



BALLYCARRICKMADDY

PRIMARY  SCHOOL

Learning for Life

SAFEGUARDING AND CHILD PROTECTION POLICY

September 2022

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SECTION 1: INTRODUCTION

Ballycarrickmaddy Primary School aims to ensure the provision of a safe and supportive learning environment for pupils of the school. Everyone who works in the school - teachers, non-teaching staff and volunteers - has clear guidance on the action which is required where a pupil may be at risk of harm. In accordance with the Children (NI) Order 1995, the welfare of the pupil will be the paramount consideration in all decisions taken about him/her by staff of the school.

The school will maintain a range of policies whose aims are to safeguard all pupils and to promote resilience and positive behaviour. These policies may be viewed on the school web site in the policies section.

All staff - teaching, non-teaching and voluntary – will have, before employment begins, undergone the ACCESSNI vetting process.

All visitors to the school are expected to report to the Office where they will be provided with a lanyard identifying them as a guest. Staff are asked to challenge any unfamiliar person on school premises who is not wearing a lanyard.

In drawing up this policy, due attention has been paid to the advice given in the following documents:

- ‘Pastoral Care in Schools: Child Protection’, Department of Education for Northern Ireland, 1999
- ‘Regional Policy and Procedures’, The Area Child Protection Committee, 2005
- ‘Sexting and the Law’, Safeguarding Board for Northern Ireland, 2015
- Circular Number 2017/4 ‘Safeguarding and Child Protection in Schools: A Guide for Schools.’ 2017
- Circular Number 2020/07, (Child Protection: Record-Keeping in Schools), Department of Education for Northern Ireland, 2020

Rights Respecting School

Also, as a Rights Respecting School, this policy takes into account the **U.N. Convention on the Rights of the Child**, including the following articles:

Article 3

‘The best interests of the child must be our top priority in all our actions’

Article 12

‘The views of the child must be respected’

Article 19

‘Children have the right to be protected from all forms of violence: they must be kept safe from harm: and they must be given proper care by those looking after them’

SECTION 2: SAFEGUARDING AND CHILD PROTECTION

Safeguarding is more than child protection. Safeguarding begins with promotion and preventative activities which enable children and young people to grow up safely and securely in circumstances where their development and wellbeing is not adversely affected. It includes support to families and early intervention to meet the needs of children and continues through to child protection.

Child Protection refers specifically to the activity that is undertaken to protect individual children or young people who are suffering, or are likely to suffer significant harm.

The School's Responsibility

The teaching staff in Ballycarrickmaddy seeks to reinforce the ethos and general aims of the school. It recognises the importance of values and caring attitudes. It aims to contribute to an atmosphere in which all pupils are confident that they are cared for, valued and respected. It endeavours to ensure they receive the guidance and support necessary to reach their full potential.

All members of staff have a responsibility for the day-to-day care of their pupils. If a pupil asks to speak to a member of staff in confidence, he/she should respond positively, but point out that it may be necessary to seek advice before an answer can be given.

If a member of staff, student on placement or volunteer becomes concerned about the welfare of a particular pupil, he/she should consult the designated teacher (D.T.) or if not available, the deputy designated teacher (D.D.T.). If neither of these members of staff are available, then the Principal should be informed.

Members of staff should also appreciate that, while every effort will be made to keep them informed about pupils for whom they have direct responsibility, there may be occasions when it will not be possible to provide confidential information.

SECTION 3: SAFEGUARDING TEAM 2022-23

DESIGNATED TEACHER (D.T.):	Mrs Olivia McKillop
DEPUTY DESIGNATED TEACHER (D.D.T.):	Mr Peter Dunbar
DESIGNATED GOVERNORS:	Mrs Norma Parker Rev Trevor Cleland
PRINCIPAL:	Mr Ross Coulter

Any person may make contact with a member of the Safeguarding Team through the School telephone number **(028) 9264 8360**. Contact should be made through the School Secretary. All contacts will be dealt with in a strictly confidential manner.

The Chairperson of the Board of Governors, through the Designated Governor for Child Protection, shall ensure that the application of this policy is monitored and that reports are made to the Board of Governors by the Designated Teacher for Child Protection at least annually.

Safeguarding is discussed as an agenda item at every Board of Governors meeting.

SECTION 4: ROLES AND RESPONSIBILITIES

All staff who work in Ballycarrickmaddy Primary School, both teaching and non-teaching staff, and any volunteers accepted to work in the school, need to know:

- how to identify the signs and symptoms of possible abuse or bullying
- how to identify the signs of a pupil being at risk of self-harm or suicide
- what the School's Safeguarding and Child Protection procedures are, and, in particular, what the reporting procedures are
- how to talk to pupils about whom there are concerns in an appropriate way, and how to record the information they have acquired
- who the Designated Teacher is and who will carry out his/her responsibilities if he/she is unavailable or is the subject of the complaint.

All employees of the school will receive training in Safeguarding and Child Protection at least once every year. All new staff will be provided with the Safeguarding and Child Protection policies and will have a training session as part of their induction programme.

Volunteers or employees of other organisations, such as catering/cleaning staff employed by an outside agency, will be issued annually with a summary document outlining the main points from this document. Because of their unique position in having close contact with pupils throughout the year, catering staff will receive training by the Designated Teacher for Child Protection at least once every two years.

