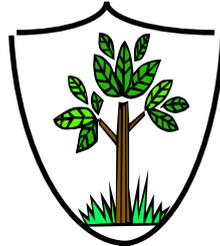


DRUMSALLEN PRIMARY SCHOOL



# Child Protection and Safe Guarding Policy

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May 2016

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## INTRODUCTION

We, in Drumsallen Primary, have a responsibility for the Pastoral Care, general welfare and safety of children in our care. 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.

The school ethos is reflected in all actions and decisions taken by staff as they follow the detailed guidance set out in the SELB Child Protection Procedures, DENI Circular 1999/10, DENI 'Promotion of Positive Behaviour' 2001, DENI Circulars 2006/6, 7, 8, 9, 25, Co-operating to Safeguard Children 2003, Area Child Protection Committees' – Regional Policy and Procedure 2005.

The staff at Drumsallen Primary School has adopted a Code of Conduct (**See Appendix 1**) and visitors are required to read and adhere to The Visitors Code of Conduct and sign the visitors' book. (**See Appendix 2**).

## CHILD PROTECTION PRINCIPLES

The principles and philosophy which underpin our work are those set out in the "UN Convention on the Rights of the Child" (UK Agreement in 1991) and enshrined in the Children (NI) Order 1995 effective from November 1996. A major part of our responsibility will be to safeguard the children in our care from neglect and physical, sexual and emotional harm.

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

- Children have a right to be listened to and to be taken seriously.
- In any matter the welfare of the child must always be paramount. This overrides all other considerations.
- A proper balance must be struck between protecting the child and respecting the rights and needs of parents and families: but where there is conflict the child's interests must always come first.

### **Aims to be addressed through this policy document:**

- To introduce procedures in the school to deal with suspected cases of child abuse as directed by Department and SELB circulars.
- To make the staff aware of the referral procedure within the school.
- To make parents aware of the procedures set up in school to deal with suspected cases of child abuse.

The appendices include code of conduct guidelines for staff and visitors as well as information relating to internet access, use of children's images, use of mobile phones, administration of medication and changing clothes.

This document should be used in conjunction with a range of other school policies and guidelines including:

- Pastoral Care
- Anti-Bullying
- Administration of Medication
- Positive Behaviour
- Health & Safety

## WHAT IS CHILD ABUSE?

Children may be abused by a parent, sibling, other relative, a carer, a teacher or assistant, an acquaintance or a stranger who may be an adult or a young person. It may be a deliberate act or failure on the part of a parent, carer or teacher to act or to provide proper care, or both. Abuse can take any of the following forms:

- **Neglect** The persistent or significant neglect of a child, or 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 care resulting in the significant impairment of the child's health or development.
- **Physical** injury to a child, whether deliberately inflicted or knowingly not prevented.
- **Sexual** The sexual exploitation of a child or young person for an adult's or another person's own gratification. The involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violates normal family roles.
- **Emotional** Persistent or significant emotional ill-treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.

## PROCEDURES FOR REPORTING CHILD ABUSE

Drumsallen Primary School recognises their four main responsibilities in the area of Child Protection. These are in the areas of *Prevention, Recognition, Response* and *Referral*. Parents will be made aware of the school's responsibilities and procedures through a pamphlet distributed to each family every two years. In addition, a copy of the Child Protection Policy is available on the school's website [www.drumsallenps.co.uk](http://www.drumsallenps.co.uk)

### 1. PREVENTION

Drumsallen Primary School offers a supportive environment to children who are being abused, have been abused and may be abused in the future. The School through classwork, assemblies, visits from outside agencies, etc. has put in place a 'Child Protection Ethos' which provides a safe and secure environment for our pupils.

Drumsallen Primary School offers protection on two levels:

1. Immediate protection , creating a caring environment that makes it easier for children to share their concerns.
2. Long-term protection , enhancing self-esteem and encouraging social skills, which will help children to break the cycle of abusive behaviour.

The Board of Governors ensure that:

- a. The school curriculum includes a programme for pupils on personal protection.
- b. The school has and follows the Code of Practice for the conduct of all members of staff both teaching and non-teaching. This code covers all activities organised by the school whether on school premises or elsewhere.
- c. Persons beyond the school staff who are invited as helpers/leaders on trips, residential visits or other out of school activities are subject to **vetting procedures** in keeping with current arrangements for the care and protection of young people (Access NI-enhanced check).

## 2. RECOGNITION

We use the following definitions for Child Abuse:

a) **Neglect:** The persistent failure of a parent, guardian or carer to meet a child's physical, emotional and psychological needs which is likely to lead to significant harm. It may involve the parent or carer failing to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger: failure to provide access to medical care or treatment; lack of supervision or lack of stimulation.

