

INTEGRATED COLLEGE DUNGANNON

CHILD PROTECTION POLICY

Date: June 2011

Safeguarding Team

Mr Andrew Sleeth - Principal

Mrs Claire Venon - Vice Principal

Mr Colin Holmes - Assistant Vice Principal

Agreed by Governors: 22 June 2011

INTEGRATED COLLEGE DUNGANNON

Child Protection Policy

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NB: This Policy is also linked to the following College Policies:

- Safe Handling
- Pastoral Care/Behaviour Management/Anti-Bullying
- Drugs - Students
- PRSD
- Staff Appointments Procedure
- ICT Acceptable Use Policy
- Personal Development
- Exiting
- Staff Recruitment/Selection
- Internet Safety

ETHOS

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.

SAFEGUARDING TEAM

Claire Venon – Designated Teacher for Child Protection

Colin Holmes – Deputy Designated Teacher for Child Protection

Andrew Sleeth – Principal

Ann Tate – Chair of Board of Governors

Mrs Mary McElroy – Designated Child Protection Officer on Board of Governors

NB: In the event of all members of the Safeguarding Team being absent from college, the Senior Teacher who is "Acting Principal" on this day, must contact a member of the Safeguarding Team for advice.

ROLES AND RESPONSIBILITIES

The Designated Teacher and Deputy Designated Teacher

The designated teacher and deputy designated teacher must:

- Avail of training so that they are aware of duties, responsibilities and role
- Organise training for all staff (whole school training)
- Lead in the development of the College's Child Protection Policy
- Assist in the drafting and issuing of the summary of our Child Protection arrangements for parents
- Make referrals to Social Services Gateway Team or PSNI Public Protection Unit, where appropriate
- Liaise with the Southern Education and Library Board's Designated Officers for Child Protection
- Maintain records of all child protection concerns
- Keep the school Principal informed
- Provide written annual report to the Board of Governors regarding child protection

The Principal

The Principal must ensure that:

- DENI 1999/10 is implemented within the school
- A designated teacher and deputy are appointed
- All staff receive child protection training
- All necessary referrals are taken forward in the appropriate manner
- The Chairperson of the Board of Governors (and, when appropriate, the Board of Governors) is kept informed
- Child protection activities feature on the agenda of the Board of Governors' meetings and termly updates and annual report are provided
- The school child protection policy is reviewed annually and that parents and students receive a copy of this policy at least once every 2 years
- Confidentiality is paramount. Information should only be passed to the entire Board of Governors on a need to know basis.

Parents

Parents should play their part in Child Protection by:

- Telephoning the college on the morning of their child's absence, or sending in a note on the child's return to school, so as the school is reassured as to the child's situation;
- Informing the school whenever anyone, other than themselves, intends to pick up the child after school;
- Letting the school know in advance if their child is going home to an address other than their own home;
- Familiarising themselves with the College's Pastoral Care, Anti-Bullying, Positive Behaviour, Internet and Child Protection Policies;

- Reporting to the office when they visit the college;
- Raising concerns they have in relation to their child with the college.

The Designated Governor for Child Protection

The Designated Governor will provide the lead in order to advise the Governors on matters relating to Child Protection.

The Chair of the Board of Governors

The Chair of the Board of Governors must:

- Ensure that a safeguarding ethos is maintained within the college environment
- Ensure that the college has a Child Protection Policy in place and that staff implement the policy
- Ensure that Governors undertake appropriate child protection and recruitment and selection training provided by the SELB Child Protection Support Service for Schools, the SELB Governor Support and Human Resource departments.
- Ensure that a Designated Governor for Child Protection is appointed
- Assume lead responsibility for managing any complaint/allegation against the School Principal
- Ensure that the Board of Governors receive termly updates and a full written annual report in relation to child protection activity.

The Board of Governors

Board of Governors must ensure that:

- The college has a Child Protection Policy in place and that staff implement the policy
- Relevant Child Protection training is kept up-to-date by at least one governor and a record kept of the same
- Confidentiality is paramount. Information should only be passed to an entire Board of Governors on a need-to-know basis.
- They are aware of the role of the designated teachers
- They know the content of child protection policies
- they are given termly updates and full Annual Designated Teachers Report
- Recruitment, selection and vetting of staff is carried out in accordance with the College's Staff Appointments Procedure.

