



HOLY FAMILY PRIMARY AND NURSERY SCHOOL

CHILD PROTECTION POLICY (Nursery Specific)

We in Holy Family Nursery Unit have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our pastoral care policy, which aims to provide a caring, supportive and safe environment; valuing individuals for their unique talents and abilities, so that all our young children can learn and develop to their full potential. Our child protection policy also seeks to support the child's development in ways that will foster security, confidence and independence. It should be regarded as central to the well-being of the individual and is therefore seen to be an intrinsic part of all aspects of the curriculum.

Aims

- To promote the welfare of each child
- To enhance children's
 - self-esteem
 - self-confidence
 - assertiveness
 - communication skills
 - awareness of personal safetyby empowering the children with the basic skills, experiences, knowledge and attitudes that are needed in this rapidly developing society.
- As part of a statutory discipline policy to have a whole school policy against bullying, through recognition of the abuse of power between adults, between adults and children, and between children.
- To ensure all staff are well informed about Child Protection issues and review the situation regularly in terms of staff development.
- To ensure that staff are well informed about procedures for reporting concerns as outlined in the WELB / CCMS Guidelines and DENI document - Pastoral Care in Schools. (see Appendix 1)
- **To ensure that staff are aware of their duty of care and their responsibility to report any concerns but not to investigate concerns.**
- To inform parents of The Child Protection Policy.
- To promote co-operation with statutory agencies in the multi-agency response to child protection.
- To incorporate child protection into the curriculum.

The policy will be put into effect:



- By providing an environment within the Nursery Unit in which every child feels confident that they
 - are well known
 - are safe
 - are valued
 - are respected
 - have their progress regularly checked and reported on.
 - are listened to
- By allowing a variety of opportunities for class and group discussion on thoughts and feelings in an atmosphere of trust, acceptance and tolerance.

This is incorporated in the daily curriculum we provide for the children and is reflected in the ethos of our school. In Holy Family Nursery Unit the staff is very aware of child protection issues and opportunities will be provided within the curriculum to talk about the children's fears, anxieties and experiences.

- By identifying a range of people to whom the children can turn to share concerns and discuss problems.

The key to ensuring good practice in child protection is appropriate and caring relationships between staff and children. It is vital that children receive a signal that their worries and concerns will be taken seriously. The staff, through discussion at story times, in small / whole class situations and in an atmosphere of trust, will talk with the children about the importance of families and friendships. Through the theme 'Ourselves' we constantly talk about our feelings, people we care for and people who help us.

- By integrating the key concepts of Child Protection with the existing curriculum and by developing awareness and skills of personal safety, eg. *Say no to strangers.*

As far as possible we will avail of the expertise of other outside agencies eg. The Road Safety Officer; the School Nurse; the Health Visitor, in providing a programme which will give the children the necessary skills to keep them happy and safe.

- By monitoring children's welfare and physical, emotional, social, intellectual and behavioural development.

The children's progress in the above areas will be noted from the settling in period to the end of the year. The use of observation and evaluation of activities and daily discussion between members of staff about the children's progress will help to keep the staff informed of the general development of each child.



- By promoting staff awareness of: types and indicators of child abuse and neglect, the appropriate response to the child, knowledge of procedures for reporting concerns, their statutory responsibility.

Each permanent member of staff will be given a copy of the DENI Pastoral Care in School – Child Protection Book. Students will be given a copy of this to read. In it the procedure for reporting an Incident of Child Abuse is clearly defined, as are staff roles and responsibilities.

- By informing staff of the importance and nature of appropriate record keeping and report writing, and the need to make clear distinction between factual reporting and professional opinion.
- By informing parents of the school's Child Protection Policy.

The parents will be informed about our Child Protection Policy, via the school booklet and at the introductory information evening. A copy will be posted on the Parents' noticeboard. A summary of the Child Protection policy will be given to parents and the full policy will be provided upon request and one will be posted on the school website. Sharing the policy with the parents should make it clear that if the child's needs appear to require it, referral will be made or advice sought as part of the school's pastoral responsibility.

- By establishing regular contact with the appropriate agencies in order to promote co-operation to protect children.

The safety of the child must be our first priority.