The Board of Governors have ultimate responsibility for the welfare of all pupils of the school and as such will ensure that all Governors receive relevant training from the Education Authority NI and/or awareness-raising from the Designated or Deputy Designated Teacher for Child Protection. They will consider annually the appropriateness of this Safeguarding and Child Protection Policy and the Code of Conduct for Staff.

SECTION 5: RISK FACTORS

Child abuse

Categories of child abuse as defined by The Area Child Protection Committee, Regional Policy and Procedures (ACPC 2005)/SBNI Procedures Manual (May 2018):

Neglect: the failure to meet a child's physical, emotional and/or psychological needs, likely to cause significant harm. It may involve a parent or carer failing to provide adequate food, shelter or 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.

Physical abuse: 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.

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

Emotional abuse: the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that he/she is worthless or unloved, inadequate, or valued only insofar as he/she meets the needs of another person. It may involve causing a child frequently to 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 harm.

Child abuse occurs in families from all social classes and cultures, and it also occurs in agencies and organisations. Abusers come from all walks of life and all occupations and professions. Children may be abused by a family member, a carer (i.e., a person who has actual custody of a child), an acquaintance or a stranger, who may be an adult or a young person. The abuse may be the result of a deliberate act, or of a failure on the part of a parent or carer to act or to provide proper care, or both. For the remainder of this document, a parent will be deemed to be any person with parental responsibility for a pupil of the school.

Exploitation

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.

Although 'exploitation' is not included in the categories of registration for the Child Protection Register, professionals should recognise that the abuse resulting from or caused by the

exploitation of children can be categorised within the existing CPR categories as children who have been exploited will have suffered from physical abuse, neglect, emotional abuse, sexual abuse or a combination of these forms of abuse.

Child Sexual Exploitation

Child Sexual Exploitation is a 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 sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online.

Grooming is often associated with Child Sexual Exploitation, but can be a precursor to other forms of abuse. Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know – for example a family member, friend or professional. Groomers may be male or female. They could be any age. Many children and young people do not understand that they have been groomed, or that what has happened is abuse.

Female Genital Mutilation (FGM)

FGM involves procedures that include the partial or total removal of the external female genital organs for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life.

Forced Marriage

A Forced Marriage is a marriage conducted without the valid consent of one or both parties and where duress is a factor.

Honour Based Violence

The term 'Honour based violence' is used to refer to a range of violent practices used to control behaviour within families or other social groups to sustain or promote perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative or another has shamed, or may shame, the family and/or community by breaking their 'honour code'. The punishment can include assault, abduction, restrictions of liberty, confinement, threats and murder.

Fabricated or Induced Illness (FII)

Harm may be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Fabricated or induced illness by parents or carers can cause significant harm to children. FII involves a well-child being presented by a carer as ill or disabled, or an ill or disabled child being presented with a more significant problem than he or she has in reality and suffering harm or potentially suffering harm as a consequence.

Abusive Images of Children

The production of abusive images of children can involve contact sexual abuse of children and/or the manipulation of innocent images, including video, film or photographic data. Such images are often distributed for sexual gratification and sometimes for financial gain. Modern technology has become a key mechanism for distributing abusive images of children and/or young people.

Misuse of Digital Technologies

Children and young people who generate and share sexually explicit images of themselves or others are committing a criminal offence. This is sometimes referred to as 'sexting' and involves the exchange of self-generated sexually explicit images, through mobile picture messages or webcams over the internet. 'Sexting' can also refer to written messages.

Domestic Violence and Abuse

Domestic violence and abuse can have a profoundly negative effect on a child's emotional, psychological and social well-being. A child does not have to directly witness domestic violence to be adversely affected by it. Living in a violent or abusive domestic environment is harmful to children. Children can witness domestic violence and abuse directly and indirectly between their carers and/or the effects of it; this frequently constitutes emotional abuse and can have profoundly damaging effects on a child's or young person's well-being. Young people may experience domestic violence and abuse in their own relationships.

Harmful Sexual Behaviour

It is sometimes difficult to distinguish between normal childhood and adolescent sexual development and experimentation, and sexually inappropriate abusive or aggressive behaviour. Professional judgement may be required, along with the advice of the Child Protection Support Service for Schools.

Bullying, including cyberbullying

These are highly distressing and damaging forms of abuse which put young people at risk. They are the subjects of the School's Anti-Bullying and Anti-Cyberbullying policies respectively.

Self-harm and suicidal thoughts

Self-harm is deemed to be any deliberate act by a person which causes actual physical harm to themselves. A young person may succumb to harming him/herself for a number of reasons, including poor mental health or a response to trauma or distress caused by environmental factors. Self-harm is not necessarily accompanied by suicidal thoughts, though may be a predictor that the young person is at increased risk of this. Suicidal thoughts can occur in the absence of actual self-harm.

SECTION 6: SIGNS AND SYMPTOMS

Signs and symptoms of possible abuse or harm

Because of their day-to-day contact with individual pupils, school staff - especially teachers, but also non-teaching staff, including supervisors and ancillary or auxiliary staff - are particularly well placed to observe outward symptoms of abnormality or change in appearance, behaviour, learning pattern or development. Such symptoms may be due to a variety of other causes, including:

- bereavement or other disruption in family circumstances
- drug, alcohol or solvent misuse.

Sometimes, however, they may be due to child abuse. For example, indicators of physical abuse may be:

- bruises, particularly bruises of a regular shape which may indicate the use of an implement such as a strap, or the mark of a hand;
- lacerations (also the most likely indicator of self-harm);
- bite marks;
- burns.

