

**INTEGRATED
COLLEGE
DUNGANNON**

**CHILD PROTECTION
POLICY**

Designated Teacher: Claire Venon

Revised: December 2006

INTEGRATED COLLEGE DUNGANNON
Child Protection Policy
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INTRODUCTION

The following three statements are taken from the 'Pastoral Care in Schools Child Protection' document, published by the Department of Education Northern Ireland (1999).

Children have 'the right to be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation including sexual abuse by those looking after them.' (Article 19)

'A child who is capable of forming his/her own views should be assured the right to express those views freely in all matters affecting the child' these views being given due weight in accordance with the age and maturity of the child. (Article 12)

'When organisations make decisions which affect children, the best interests of the child must be a primary consideration.' (Article 3)

Other documents referred to for advice include the Area Child Protection Committees' Regional Policy and Procedures.

OBJECTIVES

At Integrated College Dungannon, we acknowledge the right of each child to grow, learn and develop in a safe, supportive and caring environment where each child can achieve his/her full potential. Our College is founded on the principles of mutual respect and tolerance. We believe in a child's right to be heard, listened to and taken seriously. We recognise that we have a pastoral responsibility towards the children and young people in our charge and that we should take all reasonable steps to ensure that their safety is preserved.

The vision and ethos of our college is integrally child-centred. In this way, in all matters relating to child protection, the best interests of the students is our paramount consideration.

PURPOSE

The purpose of this Child Protection Policy is to protect our students by ensuring that all teaching, non-teaching staff and volunteers have clear guidance as to what action is to be taken, should they suspect child abuse.

CATEGORIES OF ABUSE

We, at the college, recognise the following types of child abuse.

- Neglect

The failure to protect a child from exposure to danger of any kind (including cold or starvation) or continued failure to carry out important aspects of child care, resulting in the significant impairment of the child's health or development.

- Physical Abuse

Actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child.

- Sexual Abuse

Actual or likely sexual exploitation of a child, including involvement in sexual activities which they do not fully understand.

- Emotional Abuse

Actual or likely persistent or significant emotional ill-treatment or rejection resulting in severe, adverse effects on the emotional, physical and/or behavioural development of a child.

STAFF DUTIES

All teachers and other members of the college recognise that to make a report of suspected child abuse is to be acting within the terms of his/her employment and in good faith and moral duty.

The College's employing authority i.e. the Board of Governors will give full support to staff in this incidence, both legally and financially. They will also be protected under the Public Interest Disclosure (Northern Ireland) Order 1998.

CONFIDENTIALITY

Staff have a professional and often legal responsibility to share relevant information about the protection of children with the designated teacher, Principal and investigative agencies.

Before a child makes a disclosure a professional must sensitively make the child aware that they can never promise confidentiality.

We at the college appreciate the need of children to have someone to talk to. As a result, posters are distributed throughout the college to alert students to the help available to them. (see Appendix 1)

If we at the college discover that any of our students (under 17 years) are engaged in sexual activity it is our responsibility to pass this information on to Social Services.

IDENTIFYING SIGNS OF ABUSE

Some symptoms in children may be as a result of such causes as bereavement, family break up, drug, alcohol or solvent misuse, but the following may be noticeable in cases of child abuse.

- Bruises (especially of a regular shape on odd body locations), lacerations, bite marks, burns.
- Inadequate clothing, poor growth, hunger or apparently deficient malnutrition.
- Excessive dependence or attention-seeking.
- Sexual precocity, withdrawal from company or inappropriate sexual behaviour.
- Any combination of the above or solely a marked deterioration in performance and/or increased absenteeism.

(This list is not exhaustive)

All staff should report any of the above to the designated teacher as soon as possible after witnessing them.

