**FINAGHY PRIMARY SCHOOL DAYCARE**

**POLICY ON CHILD PROTECTION**

The policy on Child Protection is designed to provide a pastoral care system which ensures that children have the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation including sexual abuse by those looking after them.

In all matters relating to child protection procedures or policies, the best interests of the child must be the paramount consideration.

**Designated Officer**

Designated Officer Miss Janine Beattie

Deputy Designated Officer Miss Catherine McCabe

If an Assistant or anyone working in the Daycare setting –

* is told by a child that someone is harming or abusing him/her (disclosure)
* notices any unusual marks or bruises on a child
* is aware of inappropriate sexual behaviour or language from a child
* observes signs of possible neglect of a child (eg often tired, hungry, not washed, not properly dressed for the weather)
* Observes signs of possible emotional damage to a child

He/she must tell the Designated Officer, or in her absence the Deputy Designated Officer. In the absence of both these Designated Officers the Principal will act as the Child Protection Officer.

**Bullying/Cyber Bullying**

Bullying including Cyber bullying constitutes a form of abuse which may be physical, verbal or indirect, for example, spreading rumours. The measures taken to deal with bullying including Cyber bullying will be in keeping with the Daycare policy on discipline.

Bullying

Bullying including Cyber Bullying constitutes a form of abuse which may be physical, verbal or indirect, for example, spreading rumours. The measures taken to deal with bullying will be in keeping with Daycare policies.

Bullying

* Bullying is defined as persistent verbal or physical assault of one child or another.
* We maintain zero-tolerance of bullying behaviour in the centre.
* We make it clear to all pupils that if they are being ‘picked-on’ or bullied in any way them MUST tell an adult.
* If bullying behaviour is identified, the following steps will be taken.
* Parents/Guardians of both the bully and the victim will be informed/involved in any action taken.
* Sanctions (as described above), will be employed against the bully and strategies will be developed to remedy their behaviour.
* The victim of bullying will be offered all practical means of support/counselling/reassurance within Daycare, in cooperation with the wishes of parents/guardians.

Please note the sanctions used for bullying (as defined above), will be more severe than those used for incidents of ‘rough horseplay’ or say, an isolated example of ‘name calling’.

Please be aware that in certain circumstances it can be difficult to establish the true cause of a problem particularly in a situation where we are dealing with ‘one child’s word against another’. In such situations it is very important that we have your support whilst trying to establish a fair and reasonable solution.

Child Protection Policy now includes a section on Cyber Bullying:

Cyber bullying has been defined as ‘an aggressive intentional act carried out by a group or an individual using electronic forms of contact, repeatedly, over time against a victim who cannot easily defend him or herself.’

**Cyber Bullying can take place through:**

1. Text messages
2. Picture/video clip
3. Mobil phone call
4. E-mail bullying
5. Chat room
6. Instant messaging
7. Websites such as Facebook

The school follows the same procedures when dealing with Cyber bullying as with all other forms of bullying.

**The Referral Procedure**

Where the school has concerns, or has been given information, about possible abuse by anyone other than a member of the Daycare staff.

The person receiving the complaint (or information), or noticing signs of possible abuse, must notify the designated officer or the deputy designated officer for child protection in the school.

The designated officer must notify the principal and a decision will be made, taking advice where necessary, as to whether or not to report the matter to Social Services. If there is any doubt a referral should be made.

Where a complaint is received concerning a member of the Board of Governors the above procedures should be followed. The Principal should inform the Chairperson unless he/she is the subject of complaint, in which case the Vice-Chairperson should be informed.

Complaints about a volunteer should follow the above procedure. If the principal has any concerns that a child may be at risk, the services of the volunteer should be terminated immediately.

Complaints against Daycare staff including Principal (see figure 2).

**CHILD PROTECTION**

Procedure where a complaint has been made about possible abuse

Staff/Volunteer

↓

Manager

↓

Designated Person

↓

Gateway Team

02890507000

↓

Out of hours

(Regional Emergency Social Worker)

02895949999

↓

Early Years

02895042811

**CHILD PROTECTION**

How a parent can raise a concern?

