

**WHERE THE SCHOOL HAS CONCERNS  
OR HAS BEEN GIVEN INFORMATION  
ABOUT POSSIBLE ABUSE BY SOMEONE  
OTHER THAN A MEMBER OF THE  
SCHOOL STAFF INCLUDING  
VOLUNTEERS**

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 must act promptly. **He/she should not investigate** - but should report these concerns immediately to the Designated Teacher and make full notes. These notes or records should be factual. The person who reports the incident must treat the matter in confidence.

The Designated/Deputy Designated Teacher will discuss the matter with the Principal and may also seek advice or clarification from the EA Designated Officer for Child Protection or from Social Services (Gateway Team). Where it is evident that a young person has been or is at risk of being abused and/or a criminal offence may have been committed then the school must make a referral. Referrals to Social Services will be made by telephone in the first instance and within 24 hours will be followed by the completion of a UNOCINI (Understanding the Needs of Children in Northern Ireland) referral form.

**Safeguarding and Child Protection Policies**

Our school policies relating to child protection and safeguarding are available on our school website [www.newrowps.com](http://www.newrowps.com) (Go to 'Safeguarding & Child Protection' menu). A hard copy of each policy is also available from the school office, on request. All our policies are regularly revised and reviewed. Policies available include:

- **Safeguarding and Child Protection Policy**
- **Anti- Bullying Policy**
- **Positive Behavior Policy**
- **Online Safety Policy**
- **Complaints Policy**
- **Intimate Care Policy**
- **RSE Policy**
- **GDPR Privacy Notice**

As Safeguarding & Child Protection is integral to everything we do in New Row Saint Patrick's, these main policies refer to other supporting policies covering many aspects of school life. Any referenced or additional policy is available on request from the school office.

If you have any queries or questions regarding any aspects of safeguarding and child protection in New Row Saint Patrick's Primary School, please do not hesitate to contact any member of our safeguarding team.

**Principal: Mrs D Graffin**

**43 New Row  
Castledawson  
BT45 8AP  
028 79468426**

**[info@newrowps.castledawson.ni.sch.uk](mailto:info@newrowps.castledawson.ni.sch.uk)**

**NEW ROW SAINT  
PATRICK'S PRIMARY  
SCHOOL**

***Safeguarding and  
Child Protection  
2023-2024***



**Summary of  
Safeguarding and Child  
Protection**

New Row Saint Patrick's Primary school has a strong tradition of care for all pupils. A range of relevant documentation on the provision for safe guarding and child protection is available to parents from the website and the school office.

The procedures outlined in this leaflet are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards a child. The main types of abuse as well as their physical and behavioural indicators are included in the main Safeguarding Policy.

### The School Safeguarding Team

The following are members of the school's Safeguarding Team:

**Principal & Chair of Safeguarding Team**  
Mrs Deirdre Graffin

**Designated Teacher**  
Mrs Claire Shivers

**Deputy Designated Teacher**  
Mrs Oonagh Kelly

**Chair of the Board of Governors**  
Mrs Mary White

**Designated Governor for Child Protection**  
Mr Maurice Diamond

## DEALING WITH DISCLOSURES OF ABUSE

The following are guidelines for use by staff should a child disclose concerns of a child protection nature.

**Receive** – listen to what the child says, Accept what is said, making brief cursory notes. These notes should be retained.

**Reassure**- ensure the child is reassured that he/she will be safe and his/her interests will come first.

**No promise of confidentiality can or should be made to a child or anyone else giving information about possible abuse.**

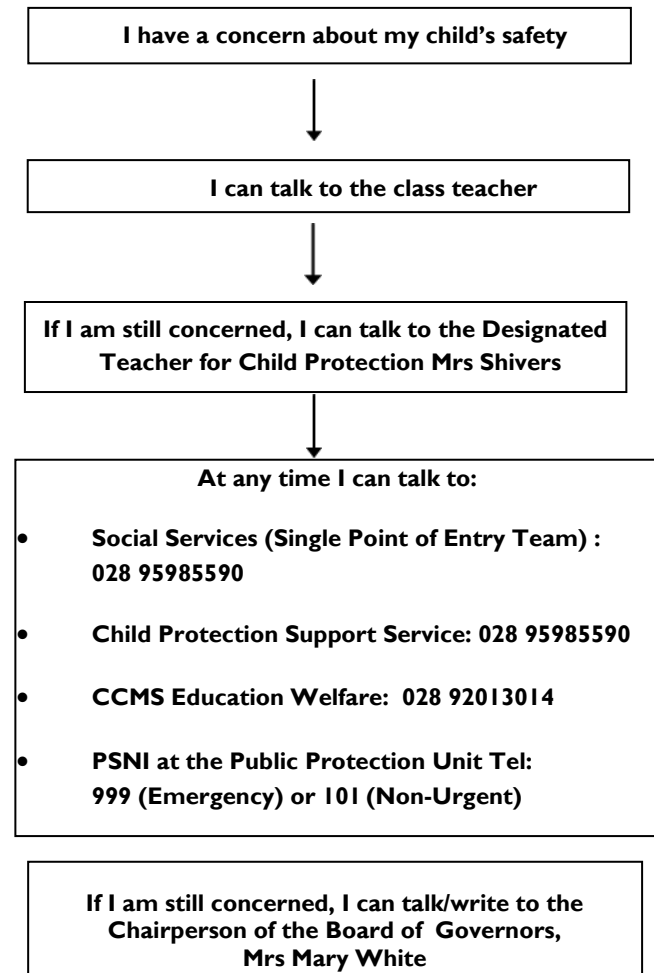
**Respond**- respond to the child only as far as is necessary . Use open questions e.g. anything else to tell me? Do not interrogate or ask leading questions.

Explain what you have to do next and to whom you have to talk.

**Record**- write up notes as soon as possible afterwards. Note the time, date, place, people present as well as what *is seen and* said. Record key phrases/words used, noticeable non-verbal behaviour and any physical injuries.

**Report**- refer the matter to the Designated Teacher as soon as possible and respect confidentiality.

## Procedure for Parents who wish to raise a Child Protection Concern



**WHERE A COMPLAINT HAS BEEN MADE ABOUT POSSIBLE ABUSE BY A MEMBER OF THE SCHOOL'S STAFF OR A VOLUNTEER**

When a complaint about possible child abuse is made against a member of staff the Principal (or the Designated Teacher if the Principal is not available) must be informed immediately. If the complaint is against the Principal then the Designated Teacher should be informed and he/she will inform the Chairperson of the Board of Governors will consider what action to take.