Physical signs of neglect	Behavioural signs of neglect
<ul style="list-style-type: none"> <li>• Constant hunger</li> <li>• Exposed to danger through lack of supervision</li> <li>• Inadequate / Inappropriate clothing</li> <li>• Poor personal hygiene</li> <li>• Untreated medical problems</li> <li>• Emaciation</li> </ul>	<ul style="list-style-type: none"> <li>• Tiredness</li> <li>• Lack of peer relationships</li> <li>• Low self-esteem</li> <li>• Destructive tendencies</li> <li>• Compulsive stealing / begging</li> <li>• Frequent lateness / non-attendance at school</li> <li>• Chronic running away</li> <li>• Scavenging for food and clothes</li> </ul>

b) **Physical Abuse:** The failure to prevent physical injury or causing actual physical injury to a child. This may include hitting, shaking, throwing, burning, scalding, confinement to a room or the inappropriate giving of drugs to control behaviour.

Physical signs of physical abuse	Behavioural signs of physical abuse
<ul style="list-style-type: none"> <li>• Scratches</li> <li>• Bite marks or welts</li> <li>• Bruises</li> <li>• Burns, especially cigarette burns</li> <li>• Untreated injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Self mutilation tendencies</li> <li>• Running away</li> <li>• Bullying</li> <li>• Aggressive or withdrawn</li> <li>• Fear of returning home / parents being contacted</li> <li>• Undue fear of adults</li> <li>• Flinching at sudden movements / withdrawn from physical contact</li> <li>• Fearful watchfulness</li> <li>• Improbable excuses to explain injuries</li> <li>• Refusal to discuss injuries</li> </ul>

c) **Sexual Abuse:** The actual or likely sexual exploitation of a child for an adult's or another young person's own gratification. The activity may involve physical contact including penetrative or non-penetrative acts. Sexual abuse may include non contact activities such as involving children looking at or in the production of pornographic material. Watching sexual activities or encouraging children to act in a sexually inappropriate manner.

Physical signs of sexual abuse	Behavioural signs of sexual abuse
<ul style="list-style-type: none"> <li>• Soreness, bleeding in genital area</li> <li>• Itching in genital area</li> <li>• Stomach pains or headaches</li> <li>• Pain on urination</li> <li>• Difficulty in walking or sitting</li> <li>• Bruises on inner thigh or buttocks</li> <li>• Anorexia / bulimia</li> </ul>	<ul style="list-style-type: none"> <li>• Chronic depression</li> <li>• Self mutilation</li> <li>• Inappropriate language and sexual knowledge for age group</li> <li>• Sexualised play with explicit acts</li> <li>Making sexual advances to adults or other children</li> <li>• Obsessive washing</li> <li>• Low self-esteem</li> <li>• Afraid of the dark</li> <li>• Wariness of being approached by anyone</li> <li>• Substance / drug abuse</li> <li>• In possession of unexplained large sums of money or gifts</li> <li>• Truancy / running away</li> </ul>

d) **Emotional Abuse:** Emotional rejection or ill treatment of a child resulting in adverse effects on the emotional, physical and/or behavioural development of the child. It may involve:

- Conveying to the child that he/she is worthless and unloved, inadequate or valued only insofar as he/she meets the needs of another person.
- The child feeling frightened or in danger
- The exploitation or corruption of a child
- Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional harm.

Physical signs of emotional abuse	Behavioural signs of emotional abuse
<ul style="list-style-type: none"> <li>• Short stature</li> <li>• Poor hair</li> <li>• Alopecia</li> <li>• Poor skin</li> <li>• Swollen extremities</li> <li>• Recurrent diarrhoea</li> <li>• Non-accidental injuries</li> <li>• Sudden speech disorders</li> <li>• Drug / solvent abuse</li> <li>• Self mutilation</li> <li>• Eating disorders</li> </ul>	<ul style="list-style-type: none"> <li>• Rocking, thumb sucking and hair twisting</li> <li>• Chronic running away</li> <li>• Poor peer relationships</li> <li>• Over reaction to mistakes</li> <li>• Inappropriate emotional responses to stressful situations</li> <li>• Self mutilation</li> <li>• Extremes of passivity or aggression</li> <li>• Substance / drug abuse</li> </ul>

## e) Bullying

Although not an official form of abuse, bullying in any form will not be tolerated in Drumsallen Primary School. The procedures laid out in the school's Anti-Bullying Policy will be invoked.

A copy of the school's Anti-Bullying Policy is available on the school's website

[www.drumsallenps.co.uk](http://www.drumsallenps.co.uk).

### 3. RESPONSE

In Drumsallen Primary School the Safeguarding Team of Mrs Kelly (Designated Teacher for Child Protection), Mrs McClatchey and Mrs McCarragher (Deputy Designated Child Protection Teachers), the Chairperson of the Board of Governors and Mr Livingstone (Designated Governor for Child Protection) are responsible for Child Protection.

