



St Malachy's College

Child Protection and Safeguarding Policy

September 2021

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(See Appendix 7)

Child Protection and Safeguarding Policy

Context

The Child Protection and Safeguarding Policy of The Child Protection and Safeguarding Policy of St Malachy's College promotes an environment in which students, staff and parents are committed to the idea of excellence within a caring, supportive community. Within our College community, the protection and safeguarding of all students is of paramount importance. St Malachy's, as a Catholic school seeks through its pastoral care, to recognise and respect the uniqueness of all individuals, to enable them to reach their full potential and to help create the world as God intends it to be. The ETI Inspection Report noted that

“the school has comprehensive arrangements in place for safeguarding young people. These arrangements reflect the guidance issued by the Department of Education.”

and this was affirmed in the Sustaining Improvement Inspections in 2016 and 2019.

The Child Protection and Safeguarding Policy seeks to uphold the ethos of St Malachy's College as encapsulated in its Mission Statement and Motto:

‘St Malachy's College, as a Catholic School, is dedicated to provide academic excellence in the context of a Christian community ethos. It seeks to preserve its traditions of spirituality and learning, so that all pupils and staff can experience continuity in achievement and further their own spiritual, educational and personal growth in a pleasant, interesting and stimulating environment’.

Links to Other College Policies

The Child Protection and Safeguarding Policy operates in conjunction with other relevant policies; Anti-Bullying, Pastoral Care, Drugs and Alcohol, Reasonable Force and Safe Handling, Positive Behaviour Management, Critical Incident, Special Needs, Educational Visits, Pupil Attendance and Punctuality and Code of Conduct for visitors whose work brings them into contact with pupils. brings them into contact with pupils.

Roles and Responsibilities

The Board of Governors

The Education and Libraries (Northern Ireland) Order 2003 places a statutory duty on

Boards of Governors to:

- Safeguard and promote the welfare of pupils
- Have a written child protection policy
- Specifically address the prevention of bullying in school behaviour management policies

Boards of Governors must ensure that:

- A Designated Governor for Child Protection is appointed.
- A Designated and Deputy Designated Teacher are appointed in the College
- They have a full understanding of the roles of the Designated and Deputy Designated Teachers for Child Protection
- Safeguarding and child protection training is given to all staff and governors including refresher training
- The College has a Child Protection Policy which is reviewed annually and parents and pupils receive a copy of the child protection policy and complaints procedure every two years
- The College has an Anti-Bullying Policy which is reviewed at intervals of no more than 4 years and maintains a record of all incidents of bullying or alleged bullying. See Addressing Bullying in Schools Act (NI) 2016
- Other safeguarding policies are reviewed at least every three years
- There is a code of conduct for all adults working in the College
- All College staff and volunteers are recruited and vetted as appropriate

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Roles and Responsibilities

- They receive a full annual report on all child protection matters and that safeguarding and child protection are a standing point of agenda at BOG meetings
- The College maintains the following child protection records in line with DE Circulars 2015/13 Dealing with Allegations of Abuse Against a Member of Staff and 2016/20 Child Protection: Record Keeping in Schools:
 - Child Protection and Safeguarding concerns
 - Disclosures of abuse
 - Allegations against staff and actions taken to investigate and deal with outcomes
 - Staff induction and training

Chair of Board of Governors

The Chairperson of the Board of Governors will:

- play a pivotal role in creating and maintaining the safeguarding ethos within the College environment.
- assume lead responsibility for managing a safeguarding and child protection complaint made against the Principal
- ensure child protection records are kept
- sign and date the Record of Child Abuse Complaints annually

Designated Governor for Child Protection

The Designated Governor for Child Protection will take the lead in child protection/safeguarding issues in order to be able to advise the governors on:

- the role of the designated teacher
- the content of child protection policies
- the content of a code of conduct for adults within the College

- the content of updates and full annual Designated Teacher's report
- recruitment, selection and vetting of staff

The Principal

The Principal has the delegated responsibility for establishing and managing the safeguarding systems within the College. He is responsible for:

- the appointment and management of suitable staff to the Designated and Deputy Designated Teacher posts
- ensuring that new staff and volunteers have safeguarding and child protection awareness sessions as part of an induction programme
- ensuring that parents and pupils receive a copy of the Child Protection Policy and Complaints Procedures every 2 years. (This may include an abbreviated version of the full policy-Appendix 6)
- making sure that the Board of Governors fulfil their Safeguarding and child protection duties and ensure that they are informed of any changes to guidance, procedure or legislation relating to Safeguarding and Child Protection and ensure that safeguarding and child protection are a standing point of agenda at BOG meetings
- taking the lead in managing Child Protection concerns relating to staff

The Safeguarding Team

This team includes the Chair of the BoG, the Designated Governor for Child Protection, the Principal (as Chair), the DT and the DDT. The team will co-opt the DDTs as required to help address specific issues. This Safeguarding Team is a vehicle for ensuring effective co-ordination and co operation between the key individuals responsible for safeguarding throughout the College.

The responsibilities of the team include:

- The monitoring and periodic review

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of Safeguarding and Child Protection arrangements in the school.

- Support for the DT in the exercise of their child protection responsibilities, including recognition of the administrative and emotional demands of the post.
- Ensuring attendance of Governors and staff at relevant training - including refresher training - in keeping with legislative and best practice requirements.

The Safeguarding Team reviews their child protection/ safeguarding practices annually using the Education and Training Inspectorate (ETI) pro-forma entitled 'Guidance for the evaluation of child protection/ safeguarding

The College also has a designated Safeguarding team for day to day co-ordination of safeguarding throughout the College. The Vice Principal is the Designated Teacher and the three Heads of School are the Deputy Designated Teachers, along with the Senior Pastoral Leader, a Head of Year for Key Stage 4, the Drugs Prevention Officer and the Specialist SEN teacher for Key Stage 3.

