

Primate Dixon Primary School

School Safeguarding and Child Protection Policy and Procedures

**Reviewed
September
2025**





Primate Dixon P.S. Coalisland September 2025

PRIMATE DIXON PRIMARY SCHOOL

SAFEGUARDING & CHILD PROTECTION

POLICY & PRACTICE



2	School Mission & Safeguarding Team
4	Keeping Children & Everyone Safe – The Preventative Curriculum
5	Pastoral Dimensions & Partnerships
6	Safe Employment Practice
7	The Role of the Designated Teacher & Safeguarding Team
9	Operation Encompass
10	What is Child Abuse? - Definitions
12	Friendship & Anti-Bullying (ref: Addressing Bullying Behaviour Act 2016)
13	Connected Staying Safe Policies Internet, Mobile Phone Safety, E-Safety, Staff & Other Codes of Conduct
15	How Do We Know Children Know About Staying Safe
16	Primate Dixon Guidelines & Procedures
19	Child Protection & Safety – Shared Responsibility
22	Flow Diagrams
25	Advice on Talking to Children about Possible Concerns
26	Parent Information Leaflet – Child Protection
28	Department of Education Circulars & Letters



Primate Dixon P.S. Coalisland September 2025

CHILD PROTECTION POLICY & PROCEDURES 2025 – 2026

Our Child Protection Policy and Procedures support the principles and aims of Primate Dixon School Mission:



PRIMATE DIXON PS – MISSION

‘WE WANT EVERY CHILD TO KNOW THEY ARE WELCOME’

In Primate Dixon Primary School, we want every child

- to enjoy primary school
- to have the very best primary education
- to learn and grow to be the very best that they can be in every way
- to be confident and to know that they are always more than good enough
- to grow and develop to be the best they can be within a safe, caring, Catholic ethos.

We want Primate Dixon Primary School to be a place

- where no one is left out and no one is left behind
- where are no barriers to learning and taking part.

We want to do this by working together in partnership – home, school and parish community.

‘WE WANT EVERY CHILD TO KNOW THEY BELONG’

**‘WE WANT EVERY CHILD TO KNOW
THEY ARE MORE THAN GOOD ENOUGH’**



CHILD PROTECTION – SCHOOL SAFEGUARDING TEAM

The care, safety and well-being of each child are the paramount consideration in Primate Dixon P.S.

In all circumstances the school will seek to act in the best interests of children.

Our school’s Designated Teacher is Mrs Siobhán Murphy.

Our school’s Deputy Designated Teacher is Mrs Roslyn Arthur.

The school’s Deputy Designated Teacher for Nursery is Ms Émer Murphy.

Together with the Principal, Mr Seán Dillon, they make up the school’s Safeguarding Team.

The Safeguarding Team meets at least once each term to review safeguarding practice.

Catherine Sheeran is the school’s Designated Child Protection Governor.

Fr Eugene O’Neill is the Chairman of School Governors and has a pivotal Safeguarding Role.



Primate Dixon P.S. Coalisland September 2025

The principles and procedures in this document reflect Primate Dixon PS' ethos and overall Pastoral Dimension.

Connected issues related to the safety and well-being of children are addressed in detail through policies such as Pastoral and Behaviour Codes, Friendship & Anti-Bullying Codes, Codes of Conduct and other related policies.

These policies come within the umbrella of our school's **Preventative Curriculum**.

School procedures reflect guidance and advice issued through statutory authorities including the Department of Education (DENI), the Education Authority, Council for Catholic Maintained Schools (CCMS), Southern Health & Social Services Trust (SHSST) and the Safeguarding Board Northern Ireland (SBNI).

Policy and practice (2023/24) have been reviewed in the context of DE Circular 2017/04, 'Safeguarding and Child Protection in School', issued in April 2017. Whilst all of the Circular is important and has been shared with staff, key elements and passages have been specifically included in Primate Dixon Safeguarding & Child Protection Policy. These include, for example, definitions of abuse, Flow Charts on Actions taken and guidance on talking to children where concerns have been raised.

DE Circular 2017/04 was updated in September 2019. This updated circular is available at <https://www.education-ni.gov.uk/publications/safeguarding-and-child-protection-schools-guide-schools> .

Guidance is fully incorporated into Primate Dixon policy and guidelines following review.

All Primate Dixon Governors participate each year in discussion and review of Child Protection Policy.

This includes review of Policy & Procedures each Autumn Term.

Pastoral Issues and Child Protection are agenda items at every Governors' meeting.

A report is made to Governors by our Designated Teacher, Mrs Siobhán Murphy, at every Governors' meeting.

Relevant Governors take part in Education Authority Child Protection Training.

The Chairman of Governors signs the school's Record of Child Abuse Complaints at the end of each school year, even if there have been no entries in this Record. This is available to be seen but not inspected by ETI.



Primate Dixon P.S. Coalisland September 2025

KEEPING CHILDREN SAFE – KEEPING EVERYONE SAFE – THE PREVENTATIVE CURRICULUM

The safety of all is of first importance in Primate Dixon Primary School.

No single policy statement can describe the many aspects of school practice that help deliver this.

Rather we choose to regard the activities, the policies and the practice that contribute to this as parts of the **Preventative Curriculum**. Child Protection is a core element of the **Preventative Curriculum**.

The Preventative Curriculum includes our-



- Staff and Other Codes of Conduct
- Safe Employment Practice
- Health & Safety Policy
- Safe Management of Personal Data
- **Listening to Children – School Council**
- **Listening to Parents – School Discussion Group**
- **How Do We Know Children Know?**
- Whole Staff Discussion
- RSE Policy
- Internet, e-Safety & Social Media Policies
- Mobile Phones & Other Devices Policy
- Pastoral Policies & Arrangements
- **Challenging Bullying Policy & Building Friendships**
- Educational Visits Policy
- Risk Assessment Arrangements
- Safe Movement Into and Out of School
- Staying Safe at Home and on the Roads
- Accident & Incident Management
- Managing The Medical Needs of Children (including Anaphylaxis – Promoting Nut Free Zone/Insect Stings)
- Safe Through the School Day Routines
- Access and Visitor Arrangements
- Working with Outside Agencies
- Classroom and Key Stage Programmes & Discussions
- Effective School Safeguarding Team

If you would like additional information about any aspect of our work, please contact us.

Parent and carer views are always welcome! Copies of all policies are available at the school.



Primate Dixon P.S. Coalisland September 2025

PASTORAL DIMENSION & PARTNERSHIPS

Primate Dixon has a strong and positive Pastoral Dimension based on partnership between home and school.

The Pastoral Dimension of our school is a reflection of our Catholic ethos.

Children, as individuals, are at the heart of Pastoral Dimension.

As part of Primate Dixon's Pastoral Dimension we recognise our responsibility for the care, welfare and safety of all of our pupils.

We promote a caring, supportive and safe environment based on respect for all.

