

Bangor Central Nursery School Safeguarding & Child Protection Policy

The Safeguarding Team

Board of Governors Chairperson:	Mrs Louise Stevenson
Principal / Designated Teacher:	Miss Pamela Algie
Deputy Designated Teacher:	Miss Deirdre Martin
Designated Governor:	Mr Niall Ferguson



Contents

Introduction	3
What is Abuse?	8
Types of Abuse/Symptoms	9
<ul style="list-style-type: none">• Neglect• Physical Abuse• Sexual Abuse• Emotional Abuse• Exploitation	
Bullying	12
Procedures for reporting suspected (or disclosed) child abuse	14
Role of the Designated Teacher (DT)/ Deputy Designated Teacher (DDT)	17
How a parent can raise a concern	18
BCNS Safer Recruitment Procedures	19
Code of Conduct for all Staff	19
The Preventative Curriculum	19
Physical Restraint	20
Health and Safety	20
Photography and Images of Children	20
Educational Trips/Visits	20
E-Safety/Parental Permission/Staff Training	21
Reviewing our Child Protection Policy	22
Appendix 1 Code of Conduct for all Staff	23
Appendix 2 Guidance for Volunteer	26
Appendix 3 Contact details	30

Bangor Central Nursery School

Child Protection Policy

Introduction

Bangor Central Nursery School fully recognises its responsibilities for child protection and safeguarding. All staff are committed to providing an environment where every child can enjoy the right to live their life free from harm or abuse or potential harm or abuse; a caring, supportive and safe environment, which values individuals for their unique talents and abilities, in which all children can learn and develop to their full potential.

There are a broad range of international and domestic legislation relating to child welfare and protection. This Child Protection and Safeguarding Policy is based on guidance from the Department of Education NI (Circulars 2017/04 Safeguarding and Child Protection: 2016/20 Child Protection Records Keeping in Schools: 2003/13 Welfare and Protection of Pupils: 1997/17 Parental responsibility: Guidance for Schools).

Please note:

Circular 2016/20 updates and replaces records management guidance included in DE Circular 1999/10 "Pastoral Care in Schools: Child Protection" and should be read in conjunction with DE Circular 2015/13 "Dealing with Allegations of Abuse Against a Member of Staff".

Circular 2017/04 "Safeguarding and Child Protection in Schools" (SACPIS) replaced the 1999/10 guidance and supersedes this document.

These circulars and the guidance they provide, along with the following legislation have been used to inform this school policy.

The United Nations Convention on the Rights of the Child

The United Kingdom agreed to be bound by the Convention in 1991. It sets out the rights which all children and young people up to the age of 18 should have.

The Children (Northern Ireland) Order 1995

The Children (Northern Ireland) Order 1995 is the principle statute governing the care, upbringing and protection of children in Northern Ireland. It applies to all those who work with and care for children, whether parents, paid carers or volunteers. It is the most comprehensive and far reaching child care legislation ever introduced to Northern Ireland. It clearly identifies five key principles, which are:

1. Paramountcy
2. Prevention
3. Protection
4. Partnership
5. Parental Responsibility

This order sets out that the welfare of the child is considered as being of paramount importance. Under the Education and Libraries (NI) Order 2003/05, the Board of Governors has a duty to safeguard and promote the welfare of children. They have delegated responsibility for promoting, developing and monitoring child protection within Bangor Central Nursery School to the Designated Teacher or in her absence the Deputy Designated Teacher.

The Education and Libraries (Northern Ireland) Order 2003

Articles 17, 18 and 19 of the Education and Libraries (Northern Ireland) Order 2003 place a statutory duty on Boards of Governors (BoG) to safeguard and promote the welfare of its pupils and to determine the measures to be taken at the school with a view to protecting pupils from abuse (whether at school or elsewhere).

Sexual Offences (Northern Ireland) Order 2008

This legislation reduced the age of consent in NI (in line with other areas of the UK), and strengthened the legal safeguards for young people between the ages of 16 and 17. Significantly, it introduced the concepts of grooming (including online behaviours), and 'Abuse of a Position of Trust'.

Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 as amended by the Protection of Freedoms Act 2012 provides the legislative framework for the establishment of a Disclosure and Barring Service and requirements relating to individuals who work with children and vulnerable adults.

The Safeguarding Board (Northern Ireland) Act 2011

This Act established the SBNI and places interagency co-operation on a statutory footing. The objective of the SBNI is to safeguard and promote the welfare of children and young people in Northern Ireland by co-ordinating and ensuring the effectiveness of what is done by each person or body represented on the board. The SBNI is also responsible for development of regional policies and procedures for safeguarding and promoting the welfare of children.

The Public Services Ombudsman Act (NI) 2016

The Public Services Ombudsman Act (NI) 2016 gives a power to investigate education authorities in respect of complaints made by a member of the public (this came into effect on 1 April 2016). The power to investigate extended to Boards of Governors of grant-maintained schools from 1 April 2017.