Designated Teacher for Child Protection (Vice Principal for Pastoral Care)

The Designated Teacher for Child Protection has lead responsibility for the day to day implementation of Safeguarding and Child Protection procedures as laid out in the policy. She is responsible for:

- the induction and training of all school staff including support staff and volunteers
- being available to discuss the child protection concerns of any member of staff
- secure record keeping of all child protection concerns
- maintaining a current awareness of early intervention supports and other local services eg Family Support Hubs
- making referrals to Social Services or PSNI as appropriate

- liaising with the EA Designated Officers for Child Protection.
- keeping the Principal informed
- taking the lead in the development of the College Child Protection Policy
- promoting a child protection ethos in the College
- compiling reports to the Board of Governors regarding Child Protection and relevant Safeguarding issues
- ensuring that key safeguarding issues are incorporated within the preventative curriculum at each Key Stage
- ensure that the ETI Safeguarding proforma is completed and updated annually

The Deputy Designated Teachers for Child Protection

The Deputy Designated Teachers for Child Protection will:

- support the Designated Teacher for Child Protection
- take responsibility for safeguarding issues are required within his/ her area of responsibility (Key Stage/SEN/Drugs and Alcohol related matters)
- undertake the duties of the Designated Teacher for Child Protection as required

Staff

All staff have a shared responsibility for the development of a safe and secure environment consistent with the College ethos. The designation of a teacher for this purpose should not be seen as diminishing the role of all members of staff in being alert to signs of abuse and being aware of the procedures to be followed. It is the duty of all staff to report any safeguarding or child protection concern. Form Tutors, Heads of Year and Heads of School have specific responsibilities as laid out under

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structures in the Positive Behaviour and Pastoral Care Policies. St Malachy's College operates a Code of Conduct for all staff and volunteers (Appendix 1).

External Agencies

The College maintains strong links with external agencies to provide a relevant preventative curriculum. The Safeguarding Team are trained by Child Protection Support Service for Schools (CPSSS) and liaise with the CPSSS when necessary. The Designated teachers liaise with Social Services and attend, as far as possible, all Looked After Children Conferences and Child Protection Review Meetings.

Parents

The College works in partnership with parents and carers to support our students pastorally and academically. Parents have the right to expect that the College is a secure and supportive environment for their children. The primary responsibility for safeguarding and protection of children rests with parents who should feel confident about raising any concerns they have in relation to their child. The

Safeguarding and Child Protection Policy, Pastoral Care Policy, Anti-Bullying Policy, Positive Behaviour Policy, Pupil Attendance and Punctuality Policy and Complaints Policy will be issued to parents/carers at intake. The Safeguarding and Child Protection Policy will be reissued and least every two years. In working in partnership with parents, the College will always protect the best interests of the child and, in cases of suspected abuse, may refer cases direct to the investigative agencies. It is important that parents take time to read these policies. Parents/carers must provide up to date contact details and to follow procedures for attendance and punctuality. Parents are required to inform the school:

- if the child has a medical condition or educational need.
- if there are any Court Orders relating to the safety or wellbeing of a parent or child.
- if there is any change in a child's circumstances for example - change of address, change of contact details, change of name, change of parental responsibility

The arrangements for parents to make known to staff any concerns they may have about the safety of their (or another) child are outlined in Appendix 2.

Child Protection and Safeguarding Policy

Definitions of Child Abuse

(See Appendix 3 for Potential Signs and Symptoms of Abuse)

Child abuse may take a number of forms, including:

Neglect

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

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.

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

is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunity to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones - by a child's peers.

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 (2017))

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

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Specific Types of Abuse

Bullying and Cyberbullying

definitions of Bullying and Cyberbullying are specified in the College Anti-Bullying Policy

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/ or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. 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.

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.

NSPCC definition - *'Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation. Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age. Many children and young people do not understand that they have been groomed, or that what has happened is abuse.'*

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.'

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).'

Coercive, exploitative and harmful behaviour includes taking advantage of an individual's incapacity to give informed consent.

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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 Safeguarding 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.

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.

E-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

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

As adults we can question the wisdom of this but the reality is that children and young people consider this to be normal. Clearly pupils need to be aware that it is illegal, under 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

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Child Protection and Safeguarding Policy

(or even if they are aged 16+ and in a consensual relationship)

Sharing an inappropriate image with an intent to cause distress

If a pupil has been affected by inappropriate images or links on the internet it is important that you do not forward it to anyone else. Schools are not required to investigate 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.

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. Teachers are often therefore in a good position to consider if 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 school's positive behaviour policy but it is important to always apply principles that remain child centred. 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 CPSS should be sought. The CPSS 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 schools should refer to their own child protection policy and seek the support that is available from the CPSS.

Harmful sexualised behaviour may take place in school, in a family home or in the wider community and the guidance provided in DE Circular 2016/05 'Children Who Display Harmful Sexualised Behaviour' should also be used to assess and manage risks which may arise in school as a consequence of harmful sexualised behaviour which has taken place in a family home or the wider community.

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Procedure for Reporting an Incident of Child 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 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 Designated Teacher or Deputy.

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:

- Do not ask the child leading questions, as this can later be interpreted as putting ideas into the child's mind
- Do 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?"
- Listen to the child and do not interrupt or try to interpret if he is freely recalling significant events (the child must not be asked to unnecessarily recount the experience of abuse)
- As soon as possible afterwards make a record of the discussion to pass on to the Designated Teacher, using the template 'Note of Concern' (Appendix 4)

- Record the time, date, place and people who were present, as well as what was said.
- Signs of physical injury observed should be described in detail, but under no circumstances should a child's clothing be removed nor a photograph taken
- 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 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
- Staff should also be aware that their note of the discussion may need to be used in any subsequent court proceedings
- Staff should not ask the child to write an account of their disclosure for the record

It is not the responsibility of teachers and other education staff to carry out investigations into cases of suspected abuse, or to make extensive enquiries of members of the child's family or other carers. Under Articles 65 and 66 of the Children (NI) Order, this is the statutory responsibility of the investigating agencies, Children's Social Services and/or Police.

In the event of an allegation that a child has been abused by a member of staff, the procedures to be followed are outlined in Appendix 5 in line with DENI Circular 2015/13 Dealing with Allegations of Abuse against a Member of Staff.

Child Protection and Safeguarding Policy

Visitors to the College

Visitors to schools, such as parents, suppliers of goods and services, to carry out maintenance etc do not routinely need to be vetted before being allowed onto the College. However, such visitors should be managed by school staff and their access to areas and movement within the school should be restricted as needs require. All relevant visitors to the College who will be meeting with students are required to report to Reception and must abide by the Code of Conduct for visitors whose work brings them into contact with pupils.