We want our children to know they are valued, as individuals, as members of their families, as members of their class groups and as members of the whole school and community.

We want our children to grow as rounded, confident individuals able to make reasoned decisions and choices in their lives.

In every way we share with the parents the wish that children will grow to reach their full potential.

A key part of growing in safety is that children are aware of risks or danger.

Our children need to be able to recognise unwelcome behaviour in others towards them.

They need to have the confidence, skills and knowledge necessary to stay safe.

School programmes ensure children are aware that designated teachers and staff are available to help them.



Primate Dixon P.S. Coalisland September 2025

SAFE EMPLOYMENT PRACTICE

All staff in our school have been subject to appropriate background checks.

All newly appointed staff are vetted through AccessNI.

AccessNI certification procedures are periodically updated. Information on updates is issued through the Education Authority and recommendations are then incorporated into school practice.

Only substitute teachers who are registered on the Department of Education's Substitute Teachers Register (NISTR) may be employed at Primate Dixon Primary School.

All recommended procedures relating to recruitment of staff, including safety checks, are followed.

Our Child Protection Policy & Procedures are designed to ensure that everyone associated with our school, staff, governors, parents and others, has clear guidance on required action where abuse or neglect of a child is suspected.

We review and discuss our procedures with all staff at the beginning of each school year.

All staff members receive copies of guidelines.

Copies of guidelines are posted prominently in classrooms and are available to substitute teachers.

All other important reference documents are available to staff in school, including DENI and EA-S advice.

A list of Circulars and documents for reference is included at the end of this statement.

These are available online at the relevant Department of Education, Education Authority, CCMS and Health & Social Services bodies.

Further Reference

- ❖ DE Circular 2013/01 (updated September 2015) Disclosure and Barring Arrangements: Vetting Requirements for Paid Staff working in or Providing a Service in Schools
- ❖ <https://www.education-ni.gov.uk/sites/default/files/publications/de/circular-2013-01-updated-september-2015.pdf>



Primate Dixon P.S. Coalisland September 2025

THE ROLE OF THE DESIGNATED TEACHER & SAFEGUARDING TEAM

Our Designated Teacher and Safeguarding Team role is to ensure the implementation of all aspects of the school's Child Protection Policy. All Safeguarding Team members take part in Education Authority led training, including updating and renewal training, in Child Protection issues.

Primate Dixon Safeguarding Team

School Principal

- Sean Dillon has overall responsibility for the school's safeguarding arrangements.

Designated Teacher

- Siobhán Murphy

Deputy Designated Teachers

- Roslyn Arthur (Specialist Learning Support), Theresa McIver (Nurture) and Émer Murphy (Nursery)

Designated Safeguarding Governor

- Catherine Sheeran

Deputy Designated Safeguarding Governor

- Ursula Hughes

Our Designated Teacher

- Leads the School Safeguarding Team
- Leads Policy Review each year
- Organises whole school training, which has included
 - Training and Awareness of Domestic Violence Issues
 - Helping Hands Training
 - NSPCC Trauma Awareness
 - Trauma Informed Workforce
 - Neighbourhood Safety Policing Partnership Programmes and other related initiatives
- Acts as a point of contact for staff and parents
- Makes referrals to Social Services Gateway Duty Team and/or the PSNI as appropriate
- Liaises with Education Authority Designated Child Protection Officers
- Maintains records of all Child Protection concerns

(DE Circular 2016/20 Child Protection: Record Keeping in Schools)



Primate Dixon P.S. Coalisland September 2025

- Reports to all meetings of Governors on Child Protection and Pastoral Matters
- Presents the Child Protection Log to Governors at the last meeting of each school year

Other Designated Teachers

- Work cooperatively with the Designated Teacher in fulfilling her responsibilities
- To develop sufficient knowledge and experience to undertake the duties of the Designated Teacher when required

The Principal

- Has overall responsibility for ensuring all Safeguarding and all Child Protection measures are in place and leads the Safeguarding Team
- Ensures that all appropriate information is passed to Governors
- Ensures that Child Protection Information is passed to Governors at least once every 2 years.
- Works closely with and supports the Designated and Deputy Designated Teachers in carrying out their duties.

Chair of Board of Governors

- Ensures the Allegations Against Staff record is signed/dated annually
- Takes lead responsibility in managing a complaint/allegation against the Principal

The Designated Governor

- Attends training along with the Chairman of the Board of Governors
- Advise governors on safeguarding/child protection issues/policies/practice within the school
- Meets with the Safeguarding Team to discuss how their work is conducted through the year.

REVIEW & SHARING POLICY

Policy and practice are reviewed at the beginning of each school year, in September with all school staff, and also at the first Board of Governors' meeting of each school year.

Print copies have been issued to all staff and Governors. Digital copies have also been made available.

The school's summary in leaflet form of Safeguarding & Child Protection is also issued to parents each September.

We ask parents to return a signed acknowledgement of receiving this leaflet.

Child Protection Policy & Guidelines is published on the school's website.

<http://www.primatedixonpscoalisland.org/policies/> .



Primate Dixon P.S. Coalisland September 2025

Operation Encompass

We are an Operation Encompass school. Operation Encompass is an early intervention partnership between local Police and our school, aimed at supporting children who are victims of domestic violence and abuse. As a school, we recognise that children's exposure to domestic violence is a traumatic event for them.

Children experiencing domestic abuse are negatively impacted by this exposure. Domestic abuse has been identified as an Adverse Childhood Experience and can lead to emotional, physical and psychological harm. Operation Encompass aims to mitigate this harm by enabling the provision of immediate support. This rapid provision of support within the school environment means children are better safeguarded against the short, medium and long-term effects of domestic abuse.

As an Operation Encompass school, when the police have attended a domestic incident and one of our pupils is present, they will make contact with the school at the start of the next working day to share this information with a member of the school safeguarding team. This will allow the school safeguarding team to provide immediate emotional support to this child as well as giving the designated teacher greater insight into any wider safeguarding concerns.

This information will be treated in strict confidence, like any other category of child protection information. It will be processed as per DE Circular 2020/07 'Child Protection Record Keeping in Schools' and a note will be made in the child's child protection file. The information received on an Operation Encompass call from the Police will only be shared outside of the safeguarding team on a proportionate and need to know basis. All members of the safeguarding team will complete online Operation Encompass training, so they are able to take these calls. Any staff responsible for answering the phone at school will be made aware of Operation Encompass and the need to pass these calls on with urgency to a member of the Safeguarding team.

Further information see [The Domestic Abuse Information Sharing with Schools etc. Regulations \(Northern Ireland\) 2022](#).



Primate Dixon P.S. Coalisland September 2025

DEFINITIONS – TYPES OF ABUSE

These definitions are taken from 'Cooperating to Safeguard Children and Young People in N Ireland 2016'.

