



**ACADEMY**  
PRIMARY SCHOOL



**ACHIEVE**

Acceptance, Challenge, Happiness, Improvement,  
Encouragement, Values and Endeavour

**February 2017**  
**Protecting Your Child**  
**Parent Information Leaflet**

## Safeguarding / Child Protection Team



**Mr Moore**  
Principal



**Miss Clarke**  
Designated Teacher



**Rev Hyndman**  
Designated Governor



**Mrs Johnston-Wood**  
Deputy Designated Teacher



**Mrs Cockroft**  
Deputy Designated Teacher

# Safeguarding and Child Protection Policy at Academy Primary and Nursery School

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*“...the welfare of the children must be the paramount consideration....”*

*Children (N.I.) Order 1995*

It is our aim in Academy Primary and Nursery that all children learn in a happy and safe environment. The curriculum reflects the school's positive ethos and policies relating to each aspect of child welfare.

The Governors of the school would like to inform parents of the following steps that they have taken to this effect.

## **Premises**

The school has secure perimeter fencing and a CCTV monitoring system. The school gates remain open for limited pedestrian and traffic access.

Access to the main school, Nursery, mobile classrooms and Library is via an electronic fob. All children, apart from those in Nursery and P5, enter school by the main front entrance each morning. Parents and visitors to the school should always enter via the main entrance. All visitors are required to register on the computerised system. Parents are required to sign the Parent Visitor Record Book when collecting or returning a pupil child during normal school hours.

Children in Nursery - P3 should always be accompanied by an adult to and from school. At the end of the school day Nursery children should be collected from inside the Nursery mobile. The collection point for P1 – P3 children is the playground.

Pupils in P4-P7 are brought to the front of the school by their teacher. P4 may walk to and from school with an older sibling if not being collected by an adult. P5-P7 children may walk home unaccompanied.

## **Fire Drills**

Fire alarms are tested weekly. A Fire Drill is held each term and children are taught safe evacuation procedures in the event of a fire or emergency.

### **ICT Safety / Digital Images / Media**

Mrs Logan is the school's UICT co-ordinator and is the first point of contact. Separate guidance regarding the above is sent home to all new parents and permission is always sought before children engage in our ICT activities and / or when their images are used for publicity or display purposes.

### **Risk Assessments**

The school has a risk assessment policy containing individual risk assessments as recommended by the Education Authority.

### **First Aid / Medical Needs**

Mrs Kennedy is the school's first point of contact. Staff undertake training and awareness raising on a range of issues relating to children's health and well being. It is the responsibility of parents to keep all contact and medical records as up to-date and as complete as possible.

### **Vetting Procedures**

The school adheres to the practice guidelines in the Department of Education Circular 2013/01 which outline the responsibilities of the Area Board and individual schools to carry out criminal background checks on all potential employees who have access to children.

Checks are carried out for teaching, non-teaching, permanent or temporary, full time or part time staff. Checks are also carried out on music/sports tutors and volunteers taking part in unsupervised activities e.g. Reading Partnership Programme.

Children from an early age soon realise that their class teachers are people that they can tell and trust when any matter is worrying them. They are taught if they want to talk to another teacher other than their own that certain designated teachers are available to listen and, where necessary, help.

### **The following people comprise the school Pastoral Care Team:**

Mr Moore (Principal), Miss Clarke (Head of Key Stage 1), Mrs Johnston-Wood and Mrs Cockroft (Head of Nursery).

Unfortunately, sometimes more serious concerns or issues arise regarding a child's welfare.

In matters relating to Safeguarding / Child Protection Miss Clarke is the Designated Teacher and Mrs Johnston-Wood and Mrs Cockroft are the

Deputy Designated Teachers. Rev James Hyndman is our Designated Governor.

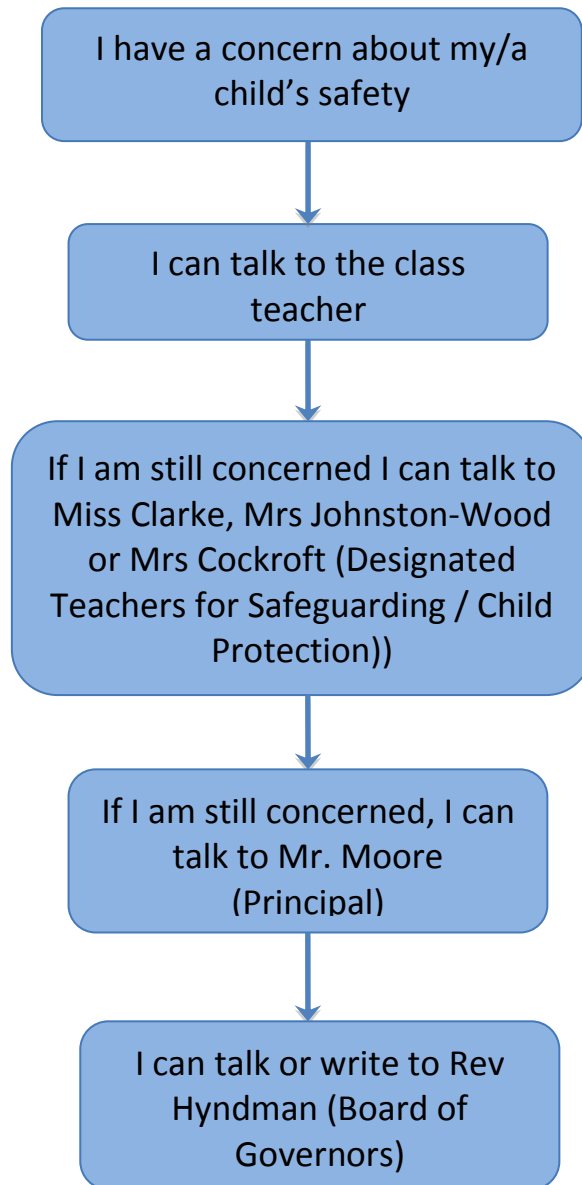
Employees or parents who have any concerns relating to Safeguarding / first Child Protection should speak to any of these teachers as the point of contact.