The Preventative Curriculum

The College provides a structured and relevant preventative curriculum which includes raising awareness of Safeguarding and Child Protection issues and managing risks. Key safeguarding messages are addressed through the Tutorial Programmes, s.

Assemblies and relevant subject Schemes of Work. Messages are also actively promoted through Anti-Bullying Week, Safer Internet Week, Drama Performances and visits from outside speakers. Year 14 pupils make up the Anti-Bullying Team and the Resilience Team. They have a high profile with the pupils and posters identifying the team and how to speak to them are displayed prominently within the College. Names and pictures of the College Safeguarding Team are displayed in all areas of the College and communicated to pupils and parent

Relationships and Sexuality Education

Safeguarding and Child Protection issues and managing risks are also promoted through the College Relationships and Sexuality Education (RSE) Policy. This policy takes account of CCEA published updated guidance for primary and post-primary schools on RSE in August 2015 and DE Circular 2015/22 - Relationship and Sexuality Education.

Child Protection and Safeguarding Policy

CODE OF CONDUCT

for staff and volunteers in st. Malachy's College

College staff and volunteers are role models and are in a unique position of influence and trust and must adhere to behaviour that sets a good example to all the students within the school. This Code of Conduct applies to all staff and volunteers of the College.

All staff and volunteers should treat children with respect and dignity. They must not demean or undermine pupils, their parents, carers or colleagues.

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.

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.

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.

Private Meetings with Pupils

- Staff should contact one-to-one interviews in a room with visual access or in a room with the door open or an area which is likely to be frequented by others.
- Where appropriate, another adult or pupil will be present or nearby during the interview.

Contact with Pupils

- All staff must exercise caution when using information technology and be aware of the risks to themselves and others. Regard should be given to the College eSafety and Social Media Policy. Contact with students must be via College authorised mechanisms. At no time should personal telephone numbers, email addresses or communication routes via personal accounts on social media platforms be used to communicate with students. If contacted by a student by an inappropriate route, staff should report the contact to the Designated Teacher.
- As a general rule, staff are advised not to make unnecessary physical contact with pupils nor do things of a personal nature that children can do themselves.
- Physical contact which may be misconstrued by the pupil or other observers should be avoided.
- Designated Staff who have to administer first aid should ensure whenever possible that other children or another adult is present.
- Following any incident where a member of staff feels his/her actions have been misconstrued a written report of the incident should be submitted immediately to the Principal. This would apply especially to cases where staff have been obliged to restrain a pupil to prevent him from inflicting injury to others or self. (See Use of Reasonable Force and Safe Handling Policy).
- Staff must not take a pupil alone on a car journey

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Child Protection and Safeguarding Policy

CODE OF CONDUCT

for staff and volunteers in st. Malachy's College

- Particular care should be taken when staff are supervising pupils in a residential setting such as an outdoor trip or hotel. The member of staff organising the residential should check with the Designated Teacher for Child Protection for any specific guidance in relation to participating students. (See Educational Visits Policy)
- All staff and volunteers must take reasonable care of pupils/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.