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff will act immediately (**Appendix 3**)

No child will be given a promise of confidentiality but will be assured that the information shared will only be disclosed to people who NEED to know.

#### a. Staff members:

##### Receive:

- Listen to what is being said, without displaying shock or disbelief
- Accept what is said
- Take notes

##### Reassure:

- Reassure the child, but only so far as is honest and reliable, for example, don't make promises you may not be able to keep, like "I'll stay with you" or "Everything will be all right now".
- Don't promise confidentiality; you have a duty to refer. Explain to the child that you will need some help to deal with what he/she has told you.
- Do reassure and alleviate guilt, if the child refers to it. For example, you should say: "You're not to blame" or "You're not alone; you're not the only one this sort of thing has happened to".

##### React:

- React to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but don't 'interrogate' for full details.
- Do not ask 'leading' questions, for example, "What did he/she do next?" (this assumes he/she did) or "Did he/she touch your private parts?". Such questions may invalidate your evidence and the child's in any later prosecution in court.
- Do ask open questions, like "Anything else to tell me?", "Yes?" or "And?"
- Do not criticise the perpetrator; the child may love him/her and reconciliation may be possible.
- Do explain what you have to do next and to whom you have to talk. Try to see the matter through yourself and keep in contact with the child. Ensure that if a Social Services interview is to follow, that the child has a 'support person' present if the child wishes it (possibly yourself).

**Record:**

- Make some notes at the time on any paper which comes to hand and write them up as soon as possible.
- Do not destroy these original notes.
- Record the date, time, place, any noticeable non-verbal behaviour and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words. Any injuries or bruises noticed may be recorded on a diagram showing position and extent. UNDER NO CIRCUMSTANCES SHOULD A CHILD'S CLOTHING BE REMOVED. Teachers should be aware that their note of the discussion might need to be used in any subsequent court proceedings
- Record statements and observable things, rather than your 'interpretations' or assumptions.

**b. Designated / Deputy Designated Teacher:****Receive:**

- Listen to the class teacher or child
- Remind the class teacher to take notes
- Written records will be kept in the locked Safeguarding Drawer in Mrs Kelly's office.

**Discuss:**

- Immediately discuss the case with the EA Designated Officers for Child Protection.
- Refer the case to the Senior Social Worker promptly by School Referral Form – UNOCINI

**Support:**

- The child
- The class teacher (EA Staff Welfare Services)

**c. Parents:**

If a parent has concerns about something that is happening in school, he or she should ask to speak to the school's Designated Teacher for Child Protection. Alternatively, the parent can speak to the Chairperson of the Board of Governors and/ or the Designated Governor for Child Protection, Mrs J Kelly. If the parent does not wish to contact the school, he or she should call the police exchange who will put them through to, or give them the number of their nearest CARE (Child Abuse and Rape Enquiry) Unit.

**d. Children:**

Children who are being abused and want to talk to someone, can either speak to the Designated Teacher, Deputy Designated Teacher or any teacher of his/her choice. If a child is unhappy about talking to someone in school, children can ring the Northern Ireland Childline on 0800 212888, or NSPCC Child Protection Helpline 0800 800500.

#### **4. REFERRAL**

The following procedure will be applied:

- If (after consultation with the EA Child Protection Officer) a referral is deemed necessary, it will be made immediately to the Social Services.
- If there are concerns that a 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 parents will be informed immediately.
- The Chairman of the Board of Governors will be kept fully up to date on all of these issues. The safety of the child is our first priority.

**NOTE: In all case of suspected child abuse, the action to be taken by the school is that of informing Social Services and the Southern Education and Library Board. The school will NOT be involved in investigating the suspected abuse.**

#### **ALLEGATIONS**

##### **Allegation against a member of staff:**

If a complaint about possible child abuse is made against a member of staff, Mrs Kelly (or Mrs McCarragher or Mrs McClatchey if she is not available) must be informed immediately. Parents can also seek advice from the School's Designated Child Protection Governor, Mr Livingstone. The above procedures will apply (unless the complaint has been made about the Principal).

##### **Allegation against the principal:**

If the complaint is made against the Principal, Mrs McCarragher must be informed immediately. Mrs McCarragher will inform the Chairperson and together they will ensure that the necessary action is taken.

##### **Suspension from duty:**

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

**(See Appendix 6 – Complaints Procedure - Staff)**

#### **CONFIDENTIALITY**

For reasons of confidentiality the only people who need to know details of suspected cases are:

- a) Mrs J Kelly, Principal/ Designated Teacher
- b) Mrs. J McCarragher/Mrs C McClatchey, Deputy Designated Teachers
- c) Chairperson of the Board of Governors
- d) Mr D Livingstone, Designated Governor for Child Protection

Other members of staff need to know only enough to prepare them to act with sensitivity to a distressed pupil. They do not need to know detail.

