

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

**GUIDANCE FOR THE REVIEW AND EVALUATION OF SAFEGUARDING AND CHILD PROTECTION**

**Please note, this proforma is reviewed and updated as required annually. Substantive changes to specific questions are identified with an asterisk (\*).**

**There are different versions of this Proforma for different education and training sectors. Please ensure that you are using the current and correct version for your type of organisation or centre.**

This self-evaluation proforma is designed to help you to review and quality assure the extent to which your school complies with child protection /safeguarding[[1]](#footnote-2) requirements and how your arrangements reflect best practice in all aspects of safeguarding children and young people.

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| Under **Articles 17 and 18** of the Education and Libraries (NI) Order 2003, the board of governors of a grant aided school has a statutory duty to:   * safeguard and promote the welfare of registered pupils at the school at all times when the pupils are on the school premises or in the lawful control or charge of a member of school staff; and * decide on the measures to be taken by all persons associated with the school to protect pupils from abuse, whether at school or elsewhere and review these measures from time to time.   The 2003 Order places a further obligation on the Board of Governors to prepare a written statement of such measures and to secure that copies of the statement are available for inspection at the school.  Furthermore, the Schedule for Regulation 4 of The Education (School Development Plans) Regulations (Northern Ireland) 2010 requires schools to monitor and review (annually – Regulation 7) the progress made in the school’s approach to (c) promoting the health and well-being, attendance, good behaviour and discipline of pupils and (e) managing the attendance and promoting the health and well-being of staff. |

It is anticipatedthat from September 2019 schools will be required to adhere to the Addressing Bullying in Schools (NI) Act 2016. The academic year of 2019/20 is the implementation phase; governors will have oversight of this.

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.

We recommend, while the legal duty rests with the governors, that in the best practice, both the designated teacher (DT) and designated governor (DG) are involved in carrying out your self-evaluation as part of a safeguarding team which includes the principal and chair of governors.

At the time of an ETI inspection, a completed, signed copy of the proforma must be made available to the Reporting Inspector at the pre-inspection visit or on the first day of the inspection, as agreed, and **will be the official record of your child protection/safeguarding arrangements which is held in DE.**

When completing the document 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 principal and chairperson of the board of governors sign and date the completed form. During an inspection ETI may seek to triangulate the completed proforma with evidence of your policies and of your practices including training through discussion with staff at all levels in the school, as well as with the learners.

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, Appendix 2 contains a DE list of relevant legislative requirements and DE Circulars. The statements take account of the material published by the Child Protection Support Service (CPSS).

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

As this version is a generic document for all schools, EOTAS centres should read *schools* as EOTAS centres and *governors* as governance group. Other references should be considered in context as appropriate such as *principal* as manager or senior leader. EOTAS centres should also refer to DE Circular 2014/24, section 6.

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) and the Child Protection Support Service for specialist advice (see Appendix 1).

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

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| **Board of Governor’s/School’s Overview of Child Protection and Safeguarding** | | | | |
| **Current Requirement** | **Yes** | **No** | **Any proposed action/s + RAG** | **What is the nature of the evidence and where is it located?** |
| **1. All staff on the payroll of the school and unsupervised volunteers are appropriately and suitably vetted in compliance with the relevant Department circulars.** |  |  |  |  |
| *Does the school, in all cases, employ substitute teachers who are on the NI Substitute Teachers Register?* | | | | |
| **2. Appropriate procedures are in place to manage the recruitment and supervision of all volunteers.** |  |  |  |  |
| *Note: \* 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 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 school carry out risk assessments to determine if volunteers or other individuals not on its payroll should or should not be vetted?* | | | | |
| **3.** **There are written child protection/ safeguarding policies and procedures which are ratified by the board of governors.** |  |  |  |  |
| *Are all of the school’s policies and procedures current and fit for purpose?*  *Please refer as a check list to Appendix 3 - Legislation and Guidance including DE Circulars and Letters of Information.* | | | | |
| **4. A report on all child protection/ safeguarding activity is presented, at least annually, as an agenda item to the board of governors.** |  |  |  |  |
| *When was it presented last? Is it recorded in the minutes?*  *Note: best practice recommends that CP is a standing agenda item in board of governor meetings.* | | | | |
| **5. Appropriate risk assessment procedures are in place** |  |  |  |  |
| *How does the school plan for, record and conduct risk assessments? Examples may include: trips and outings; visitors to the school; challenging behaviours; learners displaying harmful sexualised behaviours. It also includes the risk assessment when practical classes in post-primary schools exceed 20 pupils as per Circular 2016/11.* | | | | |
| **6. The school ensures the safety of all, through the security of the site and buildings.** |  |  |  |  |
| *What are the school’s procedures to ensure the security of the site and buildings in the best interests of the learners and staff?* | | | | |
| **7. There is an ethos and culture of inclusion in the school for all pupils, irrespective of race, religion/belief, political views, gender, gender identity (e.g. transgender) and sexual orientation (LGBTQ+).** |  |  |  |  |
| *Does the school provide a welcoming environment for all? How are staff and pupils guided to challenge negative attitudes, bullying, discrimination and prejudice? Has the school started to develop an Equality/Inclusion policy which addresses the range of issues which have, or may, arise?* | | | | |

