

St Killian's College, Garron Tower



Safeguarding and Child Protection Policy

Mission Statement

“St Killian’s is a Catholic College which strives to achieve excellence for all, within a happy, supportive and stimulating learning community.”

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J. Brady
Principal

Seatholavin
Chair of Board of Governors
Board of Governors Meeting 12/12/16



St Killian's College, Garron Tower Safeguarding and Child Protection Policy



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1. CHILD PROTECTION ETHOS:

We in St Killian's College have a responsibility for the Pastoral Care, general welfare and safety of the children in our care and we will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All staff, teaching and non-teaching should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action, which is required where abuse or neglect of a child is suspected and outlines referral procedures within our College in line with our School Mission Statement.

"St Killian's is a Catholic College which strives to achieve excellence for all, within a happy, supportive and stimulating learning community".

The stability provided by our Diocesan tradition enables us to be a community dedicated to the pursuit of excellence in all its forms, the enhancement of human dignity and the realisation that at the heart of all human knowledge is divine truth.

2. PRINCIPLES:

The general principles, which underpin our work, are those set out in the UN Convention on the Rights of the Child and are enshrined in the Children (Northern Ireland) Order 1995, the Department of Education (Northern Ireland) guidance "Pastoral Care in Schools- Child Protection"(DENI Circular 99/10, the Area Child Protection Committee's Regional Policy and Procedures(2005), Dealing with allegations of abuse against a member of staff 2015/13 and Child Protection Record Keeping in Schools 2016/20.

The following principles form the basis of St Killian's Child Protection Policy.

- It is a child's right to feel safe at all times, to be heard, listened to and taken seriously.
- We have a pastoral responsibility towards the children in our care and should take all reasonable steps to ensure their welfare is safeguarded and their safety is preserved.
- In any incident the child's welfare must be paramount, this overrides all other considerations.
- A proper balance must be struck between protecting children and respecting the rights and needs of parents and families; but where there is conflict the child's interest must always come first.

3. OTHER RELEVANT POLICIES:

The College has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other College policies including:

- Positive Behaviour Policy
- Anti-Bullying
- Use of Reasonable Force/Safe Handling (presently under review)
- Special Educational Needs
- Educational Visits
- First Aid and the Administration of Medicines
- Health and Safety Policy
- Relationships and Sexuality Education
- E Safety (presently under review)



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These policies are available to parents and any parent requiring a copy should contact the College Principal or visit the College website: www.stkillianscollege.org.uk

4. COLLEGE SAFEGUARDING TEAM:

The following are members of the College's Safeguarding Team

- Designated Teacher, Mrs E McKay
- Deputy Designated Teachers, Mrs B Haughey and Mr D Logue
- Principal, Mr J Brady
- Designated Governor for Child Protection, Mrs D Press
- Acting Chair of the Board of Governors, Mr S Doherty

5. ROLES AND RESPONSIBILITIES:

5.1 The Designated Teacher and Deputy Designated Teachers

The designated teacher and deputy designated teachers must:

- Avail of training so that they are aware of duties, responsibilities and role
- Organise training for all staff, teaching and non-teaching
- Lead in the development of the College's Child Protection Policy
- Act as a point of contact for staff and parents
- Assist in the drafting and issuing of the summary of our Child Protection arrangements for parents
- Make referrals to Social Services Gateway team or PSNI Public Protection Unit where appropriate
- Liaise with the Education Authority's {EA} Designated Officers for Child Protection
- Maintain records of all Child Protection concerns
- Keep the College Principal informed
- Provide written annual report to the Board of Governors regarding Child Protection

5.2 The Principal

The Principal must ensure that:

- DENI Circulars 1999/10, 2015/13 and 2016/20 guidance is implemented within the school
- He attends training on Managing Safeguarding and Child Protection
- A designated teacher and deputy designated teacher are appointed
- All staff receive Child Protection training
- All necessary referrals are taken forward in the appropriate manner
- The Chair of the Board of Governors is kept informed
- Child Protection activities feature on the agenda of the Board of Governors meetings with termly updates and an annual report provided
- The College's Child Protection policy is reviewed annually and that parents and students receive a copy/summary of this policy at least once every 2 years
- Confidentiality is paramount. Information should only be passed to the entire Board of Governors on a need to know basis.



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5.3 The Designated Governor for Child Protection

The Designated Governor should avail of Child Protection awareness training delivered by CPSSS and will take the lead in Child Protection issues in order to advise the Governors on:

- The role of the Designated Teachers
- The content of Child Protection policies
- The content of a code of conduct for adults within the College
- The content of the termly updates and full Annual Designated Teachers' Report
- Recruitment, selection and vetting of staff

5.4 The Chair of the Board of Governors

The Chair of the Board of Governors should:

- Ensure that he/ she has received appropriate Education Authority training
- Ensure that a safeguarding ethos is maintained within the College environment
- Ensure that the College has a Child Protection Policy in place and that staff implement the policy
- Ensure that Governors undertake appropriate Child Protection and recruitment & selection training provided by the Child Protection Support Service for Schools {CPSSS} and the Governor Support and Human Resource departments.
- Ensure that a Designated Governor for Child Protection is appointed
- Assume lead responsibility for managing any complaint/allegation against the College Principal
- Ensure that the Board of Governors receive termly updates and a full written annual report in relation to Child Protection activity

5.5 Other Members of College Staff

Staff in the College see children over long periods of time and can notice physical, behavioural and emotional indicators and hear allegations of abuse. They should remember the 5 Rs: *Receive, Reassure, Respond, Record and Refer*

The member of staff must:

- refer concerns to the Designated/Deputy Teacher for Child Protection/Principal
- listen to what is being said without displaying shock or disbelief and support the child
- act promptly
- make a concise written record of a child's disclosure using the actual words of the child (**Appendix 1**)
- Avail of whole staff training and relevant other training regarding safeguarding children
- **Not** give children a guarantee of total confidentiality regarding their disclosures
- **Not** investigate
- **Not** ask leading questions



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In addition, the Class Teacher should:

- Keep the Designated Teacher informed about poor attendance and punctuality, poor presentation, changed or unusual behaviour including self-harm and suicidal thoughts, deterioration in educational progress, discussions with parents about concerns relating to their child, concerns about student abuse or serious bullying, concerns about home conditions including disclosures of domestic violence.

St Killian's College will take seriously any concerns which are raised about a student in our College who has self-harmed and/or has expressed suicidal thoughts.

The Designated/Deputy Designated teacher will immediately follow the College's Child Protection procedures.

