

BALLYCLARE SECONDARY SCHOOL

Safeguarding and Child Protection Policy



1. Child Protection Ethos

We in Ballyclare Secondary School acknowledge our pastoral responsibility towards our pupils and recognise that all children and teenagers have a fundamental right to be protected from harm. Young people cannot learn effectively or develop unless they feel secure.

We in Ballyclare Secondary School have a responsibility for the Pastoral Care, general welfare and safety of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All staff, teaching and non-teaching should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action, which is required where abuse or neglect of a child is suspected and outlines referral procedures within our school.

2. Principles

The general principles, which underpin our work, are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (Northern Ireland) Order 1995, the Department of Education (Northern Ireland) guidance “Pastoral Care in Schools - Child Protection”(DENI Circular 99/10) and the Area Child Protection Committees’ Regional Policy and Procedures(2005).

The following principles form the basis of our Child Protection Policy.

- It is a child’s right to feel safe at all times, to be heard, listened to and taken seriously.
- We have a pastoral responsibility towards the children in our care and should take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.
- In any incident the child’s welfare must be paramount, this overrides 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 interest must always come first.

3. Other Relevant 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:

- Pastoral Care Policy
- Positive Behaviour Policy
- Anti-Drugs policy
- Anti-Bullying policy
- Intimate Care Policy
- Relationships and Sexuality Policy
- Use of Reasonable Force/Safe Handling Policy
- SEN Policy
- Health and Safety Policy
- ICT and access to the internet/cyber bullying
- Safeguarding Staff: Code of Conduct

These policies are available to parents and any parent requiring a copy should contact the School Principal or visit the school website at:

www.ballyclaresecondary.co.uk

4. School Safeguarding Team

The following are members of the schools Safeguarding Team:

- Designated Teacher: Mr A Nicholl
- Deputy Designated Teacher: Mrs S Flanagan
- Principal: Mrs K Bell
- Designated Governor for Child Protection: Mr R Thompson
- Chair of the Board of Governors: Rev Dr J H MacConnell

5. Roles and Responsibilities

5.1 The Designated Teacher and Deputy Designated Teacher

The designated teacher and deputy designated teacher must:

- Avail of training so that they are aware of duties, responsibilities and role
- Organise training for all staff (whole school training)
- Lead in the development of the school's Child Protection Policy
- Act as a point of contact for staff and parents
- Assist in the drafting and issuing of the summary of our Child Protection arrangements for parents
- Make referrals to Social Services Gateway team or PSNI Public Protection Unit where appropriate
- Liaise with the North Eastern Education & Library Board's Designated Officers for Child Protection
- Maintain records of all child protection concerns
- Keep the School Principal informed
- Provide written annual report to the Board of Governors regarding child protection

5.2 The Principal

The Principal must ensure that:-

- DENI 1999 / 10 is implemented within the school
- That a designated teacher and deputy are appointed
- That all staff receive child protection training
- That all necessary referrals are taken forward in the appropriate manner

- That the Chairman of the Board of Governors (and, when appropriate, the Board of Governors) is kept informed
- That child protection activities feature on the agenda of the Board of Governors meetings and termly updates & annual report are provided
- 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.

5.3 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

5.4 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 Education Authority Child Protection Support Service for Schools, the Education Authority Governor Support and Human Resource Departments.
- 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.

5.5 Other Members of School Staff

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

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;
- listen to what is being said without 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

In addition the Class Teacher should:

- Keep the Designated Teacher informed 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 including disclosures of domestic violence.

5.6 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;
- 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.

5.7 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
- confidentiality is paramount. Information should only be passed to an entire Board of Governors on a need-to-know basis.

6. What Is Child Abuse?

The following definitions of child abuse are taken from the Area Child Protection Committees' Regional Policy and Procedures (2005).

6.1 Definition of Abuse

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. There are different types of abuse and a child may suffer more than one of them. The procedures outlined in this document are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child.

6.2 Types of Abuse

Physical Abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Emotional Abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that he is worthless or unloved, inadequate, or valued only insofar as he meets the needs of the other person. It may involve causing a child to frequently feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse.

