

Integrated College Dungannon



Safeguarding & Child Protection Policy

**Designated Teacher for Child Protection:
Mr Colin Holmes**

**Deputy Designated Teachers for Child Protection:
Mr A Sleeth (Principal), Mrs D McCarroll, Miss Louise Burke**

Reviewed: November 2018

Agreed by Governors: 6 February 2019

Introduction

We in Integrated College Dungannon have a primary responsibility for the care, welfare and safety of the students in our charge. We will carry out this duty through our student-centred ethos and our various policies and procedures which aim to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our young people can learn and develop to their full potential. One way in which we seek to protect our students is by helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe. This is achieved through the Preventative Education Programme, Personal Safety, Internet Safety, RSE and Drugs Education aspects of the PD Programme. This policy takes into account the most recent safeguarding advice issued to colleges through circulars 2016/20 Child Protection: Recording Keeping in Schools and 2017/04 Safeguarding & Child Protection advice for Schools.

Overall Objectives

- To establish, maintain and review child abuse procedures.
- To establish and review role of designated teachers.
- To identify and promote the development of a staff training strategy

To ensure that students, parents/guardians and external agencies are aware of our:

- Child Protection Policy
- Structures and Procedures

Principles on which this policy is based

- the child's welfare must always 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 a conflict, the child's interest must remain paramount;
- children have a right to be heard, to be listened to and to be taken seriously. Taking account of their age and understanding they should be consulted and involved in all matters and decisions which may affect their lives and be provided with appropriate support to do so where that is required. Where feasible and appropriate, activity should be undertaken with the consent of the child or young person and, where possible, to achieve their preferred outcome;
- parents/carers have a right to respect and should be consulted and involved in matters which concern their family;
- actions taken to protect a child (including investigation) should not in themselves be abusive by causing the child unnecessary distress or adding to any damage already suffered;
- intervention should not deal with the child in isolation; the child must be seen in a family setting. The criminal dimension of any action cannot be ignored;
- children with additional needs and/or disabilities are children first and have equal rights to protection. They have particular needs which require specialist attention.
- where it is necessary to protect the child from further abuse, alternatives which do not involve moving the child and which minimise disruption of the family should be explored;
- actions taken by agencies must be considered and well informed so that they are sensitive to and take account of the needs of the child's gender, age, stage of development, religion, culture and race;

- all agencies concerned with the protection of children must work together on an interagency basis in the best interests of children and their families;
- each agency must have an understanding of each other's professional values and accept each other's role, powers and responsibilities.

From the Children (Northern Ireland) Order 1995, Guidance and Regulations, Volume 6, "Co-operating to Protect Children".

Procedures

Integrated College Dungannon recognise their five main responsibilities in the areas of Child Protection. These are in the areas of Prevention, Recognition, Response, Referral and Confidentiality/Record Keeping with the welfare of the child considered as being of paramount importance. Parents will be made aware of the college's responsibilities and procedures and we hope that they will support us in our practice.

Prevention

We offer a supportive environment to children and young people who are being abused, have been abused and may in the future be abused. All children and young people are valued and will receive our support.

The college has developed and provides a 'child protection ethos' and a preventative education curriculum. We offer children an alternative model to violent or abusive behaviour and alternative methods of responding. We aim to involve the whole college in creating a 'listening educational establishment'.

The college offers protection on two levels:

- **Immediate protection** - creating a listening environment that makes it easier for students to share their concerns.
- **Long term protection** - enhancing self-esteem and encouraging partnership with parents/guardians and other agencies.

The Board of Governors ensures that the curriculum and "preventative education curriculum" includes a programme for students on personal protection. Where it is appropriate to deliver relationship and sexuality education, (RSE), leadership ensure that the programme is consistent with the Department of Education's circular on this topic.

Where the curricular programme in RSE forms part of several subjects, there is careful co-ordination and planning of what is provided.

The Board of Governors ensures that the college has and follows the Code of Practice for the conduct of all members of staff, towards the students attending the college. (See Appendix 7). The Code of Practice covers all activities organised in and by the college, whether on college premises or elsewhere.

We ensure that persons beyond the educational establishment staff who are invited to be involved as helpers/leaders on educational visits, residential visits, or other out of college educational activities are subject to vetting procedures in keeping with current arrangements for the care and protection of children and young people.

We will ensure that we will provide effective management for our staff through adequate training and supervision.

Recruitment and Vetting Procedures

All staff (permanent, teaching, non-teaching, casual, volunteers, sports coaches etc.) are vetted through the Access N.I. system and following guidelines clearly set out in the DE Circular 2013/01 (up-dated September 2015) and 2012/19. Substitute Teachers have Access N.I. compliance verified through the NISTR Register.

Staff & Volunteer checks

All staff and volunteers are subject to EDC Access NI checks.

Collaboration

If a student from any collaborative college makes a disclosure to a member of ICD staff, the member of staff should refer the matter immediately to the Safeguarding Team in ICD. The Designated Teacher will then refer the matter to the Designated Teacher for Child Protection in the home college.

Work Experience

Work experience placements provide insights into the world of work and are an invaluable educational opportunity. During the work placement the Health and Safety of the young person and those working with them is paramount. In preparing students for work experience, personal safety issues will be addressed. Students will be advised on the procedures to be followed in the event of a student having concerns or feeling unsafe, uneasy or uncomfortable through the use of inappropriate language or behaviour or if anything untoward occurs to them during work experience placements.

In the event of a student having concerns they should contact Mr Holmes, the Designated Teacher for Child Protection, who will follow the college's Child Protection Policy and Procedures. A written record should be made.

The College Safeguarding Team

Members of the College Safeguarding Team include Mrs Ann Tate, Chair of the Board of Governors, Mrs Eileen Donnelly, Designated Governor for Child Protection, Mr Colin Holmes, Designated Teacher for Child Protection. Deputy Designated Teachers include the Principal, Mr A Sleeth, Mrs Deirdre McCarroll and Miss Louise Burke.

The responsibilities of the Safeguarding Team include:

- The monitoring and periodic review of Safeguarding and Child Protection arrangements in the college.
- Provide Support for the Designated Teacher in the exercise of their child protection responsibilities, including recognition of the administrative and emotional demands of the post.
- Assume responsibility for safeguarding and child protection matters.
- Ensure attendance of Governors and staff at relevant training - including refresher training - in keeping with legislative and best practice requirements.
- Review child protection/ safeguarding practices annually using the Education and Training Inspectorate (ETI) pro-forma entitled 'Guidance for the evaluation of child protection/safeguarding'.

Designated Teacher for Child Protection

Mr Colin Holmes, Vice-Principal is the Designated Teacher with responsibility for child protection. The role involves:

- The induction and training of all college staff including support staff.
- Being available to discuss safeguarding or child protection concerns of any member of staff.
- Responsibility for record keeping of all child protection concerns.
- Maintaining a current awareness of early intervention supports and other local services eg Family Support Hub.
- Making referrals to Social Services or PSNI where appropriate.
- Liaison with the EA/CPSSS Designated Officer for Child Protection.
- Keeping the college Principal informed of all safeguarding/child protection matters.
- Lead responsibility for the development of the college's safeguarding/child protection policy.
- Promotion of a safeguarding and child protection ethos in the college.
- Compiling written reports to the Board of Governors regarding child protection.

Deputy Designated Teacher for Child Protection

Deputy Designated Teachers include the Principal, Mr Andrew Sleeth, Mrs Deirdre McCarroll and Miss Louise Burke.

The role of the Deputy Designated Teacher is to:

- Work co-operatively with the Designated Teacher Mr Colin Holmes in fulfilling their responsibilities.
- Undertake the duties of the Designated Teacher when required.
- Attend relevant specialist training provided by CPSSS.
- Assist in the review and development of the college's safeguarding/child protection policy.
- Promotion of a safeguarding and child protection ethos in the college.

Types of Abuse

Child abuse may take a number of forms – see definitions below.

The detection of Child Abuse - signs and symptoms is often very difficult and seldom clear cut. It is important therefore to share concerns with the designated teacher, Mr Holmes, immediately or in their absence, one of the deputy designated teachers, who will then follow the college child protection policy and procedures, including reporting to the appropriate agencies.

College staff, especially teachers, but also non-teaching staff, are particularly well placed to observe outward symptoms or change in appearance, behaviour, learning pattern or development. It is important to be able to recognise these signs and symptoms. None of the indications either singly, or in any combination, prove conclusively that a child has been abused.

Neglect

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 Physical Indicators

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.

Possible Behavioural Indicators

Tired or listless (falls asleep in class); steals food; compulsive stealing; 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 images/videos/media.

Physical Abuse

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 Physical indicators

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 or immersion 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.

Possible Behavioural Indicators

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; comes to college early or stays late as if afraid to be at home; clothing inappropriate to weather - to hide part of body; violent themes in art work or creative writing/stories.

Sexual Abuse

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.

Emotional Abuse

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 the 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.

Possible Physical Indicators

Well below average height and weight; "failure 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).

Possible Behavioural Indicators

Apathy and dejection; inappropriate emotional response 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.

Exploitation

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)

Specific Types of Abuse

Self-Harm

Levels of self-harm are one indicator of the mental health and mental well-being of young people in our society in general.

Self-harm describes a wide range of things that people do to themselves in a deliberate and usually hidden way. Self-harm is a symptom rather than the core problem. It masks underlying emotional and psychological trauma. In the vast majority of cases self-harm remains a secretive behaviour that can go on for a long time without being discovered. Self-harm can involve:

- cutting
- burning
- scalding
- banging or scratching one's own body
- breaking bones

- hair pulling
- ingesting toxic substances or objects

Young people who self-harm mainly do so because they have no other way of coping with problems and emotional distress in their lives. This can be to do with factors ranging from bullying to family breakdown. But self-harm is not a good way of dealing with such problems. It provides only temporary relief and does not deal with the underlying issues.

Grooming

Grooming of a child or young person is always abusive and/or exploitative. It often involves perpetrator(s) gaining the trust of the child or young person or, in some cases, the trust of the family, friends or community, and/or making an emotional connection with the victim in order to facilitate abuse before the abuse begins. This may involve providing money, gifts, drugs and/or alcohol or more basic needs such as food, accommodation or clothing to develop the child's/young person's loyalty to and dependence upon the person(s) doing the grooming. The person(s) carrying out the abuse may differ from those involved in grooming which led to it, although this is not always the case.

Grooming is often associated with Child Sexual Exploitation (CSE), but can be a precursor to other forms of abuse. Grooming may occur face to face, online and/or through social media, the latter making it more difficult to detect and identify.

Adults may misuse online settings eg chat rooms, social and gaming environments and other forms of digital communications, to try and establish contact with children and young people or to share information with other perpetrators, which creates a particular problem because this can occur in real time and there is no permanent record of the interaction or discussion held or information shared.

Those working or volunteering with children or young people should be alert to signs that may indicate grooming, and take early action in line with their child protection and safeguarding policies and procedures to enable preventative action to be taken, if possible, before harm occurs.

Practitioners should be aware that those involved in grooming may themselves be children or young people, and be acting under the coercion or influence of adults. Such young people must be considered victims of those holding power over them. Careful consideration should always be given to any punitive approach or 'criminalising' young people who may, themselves, still be victims and/or acting under duress, control, threat, the fear of, or actual violence. In consultation with the PSNI and where necessary the PPS, HSC professionals must consider whether children used to groom others should be considered a child in need or requiring protection from significant harm.

Grooming: signs and symptoms

The signs of grooming aren't always obvious. Groomers will also go to great lengths not to be identified.

Children may:

- be very secretive, including about what they are doing online
- have older boyfriends or girlfriends
- go to unusual places to meet friends
- have new things such as clothes or mobile phones that they can't or won't explain
- have access to money, drugs and alcohol.

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

Child Sexual Exploitation (CSE)

CSE is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given,

even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. CSE does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Any child under the age of 18 can be a victim of CSE. Although younger children can experience CSE, the average age at which concerns are first identified is 12-15 years of age. Sixteen and seventeen year olds, although legally able to consent to sexual activity, can also be sexually exploited. Young males can also be victims of CSE.

CSE can be perpetrated by adults or by young people's peers, on an individual or group basis, or a combination of both, and can be perpetrated by females as well as males.

While children in care are known to experience disproportionate risk of CSE, **the majority of CSE victims are living at home.**

Identifying CSE

CSE can be very difficult to identify and a young person may not see themselves as a victim. However, it is our statutory responsibility to protect all children and young people from abuse, irrespective of whether or not they view themselves as a victim of abuse. Professionals need to be able to identify vulnerability in the midst of challenging behaviour and frequent resistance to, or even apparent disregard for, professional support.

Research repeatedly shows that young people rarely report abuse through CSE. Most concerns are identified by professionals, friends or family or by proactive investigation by authorities. In recognition of this, good practice guidelines state that all areas should assume that CSE is occurring within their area unless they have evidence to indicate otherwise. As such, colleges should be alert to the likelihood of CSE and plan to protect children and young people accordingly.