5.6 Parents

Parents should play their part in safeguarding by:

- telephoning the College on the morning of their child's absence, or sending in a note on the child's return to College, so as the College is reassured as to the child's situation;
- informing the College whenever anyone, other than themselves, intends to pick up the child after College;
- letting the College know in advance if their child is going home to an address other than their own home;
- familiarising themselves with the College's Pastoral Care, Anti Bullying, Positive Behaviour, Internet and Child Protection Policies;
- reporting to the office when they visit the College
- raising concerns they have in relation to their child with the College.

5.7 The Board of Governors

The Board of Governors must ensure that the College fulfils its responsibilities in keeping with current legislation and DE guidance including

- having a Safeguarding and Child Protection Policy which is reviewed annually
- having a staff code of conduct for all adults working in the College
- attendance at relevant training by governors and that up-to-date training records are maintained
- the vetting of all staff and volunteers
- Each school has a responsibility to maintain its records and record keeping systems. The Board of Governors should ensure that the arrangements operated by the school for the retention, management and release of public records comply with statutory requirements.

In accordance with the most recent DE Circular 2016/20 the College has formed a 'Safeguarding Team' to include the Principal, Designated Teacher, Deputy Designated Teacher(s), Chair of Board of Governors and a Designated Governor for Child Protection. It is agreed the Team will meet once a year to ensure that appropriate Child Protection and Safeguarding procedures are in place and to offer support to the Designated Teacher in fulfilling their responsibilities.



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6. WHAT IS CHILD ABUSE?

The following definitions of child abuse are taken from the Area Child Protection Committee's Regional Policy and Procedures (2005).

6.1 Definition of Abuse

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. The procedures outlined in this document are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child.

6.2 Types of Abuse

Physical Abuse is 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.

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

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and 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 (faltering growth).

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

Child Sexual Exploitation is a form of sexual abuse in which a person(s) exploits, coerces and/or manipulates a child or young person into engaging in some form of sexual activity in return for something the child needs or desires and/or for the gain of the person(s) perpetrating or facilitating the abuse.



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Domestic Violence It is now recognised that children who live in an atmosphere of domestic violence may be at risk. Domestic violence is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional

Female Genital Mutilation: Female Genital Mutilation (FGM) is a form of child abuse and violence against women and girls. FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. The procedure is also referred to as 'cutting', 'female circumcision' and 'initiation'. The practice is medically unnecessary, extremely painful and has serious health consequences, both at a time when the mutilation is carried out and in later life.

Symptoms which young people may display and which are indicators only include:

- Nervousness
- Low self-worth
- Disturbed sleep patterns
- Nightmares / flashbacks
- Physiological – stress / nerves
- Stomach pain
- Bed wetting
- Immature / needy behaviour
- Temper tantrums
- Aggression
- Internalising distress or withdrawal
- Truancy
- Alcohol and drugs
- Bullying

These symptoms can lead to a child/ young person being misdiagnosed as having an illness, learning difficulties, or being naughty or disruptive.

If it comes to the attention of College staff that domestic abuse is or may be a factor for a child/young person this must be passed to the Designated/Deputy Designated Teacher who has an obligation to share the information to Social Services

A child may suffer or be at risk of suffering from one or more types of abuse and abuse may take place on a single occasion or may occur repeatedly over time.



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6.3 Signs and symptoms of abuse ~ Possible Indicators

Physical Abuse

Physical Indicators	Behavioural Indicators
<p>Unexplained bruises – in various stages of healing – grip marks on arms; slap marks; human bite marks; welts; bald spots; unexplained/untreated burns; especially cigarette burns (glove like); unexplained fractures; lacerations; or abrasions; untreated injuries; bruising on both sides of the ear – symmetrical bruising should be treated with suspicion; injuries occurring in a time pattern e.g. every Monday</p>	<p>Self-destructive tendencies; aggressive to other children; behavioural extremes (withdrawn or aggressive); appears frightened or cowed in presence of adults; improbable excuses to explain injuries; chronic runaway; uncomfortable with physical contact; come to College early or stays last as if afraid to be at home; clothing inappropriate to weather – to hide part of body; violent themes in art work or stories</p>

Emotional Abuse

Physical Indicators	Behavioural Indicators
<p>Well below average in height and weight; “failing to thrive”; poor hair and skin; alopecia; swollen extremities i.e. icy cold and swollen hands and feet; recurrent diarrhoea, wetting and soiling; sudden speech disorders; signs of self-mutilation; signs of solvent abuse (e.g. mouth sores, smell of glue, drowsiness); extremes of physical, mental and emotional development (e.g. anorexia, vomiting, stooping).</p>	<p>Apathy and dejection; inappropriate emotional responses to painful situations; rocking/head banging; inability to play; indifference to separation from family indiscriminate attachment; reluctance for parental liaison; fear of new situation; chronic runaway; attention seeking/needing behaviour; poor peer relationships.</p>

Neglect

Physical Indicators	Behavioural Indicators
<p>Looks very thin, poorly and sad; constant hunger; lack of energy; untreated medical problems; special needs of child not being met; constant tiredness; inappropriate dress; poor hygiene; repeatedly unwashed; smelly; repeated accidents, especially burns.</p>	<p>Tired or listless (falls asleep in class); steals food; compulsive eating; begging from class friends; withdrawn; lacks concentration; misses College medicals; reports that no carer is at home; low self-esteem; persistent non-attendance at College; exposure to violence including unsuitable videos.</p>



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6.4 Signs and symptoms of abuse ~ Possible Indicators

Sexual Abuse

Physical Indicators	Behavioural Indicators
<p>Bruises, scratches, bite marks or other injuries to breasts, buttocks, lower abdomen or thighs; bruises or bleeding in genital or anal areas; torn, stained or bloody underclothes; chronic ailments such as recurrent abdominal pains or headaches; difficulty in walking or sitting; frequent urinary infections; avoidance of lessons especially PE, games, showers; unexplained pregnancies where the identity of the father is vague; anorexia/gross over-eating.</p>	<p>What the child tells you; withdrawn; chronic depression; excessive sexual precociousness; seductiveness; children having knowledge beyond their usual frame of reference e.g. young child who can describe details of adult sexuality; parent/child role reversal; over concerned for siblings; poor self-esteem; self-devaluation; lack of confidence; peer problems; lack of involvement; massive weight change; suicide attempts (especially adolescents); hysterical/angry outbursts; lack of emotional control; sudden school difficulties e.g. deterioration in school work or behaviour; inappropriate sex play; repeated attempts to run away from home; unusual or bizarre sexual themes in children's art work or stories; vulnerability to sexual and emotional exploitation; promiscuity; exposure to pornographic material.</p>



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The following are guidelines for use by staff should a child disclose concerns of a Child Protection nature.