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

Sexual Abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

CSE – Child Sexual Exploitation is form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in a sexual activity with the person who is exploiting them. CSE does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Any child under the age of 18 can be a victim of CSE. Although younger children can experience CSE, the average age at which concerns are first identified is 12-15 years of age. Sixteen and seventeen year olds, although legally able to consent to sexual activity can also be sexually exploited. Young males can also be victims of CSE. While children in care are known to experience disproportionate risk of CSE, **the majority of CSE victims are living at home.** CSE can be very difficult to identify and a young person may not see themselves as a victim. However, it is the statutory responsibility to protect all children and young people

from abuse, irrespective of whether or not they view themselves as a victim of abuse.

Female Genital Mutilation (FGM) is a form of child abuse and violence against women and girls. FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. FGM is a form of child abuse and, as such, teachers have a statutory duty to report cases, including suspicion, to the appropriate agencies, through agreed and established school procedures. In the UK, FGM has been a specific criminal offence since the Prohibition of Female Circumcision Act 1985. The female genital mutilation Act 2003 replaced the 1985 Act in England, Wales and Northern Ireland and the Serious Crime Act 2015 further strengthened the law of FGM.

*All of the above definitions are from Co-operating to Safeguard Children and Young People in Northern Ireland (2016).

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.

When we become aware of young people below the age of consent engaging in sexual activity or, where we have concerns about a 16/17 year old in a sexual relationship the Designated Teacher has a duty to share this information with Social Services.

6.3 Signs and symptoms of abuse ~ Possible Indicators

Physical Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> ▪ Unexplained bruises – in various stages of healing – grip marks on arms; ▪ slap marks; human bite marks; welts; bald spots; unexplained/untreated burns; especially cigarette burns (glove like); unexplained fractures; lacerations; or abrasions; ▪ untreated injuries; ▪ bruising on both sides of the ear – symmetrical bruising should be treated with suspicion; injuries occurring in a time pattern e.g. every Monday 	<ul style="list-style-type: none"> ▪ Self destructive tendencies; ▪ aggressive to other children; ▪ behavioural extremes (withdrawn or aggressive); ▪ appears frightened or cowed in presence of adults; ▪ improbable excuses to explain injuries; chronic runaway; ▪ uncomfortable with physical contact; ▪ come to school early or stays last as if afraid to be at home; ▪ clothing inappropriate to weather – to hide part of body; violent themes in art work or stories

Emotional Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> ▪ Well below average in height and weight; “failing to thrive”; ▪ poor hair and skin; alopecia; 	<ul style="list-style-type: none"> ▪ Apathy and dejection; ▪ inappropriate emotional responses to painful situations;

<ul style="list-style-type: none"> ▪ swollen extremities i.e. icy cold and swollen hands and feet; ▪ recurrent diarrhoea, wetting and soiling; sudden speech disorders; ▪ signs of self mutilation; ▪ signs of solvent abuse (e.g. mouth sores, smell of glue, drowsiness); ▪ extremes of physical, mental and emotional development (e.g. anorexia, vomiting, stooping). 	<ul style="list-style-type: none"> ▪ rocking/head banging; ▪ inability to play; ▪ indifference to separation from family; ▪ indiscriminate attachment; ▪ reluctance for parental liaison; ▪ fear of new situation; ▪ chronic runaway; ▪ attention seeking/needing behaviour; ▪ poor peer relationships.
--	--

Neglect

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> ▪ Looks very thin, poorly and sad; ▪ constant hunger; lack of energy; ▪ untreated medical problems; ▪ Untreated head lice/other infestations; ▪ special needs of child not being met; ▪ constant tiredness; inappropriate dress; ▪ poor hygiene; ▪ repeatedly unwashed; smelly; ▪ repeated accidents, especially burns. 	<ul style="list-style-type: none"> ▪ Tired or listless (falls asleep in class); ▪ steals food; compulsive eating; ▪ begging from class friends; ▪ withdrawn; lacks concentration; ▪ misses school medicals; ▪ reports that no carer is at home; ▪ low self-esteem; ▪ persistent non-attendance at school; ▪ exposure to violence including unsuitable videos.