<https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/Co-operating%20to%20Safeguard%20Children%20and%20Young%20People%20in%20Northern%20Ireland.DOCX>

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them.

Neglect – the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Physical Abuse – is deliberately physically hurting a child. It might take a variety of forms including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Sexual Abuse – occurs when other use and exploit children sexually for their own gratification or gain or for the gratification of others. Sex abuse may involve physical contact including assault by penetration (for example rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse as can other children.

Exploitation – the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Emotional – persistent emotional maltreatment of a child. It is also sometimes psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless or unloved and inadequate. It may include not giving a child opportunity to express their view, deliberately silencing them or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games on mobile phones – by a child's peers.



Primate Dixon P.S. Coalisland September 2025

These types of abuse apply equally to children with disabilities but the abuse may take slightly different forms, for example, lack of supervision, or the abuse of physical restraints such as being confined to a wheelchair or bed.

SPECIFIC TYPES OF ABUSE

Detailed guidance and information on **Specific Types of Abuse** is contained in Section 6 of DE Circular 2017/04.

- Grooming
- Child Sexual Exploitation
- Identifying CSE & Potential Indicators of CSE
- What to Do
- Domestic and Sexual Violence and Abuse
- Female Genital Mutilation
- Forced Marriage
- Children who Display Harmful Sexualised Behaviour
- E-Safety/Internet Abuse
- Managing the Risks
- Sexting

Detailed guidance and information on **Dealing with Children with Increased Vulnerabilities** is contained in Section 7 of DE Circular 2017/04.

- Children with a Disability
- Children with limited fluency in English
- Pre-School Provision including Nursery Classes
- Gender Identity Issues/Sexual Orientation



Primate Dixon P.S. Coalisland September 2025

FRIENDSHIP & ANTI-BULLYING

We recognise and acknowledge the very high standards of behaviour shown by the vast, vast majority of our pupils each day.

That they are courteous, kind and considerate to others can be seen in their attitudes and actions in classrooms, in corridors, in dinner halls and playgrounds each day.

We tell parents frequently that their children are a great, great credit to their homes and families.

The children of Primate Dixon are!

We seek to promote positive friendship activities through each year.

We seek sensitivity on behalf of all around particular occasions including, for example, birthday parties.

In this respect birthday invitations are not given out in school in order to avoid exclusion.

Presents are also not given out in school for this reason.

CHALLENGING BULLYING BEHAVIOURS

'No one may make someone else afraid or uncomfortable by word, look or deed for any reason.'

We have in place a wide range of positive behaviour and anti-bullying initiatives and measures in our school.

Bullying is never tolerated and any report of such behaviour is immediately and fully investigated.

Detailed information on this is included in various documents including our Parent Information Booklet and our Pastoral and Behaviour Code.

CYBER BULLYING

This has become an issue of increasing concern.

Cyber bullying includes any wilful misuse of digital technology, including the use of mobile phones and any other electronic devices, in order to convey any content that will cause fear, hurt or worry to another person for any reason whatsoever.

Our core message in regard to Bullying Behaviour applies equally in respect of Cyber Bullying.

'No one may make someone else afraid or uncomfortable by word, look or deed for any reason.'

This applies as much to misuse of electronic devices as to such behaviour in the playground or anywhere else.

Completion of review of this area of school policy, Friendship & Challenging Bullying, will take place in 2019/20.



Primate Dixon P.S. Coalisland September 2025

CONNECTED STAYING SAFE POLICIES & PRACTICE

ADDRESSING BULLYING IN SCHOOLS

The Addressing Bullying In Schools Act (2016) came into force in schools in September 2021.

The school has developed a comprehensive 'Promoting Friendship & Challenging Bullying Behaviour Policy' that seeks to both promote a culture of positive friendships and respectful conduct towards all as well as to challenge unacceptable conduct, including bullying behaviour.

<https://www.education.ni.gov.uk/sites/default/files/publications/education/Addressing%20Bullying%20in%20Schools%20Act%20%28NI%29%202016.pdf>

Other comprehensive statements of Policy and Practice in respect of promoting 'Staying Safe' are in place.

These include

- E-Safety Policy & Practice
- Use of Mobile Phones & Other Devices Practice
- Staff Code of Conduct

A brief summary statement regarding these follows.

INTERNET & MOBILE PHONE SAFETY – 'E-SAFETY'

Online safety means acting and staying safe when using digital technologies.

Our school has excellent IT facilities provided through DENI's C2K system.

All computers and laptops in the school connect to the Internet through C2K.

No other school connection through any other service than C2K to the internet is available.

No classroom device in school connects through 3G/4G to the internet.

The C2K service has a very effective filtering system, giving a very high level of protection against inappropriate material access.

Children are aware that they should immediately alert their teacher if unsuitable material appears.

We have found that such incidents are extremely rare.

Internet safety issues are addressed appropriately in class; each year we have a focused **E-Safety Week**.

E- Safety Week: 10th – 14th November 2025

Information related to Internet Safety is shared with parents.

National Safer Internet Day will then be on Wednesday, 11th February 2026.

All staff participate in whole school discussion of e-safety and have taken part in EA-led discussion on staff training days. Extensive information and e-resources are shared with all staff.



Primate Dixon P.S. Coalisland September 2025

MOBILE PHONES

All in Primate Dixon, without exception, are expected to adhere to School Mobile Policy.

Misuse of mobile phones continues to be an ever-increasing concern for all.

Pupils are not allowed to bring mobile phones to school, this is very important.

If pupils have mobile phones these will be confiscated and will only be returned to a parent on collection.

ADULT MOBILE PHONES & OTHER DEVICES

Staff mobile phones are switched off at all times through pupil contact time.

All devices with independent internet capability must be switched off at all times of pupil contact.

Visiting staff, workers, students and all others are required to sign and acknowledge School Mobile Phone Policy.

STAFF & OTHER CODES OF CONDUCT

Our school has an agreed Staff Code of Conduct which again reflects DENI guidance.

Copies of the Code of Conduct are passed to all members of staff each year in print and digital format as part of each year's review process.

Primate Dixon Code of Conduct sets down expectations in respect of

- Primate Dixon Staff
- Visiting Staff, including Education Authority staff, statutory agency staff, maintenance and other staff
- Third-Level Students & Trainees, including student teachers, Early Years and any other attachment trainees
- Post-Primary Work-Experience Students

Primate Dixon Code of Conduct can be viewed at the Secretary's Office by making a request for this.

ACTING TO ENSURE SAFETY OF CHILDREN

Staff will, at all times, act to ensure the safety of children and others.

Where any situation occurs that requires staff intervention, for example to break up a playground dispute, where a child may have attempted to leave school premises or where a child with a specific individual need may require restraint or where a child needs personal help, staff will always act in a reasonable way to ensure the safety and wellbeing of the child.

Staff will always act in a reasonable and proportionate way to ensure safety.