## **RECORD KEEPING**

Staff will make notes at the time of the disclosure on the school pro-forma on the as soon as possible. The date, time, place, any noticeable non-verbal behaviour and the words used by the child will be recorded. If the child uses sexual 'pet' words, the actual words used will be recorded rather than translating them into 'proper' words.

Any injuries or bruises noticed will be recorded on a diagram showing position and extent. Under no circumstances will a child's clothing be removed. Staff will be made aware that their note of the discussion might need to be used in any subsequent court proceedings.

All records, information and confidential notes will be kept in separate files in the locked Safeguarding Drawer. These will only identify the child by their initials and date of birth. These records are kept separate from the child's individual report.

Where an allegation is made against a member of staff and is pursued either as a formal referral or under the school's disciplinary procedures, a summary is entered on a Record of Abuse Complaints Notebook. This entry, which will contain details of the complaint, stored in the locked Safeguarding Drawer, and will be made available to the Board of Governors at least annually and signed by the Chairman.

In addition to the above, the school specifically recognises the need to protect children when:

- On school trips
- Using the internet
- Administering medication
- Changing wet or soiled clothes

For this reason the schools seeks parental consent on:

- All out of school activities (See Appendix 5)
- Photographic Consent Form (Appendix 6)
- Access to the internet (See Appendices 7 and 8)
- Administration of medication (See Appendix 9)
- Changing clothes (See Appendix 10)

## **VETTING PROCEDURES**

All staff, teaching and non-teaching, including parent volunteers, students on work experience, external coaches and music tutors, will be subject to vetting procedures though Access NI before permission is granted to work in the school, either on a paid or voluntary basis. Photocopies of Access NI Certificates will be kept in the Locked Safeguarding Drawer.

## **STAFF IN-SERVICE TRAINING**

Each member of staff will receive general training on this policy and the procedures once every two years. This will be led by the Designated Teacher for Child Protection. The Designated Teacher and Deputy Designated Teachers will also avail of courses offered by the EA and other multi-disciplinary agencies.

## **MONITORING AND EVALUATION**

The Safeguarding Team will discuss all current Child Protection issues on a termly basis. The Board of Governors (who have reviewed and approved this policy) will also be advised of relevant Child Protection Issues at regular intervals during the course of the school year. Specific details will not be shared with the Governors and confidentiality will be maintained. The Safeguarding Team will review this policy annually and advise Governors and parents of changes when necessary. All parents will receive a summary (in the form of a pamphlet) once every two years outlining the basic Child Protection Procedures and Policy.

## **USEFUL CONTACT NUMBERS**

EA Child Protection Officers Kathy McCann and Jennifer McCann	028 38 341975
Southern Health & Social Care Trust Gateway Team	028 38 343011
Childline	0800 1111
NSPCC	0800 800 5000



## APPENDIX 1 – CODE OF CONDUCT FOR ALL STAFF

This Code of Conduct is intended to assist staff in respect of the complex issue of child protection by drawing attention to the areas of risk for staff and offering advice on prudent conduct.

### PRIVATE MEETINGS WITH PUPILS

- a. Teachers should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place, but, where possible, such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people.
- b. Where such conditions cannot apply teachers are advised to ensure that another adult knows that the interview is taking place.
- c. Where possible another pupil or another adult should be present or nearby during the interview.

### PHYSICAL CONTACT WITH PUPILS

Staff should not feel inhibited from responding to the needs of the child and offering physical comfort as a caring parent would provide. However this should only occur when the child is in agreement.

- a. All touch should be governed by the age and developmental stage of the child.
- b. Staff should not touch a child who has clearly indicated that he/she would be uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- c. Physical punishment is illegal as in any form of physical response to misbehaviour unless it is by way of necessary restraint.
- d. Members of staff who have to administer first aid should ensure that 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.
- e. Any physical contact which is likely to be misinterpreted by the pupil, parent or other casual observers should be avoided.
- f. If any physical contact could be construed as inappropriate, the member of staff should inform the Principal in writing at the earliest possible opportunity.
- g. Staff should be particularly careful when supervising pupils in a residential setting or in an approved out of school activity where more informal relationships tend to be usual and where staff may be in proximity of pupils in circumstances very different from the normal school environment.

### RESTRAINT

Staff can use reasonable force:

- a. To prevent injury to the child, other children, themselves or another member of staff.
- b. To prevent damage to school property.
- c. To prevent the commission of an offence.