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| **Designated Posts and Duties** | | | | |
| **Current Requirement** | **Yes** | **No** | **Any proposed action/s + RAG** | **What is the nature of the evidence and where is it located?** |
| **8. There is a designated teacher (DT) and deputy designated teacher(s) (DDT) for child protection/ safeguarding in the school who form part of a designated child protection/safeguarding team. The DT should also lead the review of child protection and safeguarding polices and report annually to the governors.** |  |  |  |  |
| *Is their experience appropriate? Is there at least one member of the safeguarding team on the SLT? What are the agreed protocols for reporting child protection concerns in any units? Are the reporting arrangements clear across the school?* | | | | |
| **9. The names of the DT and DDT(s) are known to all staff, learners, and parents/carers.** |  |  |  |  |
| *How is this communicated?* | | | | |
| **10. There is a designated governor who has responsibility for safeguarding.** |  |  |  |  |
| *Is the designated governor/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?* | | | | |
| **11. All members of the board of governors have a copy of:**   1. **the child protection / safeguarding policy and procedures;** 2. **DE Circular 2017/04, Safeguarding and Child Protection;** 3. **Current child protection/safeguarding circulars[[2]](#endnote-1) and letters of advice issued by DE; School Governors’ Handbook on Child Protection.** |  |  |  |  | |
| *How does the school take account of letters of advice and updated information from DE?* | | | | | |

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| **Children/Young People and Parents/Carers** | | | | |
| **Current Requirement** | **Yes** | **No** | **Any proposed action/s + RAG** | **What is the nature of the evidence and where is it located?** |
| **12. All learners have been informed and understand the arrangements for child protection/ safeguarding and how a concern or complaint may be raised.** |  |  |  |  |
| *How are learners informed of the relevant member(s) of staff to whom they should voice their concerns? For example: displays on notice boards; assemblies; circle time. Is the display format age appropriate, does it meet the needs of, for example, newcomer learners or learners with special educational needs? Are there any other ways provided by the school so that a learner can express any concerns or issues they may have?* | | | | |
| **13. Parents/carers are provided with a copy of the child protection/ safeguarding policies and complaints procedure, when their child is first enrolled, and a summary every two years thereafter.**  *Note: During discussions the reporting inspector may ask about examples relating to child protection/bullying /safeguarding and how the school ensures that learners make progress and achieve their potential.* |  |  |  |  |
| *When and how was such 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? Are the needs of the parents of newcomer learners met? How? How are new parents/carers informed of the child protection/safeguarding/anti-bullying procedures? What about learners who join the 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?* | | | | |
| **14. There is appropriate support available to (vulnerable) learners who are on the child protection register, have disclosed abuse, or are considered at particular risk.** *For example: looked after children; learners attending EOTAS; learners with special educational needs.* |  |  |  |  |
| *What form does this support take? How is this information communicated to relevant staff? How does the school help vulnerable learner(s) at risk make progress and achieve their potential?* | | | | |

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| **Record Keeping** | | | | |
| **Current Requirement** | **Yes** | **No** | **Any proposed action/s + RAG** | **What is the nature of the evidence and where is it located?** |
| **15. The system for reporting concerns/complaints about abuse, for example, staff member to DT to principal, is known to all staff (paid and unpaid), parents/ carers and learners.** |  |  |  |  |
| *Are reporting arrangements clearly specified in policies and procedures and are they displayed on notice boards? How is this monitored?* | | | | |
| **16.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.** |  |  |  |  |
| *Is the school following about the guidance provided by DE on record keeping? Where are the records kept for suspicions of abuse/complaints against staff?*  ***NOTE:*** *The only hard-backed book maintained by a school is in connection with complaints against members of staff. The record is considered annually as an agenda item by the board of governors; this should be signed and dated by the principal and chairperson even if there are no complaints. ETI have a right to see the book, and that it has been signed and dated, but not the content of the book.* | | | | |
| **Current Requirement** | **Yes** | **No** | **Any proposed action/s + RAG** | **What is the nature of the evidence and where is it located?** |
| **17. The school’s complaints policy is readily available to parents and carers.** |  |  |  |  |
| *Has the procedure been updated since 1st April 2017 to include the role of the Office of the Northern Ireland Public Services Ombudsman?* | | | | |