All College Staff

All teachers and other members of the college recognise that to make a report of a 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.

Staff in college, see children over long periods and can notice physical, behavioural and emotional indicators and hear allegations of abuse. **Remember the 5 Rs: Receive, Reassure, Respond, Record and Refer.**

The member of staff must:

- Refer concerns to the Designated/Deputy Teacher for Child Protection;
- Listen to what is being said without displaying shock or disbelief and support the child
- Act promptly
- Make a concise written record of a child's disclosure using the actual words of a child (Appendix I)
- Avail of whole school training and relevant other training regarding safeguarding children
- **Not** give children a guarantee of total confidentiality regarding their disclosures
- **Not** investigate
- **Not** ask leading questions

In addition the Class Teacher should:

- Keep the Designated Teacher informed about poor attendance and punctuality, poor presentation, changed or unusual behaviour, deterioration in educational progress, discussions with parents about concerns relating to their child, concerns about student abuse or serious **bullying**, concerns about home conditions including disclosures of domestic violence.

NB: See Appendix II – Code of Conduct for Staff re: contact with children/young people.

CONFIDENTIALITY

Staff have a professional and often legal responsibility to share relevant information about the protection of children with the Designated Teacher.

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 for 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 III for an ICD example – however, many external agencies regularly send posters which are placed at optimum locations around the college).

If we at the college discover that any of our students (**under 16 years**) are engaged in sexual activity it is our responsibility to pass this information on to Social Services.

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 I).

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, Mr Colin Holmes, or Mr Andrew Sleeth, Principal. All three staff members form the college's Safeguarding Team.

NB: Staff are, at all times, strongly advised to observe professional boundaries when dealing with students, e.g. interaction with students via a social networking site would be deemed inappropriate and unprofessional.

RECORD KEEPING

All child protection records, information and confidential notes are kept in separate files in a locked drawer. These records are kept separate from any other file that is held on the child or young person and are only accessible by the Designated Teacher, Deputy Designated Teacher and Principal.

Should a child transfer to another school whilst there are current child protection concerns we will share these concerns with the Designated Teacher in the receiving school.

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.

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.

CHILD PROTECTION REGISTER

If any student placed on the Health and Social Care Trust Child Protection Register is absent for more than a few days, or shows signs of physical or mental deterioration, the Education Welfare Officer, if applicable, or the Social Services Care Co-ordinator, should be notified.

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.

ANTI-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. The college’s ‘Bully-Free Zone’ booklet is sent to parents of new students.

USE OF PHYSICAL RESTRAINT/SAFE HANDLING

All staff at the college should be aware of the guidelines on the use of physical restraint regarding students. (See Appendix IV). Full details may be found in the College’s ‘Safe Handling Policy’.

RECRUITMENT OF STAFF/VOLUNTEERS

(See also Staff Appointments Procedure)

All staff at the college, whether on a paid or voluntary basis, are subject to a pre-employment check through Access Northern Ireland. As from 1 November 2010, all new employees and volunteers must register with Access NI before they can be considered for employment.

Volunteers must 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 V)

See also ICD Staff Appointments Procedure for further details.

PROCEDURE FOR DEALING WITH VISITORS TO COLLEGE

- All visitors should report to reception/main office, where their name and other details are recorded in the Visitors' Book and they are given a visitors' lanyard.
- Visitors are always dealt with promptly and courteously.
- They should be seated in foyer until the person they are visiting can come and meet them, or a member of the office staff escorts them to the appropriate room.
- If visitors are leaving the foyer to go to any other part of the college, they should wear a visitor's lanyard.
- When the visitors leave, they should again report to the office, where they sign out and return their lanyard.
- **If a stranger is seen on the college premises, without a visitor's lanyard, he or she should be accompanied to the office to ensure that staff know his/her identity and business.**

STAFF TRAINING

The Principal, and the Designated Teacher and the Deputy 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 through whole school training. Student Teachers, Beginning Teachers and teachers new to the college are trained on Child Protection issues as part of their induction programme.

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.

