



SAFEGUARDING AND CHILD PROTECTION POLICY

SUMMARY FOR STAFF AND PARENTS

SEPTEMBER 2016

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 Mr Dickson (Principal).



If I am still concerned I can talk to the Chairman of the Board of Governors:
Mrs J Weir
(Feb 2016 – Feb 2018)

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 2016-2017

**Chairman of the Board of
Governors:**

Mrs J Weir

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

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

Principal: Mr J.M.G. Dickson

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.