Safeguarding Proforma Guidance

Mandatory requirements

Private and Voluntary Pre-School Playgroups

2022-2023

EDUCATION AND TRAINING INSPECTORATE

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# Guidance and supplementary information for the annual review and evaluation of the mandatory requirements for Safeguarding and Child Protection

***There are different versions of the proforma for different pre-school management types. Please ensure that you are using the current and correct version for your type of pre-school.***

**Please note, this proforma is reviewed and updated by the ETI as required annually to take account of policy changes and circulars.** As an aide memoire, Appendices 1 and 3 contain a list of relevant DE Circulars and legislative requirements.

This self-evaluation proforma is designed to help you to review and quality assure the extent to which your pre-school complies with mandatory child protection/safeguarding[[1]](#footnote-1) requirements. In addition safeguarding teams are advised to consider the ETI Developing and Embedding a Safeguarding Culture in order to review the wider safeguarding arrangements that contribute to an effective safeguarding culture within their organisation.

The proforma contains statements about current requirements in respect of child protection/safeguarding arrangements **as clarified in the DHSSPS Minimum Standards for Child-minding and Day Care for Children under 12 July 2012 which is based on Part XI of the Children Order (NI) 1995 and as explained in the HSCB Implementation Guidance for the Minimum Standards October 2016 from the Health and Social Care Trusts. Standard 1 relates directly to safeguarding and child protection. Standard 3 refers to children’s health and well-being.**

Various DE Circulars also contain statements of best practice which are pertinent for non-statutory settings.

Advice for Playgroups is available in [**Co-operating to Safeguard Children and Young People in Northern Ireland**](https://www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-young-people-northern-ireland)(Health, Social Services and Public Health - March 2016)

The Department of Education completed a review of the use of restraint and seclusion in educational settings; and the current arrangements for the suspension and expulsion of pupils. Links to relevant DE Circulars can be found in Appendix 1.

The ETI and the Department of Education(DE) recommend that you review/quality assure your compliance and effectiveness at least annually on a rolling basis. Some schools have found it helpful to evaluate their provision on each question as red (work overdue), amber (work underway) or green (up-to-date), known as the ‘RAG’ process, and you may wish to consider this approach, and/or discuss it with your district inspector.

Please record brief information about the nature of the evidence used to support your review and any planned actions.

**We recommend, while the legal duty rests with the proprietor/management group, that in the best practice, both the designated child protection officer (DCPO) and the proprietor/member of the management group are involved in carrying out the self-evaluation together.**

When completing the proforma you must be assured that the statements made are correct and are based on accessible evidence which can be provided to inspectors, if required, and that both the leader and the proprietor/chair of the management group sign and date the completed form. During an inspection, the completed proforma will form the basis of a discussion about child protection/adult safeguarding arrangements in your organisation. The ETI will seek to evaluate how well the evidence presented in the completed proforma is understood and acted upon at all levels within the organisation and the effectiveness of the arrangements to keep learners and staff safe.

The proforma contains statements about current requirements in respect of child protection/safeguarding arrangements as set out in various DE circulars, or statements of best practice. As an aide memoire, Appendices 1 and 3 contain a list of relevant legislative requirements and DE Circulars. The statements take account of the material published by the Child Protection Support Service (CPSS).

If you have any questions regarding the inspection of safeguarding, please contact the Reporting or District Inspector or Inspection Services Team at 028 91279726 or [eti@education-ni.gov.uk](mailto:eti@education-ni.gov.uk) or the your link social worker or Child Protection Support Service (CPSS) for specialist advice at 028 95985590.

**Note: Responses made in this proforma may be subject to further checks through an auditing process completed by DE and/or the Employing Authority.**

# ETI Safeguarding Proforma Mandatory requirements 2022-23

**NAME OF PRE-SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REF NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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Q1-Q5 Designated Posts and Duties

Q6 Training and Training Renewal

Q7 Overview of Child Protection and Safeguarding including review of key policy documents

Q8-Q9 Learners, Parents/Carers

Please note, this proforma is reviewed and updated by ETI as required annually.

