

# Child Protection Policy



## ***UN Convention on the rights of the child.***

### **Article 19**

***Every child has the right to be protected from being hurt, mistreated, in body and mind.***

### **School Safeguarding Ethos**

As a staff in Portadown Integrated Primary school, we are aware of our pastoral responsibility towards the children in our care. All children have a fundamental right to be protected from harm. This Child Protection Policy is linked to our Pastoral Care Policy and reflects both legal and pastoral responsibilities. The policy will set out clearly the procedures to be followed in cases of suspected abuse. The purpose of the procedures in Child Protection is to protect our pupils by ensuring that everyone who works in the school- teachers, non-teaching staff and volunteers - has a clear guidance on the detection and inter agency management of situations where abuse or neglect is suspected.

The principles and philosophy that underpin our work with children are those set out in the "UN Convention on the Rights of the Child" (UK Agreement in 1991) and enshrined in the Children (Northern Ireland) Order 1995 (effective from November 1996) and Human Rights Act 1998. The principle we support is that every child has the fundamental right to be safe from harm and with proper care given to their physical, emotional, spiritual well being, by those looking after them.

The following principles form the basis for effective child protection activity and underpin the guidance which we follow:

- The child's welfare must always be paramount; this over-rides 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 interests must always come first.

- Children have a right to be heard, to be listened to and to be taken seriously. Taking account of their age and understanding, they should be consulted and involved in all matters and decisions which may affect their lives. Where a child has a disability, specialist assistance should be sought to achieve this.
- Parents/carers have a right to respect and should be consulted and involved in matters that affect their family.

This ethos is reflected in all actions and decisions taken by staff as they follow the detailed guidance set out in the EA Child Protection Procedures, DENI 2017/04 Safeguarding and child protection in school A guide for School. Children (Northern Ireland) Order 1995 Guidance and the EA Child Protection Committee Procedures.

### **Other 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:

- Behaviour Policy
- E-safety
- Anti-Bullying
- Use of Reasonable Force/Safe Handling
- Special Educational Needs
- Educational Visits
- First Aid and the Administration of Medicines
- Health and Safety Policy
- Use of Mobile Phones/Cameras
- ICT and access to the internet
- Intimate Care
- Attendance
- Complaints

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

## **Context**

In line with advice from EA, the school will ensure that specific procedures are followed in the event of a member of staff becoming concerned about the abuse of a child. Staff will not try to investigate or keep to themselves any information about abuse that a child gives them but will immediately inform the Designated teacher or deputy Designated teacher about their concerns. Any information gathered by the school itself will not be considered as proof of abuse.

## **The safeguarding team**

- Mr. Feargal Magee - Principal
- Mrs Dionne Houston - Designated Teacher
- Miss Laura McFarlane - Deputy Designated Teacher
- Mrs Louise Coyle - Deputy Designated Teacher
- Mrs. Noleen Loye - Designated Teacher Nursery School
- Mr. Michael Hogg - Chairperson of the Board of Governors
- Mr. Pat Gallagher- Designated Governor for Child Protection

## **Roles and responsibilities**

### Role of the Designated Teacher (DT)

Mrs Dionne Houston - Designated Teacher

Miss Laura McFarlane - Deputy Designated Teacher

Mrs Louise Coyle - Deputy Designated Teacher

Mrs. Noleen Loye - Designated Teacher Nursery School

### **The Designated Teachers will:**

- Promote a child protection ethos in the school
- Develop and update the school's child protection policy
- Ensure parents receive a copy of the child protection policy every 2 years
- Provide written reports to the Board of Governors regarding child protection
- Provide training to all school staff including support staff
- Be available to discuss the child protection concerns of any member of staff
- Be responsible for recordkeeping of all child protection concerns & maintain all records in a secure location
- Liaise with parents, when appropriate, over child protection issues

- Liaise with EA Designated Officers for Child Protection
- Make referrals to Social Services or PSNI Public Protection Units
- Co-operate fully with any agency involved with the care of an individual child, compiling information and attending case conferences as required
- Keep the Principal informed.
- Maintain a current awareness of early intervention supports and other local services
- The Deputy Designated Teacher will support and undertake the duties of the Designated Teacher for Child Protection as required.

