



Child Protection Policy

Incorporating

Indicators

Procedures for staff and parents
Code of Conduct for staff and visitors

Information relating to:

Access to the internet
Use of children's images/names
Use of mobile phones
Administration of medication
Changing clothes

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FOREWORD

This document outlines Orchard County Primary School's approach to a range of Child Protection issues. Its main function is to provide ethical direction and practical guidance for all those employed within our school and those external agencies working with the pupils within the school environment.

The main sections are outlined as follows:

Section A What is Child Abuse This section outlines the four main categories of child abuse.

Section B Procedures for Reporting Child Abuse This section provides guidelines on the appropriate steps to take when child abuse is suspected.

The appendices include code of conduct guidelines for staff and visitors as well as information relating to internet access, use of children's images, use of mobile phones, administration of medication and changing clothes.

This document should be used in conjunction with a range of other school policies and guidelines including:

- Pastoral Care
- Positive Behaviour Management
- First Aid
- Health & Safety

Whilst Individual sections of this document will be salient depending on a given situation, it is essential to note that Orchard County's commitment and holistic approach to the protection of each pupil is the lynchpin connecting all sections.



CHILD PROTECTION POLICY

Rationale

Orchard County Primary School is a rural school where many children belong to the same extended family circles and most children mix with each other outside school.

Through our pastoral care policy we aim to provide a caring, supportive and safe environment, within which young people can learn and develop to their full potential. It also ensures that staff, governors and volunteers focus on valuing individuals for their unique talents and abilities. However, most specifically it highlights the fact that we need to take all reasonable steps to ensure that pupil's welfare is safeguarded and their safety preserved.

One way in which we seek to protect our pupils is by helping them learn more about risk of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.

All our staff, governors and volunteers are subject to appropriate background checks.

The staff at Orchard County Primary School have adopted a Code of conduct (**See Appendix 1**) and visitors are required to read and adhere to The Visitors Code of Conduct, sign the visitors' book and wear a visitors' badge (**See Appendix 2**).

In Orchard County the care, welfare and safety of all our children is paramount. The staff follows the guidelines and procedures described in DENI, SELB and Southern Trust publications regarding Pastoral Care and Child Protection.

Our staff clearly recognises the key areas of responsibility, prevention, recognition, and response. This policy aims at ensuring there is also clear understanding within each of these areas. The policy applies to all staff, governors and volunteers working in the school.

What is Child Abuse?

Children may be abused by a parent, sibling, other relative, a carer, a teacher or assistant, an acquaintance or a stranger who may be an adult or a young person. It may be a deliberate act or failure on the part of a parent, carer or teacher to act or to provide proper care, or both. Abuse can take any of the following forms:

- **Neglect**

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

- **Physical**

Physical injury to a child, whether deliberately inflicted or knowingly not prevented.

- **Sexual**

The sexual exploitation of a child or young person for an adult's or another person's own gratification. The involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violates normal family roles.

- **Emotional**

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

(For indicators of possible abuse see Appendix 3)

Bullying

Although not an official form of abuse, bullying in any form will not be tolerated in Orchard County Primary School. If after investigation bullying behaviour persists then Child Protection Procedures will be instigated. Our Anti-Bullying Policy (which forms part of our Pastoral Care Policy) is available upon request.

Procedures for Reporting Suspected (or Disclosed) Child Abuse

In Orchard County Primary School the Safeguarding Team of Mr Blevins (Principal) Mr Crawford (Designated Child Protection Teacher) and Mrs McMillan (Vice-Principal and Deputy Designated Child Protection Teacher) are responsible for Child Protection.

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff will act immediately. **(See Appendix 4 – What to Do Child)**

No child will be given a promise of confidentiality but will be assured that the information shared will only be disclosed to people who NEED to know.

The following procedure will be applied:

- He or she will speak to Mr Crawford or Mrs McMillan and a written record will be kept in the locked Safeguarding Drawer in Mr Blevins' office.
- Mr Crawford or Mrs McMillan will discuss any concerns with Mr Blevins ensuring that a written record is kept.
- If (after consultation with the SELB Child Protection Officers) a referral is deemed necessary, it will be made immediately to the Social Services.