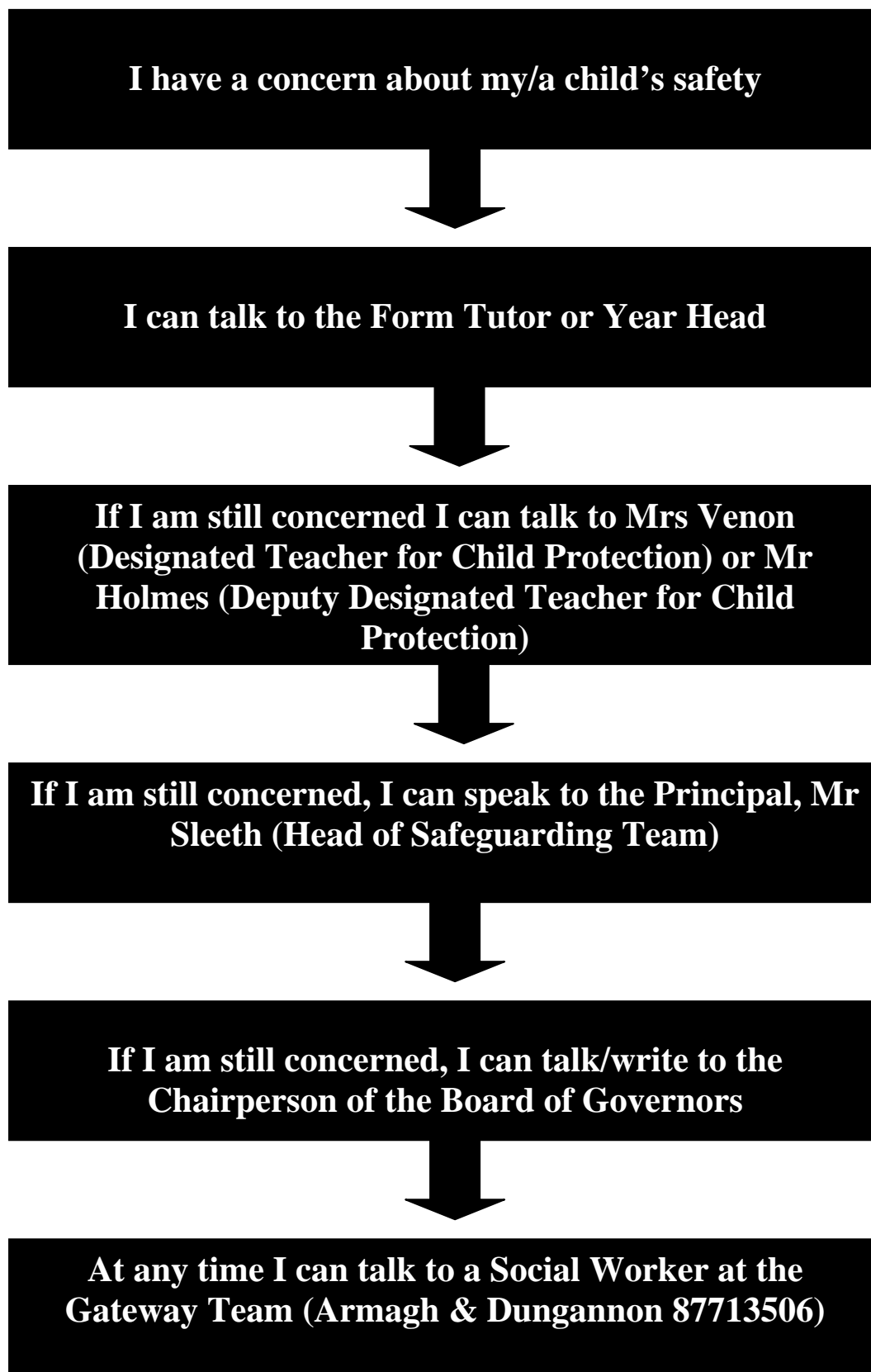
The college prospectus outlines arrangements whereby parents can make known to staff any concerns they have about the safety of their or another child (See Appendix VI). This is also available on the parent's corner on the college website and Parent notice board in the foyer.

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 Child Protection concern may be raised with the college.