### **The Chair Of The Board Of Governors**

The Chair of the Board of *Governors* must:

Ensure that a safeguarding ethos is maintained within the school environment

- Ensure that the school has a Child Protection Policy in place and that staff implement the policy.
- Ensure that *Governors* undertake appropriate child protection and recruitment & selection training provided by the EA Child Protection Support Service for Schools.
- Ensure that a Designated *Governor* for Child Protection is appointed
- Assume lead responsibility for managing any complaint/allegation against the School Principal
- Ensure that the Board of *Governors* receive termly updates and a full written annual report in relation to child protection activity

### **The Designated Governor for Child Protection**

The Designated *Governor* will provide the child protection lead in order 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 Teachers Report
- Recruitment, selection and vetting of staff

## **The Board of Governors**

Board of Governors must ensure:

- that the school has a Child Protection Policy in place and that staff implement the policy.
- Relevant Child Protection training is kept up to date by at least one governor and a record kept of the same.
- that confidentiality is paramount. Information should only be passed to an entire Board of Governors on a need-to-know basis.

## **The Principal**

The Principal must ensure that: -

- DENI 2017/04 is implemented within the school
- That a designated teacher and deputy are appointed
- That all staff receive child protection training
- That all concerns about possible abuse are taken forward in the appropriate manner
- That complaints or allegations against school staff are appropriately managed
- That the Chairman of the Board of Governors (and the Board of Governors) is kept informed
- That the EA Designated Officer for Child Protection is consulted and kept informed as appropriate
- That a record of Child Abuse Complaints is maintained and made available at least annually to the Board of Governors.
- That the school's child protection records are securely stored and permanently preserved.
- That child protection activities feature on the agenda of the Board of Governors meetings (termly updates & annual report)
- That the school child protection policy is reviewed annually, and that parents and pupils receive a copy of this policy at least once every 2 years.
- That confidentiality is paramount, information should only be passed to the entire Board of Governors on a need-to-know basis.

## The Class Teacher

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

The teacher must:

- listen to what is being said and support the child
- make a concise written record of a child's disclosure using the actual words of the child
- Keep the Designated Teacher informed through [the written "Record of Concern" pro-forma](#) or verbally about poor attendance and punctuality, poor presentation, changed or unusual behaviour, deterioration in educational progress, discussions with parents about concerns relating to their child, concerns about pupil abuse or serious bullying, concerns about home conditions
- Avail of whole school training and relevant other training regarding safeguarding children act promptly

## The Parents

Parents should play their part in Child Protection 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:
- providing the school with written evidence i.e., a Court Order to support any request to the Principal for changes to arrangements for contact with their child;
- Informing the school of any changes of address, contact details or living arrangements for their child e.g., child going to live with a relative.
- 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 any concerns, they have in relation to their child with the school.

Parents will be made aware that staff may on occasions have to help change pupils' clothes when administering first aid, after toilet accidents, for PE and on other such occasions. The school's Intimate Care Policy, available to view on the school website, applies.

In the event of a parent making a complaint about a member of staff, volunteer or student, the school's complaints procedure should be

followed, and the complaint addressed directly to the principal. If the complaint is against the principal, it should be addressed to the chairman of the governors. If a complaint should include an accusation against another child, the accused child's parents will be informed. Discipline must remain solely in the hands of the staff.

## Procedures

Portadown Integrated Primary School recognise their five main responsibilities in the areas of Child Protection. These are in the areas of prevention, recognition, response, referral and confidentiality/record keeping. Parents will be made aware our responsibilities and procedures and we hope they will support us in our practice.

### 1. Preventative Curriculum

We offer a supportive environment to children who are being abused, have been abused and may be abused in the future. All young people are vulnerable.