Primate Dixon P.S. Coalisland September 2025

HOW DO WE KNOW CHILDREN KNOW ABOUT STAYING SAFE?

The voice of the child is listened to.

Extensive arrangements are in place in Primate Dixon PS that promote staying safe awareness.

These include

- Appropriate Classroom Curriculum Discussion & Other Activities
- Staying Safe awareness, information and discussion activities are built into classroom teaching and learning in an age-appropriate way across the school.
- The school's Religious Education programmes, Personal Development and Mutual Understanding programmes are part of this.
- Circle Time
- Take Ten
- Helping Hands
- NSPCC Workshops
- PSNI & Other Safety Workshops
- Promoting a Quiet & Calm School
- Staff Discussion
- Pupil Questionnaires & Group Discussion

On two occasions each year, Safeguarding Team Members will meet with pupils from three year groups to talk with appropriately them about 'Staying Safe' for assurance that 'we know that children know'.

Photographs of Primate Dixon Children's Support Team (Safeguarding Team) are prominently displayed throughout the school.



Primate Dixon P.S. Coalisland September 2025

PRIMATE DIXON GUIDELINES AND PROCEDURES – DEALING WITH CHILD PROTECTION CONCERNS

Complete advice in regard to this can be found in Safeguarding and Child Protection in Schools.

(DE Circular 2017/04) – Section 5 Dealing with Child Protection Concerns.

INFORMATION GIVEN TO MEMBERS OF STAFF OR CONCERNS THEY MAY HAVE

ABOUT POSSIBLE CHILD ABUSE CANNOT BE HELD ‘IN CONFIDENCE’.

STAFF HAVE A LEGAL AND MORAL DUTY TO ACT IN THE INTERESTS OF CHILDREN’S SAFETY.

INFORMATION & RECORDS ARE TREATED WITH THE HIGHEST DEGREE OF SENSITIVITY & SECURITY

AND SHARED ONLY WITH THOSE WHO NEED TO KNOW.

THE SAFETY OF THE CHILD IS ALWAYS OUR FIRST PRIORITY.

TALKING TO CHILDREN WHERE THERE ARE CONCERNS ABOUT POSSIBLE ABUSE

This section includes advice and information from Safeguarding and Child Protection in Schools (DE 2017/04)

Section 5.3 of the Circular covers this aspect of Child Protection in talking to children.

Section 5.3 is appended at the end of this document for further information to staff.

If a member of staff has a concern about a child’s safety, then he or she must act promptly.

Where school staff see signs of which cause them concern, they should, as a first step, seek some clarification from the child with tact and understanding. It may be appropriate for necessary clarification to be carried out by the Designated Teacher.

Clarification should never be sought by a substitute teacher. Substitute teachers should immediately report concerns to the Designated Teacher who will give advice and act appropriately.

Care must be taken in asking, and interpreting children’s responses to, questions about indications of abuse, allegations of abuse or where a child has volunteered information which amounts to that.

Staff must not ask leading questions – this can be interpreted later as putting ideas into the child’s mind.



Primate Dixon P.S. Coalisland September 2025

Staff must not ask questions which encourage the child to change his/her version of events in any way.

The priority is to actively listen to the child.

Any comment by the child or subsequently by anyone else should be accurately recorded, quoting the actual words used, in written form as soon as possible. This Note of Concern should be handwritten. The note must not be recorded, photocopied or maintained on any digital device. The Note of Concern does not need to be on any formal kind of document – it should include the concern and be signed and dated.

Staff must not give the child any undertaking of confidentiality.

Staff should also be aware that their note of the discussion may be used in any subsequent court proceedings.

It is therefore essential that records are accurate and contemporaneous.

Staff must not ask children to write an account of their disclosure for the record.

Seeking clarification must be supportively, sensitively and appropriately carried out.

The member of staff must report the concern to the school's Designated Teacher, **Mrs Siobhán Murphy**.

The Note of Concern must be passed to the Designated Teacher.

If Mrs Murphy is not available, the report must be made to our one of Deputy-Designated Teachers, **Mrs Roslyn Arthur, Mrs Theresa McIver or Ms Émer Murphy**.

If none of the above are available this report must be made to **Mr Seán Dillon**, Principal.

Staff do not investigate – staff report the concern to the appropriate person with a note of the concern.

Staff do not retain notes or any written record – these are retained and stored only by the Designated Teacher.

The designated teacher will discuss the matter with the Principal, Mr Seán Dillon, as a matter of urgency and plan a course of action. If required advice may be sought from a CPSS officer.

Following discussion, if concern remains that a child may be at risk, the school will always make a referral.

There will be no unnecessary delay in making a report if the Principal is not available.



Primate Dixon P.S. Coalisland September 2025

If a Child Protection Referral is required:

- The Designated Teacher seeks consent of parent unless this would place child at risk of significant harm then telephones Duty Social Work Team/or PSNI if the child is at immediate risk. The Designated Teacher submits a completed UNOCINI within 24 hours.

If a Child Protection Referral is not required:

- School may consider other options including monitoring the situation within an agreed timescale; signposting or referring the parent to appropriate support such as Children's Services or local Family Support Hub

ADVICE & SUPPORT

Where appropriate we will seek advice from the following:

- Southern Health & Social Services – Gateway Team
- EA-S Child Protection Support Service for Schools



Primate Dixon P.S. Coalisland September 2025

CHILD PROTECTION & SAFETY IS THE SHARED RESPONSIBILITY OF ALL IN OUR SCHOOL

Child Protection Policy is discussed and reviewed by School Governors at their Autumn meeting each year.

The Pastoral Dimension, including Child Protection, is an agenda item on all meetings of Governors.

All staff, including teachers, secretaries, caretaker, supervisory assistants and classroom assistants and school meals staff participate in discussion and training in Child Protection issues at the beginning of each school year.

Copies of Policy and Guidelines are issued to all staff members and school governors.

Information on the school's Child Protection Policy is included in Primate Dixon Prospectus.

Our summary Parent Information Leaflet is issued at the beginning of each school year.

All information is also available on our school website.

ACKNOWLEDGING AWARENESS OF CHILD PROTECTION POLICY & GUIDELINES – CHILD PROTECTION LOG

Receipt of Child Protection Policy & Guidelines is acknowledged by all staff members and Governors.

All visiting staff are made aware of school Child Protection Policy & Guidelines and acknowledge this each year.

EXTENDED SCHOOLS

Each year our school has a programme of Extended Schools' activities. On occasion, these activities may be led by an adult who is not a member of staff. All adults who lead or take part in any activities are also subject to appropriate AccessNI checks. All adults are made aware of the school's Child Protection Policy & Procedures and are required to sign acknowledgement of this.

Outside leaders must provide a copy of their AccessNI Clearance Certificate.

All activities are either led or accompanied by a member of school staff.

No activity takes place where an outside leader is not accompanied by a member of staff.

The staff member has appropriate contact details for children.

No outside leader will have access to these contact details at any time.