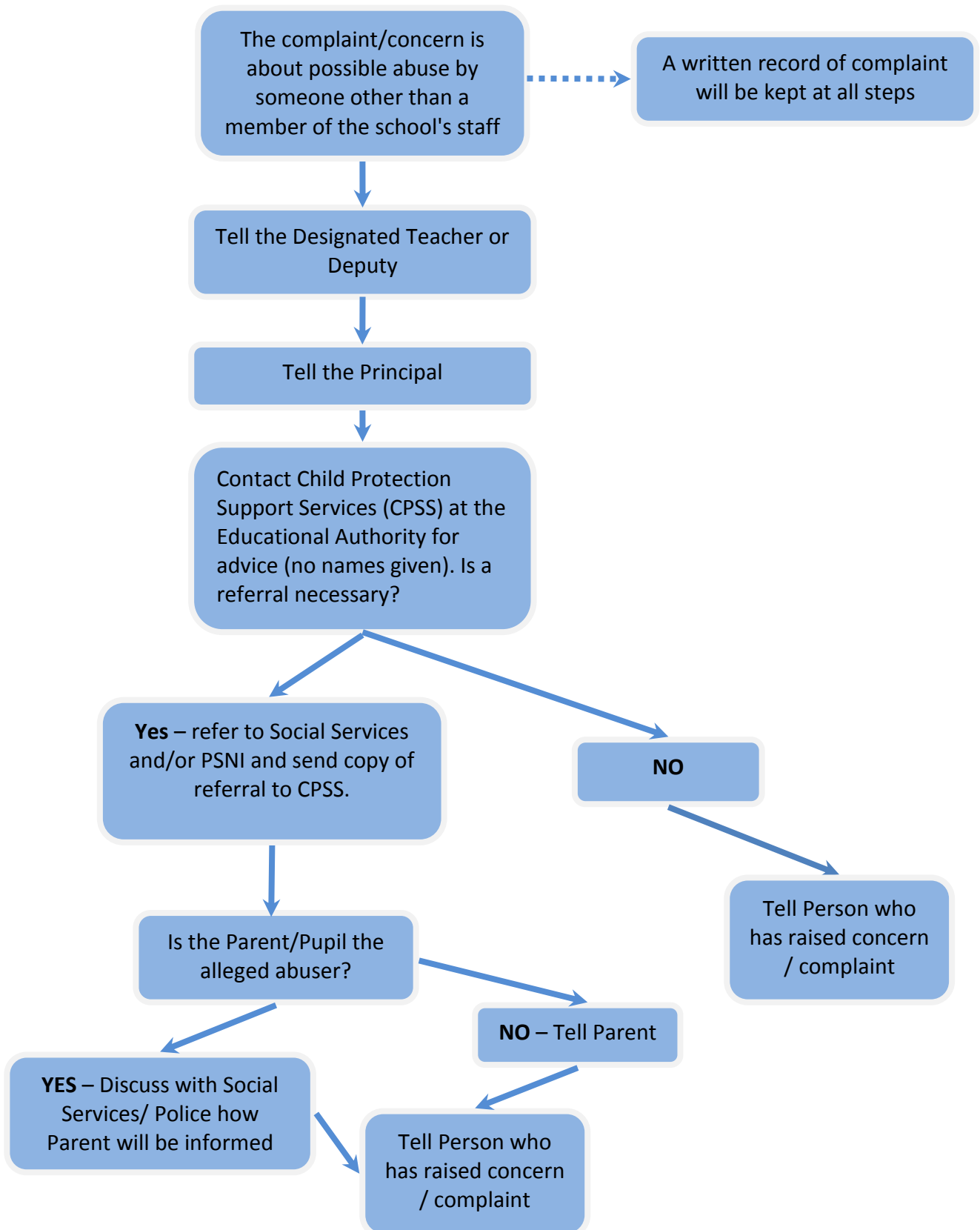
Any concerns or disclosures **will** be acted upon and will initiate a four-point action plan being put into operation, which may require the involvement of outside agencies.

Records of all child protection issues are retained until a pupil's thirtieth birthday and then shredded. A copy of notes is forwarded to the relevant Safeguarding / Child Protection Team when a child transfers to another school.

**Please note: our prime concern will always be the welfare of the child.**

## What to do if I have a concern?





(A similar procedure is followed for any allegations against staff members. This, and the full copy of Academy Primary School’s Safeguarding and Child Protection Policy, is available from the school office.)