

Coleraine Grammar School Child Protection Policy Summary

- The Governors, Headmaster, Senior Management Team and Staff of Coleraine Grammar School acknowledge their responsibilities under the Children (N.I.) Order 1995 and the Education and Libraries (Northern Ireland) Order 2003 to safeguard and promote the welfare of all registered pupils in their care and to take whatever steps are necessary to protect them from all forms of abuse.
- The Child Protection Policy is based on the fundamental principle, taken from the Children ([Northern Ireland] Order 1995, that it is the welfare of the child which must be the paramount consideration.
- The Designated Teacher(s) will assume primary responsibility for all matters pertaining to the Children Order. The Designated Teacher is Mr T A Hamilton and the Deputy Designated Teacher(s) are Mr J Frew, Miss L Magee and Mrs S Taggart.
The Designated Teacher(s), after consultation with the Headmaster and Education Authority Officers, will refer all reported allegations to Social Services if this is felt to be necessary. The President of the Board of Governors will then be notified as soon as possible.
The Designated Teacher(s) will ensure that appropriate reporting forms are available and will keep copies of these in a secure place. The Designated Teacher(s) will also maintain a Child Protection Log where initial concerns will be recorded in chronological order. The Designated Teacher(s) and Deputy Designated Teacher(s) will receive child protection training and will provide consultation advice on contacting the child protection agencies where necessary.
- Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, by those known to them or, more rarely, by a stranger. There are many types of abuse including physical, emotional and sexual. A child may also suffer abuse through neglect or deliberate harm.
- Child protection procedures, as outlined in the full policy, will be followed when an allegation is made against anyone who may have had contact with pupils of the school in either a voluntary or professional capacity or when a young person displays indicators which require fuller assessment by Social Services.
- The flow chart on the reverse shows a summary of the procedures if a parent/carer has a concern about their own or any other child.
- DE Circular 2013/01 (updated September 2015, currently under review) sets out vetting requirements for schools. Recruitment procedures will include an Access NI check of the possible criminal background of an applicant who will have substantial unsupervised access to children. Teachers, examination invigilators and Private contracted transport providers (named drivers) must have an Enhanced Disclosure Certificate (EDC) from Access NI before taking up post. With the applicant's knowledge and approval, a standardised form may be forwarded through the Department of Education for Northern Ireland for police processing. In addition, when appropriate, an unofficial enquiry may be made with the applicant's referees.
- All non-members of staff involved in extra-curricular school activities or involved in any other way must be informed that school policy requires checks on their suitability:
 - (a) The school will obtain an Enhanced Disclosure Check for those working without supervision.
 - (b) The school may decide to obtain an Enhanced Disclosure Check for those working with supervision.
 - (c) Using a suitable pro forma, references will be sought from at least two sources
 - (d) The individual may not undertake any school activity until advised by the Headmaster.

The full version of the Coleraine Grammar School Child Protection Policy may be downloaded from the school website www.colerainegrammar.com or can be obtained, on request, from the Headmaster's P.A., Mrs N Millar.