- d. The rights of a member of staff to use reasonable force to restrain a pupil applies on the premises of the school or elsewhere at a time when he/she has lawful control or charge of the pupil concerned.
- e. Staff should inform the Principal after any incident where reasonable force has been used.
- f. There should be a written account made of the incident in order to prevent any misunderstanding or misinterpretation. The account should include the names of those involved, when and where the incident took place, names of witnesses, a brief account of the steps taken to defuse the situation and the outcome of the incident.

#### **CHOICE AND USE OF TEACHING MATERIALS**

- a. Parental permission should be sought before using teaching materials of a sensitive nature.
- b. Teachers should avoid teaching materials which might be misinterpreted.
- c. If in doubt about the appropriateness of a particular teaching material, the teacher should consult the Principal before using it.

#### **RELATIONSHIPS AND ATTITUDES**

Staff should ensure that their relationships with pupils are appropriate to the age and gender of the pupils, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff of either sex is dealing with adolescent boys and girls.

#### **HANDLING CONVERSATIONS OF A SENSITIVE NATURE**

Staff should:

- a. Listen and accept information.
- b. Take notes, explaining to the child why you are doing so.
- c. Reassure the child.
- d. Not make promises about the future.
- e. Refer the conversation to the Safeguarding Team.

#### **PHOTOGRAPHIC IMAGES**

- a. With the written consent of parents, on behalf of pupils, the school permits the appropriate taking of images by staff and pupils with school equipment.
- b. Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips. However with the express permission of the Principal, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the staff device.

#### **INTERNET USE**

- a. Teachers should supervise access to Internet resources (where reasonable) through the school's fixed and mobile internet technology.
- b. Teachers will preview any recommended sites before use.
- c. Raw image searches are discouraged when working with pupils.
- d. If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.

## **PERSONAL MOBILE DEVICES (INCLUDING PHONES)**

- a. The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a pupil using their personal device.
- b. The sending of inappropriate text messages between any member of the school community is not allowed.
- c. Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- d. Staff bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

## **INTIMATE CARE AND SPECIAL EDUCATIONAL NEEDS**

You may be required to provide intimate care for children who have special educational needs. The following guidelines must be followed:

- a. Ensure permission has been obtained from parents to change children (see Appendix 'Changing Procedures for Children with Special Educational Needs'). If possible, ensure that you are accompanied by another staff member. Members of staff will sign and date the 'Intimate Care Record Sheet'.
- b. Encourage children, where possible, to change their own clothes, while talking them through the process.
- c. Ensure as much privacy is afforded to the child as possible.

## **FOUNDATION STAGE PUPILS**

It may be necessary for staff to do things of a personal nature for these younger children in their care. Children may be upset and need to be comforted with a hug. They may have a toileting accident and need to have their clothes changed. To fail to do these things for a young child would be negligent. In order to safeguard the child and protect, the following code of conduct will be adhered to at all times:

- a. Children will be encouraged to adjust clothing, etc themselves when using the toilet.
- b. Only trained staff members will be permitted to accompany them to the toilet.
- c. When taking child/children to the toilet, the adult will inform another member of staff
- d. Children who wet or soil their clothes after a toileting accident will be given clean replacements and encouraged to change and clean themselves as much as possible.
- e. In all toileting accidents, the child's parent/s will be informed by the class teacher, the classroom assistant or the school secretary.

## **CONCLUSION**

It would be impossible to cover all the circumstances in which teachers inter-relate with pupils and where opportunities for their conduct to be misconstrued might occur.

In all circumstances teachers' professional judgement will be exercised and for the vast majority of teachers this Code of Conduct confirms what has always been their practice.



