

In St.Finian's Primary School

- We will alert all staff to the signs of possible abuse
- When child abuse is suspected, it is the responsibility of the member of staff who is aware of the circumstances or suspected circumstances, to notify the Designated Teacher.
- Ancillary staff will report any concerns or suspicions to the Designated Teacher.
- The Designated Teacher will ensure that the appropriate reporting and recording procedures are set in motion as quickly as possible.
- Parents will be notified about procedures on a regular basis.
- Children will be advised what to do in school if they have any concerns about such matters.
- We will strive to protect children at all times, while respecting the rights of parents, carers, families and members of staff.

Complaint against a Member of staff.

- A complaint about possible abuse against a member of staff should be referred directly to the Principal by the person to whom it was made.
- The Principal will seek clarification from the person making the complaint or from others who may have relevant information.
- The Principal will inform the Designated Teacher who will initiate the Record of Complaint.
- The Principal will consult with the Employing Authority to form an initial assessment as to whether or not there is sufficient substance in the allegation to warrant further action.
- The Principal will consult with the Chairperson of the Board of Governors and decide on one of the following:
 - A) the allegation is without substance and no further action is necessary.
 - B) an immediate referral to Social Services or the PSNI is warranted.
 - C) the allegation concerns inappropriate behaviour and needs to be considered under the disciplinary procedures

Complaint against the Principal

- The previous procedures will be followed with the Principal's role being exercised by the Chair of the Board of Governors.
- The Employing Authority will be consulted immediately in such a case.

Confidentiality

- We appreciate that in the interests of a child's welfare we may need to share information with other professionals, and that we are legally obliged to share information if we suspect physical or sexual abuse.
 - However the right to confidentiality for parents, carers, teachers and children will be respected and information will only be shared to protect the child.
 - All volunteers, coaches and tutors who work in the school will be required to complete an application form consenting to a criminal records check.
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**Designated
Teachers
In St.Finian's
Primary School the
Designated Teacher
for Child
Protection is Mrs
McGrattan and the
Deputy Designated
Teacher is Mr
Coulter**

***How a parent can make a
complaint***

I have a concern about my/a child's
safety.

I can talk to my child's teacher.

If I am still concerned I can talk to the
Designated Teacher for Child Protection
or the Deputy Designated Teacher.

If I am still concerned I can talk to the
Principal.

If I am still concerned, I can talk to the
Chairperson of the Board of Governors.

***At any time, I can talk to the Social Work-
er or the Police.***

Duty Social Worker 028 91818518

SEELB Mr Colum Boal 028 90566434

Ms Alison Casey

**St Finian's
Primary
School**



**Child
Protection
Policy**

**Information
for Parents**