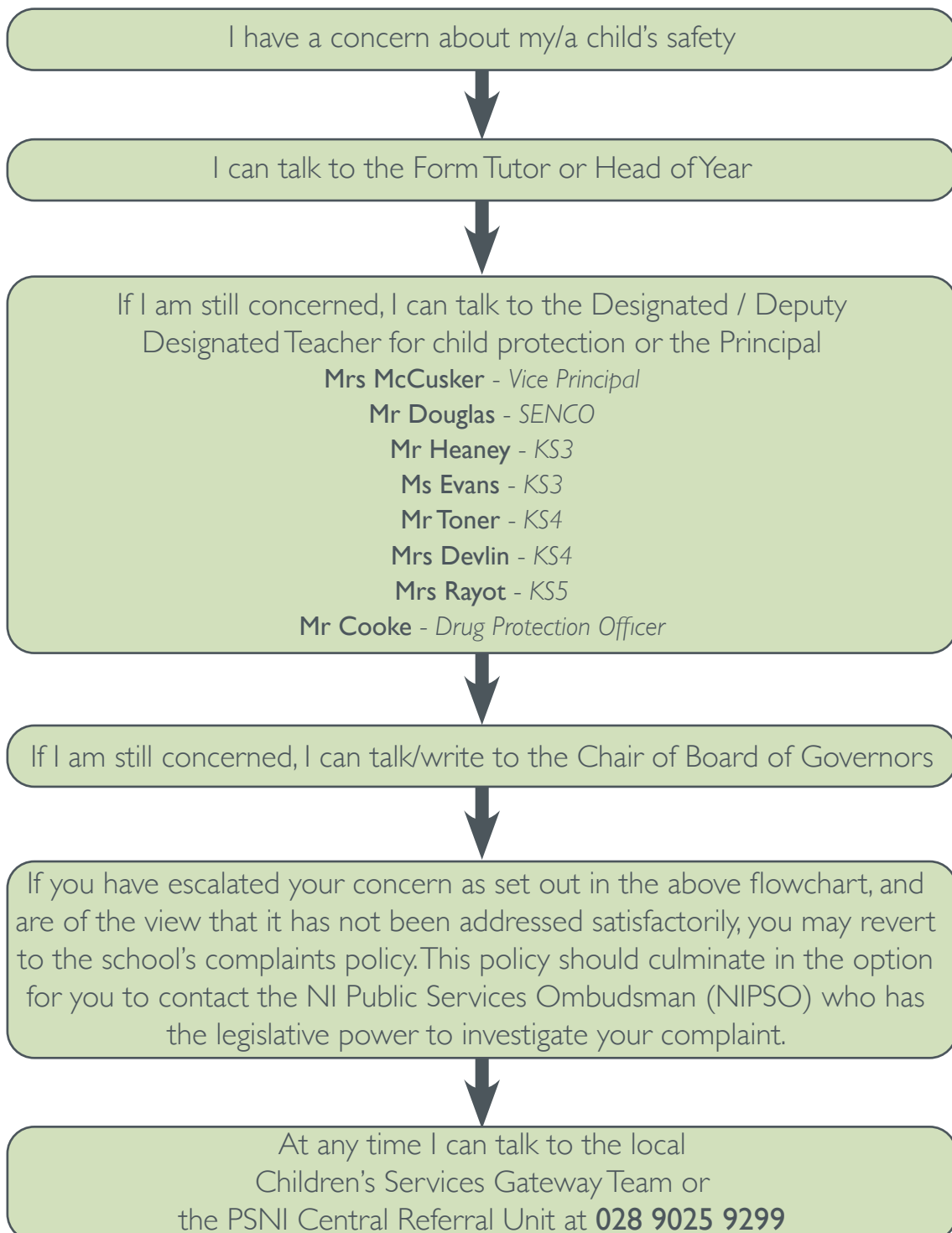
Teaching pupils

- Where sensitive topics are being taught as part of the curriculum, Heads of Department and Heads of Year should ensure that all teaching materials have been approved by the Designated Teacher
- All materials should be available to parents upon request.



How to Report a concern

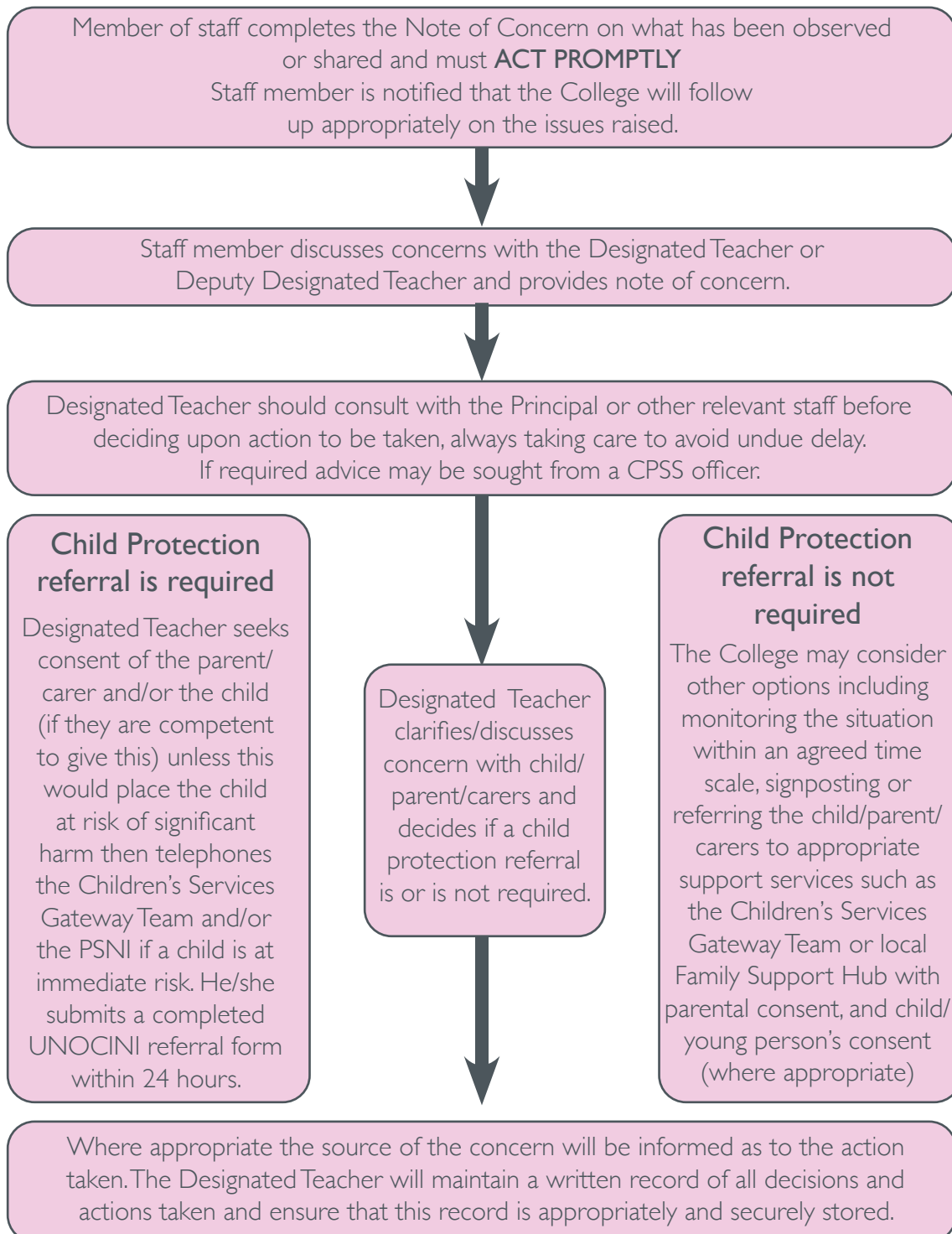
If a parent has a potential child protection concern:





Process of Referral

Procedure where the College has concerns, or has been given information, about possible abuse.



Child Protection and Safeguarding Policy

Potential Signs and Symptoms of Child Abuse

Since they are in regular and frequent contact with students, school staff are particularly well placed to observe outward signs and symptoms of child abuse or unexplained changes in behaviour or performance, which may indicate abuse.

It is not possible to give complete lists of signs and symptoms. The following signs and symptoms may not necessarily point to abuse, as they can be due to other medical or social reasons. However, in all cases where signs and symptoms displayed by a child give rise to concerns about possible abuse, or about the welfare of the child, the teacher or other member of staff/volunteer should report these concerns to the Designated Teacher or Deputy Designated Teacher.