Sexual Abuse

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> ▪ Bruises, scratches, bite marks or other injuries to breasts, buttocks, lower abdomen or thighs; ▪ bruises or bleeding in genital or anal areas; ▪ torn, stained or bloody underclothes; ▪ chronic ailments such as recurrent abdominal pains or headaches; ▪ difficulty in walking or sitting; ▪ frequent urinary infections; ▪ avoidance of lessons especially PE, games, showers; ▪ unexplained pregnancies where the identify of the father is vague; ▪ anorexia/gross over-eating. 	<ul style="list-style-type: none"> ▪ What the child tells you; ▪ Withdrawn; chronic depression; ▪ excessive sexual precociousness; seductiveness; ▪ children having knowledge beyond their usual frame of reference e.g. young child who can describe details of adult sexuality; parent/child role reversal; ▪ over concerned for siblings; ▪ poor self esteem; self devaluation; ▪ lack of confidence; peer problems; ▪ lack of involvement; ▪ massive weight change; ▪ suicide attempts (especially adolescents); hysterical/angry outbursts; ▪ lack of emotional control; ▪ sudden school difficulties e.g. deterioration in school work or behaviour; ▪ inappropriate sex play; ▪ repeated attempts to run away from home; unusual or bizarre sexual themes in children's art work or stories; ▪ vulnerability to sexual and emotional exploitation; promiscuity;

	<ul style="list-style-type: none"> ▪ exposure to pornographic material.
--	--

Exploitation / CSE

Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> ▪ Changes in mood (agitated or stressed). ▪ Inappropriate sexualised behaviour for age. ▪ Bruising, bite marks. ▪ Collected from school by an unknown adult or taxis. ▪ Change in personal hygiene (greater attention or less). ▪ Self-harm and other expressions of despair. 	<ul style="list-style-type: none"> ▪ Acquisition of money, clothes, mobile phones etc without plausible explanation. ▪ Truancing/leaving school without permission. ▪ Persistently going missing or returning late. ▪ Receiving lots of texts/phone calls prior to leaving. ▪ New peer groups. ▪ Significantly older boyfriend or girlfriend. ▪ Increasing secretiveness around behaviours. ▪ Low self-esteem. ▪ Evidence or suspicion of substance abuse.

7. Procedures for making complaints in relation to child abuse

7.1 How a Parent can make a Complaint

At Ballyclare Secondary School 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**.

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

Where staff become aware of concerns or are approached by a child they should not investigate – this is a matter for Social Services – but should report these concerns immediately to the designated teacher and full notes should be made. These notes or records should be factual, objective and include what was seen, said, heard or reported. They should include details of the place and time and who was present and 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 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 consult with the Education Authority's Designated Officer for Child Protection or Social Services Gateway Team before a referral is made. During consultation with the Designated Officer the child's details will be shared. 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.

Where there are concerns about possible abuse and a referral needs to be made the designated teacher will telephone Social Services Gateway Team. They will also notify the Education Authority 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 Education Authority Designated Officer for Child Protection.

If the Principal has concerns that a child may be at immediate risk from a volunteer, the services of the volunteer will be terminated immediately.

This procedure with names and contact numbers is shown in **Appendix 3**.

7.3 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 (or Designated teacher if Mrs Bell 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 the Designated Teacher will inform the Chairperson of The Board of Governors who will ensure that necessary action is taken.

Where the matter is referred to 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 be informed immediately. Child protection procedures as outlined in Appendix will be followed in keeping with current Department of Education guidance.

This procedure with names and contact numbers is shown in **Appendix 4**.

The following are guidelines for use by staff should a child disclose concerns of a child protection nature.