These may be apparent particularly when pupils change their clothes for Physical Education, swimming and other sports activities.

Possible indicators of neglect may be:

- inadequate clothing;
- poor growth;
- hunger;
- apparently deficient nutrition.

and of emotional abuse:

- excessive dependence;
- attention-seeking.

Sexual abuse may exhibit physical signs, or lead to a substantial behavioural change including:

- precocity;
- withdrawal;
- inappropriate sexual behaviour.

Signs of plans for forced marriage may include:

- request for extended leave of absence and failure to return from visits to country of origin.

No list of symptoms can be exhaustive. Also, it must be remembered that alternative medical, psychological or social explanations may exist for the signs and symptoms described above. Signs such as those described above and others can do no more than give rise to concern - they are not in themselves proof that abuse has occurred, but teachers and other staff should be aware of the possible implications of, and be alert to, all such signs, particularly if they appear in combination or are regularly repeated.

SECTION 7: PROCEDURES FOR ALL ADULTS REPORTING A SUSPICION OR DISCLOSURE THAT A PUPIL IS AT RISK OF HARM

If, at any time, a pupil makes a disclosure to a teacher or other member of staff that gives rise to concerns about possible abuse or other risk, or if a member of staff has concerns about the safety of a pupil, **the member of staff must act promptly**. He/she should not investigate - this is a matter for the Social Services – but should report these concerns **immediately** to the Designated Teacher (or, in his/her absence, the Deputy Designated Teacher/Principal), explain the matter to him/her. The member of staff should not ask the pupil for a written record, but forward the **Note of Concern**, Appendix 2 to the Designated Teacher promptly. The pupil may be at immediate risk, he/she should not be left unattended. If any member of staff feels unsure about what to do if he/she has concerns about a pupil, or is unsure about being able to recognise the signs or symptoms of possible abuse or harm, he/she should speak to the Designated Teacher. It should be noted that information given to members of staff about possible abuse or other risk cannot be held in confidence since, in the interests of the pupil's safety, safeguarding staff may need to share this information with other professionals. The informant should be advised accordingly, but assured that only those who need to know will be told. The above procedures will apply unless the complaint is against the Designated Teacher, his/her Deputy or the Principal, in which case the Chairperson of the Board of Governors or another member of the Safeguarding Team should be informed.

If a concern regarding significant harm is brought to any adult in the School Community, it is important that the adult takes the situation seriously and responds using the advice below:

Do: listen to the pupil sensitively and carefully. Praise the pupil for telling you.	Do not: ask leading questions which can later be interpreted as putting ideas into the pupil's mind
Do: give reassurance but tactfully explain you will have to tell someone else, but only those who need to know.	Do not: give a promise of confidentiality – it cannot be kept.
Do: say, for example, "Tell me what happened."	Do not: make suggestions, for example, "Did they do X to you?"
Do: if possible establish what happened, where it happened, when it happened and who did it.	Do not: interrogate or investigate and do not dwell too much on the alleged perpetrator.
Do: immediately afterwards complete the Note of Concern using the actual words used.	Do not: write as the pupil talks to you. Give your whole attention to the pupil.
Do: immediately afterwards talk to the Designated Teacher who will inform the Principal.	Do not: wait until your next non-teaching period, or the end of the day to notify the Designated Teacher/Deputy Designated Teacher.

Immediately after disclosure or suspicion of abuse:

1. Fill in a Note of Concern form, providing as much detail as possible, including the behaviour of the child and specifics on when and where disclosure took place.
2. Report immediately to the D.T., D.D.T. and /or Principal, and record this on the Note of Concern. (Should it happen that the D.T., D.D.T. and Principal are all unavailable, the member of staff dealing with the issue should seek advice immediately from a Designated Officer for Child Protection, Education Authority on 028 90566216).
3. Provide the Note of Concern, which notes the words spoken by the child and this will be filed in the child's child protection file.
4. The D.T., D.D.T or the Principal will make the decision to complete a UNOCINI referral form if appropriate. There should be no delay in making a referral and advice should be sought from the Education Authority and / or Social Services.

SECTION 8: RECORD-KEEPING

The procedures outlined in Circular Number 2019/08, (Child Protection: Record-keeping in Schools), published by the Department of Education for Northern Ireland regarding the recording, storage, sharing, retention and disposal of child protection records will be adhered to by the school as outlined in the Child Protection Records Management Policy. A summary of the procedures to be followed by staff is as follows:

Apart from informing the Designated Teacher, any information received from a pupil about a safeguarding or child protection matter should be held in strict confidence.

Detailed and factual records will be kept of all suspected or disclosed cases of child abuse (including exploitation), sexting, self-harm or suicidal thoughts. Paper records will be held by the Designated Teacher in a secure location: only the Designated Teacher and the Deputy Designated Teacher/Principal will have access. Digital records may be kept for internal information-sharing purposes and will be stored in a Private Folder on the school system to which only the Principal and the Designated Teacher have access. A discreet tag will be placed on the main pupil file to indicate that there are further notes kept on the pupil within the Child Protection records.

The Note of Concern (Appendix 2) is emailed to all staff and hard copies will be available in the School Office. The Note of Concern along with any additional notes, shall be given to the Designated Teacher who will hold them securely with all Safeguarding and Child Protection records as outlined above. Those submitting a report should keep a record of the date, time and to whom the record was passed. **They should not keep copies of any such report.**

SECTION 9: ADDITIONAL CHILD PROTECTION RELATED PROCEDURES

Police Checks

Adults working with pupils in school or in the after-school club will be checked using the appropriate ACCESS NI vetting form. These will be updated on an annual basis as appropriate and guidance from the Education Authority will be followed.