**Designated Posts and Duties**

**Current Requirement**

**1. There is a designated child protection officer (DCPO) who has responsibility for safeguarding and is on-site daily. (Standard 1) There is a deputy designated officer (DDCPO) for child protection/safeguarding in the pre-school who forms part of a designated child protection/safeguarding team. The DCPO should also lead the review of child protection and safeguarding polices and report annually to the management group.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*Is their experience appropriate? Is there at least one member of the safeguarding team on the management group? What are the agreed protocols for reporting child protection concerns in the pre-school?* ***Are the reporting arrangements clear across the pre-school team?***

**2. The names of the DCPO and DDCPO(s) are known to all staff, learners, and parents/carers. The system for reporting concerns/complaints about abuse, for example, staff member to DCPO to chair, is known to all staff (paid and unpaid), parents/ carers and learners.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*How are the names and system for reporting concerns/complaints communicated?*

*Are reporting arrangements clearly specified in policies and procedures and are they displayed on notice boards? How is this monitored? Are contact arrangements for designated staff in place to cover exceptional circumstances, such as, critical incidents or unplanned school closures?*

**3. There is a designated management group member who has responsibility for safeguarding.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*Is the designated member of management group a member of the safeguarding team? Is he/she known to all staff, learners, and parents/carers? How is this communicated?*

**4. All members of the management group have access to:**

1. **the child protection/safeguarding policy and procedures;**
2. **DE Circular 2017/04, Safeguarding and Child Protection;**
3. **The HSCT Implementation Guidance accompanying the DoH Minimum Standards.**
4. **Current child protection/safeguarding circulars[[2]](#endnote-1) and letters of advice issued by DE; School Governors’ Handbook on Child Protection.**
5. **All relevant government guidance relating to COVID-19.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

**5. A report on all child protection/safeguarding activity is presented, at least annually, as an agenda item to the management group.**

Yes  No

**Any proposed action/s + RAG**

**Date last presented**

*When was it presented last? Is it recorded in the minutes? Note: best practice recommends that CP is a standing agenda item and signed off in management group meetings.*

**Training and Training Renewal**

**6. Training requirements**

**Safeguarding update training for all school staff.**

**Training renewal**

*Cascaded by the DCPO and DDCPO to the whole staff - a minimum of every two years.*

*All new staff to receive training as part of their induction programme.*

**Most recent date completed and any proposed actions**

New Staff:

Last trained:

Valid until:

*Training to include any updates in line with Guidance issued by DE/EA/HSCT re: COVID-19 and to be shared with management group.*

*Are all staff, paid and unpaid, aware of and follow the agreed child protection/safeguarding policies and procedures?*

**Most recent date completed and any proposed actions**

Whole Staff:

Last trained:

Valid until:

*Does this include bank staff, etc?*

**Most recent date completed and any proposed actions**

Others:

Last trained:

Valid until:

*How is this monitored? (e.g. are records kept and a register maintained for all training received for all staff and management group members?)*

*Are all staff in your pre-school informed about their statutory responsibility to share information relevant to safeguarding children?*

*Are all staff in your pre-school informed about their statutory responsibility to report inappropriate behaviours by colleagues?*

**Training for Designated Child Protection Officer and Deputy Designated Child Protection Officer.**

**Training renewal**

*All new DCPOs and DDCPOs should attend CP training at the earliest opportunity in the term in which they are appointed to the post, and refresher training within three years of their initial training date and thereafter.*

*(In light of restrictions caused by COVID-19, DCPOs may be on a waiting list for the next available refresher training)*

**Most recent date completed and any proposed actions**

Name of DCPO:

Last trained:

Valid until:

Name of DDCPO:

Last trained:

Valid until:

**Training for Leader.**

**Training renewal**

*One day course on appointment and a half day renewal within three years of the initial training date and thereafter.*

**Most recent date completed and any proposed actions**

Name of Principal:

Last trained:

Valid until:

**Training for all Management Group including Chair.**

**Training renewal**

*Child Protection Awareness training as part of induction and during each four year term of office. This training can be delivered by the Leaders, Early Years Specialist, Designated committee member for CP and the Designated or Deputy Designated teacher for CP. A record should be kept of attendance at training.*

**Most recent date completed and any proposed actions**

Last trained:

Valid until:

**Overview of Child Protection and Safeguarding including review of key policy documents**

**The HSC Implementation Guidance for Standard 15 (version 3, October 2016) lists as Appendix 1 the policies which should be reviewed annually. Please note that the list is not exhaustive.**

**7**. DE recommends that certain policies should be reviewed regularly. DE advises that **best practice is that almost all policies should be reviewed at least every three years, with regular risk assessment carried out where required** and with all policies made available to parents.