1. We will provide a safe environment and ensure children's safety by operating a security system where access to the nursery can only be gained by buzzer/intercom. Parents are made aware from the outset of the necessity to have consistent arrangements for leaving/collecting children. Children should always be accompanied by an adult and parents will always be encouraged to come into their child's classroom to collect their child. Strong, mutually supportive and positive relationships between parents and staff are critical to ensuring the safety of children. Accordingly, the staff of Holy Family will consistently strive to develop such relationships with parents. Emergency contact telephone numbers are requested in the event of a child becoming ill or distressed.
2. In a nursery setting, adults will inevitably come into close physical contact with the children, when toileting, changing clothes or comforting them. It is our intention that the nursery staff (and not students or helpers) perform these duties where possible, and that parents give permission for their child to be changed etc. prior to their admission to the school. Staff will at all times be respectful of children's feelings and privacy when giving assistance.



3. Within the nursery class, children will always be cared for by their teacher and nursery assistant. An additional adult - student / voluntary helper may also assist. When children are brought out of the nursery environment on trips / visits the adult : child ratio will increase to at least 1 adult per 5 children.

All staff and students have been subject to appropriate background checks (Appendix 2). All staff have attended training in Child Protection, where we have learned to recognize possible signs of abuse or neglect. Suspected abuse will be reported to the deputy designated child protection teachers, Mr Matthewson or Mrs Cosgrove. In their absence a report will be made to the designated child protection teacher, Mrs Parke, Holy Family Primary and Nursery School. Staff will operate under the specific guidance of the designated staff in all matters relating to child protection.

Staff Development

In order that staff have the requisite skills, understanding and knowledge to implement the policy effectively, staff will have access to a broad, balanced staff development programme which will be established according to the School Development Plan priorities.

Implementation of Policy

The responsibility for the implementation of this policy rests with the entire nursery staff and the Child Protection staff, Mrs Cosgrove, Mrs Parke and Mr Matthewson.

Review

This policy will be kept under continuous review. The next formal review will take place January 2016. Responsibility for the review will rest with the nursery co-ordinator, Mrs Cosgrove and Mrs Parke, DCTP.