Photographs and Videos

All parents will be asked to give permission for photographs to be taken of their children and displayed. These will include press articles, photographs for the school display boards and the school website. Teachers will receive a list of pupils in their class who are not allowed to have their photographs used and the relevant context. A copy of the complete list will be displayed in the school's reception office for reference purposes. The school is also aware that with smartphone technology, it is now impossible to monitor the photographing and videoing of children at school events. Staff however will be vigilant for any activity that they may feel is inappropriate. The school will also have a current Mobile Phone Policy for staff and visitors.

School Visits

On all school visits, whether they be to the swimming pool or on an educational residential trip, the correct adult / pupil ratio will be observed. A risk assessment will be carried out for all visits and these will be signed by the Principal and filed for future reference.

Transportation

If pupils are being transported by coach, the company must be recommended by the Education Authority or a reputable travel agent if outside Northern Ireland. All coaches must have fitted seatbelts installed and these will be worn at all times by the children while travelling.

If children are travelling in a teacher's car or the vehicle of another member of staff or parent e.g. to a sports event, the driver should also have appropriate insurance to cover the transportation of children.

Intimate Care

Very occasionally a child has an "accident" of an intimate nature while at school. If it is a minor accident, the child is given fresh underwear and will change in a toilet cubicle. When a more serious incident happens we try to contact home so that a parent can come and change their child themselves or take him / her home if the child is upset or unwell. If that is not possible the child will be changed by two teachers or classroom assistants as part of our duty of care. Parents will be informed of any such action at the earliest convenience. (*See Intimate Care Policy*)

Sanitary protection is available from Mrs McKillop should it be required by any of the senior girls. A disposal bin and designated cubicle is located in the ladies' staff toilets.

Individual Meetings with Children

There may be times during the school day when a teacher or member of staff has to meet with a child on a one to one basis. This may occur during the delivery of some additional support, individual counselling or when discussing a confidential matter. On these occasions it is important that the meeting takes place in clear view of the outside corridor to ensure that other adults passing by can see the member of staff with the child. There are glass panels in the doors of all offices and classrooms, with many of the rooms also having internal glass windows. It is best practice for a

member of staff to inform another adult that a meeting with a child is going to take place, especially if this consultation is not part of a normal timetabled session. Many areas around the school also have CCTV cameras and the footage is recorded and stored for several weeks at a time.

Injury or Illness

If a child takes ill or is injured at school, they will be dealt with by a member of staff on duty or the class teacher. Parents will be contacted if the child has received a cut or bump to the head. They will be asked to collect the child if it is felt that they need outpatient treatment or would be better at home.

Accident Report Forms

Should an accident occur to a child an 'accident report slip' will be completed and sent home. This slip will record details of the incident and how it was treated. For more serious falls or injuries that occur in school, there is a formal accident report form that will be completed by staff and signed by the Principal.

Supervision

It is important that children are supervised in the playground and throughout the school at all times. Children who are being asked to work independently or delivering a message for a teacher must behave in a manner expected in the school's Positive Behaviour Policy.

At the end of After School Activities, the teacher in charge of the activity will ensure that all children have been collected and leave the school in an appropriate manner. If children are not collected and an agreed time period has elapsed then responsibility falls on the Principal or in his absence, a senior teacher who is deputising. Parents will be contacted and informed that their child has not been collected – the child will wait in the rotunda under the supervision of at least two adults in the immediate vicinity. No one member of staff, including the Principal, can be left alone with a child after school.

Signing in / out

Any visitors to the school MUST report to reception before signing in to (and later out of) the school building in the "Visitors Book" outside the reception. This provides a physical record of who is in the building at a particular date and time. Visitors to the school will be given a VISITORS lanyard at reception for identification.

Arriving at School

Each morning parents should drop their children off as quickly and safely as possible to avoid traffic congestion. The inside of the school is a restricted area and only staff and adults with appointments or a prior arrangement can be admitted.

Leaving School

At collection times parents should wait outside the appropriate exit door of the school until the teachers escort the children out. If a child has an appointment and has to be collected early, parents must report to Reception. A member of staff will then collect the child from the classroom.

Online Safety

It is important to highlight the challenges to child protection which have been brought about by the mass use of the internet. Children will be educated in the safe usage of online resources and websites and an Acceptable Use of the Internet policy is in place throughout the school. Staff and

parents will also be informed of risks involving the internet and social media through staff training, parent talks, presentations and links on the school website.

Mobile Phones

Mobile phones should not be used by pupils on school premises. Any phones on site must be handed in to the school office and must be kept switched off until the school day ends. Any telephone calls to parents will be made through the school office. If parents need to contact their child, they should phone the school office.

SECTION 10: ADDITIONAL GUIDELINES FOR STAFF ON SCHOOL RESIDENTIALS

All members of staff taking pupils on a residential school trip will be required, as part of their risk assessment, to forward, at an early stage in making the arrangements, a provisional list of the pupils involved to the Designated and Deputy Designated Teacher for Child Protection, specifically requesting that any significant risk to any pupil on the list should be made known to the staff with responsibility for the trip. If there is deemed to be a significant risk to a pupil who wishes to participate in the trip, consultation will take place between:

- the Principal
- the Designated or Deputy Designated Teacher for Child Protection
- the staff with responsibility for the trip
- at least one parent

regarding whether the pupil can be supported to participate in the trip and if so, under what circumstances. In taking this decision, the school will consider the welfare of:

- the pupil
- the other pupils on the trip
- the staff with responsibility for the trip.