TALKING TO CHILDREN

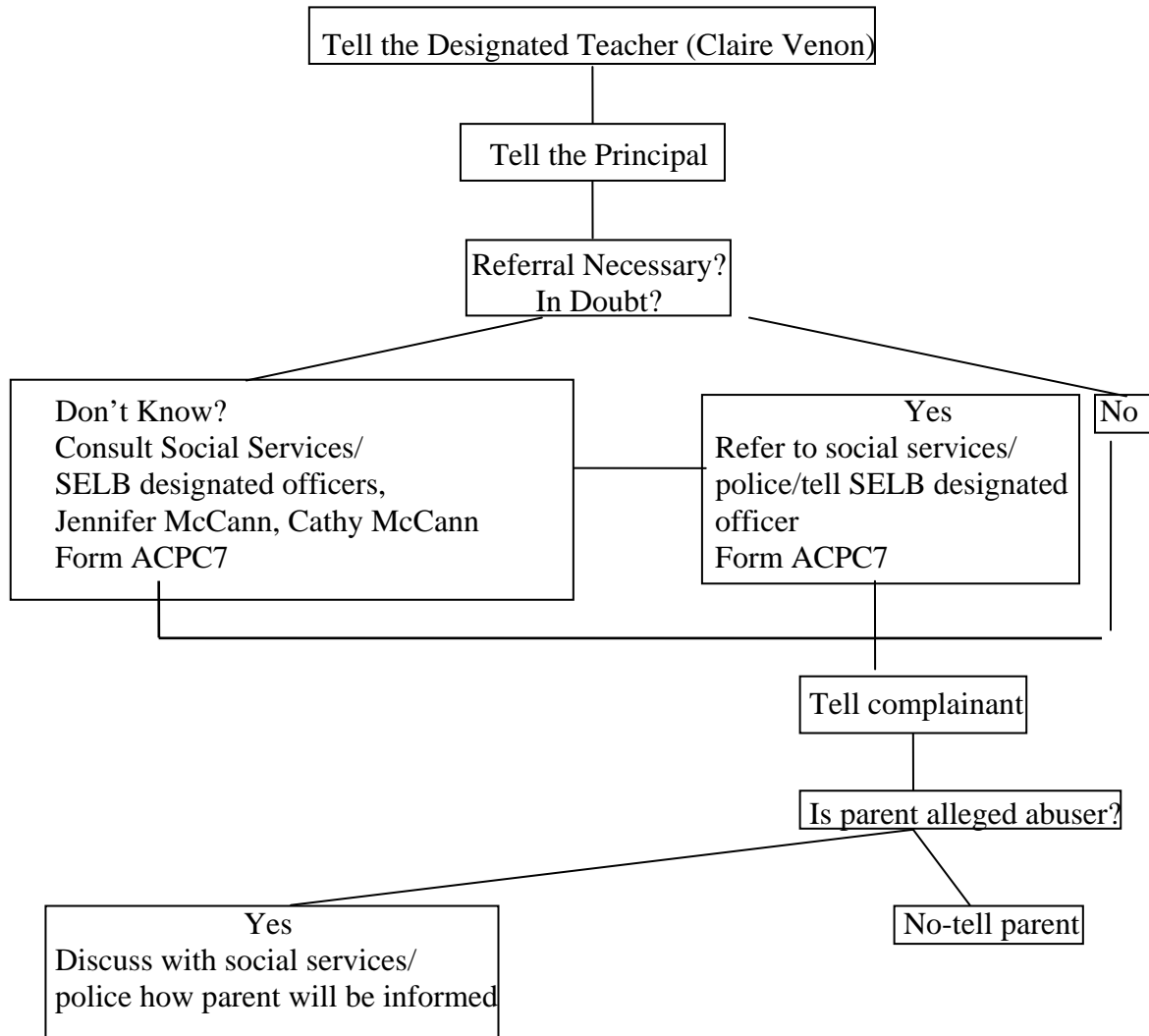
Staff should be aware that care must be taken when asking questions to a child or interpreting his/her responses. Leading questions should not be used, nor should the child be encouraged to change his/her version of events in any way.

Staff are advised to note the date, time, place of any discussions which have taken place, including those who were present and what was said, preferably quoting words actually used. Each teacher has a college standard form for reporting issues relating to Child Protection (see Appendix 6).

If a member of staff has reason to have concerns over a student, they should inform the Designated Teacher, Mrs Claire Venon, as soon as possible or in her absence the Deputy Designated Teacher i.e. the Principal.

The Designated Teacher should notify the Principal (Deputy Designated Teacher) of any concerns and together, they will decide whether or not to contact external agencies.