The school has developed and provides a "child protection ethos" and a preventative curriculum. We offer children an alternative model to violent or abusive behaviour and alternative methods of responding. We aim to involve the whole school in creating a "listening school".

The school offers protection on two levels:

- Immediate protection - creating a listening environment that makes it easier for children to share their concerns
- Long term protection, enhancing self-esteem and encourage social skills, breaking the cycle of abusive behaviour.

In the classroom, regular Circle Time sessions are used as a means of encouraging children to raise social and emotional concerns in a safe environment and to build self confidence, respect and sensitivity among classmates.

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 throughout the school**, which provides advice and displays child helpline numbers. A flow diagram of how a parent may make a complaint is also on display. An enlarged flow diagram for a teacher allegation is in the staff room.



Other initiatives which address child protection and safety issues:

- Whole school participation in NSPCC Keeping Safe program
- Primary 5 pupils take part in the Northern Ireland Fire and Rescue Service talks on Fire Safety.
- Whole school - Firework safety assembly by PSNI
- P1-3 Stranger Danger provided by PSNI
- Primary 5- 7 Internet safety provided by the PSNI
- Playground Buddy system.
- Peer Mediation training in P.6-7 and Peer Mediators appointed.
- Pupil Advocates.
- Worry Boxes in each classroom.
- Drug Awareness P6/7
- Love for Life P7
- Personal Safety/Keep Safe activities delivered at various Key Stages within the NI Curriculum under PDMU.

### **Programme on personal protection.**

The Board of Governors ensures that the curriculum includes a programme for children on personal protection. Where it is appropriate to deliver sex education, management will ensure the programme is consistent with the Department of Education's circular on this topic, the school nurse can be approached for advice also.

All staff sign to confirm they have received a copy of the child protection policy and we will ensure that we will provide effective management for our staff through adequate training and supervision.

## **2. What is Child Abuse?**

(A child is a person under the age of 18 years as defined in the Children Order)

Child Abuse occurs when 'a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely by a stranger.' (ACPC, 2005)

### **Neglect**

Actual or likely persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of a child's health or development, including non-organic failure to thrive.

Possible signs or symptoms of Neglect include

- Poor hygiene
- Constant hunger
- Inadequate/inappropriate clothing
- Constant tiredness
- Lack of adequate supervision
- Untreated illness
- Lack of peer relationships
- Compulsive stealing

### **Physical Abuse**

Actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child.

Possible signs or symptoms of physical abuse include:

- Unexplained bruises (in places difficult to mark)
- Unexplained lacerations, fractures or abrasions
- Untreated injuries
- Self-destructive tendencies
- Fear of going home

### **Sexual Abuse**

Actual or likely sexual exploitation of a child. The involvement of children and adolescents in sexual activities which they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles.

Possible signs or symptoms of sexual abuse include:

- Inappropriate sexualised language or behaviour
- Low self-esteem
- Personality changes
- Fear of going home

### **Emotional Abuse**

Actual or likely persistent or significant emotional ill-treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.

Possible signs or symptoms of emotional abuse include:

Bullying of others

Change in personality from outgoing to withdrawn

Difficulty in forming / maintaining relationships with others

Attention seeking

Wetting and soiling

Sudden speech disorders

Low self-esteem

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.

No list of symptoms can be exhaustive. They may give rise to concern but are not in themselves proof that abuse has occurred.

### **Exploitation**

It is the intentional ill treatment, manipulation or abuse of power and control over a child; to take selfish or unfair advantage of a child, for personal gain. It may be in many forms such as child labour, slavery, servitude. Engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. Exploitation can be sexual in nature.

## **Child Protection in Other Specific Circumstances**

### **Bullying**

Bullying is a highly distressing and damaging form of abuse. Staff are always vigilant to the possibility of bullying occurring and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline the bully.