If there are concerns that a child may be at risk the school is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately. **(See Appendix 5 – A Guide for Parents)**

If a complaint about possible Child Abuse is made against a member of staff, Mr Blevins (or Mrs McMillan if he is not available) must be informed immediately. Parents can also seek advice from the School's Designated Child Protection Governor, Mrs. E. Harty.

The above procedures will apply (unless the complaint has been made about Mr Blevins). Where the matter has been referred to the Social Services, the member of staff will be removed from duties involving direct contact with pupils, and may be suspended from duty as a precautionary measure pending investigation by Social Services. The Chairman of the Board of Governors, Mr K Twyble will be informed immediately.

If the complaint is made against Mr Blevins, Mrs McMillan (or Mr Crawford if she is not available) must be informed immediately. Mrs McMillan will inform Mr Twyble and together they will ensure that the necessary action is taken.

(See Appendix 6 – Complaints Procedure - Staff)

A hard-backed book will be stored in the locked Safeguarding Drawer to record all allegations or concerns made about members of staff. This will be shared with the governors annually and signed by the Chairman.

If a complaint is made concerning a member of the Board of Governors/volunteer/someone rather than a member of staff then the same procedure will be followed.

However, if the complaint is made against the Chairperson of the Board of Governors, Mr Blevins will advise the Vice-Chairperson and the Southern Education and Library Board's Child Protection Officer.

(See Appendix 6 – Complaints Procedure - Non-Staff)

In addition to the above the school specifically recognises the need to protect children when:

- On school trips
- Using the internet and digital media
- Administering medication
- Changing wet or soiled clothes

For this reason the schools seeks parental consent on:

- All out of school activities (See Appendix 7)
- Access to the internet (See Appendix 8)
- Use of photographs, images and video recording (see appendix 9)
- Use of mobile phones (See Appendix 10)
- Administration of medication (See Appendix 11)
- Changing clothes (See Appendix 12)

Confidentiality and Record Keeping

All information, confidential notes and records must be kept in a separate file in the Safeguarding Drawer which remains locked in Mr Blevins' office. The relevant child will only be identified by his or her initials and date of birth.

Staff in-Service Training

Each member of staff will receive general training on this policy and the procedures on a yearly basis. This will be led by the Safeguarding Team. The Safeguarding Team will also avail of courses offered by the SELB, RTU and other multi-disciplinary agencies.

Monitoring and Evaluation

The Safeguarding team will discuss all current Child Protection issues on a monthly basis. The Board of Governors (who have reviewed and approved this policy) will also be advised of relevant Child protection Issues at regular intervals during the course of the school year. Specific details will not be shared with the Governors and confidentiality will be maintained.

The Safeguarding Team will review this policy annually and advise Governors and parents of changes when necessary. All parents will receive an annual summary (in the form of a flyer) outlining the basic Child Protection Procedures and Policy.

Useful Telephone Numbers

Childline 0800 1111
NSPCC 0800 800 5000

Useful Website www.deni.gov.uk



Appendix 1 – Code of Conduct for All Employees

In all actions concerning children, the interests of the child is paramount.

This Code of Conduct 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 offering advice on prudent conduct.

Relationships and Attitudes

Staff should ensure that their relationships with pupils are appropriate to the age, maturity and gender of the pupil, taking care that their conduct does not give rise to comment or speculation.

Private Meetings with Pupils

It is recognised that there will be occasions when confidential meetings take place between teachers and pupils. As far as possible staff should conduct these meetings in a room with visual access, or with the door open.

Where such conditions cannot apply, staff are advised to ensure that another adult knows that the meeting 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 into the room.

Choice and Use of Teaching Materials

- Parental permission should be sought before using teaching materials of a sensitive nature.
- Teachers should avoid using teaching materials which might be misinterpreted.
- If in doubt about the appropriateness of a particular teaching material, the teacher should consult the Principal before using it.

Handling Conversations of a Sensitive Nature

Staff should:

- Listen and accept information
- Take notes, explaining to the child why you are doing so
- Reassure the child
- Not make promises about the future
- Refer the conversation to the Safeguarding Team

Physical Contact

- Staff should not feel inhibited from responding to the needs of the child and offering physical comfort as a caring parent would provide. However this should only occur when the child is in agreement.

