



# **SAFEGUARDING AND CHILD PROTECTION POLICY**

## **SUMMARY FOR STAFF AND PARENTS**

**2017-18**

## **SAFEGUARDING AND CHILD PROTECTION**

The purpose of this document is to provide a summary of the main procedures for reporting and responding to concerns about a pupil being at risk of harm. For details, please refer to the full policy document, available on the School Website.

### **MAIN RISK FACTORS**

#### **Child abuse**

- ◆ Neglect
- ◆ Physical abuse
- ◆ Sexual abuse
- ◆ Emotional abuse
- ◆ Exploitation

A description of what these are understood to be is given in the full policy document.

#### **Bullying, including cyberbullying**

These are the subjects of the School's Anti-Bullying and Anti-Cyberbullying Policies.

#### **Self-harm and suicidal thoughts**

Self-harm is deemed to be any deliberate act by a person which causes actual physical harm to themselves.

Suicidal thoughts can occur in the absence of actual self-harm .

**REPORTING A CONCERN:  
PARENTS**

I have concerns about a pupil's safety.



I can talk to the Head of Year.



If I am still concerned I can talk to Dr Scully (Designated Teacher) or Mr Wilson / Mrs McIntyre (Deputy Designated Teachers).



If I am still concerned I can talk to the Principal:  
Mrs Woods



If I am still concerned I can talk to the Chairperson of the Board of Governors:  
Mrs J Weir  
(Feb 2016 – Feb 2018)  
Mr K Knox  
(Feb 2018 – Feb 2019)

**Any person listed above  
may be contacted by  
telephoning the main  
School switchboard on  
(028) 9074 0423.**

**REPORTING A CONCERN:  
STAFF**

Member of staff has concerns about a pupil.



Staff member does not investigate or promise confidentiality.



**STAFF MEMBER ACTS PROMPTLY.** Pupil may need to be kept under supervision.



Staff member refers matter urgently to Designated Teacher or a Deputy.



If complaint is against the Designated Teacher, a Deputy or the Principal, another member of the Safeguarding Team is informed.



Staff member fills in Incident Log (see Appendix 4 of the full policy document).

**PROCEDURES FOR  
RESPONDING TO CONCERNS  
ABOUT A PUPIL**

Designated Teacher plans course of action. Principal is informed; normally also Head of Year, Head of School and Matron.



Designated Teacher may make referral to Social Services and if so, sends copy to Education Authority NI Designated Officer. The PSNI may also be informed.



Urgent referrals to Social Services are made by telephone; all referrals will be accompanied by a UNOCINI form.



Other courses of action may be:

- ◆ Place the child in the care of a parent and advise emergency GP appointment.
- ◆ Contact parent to advise urgent GP appointment.
- ◆ Refer to a counsellor or put in contact with other support agency.

**SAFEGUARDING TEAM 2017-2018**

**Chairperson of the Board of Governors:**

Mrs J Weir

**Vice Chairperson of the Board of Governors:** Mr K.A. Knox

**Designated Governor for Child Protection:** Mrs A Clements

**Principal:** Mrs H Woods

**Designated Teacher:** Dr C Scully

**Deputy Designated Teachers** Mr M Wilson and Mrs K McIntyre

Any person may make contact with a member of the Safeguarding Team through the School telephone number **(028) 9074 0423**.

**Outside School hours or in case of emergency, advice or assistance may be available from:**

**Belfast Gateway Service**

◆ Monday – Friday

9.00 a.m. – 5.00 p.m.

028 9050 7000

◆ Emergency Out of Hours Service:

028 9504 9999

**PSNI**

028 9065 0222 or in the case of an emergency 999

**Parents who wish to register a complaint if they feel the School is failing to meet its statutory duties in relation to Safeguarding and Child Protection should refer to the document 'Child Protection: Making a Complaint' in the Policies section of the School web site.**