Do:	Do not:
<ul style="list-style-type: none"> ❖ Listen to what the child says ❖ Assure the child they are not at fault ❖ Explain to the child that you cannot keep it a secret ❖ Document exactly what the child says using his/her exact words ❖ Remember not to promise the child confidentiality ❖ Stay calm ❖ Listen ❖ Accept ❖ Reassure ❖ Explain what you are going to do ❖ Record accurately ❖ Seek support for yourself 	<ul style="list-style-type: none"> ❖ Ask leading questions. ❖ Put words into the child’s mouth. ❖ Ignore the child’s behaviour. ❖ Remove any clothing. ❖ Panic ❖ Promise to keep secrets ❖ Ask leading questions ❖ Make the child repeat the story unnecessarily ❖ Delay ❖ Start to investigate ❖ Do Nothing

8. Attendance at Child Protection Case Conferences and Core Group Meetings

The Designated Teacher/Deputy Designated Teacher or Principal may be invited to attend an initial and review Child Protection Case Conferences and/or core group meetings convened by the Health & Social Care Trust. They will provide a written report which will be compiled following consultation with relevant staff. Feedback will be given to staff under the ‘need to know’ principle on a case-by-case basis. Children whose names are on the Child Protection register will be monitored and supported in accordance with the child protection plan.

9. Confidentiality and Information Sharing

Information given to members of staff about possible child abuse cannot be held “in confidence”. In the interests of the child, staff have a responsibility to share relevant information about the protection of children with other professionals particularly the investigative agencies. Where abuse is suspected schools have a legal duty to refer to the Statutory Agencies. In keeping with the principle of confidentiality, the sharing of information with school staff will be on a ‘need to know’ basis.

10. Record Keeping

All child protection records, information and confidential notes are kept in separate files in a locked drawer. These records are kept separate from any other file that is held on the child or young person and are only accessible by the Designated Teacher, Deputy Designated Teacher and Principal.

Should a child transfer to another school whilst there are current child protection concerns we will share these concerns with the Designated Teacher in the receiving school.

11. Vetting Procedures

All staff paid or unpaid who are appointed to positions in the School are vetted in accordance with relevant legislation and Departmental guidance.

12. Code Of Conduct For all Staff

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.

13. Staff Training

Ballyclare Secondary 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 provided by the Child Protection Support service for Schools.

When new staff or volunteers start at the school they are briefed on the school's Child Protection Policy and Code of Conduct and given copies of these policies.

14. The Preventative Curriculum

In the classroom, regular morning Class Teacher assemblies 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. This is in addition to 1 timetabled period per week of LLW of which Personal Development is a vital part.

Throughout the school year child protection issues are addressed through whole school and year assemblies and there are safeguarding information posters displayed 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:

- First Aid Training for staff.
- Participation in NIABF Anti Bullying Week
- Healthy eating promotions throughout school
- 6th Form Mood Matters talks by Aware Defeat Depression

- Materials are provided for use in class assembly (discussion starters/ exercises). Topics include being organised for school, sources of support, self esteem, dealing with conflict among friends, resisting peer pressure, being a good friend, body image and dealing with stress
- Peer Mentoring Training
- Regular liaison with Behaviour Support Team and Education and Welfare Service.
- Internet safety information
- Education Authority Nurses deliver talks to various year groups throughout the year.
- LLW includes lessons and talks on a range of topics throughout the school such as:
 - Dealing with stress
 - Sexual health
 - Drugs, alcohol and tobacco awareness
 - Risk taking behaviours

14. SECURUS (e-Safety)

SECURUS forms part of the e-Safety suite of tools available via the C2K Network to safeguard children in their use of information systems and electronic communications. This software allows the Designated Child Protection Staff to monitor the screen display and keystrokes of **Students Only** on **C2K Managed Machines** and triggers a capture if the content is listed in the database of inappropriate words and phrases. The software agent monitors activity on the machines and reports back observations to the central management server. This software is used in the interests of protecting pupils from aspects of: hacking, swearing, bullying, terrorism, violence, pornography, drugs and alcohol. Parents and Carers are made aware of this via letter format at the beginning of each academic year, following the introduction of this software at the end of the academic year 2016-2017. Details pertaining to this software can also be found in pupils' AUP files.

15. Monitoring and Evaluation

The Safeguarding Team in Ballyclare Secondary School will update this Policy and procedures in the light of any further guidance and legislation as necessary and review it annually. The Board of Governors will also monitor child protection activity and the implementation of the child protection policy on a regular basis through the provision of reports from the Designated Teacher.

On-going evaluation will ensure the effectiveness of the Policy.