Co-operating to Safeguard Children and Young People in Northern Ireland (March 2016)

This policy replaces the 'Co-operating to Safeguard Children Guidance' issued in 2003 and provides the overarching policy framework for safeguarding children and young people in the statutory, private, independent, community, voluntary and faith sectors. It outlines how communities, organisations and individuals must work both individually and in partnership to ensure children and young people are safeguarded as effectively as possible.

Domestic and Sexual Violence and Abuse Strategy 2013-2020

This Strategy highlights an overarching strategic vision for addressing domestic and sexual violence and abuse. The Department of Health (DoH), and the Department of Justice (DoJ) are the strategic lead departments in taking forward both the domestic violence and abuse and sexual violence and abuse agendas through improved effective, collaborative, and cohesive engagement within and across Northern Ireland.

Our policy applies to all staff, governors and volunteers working in the school. The purpose of the procedures set out in this policy is to safeguard and protect our pupils by ensuring that every adult who works in our school – teachers, non-teaching staff and volunteers – have clear guidance on the action which is required where abuse or neglect of a child is suspected. The issue of child abuse will not be ignored by anyone who works in our school and we know that some forms of child abuse are also a criminal offence. We will disseminate information to parents in order to enhance their understanding of our role and the procedures by which they can voice their concerns to us.

There are five main elements to our policy:

1. Establishing a safe environment in which children can learn and develop.
2. Developing and implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
3. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
4. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
5. Supporting pupils who have been abused in accordance with his/her agreed child protection plan.

Bangor central Nursery School recognises that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
-
- Ensure children know that there are adults in the school whom they can approach if they are worried.
-
- Include opportunities in the Personal, Social and Emotional Curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Bangor Central Nursery School will ensure that:

- there is a Safeguarding Team in place; this consists of the Designated Teacher for Child Protection, Deputy Designated Teacher for Child Protection, Chairman of the Board of Governors and the nominated Governor responsible for Child Protection and Safeguarding. The Safeguarding Team meet regularly to review the schools' Child Protection and Safeguarding practices and to address any issues arising.
- there is a Designated Teacher and Deputy Designated Teacher for Child Protection, who has received appropriate training/support for these roles.
- there is a nominated Governor responsible for Child Protection, who has received appropriate training and support for this role.
- every member of staff (including temporary and supply staff and students and volunteers) and the Governing body knows the name of the Designated Teacher/ Deputy Designated Teacher responsible for Child Protection and their designated role.
- all staff, students and volunteers understand their responsibilities in being alert to the signs of abuse and the responsibility of referring any concerns to the Designated Teacher for Child Protection.
- parents/ carers have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus and all Induction information.
- we develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- we keep written records of concerns about children, even where there is no need to refer the matter immediately.
- all records are kept securely, separate from the main pupil file, and in a locked location.
- we develop and follow procedures where an allegation is made against a member of staff or volunteer.
- safe recruitment practices are always followed.

This policy should be read in conjunction with the schools' policies on:

- Anti-Bullying
- Behaviour Management Policy
- Curriculum
- E-Safety Policy
- Health and Safety Policy
- Intimate Care Policy
- Managing Allegations against Staff
- Managing Attendance

- Pastoral Care Policy
- Reasonable Force and Safe Handling Policy
- Recruitment and Selection
- Special Educational Needs Policy
- Staff Code of Conduct Policy
- Whistleblowing

What is Child Abuse?

Child abuse occurs in families from all social classes and cultures and in communities, agencies and organisations. Abusers come from all walks of life and all occupations and professions. Child abuse can manifest in a number of ways and can involve a combination of the forms of abuse. Those working with children and young people must have an awareness and understanding of the nature and prevalence of different manifestations within their practice area. (DENI Circular 2017/04)

It is always preferable to prevent abuse, or for intervention to take place at the earliest possible stage. Through their day-to-day contact with individual children, school staff, especially teachers, but also non-teaching staff, including lunch-time supervisors and ancillary or auxiliary staff, are particularly well placed to observe outward symptoms, change in appearance, behaviour, learning pattern or development.

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. 'Harm' means ill treatment or the impairment of health or development, and the question of whether harm is significant is determined in accordance with Article 50(3) of the Children Order. More detail on the concept of harm and significant harm can be found in Section 2.4 of Co-operating to Safeguard Children and Young People in Northern Ireland (March 2016) and in the Children (NI) Order 1995.

Staff should be alert to all types of abuse and to their legal obligations, including reporting of offences - Section 5 of the Criminal Law Act (NI) 1967 makes it an offence to fail to disclose an arrestable offence. This includes crimes against children.

Observation of signs and symptoms of possible abuse can do no more than give rise to concern - they are not in themselves proof that abuse has occurred. It must always be remembered that alternative medical, psychological or social explanations may exist for the signs and symptoms of possible abuse. However, teachers and other staff should be aware of the possible implications of, and alert to, all such signs, particularly if they appear in combination or are repeated regularly.

