



Pastoral Care at

Lisnasharragh Primary School

Safeguarding

(Child Protection)

Guide

for Parents

Updated May 2017



Safeguarding (Child Protection)

How a Parent can 'Report a Concern' about a Child's Safety

Any parent can report a concern regarding the safety of their child or any other child.

Step 1

'I have a concern about my child (or any other child).'



Step 2

'I can talk to the class teacher of this child.'



Mrs Crawford
Designated
Person



Step 3

'If I am still concerned I can talk to Mrs T Crawford, the Designated Person,
(or if Mrs Crawford is unavailable, Mrs Nevin, the Deputy Designated Person).



Step 4

'If I am still concerned I can talk to the Principal (Mr P Monks).'



Mrs Nevin
Deputy
Designated
Person



Step 5

'If I am still concerned I can talk (or write)
to Mr J McClune, Chairperson of the Board of Governors '

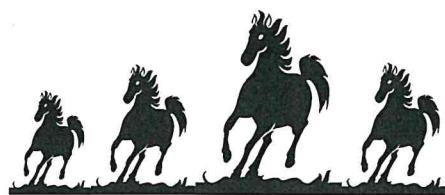


Step 6

'Also, at any time I can contact the following'

Social Services (Knockbreda Centre)	Telephone:	028 9050 7000 (9.00am to 5.00pm)
Social Services (Knockbreda Centre)	Telephone:	028 9504 9999 (Out of Hours)
Police Service (NI)	Telephone:	999 (Emergency) 101 (Non-Emergency)

Lisnasharragh Primary School



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Pastoral Care at Lisnasharragh Primary School

Safeguarding/Child Protection Pack for Parents

Updated – May 2017

South Eastern Education and Library Board schools are required to:

- have a Safeguarding/Child Protection Policy that has been approved by the Board of Governors
- identify members of a Safeguarding/Child Protection team including staff and governors
- send out a Child Protection Pack at the beginning of each school year
- make any amendments to the information provided each year in accordance with guidance from Child Protection officers at the South Eastern Education and Library Board
- ask parents to confirm in writing that they have received the Child Protection Pack and will retain it for future reference
- complete a 'permission form' concerning the use of children's photographs and digital images

This Child Protection Pack consists of the following sections:

Section 1 Introduction to Safeguarding/Child Protection

Section 2 Parental Responsibility

Section 3 What is Child Abuse?

Section 4 Anti Bullying Policy

Section 5 Our School's Safeguarding/Child Protection team

Section 6 How A Parent can 'Report a Concern' about a Child's Safety

Section 7 Safeguarding/Child Protection Noticeboards at the Front and the Rear of the School

Section 8 Intimate Care

Section 9 First Aid (Minor Injuries)

Section 10 Administration of Medicines

Section 11 Advanced Disclosure Checks

Section 12 Safe Use of the Internet and Digital Technologies Policy

Section 13 Dangers of Children using Games and Social Networking Websites at Home

Section 14 Supervision of Children at the Start and Finish of the School Day

Section 15 Children bringing Mobile Phones to School

Section 16 Use of Mobile Phones by Adults in the School Building

Section 17 Use of Cameras by Parents at School Events

Section 18 Use of Children's Photographs and Digital Images by the School

Section 1 – Introduction to Safeguarding/Child Protection

The staff at Lisnasharragh have a primary responsibility for the care, welfare and safety of the pupils in our charge and we carry out this duty through our 'Pastoral Care Policy', which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our young people can learn and develop to their full potential. One way in which we seek to protect our pupils is by helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe. All of our staff and volunteers have been subject to appropriate background checks. The staff have also adopted a 'Code of Conduct' for our behaviour towards pupils.

The purpose of these Child Protection procedures is to protect our children by ensuring that everyone who contributes to our school, (teachers, non-teaching staff and volunteers), has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child. This must always be of paramount importance. The problem of child abuse will not be ignored by anyone who works in our school and we know that some forms of child abuse are also a criminal offence.

