

Safeguarding and Child Protection in Schools – A Guide for Schools

Update No 1 – June 2020

This update provides some important revisions to the DE guidance document ‘*Safeguarding and Child Protection in Schools – A Guide for Schools*’, which issued in September 2019.

The guidance was designed in a binder format to allow for easy use and is also available on the DE website (<https://www.education-ni.gov.uk/publications/safeguarding-and-child-protection-schools-guide-schools>). The website version will be updated to reflect the following amendments/updates along with some other more minor typographical corrections.

We would encourage you to printed off this table for insertion in your binder or, if you prefer, you can make manual amendments or replace the individual pages.

Page number	Currently reads	Update
Page 6	The Public Services Ombudsman Act (NI) 2016 The Public Services.....	Delete this paragraph as this does not relate specifically to child welfare and protection. It will however, remain in Annex A under “Legislation”.
Page 7 Government Policies and Strategies		Insert the following paragraph: Children and Young People’s Strategy 2020-2030 The Children and Young People’s Strategy 2020-2030 is a requirement of the Children’s Services Co-operation Act (NI) 2015. It is the overarching strategic framework for government to improve health and wellbeing of all children in Northern Ireland.
Page 9 4.1 Responsibilities of the Board of Governors	The Education and Libraries (Northern Ireland) Order 2003 places a statutory duty on BoG to: <ul style="list-style-type: none">▪ Safeguard and promote the welfare of pupils.	The Education and Libraries (Northern Ireland) Order 2003 places a statutory duty on BoG to: <ul style="list-style-type: none">▪ Safeguard and promote the welfare of registered pupils.
Page 12 4.2.1 Chair of Board of Governors	In the event of a safeguarding and child protection complaint being made against the Principal.....procedures. The Chairperson is responsible for ensuring child protection records are kept and for signing and dating the Record of Child Abuse Complaints annually, even if there have been no entries.	In the event of a safeguarding or child protection complaint being made against the Principal.....procedures. The Chairperson is responsible for ensuring child protection records are kept and for signing and dating annually the Record of Child Abuse Complaints against staff members even if there have been no entries.
Page 16 4.4.2 Volunteers	Schools must ensure that volunteers, eg coaches, music tutors, school photographers etc, who are employed by others, have the necessary clearances in place.	Schools must ensure that volunteers, eg coaches, music tutors, school photographers etc, who are employed by others, have the necessary clearances in place and a record of these should be maintained by the Principal.

Page 21 4.9 5th box of flowchart	If I am still concerned, I can contact the NI Public Services Ombudsman Tel: 0800 343 424	Delete this step of the flowchart and insert the following paragraph below the flowchart: If you have escalated your concern as set out in the above flowchart, and are of the view that it has not been addressed satisfactorily, you may revert to the school's complaints policy. This policy should culminate in the option for you to contact the NI Public Services Ombudsman (NIPSO) who has the legislative power to investigate your complaint. For further information regarding this process please refer to Annex B.
Page 25 5.2 Emotional Abuse	Emotional abuse may involve bullying - including online bullying through social networks, online games or mobile phones – by a child's peers.	Emotional abuse may involve bullying - including online bullying through social networks, online games or mobile phones.
Page 27 5.4 Child Displaying Symptoms of, or School alerted to, Possible Abuse	<p>In all cases where symptoms displayed by a child give rise to concerns about possible abuse, or about the welfare of the child, the teacher or other member of staff should report these concerns to the designated teacher.</p> <p>A parent or other carer may also give information to a member of staff of the school which gives rise to concern about possible child abuse by someone outside the school, or by a person working in the school in a volunteer capacity.</p> <p>The person making the complaint should be advised of their responsibility to refer to the local Health and Social Care Trust Gateway Team. The staff member should also inform the designated teacher responsible for child protection matters in the school who will refer, if necessary, to the appropriate statutory authorities.</p>	<p>In all cases where symptoms displayed by a child give rise to concerns about possible abuse, or about the welfare of the child, the member of staff should report these concerns to the designated teacher.</p> <p>A parent or other carer may also give information to a member of staff of the school which gives rise to concern about possible child abuse by someone outside the school, or by a person working in the school in a volunteer capacity.</p> <p>The person making the complaint should be advised of their responsibility to refer to the local Health and Social Care Trust Gateway Team.</p>
Page 31 5.6.2 7th para	Further detailed guidance can be found in Chapter 6 of the Area Child Protection Committees'	Further detailed guidance can be found in the SBNI Online Core Policy and Procedures' Manual: www.proceduresonline.com/sbni/contents.html#core