Where a member of staff is concerned that abuse may have occurred, he/she must report this immediately to the Designated Teacher who has specific responsibility for child protection. The designation of a teacher for this purpose should not be seen as diminishing the role of all members of staff in being alert to signs of abuse and being aware of the procedures to be followed, including those in cases where an allegation is made against any member of the school's staff, teaching or non-teaching (see Section 5.5 on Dealing with Allegations Against a Member of Staff - DE Circular 2015/13).

It is imperative that any disclosure by a child, or concern that indicates a child may be at immediate risk, is reported immediately to the PSNI and Social Services to ensure that emergency protection measures are put in place. This is particularly important if there is a risk of the child at home. Contact details for the PSNI Central Referral Unit and Duty Social Workers can be found in the Contacts Section.

Pupils who are the victims of abuse often display emotional or behavioural difficulties which may require a holistic assessment of need to determine appropriate level and types of intervention.

Types of Abuse

Child abuse may take a number of forms, including:

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Possible signs or symptoms of neglect include:

- Poor hygiene
- Constant hunger/cramming food
- Inadequate/inappropriate clothing
- Constant tiredness
- Exposed to danger/lack of adequate supervision
- Untreated illness
- Lack of peer relationships
- Compulsive stealing/begging

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Possible signs or symptoms of physical abuse include:

- Unexplained bruises (in places difficult to mark)
- Human bite marks, welts or bald spots
- Unexplained lacerations, fractures or abrasions
- Untreated injuries
- Self-destructive tendencies
- Chronic runaway
- Fear of going home

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Possible signs or symptoms of sexual abuse include:

- Bruised or sore genitals
- Genital infection
- Difficulty in walking or sitting
- Inappropriate sexualised language or behaviour
- Low self-esteem
- Chronic depression
- Substance abuse
- Personality changes
- Fear of going home

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying - including online bullying through social networks, online games or mobile phones - by a child's peers. It may involve causing a child frequently to feel frightened or in danger, or the exploitation or corruption of a child. Domestic violence, adult mental health problem and parental substance misuse may expose a child to emotional abuse.

Possible signs or symptoms of emotional abuse include:

- Bullying of others
- Change in personality from outgoing to withdrawn
- Difficulty in forming/maintaining relationships with others
- Depression
- Signs of mutilation
- Attention Seeking
- Chronic runaway
- Wetting and soiling
- Sudden speech disorders
- Low self-esteem

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.

*All the above definitions are from Co-operating to Safeguard Children and Young People in Northern Ireland (2016)

www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-youngpeople-northern-ireland

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

These types of abuse apply equally to children with disabilities but the abuse may take slightly different forms, for example, lack of supervision, or the use of physical restraints such as being confined to a wheelchair or bed.

Our daily contact with the children means all staff, teaching, non-teaching and volunteers, are well placed to observe outward symptoms and changes in appearance, behaviour, learning patterns or development. Staff must be aware that any single or combination of the above may be accompanied by or solely manifested in a marked deterioration in performance and/or increased absenteeism. Equally, we must remember that alternative medical, psychological or social explanations may exist for the signs and symptoms used. The staff will acknowledge that the signs listed above give rise to concern but are not in themselves proof that abuse occurred. Rather we will be alert to such signs if they appear in combination or are regularly repeated. Staff members and volunteers will report such concerns to the designated teacher. Staff will be aware of the necessity of vigilance regarding safeguarding the children in our care. Our observations, if they instigate an investigation regarding suspected abuse may result in action by a statutory investigating agency.

Support for staff members reporting abuse

The Public Interest Disclosure (NI) Order 1998 states that employees will be protected by their employers for disclosing information (in good faith and in the reasonable belief that it is substantially true). Specifically, protected disclosure includes any disclosure of information which, in the belief of the staff member tends to show that a criminal offence has been, is being, or is likely to be committed against a pupil or that the health and safety of a child has been, is being or is likely to be endangered. Staff reporting suspected abuses who are acting within the course of their employment and in good faith will receive the full support of the EA and will not be legally or financially liable should any consequential action be brought against him/her.

Confidentiality

The Designated Teacher has responsibility to share relevant information about the protection of the pupils with other professionals, particularly the investigative agencies. All staff should recognise that in order to protect children from harm,

cases may arise where confidentiality must be subordinated to the need to take appropriate action by informing and involving others in the child's best interest.

Bullying- Bullying is a highly distressing and damaging form of abuse and is not tolerated in Bangor Central Nursery School. The early years are a crucial time for the development of an individual's health and well being. Every child deserves to grow up in a safe, healthy, well balanced and supportive environment.

It is uncommon for children of Nursery age to purposefully bully another child. Through our curriculum we support our pupils' personal, emotional and social development so that they understand the way in which they should behave. We encourage the development of positive relationships with children having a sense of right and wrong and an understanding of their needs and feelings and those of other people.

All staff are vigilant at all times to the possibility of bullying occurring and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline the bully. Parents of both victim and bully will be personally contacted immediately bullying behaviour is identified.

Any complaint by a parent that their child is, or may be, being bullied will be fully investigated in line with our Addressing Bullying in Schools policy by the designated teacher for child protection, and team action will be taken to protect the children involved. A parent making a complaint about bullying will have a personal response from the designated teacher within one week of making the complaint, indicating the investigation which has been carried out and the action being taken.