Any complaints by a parent that their child is, or may be, being bullied will be investigated by the class teacher, Principal and/or Designated Teacher for Child Protection and action will be taken to protect the victim. This may include ensuring that another child or a group of children befriends and supports the child being bullied in the playground. Staff will also monitor the situation on a regular basis. The sanctions taken against a pupil who bullies will depend on the seriousness of the case. His/her

behaviour will be carefully monitored until staff are satisfied that the problem has stopped. If a pupil's bullying behaviour persists, the second stage will be to instigate the child protection procedures.

### **Domestic Violence**

Domestic abuse is:

"Threatening behaviour, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation"

### **Operation Encompass**

We are an Operation Encompass school. Operation Encompass is an early intervention partnership between local Police and our school, aimed at supporting children who are victims of domestic violence and abuse. As a school, we recognize that children's exposure to domestic violence is a traumatic event for them.

Children experiencing domestic abuse are negatively impacted by this exposure. Domestic abuse has been identified as an Adverse Childhood Experience and can lead to emotional, physical and psychological harm. Operation Encompass aims to mitigate this harm by enabling the provision of immediate support. This rapid provision of support within the school environment means children are better safeguarded against the short, medium and long-term effects of domestic abuse.

As an Operation Encompass school, when the police have attended a domestic incident and one of our pupils is present, they will make contact with the school at the start of the next working day to share this information with a member of the school safeguarding team. This will allow the school safeguarding team to provide immediate emotional support to this child as well as giving the designated teacher greater insight into any wider safeguarding concerns.

This information will be treated in strict confidence, like any other category of child protection information. It will be processed as per DE Circular 2020/07 'Child Protection Record Keeping in Schools' and a note will be made in the child's child protection file. The information received on an Operation Encompass call from the Police will only be shared outside of the safeguarding team on a proportionate and need to know basis. All members of the safeguarding team will complete online Operation Encompass training, so they are able to take these calls. Any staff

responsible for answering the phone at school will be made aware of Operation Encompass and the need to pass these calls on with urgency to a member of the Safeguarding team.

Further information see [The Domestic Abuse Information Sharing with Schools etc. Regulations \(Northern Ireland\) 2022](#)

### **3. Response / Referral**

*Procedures for reporting suspected (or disclosed) child abuse.*

The designated member of staff for child protection is Mrs Dionne Houston (Pastoral Care Teacher). In her absence, Mr. Feargal Magee, Miss Laura McFarlane or Mrs Louise Coyle will assume responsibility for child protection matters

#### **How a Parent can Make a Complaint**

At [Portadown Integrated Primary School and Nursery Unit](#) we aim to work closely with the parents/guardians in supporting all aspects of the 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 or the Principal/Designated teacher for child protection. 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 Public Protection Unit. Details of [who to contact are shown in the flowchart in Appendix 2.](#)

#### **Where the school has concerns or has been given information about possible abuse by someone other than a member of the school staff**

Where staff become aware of concerns or are approached by a child they should not investigate - this is a matter for the Social Services - but should report these concerns immediately to the designated teacher, discuss the matter with her and make full notes (using the record of concern or disclosure pro forma). These notes or records should be factual, objective in nature and include what was seen, said, heard or reported. They should also include the place and time of and who was

present, this should be given to the designated teacher. The person who reports the incident must treat the matter in confidence.

The designated teacher will decide whether in the best interest of the child the matter needs to be referred to the Social Services. If there are concerns that the child may be at risk, the school is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parent will be informed immediately.

The designated teacher may need to seek discreet preliminary clarification from the person making the complaint or giving the information or from others who may have relevant information. The designated teacher may also consult with the Southern Education & Library Board's designated officer for child protection or Social Services (Gateway Team) before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. The safety of the child is our prime priority.

If there are concerns that the child or young person may be at risk, the designated teacher is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

Where there are concerns about possible abuse and a referral needs to be made the designated teacher will telephone the Southern Health & Social Care Trust. She will also notify the Southern Education & Library Board's designated officer for child protection. A UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form will also be completed and forwarded to the Gateway team with a copy sent to the EA designated officer for child protection.