Potential indicators of CSE:

- Acquisition of money, clothes, mobile phones etc. without plausible explanation;
- Truancy/leaving college without permission;
- Persistently going missing or returning late;
- Receiving lots of texts/ phone calls prior to leaving;
- Change in mood - agitated/stressed;
- Appearing distraught/dishevelled or under the influence of substances;
- Inappropriate sexualised behaviour for age;
- Physical symptoms eg bruising; bite marks;
- Collected from home/college by unknown adults or taxis;
- New peer groups;
- Significantly older boyfriend or girlfriend;
- Increasing secretiveness around behaviours;
- Low self-esteem;
- Change in personal hygiene (greater attention or less);
- Self-harm and other expressions of despair;
- Evidence or suspicion of substance abuse;

While these indicators can be useful in identifying potential risk, their presence does not necessarily mean CSE is occurring. More importantly, nor does their absence mean it is not.

What to Do

CSE is a form of child abuse and, as such, any member of staff suspecting that CSE is occurring should follow the college child protection policy and procedures, including reporting to the appropriate agencies.

The HSCT and PSNI should be involved as early as possible to ensure any evidence that may assist prosecution is not lost and to enable a disruption plan to reduce the victim's contact with the perpetrator(s) and reduce the perpetrator(s) control over the victim to be put in place without delay. More details on the process can be found in DoH Co-operating to Safeguard Children and Young People in Northern Ireland (2016).

Domestic and Sexual Violence and Abuse

The Stopping Domestic and Sexual Violence and Abuse Strategy (2016) defines domestic and sexual violence and abuse as follows:

Domestic Violence and Abuse:

'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member.'

Signs of Domestic Violence

Destructive criticism and verbal abuse: shouting/mocking/accusing/name calling/verbally threatening.

Pressure tactics: sulking, threatening to withhold money, disconnect the telephone, take the car away, commit suicide, take the children away, report person to welfare agencies unless they comply with his demands regarding bringing up the children, lying to the person's friends and family about them, telling the person that they have no choice in any decisions.

Disrespect: Persistently putting the person down in front of other people, not listening or responding when they talk, interrupting their telephone calls, taking money from their purse without asking refusing to help with childcare or housework.

Breaking trust: lying, withholding information from the other person, being jealous, having other relationships, breaking promises and shared agreements.

Isolation: monitoring or blocking telephone calls, telling the person where they can and cannot go, preventing them from seeing friends and relatives.

Harassment: following and checking up on the other person, opening mail, repeatedly checking to see who has telephoned, embarrassing the person in public.

Threats: making angry gestures, using physical size to intimidate, shouting the person down, destroying their possessions, breaking things, punching walls, wielding a knife or a gun, threatening to kill or harm the other person and the children.

Sexual violence: using force, threats or intimidation to make the person perform sexual acts, having sex with the person when they don't want to have sex, any degrading treatment based on the other person's sexual orientation.

Physical violence: punching, slapping, hitting, biting, pinching, kicking, pulling hair out, pushing, shoving, burning, strangling.

Denial: saying the abuse doesn't happen, saying the other person caused the abusive behaviour, being publicly gentle and patient, crying and begging for forgiveness, saying it will never happen again.

Sexual Violence and Abuse

‘any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability).’

Please note that coercive, exploitative and harmful behaviour includes taking advantage of an individual’s incapacity to give informed consent.

Possible Physical Indicators:

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.

Possible Behavioural Indicators

What the child tells you; withdrawn; chronic depression; excessive sexual preciousness; 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; overly 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 or possession of pornographic material

Identifying Warning Signs of Potential Suicidal Thoughts or Behaviour

Someone who is thinking about suicide will usually give some clues or signs to those around them that show they are troubled. Suicide starts with recognising these warning signs and treating them seriously. It is important to note that the following list is not exhaustive and these symptoms do not necessarily indicate suicide risk. It is, at best, a list of warning signs that may help teachers to identify pupils who may need particular support.

These include:

- Unexpected reduction of academic performance
- Ideas and themes of depression, death and suicide
- Negative changes in mood and marked emotional instability
- Positive changes in mood and calmness
- Significant grief or stress
- Withdrawal from relationships
- Physical symptoms with emotional cause
- Writing about suicide
- Speaking about suicide
- Listening to songs praising suicide
- Art work about suicide
- Threats and statements of intent
- Preoccupation with a known suicide
- Life threatening risk taking behaviour
- Break-up of relationships
- It may also be important to have an awareness of the websites, social media or computer games that young people are engaged with.

A Student at Risk from Suicidal Thoughts or Behaviour

All college staff have a duty of care towards their students. The immediate reaction by a member of staff to the alert that a student is in distress is crucial to the protection of the pupil. It is therefore important that staff consider in advance how they would react in such a situation. In every such response the two essential elements are

- (i) To respond with empathy and in a non-judgemental way to the child in need; and
- (ii) To follow usual child protection and safeguarding procedures and to make appropriate referrals to ensure the child's safety, because self-harm and expressions of suicidal thoughts are safeguarding issues. Staff should follow guidelines in this policy as for all safe-guarding concerns.

Assessing the Risk of Suicide

When a student has displayed suicidal thoughts or behaviour, the Safeguarding Team will endeavour to establish the level of risk posed, to ensure that the child is protected as soon as possible. This will allow the Team to plan a fair and necessary suite of support to be provided for the young person within an appropriate timeframe. In some cases, this will also help to determine if a child is in 'real need' and will allow the Safeguarding Team to clearly distinguish those who are genuinely at risk from those who have perhaps made a 'one-off comment' regarding suicide under pressure or in the heat of the moment. To confirm the level of risk, the Safeguarding Team member will ask the student in need the following:

Are you suicidal?

Have you researched this?

Have you a date, time and venue planned?

All responses will be recorded on the Note of Concern and/or the Safeguarding Action Checklist.

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 the time when the mutilation is carried out and in later life.

FGM is a form of child abuse and, as such, teachers have a statutory duty to report cases, including suspicion, to the appropriate agencies, through agreed and established college procedures. In the UK, FGM has been a specific criminal offence since the Prohibition of Female Circumcision Act 1985. The Female Genital Mutilation Act 2003 replaced the 1985 Act in England, Wales and Northern Ireland and the Serious Crime Act 2015 further strengthened the law on FGM. FGM is a complex issue with many men and women from practising communities considering it to be normal to protect their cultural identity. The procedure may be carried out when the girl is newborn, during childhood or adolescence, just before marriage or during the first pregnancy. However, the majority of cases are thought to take place between the ages of five and eight, putting children in this age bracket at highest risk.

Where there is a concern that a child or young person may be at immediate risk of FGM this should be reported to the PSNI without delay. Contact can be made direct to the Sexual Referral Unit (based within the Public Protection Unit) at 028 9025 9299. Where there is a concern that a child or young person may be at risk of FGM, referral should be made to the relevant HSCT Gateway Team. All staff should be aware of warning signs, appropriate response and signposting to further information and sources of help.

Forced Marriage

A Forced Marriage is a marriage conducted without the valid consent of one or both parties and where duress is a factor. Forced Marriage is a criminal offence in Northern Ireland, and where an agency, organisation or practitioner has knowledge or suspicion of a forced marriage in relation to a child or young person, they should contact the PSNI immediately.

There is a clear distinction between a forced marriage and an arranged marriage. In arranged marriages, the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses. In forced marriages, one or both spouses do not (or, in the case of some adults with support needs, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure.

Statutory Responsibilities

Forced Marriage (Civil Protection) Act 2007

A Forced Marriage Protection Order (FMPO) issued under the 2007 Act offers protection to a victim from being forced into marriage. A FMPO may contain prohibitions, restrictions or requirements and any other such terms as the Court considers appropriate. An application for a FMPO can be made by a victim, a person obtaining the court's permission to apply for an order on behalf of the victim, a relevant third party, or by the Court itself. Breach of a FMPO is a criminal offence. All agencies with responsibility towards safeguarding and promoting the welfare of children must comply with The Right to Choose: Statutory guidance for dealing with forced marriage published by the Department of Finance and Personnel in April 2012 to protect persons from being forced into marriage against their will. This guidance is designed to assist with the operation of the 2007 Act and to ensure that the protections which the Act offers are widely promoted in Northern Ireland.

Warning signs within the college environment:

- Absence and persistent absence;
- Request for extended leave of absence/failure to return from visits to country of origin;
- Surveillance by siblings or cousins;
- Decline in behaviour, engagement, performance or punctuality;
- Poor exam results;
- Being withdrawn from college by those with parental responsibility and not being provided with suitable education at home;
- Not allowed to attend extracurricular activities;
- Sudden announcement of engagement to a stranger;
- Prevented from going on to further/higher education;

Due to the nature of forced marriage, the involvement of the child's or young person's family may increase the risk of significant harm to the child or young person. The family may deny that the child or young person is being forced to marry and they may expedite any travel arrangements and bring forward the marriage. It is, therefore, advised that in all cases where there is a suspicion that a child or young person is being, or has been forced into a marriage, schools should contact CPSSS for advice and assistance.

Children who Display Harmful Sexualised Behaviour

Learning about sex and sexual behaviour is a normal part of a child's development. It will help them as they grow up and as they start to make decisions about relationships. Schools support children and young people, through the Personal Development element of the curriculum, to develop their understanding of relationships and sexuality and the responsibilities of healthy relationships. Therefore, teachers are often in a good position to consider if a child's behaviour is within the normal continuum or otherwise.

It must also be borne in mind that sexually harmful behaviour is primarily a child protection concern. There may remain issues to be addressed through the college's Positive Behaviour for Learning policy but it is important to always apply principles that remain child-centered.

It is important to distinguish between different sexual behaviours – these can be defined as 'healthy', 'problematic' or 'sexually harmful'. More details on each type of behaviour can be found in DE Circular 2016/05 'Children Who Display Harmful Sexualised Behaviour'.

Healthy sexual behaviour will normally have no need for intervention, however consideration may be required as to appropriateness within a school setting. Problematic sexual behaviour requires some level of intervention, depending on the activity and level of concern. For example, a one-off incident may simply require liaising with parents on setting clear direction that the behaviour is unacceptable, explaining boundaries and providing information and education. Alternatively, if the behaviour is considered to be more serious, perhaps because there are a number of aspects of concern, advice from the EA CPSSS may be required. The CPSSS will advise if additional advice from PSNI or Social Services is required.

What is Harmful Sexualised Behaviour?

Harmful sexualised behaviour is any behaviour of a sexual nature that takes place when:

- There is no informed consent by the victim; and/or
- the perpetrator uses threat (verbal, physical or emotional) to coerce, threaten or intimidate the victim

Harmful sexualised behaviour can include:

- Using age inappropriate sexually explicit words and phrases;
- Inappropriate touching;
- Using sexual violence or threats;
- Sexual behaviour between children is also considered harmful if one of the children is much older, particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other is not.
- However, a younger child can abuse an older child, particularly if they have power over them - for example, if the older child is disabled.

Harmful sexualised behaviour will always require intervention and following college child protection policy and procedures, including reporting to the appropriate agencies.

Online Safety

This section of the Safeguarding Policy is informed by the most recent DE guidance in the following circulars:

2016/26 - EFFECTIVE EDUCATIONAL USES OF MOBILE DIGITAL DEVICES

2016/27 ONLINE SAFETY

“Online safety is about using digital devices in a smart but safe way. It means educating children and young people to act responsibly and keep themselves safe in the digital world.” Integrated College Dungannon encourages use by students of a wide variety of Information and Communication Technologies. When necessary students are given access to mobile learning technology and the internet, providing that they act in a considerate and responsible manner. This privilege can be withdrawn if they fail to maintain acceptable standards of use as outlined in the Online Safety Policy

In Integrated College Dungannon it is felt that the benefits to students from access to information technology and resources exceeds the potential risks or disadvantages. When using the C2K system, all student ICT activity is monitored through the Securus application which checks all typed and viewed materials for inappropriate terms. Securus monitors the screen display and keystrokes alerting staff that a student may be at risk or in breach of acceptable use. Some of the issues and concerns that Securus detects include:

- Cyberbullying
- Online grooming and child abuse/exploitation
- Depression, self-harm and suicide
- Racial, homophobic and religious harassment
- Use of drugs or weapons
- Attempts to use a proxy bypass to access restricted sites

Regular checks and follow up by pastoral staff ensures that users are using ICT resources appropriately and safely.

Online Safety/Internet Abuse

Online safety means acting and staying safe when using digital technologies. It is wider than simply internet technology and includes electronic communication via text messages, social environments and apps, and using games consoles through any digital device. In all cases, in schools and elsewhere, it is a paramount concern. In January 2014, the SBNI published its report ‘An exploration of e-safety messages to young people, parents and practitioners in Northern Ireland’ which identified the associated risks around online safety under four categories:

- **Content risks:** the child or young person is exposed to harmful material.
- **Contact risks:** the child or young person participates in adult initiated online activity.
- **Conduct risks:** the child or young person is a perpetrator or victim in peer-to-peer exchange.
- **Commercial risks:** the child or young person is exposed to inappropriate commercial advertising, marketing schemes or hidden costs.

The college’s online safety arrangements are reflected clearly in its safeguarding arrangements, through this policy, Our Preventative Education Programme, Mobile Phone Policy, Anti-Bullying Policy and Positive Behaviour for Learning Policy.

Reporting of Breaches in the College’s Online Safety Guidelines.