Sanctions taken against a pupil who displays bullying behaviours will be in accordance with our pupil disciplinary policy and will depend on the seriousness of the case. His/her behaviour will be carefully monitored until staff are satisfied that the problem has stopped. If a pupil's bullying behaviour persists, the second stage will be to instigate the child protection procedures.

The relationships which staff have with children and parents are based on trust and confidentiality. However, in order to protect children from abuse, neglect or exploitation, a proper balance must be struck between protecting children and respecting the rights and needs of parents and families.

Procedures for reporting suspected (or disclosed) Child Abuse

Members of Staff who have been informed of abuse by a child or who suspects that a child may have been or is being abused should inform the Designated Teacher immediately. **It is not the responsibility of staff to carry out investigations** – this is a matter for social services.

If a child in Nursery makes a disclosure to a member of staff, which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly. The child should be assured, as far as possible, given his/her age that the matter will be disclosed only to people who need to know about it. **No promise of confidentiality can or should be made to anyone giving information about possible abuse.** Staff who receive information about children and their families in the course of their work should share that information only with the appropriate professional contexts.

Procedures to follow when a child discloses abuse

1. Receive

- Listen to what is being said without displaying shock or disbelief
- Accept what is said
- Take note

2. Reassure

- Reassure the child, but only so far as is honest and reliable, **do not make promises that you cannot keep.**
- Do not promise confidentiality, you have a duty to refer. Explain to the child that you will need some help to deal with what s/he has just told you.
- Do reassure and alleviate guilt if the child refers to it.

1. Respond

- React to the child only as far as is necessary for you to establish whether or not you need to refer the matter.
- **Do not ask leading or open-ended questions.** Such questions may invalidate your evidence and the child's and alter any prosecution in court.
- Do not criticise the perpetrator as the child may love them and reconciliation may be possible.
- Do explain what you have to do next and to whom you have to talk to.
- Do not remove clothing to check for marks or bruising.

2. Record

- Make some notes at the time and write them up as soon as possible.
- Do not destroy original notes.
- Record the date, time, place, people present, any noticeable non-verbal behaviour and the words used by the child. If the child uses sexual 'pet' words, record the actual words used rather than translating them into proper

words. Any injuries or bruises noticed may be recorded on a diagram showing position and extent.

- Record what the child says and observable things rather than your **interpretations or assumptions**.
- Note when the concerns were reported and to whom.
- It is imperative to keep proper records as they may be used as subsequent evidence in court.
- All records are held confidentially in a secure place in the school.

3. Refer

- Report your concern or knowledge to the Designated Teacher handing over full notes (signing and dating them).

The Designated Teacher for child protection Miss Pamela Algie. In her absence the Deputy Designated Teacher Miss Deirdre Martin will assume responsibility for child protection. On the rare occasion that neither DT nor DDT is in the school the School Designated Governor, Mr Niall Ferguson, will assume responsibility for child protection.

If there is any doubt about whether to take further action the Designated Teacher may seek clarification or advice and consult with The Protection Support Services for Schools (CPSSS), Designated Officer for Child Protection at the EA or the Duty Social Worker at Gateway Team Social Services before a referral is made. No decision to refer a child to social services will be made without full consideration and on appropriate advice. **The safety of the child is our first priority.** If a decision is taken, and there is reason for concern, the Designated Teacher will contact the local Senior Social Worker and later confirm the referral in writing using the UNOCINI (Understanding the Needs of Children in Northern Ireland) Template.

If there are concerns that the child may be at risk of significant harm, the school is obliged to make a referral to social services. Copies of this written referral will also be forwarded to the Designated Officer for Child Protection at the EA. This will be done in an envelope marked '**Confidential – Child Protection**'. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

If a complaint about possible child abuse is made against a member of staff or volunteer, the Principal (who, in a Nursery School, is also the Designated Teacher) must be informed immediately. The above procedures will apply (unless the complaint is about the Designated Teacher). Where the matter is referred to Social Services the member of staff may be removed from duties involving direct contact with pupils, and may be suspended from duty as a precautionary measure pending investigations by Social Services. The Chairperson of the Board of Governors will be informed immediately.

If a complaint about possible child abuse is made against the principal of the Nursery the Deputy Designated Teacher must be informed immediately. She will inform the Chairperson of the Board of Governors and together they will take appropriate advice and ensure the necessary action is taken.

If any member of staff feels unsure about what to do if s/he has concerns about a child, or unsure about being able to recognise signs or symptoms of possible child abuse they should talk with the Designated Teacher. It should be noted that the information given to members of staff about possible child abuse cannot be held 'in confidence'. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be informed.

Whistleblowing

Staff / volunteers who are concerned about the behaviour of a colleague towards a pupil are undoubtedly placed in a difficult situation> they may worry that they have misunderstood the situation and they will wonder whether a report might jeopardise their colleague's career. All staff / volunteers must remember that the welfare of the child is of paramount importance. The school's whistleblowing code enable staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

All concerns of poor practice or possible child abuse by colleagues should be reported to the Principal. Concerns about the Principal should be reported to the chair of governors.