Signs and Symptoms of Physical Abuse

- Unexplained injuries (scratches, bite marks, welts) particularly if they are recurrent
- Bruises in places difficult to mark
- Burns
- Bald patches
- Discrepancy between an injury and the explanation
- Refusal to discuss injuries
- Untreated injuries
- Arms and legs kept covered in hot weather
- Disclosure of punishment which appears excessive
- Undue fear of adults
- Fearful watchfulness
- Fear of medical help
- Fear of parents being contacted
- Fear of returning home
- Self-destructive tendencies
- Aggression towards others
- Withdrawn
- Chronic running away

Signs and Symptoms of Sexual Abuse

- Soreness, bleeding in the genital or anal areas or in the throat
- Itching in genital areas
- Stained or bloody underwear
- Pain on urination
- Difficulty in walking or sitting
- Bruises on inner thighs or buttocks
- Repeated urinary tract infections
- Signs of sexually transmitted infections
- Chronic ailments such as stomach pains/upsets and headaches
- Unexplained pregnancy
- Inappropriate language/sexual knowledge for age group
- Making sexual advances to adults or other children
- Being inappropriately seductive
- Chronic running away
- Not being allowed to go out on dates or have friends around
- Sexually abusing a child, sibling or friend
- Chronic depression/suicidal

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Child Protection and Safeguarding Policy

Potential Signs and Symptoms of Child Abuse

(Continued)

Signs and Symptoms of Sexual Abuse

- Using drugs/drink excessively/self-mutilation
- Being anorexic/bulimic
- Being unable to concentrate/playing truant
- A sudden change in school/work habits
- Being withdrawn, isolated/becoming excessively worried
- Wariness of being approached by anyone
- Having a friend who has 'a problem'
- Being fearful of undressing for PE
- Acquisition of money, mobile phones, etc. without plausible explanation
- Association with older people, particularly men, outside the usual range of contacts
- Phone calls/messages from adults outside the usual range of contacts
- Chronic running away

Signs and Symptoms of Emotional Abuse

- Physical, mental and emotional development delay
- Attention seeking behaviour
- Inappropriate emotional responses to painful situations
- Over-reaction to mistakes
- Disclosure of punishment which appears excessive
- Fear of parents being contacted
- Continual self-deprecation
- Neurotic behaviour

- Sudden speech disorders
- Fear of change/new situations
- Self-mutilation
- Wetting or soiling
- Frequent vomiting
- Extremes of passivity or aggression
- Drug/solvent abuse
- Poor peer relationships
- Chronic running away

Signs and Symptoms of Neglect

- Constant hunger
- Emaciation
- Compulsive stealing, scavenging or begging
- Poor personal hygiene
- Persistent tiredness/listlessness
- Inadequate/inappropriate clothing
- Frequent lateness or non-attendance at school
- Untreated medical problems/illnesses
- Exposure to danger/lack of supervision
- Low self-esteem
- Destructive tendencies
- Lack of peer relationships
- Chronic running away

Potential indicators of Child Sexual Exploitation:

- Acquisition of money, clothes, mobile phones etc without plausible explanation.

(Continued overleaf)

Child Protection and Safeguarding Policy

Potential Signs and Symptoms of Child Abuse

(Continued)

- Truanting/leaving school 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 school 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.

Warning signs of a forced marriage within the school 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 school 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.



Note of Concern

CHILD PROTECTION RECORD - REPORTS TO DESIGNATED TEACHER

Name of Pupil

Year Group

Date, time of incident/disclosure

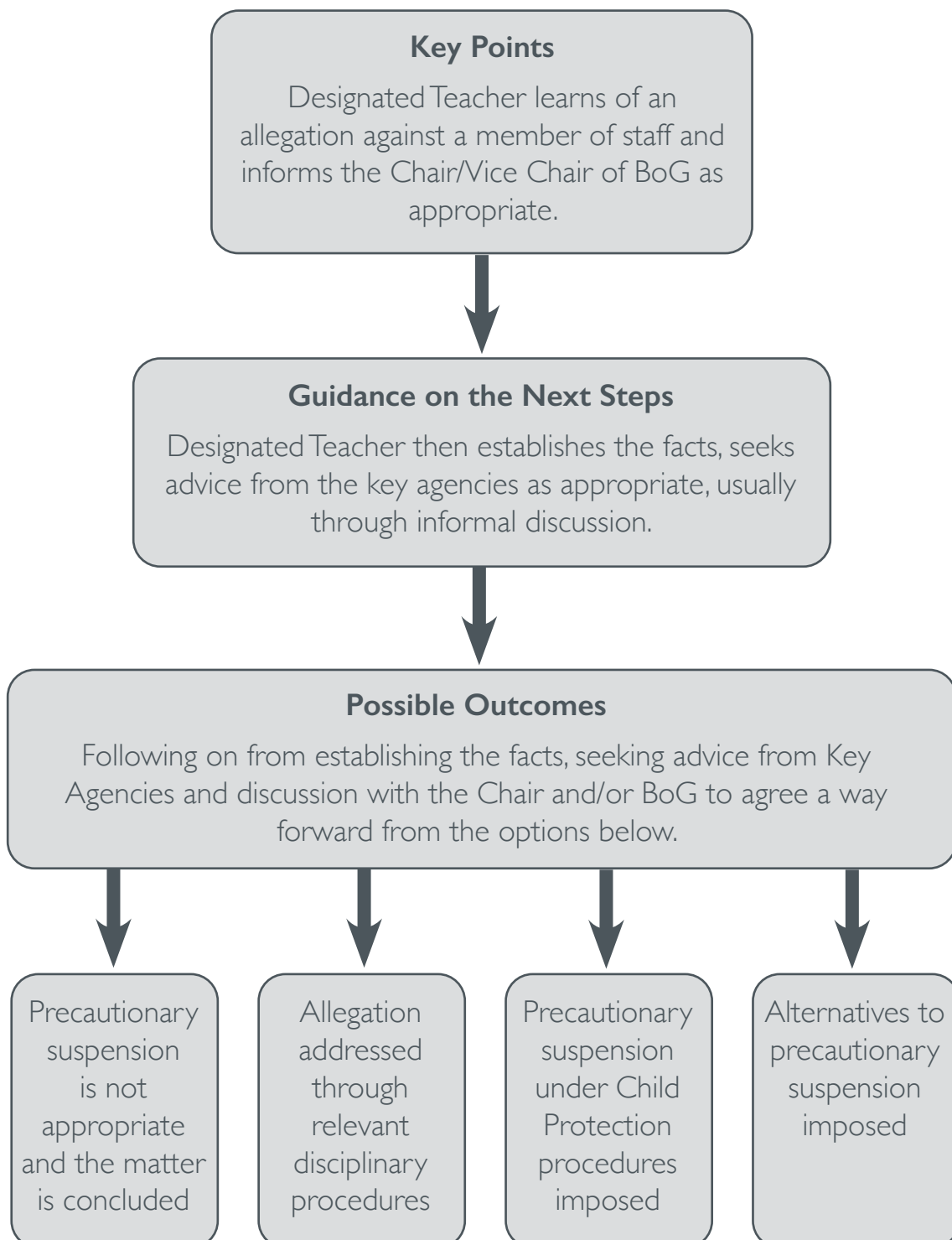
Circumstances of incident/disclosure

Nature and description of concern

Parties involved, including any witnesses to an event and what was said or done and by whom