There are robust report channels in place for reporting online safety issue. Staff and students are regularly reminded of expectations and how to raise a concern through college assemblies, external workshops, briefing, PBfL Weekly Foci, and training sessions. Students and staff are regularly reminded about who they can turn to if there is a problem.

Any security breaches, or attempts, and any unauthorised use or suspected misuse of ICT must be reported immediately. Additionally, all lost or stolen equipment or data, virus notifications, unsolicited e-mails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the Principal, Senior Staff, Head of ICT and Network Administrator. Instances relating to child protection should be communicated to the designated teacher Mr. Holmes. In cases of Internet abuse or where a child is at risk, the college's safeguarding procedures will be implemented.

Responses to Breaches

Unacceptable use of ICT facilities will result in sanctions being imposed. A breach or suspected breach of policy by a college employee or student may result in the temporary or permanent withdrawal of college ICT hardware, software or services from the offending individual. Any policy breach by staff is grounds for disciplinary action in accordance with the College Disciplinary Procedure or, where appropriate, by the EA. Policy breaches may also lead to criminal or civil proceedings.

If unsuitable or inappropriate material is typed or viewed, appropriate actions will be taken in regard to education, positive behaviour and safeguarding. All E-Mails are automatically filtered for unsuitable size and content. Mail which is blocked may be viewed by the Principal, who will then decide whether to allow the mail through the system. In order to ensure appropriate use of internet access and e-mail, the college can and does track and record the sites visited, the searches made on the internet and e-mail sent and received by individual users. The DTCP and Safeguarding Team monitor student use of technology via the C2K Securus system. Securus will detect any inappropriate content whether typed or appearing on screen, and report back observations (screen captures) to the central management server. Securus will also detect inappropriate material held on memory sticks, phone sim cards and other storage devices connected to college computers. Assigned staff regularly monitor all screen captures taken by Securus. Staff will follow up accordingly, depending on the seriousness of the capture and the age, needs and experience of the student.

ICD are now operating an 'Online Safety and Devices Risk Register' to record possible online safety issues and highlight where data security might be potentially breached. The Network Administrator, Head of ICT and Designated Teacher for safeguarding will meet termly, or more regularly if required, to review this risk register and plan appropriate responses. Further staff and student members may be added to this team.

The Principal and Network Administrator also operate a 'Register of Access' which clearly outlines who has access to the different pupil and staff data available of the school system (see Appendix 10)

Student & Staff Agreements on the Acceptable Use of ICT and IT Mobile Devices can be found in Appendix 11.

Parental Involvement

We believe that it is essential for parents/carers to be fully involved with promoting online safety both in and outside of college and also to be aware of their responsibilities. We consult and discuss online safety with parents/carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/carers are asked to read through and sign acceptable use agreements with and on behalf of their child on admission to college.
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken for use in the college and to promote the college.
- The college disseminates information to parents relating to online safety where appropriate in the form of;
 - Information evenings
 - Written updates, postings
 - College website

Mobile Phones/Devices, Digital Technology & Personal Mobile Technology

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Many existing mobile technologies such as portable media players, iPod and iPad devices, mobile and Smart phones are familiar to children outside of college too. They often provide a collaborative well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and then risk assessed before use in college is allowed. Our college chooses to manage the use of these devices in the following ways to ensure that users exploit them appropriately.

Students are allowed to bring mobile phones into the college, but for child protection reasons, they must be off and away at all times. Any phone seen out will be subject to a 1-2-3 system of confiscation and return, as per our Positive Behaviour for Learning policy. On the first occasion there will be a SIMS record and a verbal warning. The phone will be securely stored in the College safe and can be collected at the end of the college day. On the second occasion, a written issue will be issued and, again, the phone will be returned. On the third, and each subsequent occasion, the phone will be confiscated and will need to be collected by a parent/contact, as on the SIMS system.

There is an outright ban on the use of all media messaging (picture/video) phones in college at any time.

The Governing Body has, therefore, adopted the following policy which will be rigorously enforced. Students are permitted to bring mobile phones/devices into the college under the following conditions:

1. Mobile phones/devices must be switched off (not on silent mode) and kept out of sight.
2. The use of personal electronic equipment to listen to music/play games is prohibited.
3. The college accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones/recording devices or any personal electronic equipment while on the college premises.
4. Mobile phones/devices/recording equipment must not be used while on college premises, or while representing the college for any form of communication with an individual. This includes phone calls/texts to parents/guardians (except while on a residential).
5. It is strictly prohibited for mobile phones/devices/recording equipment to be used while on college premises, at offsite sports activities or during educational visits for any form of recordings, pictures or images whatsoever. This includes recording images/sounds of any person including staff, students or visitors without the express permission, consent and knowledge of that person. Inappropriate recording will be regarded as a serious breach of discipline and will result in the invoking of the College Discipline Procedures. Sanctions may include suspension and/or expulsion but in all cases a contract ensuring no further such use of electronic equipment will be signed by both student and parents/guardians.
6. The college regards the use of mobile phones/devices/recording equipment/personal electronic equipment for the harassment or bullying of a student whether in college or outside college as a matter of the utmost seriousness. Such inappropriate use will be regarded as a serious breach of discipline and will result in the invoking of the College Discipline Procedures. Sanctions may include suspension and/or expulsion but in all cases a contract ensuring no further such use of electronic equipment will be signed by both student and parents/guardians.
7. If a student breaches these rules the Mobile Phone/devices/Recording Equipment/Personal Electronic Equipment (including battery and SIM card) will be confiscated and given to the college office. The incident will be logged and the item placed in secure storage. The student can then collect it at the end of the day. Any further confiscation will lead to parents being notified and sanctions imposed.
8. Failure to hand the complete phone/device over to a member of staff when requested, will lead to a "cool off" from the college in the first event and then a suspension for repeat offences.
9. If a member of staff has any suspicion that a mobile phone/device has unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents will be asked to collect it from a senior member of staff. In circumstances where there is a suspicion that the material on the mobile/device may provide evidence relating to a criminal offence the phone/device will be handed over to

the police for further investigation. Parents will need to recover the phone/device from the police in such circumstances.

10. Phones/devices must not be taken into examinations. We recommend students do not bring mobile phones/devices to college on days when they are sitting an examination. However, if it is necessary for a student to carry a mobile phone on these days, he/she must ensure that the mobile is switched off and handed in at the designated area, as advised by the Examinations' Officer, prior to the start of the examination. This policy should be read in conjunction with the college's other policies.

11. The right to bring Mobile Phones/devices/Recording Equipment/Personal Electronic Equipment onto College premises will be revoked if a student fails to adhere to this College Policy.

Emergencies

If a student needs to contact his/her parents/guardians, they will be allowed to use the college phone.

If parents/guardians need to contact their child urgently they should phone the college office and a message will be relayed promptly.

Advice on the safe use of Mobiles/Devices

Using your mobile device can be great fun but you need to be careful and keep safe.

- Ask permission before taking a picture of your friends and think before sending it on. Once sent you have lost control of it and it could become public before you know it.
- No filming of school activities is to be posted on social network sites such as Facebook or You Tube or similar websites without written permission from the Principal.
- Don't give out your number or friends' numbers to people you don't know, especially in Instant Messenger or Chat Rooms.
- Keep your security code or PIN number private.
- If you get texts, which upset you, don't reply but keep a record and tell an adult. In serious cases you can report it to the police.
- If you receive a rude or embarrassing image or text about someone don't forward it to others.
- Disturbing images of other young people may constitute harassment and could be illegal. If you receive something like this, tell an adult immediately.

Responsibility for mobile phones/devices:

The college accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones/recording devices/personal electronic equipment. It is the responsibility of parents and pupils to ensure mobile phones/recording devices/personal electronic equipment are properly insured.

Video Conferencing and the use of Webcams

The introduction of video conferencing has offered valuable educational and social opportunities to connect with other colleges. Webcams in the college are used for specific learning purposes and all images recorded and transmitted are the responsibility of the teacher using them:

- Written permission must be obtained from parents/carers if their children are to be involved in video conferences.
- All students are supervised by a member of staff when video conferencing.
- The college keeps a record of video conferences, including date, time and participants.
- Approval from the line manager is sought prior to all video conferences.
- The college conferencing equipment is only switched on for scheduled and approved conferences.
- No part of any video conference is recorded in any medium without the written consent of those taking part.
- Misuse of the webcam by any member of the college community will result in sanctions (as detailed earlier).
- Teachers need to be aware that non-ICD participants in conferences may not be police checked.
- Conference supervisors need to be familiar with how to use the video conferencing equipment, particularly how to end a call if at any point any person taking part becomes unhappy with the content of the conference.

Sexting

Sexting is the sending or posting of sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet. There are two aspects to Sexting:

Sexting between individuals in a relationship

Students need to be aware that it is illegal, under the Protection of Children (NI) Order 1978 as amended in the Sexual Offences (NI) Order 2008, to take, possess or share 'indecent images' of anyone under 18 even if they are the person in the picture (or even if they are aged 16+ and in a consensual relationship) and in these cases you should contact local police on 101 for advice and guidance.

While offences may technically have been committed by the child/children involved, the matter will be dealt with sensitively and considering all of the circumstances and it is not necessarily the case that they will end up with a criminal record.

It is important that particular care is taken in dealing with any such cases. Adopting scare tactics may discourage a young person from seeking help if they feel entrapped by the misuse of sexual images. Advice should be sought from CPSSS.

Sharing an inappropriate image with an intent to cause distress

If a student has been affected by inappropriate images or links on the internet it is important that you do not forward it to anyone else. Please remember that schools are not required to investigate incidents. It is an offence under the Criminal Justice and Courts Act 2015,

(www.legislation.gov.uk/ukpga/2015/2/section/33/enacted), to share an inappropriate image of another person without the individual's consent - see Articles 33-35 of the Act for more detail. By contacting the PSNI you could help prevent further such incidents. If a young person has shared an inappropriate image of themselves that is now being shared further whether or not it is intended to cause 'distress', the child protection procedures should be followed.

The UK Safer Internet Centre (www.saferinternet.org.uk/) may be able to assist in having the image blocked or removed to prevent further distribution. It is also vital to ensure that the victim of abuse gets the correct support. They are likely to be ashamed and embarrassed and worried about parental reaction - some may wish to speak to the college independent Counsellor. A list of organisations offering advice and support is included below.

- Child Exploitation and Online Protection (CEOP) 'thinkuknow' website contains advice and resources for teachers exploring the risks which children and young people are exposed to when online. CEOP have produced targeted advice and guidance for 11-13 year olds, 14+ years, parents or carers, and teachers. www.thinkuknow.co.uk
- Go to www.getsafeonline.org for lots of useful advice and information on how to stay safe online. Safeguardingni.org will also provide information for parents and carers on online safety.
- The UKCCIS (UK Council for Child Internet Safety) has published guidance for England and Wales 'Sexting in Colleges and Colleges: Responding to Incidents and Safeguarding Young People'. www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis
- The UK Safer Internet Centre (www.saferinternet.org.uk/) offers online safety tips, advice and resources to help professionals, children and young people to stay safe on the internet.
- PSNI/SBNI leaflet 'Sexting and the Law' - a basic guide to help professionals and the public deal with incidents of sexting.
www.psni.police.uk/contentassets/fae34aff4af6409e9ad393130043ec55/sexting__the_law_leaflet_trifold.pdf

This Online Safety section of the Safeguarding Policy will be up-dated in light of evolving technology, new guidance and following any review conducted by relevant staff after a serious breach of these guidelines.

Procedures for staff to follow in reporting suspected (or disclosed) child abuse

The Designated Teacher for child protection is Mr Colin Holmes. Deputy Designated Teachers include the Principal, Mr Andrew Sleeth, Mrs Deirdre McCarroll and Miss Louise Burke.

1. Where a member of staff **is concerned** that abuse **may** have occurred, he/she **must report** this **immediately** to the Designated Teacher or, in their absence a Deputy Designated Teacher, who has specific responsibility for child protection (see guidance on talking to students where there are concerns about possible abuse).
2. If a child **makes a disclosure** to a teacher or other 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.**

He/she should not investigate - this is a matter for the Social Services (see guidance on talking to students where there are concerns about possible abuse) but should **report these concerns immediately** to the Designated Teacher, discuss the matter with them and make full notes. (In the absence of the Designated Teacher, Mr Holmes, or the Principal, Mr Sleeth, **any member** of the Safeguarding Team should be informed directly).

Note of Concern

The 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 in the student's **Child Protection File** and should be signed and dated by both parties to confirm the information is accurate.

3. The Designated Teacher will immediately notify the Principal to plan a course of action, and ensure that a written record is made.

The Principal, in consultation with the Designated Teacher, will decide whether, in the best interests of the student the matter needs to be referred to Social Services. **If there are concerns that the student 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 parents will be informed immediately.

The Principal may seek clarification or advice and consult with the CPSSS Designated Officers from the Education Board, Mrs Jennifer McCann, Mrs Cathy McCann, Mrs Kathryn Anderson, Mrs Paula McCreesh or the Duty Social Worker of the Gateway Team, 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 student is our first priority.