Do:	Do not:
<ul style="list-style-type: none">❖ Listen to what the child says❖ Assure the child they are not at fault❖ Explain to the child that you cannot keep it a secret❖ Document exactly what the child says using his/her exact words❖ Remember not to promise the child confidentiality❖ Stay calm❖ Listen❖ Accept❖ Reassure❖ Explain what you are going to do❖ Record accurately❖ Seek support for yourself	<ul style="list-style-type: none">❖ Ask leading questions.❖ Put words into the child's mouth.❖ Ignore the child's behaviour.❖ Remove any clothing.❖ Panic❖ Promise to keep secrets❖ Ask leading questions❖ Make the child repeat the story unnecessarily❖ Delay❖ Start to investigate❖ Do Nothing



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7. PROCEDURES FOR MAKING COMPLAINTS IN RELATION TO CHILD ABUSE:

7.1 How a Parent can make a Complaint

We aim to work closely with parents/guardians in supporting all aspects of their child's development and well-being. Any concerns a parent may have will be taken seriously and dealt with in a professional manner. If a parent has a concern they can talk to the class teacher or any member of the College's safeguarding team: The Principal, the Designated or Deputy Designated Teacher for Child Protection. If they are still concerned they may talk to the Chair of the Board of Governors. At any time, a parent may talk to a social worker in the local Gateway team or to the PSNI Public Protection Unit. Details of who to contact are shown in the flowchart in **Appendix 2**.

7.2 Where the College has concerns or has been given information about possible abuse by someone other than a member of the College staff including volunteers

Where staff become aware of concerns or are approached by a child they should not investigate as this is the responsibility of Social Services and/or PSNI. Staff should report these concerns immediately to the Designated/Deputy Teacher and full notes should be made. These notes or records should be factual, objective and include what was seen, said, heard or reported. They should include details of the place and time and who was present and should be given to the Designated/Deputy Designated Teacher. The person who reports the incident must treat the matter in confidence.

The Designated/Deputy Designated Teacher will decide whether in the best interest of the child the matter needs to be referred to Social Services. If there are concerns that the child may be at risk, the College is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parent will be informed immediately.

The Designated/Deputy Designated Teacher may consult with members of the College's safeguarding team, the Education Authority's Designated Officer for Child Protection or Social Services Gateway Team before a referral is made. During consultation with the Education Authority's Designated Officer the child's details will be shared. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice. The safety of the child is our prime priority.

Where there are concerns about possible abuse and a referral needs to be made the Designated/Deputy Designated Teacher will telephone Social Services Gateway Team. He/she will also notify the EA's Designated Officer for Child Protection. A UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form will also be completed and forwarded to the Gateway team with a copy sent to the EA Designated Officer for Child Protection and a copy will be kept in the College's Child Protection file.

If the Principal has concerns that a child may be at immediate risk from a volunteer, the services of the volunteer will be terminated immediately.

This procedure with names and contact numbers is shown in **Appendix 3**.



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7.3 Where a complaint has been made about possible abuse by a member of the College's staff

If a complaint about possible child abuse is made against a member of staff, the Principal or Designated/Deputy Designated Teacher (if the Principal is not available) **must be informed immediately**. The above procedures will apply (unless the complaint is about the Principal/Designated/Deputy Designated Teacher)

If a complaint is made against the Principal the Designated/Deputy Designated Teacher will inform the Chairperson of the Board of Governors who will ensure that necessary action is taken.

Where the matter is referred to Social Services the member of staff may be removed from duties involving direct contact with students or may be suspended from duty as a precautionary measure pending investigation by the appropriate authorities. The Chair of the Board of Governors will be informed immediately.

Child Protection procedures as outlined in **Appendix 3** will be followed in keeping with current Department of Education guidance.

This procedure with names and contact numbers is shown in **Appendix 4**

8. ATTENDANCE AT CHILD PROTECTION CASE CONFERENCES AND CORE GROUP MEETINGS:

The Designated Teacher/Deputy Designated Teacher or Principal may be invited to attend an initial and review Child Protection Case Conferences and/or core group meetings convened by the Health & Social Care Trust. They will provide a written report which will be compiled following consultation with relevant staff. Feedback will be given to staff under the 'need to know' principle on a case-by-case basis. Children whose names are on the Child Protection register will be monitored and supported in accordance with the Child Protection plan.

9. RECORD KEEPING:

It is essential that an accurate record of all cases of potential child abuse is maintained detailing all actions taken.

Any member of staff who has a concern about the welfare or safety of a child or young person should complete a **Note of Concern** (see Appendix 1). Notes must be made as soon as possible after the incident to ensure an expedient response, and certainly within 24 hours, to maintain the accuracy and content of the report. For some children a one-off serious incident or concern may occur and staff will have no doubt that this must be immediately recorded and reported. More often, however, it is the accumulation of a number of small incidents, events or observations that can provide the evidence of harm being caused to a child.

The staff member should report the concern to **the Designated Teacher for Child Protection (DT)** at an early stage, immediately if the concern is of a serious nature, as the DT may be aware of other circumstances which would influence steps to be taken. The Note of Concern and any further details discussed or action taken should be placed on the student's **Child Protection File** and should be signed and dated by both parties to confirm the information is accurate.



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10. UNOCINI:

The 'Understanding the Needs of Children in Northern Ireland' (UNOCINI) is a framework to support professionals in assessment and planning to better meet the needs of children and their family.

The UNOCINI assessment framework is intended to be used by all professionals working with children as a tool to help them identify the needs of children at an early stage. UNOCINI guidance includes information about when and how to refer a child to children's social services. The UNOCINI referral form will be completed whenever staff wish to refer a child or young person to children's social services for support, safeguarding or a fuller assessment of a child's needs.

If you are concerned that a child may be suffering, or at risk of suffering, significant harm, then an **urgent** referral to children's social services through the local Gateway Service must be made. When making an urgent referral by telephone, the Duty Social Worker will advise you that you will be required to confirm your referral in writing on a UNOCINI within 24 hours. For further detailed guidance please refer to the Area Child Protection Committees' Regional Policy & Procedures.

Non-urgent referrals i.e. child in need/ family support referrals should be made in writing using the UNOCINI Referral form.

Please remember that the consent of the parent/carers and/or the young person (if they are competent to give this) must normally be given prior to a referral. An exception can be made when you consider that a child is in need of safeguarding and to try and gain consent may increase the risk to a child or young person. Issues of consent (including when consent is not forthcoming) must always be clearly recorded.