PROCEDURE FOR DEALING WITH CONCERNS



Please Note: Where an allegation is made against a member of staff, the procedure followed will be as that on page 30 of DENI document Pastoral Care in Schools (1999): Child Protection.

RECORD KEEPING

The college maintains a record of Child Abuse Complaints. This includes;

- the date and brief details of complaint
- by whom and against whom it is made
- if the complaint was formally referred, to whom it was referred and the date of referral.
- if complaint was dealt with under the college's disciplinary procedures, a brief note of the outcome.

- This record of Child Abuse Complaints is made available to the Board of Governors at each meeting.

NB: Once a student leaves our college, all paperwork from Social Services or other external agencies should be destroyed. All college documents on the students should be kept until he or she is 35 years old.

CHILD PROTECTION REGISTER

If any student placed on the Child Protection Register is absent for more than a few days, or shows signs of physical or mental deterioration, the Education Welfare Officer or the Social Services Care Co-ordinator should be notified. The names of these children are on a list kept by office staff for attendance monitoring.

EXITING POLICY

An exiting policy exists for each student at the college who has the tendency to walk "off site" without permission. These policies are distributed to all interested parties and give staff guidance as to what should be done and who is to be contacted, in a bid to keep the students safe.

BULLYING

The College's Anti-Bullying Policy outlines guidelines and procedures for dealing with bullying. Bullying at the college is not tolerated.

All members of staff should be wary of using sarcasm, verbal bullying, or persistent, negative comments with the students in their care and guard against it.

USE OF PHYSICAL RESTRAINT

All staff at the college should be aware of the guidelines on the use of physical restraint regarding students. (see Appendix 2) (also see college Discipline Policy)

RECRUITMENT OF STAFF/VOLUNTEERS

(see also Staff Recruitment/Selection Policy)

All staff at the college, whether on a paid or voluntary basis, are subject to a pre-employment check through the Criminal Records Office. A Criminal background check will also take place in accordance with DENI Circular 2006/06 Pg.5.

Staff must register all personal details with the college (see DENI doc. Pg92).

Volunteers should register at the college at the start of each visit, wearing a badge which has been named and dated by office staff.

A code of conduct for volunteer helpers in contact with students is available (see Appendix 3)

See also ICD Staff Appointments Procedure for further details.

TEACHER TRAINING

Both the Principal and the Designated Teacher at the college have received training on Child Protection. They are responsible for making all staff aware of the college's Child Protection Procedures. Student Teachers, Beginning Teachers and teachers new to the college are trained on Child Protection issues as part of their induction programme.

INTERNET SAFETY

N.B. If a member of staff suspects that a student has entered a pornographic website, he/she must not download or print anything from it, either as a precaution or as proof of a student misdemeanour. To do so is a violation of the law.

PARENTAL LINKS/COMPLAINTS PROCEDURE

The college believes in maintaining healthy home/college links, giving parents as much opportunity as possible to become involved with college activities and witness their child's progression.

If a case of suspected abuse is referred to the investigative agencies, the school should continue to inform parents of the educational progress of the child.

The college prospectus outlines arrangements whereby parents can make known to staff any concerns they have about the safety of their or another child.
(see Appendix 4)

In August annually, all new parents are sent the college's leaflet "CHILD PROTECTION: A Parent's Guide" which gives information, advice and details how a concern may be related to the college.

In September annually, new parents are contacted via letter, requesting permission to use their child's photos in college publications and/or to promote the college.

EMPLOYMENT OF CHILDREN

Laws to protect children in employment are shown in Appendix 5.

RELEASING INFORMATION

It is not obligatory to release child protection information to anyone claiming they are entitled to it under the "Freedom of Information Act" or the "Data Protection Act".

POLICY REVIEW

This policy should be revised every two years on consultation with Staff, Parent Council, Student Council and S.E.L.B.

Appendix 1

STUDENTS !!!

**Are you worried?
Afraid?
Unhappy?
Is something happening to you or someone you know?**

DO YOU NEED HELP OR SOMEONE TO TALK TO?