Section 2 - Parental Responsibility – very important section

When an emergency arises, staff in the school must be in a position to respond to individual needs. You will have completed a 'Personal Data Sheet' for your child at the beginning of the year detailing contact names and telephone numbers. The information you provide on this sheet is held in confidence but will guide us in relation to those we need to contact regarding any concerns about your child. Due to current Human Rights, Data Protection legislation and the Children (NI) Order 1995, (as well as Child Protection requirements), it is essential that the school has up-to-date information available. It is the responsibility of parents to provide us with whatever information is necessary to meet these expectations. Parents should advise the Principal or class teacher if there are any court orders or parental responsibility issues relating to your child, for example, 'Parental Responsibility Order', 'Residence Order' or 'Non-Molestation Order'. It is essential that you make us aware of any changes to contact telephone numbers, circumstances, parental access or court orders as they occur during the school year. All such information will be treated with the utmost confidence and will only be disclosed to those staff who need to know to ensure your child's safety and well-being at all times. As the 'Non-Molestation Order' gives legal directions regarding exclusion of a certain individual, it is useful for the school to have a copy of this order to keep on your child's file. This enables us to act quickly should such a situation arise.

Section 3 - What is Child Abuse?

We use the following definitions:

Neglect

Neglect is the persistent failure to meet a child's physical, emotional and (or) psychological needs, likely to cause significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive.

Physical Abuse

Physical abuse is the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation, confinement to a room or cot, or inappropriate giving of drugs to control behaviour.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact including penetrative or non-penetrative acts. They may include non contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that he is worthless or unloved, inadequate, or valued only insofar as he meets the needs of another person. It may involve causing a child to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional harm.

Section 4 - Anti Bullying Policy

Bullying is a highly distressing and damaging form of abuse and is not tolerated in our school. We have our own 'Anti-Bullying Policy' which is included below:

Mission Statement

Lisnasharragh Primary School aims to create a caring and supportive environment where everyone can be free from bullying in any form.

Definition of Bullying

Bullying is intentional, repeated behaviour which makes others feel uncomfortable or threatened. There are different sorts of bullying and the following are some examples:

- 1 Emotional Bullying** - being deliberately unfriendly, excluding individual from peer group, tormenting, looks, threatening gestures.
- 2 Physical Bullying** - hitting, kicking, "horseplay", stealing, hiding, damaging or destroying personal property.
- 3 Verbal / Written bullying** - verbal threats, taunting, name calling, sectarian or racist remarks or writing, malicious rumours, verbal asides in class, writing on books or unkind notes.
- 4 Extortion Bullying** - demanding money or personal property.

Bullying - Warning Signs

Behavioural

- unwilling to come to school
- avoiding particular day or lessons
- being late for school
- avoiding friends and others at school
- doing poorly at class work
- mislaying books or equipment
- continually losing money
- refusing to tell what's wrong

Physical

- have mystery illness
- feel sick frequently in class
- have possessions go missing
- have damaged clothing or belongings

Emotional

- become withdrawn, restricted activities
- become easily startled, irritable and aggressive
- loss of confidence
- burst into tears in class

At this school we aim to:

- foster good relationships within the school, encouraging mutual respect
- develop an understanding in the school community of the issues related to bullying
- establish procedures for dealing consistently with incidents of bullying

Our more specific objectives are:

- 1 Parents, pupils and staff must be made aware that:
 - bullying can take many forms
 - bullying has serious and damaging consequences for both victim and the bully
 - bullying is always unacceptable and is a serious offence
 - there are procedures that deal with bullying incidents
- 2 Children will be encouraged to recognise, accept and respect individual differences.
These include age, creed, race, ability and all physical differences.
- 3 Children will be encouraged to report any bullying behaviour to parents or any member of staff.
- 4 The school will:
 - emphasise the importance of close communication with parents
 - require co-operation from parents in dealing with any bullying incidents

Strategies for Preventing Bullying

- teachers will take the opportunity to discuss bullying when drawing up classroom rules at the start of each school year.
- weekly assemblies will be used to reinforces class discussion and to highlight issues
- information relating to this 'Anti-Bullying Policy' will either be discussed at a parent's meeting or included in this 'Child Protection Pack'
- opportunities that arise across the curriculum will be used to discuss bullying issues
- the school will develop 'Circle Time' as a means of promoting self-esteem, interpersonal relationships and mutual respect
- Paths Plus / Kidscape are incorporated into personal development and mutual understanding
- children will be taught how to respond when observing bullying situations within their peer group