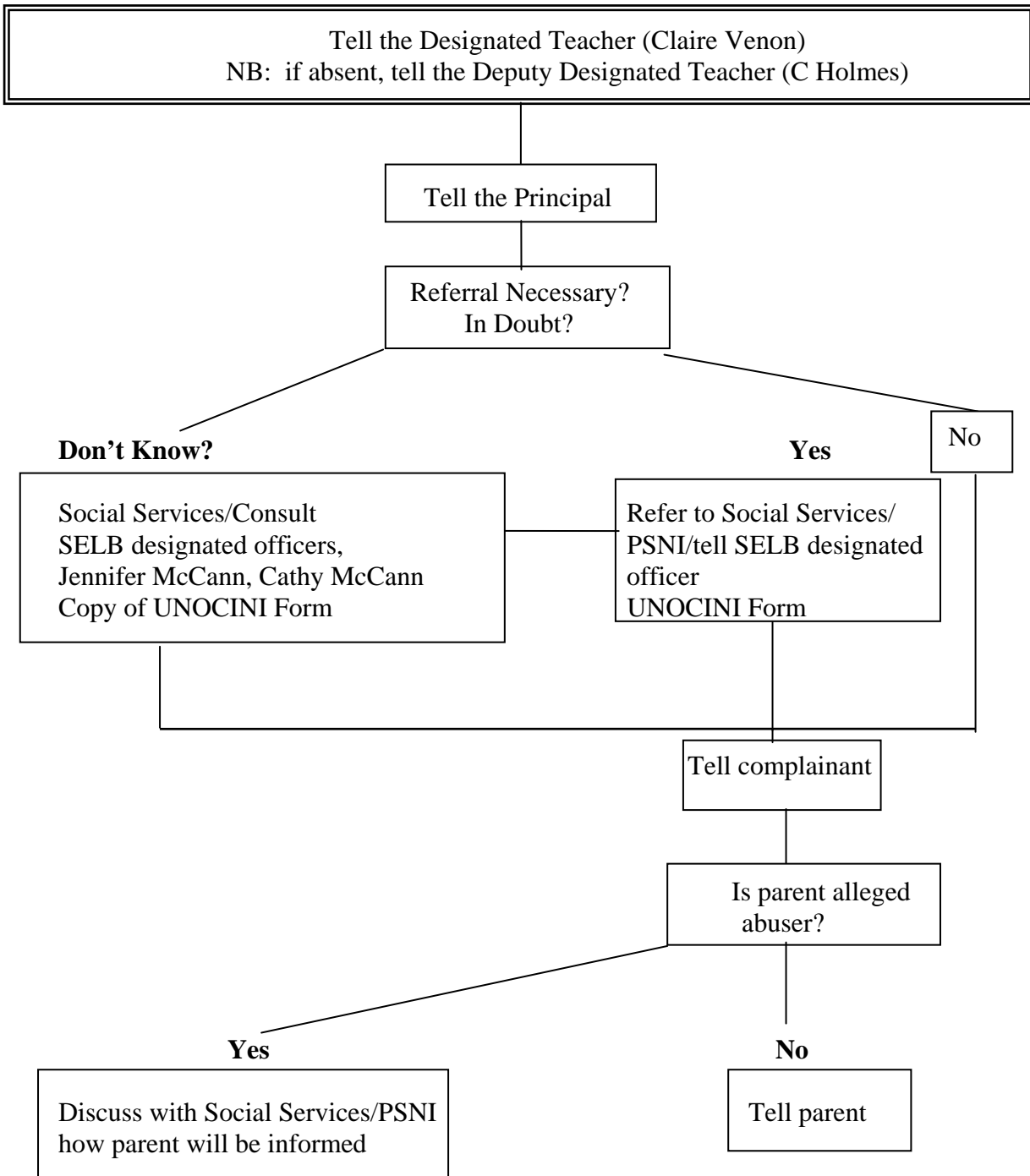
Annually, new parents are contacted via letter, requesting permission to use their child's photos in college publications and/or to promote the college.

INTEGRATED COLLEGE DUNGANNON

How a Parent/Guardian Can Raise a Child Protection Concern



**ICD COLLEGE STAFF PROCEDURE FOR DEALING WITH
CHILD PROTECTION CONCERNS**



Where a complaint has been made about possible abuse by a member of the College's staff

If a complaint about possible child abuse is made against a member of staff, the Principal (or Designated/Deputy Designated Teacher if he is not available) must be informed immediately. The above procedures will apply (unless the complaint is about the Principal/Designated/Deputy Designated teacher).

If a complaint is made against the Principal, the Designated Teacher will inform the Chairperson of the Board of Governors who will ensure that necessary action is taken.

