



**SAFEGUARDING
AND
CHILD PROTECTION
POLICY**

**SUMMARY
FOR STAFF AND PARENTS**

2023-24

SAFEGUARDING AND CHILD PROTECTION

The purpose of this document is to provide a summary of the main procedures for reporting and responding to concerns about a pupil being at risk of harm. For details, please refer to the full policy document, available on the School website.

MAIN RISK FACTORS

Harm can be caused by:

- ◆ Neglect
- ◆ Physical abuse
- ◆ Sexual abuse
- ◆ Emotional abuse
- ◆ Exploitation

A description of what these are understood to be is given in the full policy document, available on the school website.

Bullying, including cyberbullying:

These are the subjects of the School's Anti-Bullying and Anti-Cyberbullying Policies.

Self-harm and suicidal thoughts:

Self-harm is deemed to be any deliberate act by a person which causes actual physical harm to themselves. Suicidal thoughts can occur in the absence of actual self-harm .

**REPORTING A CONCERN:
PARENTS**

I have concerns about a pupil's safety.

I can talk to the Primary or Form Teacher.

If I am still concerned I can talk to Mr Murray (Designated Teacher) or Miss Sturgeon / Mr Adams (Deputy Designated Teachers).

If I am still concerned I can talk to the Principal:
Dr Scully

If I am still concerned I can talk to the Chairperson of the Board of Governors (see overleaf)

Any person listed above may be contacted by telephoning the main School switchboard on (028) 9086 3541.

If at any point your concerns relate to a person listed above, you may talk to the next person in the list or to Gateway services
(see overleaf)

**REPORTING A CONCERN:
STAFF**

Member of staff has concerns about a pupil.

Staff member does not investigate or promise confidentiality.

STAFF MEMBER ACTS PROMPTLY. Pupil may need to be kept under supervision.

Staff member refers matter urgently to Designated Teacher or a Deputy.

If complaint is against the Designated Teacher, a Deputy or the Principal, another member of the Safeguarding Team is informed.

Staff member fills in Note of Concern and forwards to Safeguarding Team

**PROCEDURES FOR
RESPONDING TO CONCERNS
ABOUT A PUPIL**

Designated Teacher plans course of action. Principal is informed, along with relevant pastoral staff.

Designated Teacher may make referral to Social Services. The PSNI may also be informed.

Urgent referrals to Social Services are made by telephone; all referrals will be accompanied by a UNOCINI form.

Other courses of action may be:

- ◆ Place the child in the care of a parent and advise emergency GP appointment.
- ◆ Contact parent to advise urgent GP appointment.
- ◆ Refer to a counsellor or put in contact with other support agency.

Designated Teacher maintains confidential records as appropriate.

SAFEGUARDING TEAM 2023-2024

Chairperson of the Board of Governors (acting): Mrs C Magowan
Designated Governor for Child Protection: Ms C Gray
Principal: Dr C Scully
Designated Teacher: Mr S Murray
Deputy Designated Teachers: Miss R Sturgeon / Mr G Adams

Any person may make contact with a member of the Safeguarding Team through the School telephone number **028 9086 3541**

Outside School hours or in case of emergency, advice or assistance may be available from:

◆ Monday – Friday
9.00 a.m. – 5.00 p.m.
Northern Gateway Service
028 9442 4459

Belfast Gateway Service
028 9050 7000

◆ Emergency Out of Hours Service:
028 9504 9999

PSNI

101 or in the case of an emergency 999

Parents who wish to register a complaint they feel the School is failing to meet its statutory duties in relation to Safeguarding and Child Protection should refer to the Jordanstown School Complaints Procedure available on the school website.