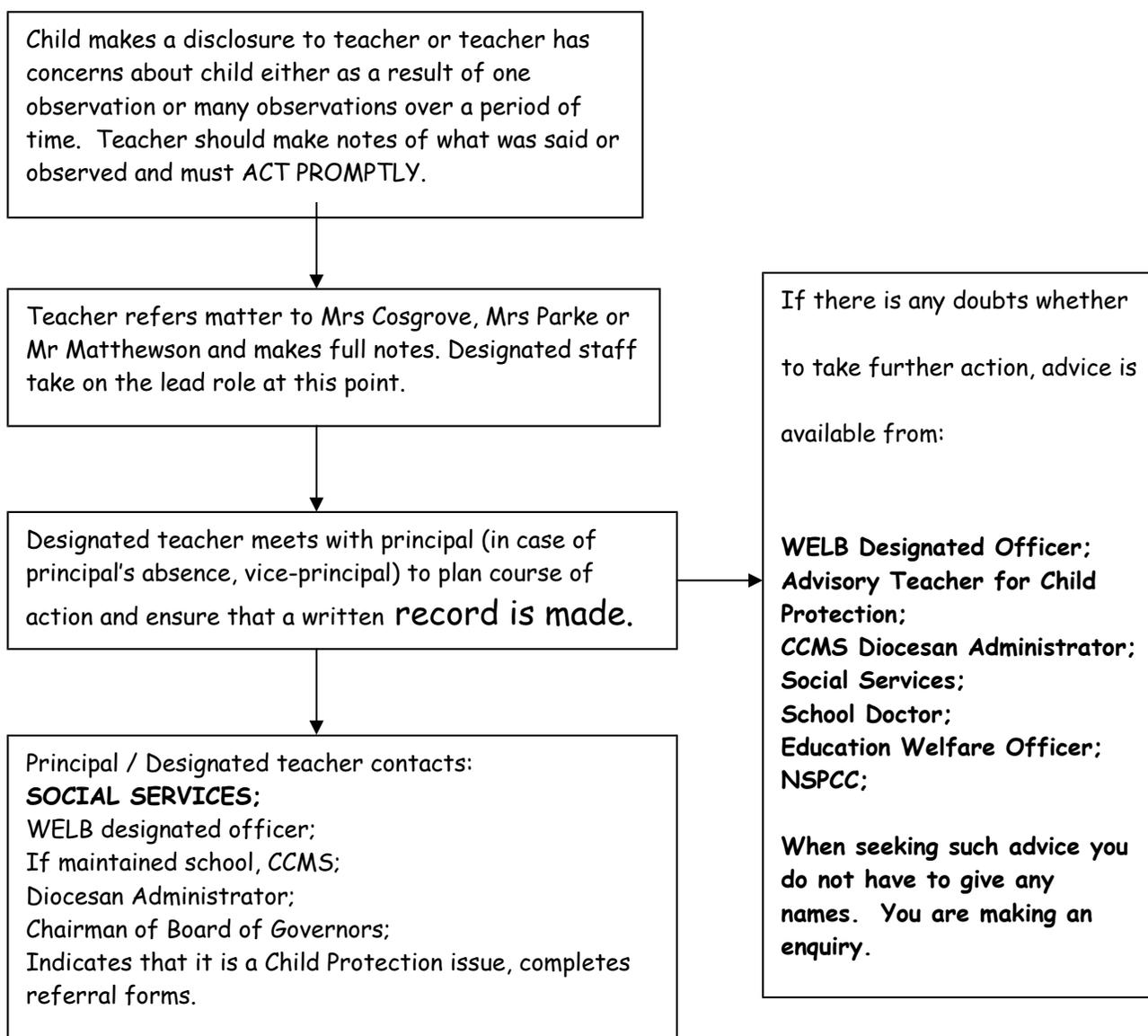
APPENDICES



HOLY FAMILY PRIMARY AND NURSERY SCHOOL

Appendix 1

Procedure for Reporting an Incident of Child Abuse





Applicants who wish to perform voluntary activities in the school must first be vetted under the appropriate procedures. At the current time those procedures require the applicant to complete the relevant AccessNI documentation and this will be processed by the school via CCMS/ESA.

Taken From WELB Child Protection Guidelines

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Appendix 2 Confidential

Application for Voluntary Activities in Holy Family Primary and Nursery School.

Name _____

Address _____

Previous names _____
(where applicable)

Tel: _____

Date of Birth _____

Current Occupation _____

Relationship with School _____
(eg. parent, former pupil, friend/relative of member of staff)

Qualifications if applicable) _____

Q1. Have you previously been involved in work involving children and young people?
If so, please give details.

Q2. Do you have 1. A current driving licence Yes No



2. Use of a car

Yes

No

Q3. How many hours a week can you make available? _____

On which days? _____

Mornings / afternoons _____

Q4. Do you have any disability which would affect the type of voluntary work you could undertake? Yes No

If yes, please give details.

Q5. Have you ever been convicted of a criminal offence or been the subject of a caution or bound over order? Yes No

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (exceptions) (Amendment) order 1986, you should declare any convictions, including "spent" convictions.

If yes, please state below the nature and date(s) of the offence(s) and the date(s) of conviction(s) or caution(s).

Q6. Have you ever been investigated by Social Services in relation to child protection or had a child removed from your care? Yes No

If yes, please provide details and advise on the outcome of the investigation.



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Referees

Please give the names and addresses of two referees who may be approached to support your application for voluntary activities. Referees should not be family members or members of the staff of the school.

1.	Name_____	2.Name_____
	Address_____	Address_____
	_____	_____
	_____	_____

OTHER INFORMATION

Please include below any other information which you would like to give in support of your application.

Criminal Records Check

Voluntary activities in the school may involve substantial contact with children and it may therefore be necessary to arrange for a criminal Records Check to be carried out on certain applicants, depending on



the activities they will undertake. Please sign the declaration below, indicating whether you are willing for such a check to be carried out on you.

DECLARATION

The information which I have given is correct. I have declared any criminal convictions as listed above.

I give / I do not give my permission for a Criminal Records check to be made should this be considered necessary. (Delete as appropriate)

Signature _____

Name (Block Letters) _____

Date _____



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Appendix 3

Types of Abuse

We recognise that there are many forms of abuse:

Neglect:

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

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 own gratification; the involvement of children or young people in sexual actions of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violate 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._



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Appendix 4

Parents will be asked to complete the following consent slips:

In keeping with our *Child Protection Policy*, we would be grateful if you could please complete and sign the permission slip below:

I give permission for my child:

- To be cleaned / changed in the event of a toilet accident.

- To go on school outings / visits.

- To have his / her photo taken on occasions throughout the year for publications.

- To have sun cream applied when necessary.

- To have his/her photo taken which may be utilised on the school website.

Signed _____ Parent / Guardian

Date _____