## APPENDIX 2 – CODE OF CONDUCT (VISITORS)

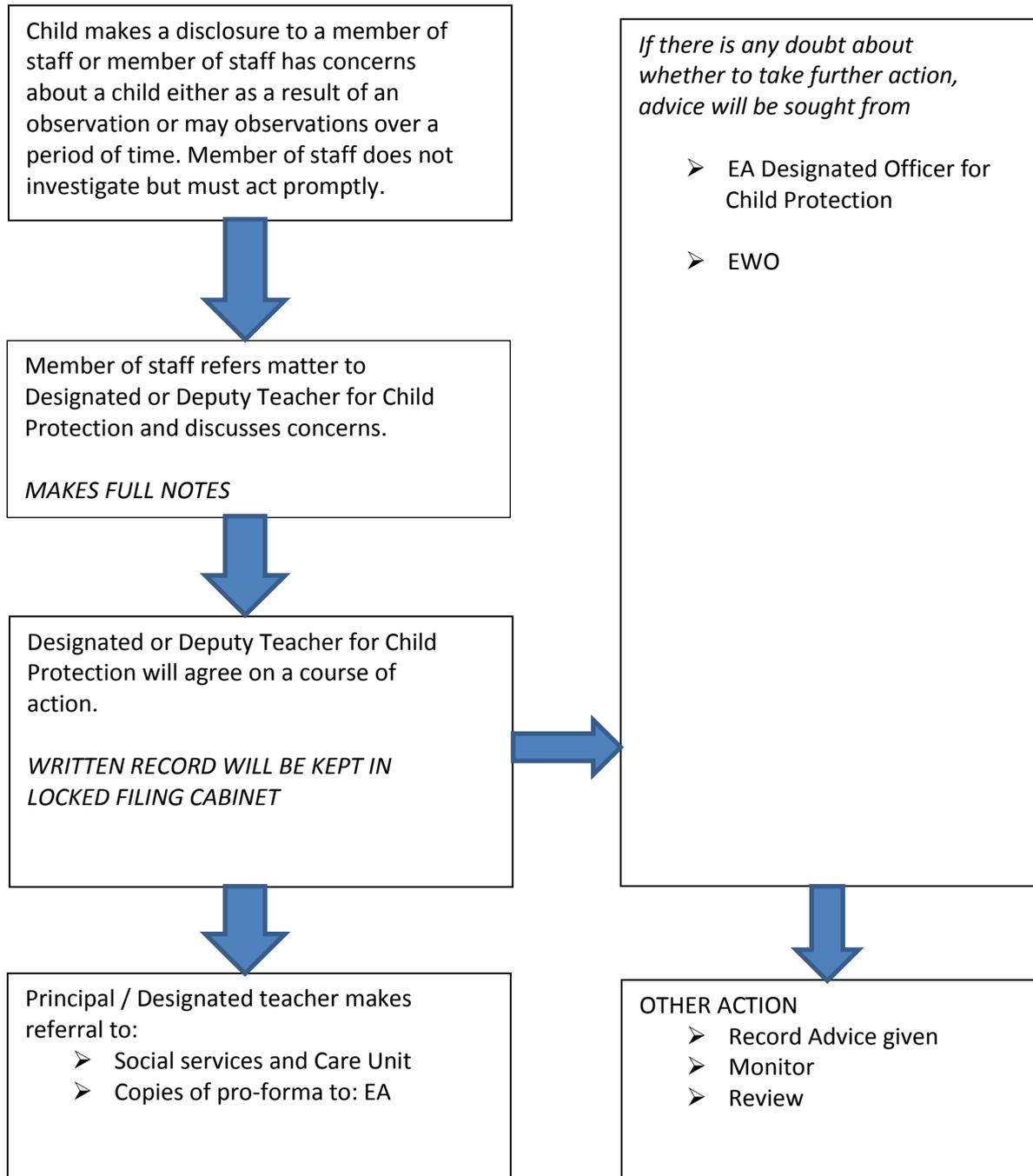
### All visitors must:

1. Report immediately to the main entrance
2. Read the Code of Conduct and sign the Visitors' book.
3. Wait until you can be escorted to a work area or the person to be visited.
4. Knock the door before entering an office/classroom and explain the reason for your visit.
5. Never be alone with a child.
6. Never initiate a conversation with a child.
7. Never have physical contact with a child.
8. Never swear on the premises.
9. Never smoke on the premises.
10. Never bring nuts or foods containing nuts of any kind onto the premises.
11. Take precautions to ensure that any equipment you may have with you is safely and securely stored so pupils do not have access.
12. Report any incidents immediately to:
  - Mrs Kelly (Designated Teacher for Child Protection)
  - Mrs McCarragher or Mrs McClatchey (Designated Teachers for Child Protection)