Dealing with allegations of abuse against a member of staff





St Malachy's College

Child Protection and Safeguarding Policy

Parent Information

Designated Governor for Child Protection

Mr F MacElhatton

Designated Teacher for Child Protection

Mrs Deirdre McCusker

dmccusker152@c2ken.net

Deputy Teachers for Child Protection

Mr Aaron Douglas

adouglas807@c2ken.net

Mr Chris Heaney

cheaney206@c2ken.net

Mr Francis Toner

ftoner711@c2ken.net

Mrs Stephanie Rayot

srayot935@c2ken.net

Mrs Catherine Devlin

cdevlin148@c2ken.net

Mr Michael Cooke

mcooke657@c2ken.net

Mrs Caoimhe Evans

cevans843@c2ken.net

A full copy of the Child Protection Policy is available on request

Child Protection and Safeguarding Policy

Context

The Child Protection and Safeguarding Policy of St Malachy's College promotes an environment in which students, staff and parents are committed to the idea of excellence within a caring, supportive community. Within our College community, the protection and safeguarding of all students is of paramount importance. St Malachy's, as a Catholic school seeks through its pastoral care, to recognise and respect the uniqueness of all individuals, to enable them to reach their full potential and to help create the world as God intends it to be. The ETI Inspection Report noted that

“the school has comprehensive arrangements in place for safeguarding young people. These arrangements reflect the guidance issued by the Department of Education.”

and this was affirmed in the Sustaining Improvement Inspections in 2016 and 2019.

The Child Protection and Safeguarding Policy seeks to uphold the ethos of St Malachy's College as encapsulated in its Mission Statement and Motto:

‘St Malachy's College, as a Catholic School, is dedicated to provide academic excellence in the context of a Christian community ethos. It seeks to preserve its traditions of spirituality and learning, so that all pupils and staff can experience continuity in achievement and further their own spiritual, educational and personal growth in a pleasant, interesting and stimulating environment’

Visitors to the College

All visitors to the College are required to report to Reception and must abide by the **Code of Conduct for visitors whose work brings them into contact with pupils**

Links to Other College Policies

The Child Protection and Safeguarding Policy operates in conjunction with other relevant policies; Anti- Bullying, Pastoral Care, Drugs and Alcohol, Reasonable Force and Safe Handling, Positive Behaviour, Critical Incident, Special Needs, Educational Visits, Pupil Attendance and Punctuality and Code of Conduct for visitors whose work brings them into contact with pupils.

The Preventative Curriculum

The College provides a structured and relevant preventative curriculum which includes raising awareness of Safeguarding and Child Protection issues and managing risks. Key safeguarding messages are addressed through the Tutorial Programmes, Assemblies and relevant subject Schemes of Work. Messages are also actively promoted through Anti-Bullying Week, Safer Internet Week, Drama Performances and visits from outside speakers. Year 14 pupils make up the Anti-Bullying Team and the Resilience Team. They have a high profile with the pupils and posters identifying the team and how to speak to them are displayed prominently within the College. Names and pictures of the College Safeguarding Team are displayed in all areas of the College and communicated to pupils and parents.

Child Protection and Safeguarding Policy

Roles and Responsibilities

The Board of Governors

The Education and Libraries (Northern Ireland) Order 2003 places a statutory duty on Boards of Governors to:

- Safeguard and promote the welfare of pupils
- Have a written child protection policy
- Specifically address the prevention of bullying in school behaviour management policies

The Principal

The Principal has the delegated responsibility for establishing and managing the safeguarding systems within the College.

The Safeguarding Team

The College has a designated Child Protection team for the day-to-day coordination of safeguarding throughout the College. The Vice Principal is the Designated Teacher and the three Heads of School are the Deputy Designated Teachers, along with the Senior Pastoral Leader, a Head of Year for Key Stage 4, the Drugs Prevention Officer and the Specialist SEN teacher for Key Stage 3.

Designated Teacher for Child Protection (Vice Principal for Pastoral Care)

The Designated Teacher for Child Protection has lead responsibility for the day to day implementation of Safeguarding and Child Protection procedures as laid out in the policy.

Staff

All staff have a shared responsibility for the development of a safe and secure environment consistent with the College ethos. The designation of a teacher for this purpose should not be seen as diminishing the role of all members of staff in being alert to signs of abuse and being aware of the procedures to be followed. It is the duty of all staff to report any safeguarding or child protection concern. St Malachy's College operates a Code of Conduct for all staff and volunteers

External Agencies

The College maintains strong links with external agencies to provide a relevant preventative curriculum. The Safeguarding Team are trained by Child Protection Support Service for Schools (CPSSS) and liaise with the CPSSS when necessary. The Designated teachers liaise with Social Services and attend, as far as possible, all Looked After Children Conferences and Child Protection Review Meetings.

Parents

The College works in partnership with parents and carers to support our students pastorally and academically. Parents have the right to expect that the College is a secure and supportive environment for their children. The primary responsibility for safeguarding and protection of children rests with parents who should feel confident about raising any concerns they have in relation to their child. The Safeguarding and Child Protection Policy, Pastoral Care Policy, Anti-Bullying Policy, Positive Behaviour Policy, Pupil Attendance and Punctuality Policy and Complaints Policy will be issued to parents/carers at intake. The Safeguarding and Child Protection Policy will be reissued and least every two years. In working in partnership with parents, the College will always protect the best interests of the child and, in cases of suspected abuse, may refer cases direct to the investigative agencies. It is important that parents take time to read these policies. Parents/carers must provide up to date contact details and to follow procedures for attendance and punctuality. Parents are required to inform the school:

- if the child has a medical condition or educational need.
- if there are any Court Orders relating to the safety or wellbeing of a parent or child.
- if there is any change in a child's circumstances for example - change of address, change of contact details, change of name, change of parental responsibility

Child Protection and Safeguarding Policy

Definitions of Child Abuse

Child abuse may take a number of forms, including:

Neglect

is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development.