- All touch should be governed by the age and developmental stage of the child.
- Staff should not touch a child who has clearly indicated that he/she would be uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm.
- Physical punishment is illegal as in any form of physical response to misbehaviour unless it is by way of necessary restraint.
- Staff who have to administer first aid should ensure that 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.
- Any physical contact which is likely to be misinterpreted by the pupil, parent or other casual observers should be avoided.
- If any physical contact could be construed as inappropriate, the member of staff should inform the Principal in writing at the earliest possible opportunity.
- Staff should be particularly careful when supervising pupils in a residential setting or in an approved out of school activity where more informal relationships tend to be usual and where staff may be in proximity of pupils in circumstances very different from the normal school environment.

Restraint

- Staff can use reasonable force:
 1. To prevent injury to the child, other children, themselves or another member of staff
 2. To prevent damage to school property
 3. To prevent the commission of an offence
- The rights of a member of staff to use reasonable force to restrain a pupil applies on the premises of the school or elsewhere at a time when he/she has lawful control or charge of the pupil concerned.
- Staff should inform the Principal after any incident where reasonable force has been used.
- There should be a written account made of the incident in order to prevent any misunderstanding or misinterpretation. The account should include the names of those involved, when and where the incident took place, names of witnesses, a brief account of the steps taken to defuse the situation and the outcome of the incident.

Reception and Primary 1

It may be necessary for staff to do things of a personal nature for these younger children in their care. Children may be upset and need to be comforted with a hug. They may have a

toileting accident and need to have their clothes changed. To fail to do these things for a young child would be negligent.

In order to safeguard the child and protect, the following code of conduct will be adhered to at all times:

- Children will be encouraged to adjust clothing, etc themselves when using the toilet
- Only trained staff members will be permitted to accompany them to the toilet
- When taking a child/children to the toilet, the adult will inform another member of staff
- Children who wet their clothes after a toileting accident will be given clean replacements and encouraged to change themselves as much as possible
- If a child soils themselves, their previously given contacts will be telephoned in the order given to request that they are changed by a parent or another adult who has the parents' consent to clean and change the child
- In all toileting accidents, the child's parent/s will be informed by the class teacher, the classroom assistant or the school secretary



Appendix 2 – Code of Conduct (Visitors)

All visitors must:

1. Must read the Code of Conduct and sign the Visitors' book
2. Report immediately to the office
3. Must wear a 'Visitor' Badge – clearly visible
4. Wait until you can be escorted to a work area or the person to be visited
5. Knock the door before entering an office/classroom and explain the reason for your visit
6. Never be alone with a child
7. Never initiate a conversation with a child
8. Never have physical contact with a child
9. Never swear on the premises
10. Never smoke on the premises
11. Never bring nuts or foods containing nuts of any kind onto the premises
12. Take precautions to ensure that any equipment you may have with you is safely and securely stored so pupils do not have access
13. Report any incidents immediately to:

Mr Blevins (Principal)

Mrs McMillan (Vice-Principal)

Mr Crawford (Designated teacher for Child Protection)



Appendix 3 - Signs of Abuse

Physical Abuse

Signs

- Bruising (self harm)
- Burns
- Bites
- Broken Bones
- Sprains
- Dislocations
- Scalds
- Weals
- Cuts
- Fear (excessive, shrinking away)
- Reluctance to undress or change for PE/swimming
- Poorly clothed/covering up
- Behaviour change (dramatic)/performance change
- Aggression
- Withdrawal
- Weight loss/palour
- Alert/third party reports
- 'Under the influence' of illegal or unauthorised substances

Emotional

Signs

- Quiet
- Withdrawn
- Low self esteem
- Unable to make friends
- Poor concentration/sleepy
- Can't accept praise
- Need to control environment by behaviour (negative reaction)
- Inappropriate learned responses
- Attention demanding
- Imaginary friend
- Lack of interest in everything
- Impulsive stealing
- Wanting to stay in school
- Over-reaction
- Overly attached to teacher, over sensitive to praise/criticism
- Doesn't like physical contact
- Sudden speech disorders

- Drug/solvent abuse
- Deprived of love, positive attention, appropriate relationships, stimulation
- Exposed to criticism, negativity, blame and denied their human rights