I have a concern about my/a child’s safety.

I can talk to a member of the Daycare staff

If I am still concerned, I can talk to the Designated or Deputy Designated officers

If I’m still concerned I can talk to the Principal

If I’m still concerned I can talk/write to the Chairman of the Board of Governors

At any time I can talk to a Social worker: 90204550

PSNI: 90650222 and ask for the Care Unit, Lisburn Road

**RISK ASSESSMENT GUIDANCE FOR DAYCARE TRIPS**

A detailed risk assessment is necessary for each trip, outlining staff, volunteers, venue details, risk considerations and mediations, pupil-adult ratio, travel arrangements and pupil details including medical/dietary/special needs.

**It is important that parents know that it is the aim of Daycare to always act in the best interests of the child and it is also important that children should know that there is someone that they can talk to.**

**VETTING OF THOSE WHO WORK IN DAYCARE**

Anyone who has access to children in Daycare has to be vetted. Criminal records checked.

**Ratification of appointment to this Daycare.**

When a candidate applies for a post in Daycare the application form requires the candidate to disclose any criminal offence. If the applicant is successful and subsequent vetting procedures disclose a record of conviction the Board of Governors shall decide whether the appointment proceeds.

**ROLE OF DESIGNATED OFFICER FOR CHILD PROTECTION**

* Ensure that all staff receives training on Child Protection.
* Ensure that all staff receives an annual up-date.
* Co-ordinate action by Daycare staff in cases of suspected child abuse and reporting to the principal, relevant agencies and Social Services. Outside agencies who contact Daycare should receive written not verbal information.
* Ensure that the Daycare staff is aware of children in care or on the Child Protection Register.
* Designated officer to liaise with deputy designated officer in all matters arising from child protection.
* Designated officer to be aware of procedures for health/safety e.g. drug related issues.
* Liaise with co-ordinator for Daycare trips to ensure that proper procedure, are being followed for trips, including risk assessment.
* Ensure that parents receive a copy of the referral procedure, to be followed if they have cause for concern. This to be issued every two years.
* Ensure all Child Protection and records are kept until the child is twenty-one years of age. Records may then be shredded but a list of names kept as part of on-going Daycare records.
* Ensure Child Protection Records are kept confidential and secure.

This child protection policy has been approved by the Board of Governors. Members of staff have been made familiar with its contents and each has been issued with a copy.

**PROCEDURE FOR VETTING VOLUNTEES**

All names of new volunteers are to be referred to the designated officer for Child Protection, or her deputy.

**Designated Officer for Child Protection Miss Janine Beattie**

**Deputy Officer for Child Protection Miss Catherine McCabe**

For all volunteers –

* Request for application form to be submitted to 1st or 2nd Officer for Child Protection.
* Application form to be completed.
* Two independent references to be obtained.
* Volunteer Information Leaflet to be provided.
* Induction training to be provided by Child Protection Officer or Deputy Child Protection Officer or Principal.

Volunteers must always work under the supervision and direction of the Manager.

On trips, it is permissible for a vetted volunteer to take responsibility for a group of children, provided and both the volunteer and the manager/deputy are comfortable with their role and that potential risks have been assessed. Copy of risk assessment should be given to each volunteer.

All necessary paperwork for volunteers is retained in a file marked ‘Volunteer Assistants’. It is the duty of the Child Protection Officer to maintain the file and to ensure referee forms are sent out and returned and that summative details of Police checks etc are dated and signed. (Principal to counter-sign).

Each October all volunteers who have completed the Vetting procedure will be invited to attend an information session and receive a copy of the current booklet. New volunteers will receive training as required.

All aspects of Daycare trips, including deployment of volunteers, require risk assessments to be carried out.

The |Child Protection Officer will inform the principal of all new volunteers and will involve him in any risk assessment and/or interviews, when deemed appropriate.