4. Where a referral is to be made, the Designated Teacher will immediately contact the Duty Social Worker at the Gateway Team. The referral will be confirmed in writing using the UNOCINI referral form within 24 hours and a copy sent to one of the CPSSS Designated Officers for Child Protection at the Education Authority Southern Region.
5. The parent/carer of the child will be informed by the college that a referral is to be made to Social Services unless the parent/carer is the subject of the allegation.
 - Prior to making a referral to Social Services the consent of the parent/carers and/ or the young person (if they are competent to give this) will normally be sought. The exception to this is where to seek such consent would put that child, young person, or others at increased risk of significant harm or an adult at risk of serious harm, or it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.
 - Non-urgent referrals i.e. child in need/family support referrals must have the consent of the parent/carers and/or the young person (if they are competent to give this) and should be made in writing using the UNOCINI referral form.
 - The welfare of the child is paramount and, if unable to contact the parent/ carers, we should not delay but progress the referral with Social Services.
 - Issues of consent (including when consent is not forthcoming) must always be clearly recorded.
6. The Designated Teacher will make a record of all the discussions held and actions taken within **24 hours** of a referral and complete **Safeguarding Action Checklist** Proforma (see Appendix 2).
7. If an acknowledgement of the referral is not received from Social Services within 5 working days, the Designated Teacher will follow this up.
8. The Principal will inform the Chairperson of the Board of Governors.

Confidentiality and Record Keeping

For reasons of confidentiality the number of people advised of any concern/incident or who have access to this recorded information will be strictly limited **on a need to know basis**.

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 College's Student/ Educational Record and must be stored securely.**

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/diaries³ 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;
- 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 Assessment Management Plans/ Individual Safety and Support Plans;
- College reports to interagency meetings and conferences;
- Minutes of interagency meetings e.g. child in need, strategy, child protection case conference, core group meeting;
- 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, college, 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 college that a child's name has been placed on the Trusts' **Child Protection Register (CPR)**, the college must maintain a record of this fact and associated documentation from Social Services on the child's Child Protection file.

WHAT TO DO IF A CHILD TELLS YOU OF ABUSE

- Where **teachers see signs** which cause them concern, they should, **as a first step**, seek some clarification from the child with tact and understanding.
- Where a **learning support/classroom assistant** or another member of the college's **non-teaching staff** sees such signs, he/ she should **immediately** bring them to the attention of either the **class teacher** or the **Designated Teacher**, and it may be appropriate for the necessary clarification to be carried out by the teacher.

Such clarification may reassure teachers that abuse has not occurred; but signs and symptoms which cause concern, while perhaps not a result of abuse, may nevertheless indicate that the child or his/her family is in need of intervention by statutory, voluntary or community based services through a 'child in need' referral (with parental consent).

Care must be taken in asking, and interpreting children's responses to, questions about indications of abuse. The same considerations apply when a child makes an allegation of abuse, or volunteers information which amounts to that. In some circumstances, talking to the child will quickly clarify initial concerns into a suspicion that abuse has occurred and point to the need for an immediate referral. Staff should be aware that the way in which they talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings, and the extent of questioning should, therefore, be kept to a minimum:

- Listen carefully to what the child says;
- Accept what is said;
- Take notes;
- React calmly without displaying shock or disbelief. Over reactions can frighten the child and compound feeling of guilt;
- Reassure the child and tell he/she they are not to blame. Children can often feel guilty. Remember that they are the victims - never the cause;
- Don't give false reassurance e.g. "Don't worry, everything will be alright now";
- Use the words the child uses. If the child is aware that you are reluctant to use particular words she may be reluctant to use the words or may not speak at all;
- Staff should not give the child or young person undertakings of **confidentiality**, although they can and should, of course, reassure that information will be disclosed only to those professionals who need to know;
- Do not ask leading questions e.g. "Did she hit you there?" or "Did he touch your private parts?" This approach may invalidate evidence, in court, at a later date and be interpreted as putting ideas into the child's mind;
- Remember it is not your responsibility to investigate the child abuse. That is for Social Services to manage;
- It may be necessary though, to ask questions. You can prompt the child in a neutral way, with open-ended questions such as, "Can you say anything more about that?" Staff should not ask questions which encourage the child to change his/her version of events in any way, or which impose the adult's own assumptions. For example, staff should say, "Tell me what has happened", rather than, "Did they do X to you?";

- Control your feelings towards the perpetrator, and do not criticise him/her. The child may love the perpetrator and reconciliation may be possible;
- Check out your understanding of what has happened with the child if you are not clear what is being disclosed to you;
- Explain what you have to do next and that you have to refer to the Designated Teacher;
- **Write up your notes as soon as possible afterwards to make a record of the discussion to pass on to the Designated Teacher, using the template 'Note of Concern'** (see Appendix 1 proforma which is available in the Safeguarding folder in RM Staff). Please ensure that you record the time, date, location, people who were present and exactly what the child said, non-verbal behaviour. Note, too, any injuries - bruises etc. should be described in detail. Note, as well, when you referred your suspicions.
- Any comment by the child, or subsequently by a parent or carer or other adult, about how an injury occurred, should be written down as soon as possible afterwards, quoting words actually used.
- Staff should also be aware that their note of the discussion may need to be used in any subsequent court proceedings. It should be emphasised that lack of proper records will not, of itself, exempt the college from any subsequent requirement to give evidence in court. It is therefore essential that accurate contemporaneous records are maintained.
- Staff **should not** ask the child to write an account of their disclosure for the record.
- It takes courage and determination for a child to tell an adult that they are being, or have been abused. Children may be frightened by the threat of violence to themselves, or other members of the family, or of being taken away from, or breaking up the family. Some children never disclose abuse and, as a result suffer throughout their childhood, and sometimes, for the rest of their lives.
- Consequently, when children confide in someone, it is usually a person they trust and with whom they feel safe.
- Seek support for yourself, e.g. speak to SLT to arrange time out/cover for you, Staff Care Service 'Carecall' at Education Authority Southern Region. Listening to children talk about their experience of being abused can be very upsetting. That in turn can affect the help you give. It is important to understand these feelings so that they do not cloud professional judgement. In these circumstances, you should have easy access to support structures. Within this context it is likely you will be encouraged not to talk about the facts of the case but, rather how you feel about the facts.

Procedures where a complaint has been made against a member of staff

Where a complaint is made about possible abuse by a member of staff of the college, the procedures set out in DE Circular 2015/13 will be followed. In all decisions the child's welfare is the paramount consideration and the child should be listened to and his/her concerns taken seriously. The possible risk of harm to children posed by a member of staff must be evaluated and managed and in some cases this will require consideration of suspension as a precautionary measure.

If a complaint about possible child abuse is made against a member of staff, the Principal (or the Designated Teacher if the Principal is not available) must be **informed immediately** and a written record should be made using Note of Concern proforma (see Appendix 1).

The Designated Teacher will be informed (if they are not the subject of the complaint) and they will record details.

The Principal will consult with and seek advice from the CPSSS Education Authority Southern Region Designated Officers, Jennifer Mc Cann, Cathy Mc Cann, Kathryn Anderson or Paula McCreesh and Social Services Armagh/Dungannon Trust to assess the situation.

If no further action is indicated the subject of the complaint will be advised accordingly.

If there is a decision to refer Social Services and the Police will begin their investigations of the complaint.

Where the matter is referred to Social Services, the member of staff will be removed from duties involving direct contact with students, and may be suspended from duty as a precautionary measure pending investigation by Social Services.

If a complaint is made against the Principal, the Designated Teacher (or their deputy, if they are not available) must be **informed immediately**. They will inform the Chairperson of the Board of Governors, Deputy Chairperson, Designated Governor for Child Protection and together they will ensure that the necessary action is taken as for the above procedure.

All allegations of a child abuse nature will be recorded in the hard backed and bound Record of Child Abuse Complaints book, which is retained securely by the Principal Mr A Sleeth. A record of this should be placed on the relevant student's Child Protection File.

Record Keeping

All records, information and confidential notes are kept in separate files in a locked filing cabinet. Only the Designated Teacher Mr Holmes and Principal Mr Sleeth have access to the filing cabinet. These only identify the student by their name. These records are kept separate from any other file which is held on the student.

Child Protection Records must not be removed from the college 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 college, it **must be transported securely** and a record kept of when it was removed, by whom, for what purpose, and when it was returned (See Appendix 3)

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.**

Where an allegation is made against a member of staff and is pursued either as a formal referral or under the college's disciplinary procedures, a summary is entered on a Record of Child Abuse Complaints book. This entry which will contain details of the complaint will be made available to the Board of Governors annually.

Sharing Information within the College

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 therefore information will only be shared with staff who require access to it, in order to work in a safe and informed way with the child and family. The DT will record who information is shared with, when, and the reasons for this.

Sharing Information with Others

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. Where requests are made College may 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 will also be sought from the Information Manager in the Education Authority Southern 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.

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. Only information will be shared which 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.

Transfer of Child Protection Records

Past safeguarding concerns and the response to these can be significant, should concerns arise for the child at a later time. If the information, current or historical, is deemed to be relevant then it should be shared.

The Designated Teacher, Mr Holmes, 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.

When a child on whom the college holds safeguarding or child protection information leaves the college and the college are unaware of the new provider, 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 college 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 college**, the Designated Teacher Mr Holmes will inform the receiving college 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 college. When considering what information is relevant advice can be sought from the CPSSS. The college to which the child is transferring should contact the child's social worker for relevant information. The leaving college can retain original copies of their own documents.

Mr Holmes the DT will discuss concerns directly with the DT from the receiving college in advance of sending the child protection record.

Retention of Child Protection Records

In order to determine how long child protection records should be kept there are a number of guiding principles. The Data Protection Act 1998 requires that personal information should be:

- Adequate, relevant and not excessive for the purpose(s) for which they are held (third principle)
- Accurate and where necessary kept up to date (fourth principle)
- Not kept for longer than is necessary for its purpose(s) (fifth principle)

Our College will ensure that the Act is complied with.

Retention Periods for Child Protection Records

It is recommended that, in general, child protection records should be retained by the college for the following periods:

Record	Retention Period
Student Child Protection Case Files	DOB + 30 years
The college's confidential Record of Child Abuse Complaints	Indefinitely*
If Social Services inform the college that a child's name has been placed on the Child Protection Register	Maintain a record of this fact and associated documentation from Social Services on the child's file while he/she continues to attend. On transfer, the college should inform the new school and destroy all social services records. The record on the Child Protection File will remain until DOB + 30 years.
If Social Services inform the college that a child's name is removed from the Child Protection Register	On transfer to a new college, the college should destroy any child protection records on the child supplied by Social Services, including records of case conferences. The record on the Child Protection File will remain until DOB + 30 years.
Complaint against a member of staff Staff members file* Child's Child Protection File Record of Child Abuse Complaints	Indefinitely* until totally exonerated DOB + 30 years Indefinitely*
Complaint to be pursued under the college's disciplinary procedure Staff members file Child's Child Protection File Record of Child Abuse Complaints	5 years DOB + 30 years Indefinitely*

* as a general guide 'indefinitely' should be a minimum of 40 years

Disposal

At the end of the agreed retention period, records should be securely disposed of, for example, incinerated or shredded in the presence of a member of the college or entrusted to a firm specialising in the destruction of confidential material. Information held electronically within private folders on the C2k system should also be deleted within the timescales set. Following deletion, the electronic records will be held securely on the centralised backup for a period of time but in due course will be overwritten and the documents removed. No evidence will remain on the C2k system.

The National Archives has issued guidance based on the Independent Inquiry into Child Sexual Abuse stressing that any information which may be required by the Inquiry should not be destroyed. This principle should be applied in all cases and careful review before destruction of documents.

<https://www.csa-inquiry.independent.gov.uk/news/chair-of-the-inquiry-issues-guidance-on-destruction-of-documents>

Conduct of Staff

Staff are aware of and adhere to the Code of Conduct which has been drawn up and agreed by the Board of Governors.

The duty to safeguard and promote the welfare of the children and young people in their charge rests with all members of staff, teaching and non-teaching, and implicit in it is the assumption that the conduct of educational establishment staff towards the children must be above reproach. This assumption holds true whatever the age, sex or maturity of the children and young people. Clearly the younger the child or young person, or the greater the degree of learning difficulties he/she has, the less likely it will be that he/she will be able to recognise and respond appropriately to an abuse by any member of staff of the trust that his/her position confers. Any abuse of that position of trust by any member of staff is unacceptable.

Boarding Departments/Residential Trips

Employers, governors, management committees and senior staff have a responsibility to ensure that professional behaviour applies to relationships between staff and children and young people; that all staff are clear about what constitutes appropriate behaviour and professional boundaries and that those boundaries are maintained with the sensitive support and supervision required. This is important in all educational establishments, but colleges with boarding departments and staff on residential trips need to be particularly mindful of this responsibility, as do individuals in circumstances where there is one-to-one contact with children and young people, for example in extra-curricular activities or in counselling.

When organising residential trips, it is imperative all young people must be provided with a separate bed.

Procedures for staff to follow in reporting suspected (or disclosed) child abuse during Extra Curricular Activities or Outside of College Hours

In the eventuality of a disclosure being made to a member of staff **outside normal college hours (5.00 pm - 9.00 am.)** and in the absence of the Designated Teacher for Child Protection, Mr Colin Holmes, or any of the Deputy Designated Teachers - Mrs Deirdre McCarroll, Miss Louise Burke and the Principal, Mr Andrew Sleeth, the following procedures should be followed.