Neglect

Signs

- Travel to school
- Lack of provision of food in school
- Lack of supervision
- No interest in education
- Hunger and tiredness
- Poor personal hygiene
- Unkempt state
- Emaciation
- Few friends
- Withdrawn or aggressive
- Health problems
- Difficulties in school work
- Inappropriately dressed

Sexual Abuse

Signs

- Inappropriate drawings
- Issues getting changed
- Inappropriate or sexually explicit language
- Inappropriate play – sculpting genital features with play-dough
- Fear of the dark
- Posture and sexualised gestures
- Obsessive washing
- Frequent ailments or marks and bruising
- Tired and withdrawn
- Low self-esteem
- Difficulty concentrating on school work
- Avoids physical contact
- May have significantly more money
- Few friends of own age

WHAT TO DO IF YOU ARE WORRIED OR ANNOYED ABOUT YOURSELF OR SOMEONE ELSE

I am annoyed or worried



I can talk to my teacher



If I am still concerned, I can talk to
Mr Crawford (Designated Teacher)
Mrs McMillan (Deputy Designated Teacher)



If I am still concerned, I can talk to Mr Blevins or any member of staff. They are all here to listen to and to help.



If you are unsure about talking to a member of staff, you can call:
Childline on 0800 1111
NSPCC on 0800 800 5000

These calls are free and will not show up on your telephone bill, but they will help you to work out what to do next.



Appendix 5 - A Guide for Parents

WHAT TO DO IF YOU HAVE ANY CONCERNS ABOUT YOUR CHILD

I have a concern about my child



I can talk to the class teacher



If I am still concerned, I can talk to one of the Safeguarding Team.

Mr Blevins (Principal)
Mr Crawford (Designated Teacher)
Mrs McMillan (Vice-Principal/Deputy Designated Teacher)