*Have the child protection policies/procedures, including health and safety, been updated as applicable to address the current challenges of supporting the physical, mental and emotional health and wellbeing of pupils and staff?*

*As appropriate, have child protection policies/procedures been updated to reflect involvement with Operation Encompass?*

*Are all of the pre-school’s policies and procedures current and fit for purpose?*

**Policy**

**There is a written child protection/ safeguarding policy and procedures which are ratified by the management group.**

In place:  Yes  No

**Policy Review**

*The child protection policy is supported by other organisational policies and procedures, aimed at promoting safe and healthy working practices and relationships.*

*Everyone involved with the organisation knows about the policy and associated procedures.*

*Does the pre-school’s child protection/safeguarding policies and procedures reference the recognition and management of harmful sexualised behaviours?*

*Please refer as a check list to Appendix 2 - Legislation and Guidance including DE Circulars and Letters of Information.*

**Last reviewed/ratified and any proposed actions** *(for example: How are staff and managers, governors, parents/carers and learners involved in the review process?)*

**Last reviewed:**

**Next review:**

**Staff Code of Conduct** *(To include any updates in line with guidance issued by DE/EA/HSCT)*

In place:  Yes  No

**Policy Review**

*Who monitors the implementation and how?*

*The staff code of conduct contains positive statements on how staff are expected to behave towards learners and other adults.*

*The code outlines behaviours to be avoided and behaviours which are unacceptable.*

*The code includes reference to appropriate behaviours, values and the school ethos.*

*The code sets out the statutory duty of staff to record and report safeguarding matters/issues.*

*The code includes the appropriate use of social media by staff (both inside and outside of school)?*

*There is a policy for all school staff and pupils on the acceptable use of ICT systems in school. In best practice the policy should be signed by all staff members.*

**Last reviewed:**

**Next review:**

**Standards 1 and 15**

In place:  Yes  No

**Policy Review**

*Is the pre-school following the guidance provided by DE on record keeping?*

**Last reviewed:**

**Next review:**

**There is a confidential system for recording information about:**

* **suspicions of abuse of a child or young person;**
* **disclosure of abuse;**
* **complaints of abuse by members of staff; and complaints made against members of staff.**

*Child Protection Record Keeping Circular 2020/07: Child Protection: Record Keeping in Schools*

In place:  Yes  No

**Policy Review**

*Where are the records kept for concerns of potential abuse/complaints against staff?*

***NOTE:*** *The only hard-backed book expected to be maintained by a pre-school is in connection with* ***complaints of a safeguarding nature*** *against members of staff. The record is considered annually as an agenda item by the management group and is signed and dated by the leader and chairperson even if there are no complaints. ETI has a right to see the book, and that it has been signed and dated, but not the content of the book.*

*NB Guidance in the circular also applies where schools are using either electronic, or online/cloud-based child protection record systems. Pre-schools must assure themselves that any system they are using is robust, secure and that access is restricted to relevant staff only, for example, designated staff.*

**Last reviewed:**

**Next review:**

**Attendance**

(Standard 11 requires a daily register of children in attendance. Standard 10 requires a quarterly report to the registered person and reflects the need for these to be shared with the management group trustees.)

In place:  Yes  No

**Policy Review**

*There is a report (it is due at least quarterly) on attendance policy and data presented as an agenda item to the management group and recorded in the minutes.*

*The pre-school has considered how it will capture attendance data if necessary through remote models of delivery.*

**Last reviewed:**

**Next review:**

**(Positive) Behaviour Management (Standard 6)**

In place:  Yes  No

**Policy Review**

*How have staff, parents and management group members been consulted?*

*NOTE: The ETI may ask about an example of an incident relating to bullying behaviours and how the pre-school dealt with it.*

*NOTE: The ETI may ask about an example of an incident relating to bullying behaviours and how the school/centre dealt with it.*

**Last reviewed:**

**Next review:**

**Addressing Bullying (Standard 6)**

In place:  Yes  No

**Policy Review**

*How are incidents of bullying/hurtful behaviours recorded and followed up and, where appropriate, has a chronological record been established to note the associated actions taken by the pre-school?*