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| **Training** | | |
| **18. Training requirements** | **Training renewal** | **Most recent date completed and any proposed actions** |
| **Safeguarding update training for all school staff** | *Cascaded by the DT and DDT to the whole school staff - a minimum of every two years*  *All new staff to receive training as part of their induction programme*  *Are all staff, paid and unpaid, aware of and follow the agreed child protection/safeguarding policies and procedures.*  *Does this include substitute teachers, and peripatetic teachers such as non-EA music tutors, sports coaches, etc?*  *How is this monitored? (e.g. are records kept and a register maintained?)* | **New Staff:**  **Last trained:**  **Valid until:**  **Whole Staff:**  **Last trained:**  **Valid until:**  **Others:**  **Last trained:**  **Valid until:** |
| **Training for Designated Teacher and Deputy Designated Teacher** | *All new DTs and DDTs should attend 2-day CPSS introduction to 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.* | **Name of DT: Last trained:**  **Valid until:**  **Name of DDT: Last trained:**  **Valid until:** |
| **\*Initial Child Protection Awareness Training as part of induction programme for all new governors** | *Training for all new governors on initial appointment.  (This is delivered by the School Development Service. This awareness session may also be led by the principal or the designated teacher for child protection)*  *Undertake at least the Governors*  *module during each four year term of office* | **All Governors: Last trained:**  **Valid until:** |
| **Training for School Principal** | *One day course on appointment and a half day renewal within three years of the initial training date and thereafter.* | **Name of principal: Last trained:**  **Valid until:** |
| **Training for all Governors** | *Initial Child Protection Awareness training every four years during each four year term of office. This training can be delivered by the Principal, Designated Governor for CP and the Designated or Deputy Designated teacher for CP.*  [EATV Governor Training Videos](https://play.webvideocore.net/popapp.php?l=156439&w=720&h=800&p=2987J51429CA2CG&title=Governor+Training+Videos&bgcolor1=%23ffffff&bgcolor2=%23ffffff&hide_playlist=&hide_description=&hide_live_chat=1&layout=default&is_inversed=&theme=light&image=https%3A%2F%2Fstatic1.webvideocore.net%2Fi%2Fstores%2F2%2Fitems%2Fbg%2F4%2F48%2F480ca98f8179f6cf4ddc9197cd531f54.jpg&use_html5=1&live_id=&sel_playlist=51f8gg54ag154cc&sel_multiplaylist=&is_responsive=&is_vertical=&one_thumb_per_row=&disable_hash=1&skinAlpha=50&colorBase=&colorIcon=&colorHighlight=%235cbbf5&fs_popin=&start_volume=&close_button=&player_align=NONE&player_bar=1&auto_play=&auto_hide_player_controls=1&chat_position=&description_position=&playlist_position=&allow_fullscreen=1&player_start_volume=&widget_height_behavior=1) |  |
| **\*Training for Designated Governor (Initial Child Protection Awareness Training and Child Protection training from the CPSS for the Chairperson and Designated Governor for Child Protection) )** | *Initial Child Protection Awareness and Child Protection training from the CPSS for the Chairperson and Designated Governor for Child Protection)**to equip them in assisting the board of governors with their child protection governance responsibilities. Training required every four years during each four year term of office* | **Name of DG: Last trained:**  **Valid until:** |
| **\*Training for Chair of Governors (Initial Child Protection Awareness Training, Child Protection training from the CPSS for the Chairperson and Designated Governor for Child Protection and Training on recruitment, selection and vetting )** | *Initial Child Protection Awareness, Child Protection training from the CPSS for the Chairperson and Designated Governor for Child Protection**to equip them in assisting the board of governors with their child protection governance responsibilities and training on recruitment, selection and vetting (delivered by EA Human Resources). The Chair of Governors needs to ensure that at least one governor on each interview panel has attended this, although best practice would be to have additional members trained. Training every four years during each four year term of office* | **Name of Chair: Last trained:**  **Valid until:** |
| **\*Training on Recruitment, selection and Vetting (including Child Protection legislation and DE guidance for at least one governor on interview and appointment panels** | *Initial Child Protection Awareness and training on recruitment, selection and vetting (delivered by EA Human Resources) every four years during each term of office and before participation in recruitment.*  *.* | **Names of governors**  **trained for recruitment etc:** |
| **\*Governor Awareness training in relation to Child Sexual Exploitation** | *At least once in each term of office. Two online modules are available at* [EATV Governor Training Videos](https://play.webvideocore.net/popapp.php?l=156439&w=720&h=800&p=2987J51429CA2CG&title=Governor+Training+Videos&bgcolor1=%23ffffff&bgcolor2=%23ffffff&hide_playlist=&hide_description=&hide_live_chat=1&layout=default&is_inversed=&theme=light&image=https%3A%2F%2Fstatic1.webvideocore.net%2Fi%2Fstores%2F2%2Fitems%2Fbg%2F4%2F48%2F480ca98f8179f6cf4ddc9197cd531f54.jpg&use_html5=1&live_id=&sel_playlist=51f8gg54ag154cc&sel_multiplaylist=&is_responsive=&is_vertical=&one_thumb_per_row=&disable_hash=1&skinAlpha=50&colorBase=&colorIcon=&colorHighlight=%235cbbf5&fs_popin=&start_volume=&close_button=&player_align=NONE&player_bar=1&auto_play=&auto_hide_player_controls=1&chat_position=&description_position=&playlist_position=&allow_fullscreen=1&player_start_volume=&widget_height_behavior=1) | **Date completed:** |