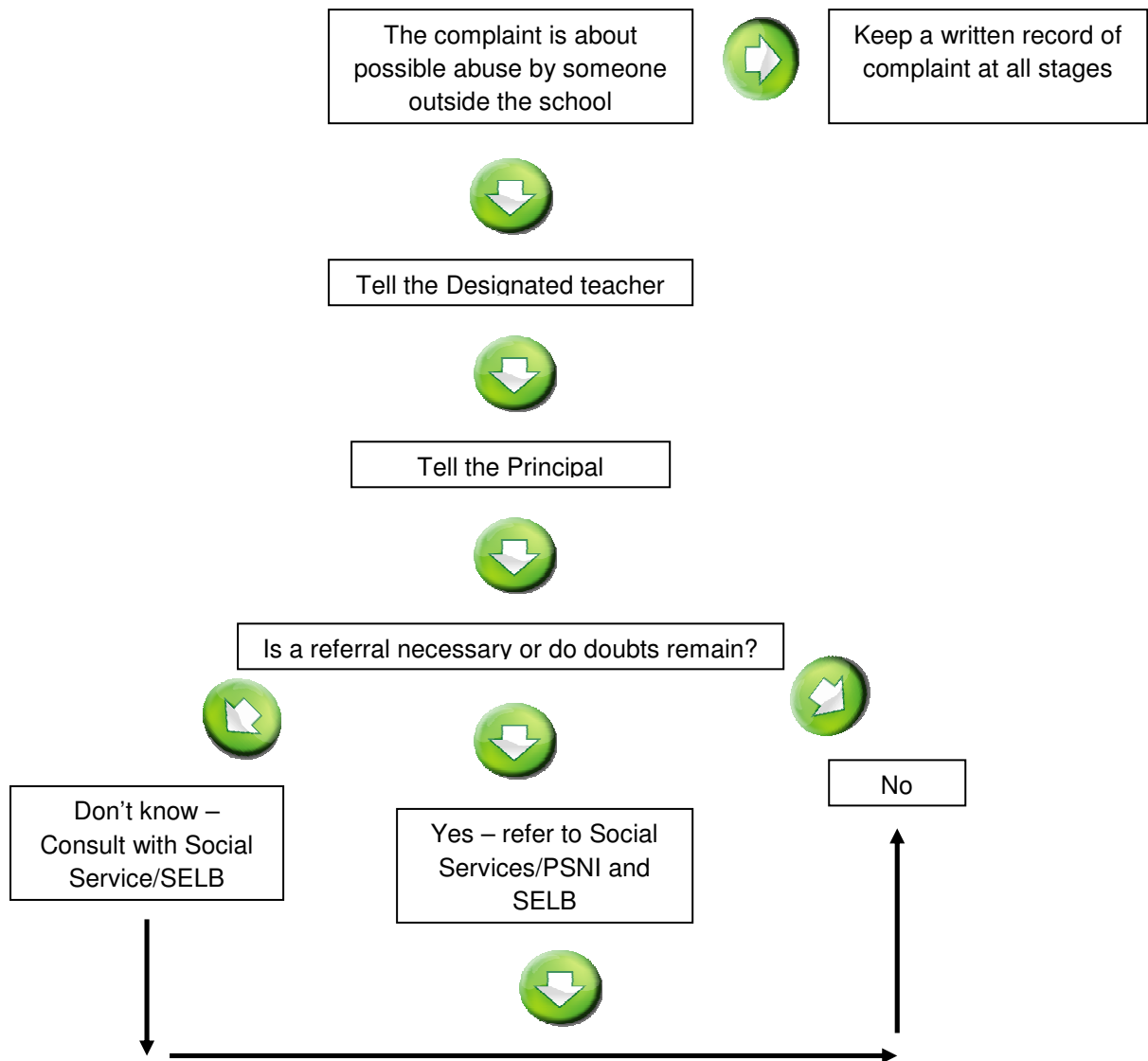


If I am still concerned, I can talk/write to Mrs. E. Harty,
Board of Governors Designated Child Protection Governor
or the Chairperson



Appendix 6 – Complaints Procedure (Non-Staff)

The following procedure should be applied if the school has concerns or has been given information about possible abuse by someone other than a member of staff.



Tell complainant



Yes – discuss with Social Services/Police how parent will be informed



Is the parent the alleged abuser?



No – tell the parent



Appendix 7 – Out of School Activities/School Visit Proforma

Educational Visit/Extra-Curricular Activity Consent Form

Educational visit to: _____

Date of the proposed visit: _____

Details of the visit:

Departure time: _____ Time of return to school: _____

Purpose of the visit:

Estimated costs of the visit:

Transportation per child: _____

Entrance per child: _____

Additional costs (Please detail): _____

Total parental donation required: _____

✂-----

Educational Visit/Extra-Curricular Activity Consent Form

Educational visit to: _____

Date of the proposed visit: _____

I consent to my son/daughter (Name) _____

Participating in this educational visit and confirm that he/she is medically fit to participate.

Please detail below any new or recent medical information that is not included on the Medical Form completed in September this year.

Signed (Parent/Guardian): _____



Appendix 8 – Access to the Internet

Parents' Internet Information Letter

Dear Parent.

As part of the school's ICT programme, we offer pupils supervised access to the Internet. Before the school can allow pupils to use the Internet, they must obtain parental permission. Both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the rules on this matter.

Access to the Internet will enable pupils to explore thousands of libraries, databases and bulletin boards while exchanging messages with other Internet users throughout the world.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Find attached the following documents;

- Pupil Guidelines for Internet Use
- A Parent's Guide to the Internet

A copy of the school's Policy for Acceptable Use of the Internet can be obtained from the school.

If you decide to support your child's application for access to the Internet, please complete the attached slip and return it to school promptly.

Yours faithfully

S. Blevins
Principal



Please complete and return this form

Pupil's Name _____

Parent

As the parent or legal guardian, I grant permission for my child/children to use electronic mail and the Internet. I understand that pupils will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my child/children to follow when selecting, sharing and exploring information and media.

I also grant permission for my child's work or photograph to appear on an SELB and or an official school web site.

Parent's signature _____ Date _____

P4 – P7 Pupil

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the school network in a responsible way and observe all restrictions explained to me by the school.

Pupil's signature _____ Date _____



Pupil Guidelines for Internet Use

Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. General school rules apply.

The Internet is provided for pupils to conduct research and communicate with others.

Parents' permission is required. Remember that access is a privilege, not a right and that access requires responsibility.