More detailed guidance and UNOCINI referral forms can be found at:
http://www.eani.org.uk/_resources/assets/attachment/full/0/41775.pdf

Further guidance can be found on the Department of Health website at:
[Understanding the Needs of Children in Northern Ireland \(UNOCINI\) framework](#)

11. CHILD PROTECTION FILE:

The DT should store each Note of Concern and copy UNOCINI documents in the child's **Child Protection File** and supplement it with all other records created and acquired as the management of the concern progresses. A Child Protection File is separate to the School Student/ Educational Record and must be stored securely. It is recommended that the School Student/ Educational Record is marked in some way to indicate the presence of a separate confidential file. A coloured sticker is one means of doing this and staff should be aware of who to contact in this instance. The Child Protection File should contain:

- Chronology of events/ action taken
- All records of concern
- Any notes initially recorded, including in the form of notebooks/diaries which should be kept securely with the Child Protection file
- Records of discussions and telephone calls (with colleagues, parents and children/young people and other agencies or services)
- Correspondence with other organisations - sent and received



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- Referral forms – both for support services and specialist services (irrespective of outcome)
- Formal plans linked to the child e.g. Child Protection plan, child in need plan
- Risk assessments
- Risk Management Plans/ Individual Safety and Support Plans
- School reports to interagency meetings and conferences
- Minutes of interagency meetings e.g. child in need, strategy, Child Protection conference
- Any other relevant notes/ papers

Relevant and accurate records are essential to inform effective decision making and assist in the sharing of appropriate information. **They should contain factual information or be clearly specified as unsubstantiated** and should include all relevant information even if it appears contradictory.

Any significant event or change which has an impact on the child's welfare must be included in the Child Protection File, and noted on the chronology of events/ action taken, even if it seems to be contradictory. As a guideline, although not exhaustive, the following may be relevant:

Change of circumstances: changes of carer, address, legal status, school, family circumstances and household composition.

Issues for the child: physical or mental health issues, incidents of abuse, losses, developmental issues, incidents of running away/going missing, incidents re bullying, offending or police involvement.

Family issues: changes in family composition, loss and separation, domestic violence, financial or housing problems, physical or mental health, substance misuse, homelessness, imprisonment, victimisation.

Professional involvement: referrals made, involvement of other agencies, assessments, significant decisions, interventions, social services involvement.

Any decisions made must be recorded together with reasons for the agreed action, this will be vital to any future processes, such as retrospective or historical allegations and Case Management Reviews. It is vitally important to record all relevant details, regardless of whether or not the concerns are shared with either the police or social services.

When Social Services inform the school that a child's name has been placed on the Trust's **Child Protection Register (CPR)**, the school must maintain a record of this fact and associated documentation from Social Services on the child's Child Protection file.

12. COMPLAINTS AGAINST SCHOOL STAFF:

Where a complaint is made about possible abuse by a member of staff of the school, the procedures set out in DE Circular 2015/13 should be followed.

As set out in Circular 2015/13, all allegations of a child abuse nature must be recorded in the Record of Child Abuse Complaints book, which must be retained securely in the Child Protection filing cabinet.

A record of this should be placed on the relevant student's Child Protection File.

It is important that ALL allegations are recorded to ensure a school can monitor allegations made and identify causes or patterns of concern at an early stage. It is also important that Boards of Governors are fully informed of all complaints to ensure they are complying with their statutory responsibilities under the Education and Libraries (NI) Order 2003.



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All schools should retain a Record of Child Abuse Complaints to record allegations against a member of staff.

These records should be signed and dated by the Principal. If the Principal is the subject of the concern, the allegation should be reported immediately to the Chair of the Board of Governors, Deputy Chairperson, Designated Governor for Child Protection and the person appointed to be the Lead individual and the record retained in the school, on both the child's Child Protection file and the file of the member of staff concerned

If, on foot of a subsequent investigation by one of the investigating agencies, the member of staff concerned is totally exonerated:

- the record on the staff member's file must be expunged
- the entry in the Record of Child Abuse Complaints struck through with an explanation entered
- the record on the child's file should be noted with the outcome of the investigation, and should stand until the child's D.O.B >30 years.
- Given the number of recent historical allegations, unless the member of staff concerned is totally exonerated, the record should be retained **indefinitely**. If a closure or an amalgamation of an educational establishment(s) occurs or when a member of staff retires, leaves or changes post, advice should be sought from the relevant Employing Authority (CCMS Data Protection Officer Telephone No 028 9042 6972) and/or the Information Commissioner's Office.

13. STORAGE OF CHILD PROTECTION INFORMATION:

Child Protection information is confidential and should not be kept on the child's Student/Educational Record. Each school should have a separate secure confidential filing system for Child Protection concerns, ideally in a fireproof filing cabinet. Other Child Protection records including the school's confidential Record of Child Abuse Complaints should also be stored here. The filing cabinet should be accessible to only the Designated Teacher, Deputy Designated Teacher or Principal. The cabinet is not accessible to anyone else, including administrative staff, the ETI and members of the Board of Governors. The keys to the cabinet should not be removed from the premises and should be stored securely in a key safe.

Child Protection Records must not be removed from the school premises, except when taken to a case planning meeting in respect of the child, or on foot of a court order. If information needs to be taken out of the school, it **must be transported securely** and a record should be kept of when it was removed, by whom, for what purpose, and when it was returned.

Storing Information Electronically

There are inherent dangers in keeping sensitive information electronically and extra care must be taken. Such information should never be held on computers to which staff or students could have free access, including SIMS.net. If information is held electronically, whether on a laptop or on a portable memory device, **all must be encrypted and appropriately password protected**.

Records can be stored electronically on the C2k system. Principals have access to private folders on the C2k system and can allocate one folder for the exclusive use of one or more nominated staff.



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14. ACCESS TO RECORDS AND SHARING OF INFORMATION:

(Appendix 5)

In all cases the information should be adequate, relevant and not excessive.

Sharing Information within the School

- Child Protection information is confidential and often highly sensitive and decisions to share, or not to share, must always be made in the interest of protecting the child if at risk of significant harm.
- There is also a duty to protect individuals and, as such, within a school information should only be shared with essential Child Protection team/staff who require access to it, in order to work in a safe and informed way with the child and family.
- The DT should record who information is shared with, when, and the reasons for this.
- All staff should understand the importance of maintaining confidentiality and the consequences of any breach.
- Staff must also consider the safety and welfare of the child when making decisions about whether to share confidential information. Subject to the provisions of General Data Protection Regulations 2018 (GDPR 2018) the disclosure of confidential information is allowed when necessary to protect or safeguard a child.
- Any information relating to a third party (another child or adult) should not normally be made available to anyone, unless the third party gives explicit consent to the disclosure being made. Records demanded by a court must be redacted to protect the identity of a third party. For this reason, and in the general interests of confidentiality, concerns about students should be recorded on an individual basis, rather than in a diary, or log, where several children's and staff names may appear on one page.