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| **Child Protection training for school governors has three specific components**  1. ***Initial Child Protection Awareness*** *Training*An overview of child protection is also available to view on [EATV Governor Training Videos](https://play.webvideocore.net/popapp.php?l=156439&w=720&h=800&p=2987J51429CA2CG&title=Governor+Training+Videos&bgcolor1=%23ffffff&bgcolor2=%23ffffff&hide_playlist=&hide_description=&hide_live_chat=1&layout=default&is_inversed=&theme=light&image=https%3A%2F%2Fstatic1.webvideocore.net%2Fi%2Fstores%2F2%2Fitems%2Fbg%2F4%2F48%2F480ca98f8179f6cf4ddc9197cd531f54.jpg&use_html5=1&live_id=&sel_playlist=51f8gg54ag154cc&sel_multiplaylist=&is_responsive=&is_vertical=&one_thumb_per_row=&disable_hash=1&skinAlpha=50&colorBase=&colorIcon=&colorHighlight=%235cbbf5&fs_popin=&start_volume=&close_button=&player_align=NONE&player_bar=1&auto_play=&auto_hide_player_controls=1&chat_position=&description_position=&playlist_position=&allow_fullscreen=1&player_start_volume=&widget_height_behavior=1)  2. Safeguarding role of Chair and Designated Governor for Child Protection: Facilitated by the EA CPSS  3. Training on recruitment, selection and vetting (including **Child Protection legislation and DE guidance for governors on interview and appointment panels)** delivered by EA Human Resources. The Chair of Governors needs to ensure that at least one governor on each interview panel has attended this. |

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| **The review of key policy documents** |

**19**. DE recommends that certain policies should be reviewed regularly. DE advises that **best practice is the 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. For bullying, the Addressing Bullying in Schools Act (2016) states that the policy should be reviewed **no less than every four years**.