1. If a child makes a disclosure to a teacher or other 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.**

He/she should not investigate - this is a matter for the Social Services - but should **report these concerns immediately** to the **Regional Emergency Social Work Service (028 95049999)**. A

switchboard operator will take details such as the referrers contact details and nature of the call. The Telephonist will pass details to a Social Worker.

2. The **Social Worker** will ring back to the member of staff to obtain more information and advise further.
3. The member of staff must ensure that a written record is made and referred to the Designated Teacher as soon as possible.

Code of conduct

The protection and promotion of the welfare of children and young people is a responsibility for all members of staff, teaching and non-teaching. In meeting this, staff should work towards a culture of mutual trust and respect in college through which the best interests of the children and young people entrusted to their care is paramount.

Naturally, implicit in this is the assumption that the conduct of college staff towards their student group must be above reproach. This holds true whatever the age, gender, or developmental maturity of the students, but clearly the younger the child, or the greater the degree of learning difficulties he/she has, the less likely it will be that he/she will be able to recognise and respond appropriately to an abuse by any member of staff or the trust that his/her position confers.

A Code of Conduct for staff in colleges, teaching and non-teaching, in their contact with students has been drawn up and agreed by the Board of Governors and is attached at Appendix 7. Adherence to the Code will reduce the risk of allegations being made.

Children and young people have a right to be treated with respect. Members of staff should be alert to the risk of emotional abuse, such as persistent and vindictive sarcasm, verbal bullying, or severe and persistent negative comment or actions, particularly when directed consistently at a single child or young person or a small number of children or young people in a class. Such bullying behaviour is unacceptable. Members of staff should be encouraged to reflect on every aspect of their contact with children and young people which may give rise to perceptions or allegations of this form of abuse.

If a parent accuses a teacher of emotional abuse it will be investigated by the principal who will follow up on the complaint, keep a record and get back to the parent. It does not need a referral to social services provided the issue can be resolved in college. Teacher shouting, intimidating child, child afraid to come to college etc. all constitute this.

Physical contact with students

Integral to a clear understanding of standards of behaviour expected of staff is an understanding of the acceptable boundaries of physical contact with children and young people. The Code of Conduct makes it clear that it is unnecessary and unrealistic to suggest that teachers should touch students only in emergencies. Particularly with younger children, touching them is inevitable and can give welcome reassurance. However, teachers must bear in mind that even perfectly innocent actions can sometimes be misconstrued. Children may find being touched uncomfortable or distressing for a variety of reasons. It is important for teachers to be sensitive to a child or young person's reaction to physical contact and to act appropriately. It is also essential not to touch students in ways, or on parts of the body or in circumstances that might be considered inappropriate. It is also possible that physical contact may result in a child or young person's responding inappropriately: this may in itself be indicative of abuse in another setting, and the teacher should bring any concerns to the attention of the designated member of staff.

Staff - in - service

The college is committed to in-service training for all staff. Each member of staff annually will receive general training on Safeguarding and Child Protection and will be issued with the colleges Safeguarding and Child Protection Policy. The Designated Teacher and Deputy Designated Teachers will attend specialist

training in line with their roles and responsibilities. All new members of staff will be inducted on the colleges Safeguarding and Child Protection Policy and Procedures. A record of attendance will be recorded.

Safeguarding Meetings

The Safeguarding Team in college – Mrs Andrew Sleeth, Mr Colin Holmes, Mrs Deirdre McCarroll, Miss Louise Burke meet every week where an up-date is provided on any student about whom there are concerns of a child protection nature. Discussion takes place about further intervention or support needed and the outcome of Child Protection conferences and up-dates in relation to policy and procedures are tabled. Minutes are retained by Mr Holmes.

Reporting to Board of Governors

Child Protection is a standing agenda item for every Board of Governor meetings and the Designated Teacher Mr Holmes 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 includes 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 colleges preventative curriculum, policy reviews undertaken. All reports **are anonymised** in keeping with the principle of confidentiality. The college's Record of Child Abuse Complaints is 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 signs and dates 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.

Monitoring and Evaluation

The college will update this Policy and Procedures in the light of any further guidance and legislation as necessary, and review and renew it annually. Participation and consultation with CPSSS, college staff, students and parents will be undertaken.

A monitoring instrument has been drawn up to be used to ensure that the agreed Policy and Procedures have been implemented. On-going evaluation will ensure the effectiveness of the Policy.



Appendix 1



NOTE 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:

Action taken at the time:

Details of any advice sought, from whom and when:

Any further action taken:

Written report passed to Designated Teacher: Yes: No:
If 'No' state reason:

Date and time of report to the Designated Teacher:

Written note from staff member placed on student's Child Protection file
Yes: No:

If 'No' state reason:

Name of staff member making the report: _____

Signature of Staff Member: _____ Date: _____

Signature of Designated Teacher: _____ Date: _____



Appendix 2

Safeguarding Action Checklist

Name of Student:	Class:
Form Teacher:	Year Head:

If there is a disclosure or strong suspicion of self-harm or of suicidal intent, ensure that:

- The student is listened to and supported in the immediate term (e.g. is with a trusted member of staff)
- Designated Teacher /Deputy Designated Teacher for Child Protection informed
- Referral obtained in writing – Note of Concern completed
- Parents/guardians/carers are informed, where appropriate:
 - By Telephone
 - Meeting
 - Other: (Please state) _____
- Parent/guardian/carer comes to college for the student and he/she leaves in their care (parents/guardians/carers are advised to monitor the child closely)

Teachers' Name: _____

Time: _____

Date: _____

Discussion held:

• Parents are advised to take their child to the GP and ask for a mental state assessment and appropriate action. (Concerns around negligence regarding a child's mental health needs should be followed up through the normal safeguarding procedures).

• The Designated Teacher or Deputy Designated Teacher follow up with Parent/guardian/carer within a short time frame if they have not contacted DT or DDT to inform of outcome of appointment. (This should be as soon as possible but **must be on the same day** the incident has occurred).

• Longer-term support is sought for the young person as appropriate

• Referral to college counsellor

• Referral to CAMHS

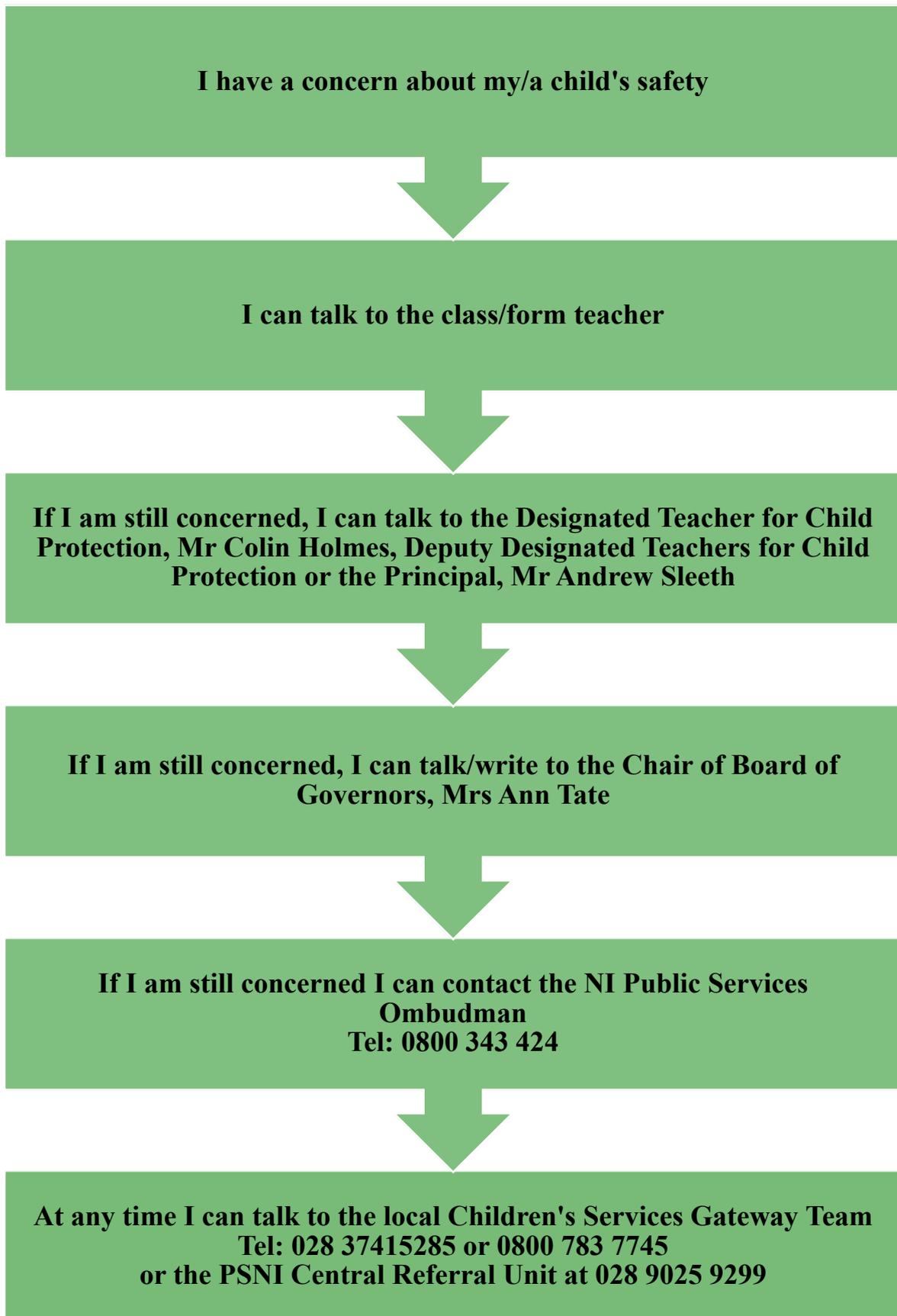
• Other? TOOCC etc (please state) _____

• Teachers' support needs are identified and action taken if appropriate

Copy to SG Team

Appendix 4

How can a parent make a complaint



Appendix 5

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

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

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

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

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

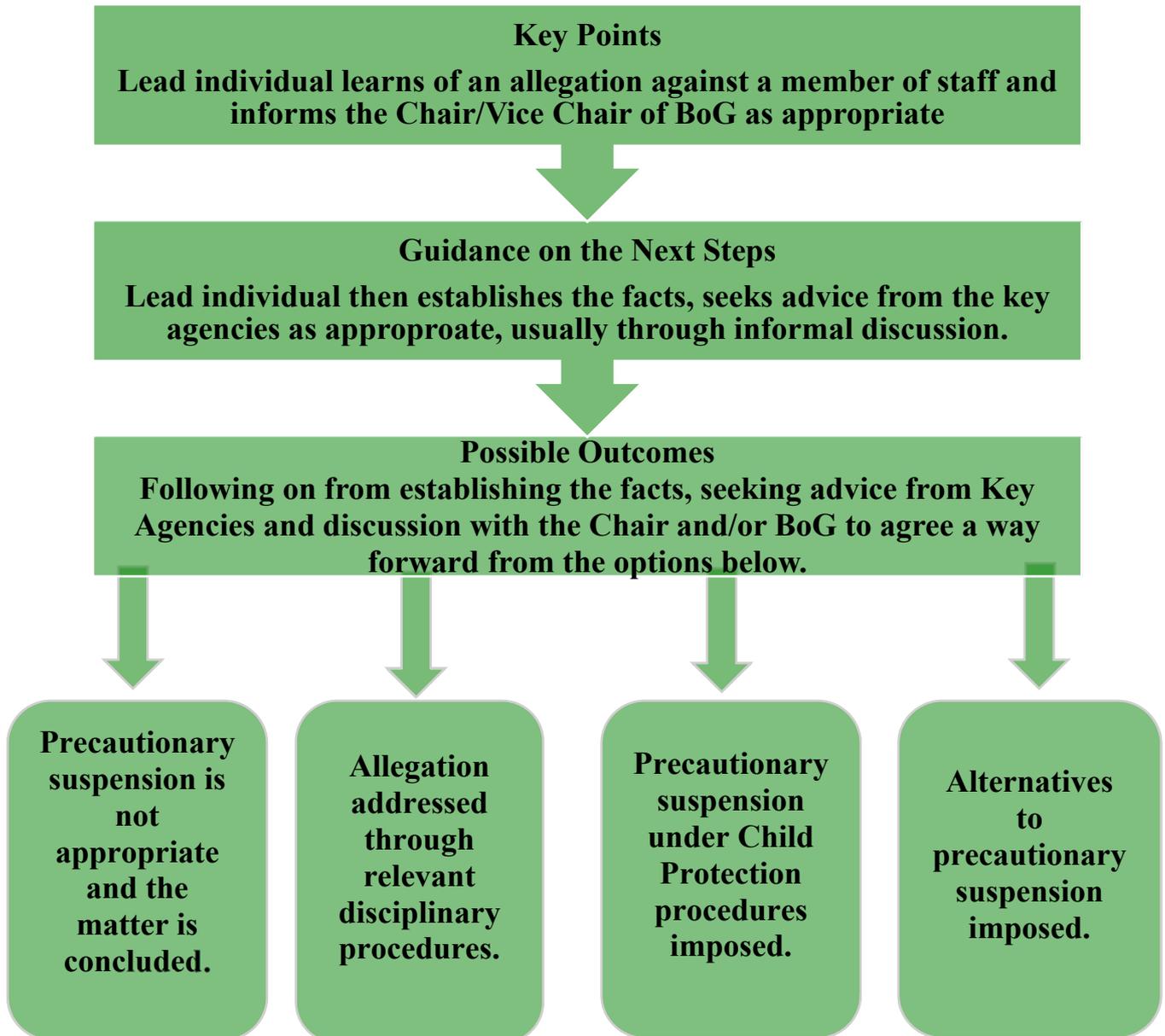
Designated Teacher clarifies/discusses concern with child/parent/carers and decides if a child protection referral is or is not required.