Where the matter is referred to Social Services the member of staff may be removed from duties involving direct contact with students (and may be suspended from duty as a precautionary measure pending investigation by the appropriate authorities). The Chairman of the Board of Governors will be informed immediately.

Child Protection Procedures as outlined will be followed in keeping with current Department of Education guidance i.e. page 30 of DENI document – 'Pastoral Care in Schools' (1999): Child Protection.

RECORD OF CHILD ABUSE COMPLAINTS

The college maintains a record of all concerns of a Child Protection nature. This includes;

- the date and brief details of concern/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.

INTERNET SAFETY

(See also SELB Guidelines in Appendix VI)

Role of College

To safeguard students and staff in school from abusive material.

Preventative

- Ensure there is no access to inappropriate sites in school.
- Through the preventative curriculum to educate young people about internet safety.
- Include in school discipline policy and cross reference to other policies.
- Inform parents and students of their responsibilities.

If material accessed by students in school.....

- Follow appropriate school policy – child protection/anti bullying.
- Inform C2K.
- Inform site operator.

Role of parents

- Much of the material on such sites is accessed and created by students outside college.
- Inform parents
 - that while schools can try and ensure the safety of children using the internet in college they cannot do so out of school.
 - that it is the responsibility of parent to monitor the content of their children's web pages.
 - of the possible outcomes when abusive material is found on their children's web pages.

Role of PSNI

- If a complaint is made they may be able to track back and find who entered the material on the web site.
- Investigation when sites display material of a sexual nature involving children.

Further information

- The College's "ICT Acceptable Use Policy"
- www.parentcentre.gov.uk
- www.safetyngfl.gov.uk
- www.nch.org.uk/internetsafety
- www.tesco.com

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.

(See also "Safeguarding children online – A guide for school leaders" Becta Jan 2008)

EMPLOYMENT OF CHILDREN

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

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". SELB procedures will be followed where requests are made.

POLICY REVIEW

This policy should be revised every two years on consultation with Staff, Parent Council, Student Council, Designated Governor, Board of Governors and the SELB.

APPENDICES

INTEGRATED COLLEGE DUNGANNON

Child Protection – Record Sheet

Child's Name: _____ Form Teacher: _____

Date:	Time:
Place: (including context)	
People Present:	
What was said (always use the child's words): Any noticeable non-verbal behaviour:	

When were concerns reported? _____

To whom were they reported? _____

Signed: _____ Date: _____

Please forward this sheet to C Venon.

Code of Conduct for Staff in ICD 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.

1. 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 a 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.

2. Out of College and After-School Activities

Staff should take particular care when supervising students in the less formal atmosphere of a residential setting or after-school 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 the college. Staff should be aware of the particular care, which should be taken with older, more mature students in these circumstances.

3. 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). See also ICD Safe Handling Policy.

NB: If it has been necessary to use reasonable force to restrain a student staff should complete a Use of Reasonable Force Form (see Appendix 3 of Safe Handling Policy)

Similarly, if a member of staff has had to administer First Aid, they should complete a Green Accident Report Form.

NB: This is a legal document and must be returned to the Principal.

- 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 school/work environment.

4. 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. ICD has received advice on the value of consulting parents and Governors when proposing to use materials such as the AIDS education for schools and in connection with sex education programmes.
- c) If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the Principal before using it.

5. 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.

6. Visitors to College

In the interests of safety and child protection all visitors to the college should immediately on arrival report to reception where they will be issued with a visitor pass which must be returned upon leaving the college.

7. Personal letters and on-line communication

It will rarely be appropriate for staff to write personal notes, letters, phone texts, or to send email, 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. This advice is not intended to curtail the use of email or texting where the teacher 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 email 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 email or text can easily be misconstrued by the recipient as the 'conversation' is effectively private to just two individuals, with all that this implies.

Staff should keep passwords secure and ensure that no other person can gain access to their email account and maliciously send messages which appear to have been written by them. Ideally, both staff and students should use an email address provided as part of an official C2K internet service, even if they are sending messages while working at home. Since these services can be monitored, they provide a measure of protection for both parties. If staff or students receive inappropriate email or text messages from any source they should inform the Principal or a member of SLT. Staff should refrain from using their personal/home phones to contact students. The increased availability of internet 'chat room' 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 SELB's 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 education purposes can be organised in a secure environment for bona fide participants. C2K can provide advice on these and other related facilities.

