

# MOORFIELDS PRIMARY SCHOOL



## SAFEGUARDING/CHILD PROTECTION POLICY (SUMMARY)

# **POLICY FOR SAFEGUARDING AND CHILD PROTECTION**

## **SUMMARY OF PROCEDURES**

In Moorfields Primary School our main priority is the welfare and safety of our pupils. As a staff we aim to ensure that children keep safe, remain healthy and are able to say no. All our staff and volunteers have been subject to police checks. We have adopted a Code of Practice for our behaviour towards pupils.

Where abuse is suspected, or has been reported, our staff know the procedures to follow.

- Abuse can take a number of forms; physical abuse, emotional abuse, sexual abuse, neglect and exploitation.
- Abuse may take place on a single occasion or may be repeated over time.
- A child may be at risk from suffering one or more types of abuse.

### **Our Child Protection Safeguarding Team**

- The Designated Teacher for Child Protection is Mrs V Dawson
- The Deputy Designated Teachers for Child Protection are Mrs K Kerr and Mrs S Clements
- The Designated Member for Child Protection on the Board of Governors is Rev Noel Mulholland

Moorfields Primary School has strong home school links and is grateful for those links. However, with child abuse, or suspicion of it, our first and only responsibility must be the child. All teachers try to ensure that children keep safe, remain healthy and are able to say no. The school has child protection and pastoral care policies which set our specific procedures. and details of all these policies are available in the school office should you wish to see them. Child protection records are kept under secure conditions.

The following is a summary of the procedures set up in school. A full copy of the Child Protection Policy is available from school.

### **Procedure 1: Where the school has concerns, or has been given information about possible abuse, by someone outside the school:**

- Tell the designated teacher Mrs Dawson, or speak to Mrs Kerr or Mrs Clements (deputy designated teachers)
- A written statement of allegations is prepared
- No promise of confidentiality can be given where abuse has been alleged
- The Principal will inform Social services, PSNI Care Team and/or Child Protection Officers at the E.A
- Procedures will be carried out by relevant bodies

**Procedure where the School has concerns, or has been given information, about possible abuse by someone other than a member of staff.**

Member of staff completes the Note of Concern on what has been observed or shared and must ACT PROMPTLY.  
Source of concern is notified that the school will follow up appropriately on the issues raised.



Staff member discusses concerns with the Designated Teacher or Deputy Designated Teacher in his/her absence and provides note of concern.



Designated Teacher should consult with the Principal or other relevant staff before deciding upon action to be taken, always taking care to avoid undue delay.  
If required advice may be sought from a CPSS officer.



**Child Protection referral is required**

Designated Teacher seeks consent of the parent/carer and/or the child (if they are competent to give this) unless this would place the child at risk of significant harm then telephone the Children's Services Gateway Team and/or the PSNI if a child is at immediate risk. He/she submits a completed UNOCINI referral form within 24 hours.

Designated Teacher clarifies/discusses concern with child/parent/carers and decided if a child protection referral is or is not required.

**Child Protection referral is not required**

School may consider other options including monitoring the situation within an agreed timescale; signposting or referring the child/parent/carers to appropriate support services such as the Children's Services Gateway Team or local Family Support Hub with parental consent, and child/young person's consent (where appropriate).