*When and how are parents/carers consulted?*

**Last reviewed:**

**Next review:**

**Appropriate risk assessment procedures are in place.**

In place:  Yes  No

**Policy Review**

*There is an effective procedure in place for assessing and managing risks to learners.*

*Any identified risks are managed by putting in place risk-reducing measures which are recorded and reviewed.*

*Have all appropriate risk assessments been carried out?*

*How does the school plan for, record and conduct risk assessments?*

*Examples: COVID-19; trips and outings; visitors to the school; challenging behaviours; and learners displaying harmful sexualised behaviours.*

**Last reviewed:**

**Next review:**

**Drugs Policy**

Circular 2015/23 Drugs Guidance

In place:  Yes  No

**Policy Review**

*While there is no mandatory requirement to have a drugs policy in pre-schools, in best practice any policy on drugs may refer to use of drugs by staff, finding drugs or drugs paraphernalia on the premises or, most relevant to safeguarding, suspicion that a parent/carer is under the influence of drugs.*

**Last reviewed:**

**Next review:**

**Educational visits (Standard 4)**

**Animals (Standard 3)**

In place:  Yes  No

**Policy Review**

*Have all appropriate risk assessments been carried out?*

**Last reviewed:**

**Next review:**

**First-aid and administration of medicines** [**Supporting Pupils with Medication Needs**](https://www.education-ni.gov.uk/sites/default/files/publications/de/supporting-pupils-with-medical-needs.pdf)

In place:  Yes  No

**Policy Review**

*Relevant staff are aware of the guidance provided and it is reflected in pre-school practice.*

**Last reviewed:**

**Next review:**

**Health and Safety** [**Education**](https://www.hseni.gov.uk/articles/education)

**(Standards 4, 13 and 14)**

**The pre-school ensures the safety of all, through the security of the site and buildings.**

In place:  Yes  No

**Policy Review**

*The pre-school has procedures to ensure the security of the site and buildings in the best interest of the learners which are regularly reviewed.*  *Management groups have a statutory duty to ensure health and safety on premises under their control; this includes, where appropriate, compliance with the directions of the Employing Authority.*

**Last reviewed:**

**Next review:**

[**Intimate Care Policy and Guidelines Regarding Children**](https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/intimate-care-policy.pdf) **(Standard 1)**

In place:  Yes  No

**Policy Review**

*Relevant staff are aware of the guidance provided and it is reflected in pre-school practice. Permission for intimate care has been signed by parents/carers.*

*In best practice a record is kept of intimate care support provided by staff and parents are informed that it has taken place.*

**Last reviewed:**

**Next review:**

**Managing Critical Incidents Guidance**

**(Standard 4 refers to safety emergencies and Standard 15 to Untoward Events)**

[A guide to managing critical incidents in schools](https://www.education-ni.gov.uk/publications/guide-managing-critical-incidents-schools)

In place:  Yes  No

**Policy Review**

*Relevant staff are aware of the guidance provided and it is reflected in pre-school practice.*

**Last reviewed:**

**Next review:**

**Online Safety**

Circular 2016/27

In place:  Yes  No

**Policy Review**

*Has the pre-school developed its e-safety policy as necessary to include guidance for remote/distance learning, electronic communications with children, parents/carers and staff in-line with experiences through COVID-19?*

*Does it include the appropriate use of social media by staff (both inside and outside of school)?*

**Last reviewed:**

**Next review:**

**Staff recruitment**

Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Programme to Extend Coverage

Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Appendix A

Circular 2008/03 Child Protection: Pre-employment Checking of Persons To Work in Pre-Schools – New Arrangements

In place:  Yes  No

**Policy Review**

*The pre-school consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislation and best practice.*

*Staff recruitment information may sit within the overarching child protection/safeguarding policy.*

*All staff on the payroll of the pre-school and unsupervised volunteers are appropriately and suitably vetted in compliance with relevant DE circulars.*

**Last reviewed:**

**Next review:**

**Supervision of Volunteers and Visitors**

Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Programme to Extend Coverage

Circular 2008/03 Child Protection: Pre-employment Checking of Persons To Work in Pre-Schools – New Arrangements

Circular 2006/07 Child Protection: Employment of Substitute Teachers

In place:  Yes  No

**Policy Review**

*Supervision information of volunteers and visitors may sit within the overarching child protection/safeguarding policy.*

*Staff recruitment information may sit within the overarching child protection/safeguarding policy.*