Child Protection referral is not required
Colleges may consider other options including monitoring the situation within an agreed timescale; signposting or referring the child/parent/carers to appropriate support services such as the Children's Services Gateway Team or local Family Support Hub with parental consent, and child/young person's consent (where appropriate).

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

Appendix 6

Procedure where a complaint has been made about possible abuse by a member of the college's staff



Appendix 7

A Code of Conduct for Staff in Integrated College Dungannon regarding contact with children/young people

Introduction

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 children and young people in their charge must be above reproach. This Code of Conduct is not intended to detract from the enriching experiences children and young people gain from positive interaction with staff within ICD. It is intended to assist staff in respect of the complex issue of child protection, by drawing attention to the areas of risk for staff and by offering guidance on student conduct.

Code of Conduct

1. Setting an Example

- (a) All staff and volunteers who work in ICD are expected to set examples of behaviour and conduct which can be copied by students. Staff must therefore for example avoid using inappropriate or offensive language at all times.
- (b) All staff and volunteers should demonstrate high standards of conduct in order to encourage our students to do likewise.
- (c) All staff and volunteers must also avoid putting themselves at risk of allegations of abusive or unprofessional conduct by following college policies and procedures.
- (d) All staff and volunteers are expected to familiarise themselves and comply with all college policies and procedures.
- (e) All staff and personnel contracted to do work in the college are expected to carry out their work professionally with regards to staff and students. College business should not be discussed outside of college.

2. Safeguarding Students/Students

- (a) All staff and volunteers have a duty to safeguard students from physical abuse, sexual abuse, emotional abuse, neglect and exploitation.
- (b) The duty to safeguard students includes the duty to report concerns about a student or colleague to a member of the college's Safeguarding team (Designated Teacher (DT) Mr Colin Holmes/Deputy Designated Teachers (DDT) for Child Protection Mrs Deirdre McCarroll, Ms Louise Burke or the Principal Mr Andrew Sleeth.
- (c) All staff and volunteers are provided with electronic copies of the college's Child Protection/Safeguarding Policy and must be familiar with this document and other relevant college policies.
- (d) All staff and volunteers should treat children with respect and dignity. They must not demean or undermine students, their parents, carers or colleagues.
- (e) All staff and volunteers should not demonstrate behaviours that may be perceived as sarcasm, making jokes at the expense of students, embarrassing or humiliating students, discriminating against or favouring students.

- (f) All staff and volunteers must take reasonable care of students under their supervision with the aim of ensuring their safety and welfare. Staff should also complete risk assessments where appropriate in accordance with college policies e.g. college trips.

3. Relationships with Students

- (a) Relationships with students must be professional at all times, sexual relationships with students are not permitted and may lead to an abuse of trust and criminal conviction. This includes online communication via any social platform.

4. Private Meetings with Students

- (a) Staff should be aware of the dangers which may arise from private interviews with individual students. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews, preferably with another member of staff present, in a room with visual access, or with the door open.
- (b) Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use, but it is not advisable to use signs prohibiting entry to the room.
- (c) Where possible another student or (preferably) another adult should be present or nearby during the interview, and the college should take active measures to facilitate this.

5. Student/Student Development

- (a) All staff and volunteers must comply with college policies and procedures that support the well-being and development of students.
- (b) All staff and volunteers must co-operate and collaborate with colleagues and with external agencies where necessary to support the development of students.

6. Honesty and Integrity

- (a) All staff and volunteers must maintain high standards of honesty and integrity in their work. This includes the handling and claiming of money and the use of college property and facilities.
- (c) Gifts from suppliers or associates of the college must be declared to the Principal with the exception of “one off” token gifts from students or parents. Personal gifts from individual members of staff or volunteers to students are inappropriate and could be misinterpreted and may lead to disciplinary action. A record will be kept of all gifts received.

7. Conduct Outside of Work

- (a) All staff and volunteers must not engage in conduct outside work which could seriously damage the reputation and standing of the college or the staff/ volunteers own reputation or the reputation of other members of the college community.
- (b) In particular, criminal offences that involve violence, possession or use of illegal drugs or sexual misconduct are to be regarded as unacceptable.

- (c) Staff may undertake work outside college, either paid or voluntary, provided that it does not conflict with the interests of the college. It should not contravene the working time regulations or affect an individual's work performance in the college. Staff should seek advice from the Principal when considering work outside the college.

8. Out of College and After-College Activities

Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-college activity. The more relaxed relationships that may promote successful activities can be misinterpreted by young people. It is important to emphasise that the standards of professional conduct and behaviour expected of staff should be no different to that which applies within college. Staff should be aware of the particular care, which should be taken with older, more mature students in these circumstances.

9. Physical Contact with Students

- (a) As a general principle, staff are advised not to make unnecessary physical contact with their students.
- (b) It is unrealistic and unnecessary, however, to suggest that staff should touch students only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
- (c) Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. (DENI Circular 1999/9, on the use of reasonable force, gives guidance on Article 4 of the Education (Northern Ireland) Order 1998 (Power of member of staff to restrain students).
- (d) Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.
- (e) Staff who have to administer first-aid to a student should ensure, wherever possible, that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.
- (f) Any physical contact which would be likely to be misinterpreted by the student, parent or other casual observer should be avoided.
- (g) Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to his/her HoD or SLT.
- (h) Staff should be particularly careful when supervising students in a residential setting, or in approved out of college activities, where more informal relationships tend to be usual and where staff may be in proximity to students in circumstances very different from the normal college/work environment.

10. Choice and Use of Teaching Materials

- (a) Staff should avoid teaching materials, the choice of which might be misinterpreted and reflect upon the motives for the choice - PD materials.
- (b) When using teaching materials of a sensitive nature, a teacher should be aware of the danger that their application, either by students or by the teacher, might after the event be criticised.

- (c) If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the Principal before using it.

11. Relationships and Attitudes

Within the Pastoral Care Policies of ICD, staff should ensure that their relationships with students are appropriate to the age, maturity and sex of the students, taking care that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when staff are dealing with adolescent boys and girls.

All staff are expected to set examples of behaviour and conduct which can be copied by students/students. Staff must avoid using inappropriate or offensive language at all times.

12. Visitors to the college

In the interests of safety and child protection all visitors to college should immediately on arrival report to reception where they will be issued with a visitor pass and lanyard which must be returned upon leaving the college. All visitors must comply with the College Visitors Policy and Procedures – Appendix 6. Failure to do so may result in the visitor's escorted departure from the college. Any visitor without a pass and lanyard should be escorted by a member of ICD staff to reception.

13. Personal letters

It will rarely be appropriate for staff to write personal notes, letters, phone texts, or to send e-mail, to individual students. If a teacher believes it to be necessary to write a personal note to a student, s/he should discuss the purpose and context with a senior colleague, who should refer to the Principal or Designated Teacher if they require further advice.

14. Online Safety and Internet Use

- (a) Staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the colleges' Acceptable Use and Social Media Policy for Staff and Twitter Social Media Acceptable Use Policy for Staff at all times both inside and outside of work. This advice is not intended to curtail the use of e-mail or texting where ICD has agreed the use of this medium for submission of work, advice over aspects of subjects being covered or other professional matters and have ensured that parents and carers are aware of the college's policy. However, all staff and other adults using e-mail or texting in this context need to be aware of the less formal style that can characterise this form of communication and should ensure that responses do not convey an inappropriate tone. In particular, a friendly and chatty style committed to e-mail or text can easily be misconstrued by the recipient as the 'conversation' is effectively private to just two individuals, with all that this implies.
- (b) Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the college, college community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.
- (c) Staff should exercise caution in their personal use of all social media or any other web based presence that they may have, including written content, videos or photographs, and views expressed either directly or by 'liking' certain pages or posts established by others. This may also include the use of dating websites where staff could encounter students either with their own profile or acting covertly.
- (d) Staff should keep passwords secure and ensure that no other person can gain access to their e-mail account and maliciously send messages which appear to have been written by them. Any email

communication between staff and students should be restricted to college related business. All such emails must be conducted using the C2K email accounts, even if they are sending messages while working at home as these services can be monitored, they provide a measure of protection for both parties as detailed in the Computer Access, Internet, Email and Printing Policy. If staff or students receive inappropriate e-mail or text messages from any source they should inform the Principal or a member of SLT immediately.

- (e) Staff should not use their personal/home phones to contact students. Staff can use the college mobile phone, college phone line or the text to parents facility which enables sending text messages to mobile phones or landlines. This system offers protection as it can be monitored as a delivery report is available which records what messages were sent and to whom.
- (f) The increased availability of internet 'chat rooms' and similar on-line forums also poses risks for children and staff. While they are popular among young people and offer many positive experiences, there is widespread concern about their potential abuse by paedophiles attempting to groom new victims. The Education Authorities advice is that staff should not use unregulated chat rooms for children and should be aware that it is impossible to determine the age of any participant in these environments. Managed services are available in which on-line discussions for educational purposes can be organized in a secure environment for bona fide participants. C2K can provide advice on these and other related facilities.
- (g) Photographs/stills or video footage of students should only be taken using college equipment for purposes authorised by the college. Any such use should always be transparent and only occur where parental consent has been given.

Photographs/stills or video footage of students should preferably be taken using college equipment for purposes authorised by the college. Any such use should always be transparent and only occur where parental consent has been given. Any member of staff attending an event where they wish to take pictures and post at that time using their own device should inform Mr Holmes in writing that they will be attending an event and that they will be taking such pictures/recordings. The member of staff should then delete the resultant files/recordings from the device when uploaded, posted or saved.

15. Use of college lap-top/digital/electronic equipment

The computer equipment, software and services provided are the property of Integrated College Dungannon. They are provided to staff for the duration of their period as a teacher at this college and should not be used for personal use. Use of college lap-top/digital/electronic equipment should be used in line with the Computer Access, Internet, E-Mail and Printing Policy. Staff should be aware that the security of private information and data is their responsibility. Staff are advised that simply deleting files does not permanently remove them.

16. Confidentiality

- (a) Members of staff and volunteers may have access to confidential information about students in order to undertake their every-day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a student or his family for their own, or others' advantage. Information must never be used to intimidate, humiliate, or embarrass the student.
- (b) Confidential information about students should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the student's identity does not need to be disclosed the information should be used anonymously.

- (c) There are some circumstances in which a member of staff may be expected to share information about a student, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on **without delay**, but only to those with designated child protection responsibilities.
- (d) If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from the Designated Teacher Mr Colin Holmes, Principal or Deputy Designated Teachers. Any media or legal enquiries should be passed to the Principal Mr Andrew Sleeth.
- (e) Adults need to be aware that although it is important to listen to and support students, they must not promise confidentiality or request students to do the same under any circumstances.
- (f) Additionally concerns and allegations about adults should be treated as confidential and passed to the Designated Teacher Mr Colin Holmes, or to the Principal Mr Andrew Sleeth **without delay**.

Conclusion

It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which staff interrelate with children and young people, or where opportunities for their conduct to be misconstrued might occur.

In all circumstances, staff' professional judgement will be exercised and for the vast majority of staff this Code of Conduct will serve only to confirm what has always been their practice. If staff have any doubts about points in this policy, or how they should act in particular circumstances, they should consult SLT or a representative of their professional association.

From time to time, however, it is prudent for all staff to reappraise their teaching styles, relationships with children/young people and their manner and approach to individual children/young people, to ensure that they give no grounds for doubt about their intentions, in the minds of colleagues, of children/young people or of their parents/guardians.

Safeguarding and Child Protection Team

In Integrated College Dungannon we have a primary responsibility for the care, welfare and safety of the students in our charge. In all their contact with students all staff in ICD. follow the guidelines and procedures described in the DE publication 'Safeguarding and Child Protection in Schools - A Guide for Schools' (2017/04) and ICD Child Protection Policy & Procedures.

Safeguarding Team members include:

Mr Colin Holmes (Vice-Principal) Designated Teacher for Child Protection	Mr Andrew Sleeth (Principal) Deputy Designated Teacher for Child Protection
Mrs Deirdre McCarroll (Senior Teacher) Deputy Designated Teacher for Child Protection	Ms Louise Burke (Senior Teacher) Deputy Designated Teacher for Child Protection
Eileen Donnelly Designated Governor for Child Protection	

In all cases of suspected child abuse the action that will be taken in Integrated College Dungannon is that of informing Social Services and the Education Authority CPSSS. The college will not be involved in investigating the suspected abuse.