Sharing Information with Others

- The subject of the record, those with parental responsibility, or the student's guardian ad litem, i.e. an independent officer of the Court appointed under the Children (NI) Order 1995 to safeguard the interest of children who are the subject of Court proceedings, do have the right in law to request access to the records at any stage, subject to the exemptions under GDPR 2018.
- Access to Child Protection records should be strictly on a need-to-know basis, and a record should be kept to identify who has requested access, when and for what purpose. Schools may wish to refer to guidance issued by the Information Commissioner's Office (ICO) "Dealing with subject access request involving other people's information"
- <https://ico.org.uk/for-organisations/guide-to-data-protection/principle-6-rights/subject-access-request/>
- Advice can also be sought from the Information Manager in the relevant Education Authority Region.
- Information must always be shared with other agencies where there is a legal duty to do so e.g. PSNI and Social Services. It should, however, be noted that the PSNI have no automatic right to access data and must complete **Form 81**, stating the data they require and the specific case to which it relates.



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- Consent to share information should be sought where possible, however, sharing, even without consent, will normally be justified, if there is evidence of reasonable cause to believe that a child is suffering, or is at risk of suffering harm. Ensure that the information shared is necessary for the purpose for which it is being shared, is shared only with those people who need to have it, is accurate and up-to-date, and is shared securely.
- More guidance on information sharing can be found in Section 8 of Co-operating to Safeguard Children and Young People in Northern Ireland (March 2016) at

<https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland> and on the Information Commissioners website at <https://ico.org.uk/for-organisations/guide-to-data-protection/>

It is best practice that Child Protection is a standing agenda item for Board of Governor meetings and that the Designated Teacher prepares a report for the meeting of all Child Protection activities and a full annual report for the Board of Governors on all Child Protection matters. The annual report should include information such as what Child Protection training has been provided for staff/volunteers, statistics in relation to Child Protection concerns e.g. the number of referrals to Social Services and number of children on the Child Protection register, the number of complaints against staff, any safeguarding/Child Protection initiatives delivered as part of the school's preventative curriculum, policy reviews undertaken. All reports **must be anonymised** in keeping with the principle of confidentiality.

The school's Record of Child Abuse Complaints should be made available to the Board of Governors at least annually. If an allegation is recorded anonymised information will be shared with Governors including what action was taken and the outcome of the complaint. The Chair should sign and date the Record of Child Abuse Complaints annually, even if there have been no entries. The Education Training Inspectorate will ask to see the Record and Chair's signature during inspections, but not the content or detail of complaints.

15. EDUCATION AND TRAINING INSPECTORATE (ETI):

The ETI are not entitled to see the content of any Child Protection record, however, they do need to be assured that records exist and are held in a secure and confidential manner. They will also request sight of the Record of Child Abuse Complaints and, while they are not entitled to view the content, they will check that the book is completed and signed off annually by the Chair of the Board of Governors.

16. TRANSFER OF CHILD PROTECTION RECORDS:

Under the Education (Student Records and Reporting) (Transitional) Regulations (NI) 2007, Boards of Governors are required to make arrangements to transfer a formal record of a student's academic achievements, other skills and abilities and progress within 15 school days of a student transferring schools. The requirement does not include the transfer of Child Protection records. Should a child transfer to another school whilst there are current Child Protection concerns the DT will share these concerns with the DT in the receiving school under the direction of Social Services.



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Past safeguarding concerns and the response to these can be significant, should concerns arise for the child at a later time. The third data protection principle is key in relation to deciding whether to transfer past concerns. If the information, current or historical, is deemed to be relevant then it should be shared.

The Designated Teacher is responsible for ensuring that copies of relevant Child Protection records are transferred to the DT of the receiving school in the most secure and appropriate manner to minimise the risk of any data breach. The data controller, i.e. the school, is accountable for any data breach.

When a child on whom the school holds safeguarding or Child Protection information leaves the school and the school are unaware of the new school they must notify the Education Welfare Service at the Education Authority who will then attempt to locate the child. Social Services must be informed immediately if the child has a Child Protection Plan or is a Looked After Child. The school must retain the child's Child Protection records and forward the relevant information to the receiving school when the child has been traced. When a child whose name is on the Child Protection Register changes school, the school which the child is leaving should inform the receiving school immediately that his/her name is on the Register and pass on contact details for the social worker. The school should then destroy all Child Protection records on the child supplied by Social Services, including records of case conferences, and should inform the child's Case Co-ordinator in Social Services. The remaining Child Protection record should be copied, as relevant, to the new school. When considering what information is relevant advice can be sought from the CPSSS. The school to which the child is transferring should contact the child's social worker for relevant information. The leaving school can retain original copies of their own documents.

17. CHILD PROTECTION/ CONFIDENTIALITY AND INFORMATION SHARING:

Information given to members of staff about possible child abuse cannot be held "in confidence". In the interests of the child, staff have a responsibility to share relevant information about the protection of children with other professionals particularly the investigative agencies. Where abuse is suspected schools have a legal duty to refer to the Statutory Agencies. In keeping with the principle of confidentiality, the sharing of information with College staff will be on a 'need to know' basis.

18. VETTING PROCEDURES:

All staff paid or unpaid who are appointed to positions in the College are vetted / supervised in accordance with relevant legislation and Departmental guidance.

19. CODE OF CONDUCT FOR ALL STAFF PAID OR UNPAID:

All actions concerning children and young people must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust and that their behaviour towards the child and young people in their charge must be above reproach. The College's code of conduct is available on request.



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20. STAFF TRAINING:

St Killian's College is committed to in-service training for its entire staff. Each member of staff will receive general training on Policy and procedures with some members of staff receiving more specialist training in line with their roles and responsibilities. All staff will receive basic Child Protection awareness training and annual refresher training. The Principal/Designated Teacher/Deputy Designated Teacher, Chair of the Board of Governors and Designated Governor for Child Protection will also attend relevant Child Protection training courses provided by the Child Protection Support Service for Schools.

When new staff or volunteers start at the College they are briefed on the College's Child Protection Policy and Code of Conduct and given copies of these policies.

21. THE PREVENTATIVE CURRICULUM:

Throughout the school year Child Protection issues are addressed through class assemblies. Child Protection posters are displayed permanently in the front Reception, in each Year Group noticeboard, in all classrooms, resource areas and all prominent areas, which provide advice and displays child helpline numbers. A flow diagram of how a parent may make a complaint is in Appendix 2 and a flow diagram for a teacher allegation is in Appendix 3 of the policy.

Other initiatives which address Child Protection and safety issues;
Board of Governors Meeting – Annual Child Protection Report.

22. MONITORING AND EVALUATION:

The Safeguarding Team in St Killian's College will update this Policy and Procedures in the light of any further guidance and legislation as necessary and review it annually. The Board of Governors will also monitor Child Protection activity and the implementation of the Safeguarding and Child Protection Policy on a regular basis through the provision of reports from the Designated Teacher.

On-going evaluation will ensure the effectiveness of the Policy.