*All staff on the payroll of the pre-school and unsupervised volunteers are appropriately and suitable vetted in compliance with relevant DE circulars.*

*If volunteers are not vetted, appropriate arrangements for ‘supervision’* ***must*** *be in place. “Supervision” is defined as “regular, day to day, reasonable in all circumstances to protect children and young people, and carried out by an individual who is engaged in regulated activity relating to children and young people and has therefore been vetted”. How does the pre-school carry out risk assessments to determine if volunteers or other individuals not on its payroll should or should not be vetted?*

**Last reviewed:**

**Next review:**

**Children/Young People, Parents/Carers and Staff**

**Current Requirement**

**8. Parents/carers are provided with a copy of the child protection/ safeguarding policies and complaints procedure, when their child is first enrolled.**

*Note: During discussions the reporting inspector may ask about examples relating to child protection/bullying /safeguarding and how the pre-school ensures that children make progress and achieve their potential.*

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*When and how was child protection/safeguarding information last communicated to parents/carers?*

*Is there a summary document which indicates clearly that the full policy and procedures can be requested from the school or found on the website? How are the needs of the parents of newcomer children met? How are new parents/carers informed of the child protection/safeguarding/anti-bullying procedures? What about children who join the pre-school during the year? Does the school maintain a record of parental/carer receipt of policies and permissions on intimate care, use of images, and online safety?*

*Is a safeguarding flowchart made available to parents and carers as part of the pre-school’s child protection procedures?*

**9. The centre’s parental complaints procedure for issues not relating to child protection / safeguarding is readily available to parents and carers.**

Yes  No

**Any proposed action/s + RAG**

**What is the nature of the evidence and where is it located?**

*Has the complaints procedure for issues* ***not relating to*** *child protection/safeguarding been updated since 1st April 2017 to include the role of the Office of the Northern Ireland Public Services Ombudsman?*

**Declaration -** the statements contained in this document are correct and are based on accessible evidence which can be provided to inspectors, if required.

**Additional comments/information on any of the above issues which the principal or chairperson of the board of governors wishes to bring to the attention of the inspection team.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Leader**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of the management group**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**An inspector may discuss some of the points on this form in greater detail with the Leader, chair of the management group and/or CPO during the inspection and may request to see relevant evidence.**

**Amendments to proforma (if necessary) during inspection:**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Leader**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Chair of management group/**

**Proprietor**

**Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

# Appendix 1

## Key references and resources

The Department of Education’s [Publications and guidance on child protection issues for schools](https://www.education-ni.gov.uk/articles/publications-and-guidance-child-protection-issues-schools)

The most relevant guidance to which schools must have regard is contained with Circular 2017/04 (Safeguarding and Child Protection in Schools - A Guide for Schools) – see Appendix 2

Further detailed information is available at [Safeguarding and Child Protection](http://www.eani.org.uk/schools/safeguarding-and-child-protection/)

[DHSSPS Minimum Standards for Child-minding and Day Care for Children](http://childcarepartnerships.hscni.net/wp-content/uploads/2019/09/early-years-standards-full-version-Updated-October-2018.pdf)

# Appendix 2

## Department of Education Circulars

[1. Circular 2007/01 Acceptable Use of the Internet and Digital Technologies in Schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/2007.01%20-%20Amended%282%29.pdf)

2. [Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Programme to Extend Coverage](https://www.education-ni.gov.uk/sites/default/files/publications/de/Criminal-background-checking-of-staff-in-schools-programme-to-extend-coverage.pdf)

3. [Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools – Appendix A](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-09-appendix-a.pdf)

4. [Circular 2006/07 Child Protection: Employment of Substitute Teachers](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-07.pdf)

5. [Circular 2008/03 Child Protection: Pre-employment Checking of Persons To Work in Schools – New Arrangements](https://www.education-ni.gov.uk/sites/default/files/publications/de/Circular-2008-03-pre-employment-checks-new-arrangements.pdf)

6. [Circular 2020/07 - Child Protection: Record Keeping in Schools](https://www.education-ni.gov.uk/publications/circular-202007-child-protection-record-keeping-schools)

7. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings](https://www.education-ni.gov.uk/sites/default/files/publications/de/Circular-2006-06.pdf)

8. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings – Appendix A](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-06-appendix-a-checks-on-applicants-from-abroad.pdf)