Appendix 9

Integrated College Dungannon College Visitors Policy and Procedures

Policy Statement

The Board of Governors assures all visitors a warm, friendly and professional welcome to Integrated College Dungannon, whatever the purpose of their visit.

The College has a legal duty of care for the health, safety, security and wellbeing of all students and staff. This duty of care incorporates the duty to “safeguard” all students from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Board of Governors and senior staff to ensure that this duty is not compromised at any time.

In performing this duty, the Board of Governors recognises that there can be no complacency where child protection and safeguarding procedures are concerned. The College therefore requires that **ALL VISITORS** (without exception) comply with the following policy and procedures. Failure so to do may result in the visitor’s escorted departure from the college site.

Policy Responsibility

Mr Colin Holmes, is the member of staff responsible for implementation, coordination and review of this policy. Mr C Holmes will also be responsible for liaising with the reception staff to ensure compliance. All breaches of this procedure must be reported to Mr Holmes, Designated Teacher for Child Protection.

The College Administrator C Bradley and Office Manager M Herron are to ensure compliance by all contract and maintenance personnel and are to advise Mr C Holmes accordingly.

Aim

To safeguard all children under this college’s responsibility both during college hours’ curriculum and out of college hours activities which are arranged by the college.

Objectives

To have in place a clear protocol and procedure for the admittance of external visitors to the college which is understood by all staff, governors, visitors and parents and conforms to child protection and safeguarding guidelines.

Where and to whom the policy applies

The college is deemed to have control and responsibility for its students anywhere on the college site (i.e. within the college boundary fence), during normal college hours, during after college activities and on college organised (and supervised) off-site activities. The policy applies to:

- All staff employed by the college;
- All external visitors entering the college site during the college day or for after college activities (including music tutors, peripatetic tutors, sports coaches, and topic related visitors e.g. authors, journalists);
- All governors of the college;
- All parents and volunteers;
- All students;
- Other Education related personnel (Advisors, Inspectors etc);
- Building & Maintenance and all other Independent contractors visiting the college premises;
- Independent contractors who may transport students on minibuses or in taxis;

Protocol and Procedures

Visitors to the College

All visitors to the college may be asked to bring formal identification with them at the time of their visit (unless they are named on the approved visitors/contractors list as set out below). They must follow the procedure below.

- Once on site, all visitors must **report to reception first**. **No visitor** is permitted to enter the college via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting and car registration.
- All visitors will be required to wear an identification badge on a lanyard– the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact **OR** their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List
- Visitors should not have any unauthorised contact with students and access to students restricted to the purpose of their visit.
- If delivering goods or carrying out building/maintenance or repair tasks, their work should be cordoned off from students for health and safety reasons.

Approved Visitor List

The College will hold an approved visitor list for visitors who frequently visit the college site to undertake work within the college (including contractors and supply staff).

To qualify for this list, the visitor must have demonstrated, prior to the visit that:

- a) They have a current clear Enhanced Access NI Check

Visitors on the Approved List **MUST** follow the same procedures on entry to the premises (i.e. come to reception and sign in the visitors' book). A copy of the approved visitor list will be kept behind reception at all times.

Visitors' Departure from College

On departing the college, visitors **MUST** leave via reception and:

- Enter their departure time in the Visitors Record Book alongside their arrival entry
- Return the identification badge to reception
- A member of staff should escort the visitor to the reception.

Unknown/Uninvited Visitors to the College

Any visitor to the college site who is **not wearing** an identity badge should be challenged politely to enquire who they are and their business on the college site.

They should then be escorted to reception to sign the visitors book and be issued with an identity badge.

The procedures under “Visitors to the College” above will then apply. In the event that the visitor refuses to comply, they should be asked to leave the site immediately and a member of the SLT informed.

The SLT member will consider the situation and decide if it is necessary to inform the police. If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the college grounds, police assistance will be called for.

Staff Development

As part of their induction, new staff will be made conversant with this policy for External Visitors and asked to ensure compliance with its procedures at all times.

Linked policies

This policy and procedures should be read in conjunction with other related college policies, including:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Fire Policy

Policy Review

The policy will be monitored and reviewed annually or in light of any further guidance and legislation as necessary.

Signed _____ Date _____
Principal

Signed _____ Date _____
Visitor/Contractor

Contact Addresses and Telephone Numbers

Child Protection Support Service for Schools (CPSSS)

Tullygally P.S.
21 Meadowbrook Road
Lurgan
BT65 5AA

Tel: 028 38341975

Designated Officers for Child Protection:

Jennifer Mc Cann	jennifer.mccann@eani.org
Cathy Mc Cann	cathy.mccann@eani.org
Kathryn Anderson	kathryn.anderson@eani.org
Paula McCreesh	paula.mccreesh@eani.org

Tel: 028 38341975

Duty Social Worker Gateway Team (Health & Social Care Trusts)

Gateway Teams Contact Number

Belfast 028 9050 7000

Northern 0300 1234 333

South Eastern 0300 1000 300

Southern 028 3741 5285

Western 028 8283 5156

Out of Hours for All Areas 028 9504 9999

PSNI

The **Central Referral Unit (CRU)** based in Antrim Road PSNI Station is part of the **Public Protection Unit** and is the central referral point for child sexual and physical abuse allegations.

The office is open Monday to Friday 8am to 9pm and weekends and public holidays 9.00am to 5.00pm.

Telephone: 028 9025 9299

Gateway Service – (Referrals)

Tel: 028 37415285

0800 783 7745

Senior Social Workers - Dungannon

Family Intervention Team

E Floor

South Tyrone Hospital

Dungannon

BT71 4AU

Tel: 028 87 723101

Senior Social Worker – Cookstown

Family Intervention Team

Unit T2

Enterprise Centre

Derryloran Industrial Estate

Sandholes Road

Cookstown

BT80 9LU

Tel: 028 867 58877

The Regional Emergency Social Work Service (Out of Hours)

028 95049999 5.00pm - 9.00am

NI Childline

Tel: 0870 336 2945

NSPCC Child Protection Helpline

24 hours Call Free

Tel: 0800 800 555

Appendix 10 - ICD Register of Access

Access	Name	Role
SIMS System Manager (Access to entire SIMS system)	William McCreedy	IT Network Administrator
C2k Manager	William McCreedy	IT Network Administrator
SIMS Exams Officer (Post Primary Only)	Shona Holmes	Exams Officer
SIMS Attendance Manager	Maureen Herron	Office Manager
SIMS Personnel Officer	Celine Bradley	College Administrator
SIMS SEN Coordinator	Maureen Herron	Office Manager
SIMS School Administrator	Celine Bradley	College Administrator
SIMS Pastoral Manager	Colin Holmes	Vice-Principal
SIMS Assessment Manager	Elizabeth Seale	Assessment Manager
FMS	Rose Ingram Roberta Rolston	College Bursar Finance Assistant
Private Folder 1	William McCreedy, Caroline Gilligan, Ita Darragh, Maureen Herron, Rose Ingram, Celine Bradley, Elizabeth Costelloe, Abi Montgomery	IT Network Administrator, Librarian, PA to Principal, Office Manager, College Bursar, College Administrator, Receptionist, Receptionist
Private Folder 2	Andrew Sleeth, Ita Darragh, Rose Ingram, Celine Bradley	Principal, PA to Principal, College Bursar, College Administrator
Private Folder 3	Louise Burke, Colin Holmes, Andrew Sleeth, Deirdre McCarroll, Ita Darragh, Deirdre McShane, Robin Regan	SLT, Vice-Principal, Principal, SLT, PA to Principal, SLT, SLT
Private Folder 4	Andrew Sleeth, Roberta Rolston, Rose Ingram, Celine Bradley	Principal, Finance Assistant, College Bursar, College Administrator
Private Folder 5	Andrew Sleeth, Ita Darragh, Deirdre McShane, Shona Holmes	Principal, PA to Principal, SLT, Exams Officer
Private Folder 6	Andrew Sleeth, Caroline Gilligan	Principal, Librarian
Private Folder 7	Andrew Sleeth, Colin Holmes, Maureen Herron	Principal, Vice-Principal, Office Manager
Private Folder 8		
Private Folder 9		
Private Folder 10		
Delegated Filtering Access (If school have opted in)	N/A	
Securus (If school have opted in)	Colin Holmes William McCreedy	Vice-Principal IT Network Administrator
Staff Access to Pupil Folders (EN118)	William McCreedy Warren Taylor Joanne Greer	IT Network Administrator Head of ICT Teacher
File & Folder Permission Tool (EN135)	William McCreedy	IT Network Administrator
Text Messaging	Maureen Herron	Office Manager

Agreed by:

_____ (Name & Role)

_____ (Name & Role)

_____ (Name & Role)

Date: ___/___/___

ICT Acceptable Use Policy - Student Agreement

The college has installed computers and Internet access to help our learning. College owned devices are the only machines from which the internet may be accessed. The computer equipment, software and services provided are the property of Integrated College Dungannon. Adherence to this agreement will keep everyone safe and help us be fair to others. This policy should be signed by any student who shall be accessing the college computer network. Students with Special Educational Needs, who may benefit from using an electronic device for educational purposes, may be supplied with a device from the SEN department. Alternatively, an arrangement may be agreed with the student and home that they may bring their own device to college.

Adherence to the ICT Acceptable Use Policy will keep everyone safe and help us be fair to others.

- I will access only my own files on the systems with my own user name and password, which I will keep secure. I will not access, copy, remove or otherwise alter any other user's files, without their express permission. Passwords must be changed every 120 days.
- I will ask permission from a member of staff before using the Internet.
- I will access only Internet sites which will not offend anyone in the college community and will not use the system to harass, insult or attack others.
- I will report any inappropriate material or messages sent to me, either to the Principal or a member of SLT.
- Cyber-bullying by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures which are outlined in our Safeguarding and Anti-Bullying Policies.
- I will not give any personal details, such as my home address or telephone number, to anyone over the Internet, nor arrange to meet someone who has made contact over the Internet.
- Access to the Internet provided to students is through a filtered C2k service. I understand that the college may check my computer files and any e-mail that I send or receive and monitor the Internet sites I visit. All email messages that are held by the filtering policy are accessible by the Principal.
- The college has the right to access user's data held in C2K's cloud services: for example, Office 365 and GSuite.
- I accept that any use for personal financial gain, gambling, political purpose or advertising is forbidden.
- I will respect the copyright of materials which I might access on the college's system or the Internet.
- I accept that access to Facebook, Twitter, Dating Sites and other such unregulated online forums, via any means, is strictly forbidden.
- I will print only college related work, and I must ask the teacher in charge for permission to print.
- I will only use the email address supplied by the college for the purposes intended and the Internet for work which relates directly to college work.
- When using a tablet or any other IT mobile device in college, I will adhere to the college 'Online Safety' rules and the college 'ICT Acceptable Use Policy – Student Agreement'.
- Malicious Use / Vandalism – Any attempt to destroy hardware or software will be subject to disciplinary action.
- Students may not take photographs / videos unless instructed by a member of staff, for example during group work.
- Posting of images/movies on the internet into a public forum is strictly forbidden, without the express permission of a member of staff.
- Where a student has been granted permission to take a college mobile device away from the school, then they must have signed a 'Loan Agreement for Students: Mobile Devices' and an 'ICT Acceptable Use Policy – Student Agreement'. These are available from the College Administrator.

I understand that the college may take appropriate action should I not observe the points above, e.g.

1. A ban, temporary or permanent, on the use of the Internet facilities at college.
2. A letter informing your parents of the nature and breach of rules.
3. Any sanction available to the college will be imposed as necessary.
4. Informing PSNI or other external agency as necessary.

Student Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout ICD.

Full Name (Printed): Form Class:

Signature: Date:

Parent/Carer Signature

I support the college's approach to online safety and acceptable use of ICT.

Signature:

Date:

ICT Acceptable Use Policy - Staff Agreement

The college has installed computers and Internet access to help our learning. The computer equipment, software and services provided are the property of Integrated College Dungannon Adherence to this Policy will keep everyone safe and help us be fair to others. This policy should be signed by any member of staff who shall be accessing the college computer network.