Abuse of Trust

All school staff and volunteers are aware that inappropriate behaviour towards pupils is unacceptable and that their behaviour towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18> this means that any sexual activity between a member of nursery staff / volunteer and a pupil may be a criminal offence.

Role of the Designated Teacher (DT) and Deputy Designated Teacher (DDT)

The Designated Teacher

- To provide training to all school staff including support staff.
- Being available to discuss the child protection concerns of any member of staff.
- Responsibility for record keeping of all child protection concerns.
- Making referrals to Social Services or PSNI Public Protection Units.
- Liaising with EA Designated Officer for Child Protection.
- The lead responsibility for the development and updating of the school's child protection policy.
- Ensures parents receive a copy of the child protection policy every year which alerts them to the fact that referrals may be made and the role of the school on this.
- Promotion of a child protection ethos in the school.

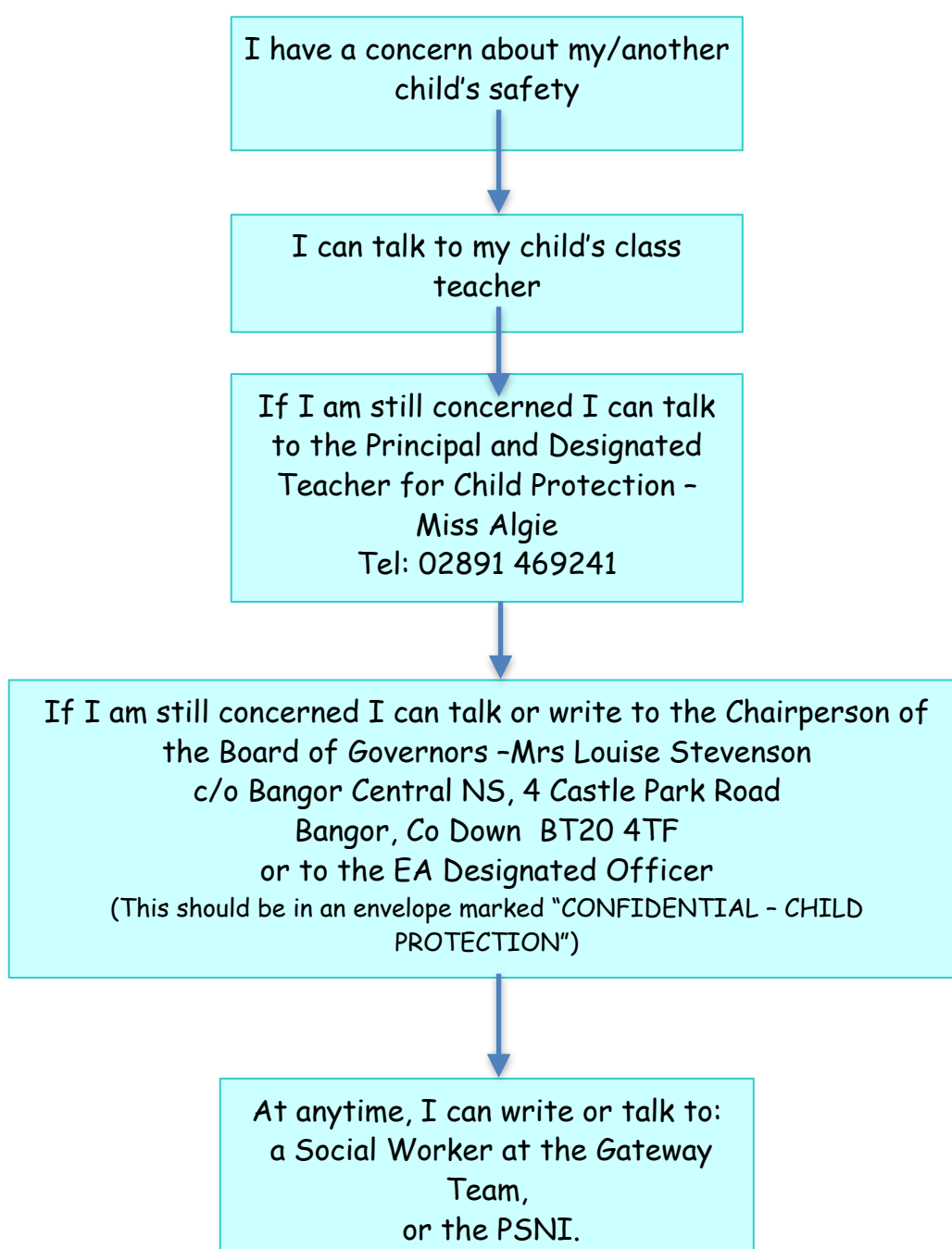
- Written reports to the Board of Governors regarding child protection.
- Maintains all records pertaining to child protection in a secure location (accessed only by the Safeguarding Team as appropriate).