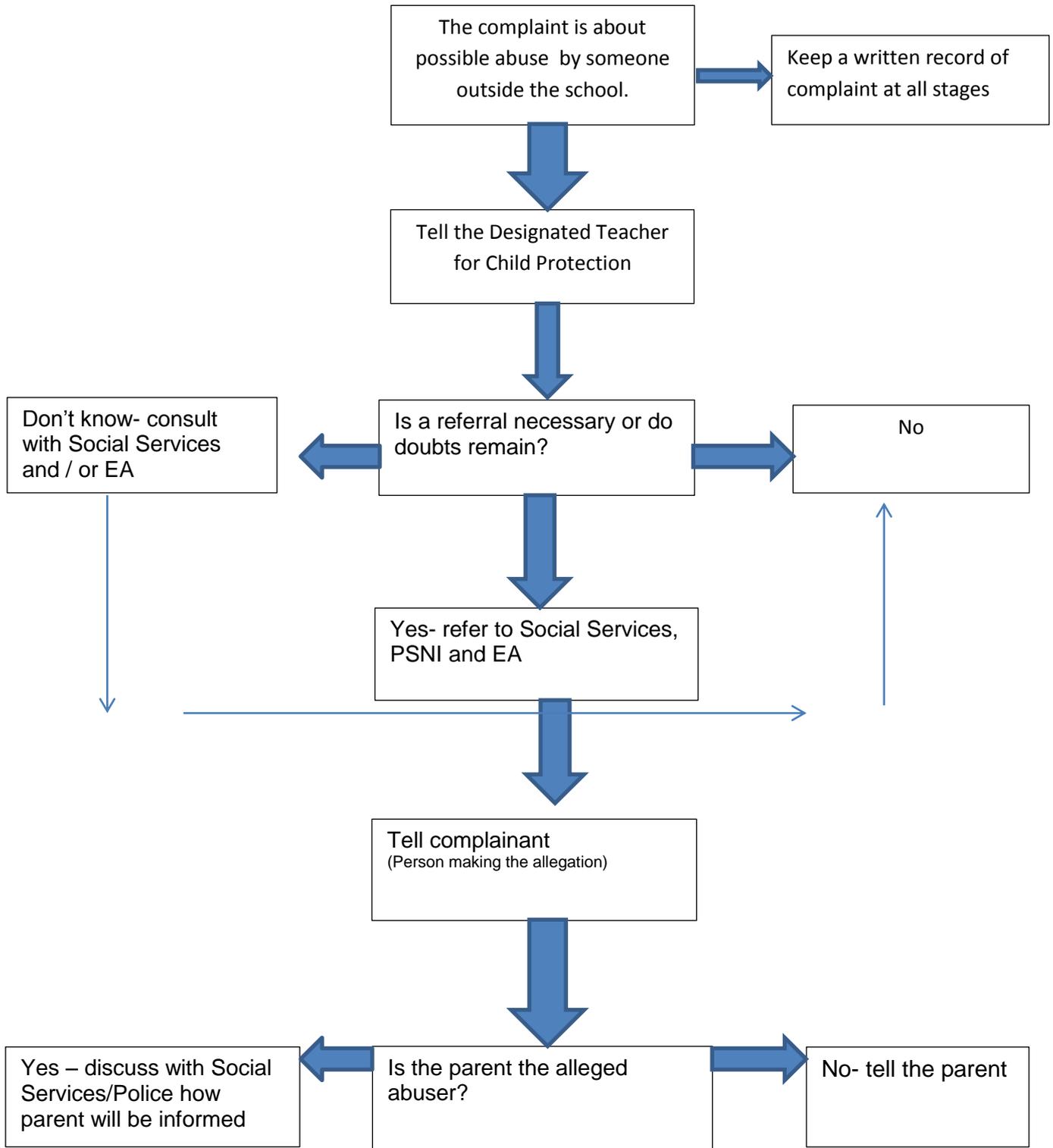
### APPENDIX 3- SCHOOL PROCEDURES FOR DEALING WITH SUSPECTED OR DISCLOSED CHILD ABUSE (STAFF)

**The flow chart indicates the procedures, which will be invoked, should there be an incident of child abuse in Drumsallen Primary School.**



## APPENDIX 4- SCHOOL PROCEDURES FOR DEALING WITH SUSPECTED OR DISCLOSED CHILD ABUSE (NON-STAFF)

The following procedure should be applied if the school has concerns or has been given information about possible abuse by someone other than a member of staff.







**APPENDIX 5 – OUT OF SCHOOL ACTIVITIES/SCHOOL VISIT  
PROFORMA**

**Educational Visit/Extra-Curricular Activity Consent Form**

Educational visit to: \_\_\_\_\_

Date of the proposed visit: \_\_\_\_\_

**Details of the visit:**

Departure time: \_\_\_\_\_ Time of return to school: \_\_\_\_\_

**Purpose of the visit:**

\_\_\_\_\_

Total cost of visit \_\_\_\_\_

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**Educational Visit/Extra-Curricular Activity Consent Form**

Educational visit to: \_\_\_\_\_

Date of the proposed visit: \_\_\_\_\_

I consent to my son/daughter (Name) \_\_\_\_\_

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX 6- PHOTOGRAPHIC CONSENT FORM

### Drumsallen Primary School Consent form for using images of pupils

(Please complete and return to school as soon as possible)

Name of Pupil 1 \_\_\_\_\_ Class \_\_\_\_\_

Name of Pupil 2 \_\_\_\_\_ Class \_\_\_\_\_

Name of Pupil 3 \_\_\_\_\_ Class \_\_\_\_\_

On occasions, Drumsallen Primary School will wish to take photographs /make recordings of your child/children for promotional purposes. These images/recordings may appear on school notice boards; on the school website or Facebook page; in the local press; on DVD or other agencies associated with school e.g. charities, Education Authority, HSENI, Dairy Council etc.

To comply with Data Protection legislation and our Child Protection Policy, we need your permission before we take any image or recording of your child/children.