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| **Policy** | **Policy review** | **Last reviewed/ratified and any proposed actions**  *(for example: How are staff and managers, governors, parents/carers and learners involved in the review process?)* |
| **Child protection/safeguarding**  **Circular 2016/20: Child Protection: Record Keeping in Schools** | *Are all records in relation to child protection and safeguarding issues retained in accordance with the arrangements outlined in this circular?* | ***Last reviewed:***  ***Next review:*** |
| **Drug Policy**  [**Circular 2015/23**](http://www.belb.org.uk/Downloads/cpsss_circular_2015_23.pdf)  <https://www.education-ni.gov.uk/articles/drugs-guidance> |  | ***Last reviewed:***  ***Next review:*** |
| **Attendance**  <https://www.education-ni.gov.uk/publications/miss-school-miss-out-improving-pupil-attendance-strategy>  <https://www.etini.gov.uk/news/attendance-schools-eti-good-practice-report-and-case-studies> | *When was a report on attendance policy and data last presented and recorded in the minutes (it is due at least annually) as an agenda item to the board of governors?* | ***Last reviewed:***  ***Next review:*** |
| **(Positive) behaviour management** | *How have staff, parents, learners and governors been consulted?*  *NOTE: The ETI may ask about an example of an incident relating to bullying behaviours and how the school dealt with it.* | ***Last reviewed:***  ***Next review:*** |
| **\*Addressing Bullying** | *Has the anti-bullying policy been updated using the NI Anti-Bullying Guidance materials? \*Has any whole school training taken place in relation to the new anti-bullying guidance and how will the policy be implemented and embedded?*  *How is the school preparing for the introduction of the Addressing Bullying in Schools (NI) Act 2016?*  *How are incidents of bullying behaviours recorded and followed up and, where appropriate, has a chronological record been established to note the associated actions taken by the school?*  *When and how are parents/carers/learners consulted?*  *Were any changes made in light of the consultation?*  *Do all staff consistently use SIMS to record and monitor pastoral issues?* | ***Last reviewed:***  ***Next review:*** |
| **Educational visits** | *Have all appropriate risk assessments been carried out?* |  |
| **First-aid and administration of medicines**  <https://www.education-ni.gov.uk/sites/default/files/publications/de/supporting-pupils-with-medical-needs.pdf> | *Relevant staff are aware of the guidance provided and it is reflected in school practice* |  |
| **Health and Safety**  <https://www.hseni.gov.uk/articles/education> |  |  |
| **Intimate Care**  <https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/intimate-care-policy.pdf> | *Relevant staff are aware of the guidance provided and it is reflected in school practice. Copy has been signed by parents/carers* |  |
| **Managing Critical Incidents Guidance**  <https://www.education-ni.gov.uk/sites/default/files/publications/de/guide-to-managing-critical-incidents-in-schools.pdf> | *Relevant staff are aware of the guidance provided and it is reflected in school practice* |  |
| **Online Safety**  **Circular 2016/27** | *Does this include a review of the taught pastoral / preventative education curriculum?* | ***Last reviewed:***  ***Next review:*** |
| **Relationships and Sexuality Education**  **Circular 2013/16 (policy) and 2015/22 (guidance)**  ***Not Nursery Schools*** | *As required by Circular 2013/16, does the policy include consultation with parents and endorsement by the board of governors?*  *Does this include a review of the taught pastoral / preventative education curriculum?* | ***Last reviewed:***  ***Next review:*** |
| **\*Staff Code of Conduct** | *Who monitors the implementation and how? Examples include procedures for intimate care/ toileting/changing learners?*  *Does this include the appropriate use of social media by staff (both in and outside of school)? \*In best practice there is a policy for all school staff and pupils in the acceptable use of ICT systems in school. The policy should be signed by all staff members*  *Does it set out how staff record safeguarding matters/issues?* | ***Last reviewed:***  ***Next review:*** |
| **Supervision of Volunteers and Visitors**  Circular 2012/19 Changes to pre-employment vetting checks for volunteers working in schools  Section 4.5 of the Safeguarding and Child Protection in Schools guide | *Is there a visitors CP procedure for former learners who return to the school to prepare and sit examinations and external candidates?*  *Is there a policy about staff not conducting private tutoring on school premises?* | ***Last reviewed:***  ***Next review:*** |

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of the board of governors**

**Date:**

**An inspector may discuss some of the points on this form in greater detail with the principal, chair of the governors and/or designated teacher/governor during the inspection and may request to see relevant evidence.**

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

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of the board of governors

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

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-2)
2. **Appendix 1 Key references and resources**

   The Department of Education’s publications and guidance on child protection issues for schools are available at:

   <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 4

   Further detailed information is available at: <http://www.eani.org.uk/schools/safeguarding-and-child-protection/>

   **Appendix 2 Education Authority Child Protection Support Service (CPSS)**

   [**http://www.eani.org.uk/schools/safeguarding-and-child-protection/**](http://www.eani.org.uk/schools/safeguarding-and-child-protection/)

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   | **Office** | **Tel: Number** |
   | Central contact number for all areas | 028 95985590 |