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's 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.

Volunteer Helpers (including ECAs and Extended School Activities)

We very much appreciate the assistance of volunteer helpers. In addition, to the Code of Conduct as above, it is particularly important to highlight the following points:

- 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.



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)
Parents' Advice Centre
Childline UK
NSPCC Child Protection Helpline
Youthnet
Kidscape (10.00am – 4.00pm)
Contact 'Lifeline' (24 hours)
Contact 'Lifeline' Office (9.00pm – 4pm)
Children's Law Centre (Young Persons Advice Line)
Save the Children



8775 3228
08088010722
0800 11 11
0808 800 5000
020 7250 5700
08451 205 204
0808 8088000
028 90744499
0808 8085678
028 9043 1314

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



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 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.

- 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.

INTEGRATED COLLEGE DUNGANNON

Code of Conduct for Volunteer Helpers in Contact with Students **(including Extracurricular and Extended School Activities)**

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.

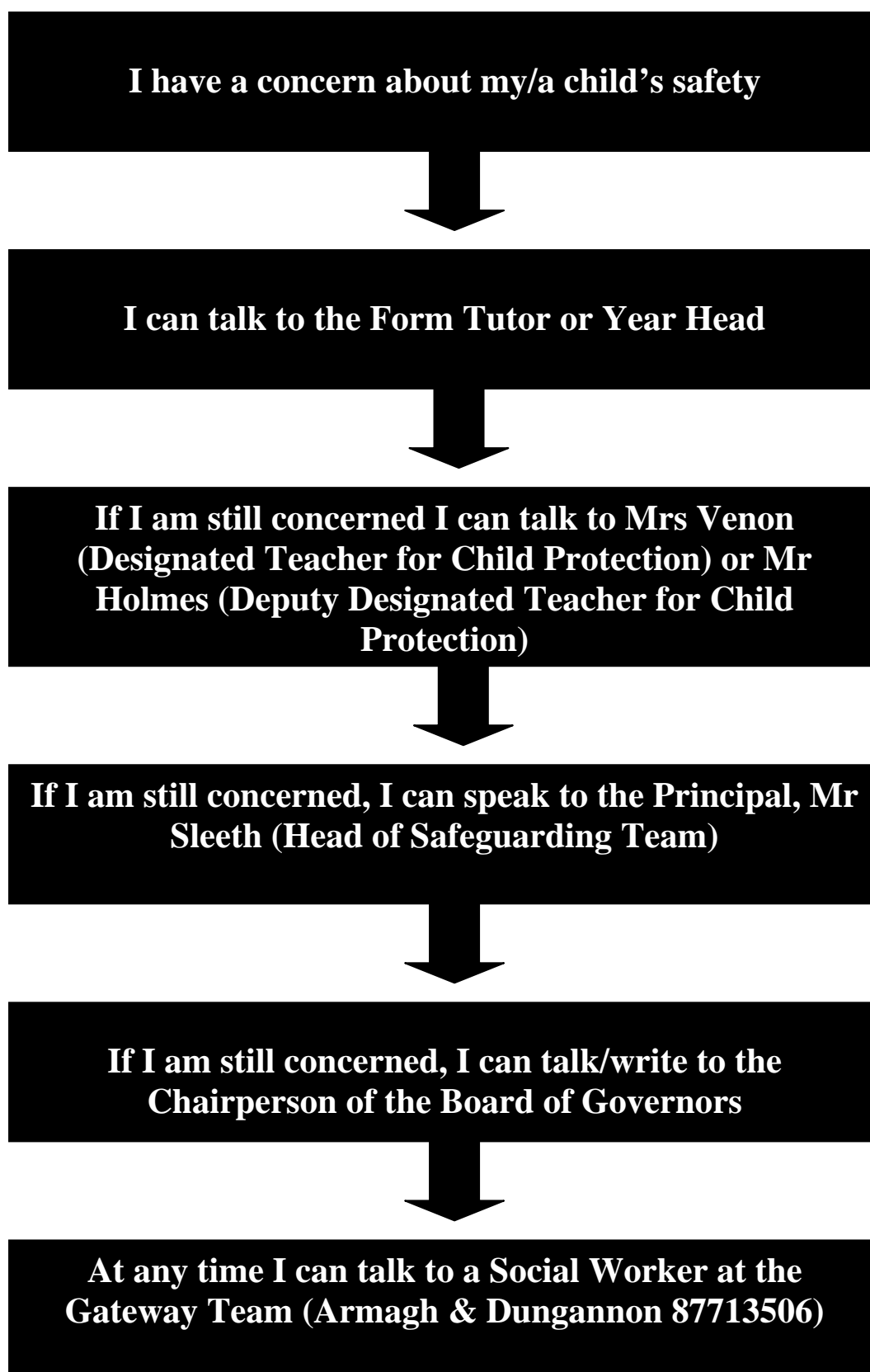
Any complaints will be dealt with in accordance with college procedure, and where required will be reported to Social Services and the Police.