[This procedure with names and contact numbers is shown in Appendix 3.](#)

The following are guidelines for use by staff should a child disclose concerns of a child protection nature. [Further guidelines are found in Appendix 1](#)

Do's	Don'ts
<ul style="list-style-type: none"> <li>• Stay calm</li> <li>• Listen</li> <li>• Accept</li> <li>• Reassure</li> <li>• Explain what you are going to do</li> <li>• Record accurately</li> <li>• Seek support for yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Panic</li> <li>• Promise to keep secrets</li> <li>• Ask leading questions</li> <li>• Make the child repeat the story unnecessarily</li> <li>• Delay</li> <li>• Start to investigate</li> <li>• Do Nothing</li> </ul>

**Where a complaint has been made about possible abuse by a member of the school's staff**

If a complaint about possible child abuse is made against a member of staff, the Principal/Designated teacher (or the deputy designated teacher if she is not available) must be informed immediately. The above procedures will apply (unless the complaint is about the Principal/Designated teacher)

If a complaint is made against the Principal/Designated teacher, the Chairperson of The Board of Governors will be informed, and he/she will ensure that necessary action is taken.

Where the matter is referred to the Social Services the member of staff may be removed from duties involving direct contact with pupils (and may be suspended from duty as a precautionary measure pending investigation by the appropriate authorities). The Chairman of the Board of Governors will also be informed immediately.

The investigation and management of such a complaint will take place in accordance with the guidance provided by the Department of Education and the relevant agencies involved. In the exercise of its duties towards pupils and staff appropriate levels of support will be provided to both the child and the staff member concerned. This may involve the provision of external support services.

## **Where a complaint has been made about possible abuse by a volunteer**

Any complaint about the conduct of a person working in the school in a voluntary capacity should be treated in the same manner as complaints against a person who is not on the school's staff, and the above procedures followed. If the Principal has any concern that a child may be at risk, the services of the volunteer should be terminated immediately.

## **4. Confidentiality and Record Keeping**

### **Record Keeping**

The Principal will ensure that proper records, dated and signed are kept of all complaints or information received and all concerns about possible abuse noted by staff. The written record will be received from the member of staff who received the information/or has concerns.

What should the records contain?

1. Time, date, circumstances
2. Who gave the information
3. Nature of the information
4. If appropriate a description of signs or symptoms of possible abuse

The Principal or designated teacher will supplement this record with:

1. Details of advice sought - from whom and when
2. Decision reached
3. If referred to Social Services - how, when and by whom
4. If not referred - reasons why
5. When, by whom and how the person who made the complaint or gave the information is told of the decision/

All records will be signed and dated by the designated teacher.

### **Maintaining Records**

1. Complaint/ concerns not referred to Social Services  
(Child not put on Register)

School will maintain record on child's file until his/her 30th birthday.  
Confidential file will be sent to transferring school.

2. Child on Child Protection Register



School will maintain file with documentation from Social Services.  
School will notify transferring school - destroy all social services information on file.  
School will notify child's Case Co-ordinator in Social Services.

All records, information and confidential notes are kept in separate files in a locked cabinet. These only identify the child by their initials. These records are kept separate from any other files, which are held on the child.

### **Vetting Procedures**

The school's vetting processes are compliant with practice advised in DE circular 2013/01 (updates September 2015)  
Copies of these circulars are available on the DE website: [www.deni.gov.uk](http://www.deni.gov.uk)

We ensure that persons beyond the school staff who are invited to be involved as helpers/leaders on educational visits, residential visits, or other out of school educational activities are subject to vetting procedures in keeping with current arrangements for the care and protection of children.

All new members of staff will undergo an induction that include familiarisation with the school's child protection policy and identification of their child protection training needs.  
All staff sign to confirm they have received a copy of the child protection policy and we will ensure that we will provide effective management for our staff through adequate training and supervision.