**Staff are here to help and listen to you.
You can speak to your Form Tutor, Year Head, Vice
Principal, Principal, College Counsellor, or any other
member of staff you feel you can talk to.**

**Don't keep a worry inside - we will understand.
Your problem will be taken seriously.**

Or you can ring any of the helplines below:

Breakthru Project (Drugs)	8775 3228
Parents' Advice Centre	8775 2900
Childline UK	0800 11 11
NSPCC Child Protection Helpline	0800 800 500
Child Care (NI)	9065 2713
Youthnet	9033 1880
Kidscape	0171 7303300
Contact Youth Counselling Services 'Youthline'	9045 6654
Children's Law Centre (Young Persons Advice Line)	0808 8085678
Save the Children	9043 1123

REMEMBER –
THE “BANISH THE BULLY” BOX, COUNSELLOR’S BOX AND
STUDENT COUNCIL BOX ARE AVAILABLE FOR YOUR USE
IN THE FRONT FOYER AND THEY ARE CONFIDENTIAL

Appendix 2

INTEGRATED COLLEGE DUNGANNON

Code of Conduct for Staff and Volunteer Helpers in Contact with Students

and

Guidelines on the Use of Physical Restraint

Staff and volunteer helpers should be aware of the need to behave responsibly when in contact with children. In particular they must be aware of the danger of any form of physical contact with children of either sex which may be subject to misinterpretation by the children or other adults, including parents. Any form of sexual exploitation of children is a serious disciplinary matter and a criminal offence. Simply touching a child can be construed as an assault.

Any complaints will be dealt with in accordance with the college's Disciplinary Procedure, and where required will be reported to Social Services and the Police.

To help protect themselves from baseless accusations, staff and volunteers should have regard to the following guidelines:

- Staff should, as far as possible, avoid situations which will result in their being alone with individual children or a group of children on a regular basis.
- Volunteers should never be alone with children.
- Staff should avoid physical contact with children.
- Volunteer helpers must have no physical contact at any time, except in serious emergencies such as an accident.
- From time to time situations may arise when a distressed child needs comfort and reassurance such as a caring parent would give. In such circumstances staff should use their discretion to ensure that behaviour which is properly regarded as normal and natural does not become unnecessary and unjustified. Particular care is required when such incidents arise with the same child on more than one occasion.
- Staff who have to administer first aid should ensure wherever possible that another adult is present. This is particularly important if they are in any doubt as to the extent of the physical contact or exposure necessary, particularly in circumstances which could lead to misunderstanding or accusations.

Appendix 2

- If any member of staff is involved in any incident (inside or outside the college) which involves lifting, holding or restraining a child, he/she should report the incident, in writing, to the principal or supervisory teacher.
- Staff should guard against children forming an attachment which may lead to relationships which the child, parents or others may misconstrue.
- Staff should ensure that their relationships with children are appropriate to the age and gender of the child, taking care that their conduct does not give rise to comment or speculation.
- Attitudes, demeanour and language require care and thought so as not to be misinterpreted. Language and talk must be appropriate to the age group.
- Volunteer helpers should not discipline children. They may ask a child/children to follow a rule or behave in a particular way, but should the child/children disobey the instruction, a teacher should be called.

Appendix 3

INTEGRATED COLLEGE DUNGANNON

Code of Conduct for Volunteer Helpers in Contact with Students

We very much appreciate the assistance of volunteer helpers on college trips and events; however, we are obliged to point out the following:

Volunteer helpers should be aware of the need to behave responsibly when in contact with children. In particular they must be aware of the danger of any form of physical contact with children of either sex which may be subject to misinterpretation by the children or other adults, including parents. Any form of sexual exploitation of children is a serious disciplinary matter and a criminal offence. Simply touching a child can be construed as an assault.

Any complaints will be dealt with in accordance in accordance with college procedure, and where required will be reported to Social Services and the Police.

To help protect themselves from baseless accusations, volunteers should have regard to the following guidelines:

- Volunteer helpers should never be alone with children.
- Volunteer helpers must have no physical contact with children at any time, except in serious emergencies such as an accident.
- From time to time situations may arise when a distressed child needs comfort and reassurance. In such circumstances, volunteer helpers should report the matter to staff.
- Volunteer helpers should not administer First Aid except in extreme emergencies.
- If any volunteer helper is involved in any incident (inside or outside the college) which involves lifting, holding or restraining a child, he/she should report the incident, in writing, to the principal or supervisory teacher.
- Volunteer helpers should guard against children forming an attachment which may lead to relationships which the child, parents or others may misconstrue.
- Volunteer helpers should ensure that their relationships with children are appropriate to the age and gender of the child, taking care that their conduct does not give rise to comment or speculation.