The final decision regarding whether or not a pupil shall participate in the trip will rest with the Principal.

Due to the more relaxed atmosphere on a school residential members of staff need to be particularly careful to adhere to the Guidelines for Self-Protection.

1. Never under any circumstances take a child or children into your room.
2. Always ensure that two adults are present when administering any medication and keep a record of time administered and adults present.
3. Do not go into the changing areas when the children are changing.
4. Do not go into the children's dormitories when they are likely to be getting changed/dressed. If you need to speak to the children always knock on the door and stand at the entrance to the dorm with the door wide open.
5. There may be occasions when you have to go into a child's room e.g. if a child is ill. Ensure that two adults are present and that the door is left wide open.
6. During activities you may need to help some children. Always ensure that you are mindful of where and how you touch the children.
7. If a child awakens during the night always wake another member of staff so you are not on your own with the child.
8. There may be occasions when an adult has to assist a Special Needs child to dress. Parental permission will be sought for an adult to do this. If possible, another adult/child will be present.

SECTION 11: OPERATION ENCOMPASS

Introduction

Operation Encompass is an early intervention partnership between the PSNI, Education Authority and Schools in Northern Ireland, aimed at supporting children who are victims of domestic violence in accordance with The Domestic Abuse Information-sharing with Schools etc. Regulations (Northern Ireland) 2022. When the PSNI attend an incident of alleged domestic violence and school aged children are present, they will contact the school before the start of the next working day. Relevant information is then shared with a member of the school safeguarding team. This may include limited details of the incident pertaining to children's involvement/exposure and the names of alleged perpetrators/other victims. The purpose of this information sharing is so that school staff can meet the immediate emotional needs of children who have been victims of domestic violence.

Nature of Processing

Previously the PSNI did not routinely share information about domestic violence cases directly with schools. Schools were often in receipt of this type of information in accordance with the sharing of safeguarding information by social services as part of their assessment process. This is in line with established safeguarding policy and procedure. Social services are always informed when a child is present during an incident of domestic violence. As a result of the introduction of The Domestic Abuse Information-sharing with Schools etc. Regulations (Northern Ireland) 2022 information relating to domestic violence/abuse incidents where a child is present will now be routinely shared with schools in Northern Ireland.

In response to a domestic violence/abuse incident where a child is present the PSNI will collect information relating to the school the child attends. They will then make contact with the school, confirm the child is in attendance and share details of the incident with the school. Dependent on the incident, both personal and special category information will be shared. Given the nature of the incidents it is anticipated that the information being shared with the school will often include special category information.

The Domestic Abuse Information-sharing with Schools etc. Regulations (Northern Ireland) 2022 explicitly states the information that may be shared with Schools by PSNI:

- (2) For the purposes of paragraph (1) "information" means—
- (a) the date, location and approximate time of the incident;
 - (b) the nature of the incident;
 - (c) the severity of the incident, where relevant;
 - (d) the name and date of birth of the child that the incident concerned and their usual address, where different from the location of the incident;
 - (e) who the incident involved and their relationship, if any, to the child;
 - (f) information about whether or not the child was present, or in the immediate vicinity of where the incident occurred, and if in the home, where the child was in the home;
 - (g) information about where a child was neither present or in the vicinity of the incident but by reason of being present at the scene shortly afterwards (for example) perceived the aftermath; and
 - (h) such other information relating to the incident as the relevant person reasonably believes is necessary for the purposes mentioned in paragraph (1)(b).

Where a parent refuses to tell the Police what school their child attends, then the PSNI will contact the EA's Child Protection Support Service with the child's name and DOB so they can tell the Police which school to share the Operation Encompass information with. This is covered in the statutory regulations.

When this information is shared with the school, the teacher will prioritise supporting the child. Following this, they will make a record of the information and their actions within the Child Protection file as per DE Circular 2020/07 – 'Child Protection: Record Keeping in Schools'. This file cannot be accessed by staff who are not in the Safeguarding Team. On occasion relevant information will be shared with other staff in the school if this is in the best interests of the welfare of the child. All school staff are aware of the need for confidentiality and are trained in this. On other occasions schools may contact the EAs Child Protection Support Service to discuss a case and this is in-line with DE Circular 2017/04 - 'Child Protection in Schools'.

The school staff will record details of the alleged incident within the school child protection file. This may include details of the alleged incident and personal details such as names of individuals involved.

In good child protection practice, professionals synthesise and assess information as a whole. Numerous case management reviews have taught us that often it can be lots of smaller pieces of information that can add up to describe a picture of a child at risk. Therefore, new information shared by Operation Encompass may well add to existing information held in the child protection file and help inform a wider assessment of risk and need for a child. Teachers will then act on this on the basis of existing policy and procedure (DE Circular 2017/04 – 'Child Protection in Schools', SBNI Regional Policy and Procedure, Children Order 1995). The information will be retained as per the School Retention and Disposal policy for Child Protection files as set out in DE Circular 2020/07 – 'Child Protection: Record Keeping in Schools' (DOB + 30years).

Scope of the Processing

The data will include names of alleged perpetrators and victims, the names of the children exposed to the incident of domestic violence and some details about what is alleged to have happened. Whilst the information being processed will not always be special category data it is recognised that any information received as part of Operation Encompass is of a sensitive nature. The school will therefore process this information securely in line with current procedures for child protection information, which are already in place.