Date Policy Reviewed: December 2016

Signed

Eileen McKay

Designated Teacher



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APPENDIX 1

PROFORMA

CONFIDENTIAL RECORD OF CONCERN

CHILD PROTECTION RECORD - REPORTS TO DESIGNATED TEACHER

Name of Student:

Year Group:

Date, time of incident / disclosure:

Circumstances of incident / disclosure:

Nature and description of concern:

Parties involved, including any witnesses to an event and what was said or done and by whom:

Details of any advice sought

Any further action taken:



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Written report passed to DT
If 'No' state reason

Date and Time of report to DT

Written note from staff member placed on Child Protection File
If 'No' state reason

Name of staff making the report

Signature of staff

Date

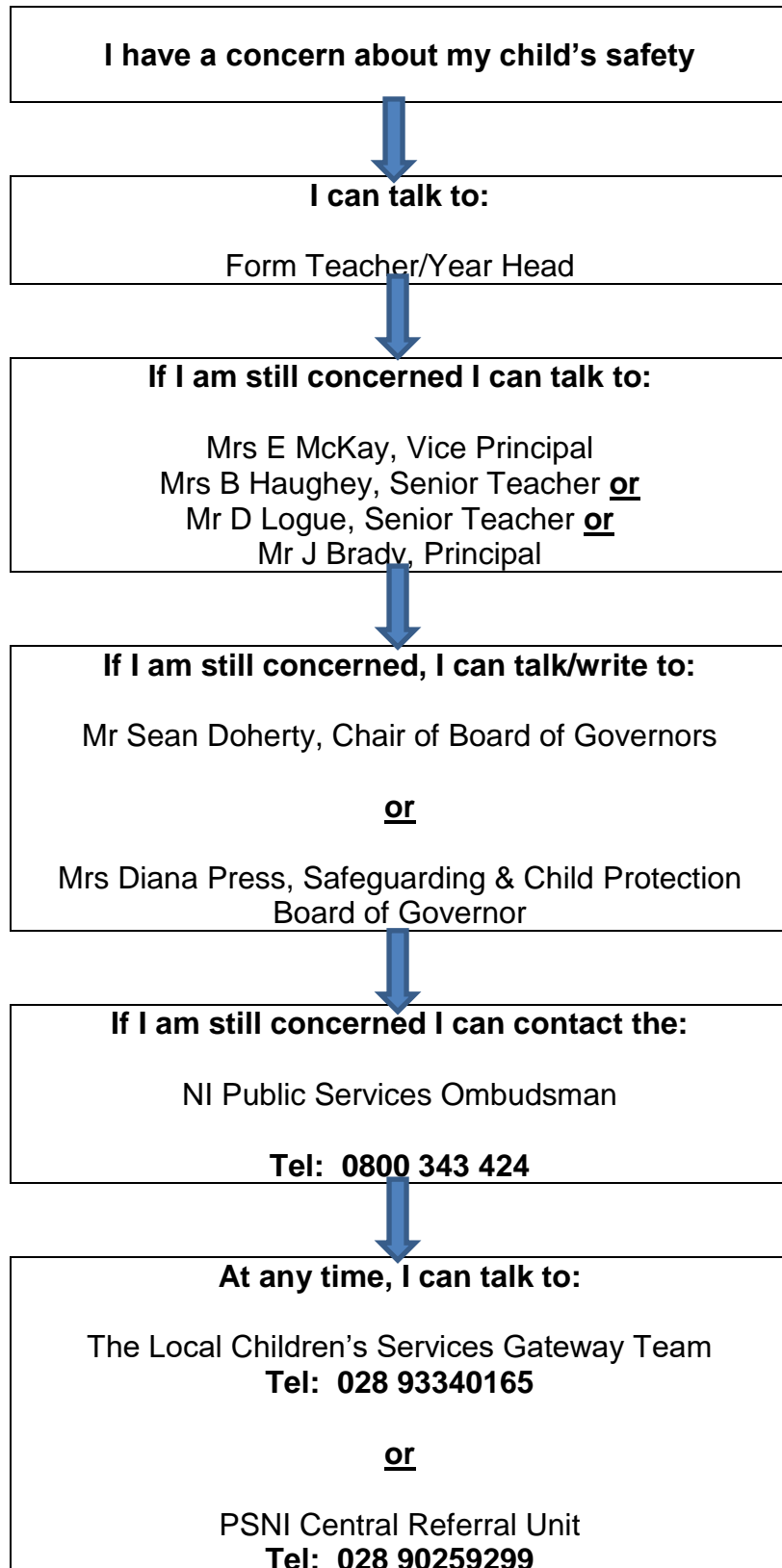
Signature of DT

Date



APPENDIX 2

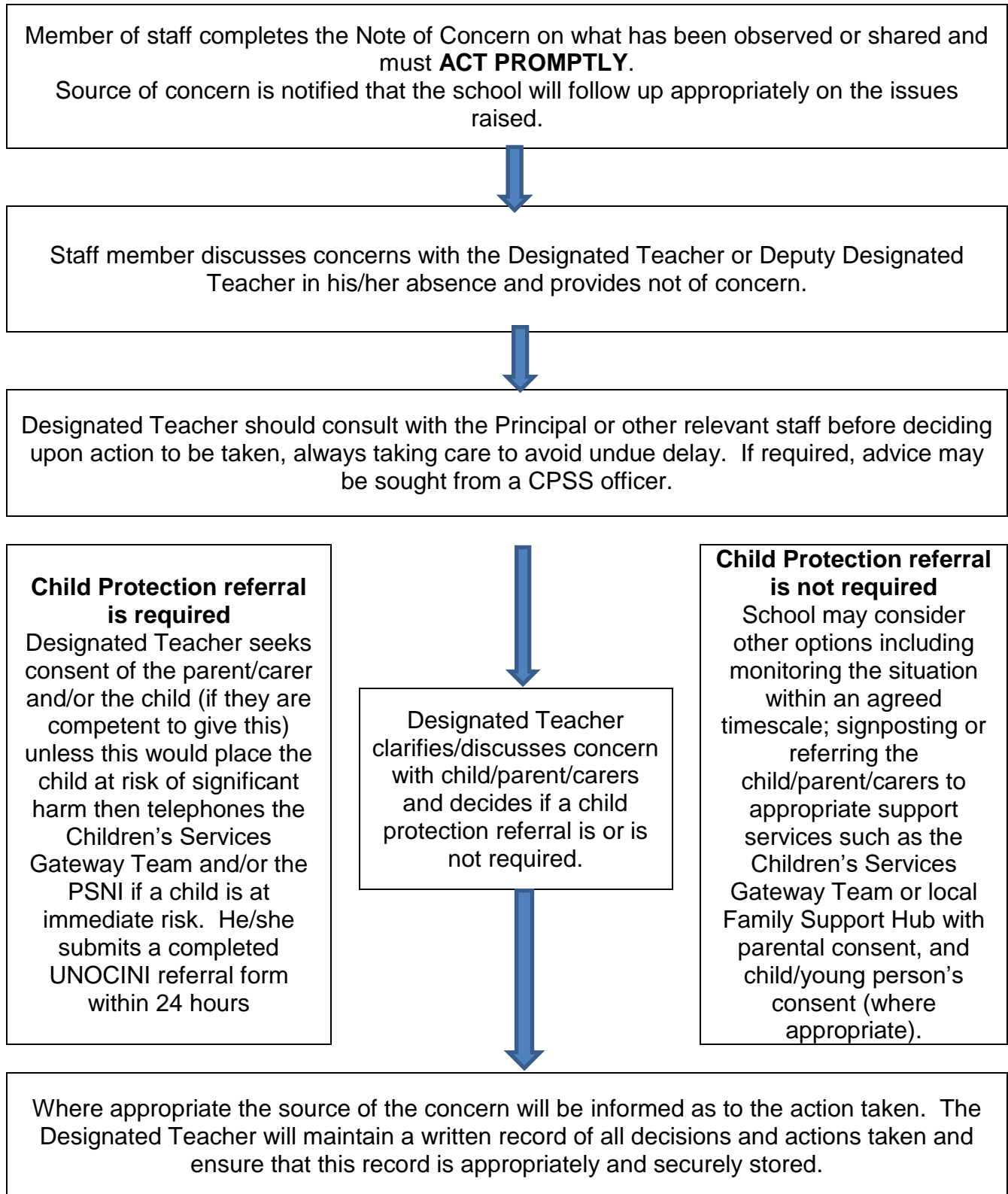
HOW A PARENT CAN EXPRESS A CONCERN





APPENDIX 3

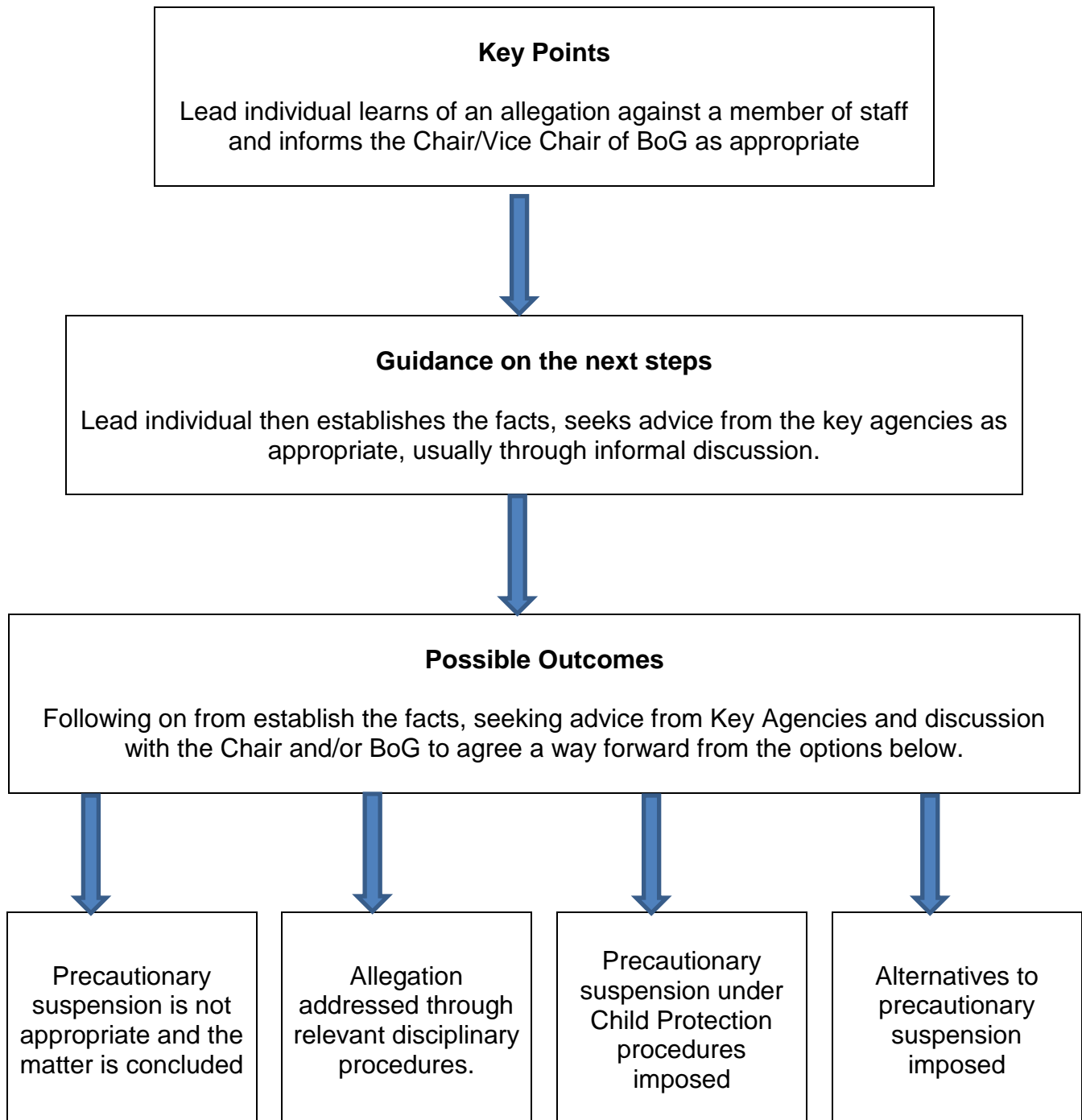
Procedure where the College has concerns, or has been given information, about possible abuse by someone other than a member of staff





APPENDIX 4

Dealing with Allegations of Abuse Against a Member of Staff





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APPENDIX 5

Data Protection

At **St Killian's College** (the "College"), we believe privacy is important. We are committed to complying with our data protection obligations and to being concise, clear and transparent about how we obtain and use personal Information and how (and when) we delete that information once it is no longer required.

DATA PROTECTION POLICY

The College is subject to the General Data Protection Regulations 2018 (GDPR 2018) which imposes obligations on the College as a data controller in relation to the protection, use, retention and disposal of personal information. GDPR 2018 sets out the procedures that are to be followed when dealing with personal information and applies to all personal information processed by or on behalf of St Killian's College.

The College Data Protection Policy gives important information about:

- the data protection principles with which St Killian's College must comply;
- what is meant by Personal Information and Special Category Data;
- how we gather, use and (ultimately) delete personal information and special category data in accordance with the data protection principles;
- where more detailed privacy information can be found, e.g. about the personal information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
- your rights and obligations in relation to data protection; and
- the consequences of our failure to comply with this Policy.