	Regional Policy & Procedures (2005).	
Pages 53 & 54 7.2 Children with limited fluency in English	<p>As with children with a special educational need, children who are not fluent in English should be given the chance express themselves to a member of staff or other professional with appropriate language/communication skills, especially where there are concerns that abuse may have occurred.</p> <p>DTs should work with their SEN co-ordinators along with school staff with responsibility for newcomer pupils, seeking advice from the EA's Inclusion and Diversity Service to identify and respond to any particular communication needs that a child may have. All schools should try to create an atmosphere in which pupils with special educational needs which involve communication difficulties, or pupils for whom English is not their first language, feel confident to discuss these issues or other matters that may be worrying them.</p>	<p>Children whose first language is not English/Newcomer pupils should be given the opportunity to express themselves to a member of staff or other professional with appropriate language/communication skills, especially where there are concerns that abuse may have occurred.</p> <p>DTs and other relevant school staff should seek advice and support from the EA's Intercultural Education Service if necessary. All schools should create an atmosphere in which pupils with special educational needs which involve communication difficulties, or pupils for whom English is not their first language, feel confident to discuss these issues or other matters that may be worrying them.</p>
Page 54 7.4 Gender Identity Issues/Sexual Orientation		<p>Insert below last para:</p> <p>EA has published guidance on how schools can support transgender young people. www.eani.org.uk/school-management/policies-and-guidance/supporting-transgender-young-people</p>
Page 57 7.6 Work Experience and Residential Situations	<p>Schools will also be concerned to ensure the welfare of their pupils on work experience and on residential trips. Guidance on organising work experience is available from the EA and from the Health and Safety Executive.</p> <p>For guidance on vetting of supervisors/volunteers see DE Circulars 2013/01 and 2012/19.</p>	<p>Schools will also be concerned to ensure the welfare of their pupils on work experience and on residential trips. Guidance on organising work experience is available from the EA and from the Health and Safety Executive. www.eani.org.uk/school-management/educational-visits</p> <p>For guidance on vetting of supervisors/volunteers see DE Circulars 2013/01 and 2012/19.</p>

<p>Page 61 8.1 Further Information</p>		<p>Insert the following:</p> <p>CCEA has established an RSE Hub which includes resources and guidance information for teachers, parents/carers and children and young people. https://ccea.org.uk/learning-resources/relationships-and-sexuality-education-rse</p>
<p>Page 65 Child Protection: Record Keeping in Schools Statutory Responsibilities</p>	<p>Each school should have a Records Management Policy. While there is no specific legislation in respect of child protection records, schools should ensure that the principles of the requirements of the legislation, in particular the Children (Northern Ireland) Order 1995 and the Data Protection Act 1998, and guidance in DE Circular 2016/20 is adhered to.</p>	<p>Each school has a responsibility to maintain its records and record keeping systems. The Board of Governors (BoG) should ensure that the arrangements operated by the school for the retention, management and release of public records comply with statutory requirements, including data protection legislation, most recently the new Data Protection Act 2018 (DPA) including the General Data Protection Regulation (GDPR). GDPR provides a legal framework for keeping everyone's personal data safe by requiring organisations to have robust processes in place for handling and storing personal information based on the following principles:</p> <ul style="list-style-type: none"> • Processed lawfully, fairly and in a transparent manner; • Collected for specified, explicit and legitimate purposes; • Adequate, relevant and limited to what is necessary; • Accurate and where necessary kept up to date; • Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which those data are processed; and • Processed in a manner that ensures appropriate security of personal data. <p>Each school should have a Records Management Policy. While there is no specific legislation in respect of child protection records, schools should ensure that the principles of the requirements of the legislation, in particular the Children (Northern Ireland) Order 1995 and the Data Protection Act 2018, and guidance in DE Circular 2020/07 is adhered to.</p>

Page 71 Child Protection Support Service	The helpline number is 028 9598 5590 and operates from Monday to Friday from 9.00 am until 5.00 pm.	The helpline number is 028 9598 5590 and operates from Monday to Friday from 9.00 am until 4.30 pm.
Page 71 Gateway Teams Contact number	Southern 028 3741 5285	Southern 028 3756 7100
Page 77 Annex A	<p>The Public Services Ombudsman Act (NI) 2016</p> <p>The Public Services Ombudsman Act (NI) 2016 gives a power to investigate education authorities in respect of complaints made by a member of the public (came into effect on 1 April 2016). The power to investigate will extend to BoG of grant-maintained schools from 1 April 2017. This process of complaint must be referred to in the complaints policy.</p> <p>www.legislation.gov.uk/nia/2016/4/schedule/1/paragraph/5</p>	<p>The Public Services Ombudsman Act (NI) 2016</p> <p>The Public Services Ombudsman Act (NI) 2016 gives a power to investigate and report on complaints about maladministration in all grant aided schools in Northern Ireland. This process of complaint must be referred to in the complaints policy.</p> <p>www.legislation.gov.uk/nia/2016/4/part/2/crossheading/procedure-for-making-complaint-to-the-ombudsman</p>
Page 80 Annex B The Role of the SBNI Safeguarding Panel 3rd para	The ACPC guidance is under review but continue to provide information for schools on participation and responsibilities in respect of attending child protection conferences and supporting children on the child protection register.	Delete this paragraph
Page 85 Annex B Other Agencies and Support Services		<p>Insert the following:</p> <p>Northern Ireland Public Service Ombudsman</p> <p>If having escalated a safeguarding and/or child protection concern as set out in Section 4 of this Guidance and you are not satisfied with how your concerns have been addressed, you may revert to the school's complaints policy. This policy should culminate in the option for you to contact the NI Public Services Ombudsman (NIPSO) who has the legislative power to investigate your complaint.</p> <p>Each school is responsible for setting its own complaints policy and procedures which should be available on the school's website, or by contacting the school directly. Please note that this complaints process, although similar, is separate from the escalation of safeguarding and child protection concerns,</p>

		<p>and is in relation to the way in which your concerns were dealt with.</p> <p>Details of how to make a complaint to NIPSO can be found on their website at: www.nipso.org.uk or, by telephone on 0800 34 34 24. However, please bear in mind that usually, before you complain to the Ombudsman, you will be expected to have exhausted the school's internal complaints procedure.</p>
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All references to DE Circular 2016/20 Child Protection: Record Keeping in Schools should be updated to DE Circular 2020/07 (pages 10, 26, 29, 31, 32, 33, 65 & 66).