   **Appendix 3**

   **Legislation and DE Circulars/Letters governing child protection and safeguarding responsibilities**

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   | **LEGISLATION** | **TOPIC** | **DETAIL** |
   | The Criminal Law Act (NI) 1967 | Disclosure | This act includes measures for failing to disclose an arrestable offence to the police. |
   | Children and Young Persons Act (Northern Ireland) 1968 | Offences against children and young persons | Miscellaneous offences against children and young persons (moral and physical dangers) |
   | Protection of Children (NI) Order 1978 | Indecent Images | Offences in relation to indecent images of children |
   | The United Nations Convention on the Rights of the Child | The Rights of the Child | The United Kingdom agreed to be bound by the Convention in 1991. It sets out the rights which all children and young people up to the age of 18 should have. |
   | Article 3 of The Children (NI) Order 1995 | Children’s Welfare | Child's welfare to be paramount considerationN.I. |
   | Children (Public Performances) Regulations (Northern Ireland) 1996 | Public Performance Licensing | Establishes age-appropriate conditions under which children may participate in public entertainment events (broadcast and live performance).The licensing authority is the Education Authority. |
   | Human Rights Act 1998 | Protection of children and young people | State Authorities must use their powers reasonably and proportionally to protect children and young people. |
   | The Education (NI) Order 1998 | Reasonable force in restraint of learners | Use of Reasonable Force - Article 4, outlines the powers a member of school staff can use in restraining learners. |
   | Articles 17 and 18 of the Education and Libraries (NI) Order 2003 | Statutory duty on Boards of Governors | Duty on Boards of Governors to safeguard and promote the welfare of learners and Child Protection Measures |
   | Female Genital Mutilation (FGM) Act 2003 | Offence to take a child abroad for the purposes of FGM | Extends the existing legislation criminalising female genital mutilation in the UK, by making it an offence for UK nationals or permanent UK residents to take a girl abroad, or to help others to take a girl abroad, to carry out female genital mutilation, even in countries where the practice is legal |
   | The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 | Child Protection | This act sets out measures to prevent unsuitable adults from working with children |
   | The Sexual Offences (NI) Order 2008 | Sexual activity with a minor. Grooming | Under this Order, all sexual activity with a young person of either gender under the age of 16 is now illegal, even if both parties are under 16  Article 22 of the Order makes “grooming” a specific offence where it is followed up by a meeting, or intended meeting with the victim. |
   | Safeguarding Board Act (NI) 2011 | Establishment of SBNI | This act sets out the law for the creation of a new regional Safeguarding Board for Northern Ireland and the establishment of five Safeguarding Panels to support the SBNI's work at a Health and Social Care Trust level. |
   | Children’s Services Co-operation Act (NI) 2015 | Co-operation between children’s services | Places a requirement on individuals and organisations providing children’s services to children to co-operate with each other to devise and implement cross cutting strategies. |
   | Addressing Bullying in Schools Act (Northern Ireland) 2016 | Statutory duty on BoGs in relation to prevention of bullying | Provides a definition of bullying and BoG responsibilities to secure measures to prevent bullying |
   | **CIRCULARS** | **TOPIC** | **DETAIL** |
   | Circular  [2003/13](http://www.belb.org.uk/Downloads/cpsss_circular_2003_13.pdf) | Child Protection **STATUTORY** | Guidance for schools on the Welfare and Protection of Pupils Education and Libraries ( NI ) Order 2003  **School review required ‘from time to time’ – annually advised** |
   |  |  | Replaced by 2015/23 |
   | [Circular 2006/06](http://www.belb.org.uk/Downloads/cpsss_circular_2006_06.pdf) | Recruitment practices  **STATUTORY** | Guidance on safer recruitment practices for education authorities |
   | [Circular 2006/07](http://www.belb.org.uk/Downloads/cpsss_circular_2006_07.pdf) | Employment of teachers (substitute) | Guidance for schools on the employment of substitute teachers |
   | [Circular 2006/08](http://www.belb.org.uk/Downloads/cpsss_circular_2006_08.pdf) | Child Protection Training  **STATUTORY** | Guidance for schools on the requirement for child protection training in relation to interviewing and selection panels  **Renewal advised at least every three years** |