SPORTS COACHES

The employing body of GAA coaches provides evidence of AccessNI Clearance in regard to coaches.

The school welcomes coaching support from local sports clubs for promoting games and activities.

Arrangements are in place for the safe conduct of activities with school staff always present.



Primate Dixon P.S. Coalisland September 2025

OTHER ACTIVITIES & USE OF SCHOOL PREMISES

Occasional use is made of school facilities by local sporting and other groups including:

- the Eagles' Special Olympics Group
- Coalisland na Fianna and Brackaville Owen Roes GAA Clubs.

These groups and clubs are required to provide for the school a copy of their Child Protection Policy and Public Indemnity Insurance. (Ref: Use of School Premises Policy Statement)

BOARD OF GOVERNORS

Governors review Child Protection Policy & Procedures at their initial meeting of each school year.

Governors receive a copy of current Child Protection Policy & Procedure at that time.

A report is made to Governors in respect of Child Protection and Pastoral at every meeting of Governors.

A written Report is provided to Governors at their last meeting of each school year.

A member of the Board of Governors, Catherine Sheeran, acts as Designated Governor for Child Protection.

Mrs Sheeran meets with the Safeguarding Team each year to review their working arrangements.

The Designated Governor and Chairman of the Board of Governors take part in training as offered by the Education Authority.



Primate Dixon P.S. Coalisland September 2025

Further Reference

- ❖ DE Circular 2017/04 Safeguarding and Child Protection in Schools – A Guide for Schools
- ❖ 'Cooperating to Safeguard Children and Young People in N Ireland 2016
- ❖ '<https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/Co-operating%20to%20Safeguard%20Children%20and%20Young%20People%20in%20Northern%20Ireland.DOCX>
- ❖ Other Related DE, CCMS or Statutory Authority Circulars
- ❖ Area Child Protection Committees Regional Policy and Procedures.

DENI and EA-S Circulars and advice are available online at www.deni.gov.uk and www.EA-S.org .

Copies of each of all documents referred to in this Policy Statement are available in the school staffroom and in the Secretary's Office.



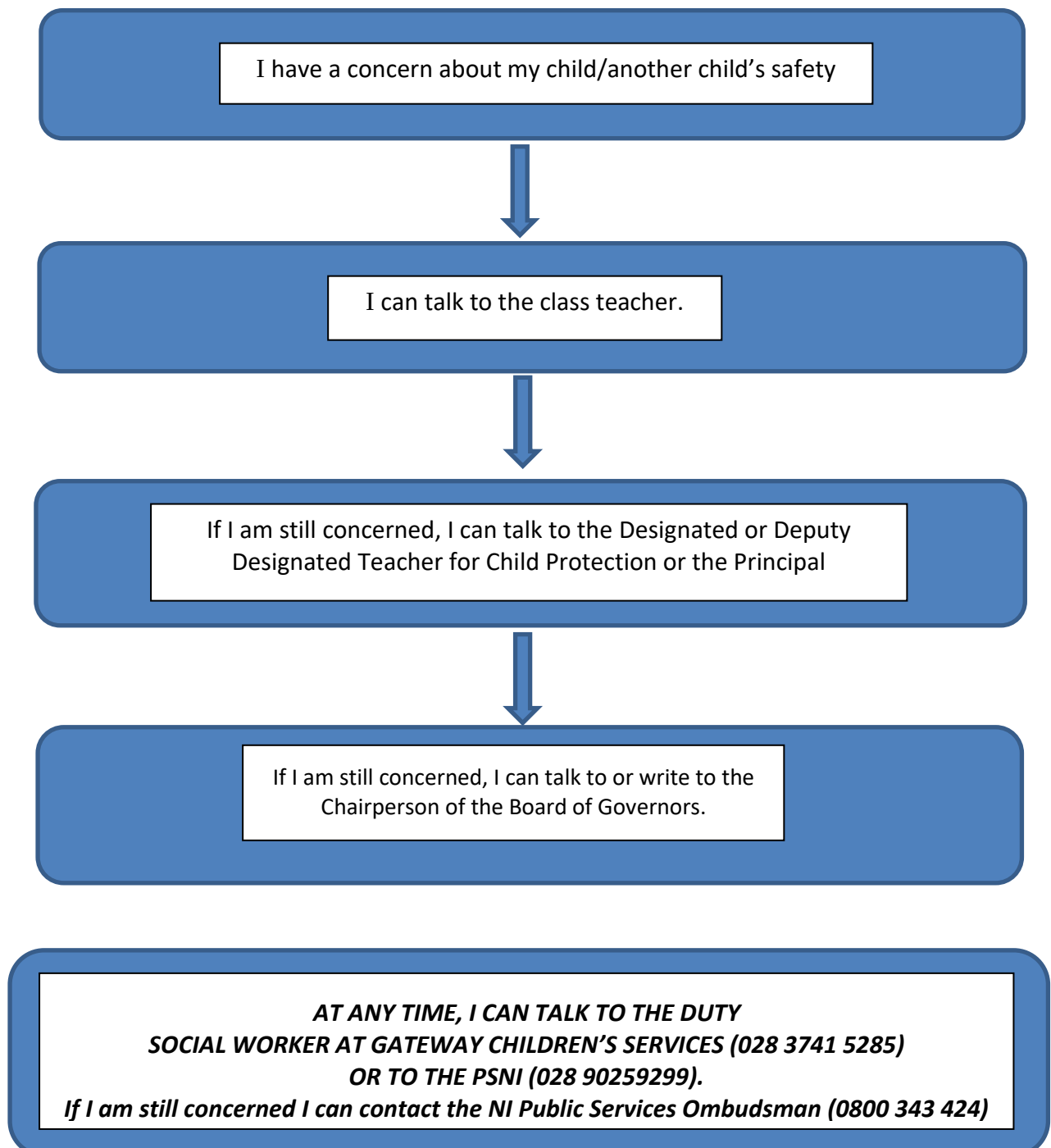
Primate Dixon P.S. Coalisland September 2025

PARENTS

Arrangements for parents to make known to staff any concerns they may have about the safety of their child or another child.

