

Safeguarding Policy

Introduction

Ballycarrickmaddy Parents, Teachers & Friends Association (BCM PTFA) is committed to practices which promote the welfare of children and young people, and protect them from harm. We wish to ensure that the children and young people can have fun and feel valued in an enjoyable and safe environment.

This policy sets out the principles for safeguarding within BCM PTFA. It is relevant to all within the association, is endorsed by the committee of BCM PTFA, and will be reviewed annually before the AGM.

Responsibility

BCM PTFA has a duty of care to consider the safety of children and vulnerable adults. All BCM PTFA members should be aware of the people responsible for safeguarding within the school.

The current safeguarding team in Ballycarrickmaddy Primary School are:

Designated Teacher: Mrs O McKillop
Deputy Designated Teacher: Mr P Dunbar
Principal: Mr D Spratt
Governors: Mrs N Parker & Rev T Cleland

Guiding Principles

All members of BCM PTFA should read and adhere to the safeguarding policies of Ballycarrickmaddy Primary School.

These are available on the school website: <https://ballycarrickmaddyps.org/child-protection-safeguarding/>

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard or a child may choose to disclose something to you.

If a child discloses information to you, you should:

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- Listen to the child without displaying shock or disbelief
- Accept what is said and reassure the child and do not make promises that you may not be able to keep, such as 'Everything will be alright now.'
- Do not ask leading questions or interrogate the child – it is not your responsibility to investigate, just to listen
- Explain to the child what you have to do next and who you have to talk to
- Take notes, if it is appropriate, or write up the conversation as soon as possible afterwards including the facts and information that were shared with you AND what you said to the child
- Contact the school safeguarding officer (or a member of the school leadership team) without delay to share the information and hand the matter over to them
- Do not discuss the matter with anyone other than the school safeguarding officer (or member of the leadership team)

Guidance for Events:

- All BCM PTFA events should be risk assessed in advance
- At events where children are dropped off and collected – a register should be available and children should be checked in and out of the event. BCM PTFA should have a list of any child being collected by another parent/carer. No child should be permitted to travel home alone without prior permission
- Contact details for the child's parent/carer may be noted by the BCM PTFA for the event
- All entrances/exits to an event should be monitored to ensure no one, particularly children, can access or leave an event without being checked in or out
- BCM PTFA members may not take, share or reproduce photographs or video recordings of children (except their own children) at events without prior permission from the parents/carers of those children

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- BCM PTFA members may not carry out regulated activities on behalf of our organisation and no member should be alone with a child (except their own child) at any time

This policy will be reviewed and updated by the BCM PTFA committee before the AGM each year.