



Primrose Hill Daycare  
& Nursery School  
FREEDOM TO FLOURISH

# Child Protection Policy

## **Child Protection and Safeguarding Policy**

### **Parents and Carers**

Primrose Hill 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 is a broad range of international and domestic legislation relating to child welfare and protection. This Child Protection and Safeguarding Policy is predicated on:

#### **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 management team have a duty to safeguard and promote the welfare of children. They have delegated responsibility for promoting, developing and monitoring child protection within Primrose Hill Nursery School to the Designated Nursery Leader or in her absence the deputising Nursery Leader.

#### **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. 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, have been used to inform this school policy.

**This policy applies to all staff, Governors, students and volunteers working in the school.**

**The main elements of the policy are:**

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

Primrose Hill 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.

Primrose Hill Nursery School will:

- ❖ Ensure that there is a Safeguarding Team in place; this consists of the Designated Officer for Child Protection, Deputy Designated Officer for Child Protection, the management team. The Safeguarding Team meet regularly to review the Nursery's Child Protection and Safeguarding practices and to address any issues arising.
- ❖ Ensure that there is a Designated Officer and Deputy Designated Officer for Child Protection, who has received appropriate training/support for these roles.

- ❖ Ensure that there is a nominated manager responsible for Child Protection, who has received appropriate training and support for this role.
- ❖ Ensure every member of staff (including temporary and supply staff and students and volunteers) and the Governing body knows the name of the Designated Officer/ Deputy Designated Officer responsible for Child Protection and their designated role.
- ❖ Ensure 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 Officer for Child Protection.
- ❖ Ensure that parents/ carers have an understanding of the responsibility placed on the Nursery and staff for child protection by setting out its obligations in the induction process.
- ❖ Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- ❖ Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- ❖ Ensure all records are kept securely, separate from the main pupil file, and in a locked location.
- ❖ Develop and follow procedures where an allegation is made against a member of staff or volunteer.
- ❖ Ensure safe recruitment practices are always followed.

**This policy should be read in conjunction with the Nursery's policies on:**

- Behaviour Management Policy
- Intimate Care
- Anti-bullying Policy
- SEN policy (Special Educational Needs)

Primrose Hill Nursery School recognises that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The Nursery may be the only stable, secure and predictable element in the lives of children at risk. When at Nursery their behaviour may be challenging and defiant or they may be withdrawn. The Nursery will endeavour to support the pupil through:

- The content of the curriculum.
- The Nursery ethos which promotes a positive, supportive and secure environment and gives children a sense of being valued.
- The Nursery behaviour management policy, which is aimed at supporting vulnerable children.
- The Nursery will ensure that the children know that some behaviour is unacceptable, but they are valued and not blamed for any abuse which has occurred.
- Liaison with other agencies that support the children such as social services, health services, education welfare services and the educational psychology service.
- Ensuring that, where a child on the Child Protection register leaves, their information is transferred to the Designated Officer in the new Nursery and that the child's social worker is informed.

As a condition of employment all staff have been subject to appropriate background checks. The staff have also adopted a Code of Practice for appropriate behaviour towards children, with particular reference to challenging children.

The purpose of the following procedures is to protect, safeguard and support children by ensuring that everyone who works in the Nursery (Leaders, assistants and students/ volunteers) has clear guidance on the action which is required where the abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration. The problem of child abuse will not be ignored by anyone who works in our Nursery.

### **What is child abuse?**

*“Child abuse occurs when a child is neglected, harmed or not provided with proper care.*

*Children may be abused in many settings, 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. “*

There are five categories of abuse:

1. **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.
2. **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.

**3. 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 opportunity 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.

**4. 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.

**5. 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.

The Designated Officer 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, ESafety 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.