(Section 4.9 DE Circular 2017/04 Safeguarding & Child Protection in schools)

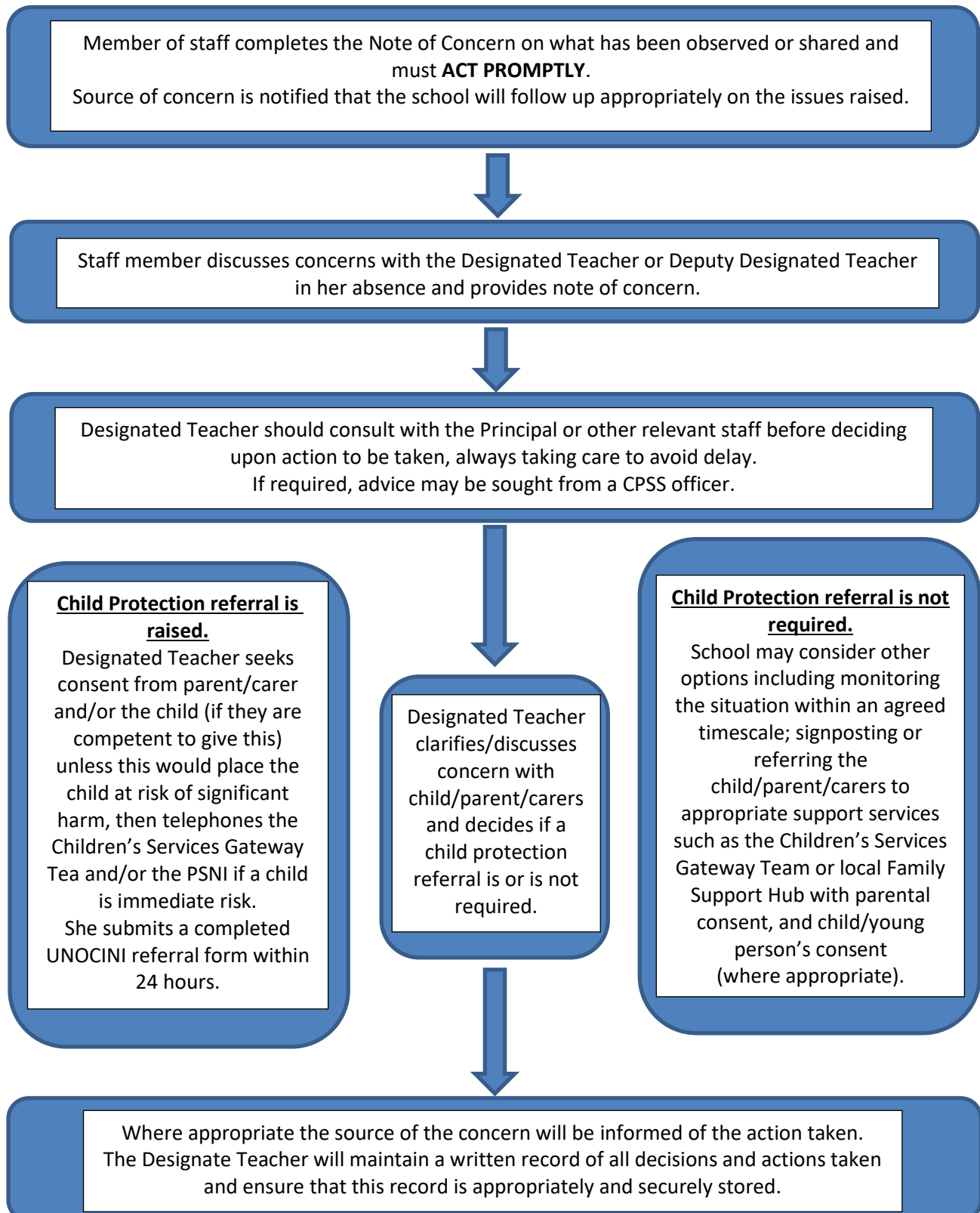
What to do if you have a potential child protection concern:





Primate Dixon P.S. Coalisland September 2025

Procedure where the School has concerns, or has been given information, about possible abuse by someone other than a member of staff. (Section 5.7 DE Circular 2017/04 Safeguarding & Child Protection in Schools)





Primate Dixon P.S. Coalisland September 2025

DEALING WITH ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF

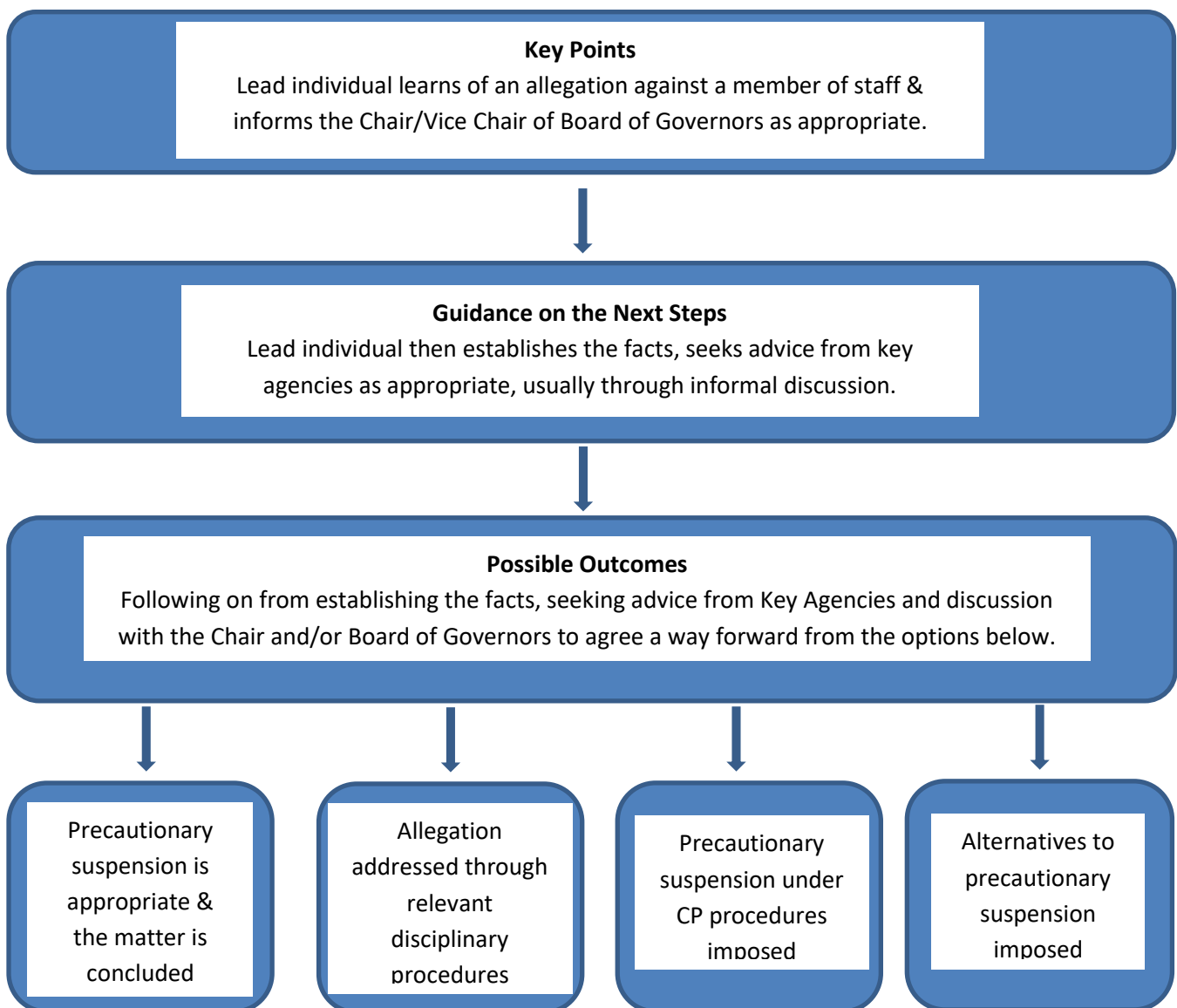
Section 5.7 DENI Circular 2017/04

DEALING WITH ALLEGATIONS AGAINST A MEMBER OF STAFF.

