

Child Protection Policy

# Harrison Nursery School



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**Designated Teacher for Child Protection:** Jill Hunter  
**Deputy Designated Teacher:** Brenda Edwards

### **Safe Guarding Team:**

**Jill Hunter (Designated teacher & Principal)**

**Brenda Edwards**

**Eleanor Ferris (Chair of BOG, Governor Representative)**

**Caroline Ferguson (Governor Representative)**

We recognise that we have a pastoral responsibility towards our pupils and that we should do all that is reasonable to promote pupils' welfare and safety.

We aim to provide a caring secure environment so that children feel safe, comfortable and happy in their surroundings, which for very young children should be an extension of home. However, we recognise our responsibility to have in place a policy on child protection containing clear guidance on action to be taken in suspected cases of child abuse or neglect.

### **Staff should recognise the following possible areas of concern:**

- **Physical abuse**
- **Sexual abuse**
- **Emotional abuse**
- **Neglect**
- **Bullying (ref. Anti-Bullying Policy)**
- **Domestic Violence**
- **Exploitation**

Child protection information received by the designated teacher or other staff from EA SR or SHSSB is passed on to all staff so that they may be in a position to identify the signs and symptoms of possible neglect or abuse. All school staff complete child protection training every September to help ensure they keep up to date with current procedures.

### **Procedure to be followed in cases of suspected abuse**

1. Where a member of staff is concerned that abuse may have occurred they must report this to the designated teacher.
2. The designated teacher will investigate the matter following guidelines laid down by the EA SR and social services.
3. Written notes should be made of initial suspicion, of observations and of any relevant comments made by the child.
4. Where the designated teacher suspects that abuse has taken place or is taking place, the matter should be referred to the local social services and the Chief Education Welfare Officer, EA SR (Miss A. Barr) who is the Board's designated officer for dealing with suspected cases of child abuse.

### **Suspected cases of a child being abused by staff**

If a member of staff or a parent suspects or observes that a child is being abused by another member of staff this should be reported to the designated teacher (Principal). If the member of staff under suspicion is the designated teacher the matter should be reported to the Chairman of Board of Governors (Mrs E. Ferris - Telephone Number: 028 38 882269; 07748148979)

### **Relevant Offices and Personnel**

Central Duty Gateway Team - 028 37 415285 or freephone number 0800 783 7745

The Education Authority (Southern Region) is at 3 Charlemont Place, The Mall, Armagh. Telephone Number: 028 37 512200

The Chief Education Welfare Officer is Miss Alex Barr (Telephone Number: 028 37 512384)

### **Toilet Accidents**

Naturally some children of nursery school age will have occasional toilet accidents and will require a change of clothes. In these cases we operate the following policy -

1. The member of staff assisting the child must tell another member of staff that she is taking the child to be changed in the children's bathroom.
2. Where at all possible the child should be encouraged to change his/her trousers/ pants/clothing with the minimum of help.
3. As far as possible the member of staff should remain outside the cubicle while supervising the child.
4. If the child is soiled some assistance will be necessary and this should be carried out as quickly and as sensitively as possible.
5. If the child does not want to be changed out of wet or soiled clothes the parent or one of the other emergency numbers will be contacted so that the child can be changed by a family member or taken home.

NB Parents are requested to send a change of clothing to school with their child each day. This means that children are being changed into their own clothes if necessary,

Parents who are unhappy with the above procedure should make their objections known to the Principal in writing. In the event of their child having a toilet accident they will be informed so that they can come to the school to change their child.

### **Children with Special Educational Needs**

We have a disabled toilet area where children who are not toilet trained can be changed. The classroom assistant responsible for this will tell another member of staff when she is taking a child to be changed. (Ref. Intimate Care Policy)

### **Photographs**

During the school year we take photos of children at play which we -

- Display in the school
- Put in albums for children or parents to look at
- Send to the local newspapers
- Use for exhibitions or other educational events
- May use in educational publications
- Upload to the school website or Facebook
- Post on our Closed Facebook Group for parents only

We also take digital photos which will be displayed on our own computer or data projector for children and parents. We may occasionally share these photos with other teachers at in-service courses and training days.

The official school photographer will visit the school to take single and group photographs for parents to purchase. Photographers from the local newspapers will also visit the school throughout the year to take photographs for the newspapers.

Parents are requested not to take photographs or video recordings on the school premises. We acknowledge parents may want to celebrate special events in their child's education such as their first day, concert performance or Sports Day. On these occasions parents are allowed to photograph their own child.

At the beginning of the school year parents will be asked for their written permission for photos to be used in the above ways. Parents who do not wish their child to be photographed are requested to inform the school in writing.

### **Voluntary helpers on outings**

We have an advice sheet which all voluntary helpers on outings are asked to read so that they are familiar with procedures. All voluntary helpers will never be responsible for taking children to the toilet. Volunteer helpers are always in the presence of a permanent member of school staff.