9. [Circular 2006/06 Child Protection: Recruitment of People to Work With Children and Young People in Educational Settings – Form DOR O2](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-06-form-dor-02.pdf)

10. [Circular 2006/08 Child Protection: Training Requirement for School Governors on Staff Recruitment and Selection Panels](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2006-08-child-protection-staff-recruitment.pdf)

11. [Circular 2006/25 Child Protection: Vetting of School Governors](https://www.education-ni.gov.uk/sites/default/files/publications/de/vetting-of-school-governors.pdf)

12. [Circular 2022/02 - Children Who Display Harmful Sexual Behaviour](https://www.education-ni.gov.uk/publications/circular-202202-children-who-display-harmful-sexual-behaviour)

13. [Circular 2016/11 Class Sizes In Post-Primary Schools – Practical Subjects (as well as other subjects that include a practical activity)](https://www.education-ni.gov.uk/sites/default/files/publications/education/Class%20Sizes%20in%20Post-Primary%20Schools%20-%20Practical%20Subjects%20-%20Circular%202016....pdf)

14. [Circular 2015/13 Dealing With Allegations of Abuse Against A Member of Staff](https://www.education-ni.gov.uk/sites/default/files/publications/de/2015-13-dealing-with-allegations-of-abuse-against-a-member-of-staff.pdf)

15. [Circular 2012/19 Disclosure and Barring Arrangements: Changes To Pre-employment Vetting Checks For Volunteers Working In Schools From 10/09/12 – Guidance For Schools and Employing Authorities On Changes To Pre-employment Checking and Safer Recruitment Practices](https://www.education-ni.gov.uk/sites/default/files/publications/de/Disclosure-and-barring-arrangements-guidance-for-schools-and-employing-authorities-volunteers.pdf)

16. [Circular 2013/01 Disclosure and Barring Arrangements: Vetting Requirements for Paid Staff Working In Or Providing A Service For Schools – Guidance For Schools and Employing Authorities On Pre-employment Vetting Checking and Safer Recruitment Practices](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2013-01-updated-september-2015.pdf)

17. [Circular 2015/23 Drugs Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2015-23.pdf)

18. [Circular 2014/24 Education Otherwise Than At School (EOTAS) Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/education/2014-24-eotas-guidance.pdf)

19. [Circular 2016/26 Effective Educational Uses of Mobile Digital Devices](https://www.education-ni.gov.uk/sites/default/files/publications/education/DE%20circular%202016.26%20Effective%20Educational%20Uses%20of%20Mobile%20Digital%20Devices.pdf)

20. [Circular 2008/10 Employment of Substitute Teachers – NI Substitute Teachers Register (NISTR)](https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-number-2008-10-employment-of-substitute-teachers.pdf)

21. [Circular 2010/18 Every School A Good School – The Governors’ role](https://www.education-ni.gov.uk/sites/default/files/publications/education/circular-2010-18-governors-guide.pdf)

22. [Circular 2013/25 e-Safety Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/2013%2025%20-%20Amended.pdf)

23. [Circular 2010/01 Guidance on Relationships and Sexuality Education](https://www.education-ni.gov.uk/sites/default/files/publications/education/2010%2001%20-%20Amended.pdf)

24. [Circular 2020/05 Guidance for schools on supporting remote learning to provide educational continuity](https://www.education-ni.gov.uk/sites/default/files/publications/education/Circular%202020-5-Guidance%20for%20Schools%20on%20Supporting%20Remote%20Learning.pdf)

25. [Circular 2011/22 Internet Safety](https://www.education-ni.gov.uk/sites/default/files/publications/education/2011%2022%20-%20Amended.pdf)

26. [Circular 2014/27 - Managing information on persons who pose a risk to pupils](https://www.education-ni.gov.uk/publications/circular-201427-managing-information-persons-who-pose-risk-pupils)

27. [Circular 2016/27 Online Safety](https://www.education-ni.gov.uk/sites/default/files/publications/education/DE%20Circular%202016.27%20Online%20Safety.pdf)

28. [Circular 2014/14 Pupil Participation](https://www.education-ni.gov.uk/sites/default/files/publications/de/2014-14-pupil-participation.pdf)

29. [Circular 2015/22 Relationship and Sexuality Education (RSE) Guidance](https://www.education-ni.gov.uk/sites/default/files/publications/de/2015%2022%20-%20Amended.pdf)