The procedure for dealing with allegations against a member of staff is set out in the Department of Education Circular with that title. The Circular can be viewed at

<https://www.deni.gov.uk/sites/default/files/publications/de/2015-13-dealing-with-allegations-of-abuse-against-a-member-of-staff.pdf>

Dealing with Allegations of Abuse Against a Member of Staff





Primate Dixon P.S. Coalisland September 2025

TALKING TO CHILDREN WHERE THERE ARE CONCERNS ABOUT POSSIBLE ABUSE (Section 5.3 Circular 2017/04)

- Care must be taken in asking, and interpreting children's responses to, questions about indications of abuse. The same considerations apply when a child makes an allegation of abuse, or volunteers information which amounts to that. In some circumstances, talking to the child will quickly clarify initial concerns into a suspicion that abuse has occurred, and point to the need for an immediate referral. Staff should be aware that the way in which they talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings, and the extent of questioning should, therefore, be kept to a minimum:
- Staff should not ask the child leading questions, as this can later be interpreted as putting ideas into the child's mind.
- Staff should not, therefore, ask questions which encourage the child to change his/her version of events in any way, or which impose the adult's own assumptions. For example, staff should say, "Tell me what has happened", rather than, "Did they do X to you?".
- The priority at this stage is to actively listen to the child, and not to interrupt or try to interpret if he/she is freely recalling significant events (*the child must not be asked to unnecessarily recount the experience of abuse*), and as soon as possible afterwards to make a record of the discussion to pass on to the Designated Teacher, using for example, the template 'Note of Concern' from the DE 'Child Protection: Record Keeping in Schools' circular 2016/20. The note should record the time, date, place and people who were present, as well as what was said. Signs of physical injury observed should be described in detail, but *under no circumstances should a child's clothing be removed nor a photograph taken*.
- Any comment by the child, or subsequently by a parent or carer or other adult, about how an injury occurred, should be written down as soon as possible afterwards, quoting words actually used.
- Staff should not give the child or young person undertakings of confidentiality, although they can and should, of course, reassure that information will be disclosed only to those professionals who need to know.
- Staff should also be aware that their note of the discussion may need to be used in any subsequent court proceedings. Subsequent sections of this booklet give guidance on record-keeping. It should be emphasised that lack of proper records will not, of itself, exempt the school from any subsequent requirement to give evidence in court. *It is therefore essential that accurate contemporaneous records are maintained*.
- Staff should **not** ask the child to write an account of their disclosure for the record.



Primate Dixon P.S. Coalisland September 2025

CHILD PROTECTION AT PRIMATE DIXON

The school's Safeguarding Team are responsible for managing Child Protection Policy.

The Safeguarding Team at Primate Dixon

Designated Teacher – Mrs Siobhán Murphy

Deputy Designated Teacher – Ms Émer Murphy

Deputy Designated Teacher – Mrs Roslyn Arthur

Deputy Designated Teacher – Mrs Theresa McIver

School Principal – Mr Seán Dillon

Photographs of our Safeguarding (Children's Help) Team are displayed around the school.

- Implementing all aspects of the school's Child Protection Policy & Procedures
 - Annual Policy Review & Discussion
 - Promoting a positive Child Protection ethos
 - Attending & leading In-Service Training
 - Making necessary referrals to Social Services (Gateway Team)/PSNI
 - Ensuring temporary staff are aware of the school's Child Protection Policy
 - Reporting to the school's Board of Governors at every Governors' meeting.
- Our policy makes reference to Statutory Authorities
- the Gateway Team this is the statutory Social Service agency responsible for Children's Welfare in the north of Ireland.
 - Education Authority www.eani.org.uk
 - Department of Education www.deni.gov.uk

Primate Dixon is an **Operation Encompass** school. When the PSNI have attended a domestic incident and a pupil is present, they will contact schools the next day to share this the school safeguarding team.

STAFF RESPONSIBILITIES

All school staff have responsibility for implementing Child Protection Policy.

If any member of staff has any concern about the safety or welfare of any child, they have an absolute duty to report this.

INFORMATION GIVEN TO MEMBERS OF STAFF OR CONCERNS THEY MAY HAVE ABOUT POSSIBLE CHILD ABUSE CANNOT BE HELD 'IN CONFIDENCE'.

STAFF HAVE A LEGAL AND MORAL DUTY TO ACT IN THE INTERESTS OF CHILDREN'S SAFETY.

INFORMATION & RECORDS ARE TREATED WITH THE HIGHEST

DEGREE OF SENSITIVITY & SECURITY

AND SHARED ONLY WITH THOSE WHO NEED TO KNOW.

They immediately report any concern to our Designated Teacher, Mrs Murphy, or in her absence to another Designated Teacher.

Following any report, the Designated Teacher, Deputy Designated Teacher and Principal meet as a matter of urgency and ensure appropriate action is taken.

If we feel we need further advice we will consult with Education Authority Child Protection staff or Gateway Children's Team.

Decisions to make a referral are only made with full consideration and appropriate advice.

We act on the advice given by Gateway in regard to reporting to parents.

Copies of Primate Dixon Child Protection Policy are available from the school on request (028 8774 6044) and also at

<http://www.primatedixonpscoalisland.org/>.

Primate Dixon Primary School



Parent Information
'Keeping
Children Safe'

Every Child Is Always
More Than Good Enough!

<http://www.primatedixonpscoalisland.org/>
Reviewed September 2025



STAYING SAFE PRIMATE DIXON SCHOOL VALUES & MISSION

We aim for BEST PRACTICE in all aspects of school.

We take very seriously the core values of our
SCHOOL MISSION STATEMENT.

Values of WELCOME, SAFETY, BELONGING,
PARTICIPATION & ENTITLEMENT TO THE VERY BEST.



SCHOOL MISSION

In Primatex Dixon PS we want every child

- to enjoy their primary school years
- to have the very best primary education
- to learn & grow to be the best they can be in every way
- to be confident and know they are always more than good enough.

We want Primatex Dixon PS to be a place

- where no one is left out & no one is left behind
- where there are no barriers to taking part

We can achieve this only by working in partnership –
home, school and parish community.