The information is likely to be about an alleged criminal offence. Given that the Operation Encompass calls are made as soon as is practical after the Police call out, these alleged offences are always going to be at the very early stages of a formal investigation. School staff will have a good understanding of this via the Operation Encompass training that they will have completed.

No financial information will be shared within an Operation Encompass call. However, information might be shared about alleged financial abuse/financial control as it pertains to the domestic abuse situation.

Every time there is an Operation Encompass call, the school will make a record of the information provided by the Police in the child's child protection file as per DE Circular

2020/07 – ‘Child Protection: Record Keeping in Schools’. This information will be kept as per the school’s retention and disposal policy (DOB + 30 years).

The individuals who are affected by this data storage, are anyone connected with the incident of alleged domestic violence, whose details are shared by the PSNI.

Each school will only be responsible for files linked to their own pupils. Should a school close down, the CP information will be treated as per the DE Circular 2020/07 – ‘Child Protection: Record Keeping in Schools’. Where CPSS are aware of an Operation Encompass call, a record will be made as per the EA Records Management policy.

All information processed by the school pursuant to Operation Encompass and the Domestic Abuse Information-sharing with Schools etc. Regulations (Northern Ireland) 2022 will be processed on the lawful basis that such processing is necessary for the School to perform its public task (i.e. to enable the school to perform its statutory functions and tasks as a public authority in relation to the Operation Encompass and the Domestic Abuse Information-sharing with Schools etc. Regulations (Northern Ireland) 2022, and to safeguard and promote the welfare of pupils. If the information provided includes special category data, the School will process such data on the basis that there is a substantial public interest in doing so in the performance of its statutory functions. Any health data or criminal information provided by the PSNI pursuant to the Domestic Abuse Information-sharing with Schools etc. Regulations (Northern Ireland) 2022 will be for the purposes of ensuring school staff can meet the immediate emotional needs of children who have been victims of domestic violence, to safeguard and promote the welfare of those children.

SECTION 12: USEFUL CONTACTS AND LINKS

Designated Teacher for Child Protection:

Mrs O McKillop – omckillop148@c2ken.net

Deputy Designated Teacher for Child Protection:

Mr P Dunbar – pdunbar500@c2ken.net

Principal:

Mr R Coulter – rcoulter738@c2ken.net

Designated Officer for Child Protection
Education Authority South Eastern Region
Grahamsbridge Road
Dundonald
Belfast
BT16 2HS

028 90566216

GATEWAY Team – South Eastern Region

03001000300

Social Work Team/School Nurse
Lisburn Health Centre
Linenhall Street
Lisburn
BT28 1LU

028 92665181

PSNI – Central Referral Unit

02890259299

PSNI

101

Safeguarding Board for Northern Ireland

www.safeguardingni.org

- <https://learning.nspcc.org.uk/safeguarding-child-protection/>
- <https://www.camhs-resources.co.uk/>
- <https://www.saferinternet.org.uk/helpline/report-harmful-content>
- <https://www.ceop.police.uk/Safety-Centre/>