30. [Circular 2013/16 Relationships and Sexuality Education Policy In Schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/2013%2016%20-%20Amended.pdf)

31. [Circular 2017/04 - Safeguarding and Child Protection in Schools - A Guide for Schools](https://www.education-ni.gov.uk/publications/circular-201704-safeguarding-and-child-protection-schools-guide-schools)

32. [Circular 2018/07 - Self- Assessment Audit Tool for Schools](https://www.education-ni.gov.uk/publications/circular-201807-self-assessment-audit-tool-schools)

33. [Circular 2010/22 - School development planning - Regulations and guidance](https://www.education-ni.gov.uk/publications/circular-201022-school-development-planning-regulations-and-guidance)

34. [DE Guidance - School Development Planning 2020/21 – COVID 19](https://www.education-ni.gov.uk/sites/default/files/publications/education/Guidance%20on%20School%20Development%20Planning%20for%20202021.pdf)

35. [Circular 2020/08 Amended draft Attendance Guidance and Absence Recording by schools](https://www.education-ni.gov.uk/sites/default/files/publications/education/ED1%2020%20331281%20%20AMENDED%20Draft%20Circular%20-%20Attendance%20Guidance%20and%20absence%20recording%20from%20January%202021%282%29.pdf)

36. [Circular 2021/12 - Addressing Bullying in Schools Act (NI) 2016: Responsibilities of Schools and Boards of Governors](https://www.education-ni.gov.uk/publications/circular-202112-addressing-bullying-schools-act-ni-2016-responsibilities-schools-and-boards)

37. [DE Circular 2021/13 - Restraint and Seclusion](https://www.education-ni.gov.uk/publications/circular-202113-interim-guidance-use-restraint-and-seclusion-educational-settings)

38. [DE Circular 2021/04 - Suspensions and Expulsions Arrangements for pupils in grant-aided schools in Northern Ireland](https://www.education-ni.gov.uk/publications/de-circular-202104-suspensions-and-expulsions-arrangements-pupils-grant-aided-schools-northern)

# Appendix 3

## Legislation

* Addressing Bullying in Schools Act (Northern Ireland) 2016
* Children (Leaving Care) Act (NI) 2002
* Children (Public Performances) Regulations (Northern Ireland) 1996
* Children and Young Persons Act (Northern Ireland) 1968
* Children’s Services Co-operation Act (NI) 2015
* Criminal Justice and Courts Act 2015 section 33
* Criminal Law Act (NI) 1967
* Education (NI) Order 1998
* Female Genital Mutilation Act 2003
* Forced Marriage (Civil Protection) Act 2007
* Health & Personal Social Services (NI) Order
* Health & Personal Social Services Act (NI) 2001
* Health & Social Care (Reform) Act (NI) 2009
* Human Rights Act 1998
* Prohibition from Teaching and Working with Children Regulations (NI) 2006
* Protection of Children (NI) Order 1978
* Protection of Children (Northern Ireland) Order 1978 article 3
* Safeguarding Board Act (NI) 2011
* Sexual Offences Act 2003
* The Children (NI) Order 1995
* The Criminal Evidence (NI) Order 1999
* The Criminal Justice Act 1988 (Reviews of Sentencing) Order (NI) 2019
* The Data Protection Act (1998)
* The Disability Discrimination Act 1995
* The Education and Libraries (NI) Order 2003; Articles 17 and 18
* The Family Homes & Domestic Violence (NI) Order 1998
* Mental Capacity Act (Northern Ireland) 2016
* The Mental Health (NI) Order 1986
* The Northern Ireland Act 1998, Section 75
* The Police & Criminal Evidence (NI) Order 1989
* The Public Interest Disclosure (NI) Order 1998
* The Race Relations (NI) Order 1997
* The Safeguarding Vulnerable Groups (NI) Order 2007 (amended 2012)
* The Sexual offences (NI) Order 2008
* The Special Educational Needs and Disability Order (NI) 2005 (SENDO)

1. ETI report on the provision for the care and welfare of all children and young people, and on child protection/safeguarding arrangements. Child protection is an element of safeguarding and the arrangements a school has in place should ensure that the children and young people’s safety is paramount. [↑](#footnote-ref-1)
2. [↑](#endnote-ref-1)