STAYING SAFE

PREVENTATIVE CURRICULUM AT PRIMATE DIXON

The care, safety and well-being of every child are
the paramount consideration of all who work in
Primatex Dixon Primary School.

Child Protection Policy and Procedures are
extremely important parts of this.

Lots of other parts of the school's work contribute
to keeping children safe and together form our
PREVENTATIVE CURRICULUM.



- Health & Safety Policy
- Staff Code of Conduct
- Safe Employment Practice
- Safe Management of Personal Data
- Internet, e-Safety & Social Media Policies
- Mobile Phones & Other Devices Policy
- Pastoral Policies & Arrangements
- Listening to Children – School Council
- Anti-Bullying Policy & Building Friendships
- Educational Visits Policy
- Risk Assessment Arrangements
- Safe Movement In/and Out Of School
- Staying Safe at Home and on the Roads
- Accident & Incident Management
- Safe Through The School Day Routines
- Promoting A Nut Free School
- Access and Visitor Arrangements
- Working with Outside Agencies
- Effective School Safeguarding Team
- And also other Safety Related Policies

If you would like additional information about
any aspect of our work, please contact us.

Your view is always welcome!

Copies of all policies are available at the school.

STAYING SAFE – DEFINING CHILD ABUSE

There are six main areas of abuse that very directly
affect children.

NEGLECT PHYSICAL ABUSE
SEXUAL ABUSE EXPLOITATION
EMOTIONAL ABUSE

Where any concern arises in regard to any of these,
the school will ALWAYS act promptly and will always
seek to act in the best interests of children.

WHAT CAN I DO AS A PARENT,
IF I HAVE A CONCERN?

1. If you ever have a concern or worry about your
child's safety, please do not let this go, act.

We will always take concerns seriously and work to
resolve these.



2. You can talk to your child's teacher.
3. If you are still concerned, you can talk to our
Designated Teacher, Mrs Siobhán Murphy,
or any of our Designated Teachers.
4. If you remain concerned, you can talk to the
Principal, Mr Seán Dillon.

5. If you are not satisfied that your concern has been
addressed, you can talk to the Chairman of the
Board of Governors, Fr Eugene O'Neill.

At any time, you can talk to the Duty Social Worker
at Gateway Children's Services (028 3741 5285)
or to the PSNI Central Referral Unit (028 9025 9299)

CONCERNS ABOUT THE SAFETY OF CHILDREN AND
OTHERS ARE ALWAYS, ALWAYS TREATED
SERIOUSLY.



Primate Dixon P.S. Coalisland September 2025

Safeguarding & Child Protection: DE Circulars & Letters

Circular 2003/13: The Welfare and Protection of Pupils Education and Libraries (NI) Order 2003

Circular 2004/09: Drugs: Guidance for Schools

Circular 2006/06: Safer Recruitment Practices for Education Authorities

Circular 2006/07: The Employment of Substitute Teachers

Circular 2006/08: The Requirement for Child Protection Training in Relation to Interviewing and Selection Panels

Circular 2006/09: The Vetting of Paid and Unpaid Staff

Circular 2006/25: The Requirement for Vetting of School Governors

Circular 2007/01: Acceptable Use of the Internet and Digital Technologies in Schools

Circular 2008/03: Pre-Employment Checking of Persons to Work in Schools – New Arrangements

Circular 2008/10: From 1st August 2008 Substitute Teachers Must Be Booked On Line Via NISTR

Circular 2010/01: Relationships and Sexuality Education

Circular 2010/07: Learning Attendance: Absence Recording by Schools

Circular 2010/18: Every School a Good School – The Governors' Role

Circular 2011/22: Internet Safety: Advice & Guidance On Arrangements for Preventing the Accessing of Inappropriate Material On the Internet, The Use of Materials from Blocked Sites, And The Provision of Information to Parents.

Circular 2012/19: Disclosure & Barring Arrangements: Changes to Pre-Employment Vetting Checks for Volunteers Working in Schools from 10 September 2012

Circular 2013/01: Disclosure and Barring Arrangements Guidance for Schools and Employing Authorities On Pre-Employment Vetting Checking and Safer Recruitment Practices (Updated September 2015)

Circular 2013/16: Relationship and Sexuality Education Policy in Schools

Circular 2013/25: E- Safety Guidance

Circular 2014/14: Pupil Participation

Circular 2014/24: Guidance for Schools and Providers with Responsibilities for Pastoral Care & Safeguarding

Circular 2014/27: Managing Information On Persons Who Pose a Risk to Pupils

Circular 2015/13: Dealing with Allegations of Abuse Against a Member of Staff

Circular 2015/22: RSE Guidance

Circular 2015/23: Drugs Guidance

Circular 2016/20: Child Protection: Record Keeping in Schools

Circular 2016/26: Effective Educational Uses of Mobile Digital Devices

Circular 2016/27: Online Safety

Circular 2017/04: Safeguarding and Child Protection in Schools – A Guide for Schools

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

Circular-202112 Addressing-bullying-schools-act-ni-2016-responsibilities-schools-and-boards

Circular 2020/5: Guidance for Schools on Supporting Remote Learning

Circular 2022/02.Children Who Display Harmful Sexual Behaviour



Primate Dixon P.S. Coalisland September 2025

Safeguarding & Child Protection: DE Circulars & Letters Continued

Circular Number: 2025/06 Pre-Employment / AccessNI check requirements and safer recruitment practices for staff and volunteers working in or providing a service for schools/education settings

Weblinks to DE Letters of Information

- [Sexting and the law - Letter \[pdf / 25KB\]](#)
- [Sexting and the law - Leaflet \[pdf / 183KB\]](#)
- [ICT Provision in Schools - Letter \[pdf / 298KB\]](#)
- [E-Safety guidance circular letter \[pdf / 50KB\]](#)
- [Preventing child sexual exploitation - Circular letter issued to schools \[pdf / 55KB\]](#)
- [Disposal of child protection records - letter to principals \[pdf / 73KB\]](#)
- [Multi-Agency practice guidelines on female genital mutilation - Letter from DE \[pdf / 69KB\]](#)
- [Concussion and Second Impact Syndrome \[pdf / 255KB\]](#)
- [Provision of free School Meals on Humanitarian Grounds, Letter from DE \[pdf / 76KB\]](#)
- [Sexual Offences Order 2008 - DE Letter to Schools \[pdf / 1.08MB\]](#)

LEGISLATION

[The Addressing Bullying In Schools Act 1916](#)

United Nations Convention on the Rights of the Child

The Children (NI) Order 1995

Education and Libraries (NI) Order 2003

Sexual Offences (NI) Order 2008

Safeguarding Vulnerable Groups (NI) Order 2007

Safeguarding Board (NI) Act 2011

Public Services Ombudsman (NI) Act 2016

Addressing Bullying in Schools (NI) Act 2016



Primate Dixon P.S. Coalisland September 2025

SAFEGUARDING & CHILD PROTECTION PROCEDURES

NOTES