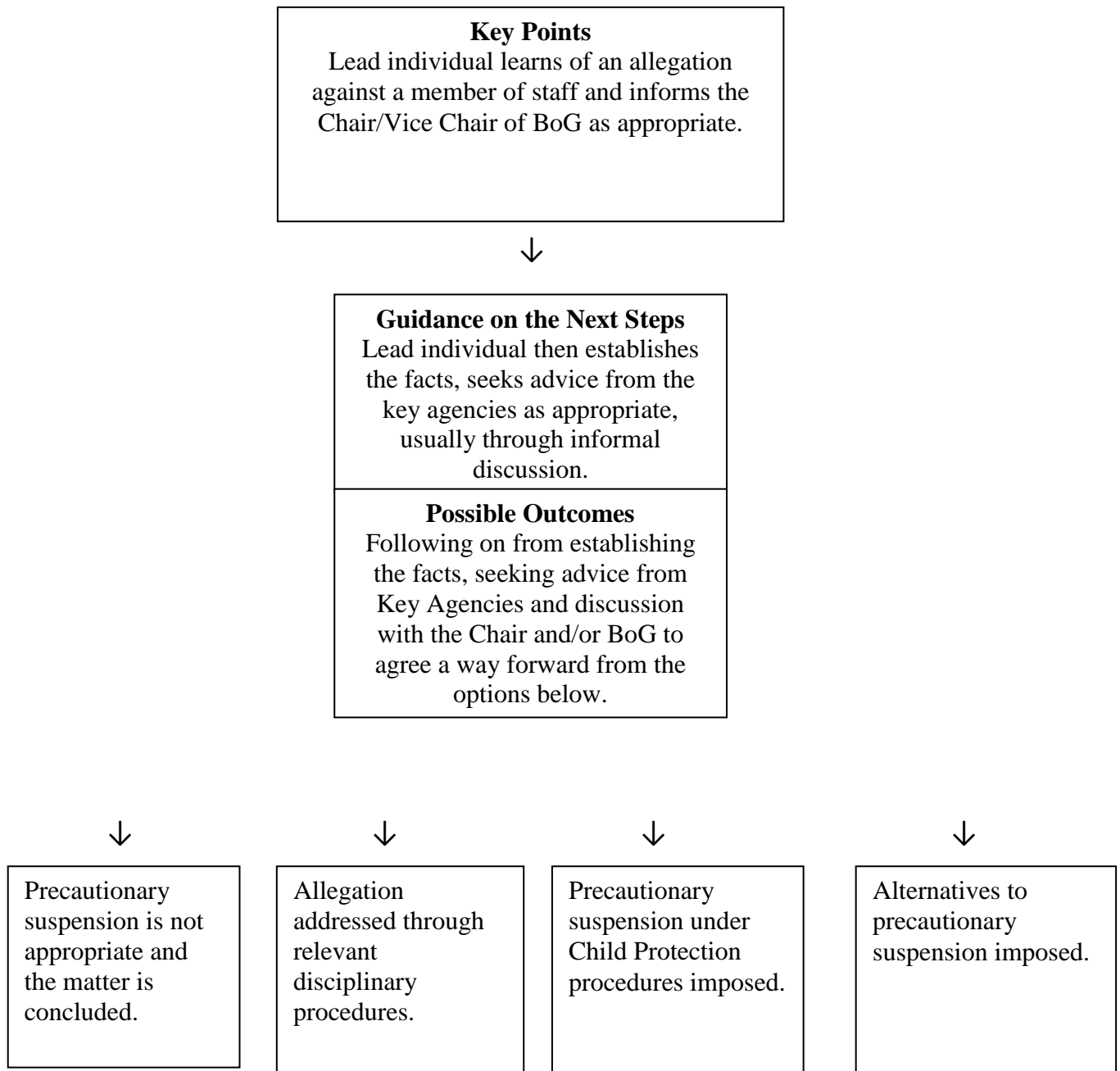
Where appropriate the source of the concern will be informed as to the action taken. The Designated Teacher will maintain a written record of all decisions and actions taken and ensure that this record is appropriately and securely stored.

## Procedure 2: How a parent can deal with a complaint against a member of staff

I have concern about a child's safety

- I can talk to Mrs Dawson
- I can also talk to Mrs Kerr or Mrs Clements, the deputy designated teachers
- If I am still concerned I can talk or write to the Chairperson of the Board of Governors (Mr Allister).
- At any time, I can talk to the PSNI or the Northern HSC Trust

### Dealing with Allegations of Abuse Against a Member of Staff



## How a parent can make a complaint about a Child Protection Issue

I have a concern about my OR  
a child's safety



I can talk to the Designated teacher for Child Protection  
and/or the Principal



If I am still concerned, I can talk/write to the  
Chairperson of the Board of Governors

*At any time, I can talk to the social worker or the PSNI*

THIS IS A SUMMARY OF OUR POLICY AND PROCEDURES RELATING  
TO SAFEGUARDING AND CHILD PROTECTION. A FULL POLICY  
DOCUMENT IS AVAILABLE ON REQUEST FROM THE OFFICE.

Reviewed Feb 2020