Date Policy Reviewed: _____

Signed: _____ (Designated Teacher)

_____ (Principal)

_____ (Chair of Board of Governors)

Ballyclare Secondary School

Child Protection Incident Report

Child's Name: _____ **DOB** _____ **Class** _____

Details of Incident/Disclosure*

Name of Person completing the report: _____

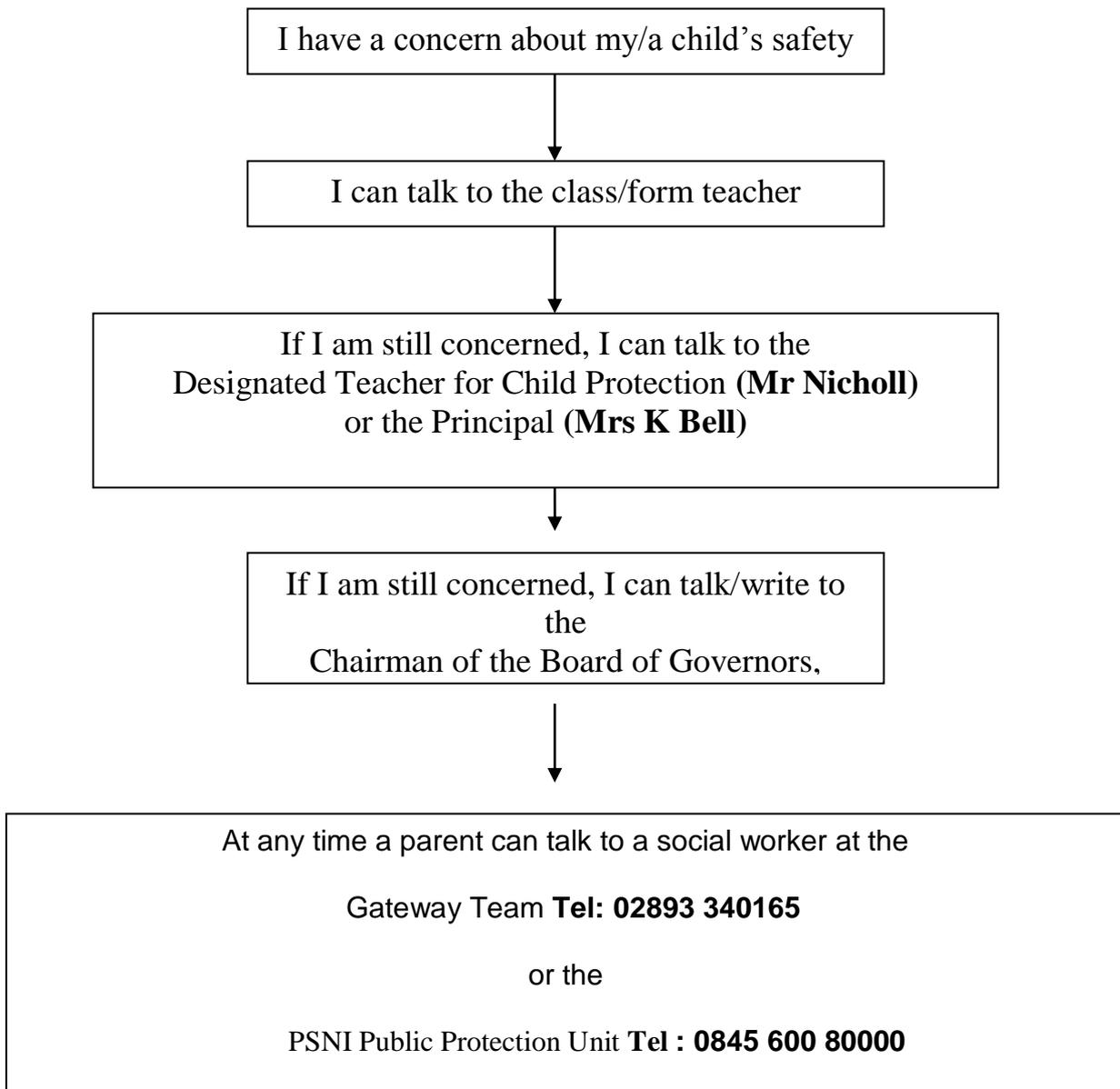
Designation: _____