- Logon to the college c2k network is only possible with a valid c2k username and password, and disclosure of individual c2k username and password represents a security breach. Passwords must be changed every 120 days.
- I will access only Internet sites which will not offend anyone in the college community and will not use the system to harass, insult or attack others.
- Staff should be aware that the security of private information and data is their responsibility. Staff are advised that simply deleting files does not permanently remove them.
- I will report any inappropriate material or messages sent to me, either to the Principal or a member of SLT.
- Access to the Internet is provided through a filtered C2k service. I understand that the college may check my computer files and any e-mail that I send or receive and monitor the Internet sites I visit.
- The college has the right to access user's data held in C2K's cloud services: Office 365 and GSuite.
- I accept that any use for personal financial gain, gambling, political purpose or advertising is forbidden.
- I will print only college related work
- I will respect the copyright of materials which I might access on the college's system or the Internet.
- I accept that access to Facebook, Twitter, Dating Sites and other such unregulated online forums, via any means, is strictly forbidden.
- Staff and volunteers must not engage in inappropriate use of social network sites which may bring themselves, the college, college community or employer into disrepute. Staff and volunteers should ensure that they adopt suitably high security settings on any personal profiles they may have.
- I will only use the email address supplied by the college for the purposes intended. If an inappropriate email is received from any source, then the Principal or a member of SLT should be informed immediately. I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- The facility to install software should only be used to load resources which are licenced and which are appropriate for school needs. In particular, laptop users may not install alternative versions of Internet Explorer, any other Internet browsers, Windows updates or any hacking tools and should not switch off Windows firewall.
- When working on college related documents off-site, I shall do so via the C2k cloud 'My Files', or alternatively via an 'encrypted' memory stick. This is for data protection purposes.
- When using a tablet or any other IT mobile device in college, I will adhere to the college 'Online Safety section within the Safeguarding Policy.
- SIMS Teacher App is only to be used on devices (C2k and non C2k) that are dedicated for use by individual teachers. In no circumstances should SIMS Teacher App be used on shared devices.
- If a member of staff wishes to take a designated away from the school, then they must have signed an 'ICT Acceptable Use Policy – Staff agreement.' and 'Acceptable Use Policy for C2K Managed Portable Devices' These are available from the College Administrator.
- Photographs/stills or video footage of students should preferably be taken using college equipment. Any member of staff attending an event where they wish to take pictures using their own device should inform to Mr Holmes in writing that they will be attending an event and that they will be taking such pictures / recordings. The member of staff should then delete the files from the device when uploaded, posted or saved.
- Staff should not use their personal/home phones to contact students. Staff can use the college mobile phone, college phone line or the Text to Parents facility which enables sending text messages to mobile phones or landlines. This system offers protection as it can be monitored as a delivery report is available which records what messages were sent and to whom.

I understand that the college may take appropriate action should I not observe the points above, e.g.

- a. Any sanction available to the college will be imposed as necessary.
- b. Informing PSNI or other external agency as necessary.

Staff Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout ICD.

Full Name (Printed):

Signature:

Date:

ICT Acceptable Use Policy - Visitor Agreement

The college has installed computers and Internet access to help our learning. The computer equipment, software and services provided are the property of Integrated College Dungannon. Adherence to this Policy will keep everyone safe and help us be fair to others. This policy should be signed by any visitor who shall be accessing the college computer network.

- Logon to the college c2k network is only possible with a valid c2k username and password, and disclosure of individual c2k username and password represents a security breach.
- I will access only Internet sites which will not offend anyone in the college community and will not use the system to harass, insult or attack others.
- I will report any inappropriate material or messages sent to me via the college network, either to the Principal or a member of SLT.
- Access to the Internet is provided through a filtered C2k service. I understand that the college may check my computer files and any e-mail that I send or receive and monitor the Internet sites I visit.
- The college has the right to access user's data held in C2K's cloud services: Office 365 and GSuite.
- I will print only college related work
- I will respect the copyright of materials which I might access on the college's system or the Internet.
- I accept that access to Facebook, Twitter, Adult Dating sites and other such unregulated online forums, via any means, is strictly forbidden.
- I will only use the email address supplied by the college for the purposes intended. If an inappropriate email is received from any source, then the Principal or a member of SLT should be informed immediately.
- When using any mobile device in college, I will adhere to the college 'ICT Acceptable Use Policy – Visitor Agreement'.

I understand that the college may take appropriate action should I not observe the points above, e.g.

- a. Any sanction available to the college will be imposed as necessary.
- b. Informing PSNI or other external agency as necessary.

Visitor Signature

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout ICD.

Full Name (Printed):

Signature:

Date:

IT Mobile Device Acceptable Use Policy – Student Agreement

The policies, procedures and information within this document apply to all IT mobile devices used in college. Teachers and support staff may also set additional requirements for use within the classroom. The college ICT Acceptable Use policy is also applicable to mobile IT device usage.

Users' Responsibilities

- Students / staff bringing in their own personal mobile device, do so at their own risk. The college is not responsible for any damage to a user's device.
- If a student / staff member wishes to connect their own device to the college network, the college IT Technician must have access to the device in order to configure settings for connection to the C2k network. The college is in no way responsible for any detrimental effect that connection may have on device performance.
- It is not permissible for Student / staff personal devices to be connected to the college network whilst in college, unless official permission has been granted by the Principal or a member of SLT.
- SIMS Teacher App is only to be used on devices (C2k and non C2k) that are dedicated for use by individual teachers. In no circumstances should SIMS Teacher App be used on shared devices.
- Users must use protective covers/cases for their mobile device.
- A mobile device screen is made of glass and therefore is subject to cracking and breaking if misused: neither drop nor place heavy objects (books etc.) on top of a mobile device.
- Only a soft cloth or approved screen cleaning solution is to be used to clean mobile device screens
- Do not subject the device to extreme heat or cold.
- Do not store or leave mobile devices unattended in vehicles.
- Users may not use the mobile device camera or microphone unless instructed by a member of staff, for example during group work.
- The device is subject to routine monitoring by Integrated College Dungannon
- Integrated College Dungannon reserves the right to confiscate and search an IT device to ensure compliance with their Acceptable Use Policies. Student mobile devices must be surrendered immediately upon request by any member of staff.
- Integrated College Dungannon is not responsible for the financial or other loss of any personal files that may be deleted from any IT mobile device.
- In the event of any disciplinary action, the completion of all class work held on a mobile device remains the responsibility of the student.
- Students are not allowed to install apps, software and music on a mobile device whilst in college. This is the *responsibility of the ICT Technician and/or teacher in charge.*
- Users in breach of either the ICT Acceptable Use Policy or Online Safety Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Safeguarding and Maintaining as an Academic Tool

- Mobile device batteries are required to be charged, ready for use in school.
- Items deleted from a mobile device cannot be recovered.
- The whereabouts of the mobile device should be known at all times.
- If a mobile device is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen IT Mobile Devices

- If the mobile device is lost, stolen, or damaged, the Head of ICT and the College Administrator must be notified immediately.
- iPads that are believed to be stolen **can** be tracked through iCloud.

Student Signature

I agree to follow this code of conduct and to support the safe and secure use of mobile devices throughout ICD.

Full Name (Printed):

Form Class:

Signature:

Date:

Parent/Carer Signature

I support the college's approach to IT Mobile Device Acceptable Use Policy.

Signature:

Date:

IT Mobile Device Acceptable Use Policy – Staff and Visitor Agreement

The policies, procedures and information within this document apply to all IT mobile devices used in college. Teachers and support staff may also set additional requirements for use within the classroom. The college ICT Acceptable Use policy is also applicable to mobile IT device usage.

Users' Responsibilities

- Students / staff bringing in their own personal mobile device, do so at their own risk. The college is not responsible for any damage to a user's device.
- If a student / staff member wishes to connect their own device to the college network, the college IT Technician must have access to the device in order to configure settings for connection to the C2k network. The college is in no way responsible for any detrimental effect that connection may have on device performance.
- It is not permissible for Student / staff personal devices to be connected to the college network whilst in college, unless official permission has been granted by the Principal or a member of SLT.
- SIMS Teacher App is only to be used on devices (C2k and non C2k) that are dedicated for use by individual teachers. In no circumstances should SIMS Teacher App be used on shared devices.
- Users must use protective covers/cases for their mobile device.
- A mobile device screen is made of glass and therefore is subject to cracking and breaking if misused: neither drop nor place heavy objects (books etc.) on top of a mobile device.
- Only a soft cloth or approved screen cleaning solution is to be used to clean mobile device screens
- Do not subject the device to extreme heat or cold.
- Do not store or leave mobile devices unattended in vehicles.
- Users may not use the mobile device camera or microphone unless instructed by a member of staff, for example during group work.
- The device is subject to routine monitoring by Integrated College Dungannon
- Integrated College Dungannon reserves the right to confiscate and search an IT device to ensure compliance with their Acceptable Use Policies. Student mobile devices must be surrendered immediately upon request by any member of staff.
- Integrated College Dungannon is not responsible for the financial or other loss of any personal files that may be deleted from any IT mobile device.
- In the event of any disciplinary action, the completion of all class work held on a mobile device remains the responsibility of the student.
- Students are not allowed to install apps, software and music on a mobile device whilst in college. This is the *responsibility of the ICT Technician and/or teacher in charge.*
- Users in breach of either the ICT Acceptable Use Policy or Online Safety Policy may be subject to but not limited to; disciplinary action, confiscation, removal of content or referral to external agencies in the event of illegal activity.

Safeguarding and Maintaining as an Academic Tool

- Mobile device batteries are required to be charged, ready for use in school.
- Items deleted from a mobile device cannot be recovered.
- The whereabouts of the mobile device should be known at all times.
- If a mobile device is found unattended, it should be given to the nearest member of staff.

Lost, Damaged or Stolen IT Mobile Devices

- If the mobile device is lost, stolen, or damaged, the Head of ICT and the College Administrator must be notified immediately.
- iPads that are believed to be stolen **can** be tracked through iCloud.

I have read, understand and agree to abide by the terms of the IT Mobile Device Acceptable Use Policy.

Please tick the appropriate box, before signing:

Staff	<input type="checkbox"/>
Visitor	<input type="checkbox"/>

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout ICD.

Full Name (Printed):

Form Class:

Signature:

Date:

Loan Agreement for Students:
Mobile Devices

The student named below has been loaned an item of computer equipment by the College.

This Agreement should be signed by the student and his/her parent or guardian. Please read the following points and sign your agreement to them.

- A. This equipment belongs to the College, and therefore it must be returned when requested or when the student leaves the college.
- B. A refundable deposit of £100 must be paid to the College before equipment is loaned out.
- C. The equipment should be kept in good condition and every effort should be made to avoid loss or damage. Any loss or damage must be reported to the Principal immediately.
- D. The equipment should only be used by the named student.

Name of Student: _____

Agreement:

I have borrowed from Integrated College Dungannon the following item:

.....

Serial No
.....

I hereby sign my agreement to points A, B, C and D above.

_____ (Student)

_____ (Parent/Guardian)

Date: _____

For office use only:

Deposit received on (date) Signed

Equipment returned on (date) Signed

Acceptable Use Policy for C2k Managed Portable Devices

School Name:		DE Number:	
Device Serial Number:			
Conventional Laptop (HP ProBook 450)		Convertible laptop (HP Pro x2 612)	

This policy should be signed by any member of staff who will take a devices away from the school.

I understand that I am the *nominated member of staff* for this device, and I agree that:

(Please tick each box)

Ownership of this device rests with C2k, and that I may retain it for school use while in the employment of this school.	
Use of device, in and outside school, is subject to the school's AUP.	
Logon to the device is only possible with a valid C2k Username and password, and that disclosure of individual C2k Username and password represents a security breach.	
The facility to install software should only be used to load resources which are licensed and which are appropriate for school needs. In particular, device users may not install Windows updates or any hacking tools and should not switch off Windows firewall.	
The device is insured by C2k only while inside school for thefts or malfunction and not for accidental damage. If the device is removed from school, alternative insurance cover must be provided (or replacement liability accepted) both for car and other location.	
Antivirus software is provided and automatically updated in school or when connected to the Internet. This protection must be kept up to date if the device has not been connected to the school network or the Internet for more than two weeks.	
The device may be used outside school for Internet use with any Internet Services Provider (ISP). <i>It is the responsibility of device users to ensure that confidential information is not saved to the portable device.</i>	
The device should not be given or lent or used by anyone other than the nominated member of staff when outside school.	
If the device is lost or stolen, the school should be notified immediately, or during school holidays, the C2k Helpdesk (0870 6011 666).	
The device must be returned to school if the nominated member of staff ceases employment with the school.	

Signature:

Date:

Dear Parent,

Re : Mobile Phones/Recording Devices/Personal Electronic Equipment

Mobile phones are now a feature of modern society and most of our students own one.

However the increasing sophistication of mobile technology presents a number of issues for schools:

- The high value of many phones;
- The integration of cameras into phones leading to potential child protection and data protection issues;
- The potential to use the phone e.g. for texting whilst on silent mode;
- Mobiles can be used inappropriately, potentially leading to bullying.

It is the policy of our College that all mobile phones should be switched off and kept out of sight for the duration of the College Day.

It is not realistic to prohibit mobile phones from being brought to the College by students, nor is it logistically possible for us to collect phones each morning and return them in the afternoon.

I would however ask for your support in ensuring expensive mobile phones or indeed any expensive personal items are not brought into college. I also strongly recommend that mobile phones/recording devices/personal electronic equipment are not brought into college at all on the day when your son or daughter is sitting an examination.

The Board of Governors have reviewed the attached ICT Acceptable Use Policy and IT Mobile Device Acceptable Use Policy on 6 February 2019. These two documents need to be signed by all students and returned to the College. I also encourage you to read the entire Safeguarding and Child Protection Policy, which we have placed on our website.

The College accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones/recording devices/personal electronic equipment and used in accordance with College policy.

I would draw to your attention that it is the responsibility of parents and students to ensure mobile phones / recording devices / personal electronic equipment are properly insured.

Thank you for taking the time to read this letter and I look forward to your co-operation in the operation of the Policy.

Yours sincerely,

Mr Andrew Sleeth
Principal