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.

INTEGRATED COLLEGE DUNGANNON

How a Parent/Guardian Can Raise a Child Protection Concern



INTERNET SAFETY

Social Networking Websites and Communication Technology Guidelines for a Code of Conduct for those who work with Children and Young People.

Social Networking

Social networking is everywhere. It is common to find parents, children, co-workers and others on such sites. With social networks people across the world have access to tools and options that were previously non-existent. However, there are now just as many new opportunities to connect as there are to get into potential danger. One thing we often forget while having fun on social networks is that almost anybody can see what we are doing. While we are tagging photos of our friends or are posting comments to them, it can be easy to forget that someone else who has been invited onto a social networking site can also view them.

Once something appears on the Internet, it's almost impossible to remove. As these sites continue to grow in popularity, so too does the value of the information on them to parties other than those directly involved. Social networking users need to take a step back and think about just what they're posting onto the internet.

Guidelines

The following guidelines should be read in conjunction with the Code of Conduct for your service, school or organisation.

People who work with children and young people should always maintain appropriate professional boundaries, avoid improper contact or relationships and respect their position of trust.

With regard to relationships, individuals who work with children and young people should not attempt to establish an inappropriate relationship which might include:

- Communication of a personal nature
- Inappropriate dialogue through the internet
- The sending of emails or text messages of an inappropriate nature

Individuals, who work with children and young people, should be extremely careful in corresponding with people on social networking sites. Staff relationships with children and young people should at all times remain professional and they should **not** correspond with children and young people through such sites or add them as 'friends'. It is worth bearing in mind that on such sites an inappropriate or even misconstrued communication may have the potential to impact upon their careers or even result in criminal investigation.

In addition, staff should bear in mind who may access their own profiles on such websites and should therefore take care as to the information they display about themselves and their personal lives. They should also ensure that they have installed and are using the appropriate privacy settings.

Individuals who work with children and young people and others, with whom they maybe be in a position of trust, should exercise caution when using social networking sites and avoid inappropriate communication of any kind.

EMPLOYMENT OF CHILDREN

It is illegal to employ anyone under the age of thirteen.

There are restrictions on when a child can work, the number of hours a child can work and also the type of work a child can do.

The following apply to young people between thirteen and the official school leaving age.

1. It is an offence for anyone to employ a child before 7.00am in the morning and after 7.00pm at night.
2. It is an offence to employ a child to do work for more than one hour before they start school in the morning or before the end of the school day, on any day when a child should be at school.
3. A child can only work for a maximum of two hours on any school day.
4. It is an offence to employ a child in any occupation likely to be harmful to their health or education. An employer or someone who is thinking of employing a child must assess all the risks and must take action to remove or reduce those risks.
5. A child can only work in the following jobs:
 - a) the delivery of newspapers, milk, groceries, foodstuffs, flowers or drapery goods.
 - b) Office work, except in a place that sells alcohol or is licensed for betting or gambling.
 - c) Hotel or catering work, except in the kitchen of a place that sells alcohol.
 - d) Shop assistant, except in a place that sells alcohol or is licensed for betting or gambling.
 - e) Domestic work.
 - f) Light agricultural work for the child's parents.
6. A child needs their parents consent before starting a job.
7. A child can only work for two hours on Sundays.
8. On any day a child is working, he/she is entitled to three hours rest between 7.00am in the morning and 7.00pm at night.
9. There is no minimum wage for children in employment, but a child should be paid a reasonable wage for the work they are doing.

Children & Young People Under 15

During school holidays, a child is not allowed to work more than 5 hours per day, Monday to Saturday, up to a maximum of 27 hours per week.

On a Saturday during term time, a child can work up to 5 hours.