- Attitudes, demeanour and language require care and thought so as not to be misinterpreted. Language and talk must be appropriate to the age group.
- Volunteer helpers should not discipline children. They may ask a child/children to follow a rule or behave in a particular way, but should the child/children disobey the instruction, a teacher should be called.

PROCEDURE FOR PARENTAL CONCERNS REGARDING THE CURRICULUM/CHILD PROTECTION ETC.

Our College has a high level of parental involvement in our students' education. There may, however, be occasions when parents have concerns. Most of these can be resolved at an early stage in consultation with the child's teacher or the Principal.

The following procedure should be followed:

- 1 Parent contacts Class Teacher by appointment.
- 2 Parent contacts Form Teacher by appointment.
- 3 Parent can contact the Designated Teacher for Child Protection, Mrs Claire Venon, on any issues related to Child Protection.
- 4 Parent contacts Principal to discuss the concern.
- 5 Parent refers the matter in writing to the Chairperson of the Board of Governors.
- 6 Parent requests that the matter be considered by the SELB complaints tribunal for curriculum matters.

Formal Guidelines for Complaints and their handling are detailed in the College Policy file, available of request.

Summary of Bye-Laws Relating to The Employment of Children

Permits

No child shall be employed if he is under 13 years of age.

13+ - 27 hours per week - if employed more than 5 days in any week.

Saturdays and week-days other than school days - Maximum 5 hours [one hour for meals after 3 hours continuous duty - on Saturday this is extended to 4 hours].

Sunday - Maximum 2 hours.

School days - Maximum 2 hours - only 1 hour of the 2 hours before school and this must end not later than ½ hour before school is open.

Holidays - an uninterrupted period of 2 weeks in July and August.

Clothing - if outdoors, must be suitably clad.

15 years and over - 37 hours per week if employed more than 5 days in any week.

Saturdays and week-days other than school days - Maximum 7 hours [one hour for meals after 4 hours].

Sunday - Maximum 2 hours.

School Days - Maximum 2 hours - only 1 hours of the 2 hours before school and this must end at least ½ hour before school opens.

Holidays - an uninterrupted period of 2 weeks in July and August.

Clothing - if outdoors, must be suitably clad.

General

NO CHILD SHOULD BE EMPLOYED BEFORE 7.00 IN THE MORNING OR AFTER 7.00 IN THE EVENING.

INTEGRATED COLLEGE DUNGANNON

Child Protection – Record Sheet

Child's Name: _____ **Form Teacher:**

Date:	Time:	Place: (including context)	People Present:
What was said (preferably quoting actual words): Any noticeable non-verbal behaviour:			
Any bruising/injuries noticed (if applicable) – may be shown in a diagram:			

When were concerns reported? _____

To whom were they reported?

Signed: _____ **Date:** _____

Please forward this sheet to C Venon.

INTEGRATED COLLEGE DUNGANNON

CHILD PROTECTION “Dealing with the Media”

Draft Statement on Behalf of Integrated College Dungannon

The college is aware that allegations have been made regarding one of our students which are currently the subject of a Police inquiry.

As this is a matter of child protection and is under investigation by the Police and other statutory bodies, we are unable to make any further comment.

We would like to reassure parents that we take our obligations regarding child protection extremely seriously and have, in this isolated instance, robustly followed our child protection procedures which exist for the safety and welfare of students, parents and the wider school community.

Useful Contacts	Designation	Address	Telephone
Cathy McCann Jennifer McCann	SELB Child Protection Officers	Tullygally P School 21 Meadowbrook Road Lurgan BT65 5AA	3834 1975 e-mail cathymccann@selb.org
Ms Alex Barr	Chief Education Welfare Officer	SELB 3 Charlemont Place The Mall Armagh BT61 9AX	3751 2200
Dungannon Social Services	Child Care Team	E Floor South Tyrone Hospital Carland Road Dungannon BT71 4AU	8772 3101
Homefirst Trust Cookstown	Community Services Centre	52 Orritor Road Cookstown BT80 8BJ	8672 3800