The Deputy Designated Teacher

To support and undertake the duties of the Designated Teacher for Child Protection as required.

How Parents may make a complaint

Should a parent have concerns regarding the safety of their/another child they should follow the procedures set out below



The school in its Pastoral Care Policy endeavours to cover all the circumstances in which staff interrelate with children; however, it would be impossible and inappropriate to lay down hard and fast rules to cover all circumstances.

Bangor Central Nursery School's Safer Recruitment Procedures

Our nursery endeavours to ensure that we do our utmost to employ 'safe' adults by following the guidance set out by The Department of Education, and the nursery's individual processes.

Safer recruitment means that all applicants will:

- Complete an application form
- Provide 2 referees, including at least one who can comment on the applicant's suitability to work with children
- Provide evidence of identity and qualifications
- Be checked through Access NI as appropriate to their role
- Be interviewed

All new members of staff / volunteers will undergo an induction that includes familiarisation with the nursery's safeguarding and child protection policy.

All staff sign to confirm they have received a copy of the child protection policy.

Code of Conduct for all Staff

The code of conduct is known to all staff – permanent, non-permanent and volunteers. It reflects the safeguarding ethos of the school and is set out in Appendix 1.

The Preventative Curriculum

We recognise that the school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection. Bangor Central School Community will therefore:

Establish and maintain an ethos where children feel secure, are encouraged to talk and are listened to.

Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

Include in the curriculum opportunities for Personal, Social and Emotional Development which equip children with the skills they need to stay safe from harm and to whom they should turn for help if the need arises.

Physical Restraint

Our policy on Use of Reasonable Force by staff is set out in a separate policy in accordance with guidelines from EA. It acknowledges that staff must only use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury to another person. Where the use of reasonable force has been necessary for safeguarding, the parents of the child/ren involved will be informed on the same day.

Health and Safety

Our Health and Safety Policy is set out in a separate document and reflects the consideration we give to the protection of our children both within the school environment and away from the school when undertaking school trips and visits.

Photography and Images of Children

Permission from parents to take children's photographs is sought at the beginning of each school year. This covers individual permission options for in school usage as well as use on Seesaw and for the press / media.

Educational Trips/Visits

Our School Outing Policy and Guidance for Parents on Trips Policy are set out in a separate document and reflect the consideration we give to the protection of our children when away from the school environment and when we invite others into the school. An individual Risk Assessment will be drawn up for each trip, walking or by private hire transport or visitor to the school.

E-safety

Table devices, mobile phones, computers are a source of fun, entertainment, communication and education. However, we know that some adults will use these technologies to harm children. The harm might range from hurtful or abusive text messages or e-mails, to enticing children to engage in sexually harmful behaviour, photography, filming or face-to-face meetings. The nursery is currently developing an e-safety policy which will explain how we try to keep pupils safe in the nursery, and how we teach the skills of having fun but staying safe to the children in age-appropriate and fun ways.

Parental Permission

Parental Permission will be sought at the beginning of the year for the following:

- to take photographs of pupils for assessment purposes, to use in displays in school and if required in local press to celebrate achievements.
- To take photographs/videos that can be shared on Seesaw.
- to go on Educational trips/visits outside of school
- to take children out on short walks in the local area throughout the year.
- to reapply sun cream to children in hot weather after it has been initially applied by the parent prior to coming to school.
- to allow Nursery Staff to clean and undress children if necessary e.g. when they have a toileting accident, are hurt or unwell.

In regards to the above please note:

- The use of personal digital recording media e.g. cameras/mobile phones by **parents or staff** is **prohibited** on school premises or on outings/educational visits. Any Parent helping on a visit and looking after a child other than their own will be fully supervised by permanent school staff and will be vetted through the EA's vetting procedures (ACCESS NI) as necessary.

Staff Training

The Designated Teacher ensures that staff training is kept up to date and that all staff remain abreast of current Child Protection and Safeguarding information, including the types of abuse and their symptoms. These include; Grooming, Child Sexual Exploitation, Domestic and Sexual Violence and Abuse, Female Genital Mutilation, E-Safety and Internet Abuse. Where there is evidence or reasonable suspicion of domestic violence and abuse in a household where children or young people reside, this will be referred to Health and Social Care Trust Gateway Service.

Reviewing our Child Protection Policy

The principal of Bangor Central Nursery School, along with the Chairperson from the Board of Governors will review the Safeguarding and Child Protection Policy **annually** making changes where necessary. An abridged version of the Child Protection Policy will be distributed to parents annually at our information evening and an outline will be included in each Prospectus distributed to all parents.

Appendix 1

Code of Conduct for Staff

All staff and volunteers are aware of and have received a copy of our Code of Conduct. The Code is informed by guidance from the Department of Education. The Code of Conduct is not intended to detract from the enriching experiences pupils at Bangor Central Nursery gain from positive interaction with staff. It is intended to assist staff in respect to the complex issue of child abuse, by drawing attention to the areas of risk for staff and by offering guidance on prudent contact.