   | [Circular 2006/09](http://www.belb.org.uk/Downloads/cpsss_circular_2006_09.pdf) | Vetting (School staff) | Guidance on the vetting of paid and unpaid staff |
   | [Circular 2006/25](http://www.belb.org.uk/Downloads/cpsss_circular_2006_25.pdf) | Vetting (Governors) | Guidance on the requirement for vetting of school governors |
   | [Circular 2007/01](http://www.belb.org.uk/Downloads/cpsss_circular_2007_01.pdf) | Internet use | Acceptable use of the internet and digital technologies in schools  **School review required – 3 years at least is advised** |
   | [Circular 2008/03](http://www.belb.org.uk/Downloads/cpsss_circular_2008_03.pdf) | Pre-employment checks | Pre-employment checking of persons to work in schools |
   | [Circular 2008/10](http://www.belb.org.uk/Downloads/cpsss_circular_2008_10.pdf) | Employment of Substitute teachers | From 1st August 2008 substitute teachers must be booked on line via NISTR |
   | [Circular 2010/01](http://www.belb.org.uk/Downloads/cpsss_circular_2010_01.pdf) | RSE guidance | Guidance on Relationships and Sexuality Education |
   |  |  | Replaced by 2018/12 |
   | [Circular 2010/18](http://www.belb.org.uk/Downloads/cpsss_circular_2010_08.pdf) | Governors’ role | The governors' role set out in DE Governors’ Handbook  **School review required – 3 years at least is advised** |
   | [Circular 2011/22](http://www.belb.org.uk/Downloads/cpsss_circular_2011_22.pdf) | Internet use | Internet Safety guidance |
   | [Circular 2012/19](http://www.belb.org.uk/Downloads/cpsss_circular_2012_19.pdf) | Pre-employment checks | Guidance for schools and employing authorities on changes to pre-employment checking and safer recruitment practices |
   | [Circular 2013/01](http://www.belb.org.uk/Downloads/cpsss_circular_2013_01.pdf) | Pre-employment checks | Guidance for schools and employing authorities on pre-employment vetting checking and safer recruitment practices |
   | [Circular 2013/16](http://www.belb.org.uk/Downloads/cpsss_circular_2013_16.pdf) | RSE policy | Reminds schools of the need to have a policy on Relationships and Sexuality in place. |
   | [Circular 2013/25](http://www.belb.org.uk/Downloads/cpsss_circular_2013_25.pdf) | E-safety guidance | eSafety Guidance – provides information and guidance on eSafety within the context of the new C2k contract, Education Network (NI) and in relation to non-C2k networks  **School review required – 3 years at least is advised** |
   | Circular 2014/14 | Learner participation | Guidance on how to encourage learner participation in decision making in schools |
   | Circular 2014/24 | Education Other Than At School pupils | Section 6: Guidance for schools and providers with responsibilities for pastoral care and safeguarding. |
   | [Circular 2014/27](http://www.belb.org.uk/Downloads/cpsss_managing_information_on_persons_who_pose_a_risk_to_pupils.pdf) | Managing persons who pose a risk | Managing persons who pose a risk to learners |
   | [Circular 2015/13](http://www.belb.org.uk/Downloads/cpsss_dealing_with_allegations_of_abuse_against_a_member_of_staff.pdf) | Allegations of abuse | Dealing with allegations of abuse against a member of staff |
   | [Circular 2015/22](http://www.belb.org.uk/Downloads/cpsss_circular_2015_22.pdf) | RSE guidance | Relationship and sexuality Education (RSE) guidance |
   | [Circular 2015/23](http://www.belb.org.uk/Downloads/cpsss_circular_2015_23.pdf) | Drugs  **STATUTORY** | Drugs Guidance |
   | Circular 2016/11 | Class sizes in post-primary schools – practical subjects | Requirement for a health and safety risk assessment in post-primary practical classes over 20 pupils |
   | Circular 2016/05 | Harmful Sexual Behaviour | Children Who Display Harmful Sexualised Behaviour |
   | Circular 2016/20 | Record keeping in schools | Advice and guidance to schools on  the recording and retention of child protection concerns  **UNDER REVIEW BY DE IN RELATION TO GDPR** |
   | Circular 2016/26 | Effective educational uses of mobile digital devices | Research-based advice and guidance |
   | Circular 2016/27 | Online Safety | A set of guiding principles for keeping learners and the wider school community safe online and for prioritising online safety within the school’s preventative education curriculum and overall Safeguarding Policy |
   | Circular 2017/04  (replaces 1999/10) | Child protection/pastoral care **ASPECTS ARE STATUTORY** | Principle guidance on child protection in schools  inc. Anti-bullying policy  **Governors should review CP Policy - annually is advised UNDER REVIEW BY DE** |
   | Circular 2018/07 | Emotional Health & Wellbeing | Self-Assessment Audit Tool |
   | Circular 2018/12 | Attendance | Attendance Guidance: Absence Recording by Schools |