Individual users of the Internet are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Computer storage areas, memory sticks and compact disks will be used by pupils but staff may review files and communications to insure that users are using the system responsibly. Users should not expect that files stored on servers or disks would always be private.

During school, teachers will guide pupils toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

1. Sending or displaying offensive messages or pictures.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Damaging computer, computer systems or computer networks.
5. Violating copyright laws.
6. Using others' passwords.
7. Trespassing in others' folders, work or files.
8. Intentionally wasting limited resources.

Sanctions

1. Violations of the above rules will result in a temporary or permanent ban on Internet use.

2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, policy or local authorities may be involved.

1. *What is the Internet?*

The Internet is a large number of computers all over the world linked together with cables. In most cases, each of these computers is also linked locally to a number of other computers, in a local network. It is possible for someone using one of these computers to access information on any of the other computers. This system was established by those working in Universities and Government organisations for the fast and efficient transfer of largely text-based information around the world directly from one computer to another.

It is possible for other people, outside these local networks, to connect to the Internet by using standard telephone lines between their computers and those already connected to the Internet. A number of companies specialise in providing this service for a fee.

2. *What is the World Wide Web?*

To make the appearance of information available through the Internet more attractive, and to assist people in finding information more easily, it is now possible for special pages of information to contain text, colours and pictures, sound and even video. These pages, collectively, make up what is known as the World Wide Web. Most of these pages include information on the location of other pages with similar or related content. Moving from one page to another, regardless of where in the world they might be located, is called browsing, or surfing the net or web. Many of these Web pages contain information that may be useful in the classroom, and it is presented in a way which is often easy to use.

A number of UK suppliers including BT and Research Machines, offer schools the facility of keeping their own pages on the Internet. These school "home pages" might describe the school's activities to outsiders or explain project work that pupils are involved in.

3. *What is Electronic Mail (E-mail)?*

This is merely a way of sending messages from one person to another via the Internet. Each Internet user has a unique e-mail address (such as anybody@msn.com) and by sending a message to this address, the recipient can read the message the next time he or she connects to the Internet. Internet e-mail addresses are usually provided along with a schools' connection to the Internet and normally individual pupils will not have their own e-mail address.

4. *What are the dangers of the Internet referred to in the media?*

It is true that there is some material on the Internet that would be offensive to most people, such as pornography, racist and fascist material, and this can be accessed by children if using the Internet unsupervised. The main educational providers try to 'filter' known offensive locations of material of this kind, but there is too much for this filtering to be very effective, and the locations change frequently. The only way to block access to this kind of material is to have a restricted range of pages available, in which case many of the advantages of the global and dynamic nature of the Internet may be lost. It is a feature of the Internet that the information available is free. Increasing restrictions will undoubtedly lead to systems of charging for access to specific material, in addition to the other costs described. An alternative system is to educate pupils and encourage an acceptable use policy and partnership between home and school in dealing with the less savoury side of Internet use

5. *How can I get more information?*

There are many magazines in newsagents that cater for beginners-advanced use of the Internet. If you have any specific questions please contact the school and ask for the IT co-ordinator.



Appendix 9 – Use of Work and Images

In line with Child Protection Procedures please indicate your wishes on the form below.

Name of Child _____

School Information/Newsletters

I permit my child's work to appear in school publications/school website

Yes No

I permit my child's name to appear in school publications/school website

Yes No

I permit my child's photograph to appear in school publications/school website

Yes No

Newspapers/Magazines

I permit my child's work to appear in newspapers/publications/websites

Yes No

I permit my child's name to appear in newspapers/publications/websites

Yes No

I permit my child's photograph to appear in newspapers/publications/websites.

Yes No

DVD Recordings/Television/Radio Broadcasts

I permit my child to appear on /television/radio/websites/school DVDs.

Yes No

Parent's Signature _____ Date _____



Appendix 10 – Use of Mobile Phones

Most mobile telephones include a facility which allows photographs to be taken and sent. This significantly increases the potential for a major Child Protection or bullying incident. Many also have access to insecure and unprotected websites. For this reason, Orchard County applies the following policies for pupils and staff.