1. Relationships and Attitudes

Staff should ensure that their relationship with and attitude to pupils is appropriate to their age and gender taking care that their conduct does not give rise to comment or speculation.

2. Private Meetings with Pupils

Staff should be aware of the dangers that may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place, but where possible, such interviews should be conducted in a room with visual access, or with the door open, or in an area which is likely to be frequented by other people. Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. Where possible another adult should be present or nearby during the interview.

3. Physical Contact

As a general principal staff are advised not to make unnecessary physical contact with pupils. However, it is unrealistic and unnecessary to suggest that staff should touch children only in emergencies. In particular, a distressed child may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this but should use their discretion in such cases to ensure that what is seen by others present to be normal and natural does not become unnecessary and unjustified contact. Physical contact that may be misconstrued by the pupil, parent or other casual observer should be avoided. Young children in the Nursery are naturally affectionate; however, staff while keeping this in mind will avoid prolonged contact dealing with the child in a sensitive manner.

4. First Aid

Staff who administer first aid will ensure whenever possible that another adult is present if they are in any doubt as to whether necessary physical contact in the circumstances could be misconstrued.

5. Intimate Care – toileting

At the beginning of the school year parents will sign a consent form giving permission for a member of staff to change a child when required, otherwise alternative arrangements must be made. When changing a child who requires help staff will inform another adult about the requirement who will then remain within earshot. The door of the toilet room will be kept open without causing undue embarrassment to the child. The child will be encouraged to be as independent as possible. Only permanent members of classroom staff are permitted to change a child or a fully vetted member of staff on a temporary contract. No one person will have overall responsibility for changing a child.

Following any incident where a member of staff feels her actions have been or may be construed as being inappropriate, a written report of the incident should be submitted immediately to the Principal. This would apply especially in a case where a member of staff has been obliged to restrain a child physically to prevent him/her from inflicting injury to self or others.

At all times children in our care will be supervised.

Good Practice Guidelines

- In the event of injury to a child the incident will be recorded and the written account witnessed by another staff member.
- Records will be kept of any false allegation a child makes against a member of staff. Records will include dates and times.
- If a child touches a member of staff or talks to them in a sexually inappropriate manner the incident will be recorded and reported to the Designated Teacher. Such incidents should be responded to as a safeguarding concern.
- If for some reason a child has to be left home another person will travel along.
- If one-to-one work with a child is required it will be carried out within earshot of another member of staff and not in a closed room.
- If a child displays sexually inappropriate behaviour the member of staff in closest proximity to the child will explain that the behaviour is unacceptable and try to divert or distract their attention. The behaviour may be an imitation of abuse the child has suffered and is not the child's fault. The incident will be recorded and reported to the DT.
- Staff will never do something of a personal nature for a child that they can do for themselves. This includes help with toileting or any activity that could be misconstrued. However if in a care situation with a child with special needs, such as changing soiled clothing, another member of staff will be informed and remain in close proximity.
- Staff will be mindful of how and where they touch a child. Children will be sensitively discouraged from sitting on a member of staff's knee; rather, they will be encouraged to sit alongside the member of staff. Staff will be careful of extended hugs and kisses from children. This guideline is important not only

for safeguarding children but for staff protection as well. Where a child is distressed and in need of comfort a staff member should not hesitate to provide that.

- Staff will be aware that if you must physically restrain a child it could be misinterpreted as assault. Staff will be familiar with our policy for discipline and managing behaviour and adhere to the guidelines outlined The Use of Reasonable Force Document produced by the EA.
- Staff will never keep concerns of abuse or inappropriate behaviour by a colleague to themselves.
- Staff will not use their own e-devices (mobile technologies) in the nursery for photography/filming.
- All staff members, parents and students will be made aware of our Child Protection Policy. The policy will be reviewed and discussed annually.

Appendix 2

Guidelines for Volunteers

Volunteers have an important and beneficial role in supporting the work of teachers and other support staff in Bangor Central Nursery School and in contributing, by their efforts and initiative, to the life of the school.

It is essential however, that appropriate steps are taken, through screening and selection arrangements, to ensure that children are not placed at risk through allowing the unsupervised and unmanaged access of unsuitable adults to the school.

Who is a Volunteer?

A volunteer is an individual who, subject to the satisfactory procedures below, either:

- Assumes unpaid duties in a school on a regular basis on more than two occasions or
- Is engaged by the school to accompany or assist in school visits or trips; residential activities or to undertake coaching in sports activities.

Formal arrangements as to selection and vetting should not be required for volunteers who are involved outside school hours and who do not have unsupervised contact with pupils. These would include fundraisers, people using school premises for meetings etc.

Use of Volunteers

There are three main categories into which the use of volunteers might be grouped and to which guidance will apply:

- During school hours involving direct contact with pupils.
- Outside school hours involving direct contact with pupils.
- During school hours but not usually involving direct contact with pupils.

Recruiting and Selecting Volunteers

The school may canvass for volunteers or people may come forward to offer assistance at their own initiative. In many cases potential volunteers may already be known to the school. Others may come forward from the local community. Engagement of volunteers is only undertaken with agreement of the Board of Governors.