Physical Abuse

is deliberately physically hurting a child. It might take a variety of different forms.

Sexual Abuse

occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others.

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.

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.

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

Specific Types of Abuse

Bullying and Cyberbullying

definitions of Bullying and Cyberbullying are specified in the College Anti-Bullying Policy

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse.

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.

Domestic and Sexual Violence and Abuse

Forced Marriage

E-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.

Sexting

Sexting is the sending or posting of sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet.

Child Protection and Safeguarding Policy

Procedure for Reporting an Incident of Child 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 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 Designated Teacher or Deputy.

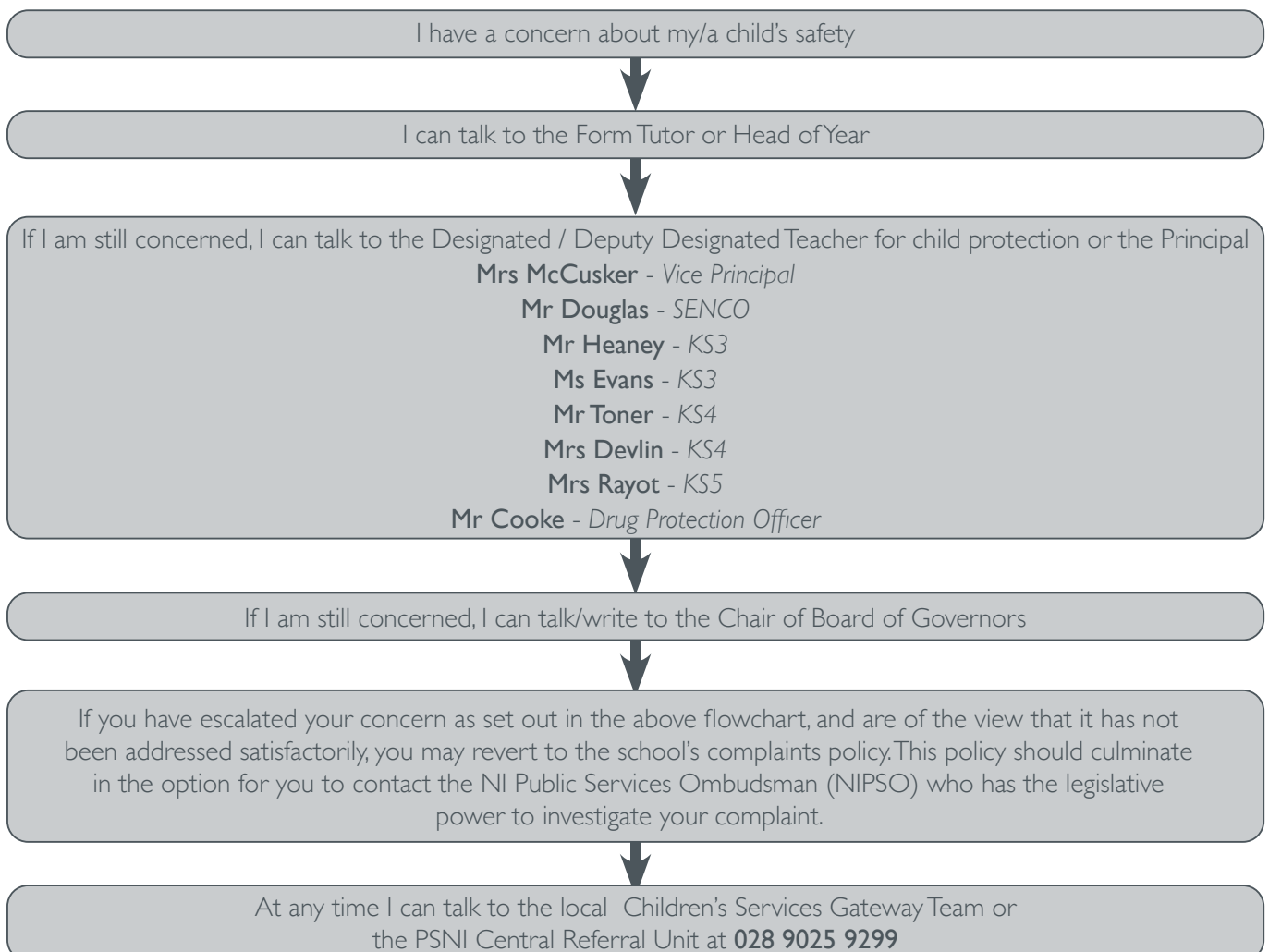
It is not the responsibility of teachers and other education staff to carry out investigations into cases of suspected abuse, or to make extensive enquiries of members of the child's family or other carers.

Under Articles 65 and 66 of the Children (NI) Order, this is the statutory responsibility of the investigating agencies, Children's Social Services and/or Police.

In the event of an allegation that a child has been abused by a member of staff, procedures will be followed in line with DENI Circular 2015/13 Dealing with Allegations of Abuse against a Member of Staff.

The arrangements for parents to make known to staff any concerns they may have about the safety of their (or another) child are outlined in the table below.

If a parent has a potential child protection concern:



Child Protection and Safeguarding Policy Addendum June 20

Child Protection Procedures in the Event of a School Closure

Covid-19 Arrangements for Safeguarding and Child Protection

1. Context

From 20th March 2020 until June 2020 and from January 2021 to March 2021 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of key workers and children who are vulnerable.

The current national health concerns relating to Covid-19 creates uncertainty in the lives of children and young people. Daily routines, family life, friendship groups and the safe space that schools provide have been disrupted. For many children, the need to spend most of their day at home brought an additional challenge, and for some this created an additional safeguarding risk factor. It is important that the adults responsible for safeguarding children are sensitive to their physical, social and emotional needs in these most unusual circumstances. It is critically important that children who are or may be in at risk are identified so that a proportionate, compassionate and sensitive response can be taken.