### **Code of conduct**

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. The school has a code of conduct for staff which is intended to assist staff in respect of the complex issue of child abuse, by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct. It is not intended to detract from the enriching

experiences children and young people gain from positive interaction with staff within the education sector.

### **Staff In-Service**

Portadown Integrated 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 and annual refresher training. 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.

**When new staff or volunteers start at the school, they are briefed on the school Child Protection Policy and code of conduct and given a copy of the policy which includes what to do if you are worried that a child is being abused**

### **Safe handling and use of reasonable force.**

- a. As a general principle, staff are advised not to make unnecessary physical contact with pupils.
- b. It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. A distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide.
- c. Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- d. Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.

e. Staff who must administer first aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first aid in an emergency simply because another person is not present.

f. Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.

g. Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to the Principal

h. Staff should be particularly careful when supervising pupils in a residential setting, or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

### **Intimate Care**

As a general principle, members of staff are advised not to make unnecessary physical contact with pupils. It is, however, unrealistic to suggest that staff should touch pupils only in emergencies; in particular, a distressed child may need reassurance that involves appropriate physical comforting.

### **The Internet and Digital Technologies**

Our policy on the internet and digital technologies is set out in a separate document and is informed by DE guidance. It acknowledges the opportunities for learning as well as the risks attached to the internet and digital technologies. Specifically, it addresses safeguarding issues that may arise in the use of the internet and digital technologies.

### **Extended Schools**

Where extended school activities are provided by and managed by the school, our own child protection policy and procedures apply. If other organisations provide services or activities on our site, we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our students attend off-site activities, we will check that effective child protection arrangements are in place.

### **Monitoring and Evaluation.**

This Policy and Procedures will be updated in the light of any further guidance and legislation as necessary and reviewed annually. The Board of Governors will receive a termly report on the application of the Child Protection Procedures. On-going evaluation will ensure the effectiveness of the policy.

### **Absence of Designated or Deputy teacher**

In the event of an incident or suspected incident and the designated teacher and/or the deputy designated teacher are not present in school staff should contact Child Protection @ EA in the first instance for advice. (02895 985590)

Staff should always try to contact the Designated Teacher on her mobile.  
[See Appendix 3.](#)

## **APPENDIX 1**

### **DISCLOSURE**

If a child discloses that he/she has been abused there are 6 points to remember:

1. **Receive** - stay calm, listen, accept, take notes.
2. **Reassure** - not child's fault, but do not make promises.
3. **React** - no leading questions, do not criticise perpetrator, do not ask child to repeat to another person or member of staff.
4. **Record** - brief at time and write up later. Record date, time, place, behaviour of child and words of child. Draw diagram to indicate bruising.
5. **Remember** - to follow your group's guidelines, consult as appropriate, refer to Social Services.
6. **Relax** - support for yourself

Five things to say

- I believe you
- I am glad that you have told me this
- I am sorry that this has happened to you
- It is not, nor ever was your fault
- We are going to do something together about this

**Appendix 2**  
**Complain procedure**

***What to do if I have a child Protection concern?***

I have a concern about my child's or another child's safety

I can talk to the class teacher

Or

I can talk to Mrs Houston the Designated teacher for child protection or Miss McFarlane / Mrs Coyle the deputy designated teacher for child protection.

If I am still concerned, I can talk to the Principal -  
Mr. Magee.

If I am still concerned, I can talk to the Chairman of the Board of  
Governors-  
Mr. M. Hogg

*If the next person in the link is the teacher, you have a complaint  
about please go one step higher.*

*At any time, you can talk to the social worker or the police*

### **Appendix 3**

#### **Contact numbers**

Principal - Feargal Magee  
Designated teacher - Dionne Houston  
Deputy Designated Teachers  
Noleen Loye  
Louise Coyle  
Laura Mc Farlane  
School telephone 028 38350754  
Safeguarding Support Line  
028 95985590

Gateway - 02837 567100

**Portadown**  
**Integrated**  
**Primary School**