   **DE Letters of Information**

   * [Sexting and the law - Letter [pdf / 25KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41581.pdf)
   * [Sexting and the law - Leaflet [pdf / 183KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41583.pdf)
   * [ICT Provision in Schools - Letter [pdf / 298KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41584.pdf)
   * [E-Safety guidance circular letter [pdf / 50KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41586.pdf)
   * [Preventing child sexual exploitation - Circular letter issued to schools [pdf / 55KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41588.pdf)
   * [Disposal of child protection records - letter to principals [pdf / 73KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41589.pdf)
   * [Multi-Agency practice guidelines on female genital mutilation - Letter from DE [pdf / 69KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41590.pdf)
   * [Concussion and Second Impact Syndrome [pdf / 255KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41592.pdf)
   * [Provision of free School Meals on Humanitarian Grounds, Letter from DE [pdf / 76KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41593.pdf)
   * [Sexual Offences Order 2008 - DE Letter to Schools [pdf / 1.08MB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/41594.pdf)
   * [Child Protection School Holiday Procedures - Letter to Schools [pdf / 70KB]](http://www.eani.org.uk/_resources/assets/attachment/full/0/52497.pdf)

   **Appendix 4 DE Circular 2017/04 contents list**

   [**https://www.education-ni.gov.uk/publications/circular-201704-safeguarding-and-child-protection-schools-guide-schools**](https://www.education-ni.gov.uk/publications/circular-201704-safeguarding-and-child-protection-schools-guide-schools)

   **replaces 99/10 and contains detailed advice and guidance on:**

   |  |  |
   | --- | --- |
   | 1. | **Overview** |
   | 2. | **Key Principles of Safeguarding and Child Protection** |
   | 3. | **Legal and Policy Context** |
   | 4. | **Managing Safeguarding and Child Protection in Schools** |
   | 4.1 | Responsibilities of Board of Governors |
   | 4.2 | The School Safeguarding Team |
   | 4.2.1 | Chair of Board of Governors |
   | 4.2.2 | Designated Governor for Child Protection |
   | 4.2.3 | School Principal |
   | 4.2.4 | Designated Teacher for Child Protection |
   | 4.2.5 | Deputy Designated Teacher for Child Protection |
   | 4.3 | Child Protection Policy |
   | 4.3.1 | The Child Protection Policy |
   | 4.4 | Recruitment and vetting of staff and volunteers |
   | 4.4.1 | AccessNI clearance |
   | 4.4.2 | Volunteers |
   | 4.5 | Visitors to Schools |
   | 4.6 | Pupils on work experience |
   | 4.7 | Child Protection Training |
   | 4.7.1 | School Governors |
   | 4.7.2 | Designated Teacher Training/Deputy Designated Teacher Training |
   | 4.8 | Conduct of staff |
   | 4.9 | Parents |
   | 4.10 | Child Protection Support Service |
   | 5. | **Dealing with Child Protection Concerns** |
   | 5.1 | What is child abuse? |
   | 5.2 | Types of abuse |
   | 5.3 | Talking to children where there are concerns about possible abuse |
   | 5.4 | Child displaying symptoms of, or school alerted to, possible abuse |
   | 5.5 | Dealing with allegations of abuse made against a member of staff |
   | 5.6 | Process for referral |
   | 5.6.1 | Context |
   | 5.6.2 | Understanding the Needs of Children in Northern Ireland |
   | 5.7 | Flowcharts - Process for referral |
   | 6. | **Specific Types of Abuse** |
   | 6.1 | Grooming |
   | 6.2 | Child Sexual Exploitation |
   | 6.2.1 | Identifying CSE |
   | 6.2.2 | What to do |
   | 6.3 | Domestic and sexual violence and abuse |
   | 6.4 | Female Genital Mutilation |
   | 6.5 | Forced marriage |
   | 6.6 | Children who display harmful sexualised behaviour |
   | 6.6.1 | What is harmful sexualised behaviour? |
   | 6.7 | E-Safety/Internet abuse |
   | 6.8 | Managing the risks |
   | 6.9 | Sexting |
   | 6.9.1 | Sexting between individuals in a relationship |
   | 6.9.2 | Sharing an inappropriate image with an intent to cause distress |
   | 7. | **Dealing with Children with Increased Vulnerabilities** |
   | 7.1 | Children with a disability |
   | 7.2 | Children with limited fluency in English |
   | 7.3 | Pre-school provision including nursery schools and classes |
   | 7.4 | Gender identity issues/Sexual orientation |
   | 7.5 | Boarding schools and residential settings |
   | 7.6 | Work experience and residential situations |
   | 8. | **Preventative Curriculum** |
   | 8.1 | Relationships and Sexuality Education |
   | 8.2 | Domestic and sexual violence and abuse |
   | 9. | **Child Protection: Record Keeping in Schools** |
   | 10. | **Other Policies** |
   | 10.1 | Overview |
   | 10.2 | Physical contact with pupils/safe handling/use of reasonable force |
   | 11. | **Contacts** |

   [↑](#endnote-ref-1)