Procedures for dealing with incidents of bullying

- children concerned will be interviewed individually to establish facts
- where appropriate both parties will discuss the issue together
- where guilt is proven appropriate action (see below) will be taken
- where blame cannot be clearly apportioned both parties will be encouraged to examine their actions and reflect upon:
 - how they could have avoided the incident
 - how they could avoid similar incidents in the future
- both parties will be encouraged to report further incidents

Action to be taken in relation to incidents of bullying

With all incidents of bullying an apology, (verbal or written as appropriate), will be made. Children who have bullied will be encouraged to understand why their actions were wrong. A written account by the child may be appropriate to consolidate this understanding. Children may be given a 'time-out of activity' if the behaviour occurred during a particular activity, for example, outdoor play. They may also be withdrawn from positions of responsibility for a specified time. 'Thinking Time' (formerly 'Detention') at Break and/or Lunch will also be appropriate in many cases. Teachers should record noteworthy incidents.

Where the bullying incident is serious, (there is evidence of repetition, or the incident was dangerous or caused significant injury or distress), then it should be recorded in the 'Bullying Incident Book' which is kept by the Principal. At this stage parents will be informed and invited to discuss strategies to deal with the problem. Additional classwork may be given. The school will provide books concerning aspects of bullying and appropriate ones selected for the child (or children) to read. If necessary a child may need to be considered for the 'Code of Practice' in respect of their behaviour. Ultimately, in extreme cases, suspension procedures (as outlined in the school's 'Discipline Policy') may need to be introduced.

Role of Parents regarding incidents of bullying

Parents are expected to work in partnership with the school in order to achieve better relationships between pupils. Parents should regularly discuss the issue of bullying with their child and contact the teacher immediately if they have even a hint or suspicion that the pupil is being bullied. All such disclosures will be acknowledged quickly and dealt with firmly but sensitively. Parents are encouraged to keep a record of any incidents of bullying - who, what, where and when. In cases of serious bullying parents will be asked to take part in discussions about which strategies should be used and to support the action being taken by the school.

Monitoring

The 'Bullying Incident Book' will be reviewed annually by the senior leadership team to measure trends or problem areas.

Section 5 – Our School's Safeguarding/Child Protection Team

At the beginning of each academic year this team will review and update the school's 'Safeguarding/Child Protection Policy' and 'Guide for Parents'. Those with a specific responsibility for Safeguarding/Child Protection are as follows:

Designated Person	Mrs T Crawford	Deputy Designated Person	Mrs D Nevin
Principal	Mr P Monks		
Chairperson (BOG)	Mr J McClune	Designated Governor	Mr A Dugan

Section 6 – How a Parent can 'Report a Concern' about a Child's Safety

Any parent can report a concern regarding the safety of their child or any other child.

- Step 1** 'I have a concern about my child (or any other child).'
- Step 2** 'I can talk to the class teacher of this child.'
- Step 3** 'If I am still concerned I can talk to the Designated Person or Deputy Designated Person.'
- Step 4** 'If I am still concerned I can talk to the Principal (Mr P Monks).'
- Step 5** 'If I am still concerned I can talk (or write) to the Chairperson of the Board of Governors (Mr J McClune).'
- Step 6** 'Also, at any time I can contact the following:
 - Social Services (Knockbreda Centre, Belfast)** Telephone: 028 90507000 (9am-5pm)
 - Social Services (Knockbreda Centre, Belfast)** Telephone: 028 95049999 (out of hours)
 - PSNI** Telephone: 101 (non-emergency)
 999 (emergency)

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member of staff must act promptly. The member of staff should not investigate (this is a matter for the Social Services) but should report these concerns immediately to the Designated Person, discuss the matter with her, and make full notes. The Designated Person will discuss the matter with the Principal as a matter of urgency to plan a course of action and ensure that a written record is made. The Principal, in consultation with the Designated Person, will decide whether, in the best interests of the child, the matter needs to be referred to Social Services. If there are concerns that the child may be at risk, the school is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately. The Designated Person (or Principal) may seek clarification or advice and consult with the EA Designated Officer or the Senior Social Worker before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice.