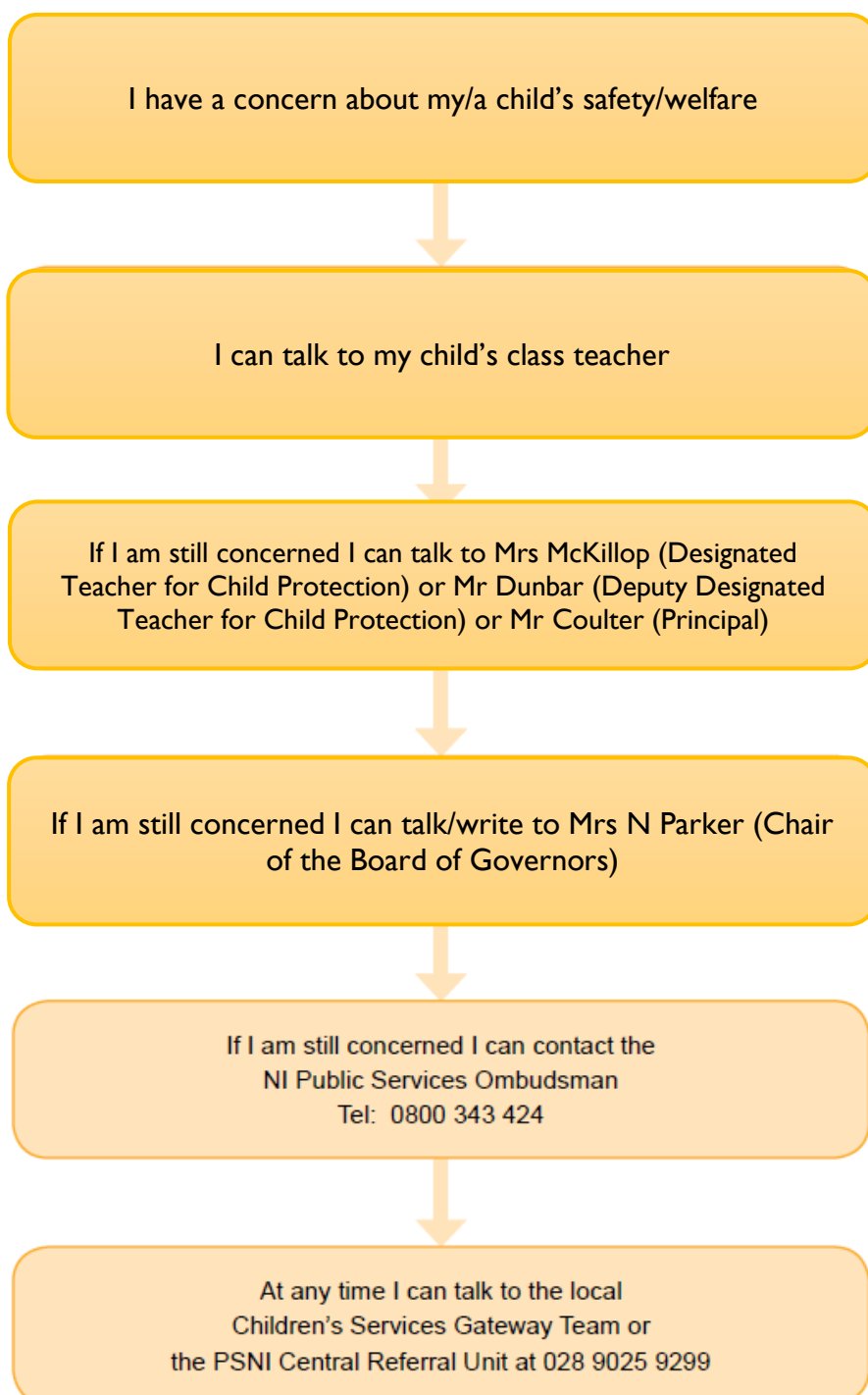
SECTION 13: MONITORING AND REVIEW

The Safeguarding team will review and amend these arrangements regularly.

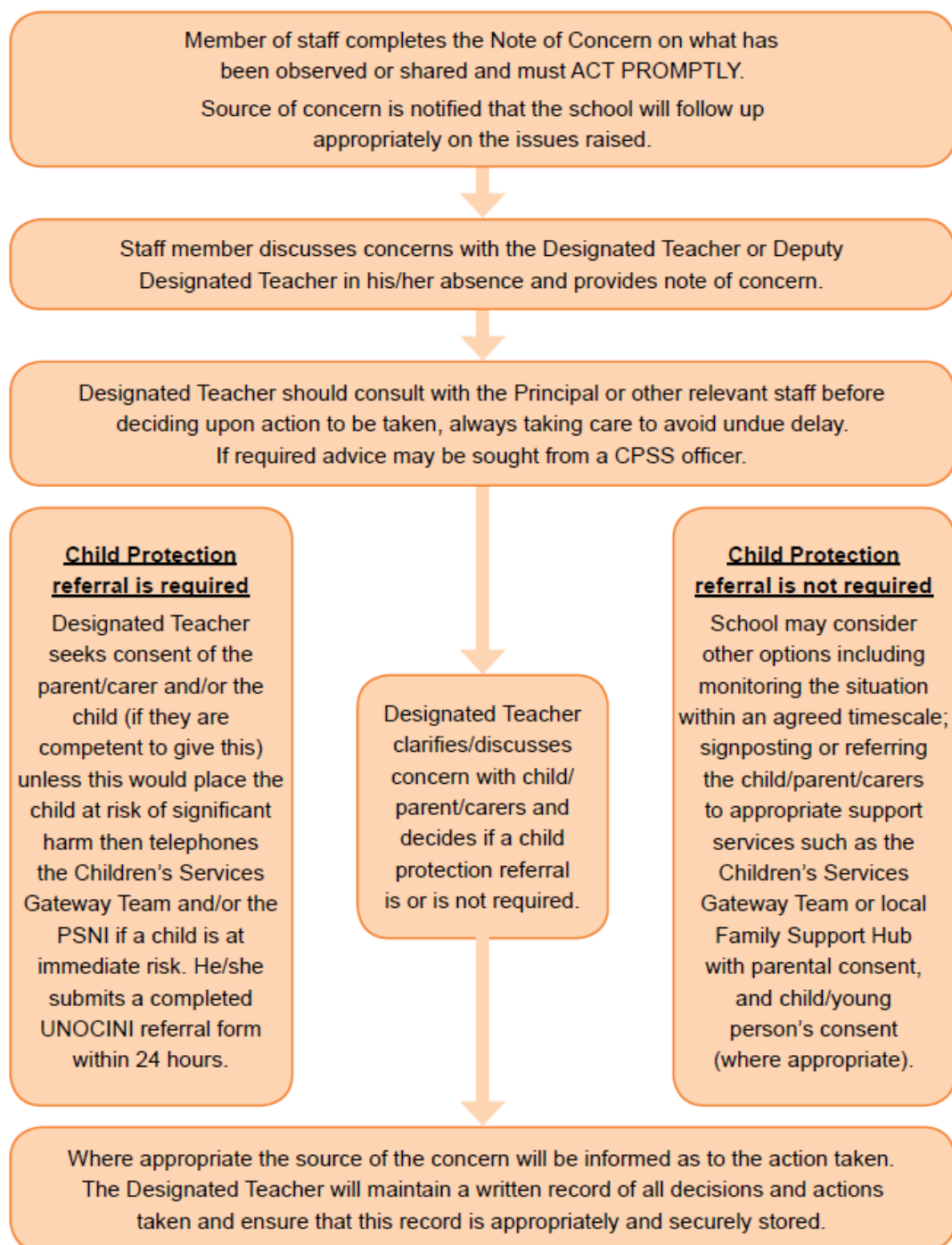
SIGNED:	Designated Teacher
SIGNED:	Principal
SIGNED:	Chair of Board of Governors
DATE:	

