff and school volunteers have been subject to the appropriate background checks.

Copies of the DENI Circular and the School's Policy on "Dealing with Concerns about Child Protection Issues" can be found in the School Office, the Designated Teacher's Child Protection File and on the School Network.

## REPORTING SUSPECTED ABUSE

How can a parent voice a concern about possible child abuse?

- Parents may make known their concerns about their (or another) child's safety by speaking to the class teacher.  
(In most cases the class teacher would be the recommended first point of contact however there may be occasions when a parent may feel it more appropriate to go directly to the Designated Teacher or Principal.)
- Designated Teacher is informed and meets with Principal to plan course of action and ensure written record is made.
- If necessary, Principal or Designated Teacher makes a referral to Social Services.
- Copy of this referral is sent to the Education Authority's Designated Officer
- Designated Teacher keeps records of all contacts.
- Once a concern has been voiced the Designated Teacher will agree to keep the parent informed, within one week, on the progress and outcome of their complaint.
- Should the parents be dissatisfied with the outcome, he/she may speak directly to the Principal and/or the Chairperson of the Board of Governors.

Records should only contain FACTUAL information.

*I have a concern about my / a child's safety*



*I can talk to the class teacher*



*If I am still concerned I can talk to Mrs Gough (Designated Teacher)*



*If I am still concerned I can talk to Mrs McKirgan (Principal)*



*If I am still concerned I can contact the Chairperson of Governors  
(Mrs Morva Brown)*

*Email:- [governor477@c2kni.net](mailto:governor477@c2kni.net)*

## CONCERNS ABOUT POSSIBLE ABUSE WITHIN THE SCHOOL

Incidents where teaching and non-teaching staff have committed abuse are rare. However:

- Suspicions about a member of staff should be reported to the Designated Teacher or Principal.
- The EA's Designated Child Protection Officer and Chairperson of the School Board of Governors should be consulted as a matter of urgency.

In exceptional cases where the Principal is suspected:

- The role set out above for the Principal should be exercised by the Chairperson of the Board of Governors.

If a disclosure is made to an adult in school then they are required to act. Should a disclosure be made to a parent within the school setting they should:

- Assure the child that (s)he is not to blame
- Avoid making promises to the child regarding confidentiality that you will not be able to keep.
- Seek to retain the child's trust while explaining there is a need for action.
- Explain that other adults must be informed.
- Report the disclosure using the appropriate channels outlined in the flow chart.

**REMEMBER:** The welfare of the child is paramount. Confidentiality is subordinate to the need to protect the child.

## BULLYING

Bullying is a highly distressing and damaging form of abuse and is not tolerated in our school. By definition bullying is behaviour that **INTENTIONALLY** and **PERSISTENTLY** causes distress to others. Staff are vigilant at all times to the possibility of bullying occurring and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline and educate the bully.

Prevention is at all times the better option and so we strive to raise awareness of bullying issues and to develop children's emotional and social skills so that they can cope in situations that could lead to bullying. It is often the case that potential bullying behaviour can be dealt with by the class teacher effectively, however once bullying behaviour has been identified parents of those involved will be informed.

Any concern raised regarding bullying will be noted and taken seriously by staff. Once the concern has been raised staff will observe the children involved in school for a maximum of five school days. Staff will report back and agree a way forward.

#### RECORDING SUSPECTED INCIDENTS OF BULLYING WITHIN SCHOOL

Once an incident of bullying is suspected the Designated Teacher must be informed and an initial concern form is to be completed. All relevant details and dates to be noted. The parents of those involved will be informed. The Designated Teacher will agree to keep parents informed on the progress and outcome of the investigation within an agreed time limit.

#### WEEK ONE

Daily update on situation. Those involved will be observed, reassured and supported as necessary

#### WEEK TWO

As above every other day

#### WEEK THREE

As above once in the week

Report back to relevant parties. If the problem is unresolved an action plan will be drawn up. If the problem appears to be resolved the report is returned to the Designated Teacher and filed.

#### WHEN SUSPECTED BULLYING IS SUBSTANTIATED...

- Parents of those involved will be contacted by the Designated Teacher / Principal to agree a plan of action to support both bully and victim appropriately.
- Sanctions taken against a pupil who bullies will be dependent on the particulars of the situation and inline with the school's Assertive Discipline Policy. However his/her behaviour will be carefully monitored until staff are satisfied that the problem has stopped.