Initial Appraisal

As a minimum requirement all potential volunteers are asked to provide the following information:

- Personal details
- Qualifications and previous work with children
- A declaration that they have never been convicted of a criminal offence or been the subject of a Caution or of a Bound-Over Order

- A declaration as to whether they have been investigated by Social Services for Child Protection
- Agree to a criminal record being carried out
- Provide the name of two referees who are not family members or members of staff in the school
- Attend an interview with the school Principal with proof of identity
- Undergo an annual criminal record check through Access NI (via EA)

No individual will be admitted to the school as a volunteer until these basic steps have been completed and the results assessed.

Accepting Volunteers

Where the previous procedures have been followed as appropriate and the school is satisfied that:

- The volunteer is a suitable person to have contact with the children and has the character, skills and experience to support the work of the school in a voluntary capacity;
- Well defined and worthwhile activities have been identified for the volunteer to undertake and s/he is competent to undertake them;

the school will notify the individual that s/he has been accepted for voluntary duties in the school.

The Use of Volunteers

These are the fundamental principles observed when using volunteers:

The purpose of the volunteer is to assist staff, whether teaching or non-teaching. They are not used as substitutes either to cover activities normally undertaken by paid staff who are absent, or to release such staff to undertake other duties:

- Volunteers only work under the supervision and guidance of paid staff and these arrangements should be such as to minimise the opportunities for direct, unsupervised, access to children;
- Volunteers are not placed in a position of sole responsibility for the security of children, premises or equipment;
- Volunteers should understand the tasks they are to undertake and receive appropriate training to enable them to perform these;
- Volunteers are only allocated duties after consultation and agreement with the teacher or other member of staff with whom the volunteer will be closely involved. Teachers are not to be placed under any pressure to accept a volunteer in their classroom;
- Volunteers are not afforded access to records or other information relating to staff or pupils. An exception might be made where a child has a medical or other condition of which all those working with the pupil should be made aware, and where agreement of the parent has been sought.

Health and Safety Insurance

Volunteers are owed a duty of care under the requirements of Health and Safety Legislation. Bangor Central Nursery School therefore ensures that volunteers are treated no less favourably than paid employees.

Duration

Bangor Central Nursery School places a time limit on the period of the volunteer's service. This is done where the work earmarked for the volunteer is likely to be completed within a specific period. Where a volunteer's involvement is likely to be long term, the school advises the volunteer that s/he will be subject to a trial period, during which the Principal monitors the volunteer's effectiveness in contributing to the life and work of the school.

Information and Training

The school ensures that the volunteer receives such information, guidance, preparation and where necessary, training to enable him/her to perform tasks effectively. As a minimum, volunteers are briefed on:

- The policy of the school and the management authority in relation to pastoral care and child protection, including its behaviour/discipline policy, including rewards and sanctions, and the extent of the volunteer's authority within it; its child protection procedures.
- Bangor Central Nursery School's Health and Safety Policy.

Arrangements are made for the volunteer to have a formal line of communication to the Designated Teacher for reporting issues of concern or the welfare of the children in the school.

Bangor Central Nursery School has drawn on the advice from the guidance Document 'Security and Personal Safety in Schools' 1997 to establish arrangements for the admission and supervision of volunteers on school premises. Particular attention is drawn to:

School Security

- The volunteer greets the principal at the beginning of each visit, and Principal logs arrival/ departure in diary.
- Providing the volunteer with a readily identifiable name badge

The school ensures badge is surrendered at the end of each day and when the volunteer's involvement with the school comes to an end.

CHILD PROTECTION CONTACT NUMBERS/ AGENCIES

Name of Contact	Address	Telephone Number
Bangor Central Nursery School Designated Teacher Miss P Algie Deputy DT Miss D Martin	4 Castle Park Road Bangor BT20 4TF	028 91469241
Bangor Central Nursery School Chair of Board of Governors Mrs L Stevenson Designated Governor Mr Niall Ferguson	c/o Bangor Central Nursery School as above	028 91469241
(EA) Designated Officer Ms A Mallaghan Child Protection Officers Colum Boal Alison Casey	Grahamsbridge Road Dundonald Belfast BT16 2HS	028 9056 6987 028 90566434 028 90566274
Ulster Community & Hospitals Trust (Social Services)	Duty Social Worker Mon - Fri 9 - 5 00pm Emergency Duty Social Worker (after 5pm, weekends and bank holidays)	028 91818518 028 90565444
Gateway Team		0300 1000 300
Newtownards CARE Unit (PSNI Child Protection and Sexual Assaults Unit)	Newtownards PSNI Station 36-40 John Street Newtownards BT23 4LZ	02890650222
NSPCC Child Protection Helpline		24 hours Call Free 0808 800 5000
NSPCC	Jennymount Court North Derby Street Belfast BT15 3HN	028 90351135
Childline Northern Ireland Free confidential helpline for Children and Young People	Free post Bel 1111 Belfast BT1 2BR www.childline.org.uk	Freephone 0800 1111