Appendix 1: **The following procedures illustrate how concerns relating to Child Protection are dealt with in the school:**

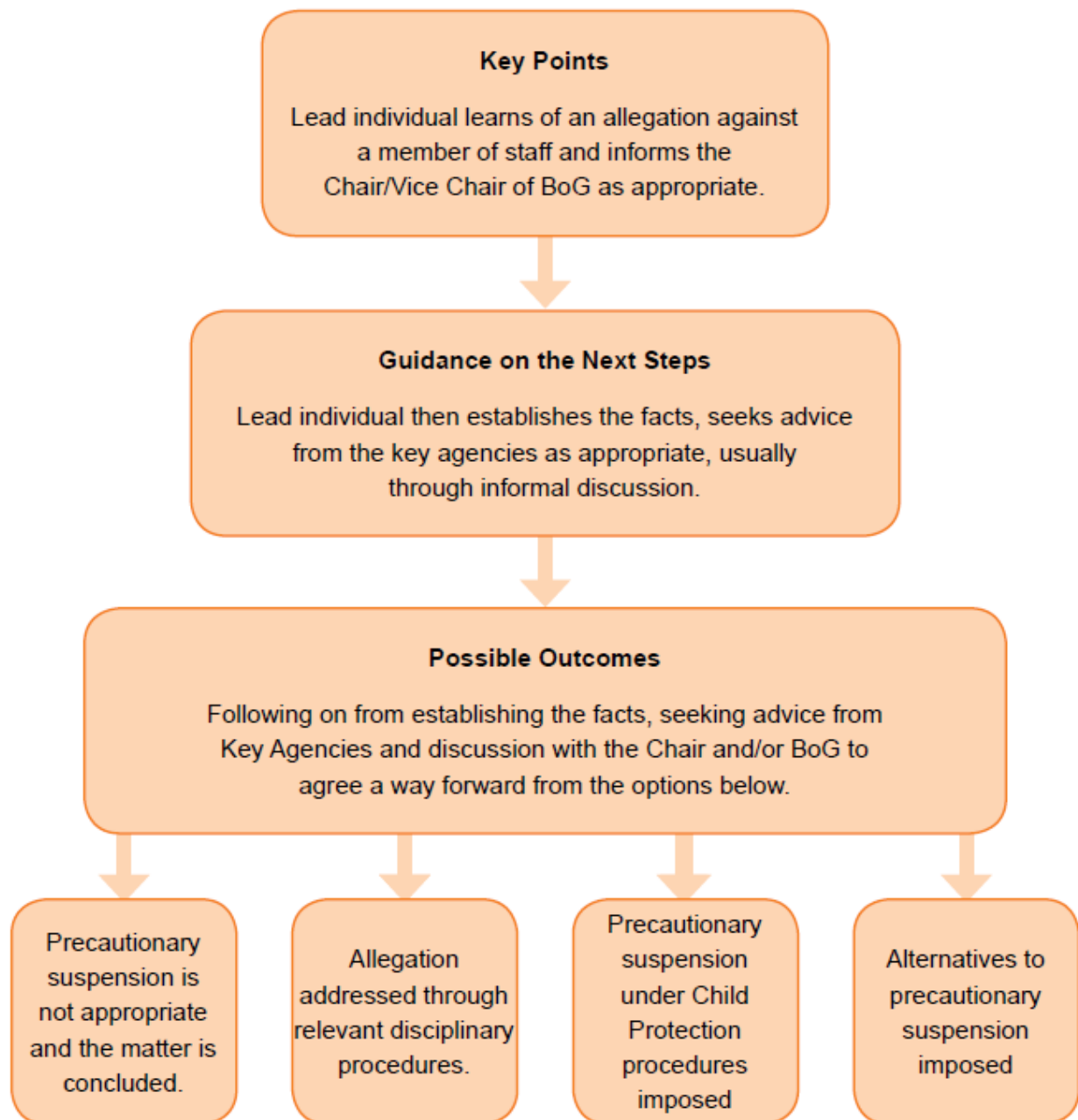
How can a parent make a complaint regarding concerns for their child's safety?



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



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



Appendix 2: NOTE OF CONCERN



NOTE OF CONCERN – CONFIDENTIAL

THIS DOCUMENT SHOULD BE COMPLETED BY STAFF & KEPT BY DESIGNATED TEACHER IN THEIR SECURE FILE

NAME OF CHILD:		DATE OF BIRTH:	
REGISTRATION GROUP:			
Date of Disclosure or Concern: / /20__			Time:_____
Circumstance of Incident or Disclosure			
Nature & Description of Concern			
Parties Involved (Inc. witnesses)			
Action Taken at the time			
Details of any advice sought, from whom and when:			
Any further Action Required:			
Written Report From Staff/Adult Passed To Designated Teacher?		YES ☐	NO ☐ If No, why ?
Date and time of written report given to Designated Teacher ? _ / _ /20__ Time:_____			
This written report and Note of Concern should now be placed in the pupils Child Protection File in the Designated Teacher's File.			
Name of member/s of staff making this report: _____			
Signature of Staff: _____ _ / _ /20__			
Signature of Designated Teacher: _____ _ / _ /20__			
Signature of Principal: _____ _ / _ /20__			