If a child works continuously, Monday – Friday they are entitled to a one hour break (after 4 hours on Saturday).

Young People Aged 15 until School Leaving Age

During school holidays, a child is not allowed to work more than 7 hours per day, up to a maximum of 37 hours per week

On a Saturday during term time, a child can work up to 7 hours.

If a child works continuously, Monday – Saturday you are entitled to a one hour break.

Your local Education and Library Board is responsible for ensuring that employers treat children they employ properly.

An employer must notify the Education and Library Board that they have employed a child. They must fill in a form and send it to the Education and Library Board. This will include the child's details and the details of the job the child will be doing. They must also submit a letter from a doctor stating that the job will not be harmful to the child.

Once this information has been checked the Education and Library Board will issue an employment card and the employer holds on to this as long as the child works in that job.

If a child feels that they have been unfairly treated in a job, they should contact the Children's Law Centre who will be able to help them with this and any other issues the child may have.

Useful Numbers:

BELB	028 9056 4000
NEELB	028 2565 3333
SELB	028 3751 2200
WELB	028 8241 1411
SEELB	028 9056 6200

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.

<u>Useful Websites</u>	<u>Further Information</u>
www.ceop.gov.uk	Other organisations who can also help:
www.nspcc.org.uk	Your Health Visitor
www.childnet-int.org	Your GP
www.teachernet.gov.uk	NSPCC – 028 3839 9951
www.barnados.org.uk	Parents Advice Centre – 0808 8070 122
www.kidsmart.org.uk	Childline – 0800 1111
www.deni.gov.uk	
www.selb.org	

Contact Details for PSNI

STATION	ADDRESS	PHONE NUMBER
Armagh Station	1-2 City View, Newry Rd, ARMAGH	028 3752 3311
Banbridge Station	14 Castlewellan Rd, Banbridge	028 4066 2222
Craigavon Station	1 Legahory Centre, Craigavon	028 3832 5144
Dungannon Station	1 Quarry Lane, Dungannon	028 8775 2525
Lurgan Station	62 Church Place, Lurgan	028 3832 5144
Newry Station	3 Belfast Road, Newry	028 3026 5500
Portadown Station	17-19 Edward Street, Portadown	028 3833 2424

Gateway Service for Children’s Social Work Services, Southern Health & Social Care Trust

A Duty Social Worker is available to take your call Monday to Friday from 9am – 5pm (Excluding Public Holidays). Freephone Number: 0800 783 7745

What is Gateway?

- Gateway is a social work service for children and families.
- It is the first point of contact for people who wish to share a concern about a child/young person who is not already known to social services.
- It exists to respond quickly to the needs of children and families who are referred for a Social Work Service.

Aims of Gateway?

- to work in partnership with children and families to assess their needs and to identify appropriate support services.
- To ensure an immediate response to safeguard children in need of protection.
- To ensure that everyone involved with a child can make a meaningful contribution to the assessment of the child and his or her family.
- To identify children/young people who need ongoing social work involvement and to access this for them.
- To work closely with other agencies when there is a concern about a child/young person or when additional support is needed.
- To make sure that all new referrals are responded to promptly.

What does Gateway do?

- Provides a Social Work Service Monday to Friday from 9 am – 5 pm.
- Provides information and advice.
- Visits and speaks to children, young people and their families in their own home, to assess what they need.
- Speaks to other professionals involved with the family to ensure their views are included in the assessment.
- Refers families to locally based services for additional support when needed.
- Takes steps to protect children and young people when this is necessary.
- Keeps families and professionals informed throughout the assessment.
- Aims to complete all initial assessments within 10 working days.
- Gives the family and professionals (when appropriate) a written copy of the completed assessment.
- Ensures families and professionals know what happens next.
- Ensures children and families who continue to need a social work service are transferred to their local social work team.

Contact Details for Social Services – Gateway Teams

Armagh & Dungannon, E Floor, South Tyrone Hospital, Carland Road, Dungannon BT71 4AU. Tel: 028 8771 3506

Craigavon & Banbridge, Brownlow H & SS Centre, Legahory, Craigavon. BT65 5BE
Tel: 028 3834 3011

Newry & Mourne, Dromalane House, Dromalane Road, Newry. BT35 8AP
Tel: 028 3082 5057

Out of Office House: 028 3833 4444