Signature: _____

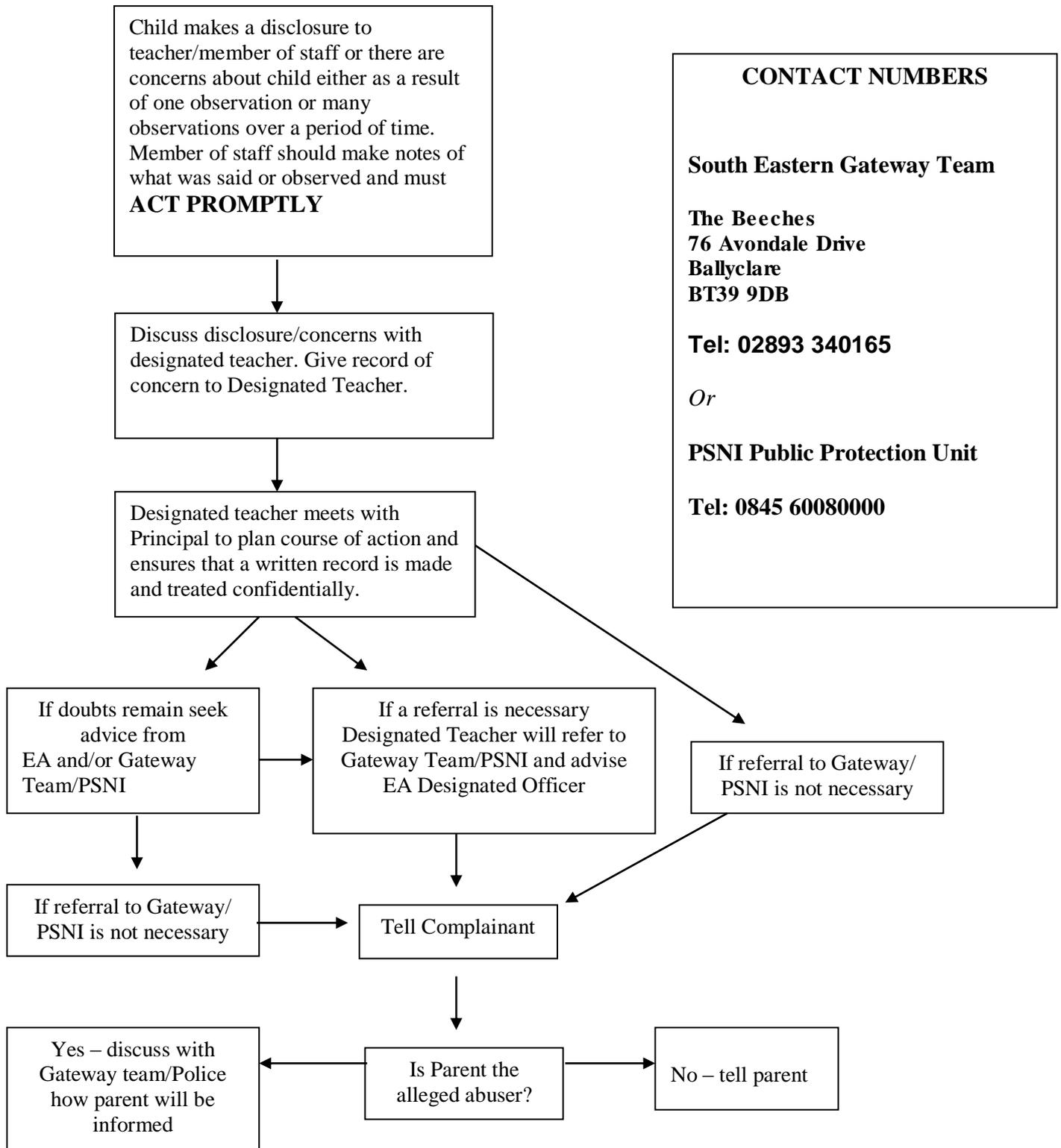
Date: _____

*** Record actual words used by the child/young person**

How a Parent can make a Complaint



Procedure where the School has concerns, or has been given information, about possible abuse by someone other than a member of staff



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