Pupil Guidelines

- Pupils are not permitted to bring mobile phones onto the school premises or on school educational visits
- The school telephone can be used in emergencies – 028 38 852696
- Any pupil found with a mobile phone will be asked to present it to their teacher who will request that it is collected by a parent
- The school will not be held responsible for any damage or loss to mobile phones brought onto the premises
- I will advise an adult if I receive any rude calls, texts or images or if I receive any hurtful calls or texts to my personal mobile phone
- I will NEVER be responsible for a rude or hurtful call, message or text

Staff and Other Adult Guidelines

- Mobile phones may be carried onto the school premises but they may only be used in one of the offices or the staffroom during school hours
- Mobile phones may be used in the classroom after the children have left the premises
- Mobile phones should never be used to photograph an activity or a child in the school or on an educational visit
- Personal mobile phones may be carried on an educational visit but should only be used for urgent/important communication relating to the activity or emergencies



Appendix 11 – Administration of Medication

Consent Form for Administering Medication in School

Name of Pupil: _____

Class: _____

Teacher: _____

I request permission for my son/daughter to be given the following medication during school hours by the class teacher or a designated member of staff.

Medication: _____

Dosage: _____

When taken: _____

Signed (Parent/Guardian): _____

Date: _____

Please note that this form relates to temporary administration of medication. Any child requiring ongoing medication requires a personal medical care plan which will be discussed and agreed with the Principal and signed by both parties.



Appendix 12 – Changing Clothes

All children in the school are required to change their clothes for Physical Education and some other activities. The following policies are applied on all occasions where clothes are changed:

Reception to P5

- Unless a parent specifically requests that a child is permitted to exit the classroom to change, all children in these year-groups will change in the classroom under the supervision of the regular classroom staff or a substitute teacher if the teacher is absent.
- Following PE, most children will be requested to re-dress in their full school uniform. The senior class will be asked to put their pullovers, skirts and trousers back on but shirts and ties may remain in their bags.

P6 and P7

- If Mr Blevins is in the classroom, the girls will exit the room and change for PE in the Classroom 6 or the girls' toilet area.
- If Mrs Allen or a different female staff member is in the classroom, the boys will exit the room and change in Classroom 6 or the boys' toilet area.
- For safety reasons, on swimming days the children will change in the appropriate boys' or girls' communal team changing room and be supervised by a member of the school staff or a member of the pool staff (all of whom have been appropriately police-checked).

Extra-Curricular Activities

- Children changing for extra-curricular activities will change in an area which is adequately supervised by the teacher in charge (if that teacher is of the same gender). If the teacher is not of the same gender, the same policy that is used for P6 and P7 PE will be applied.

Toilet Accidents

- If any child in the school has a toileting accident, they will be given clean clothes and asked to change themselves. If they are unable to change themselves, a parent or approved carer will be requested to come into school to help.
- If a child is soiled, a parent or carer will be requested to collect the child so they can be cleaned and changed. On many occasions this is a clear sign of an illness.
- If a child has regular toileting accidents this will be discussed with the child's parents and medical or Child Protection specialists if necessary.

Reference Materials

Area Child Protection Committees' Regional Policy and Procedures
April 2005

Children (NI) Order 1995 'The Sexual Offences (Amendment) Bill 2000'¹

DE Circular 'Relationships and Sexuality Education (RSE)' 2001/15

DE Circular 'Drugs: Guidance for schools' 2004/9

DE Circular 'Pastoral Care in Schools' 1999/10

Drugs: Guidance for Schools in Northern Ireland
CCEA
2004 ISBN 1 85885 652 3

Evaluating Pastoral Care 1999
DENI
1999

Guidance for Primary Schools: Relationships and Sexuality Education
CCEA
2001 ISBN 1 85885 209 9

Guidance for Post Primary Schools: Relationships and Sexuality Education
CCEA
2001 ISBN 1 85885 209 9

Integrating Personal Safety Programmes into the Curriculum: Child Protection
CCEA
1999 ISBN 1 85885 202 1

Pastoral Care in Schools: Child Protection
DENI
1999

The Education and Libraries (NI) Order 2003

Together Towards Improvement: A Process for Self-Evaluation
Department of Education ETI

UN Convention on the Rights of the Child
Article 3; Article 12; Article 19