St Killian's College Data Protection Policy and the relevant privacy notices are published on the College website www.stkillianscollege.org.uk. Where appropriate, please refer to other relevant policies including Mobile Phone, e-Safety, Internet Policy which contain further information regarding the protection of personal information in those contexts.

The College is committed to ensuring that all staff are made aware of good practice on data protection and that adequate training is provided for all staff responsible for personal data. The College reviews and updates the data protection policy regularly in accordance with data protection obligations.

Any queries in relation to data protection or any of the matters referred to in the Data Protection Policy should be submitted to the Principal, Mr Jonathan Brady.



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The following policies, procedures and documents are also relevant to data protection:

- Data Breach Management Procedure
- Subject Access Request Procedure
- Disposal of Records Schedule (Review Date November 2019)
- Internet, e-mail, social media monitoring procedures.

Complaints around the application of the College's Data Protection Policy will be dealt with in line with the School's Complaints Policy which can be accessed on the College website or on your mobile phone app. www.stkillianscollege.org.uk

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. The ICO's details are as follows:

The Information Commissioner's Office – Northern Ireland
3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114
Email: ni@ico.org.uk



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ANNEX A

LEGISLATIVE CONTEXT

This circular has been guided by the United Nations Convention on the Rights of the Child and takes account of the principles and requirements of the following legislation and guidance:

Primary Legislation

- Public Records Act (NI) 1923
- Disposal of Documents (NI) Order 167, 1925
- The Limitation (Northern Ireland) Order 1989
- Children (NI) Order 1995
- **Data Protection Act 1998**
- Human Rights Act 1998
- Freedom of Information Act 2000
- Education and Libraries (NI) Order 1986
- Education and Libraries (NI) Order 2003
- The Education (NI) Order 2006

Subordinate Legislation

The Education (Pupil Records and Reporting) (Transitional) Regulations (NI) 2007

<http://www.legislation.gov.uk/nisr/2007/43/contents/made>

The Education (Pupil Reporting) Regulations (Northern Ireland) 2009

http://www.legislation.gov.uk/nisr/2009/231/pdfs/nisr_20090231_en.pdf

The Data Protection (Subject Access Modification) (Health Order) 2000

<http://www.legislation.gov.uk/uksi/2000/413/contents/made>



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ANNEX B

GUIDANCE

Co-operating to Safeguard Children and Young People in Northern Ireland (March 2016) at <https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland>

DE: Model Schools Disposal of Documents Schedule <https://www.education-ni.gov.uk/articles/disposal-school-records>

Accessing Pupils' Information (Information Commissioners Office) <https://ico.org.uk/for-the-public/schools/pupils-info/>

UNOCINI –Understanding the Needs of Children in Northern Ireland (UNOCINI) framework

CPSSS School Governors Handbook (2015) (issued by Child Protection Support Service for Schools)

<https://www.education-ni.gov.uk/publications/cpsss-board-governors-handboo>

DE Circular 1999/10: Pastoral Care in Schools: Child Protection
<https://www.education-ni.gov.uk/publications/pastoral-care-schools-child-protection>

DE Circular 2003/13: Welfare and Protection of Pupils
<https://www.education-ni.gov.uk/publications/circular-200313-welfare-and-protection-pupils-education-and-libraries-ni-order-2003>

DE Circular 2015/13: Dealing with allegations of abuse against a member of staff
<https://www.education-ni.gov.uk/publications/circular-201513-dealing-allegations-abuse-against-member-staff>

Education Authority website: <http://www.eani.org.uk>

ACPC (Area Child Protection Committee) policies and procedures and other information is available on the SBNI website at <http://www.safeguardingni.org/resources21>



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General Records Management Guidance:

Lord Chancellor's Code of Practice on Management of Records (Section 46 FOI Act)

http://www.proni.gov.uk/lord_chancellorscodeofpractice_-_section_46.pdf

Information Commissioners Office - Data Protection – The Eight Principles

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

Information Commissioners Office – FOIA - Section 46 Code of Practice – records management

<https://ico.org.uk/media/for-organisations/documents/1624142/section-46-code-of-practice-records-management-foia-and-eir.pdf>

Information Commissioners Office – Subject Access Code of Practice

<https://ico.org.uk/media/for-organisations/documents/1065/subject-access-code-of-practice.pdf22>



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ANNEX C

Definitions

Who is 'a child'?

For the purposes of this guidance, the term 'child' has the same meaning as in the Children (NI) Order 1005, i.e. a person under the age of 18. In the case of a student with special educational needs the term 'child' should be interpreted as including any person who has not attained the age of 19 and is a registered student at the school. A person who attains age 19 during a school year shall be deemed not to have attained that age.

What is 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 harm. A **child in need of protection** is a child who is at risk of, or likely to suffer, significant harm which can be attributed to a person or persons or organisation, either by an act of commission or omission; or a child who has suffered or is suffering significant harm as defined in Article 50 of the Children (NI) Order 1995.

What is significant harm?

The Children Order defines '**harm**' as ill-treatment or the impairment of health or development. The Order states that 'ill-treatment' includes sexual abuse and forms of ill-treatment which are physical and forms of ill-treatment which are not physical; 'health' means physical and / or mental health; and 'development' means physical, intellectual, emotional, social or behavioural development.

There is no absolute definition of '**significant harm**', as this will be assessed on a case by case basis. Article 50(3) of the Children Order states that "where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child".

Further information, including types of abuse, is available in the DHSSPS Co-operating to Safeguard Children and Young People (March 2016) at:

<https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland23>



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ANNEX D

Key questions to consider when developing a retention and storage policy for Child Protection records:

As the Data Controller, the school is responsible for the retention and destruction of its records. Every school must have a Record Retention and Destruction Policy and a Disposal of Records Schedule. The policy in respect of Child Protection records should clearly indicate:

What records will be held and for what purpose?

How long should we retain records?

Do any statutory requirements apply to our records in terms of retention?

What is the purpose and format of retained records?

How will records be stored, with particular emphasis on security?

How will records be accessed, who has responsibility for controlling access and levels of access?

What arrangements will we need to review the records?

What arrangements are in place for the destruction of records on a timely basis?

A model policy on general record keeping and disposal is available on the Department website at:

https://www.education-ni.gov.uk/search?query=disposal+schedule&edit-submit-button=Go&as_sfid=AAAAAXDxXdv4vgdWYhcb2CO6LUWiLVGe7WzFTDqqRe71_HybsIBkgUj1-aPTIqZTr_g1_GM0OtEP9TGwO6XATN_S5NW_-Fe6ZSa8hwxQQgmf-M2w%3D%3D&as_fid=L0fmE7ohDeG_ta1RKQ9-

The legislation and guidance which affect the issues addressed by this circular are listed at Annex A and Annex B.