Please answer the questions below, sign and date the form and return to school as soon as possible.

If you wish to discuss the content of the form, please do not hesitate to contact the principal.

#### **Conditions of use:**

- We will not include details or full name (first name and surnames) of any child in an image without good reason. For example, we may include the full name of a competition or prize winner in the local press.
- We will not include personal postal addresses or telephone numbers.
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Where possible, we will endeavour to include more than one pupil in an image

#### **Please answer ✓ or X the following statements:**

I consent to my child's image being used:

- in classroom and school displays .....
- in the press .....
- on the school website .....
- on the school Facebook page .....
- on other websites associated with school e.g. charities, educational speakers/visitors .....

I consent to my child's recording being used:

- for educational purposes e.g. iMovie in ICT class .....
- for school productions e.g. Christmas, Leavers' assembly .....
- for TV recordings .....

If you wish to provide additional information regarding the use of images and recordings, please feel free to do so.

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In cases where the reply slips are not returned, then it will be assumed that permission has been granted.

Name of Parent or Guardian (in capitals) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_



**APPENDIX 7- ACCEPTABLE USE AGREEMENT: STAFF,  
GOVERNORS AND VISITORS**

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all members of staff are aware of their professional responsibilities when using any form of ICT. All members of staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mrs J Kelly, school ICT/ eSafety coordinator.

- I will only use the school’s email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed ‘reasonable’ by the Principal or Governing Body.
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will not send or accept friend requests on social media sites to or from pupils or parents.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on SIMS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Principal or Governing Body.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Principal.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Principal.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school’s e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

**User Signature**

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature ..... Date .....

Full Name .....

(printed)

Position.....



**APPENDIX 8 – ACCESS TO THE INTERNET (PUPILS)**

**Parents’ Internet Information Letter**

Dear Parent/ Carer,

ICT including the internet, email and mobile technologies, etc has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules with your child and return the slip at the bottom of this page and return it to school promptly. If you have any concerns or would like some explanation please contact the Principal or class teacher.

Yours faithfully

*J Kelly (Mrs)*

Principal

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**Drumsallen Primary School  
Acceptable Use Agreement: Pupils**

**Parent/ carer signature**

We have discussed this and .....(child’s name) agrees to follow the eSafety rules and to support the safe use of ICT at Drumsallen Primary School.

Parent/ Carer Signature .....

Child’s Signature.....

Class ..... Date .....



**DRUMSALLEN PRIMARY SCHOOL**  
**ACCEPTABLE USE AGREEMENT: PUPILS**

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.



## APPENDIX 9 – TEMPORARY ADMINISTRATION OF MEDICATION

### CONSENT FORM FOR ADMINISTERING MEDICATION IN SCHOOL

Name of Pupil: \_\_\_\_\_

Class: \_\_\_\_\_

Teacher: \_\_\_\_\_

**I request permission for my son/daughter to be given the following medication during school hours by the class teacher or a designated member of staff.**

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

When taken: \_\_\_\_\_

Doctor's name: \_\_\_\_\_

Doctor's telephone number: \_\_\_\_\_

**I understand that whilst all best efforts will be made, staff of Drumsallen Primary School accept no responsibility whatsoever for omitting to administer this medicine or administering the medicine at a time different from that specified above.**

Signed (Parent/Guardian): \_\_\_\_\_

Date: \_\_\_\_\_

**Please note that this form relates to temporary administration of medication.  
Any child requiring ongoing medication requires a personal medical care plan which will be discussed and agreed with the Principal and signed by both parties.**



## APPENDIX 10: CHANGING PROCEDURES FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

NAME OF CHILD: \_\_\_\_\_

STAFF INVOLVED:

\_\_\_\_\_

Should the above-mentioned child require a nappy change at any time during the session, the following procedures will be followed:

- The Domestic Assistant working with the child together with the Classroom Assistant will inform the Class Teacher before leaving the classroom with the child.
- The changing procedure will take place using the special facilities.
- There will be two members of staff undertaking this procedure where possible.
- The child will be laid on the changing table for the procedure.
- The Domestic Assistant, wearing the disposable gloves provided, will remove the soiled nappy, clean the child and put on a clean nappy.
- The soiled nappy will be disposed of in the appropriate bin in the changing area.
- Both staff members and child will then wash and dry their hands.
- The time of changing will be recorded and signed by both members of staff.
- The child and staff members will return to class immediately following this procedure and inform a member of staff of their return.

***We, the above-mentioned, have read the procedures to be followed and are happy with the arrangements and agree to follow them.***

***I, the parent / guardian of \_\_\_\_\_ am happy for the above-named staff to change my child, following the above procedures.***

Parent / Guardian \_\_\_\_\_

Date: \_\_\_\_\_

