

SHIMNA INTEGRATED COLLEGE CHILD PROTECTION POLICY AND PROCEDURES SUMMARY 2026-2027

Safeguarding Team

- Chair of the Board of Governors: **Michael Kennedy**
- Designated Governor for Child Protection: **Michael Kennedy**
- Designated Teacher for Child Protection: **Karen Caulfield**
- Principal: **Steve Pagan**
- Deputy Designated Teachers for Child Protection: **Suzy Dillon & Stuart Scott**
- Pastoral Care Manager: **Danella Goodman**
- Child Protection Trainer: **Aine Harrison**
- Resilience Lead: **Ciaran Milligan**

If a parent/carer has a potential child protection concern:

- I can talk to the class/form teacher
- If I am still concerned, I can talk to the Designated/Deputy Designated Teacher for Child Protection or the Principal
- If I am still concerned, I can talk/write to the Chair of the Board of Governors
- If I am still concerned, I can contact the NI Public Services Ombudsman
- At any time, I can talk to the local Children's Gateway Team at 03001000300 (9.00am-5.00pm Monday to Friday), Emergency Duty Service 02890565444 (outside office hours) or the PSNI at 101. If my child is over the age of 18 years, I can talk to the Adult Safeguarding Team at 028 9250 1227 (9.00am-5.00pm Monday to Friday) or Emergency Duty Service 02890565444 (outside office hours)

Procedure for staff to report an incident of child abuse in Shimna Integrated College

- Child makes a disclosure to a member of staff, or a member of staff has concerns about a child. The member of staff does not investigate but **MUST ACT PROMPTLY**
- The member of staff refers matter to one of the Designated Teachers
- Designated Teacher meets with Principal to plan a course of action
- Principal/ Designated Teacher makes a UNOCINI referral

Procedure where the school has concerns about possible abuse by someone other than a member of staff.

- Member of staff completes the Note of Concern
- Staff member discusses concerns with the Designated Teacher or Deputy Designated Teacher
- Designated Teacher consults with the Principal or other relevant staff. If required, advice may be sought from a CPSS officer or the Gateway team
- Designated Teacher clarifies/discusses concern with child/parent/carers and decides if a child protection referral is required

Definition of Abuse:

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. The abuse may take a number of forms, including:

- Sexual abuse
- Emotional abuse
- Physical abuse
- Neglect
- Exploitation

Our staff operate using “The Five Rs” when a concern has been reported:

Receive:	Listen actively, calmly, open body language, accept, non-judgemental - TED (tell, explain, describe).
Reassure:	‘You’ve done the right thing by coming to me’, re-assure child that you have heard what they have said; don’t promise what can’t be delivered.
Respond:	Tell the child what you are going to do and do it. Ensure child is ok before leaving.
Report:	As soon as possible to a member of the safeguarding team.
Record:	Vital – facts, no opinions When? Where? Who? What?

Operation Encompass

We are an Operation Encompass school. Operation Encompass is an early intervention partnership between the PSNI and our school, aimed at supporting children who are victims of domestic violence and abuse. When the PSNI have attended a domestic incident and one of our students is present, they will contact the school at the start of the next working day, to share this information with a member of the Safeguarding Team.

Age of Consent

- A child below the age of 13 years does not, under any circumstances, have the legal capacity to consent to any form of sexual activity
- The age at which a young person is legally considered competent to give consent to sexual activity is 16
- Sexual activity with a young person under the age of 16 years is illegal
- Sexual activity involving a child between 13 and 16 years is illegal, even where ostensibly consenting
- It is an offence for an adult to have sexual activity with a young person below 18 years of age, if the adult is in a position of trust with that young person, for example, in a school, youth club or residential setting

The Child Protection Policy also covers:

- Roles and responsibilities of the Safeguarding team
- Definitions of abuse & types of abuse
- Children with Increased vulnerabilities
- E-safety/Internet abuse
- College trips and sporting activities
- The preventative curriculum
- Visitors to the College
- The complaints procedure
- Technology: mobile phones, computers, cameras, blogs & websites
- Code of Conduct for Staff