2. Procedures

In the event of a school closure, Staff will continue to follow the procedures outlined in our school's Child Protection Policy which is available on our school website.

In addition the following arrangements have been put in place to support families and monitor pupil safety:

- The College email address, teachers' email addresses and main school phone number will be made available to all parents. A member of the Safeguarding team will be available during school hours by phone or email.
- Teachers will provide online learning via the Google Classroom with strict procedures in place to ensure the safety of all.
- The website provides parents with a range of resources and links to additional online

learning, support and guidance. This information is also sent out via ParentApp and where appropriate shared via the College Social Media platforms.

- We would remind everyone to stay safe when using online resources and to report any concerns to a member of the Safeguarding Team.
- The School Counsellor (ICSS) will be available for phone consultation and parents are made aware of this via the website and ParentApp.
- In line with the information previously provided to schools by the EA CPSS, teachers may make phone calls to parents. These will be pastoral in nature and a record will be kept of any issues reported by parents. Any concerns around pupil well-being will be shared without delay with a member of the Safeguarding team.
- If a member of staff is using their personal telephone their number will be withheld to ensure the protection of private information of staff.

3. Online Safety

In order to ensure the safety of all involved the following guidance should be followed if staff and pupils are engaging in online teaching/communication using video conferencing or platforms recommended by and available via C2K

- Teachers and pupils need to be fully dressed and should not wear pyjamas/sleep wear during the session.
- Students cannot participate from a bedroom.
- The teacher arranges the session and password and shares this only with pupils.
- Pupils must agree not to share the password with anyone else.
- Parental consent will be sought before their child attends online sessions.

Child Protection and Safeguarding Policy Addendum June 20

Child Protection Procedures in the Event of a School Closure

Covid-19 Arrangements for Safeguarding and Child Protection

3. Online Safety (Cont.)

- A disclosure or concern over any online forum will be followed up as it would be in school.
- Online sessions should be time limited for the benefit of both children and teachers.

If there is a breach to any of these procedures e.g. pupil gives the password to someone else who joins the group the teacher should immediately terminate the session and advise the Designated Teacher.

4. How a parent can raise an issue or express a concern

We would welcome parents asking for advice and help if they have concerns about their child's wellbeing or safety. Asking for help is a protective factor and parental concerns and requests for help will always be taken seriously.

Any member of staff will listen carefully to parental concerns and ensure that the request for help, if necessary, is brought to the attention of a teacher or school leader. In this case a decision can be made as to how best to provide help.

5. If school is open during Covid-19 closures

St Malachy's College will follow DE guidance about remaining open for vulnerable pupils and key workers.

We will follow current Department of Education and Department of Health guidelines regarding social distancing, hygiene and personal protective equipment to ensure the safety of both pupils and staff.

6. How a child can raise a concern

We know that while many children may enjoy their time at home and remain almost unaffected by this unusual situation, there will be others who feel scared, lonely and even those who miss school. Our safeguarding responsibility to all our children continues and we will seek to maintain contact with our children and young people as well as signpost them to other agencies.

We will use the following means to connect with our children and young people:

Respond to emails via staff c2k email addresses only.

Respond to any concerning comments our young people post on social media (where this is on College Social Media Platforms or has been brought to our attention as a Safeguarding concern.)

All our children will be given an email address as one way to connect with school.

All students have been informed of the availability of the ICSS services through FamilyWorks.

Other helplines for External Agencies are available on the College Website and have been included in the Homework Diaries.

Child Protection and Safeguarding Policy

Some Useful Links and contact details

St Malachy's College **02890748285**

Duty Social Worker **028 9050 7000**
in the Gateway Service (during office hours 9.00am 5:00pm)

Out-of-hours Gateway **028 9504 9999**
Emergency Service

PSNI **101**

St Malachy's College Safeguarding Team

Designated Teacher	Vice Principal	Mrs D McCusker	dmccusker152@c2ken.net
Deputy Designated Teacher	Head of Senior School	Mrs S Rayot	srayot935@c2ken.net
Deputy Designated Teacher	Head of Middle School	Mr F Toner	ftoner711@c2ken.net
Deputy Designated Teacher	Head of Year	Mrs C Devlin	cdevlin148@c2ken.net
Deputy Designated Teacher	Head of Junior School	Mr C Heaney	cheaney206@c2ken.net
Deputy Designated Teacher	Head of Year / Drugs Education Officer	Mr M Cooke	mcooke657@c2ken.net
Deputy Designated Teacher	Assistant SENCo	Mrs C Evans	cevans843@c2ken.net
Deputy Designated Teacher	Assistant Pastoral Leader / SENCo	Mr A Douglas	adouglas807@c2ken.net

Websites

<https://learning.nspcc.org.uk/safeguarding-child-protection/coronavirus>

<https://www.camhs-resources.co.uk/>

<https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/>

<https://www.saferinternet.org.uk/helpline/report-harmful-content>

<https://www.ceop.police.uk/Safety-Centre/>

Child Protection and Safeguarding Policy

Monitoring and Review

The Safeguarding team will review and amend these arrangements regularly during the period of Covid-19 school closure in line with Departmental guidance and advice.

SIGNED:	Designated Teacher
SIGNED:	Principal
SIGNED:	Chair of Board of Governors
DATE:	

NEED TO TALK?



Mrs. McCusker
Designated Teacher
for Child Protection



Mr. Douglas
SENCO



Mr. Cooke
Drugs Protection
Officer



Mrs. Rayot
Deputy Designated
Teacher KS5



Mr. Toner
Deputy Designated
Teacher KS4



Mrs Devlin
Deputy Designated
Teacher KS4



Ms Evans
Deputy Designated
Teacher KS3



Mr. Heaney
Deputy Designated
Teacher KS3

The

St. Malachy's College Child Safeguarding Team

are there for you

If you are concerned don't stay silent.

Talk to family, friends, teachers, your
Form Tutor or a member of the Child
Safeguarding Team above.

KS3

Ms Evans: cevans843@c2ken.net
Mr Heaney: cheaney206@c2ken.net

KS4

Mr Toner: ftoner711@c2ken.net
Mrs Devlin: cdevlin148@c2ken.net

KS5

Mrs Rayot: srayot935@c2ken.net