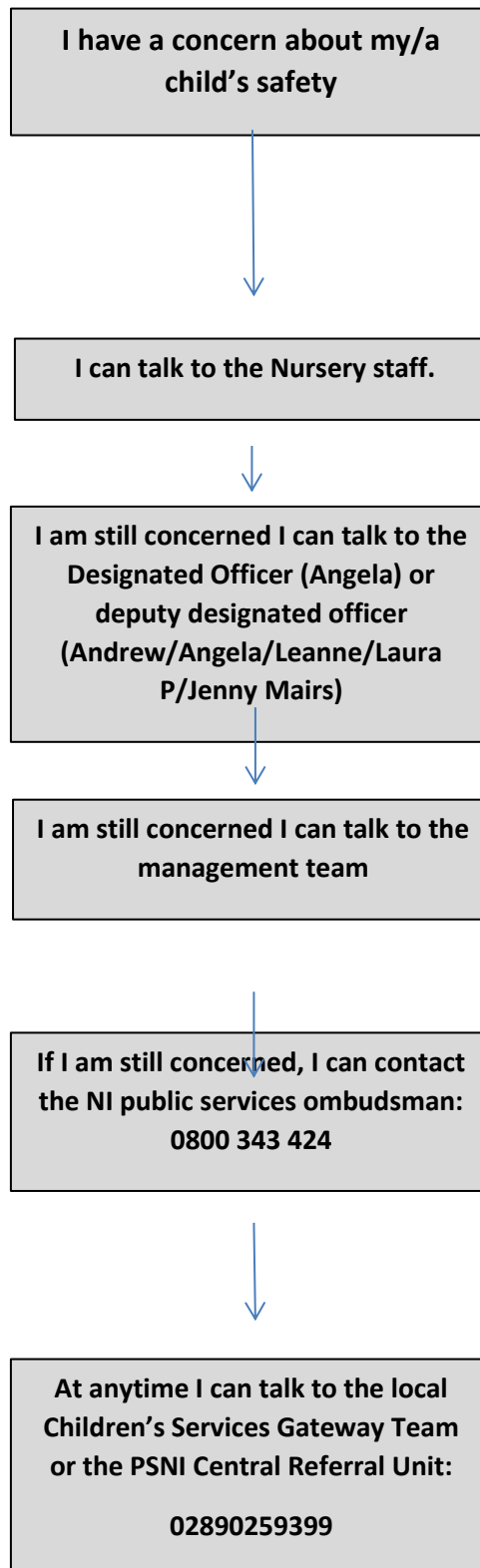
### **Safeguarding Team**

Management: Angela Magee, Andrew Magee, Laura Patterson, Leanne Luney

Designated Officer for Child Protection: Angela Magee

Deputy Designated Officer for Child Protection: Andrew Magee, Laura Patterson, Leanne Luney, Jenny Mairs

**Procedures for Reporting a Child Protection/ Safe-Guarding Issue**





If a child makes a disclosure which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, or if information is received that gives rise to a concern, the member of staff will act promptly, and the guidance below will be followed:

- The staff member will not investigate- this is a matter for the Social Services or the PSNI – but will report these concerns immediately to the Designated Officer, discuss the matter with her, and make full notes.
- The Designated Officer will, as a matter of urgency, plan a course of action, and ensure that a written record is made, signed and filed. The Designated Officer will then decide whether, in the best interests of the child, the matter needs to be referred to Social Services or the PSNI. Advice may be sought from the Child Protection Support Service for Schools (CPSSS) at the Education Authority (EA).
- If there are concerns that the child may be at risk, the Nursery is obliged to make a referral.
- Unless there are concerns that a parent/carer may be the possible abuser, the

parent/carer will be informed immediately.

- The management team may seek clarification or advice by consulting one of the Designated Officers for Child Protection at CPSSS or the Senior Social Worker before a referral is made. 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 always the first priority. Where there are concerns about possible abuse, the management team will inform:
  - The Social Services
  - And/ or the PSNI
  - The Education Authority's Designated Officer for Child Protection at CPSSS

Disclosures made, relevant information received or concerns identified will be recorded on the Note of Concern form, which all staff have access to. This form will be completed and signed by the staff member to whom the disclosure was made and also signed by the Designated/ Deputy Designated officer for Child Protection. Once signed, the form will be placed on the pupil's Child Protection File.

Where appropriate a UNOCINI will be forwarded to the Gateway Team of Social Services within 24 hours of making a verbal Child Protection referral.

### **Pre-Mobile Baby Bruising**

Any bruising on a pre-mobile baby is reported to Gateway via Designated Safeguarding Officer without delay.

“Definition: A pre-mobile baby is a baby who is not yet crawling, not actively rolling as a means of mobility (including those only able to flip from back to front), not bottom shuffling, not pulling to stand, not cruising nor walking independently”.

### **Complaints against staff**

In line with the guidance in Circular 2015/3 “Dealing with Allegations of Abuse against a Member of Staff”, all concerns must be taken seriously and every effort to maintain confidentiality must be made. The allegation details must not be made known to other staff or pupils.

If a complaint about possible child abuse is made against a member of staff, the management team/Designated Officer must be informed immediately.

The management team will take on the role of Lead Individual to manage the handling of the allegation. The Owner and the Safeguarding Team will be informed immediately.

If there is a complaint against management/Designated officer, it should be made known to the owner who will ensure that the necessary action is taken and will inform the Safeguarding Team. The owner will take on the role of Lead Individual to manage the handling of the allegation.

The Lead Individual must determine the facts of the allegation, but it is the role of Social Services/ PSNI to conduct any investigations. The Lead Individual should seek advice and views from other key agencies including:

- The Chairman (if not the Lead Individual)
- The Designated/Deputy Designated Teacher for Child Protection
- Child Protection Support Service for Schools (CPSSS)
- Employing Authority
- Social Services
- PSNI

Following full review of the facts and discussion between the key agencies, appropriate action must be determined. If deemed necessary, the complaint will be referred to Social Services/ PSNI for investigation and the member of staff will be removed from duties involving direct contact with pupils. In accordance with agreed disciplinary procedures, an imposed precautionary suspension may be invoked by the management team or owner, but this will be in conjunction with the information shared by the Lead Individual and on the advice of the Education Authority.

Management and the Owner have a duty of care for the welfare of pupils and any allegation needs to be effectively evaluated and managed. However, as employers, they also have a duty of care to their staff and should ensure they provide effective support for anyone facing an allegation of abuse.

Records of the allegation should be signed and dated by the management team. If the management team is the subject of the concern, the allegation records will be signed by the Lead Individual.

All records are retained in the school, on both the child’s Child Protection File and the on file of the member of staff concerned.

### **Confidentiality**

It should be noted that any 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. The person making a complaint or giving information will be advised as soon as possible by management (or if the complaint is against the management then the owner) about whether or not the complaint has been referred to an investigating agency. All allegations are recorded in the Record of Child Abuse Complaints Book which is securely retained and is reviewed annually by the Management team.

### **Monitoring and evaluation**

This policy will be reviewed and monitored annually in line with the Nursery's policy review schedule.

## **Child Protection**

Please use this form to note down any initial concerns you may have about a child in your class with regard to his/her safety and welfare.

Room:

Leader:

Date:

Time:

Concerns (what the child said to you, what you noticed, etc.)