**CHILD PROTECTION PRE-EMPLOYMENT CHECKING**

There are three different levels of checking – basic, standard, enhanced. Enhanced is the only check in use.

**Process**

The prospective employee, volunteer or school governor completes a Disclosure Certificate Application Form.

The identity of the applicant is verified by the Manager and an Identity Verification Form is signed to that effect.

Forms and payment are sent to Early Years.

Early Years endorses the form and sends them to Access NI.

Access NI will carry out a check and issue a Disclosure Certificate to both Early Years and the applicant.

The Manager of the Daycare is responsible for verifying the identity of the applicant and must sign an Identification form.

An applicant needs three means of identification, one of which to be photographic.

Please see list of acceptable documentation.

**Training of Volunteers**

Throughout the year as needed all volunteers who have completed the Vetting procedure will be invited to attend an information session and receive a copy of the current booklet. New volunteers will receive a copy of the current booklet. New volunteers will receive training as required.

Risk Assessment details will be discussed and a copy issued to volunteers prior to each trip.

**Role of a Volunteer**

On a Daycare trip, it is permissible for a vetted volunteer to take responsibility for a group- of children, provided that both the volunteer and the Designated Officer/Duty Designated Officer are comfortable with their role and that potential risks have been assessed. Volunteers must always work under the supervision and direction of the Manager.

**HUMAN RIGHTS AWARENESS**

**Focus on “The Human Rights Act 1998”**

Key Provision on separate sheets.

Implications for Finaghy Primary School Daycare.

Board of Governors and staff need to be aware of liability:

* British Citizens can, since 1998, seek redress, through domestic courts, for any suspected breech of their rights.
* Bullying in any form can be seen as a threat to the child’s education and/or in extreme circumstances to his/her life.
* “Daycare disciplinary measures should never seek to humiliate or degrade a pupil who has behaved inappropriately”.
* Daycare disciplinary procedures should be on the same principle as the right to a fair trial.
* Children have the right to respect for their private and family life, their homes and their correspondence.
* This has an impact on questioning of children, searching of bags, reading notes and classroom “investigations”.
* Social Services information to be imparted only on a need to know basis.
* There is a requirement for more parent/pupil input into school issues, eg Special Needs, discipline and bullying.
* Children have the right to freedom of peaceful assembly and to freedom of association with others. This has an impact on Daycare practice of keeping children in at playtime.

**CHILD PROTECTION ADVICE FOR IMMEDIATE ATTENTION**

**ISSUES FOR BOARD OF GOVERNORS, PRINCIPAL AND DAYCARE STAFF OF FINAGHY PRIMARY SCHOOL DAYCARE**

**RECRUITMENT OF PEOPLE TO WORK WITH CHILDREN AND YOUNG PEOPLE IN EDUCATIONAL SETTINGS**

Finaghy Primary School Board of Governors will be aware that it is an offence to employ any person who is deemed to be unsuitable to work with children in a regulated position and whose name is therefore on any lists held by the

1. DHSSPS – Department of health, Social Services and Public Safety
2. Disqualification from working with children list (DWC (NI) LIST)
3. The Department of Education of Education’s List of Unsuitable People (UP LIST)
4. List 99 also held by the Department of Education – A list of people whose eligibility to teach has been withdrawn and whose names will, therefore, not be on the General Teaching Council (NI) register.

The Board of Governors will also be aware that it is an offence to employ any person who has been the subject of a disqualification by a court.

The Board of Governors will know that a single pre-employment check conducted by the Criminal Records office will check not only criminal background but also anyone whose name is on any of these lists.

Social Services is responsible for checking new appointments to Daycare.

The Board of Governors will be aware of the Key steps in recruitment for people working in an educational setting. These should follow the same rigorous recruitment process, regardless of how much child contact is involved.

Board of Governors should be aware that a pre-employment check should have taken place before any offer of employment or acceptance of voluntary help is made. Any person who refuses to undergo a police check would be advised that this could prevent further consideration of the application.

**January 2022**

**Policy No 4**