- The safety of the child is our first priority. Where there are concerns about possible abuse the Principal or Designated Teacher will inform:
- the Education Authority's Designated Officers for Child Protection (Telephone : 028 90 566434)
- Social Services (Telephone: 028 9050 7000)

If the PSNI or Social Services wish to interview a child in school there must be a significant adult present for the child. In certain circumstances this can be a teacher, for example, if a complaint has been made against a parent.

If a complaint about possible child abuse is made against a member of staff the Principal, (or the Designated Person if he is not available), must be informed immediately. The above procedures will apply unless the complaint is about the Designated Person. Where the matter is referred to Social Services, the member of staff will be removed from duties involving direct contact with pupils, and may be suspended from duty as a precautionary measure pending investigation by Social Services.

The Chairperson of the Board of Governors will be informed immediately. If a complaint is made against the Principal, the Designated Person (or his/her deputy if he/she is not available) must be informed immediately. He/She will inform the Chairperson of the Board of Governors and together they will ensure that the necessary action is taken. If a member of staff feels unsure about what to do if he/she has concerns about a child, or unsure about being able to recognise the signs or symptoms of possible abuse, he/she should speak to the Designated Person. It should be noted that information given to members of staff about possible child abuse cannot be held 'in confidence'. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be told. When a child leaves the school the Child Protection records that have been generated by the Designated Teacher will be forwarded to the Designated Person or Deputy Designated Person of the child's new school.

Section 7 – Safeguarding/Child Protection Noticeboards at Front and Rear of the School

There are Safeguarding/Child Protection noticeboards located in the front entrance hall and opposite the door leading to the P1-P2 playground. These provide parents with a range of information and contact numbers regarding Safeguarding/Child Protection issues.

Section 8 – Intimate Care

Intimate care can be defined as any activity that is required to meet the personal care needs of a child. All children have the right to be safe and to be treated with respect and dignity. A level of privacy should be provided which is commensurate with the child's age and the situation involved. You will have been asked to complete a consent form for Intimate Care when your child joins Lisnasharragh PS. If a child has to change clothing due to wetting and/or soiling themselves or being physically sick we will ensure their well-being by taking the following steps:

- incidents will be dealt with as soon as staff are aware of the situation
- the child will be reassured and made as comfortable as possible
- we have a small stock of clothing such as pants and socks that can be provided for the younger children (please wash and return) - PE kits may also be used

- if required a child will be given assistance regarding the changing of clothing – this would generally apply to children at Foundation Stage (P1 and P2) and Key Stage 1 (P3 and P4).
- the school will make every effort to contact parents as soon as possible
- if a child is very distressed parents may wish to take them home
- a record of any incident requiring a change of clothing will be kept by the Designated Teacher

Section 9 – First Aid (Minor Injuries)

If a child sustains a minor injury in school resulting in a 'bump' or small cut the injured area will be cleaned with water and, if necessary, a plaster applied. Parents must inform the school if a child is not permitted to have a plaster applied. A 'Playground Note' detailing the injury and the action taken will be sent home on the same day. Where a more serious incident has occurred, the emergency services and the child's parents will be contacted immediately.

Section 10 - Administration of Medicines

We wish to ensure that pupils with medication needs receive appropriate care and support at school. The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

- parents should keep their children at home if acutely unwell or infectious
- prescribed medication will not be accepted in school without complete written and signed instructions from the parent (see point below)
- parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication – by completing the 'Data Collection Form' (for all children) and the 'Administration of Prescribed Drugs' (for children having drugs administered in school)
- staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from the parents
- only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care
- each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, in a secure and labelled container as originally dispensed
- each item of medication must be clearly labelled with the following information - Pupil's Name, Name of Medication, Dosage, Frequency of Administration, Date of Dispensing, Storage Requirements (if important) and Expiry Date
- the school will not accept items of medication in unlabelled containers
- medication will be kept in a secure place, out of the reach of pupils
- unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet
- the school will keep records, which they will have available for parents

- if children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day - if a refusal to take medicines results in an emergency, the school's emergency procedures will be followed
- it is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased
- it is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date
- the school will not make changes to dosages on parental instructions
- school staff will not dispose of medicines
- medicines, which are in use and in date, should be collected by the parent at the end of each term
- date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal
- for each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals, for example, a plan for Anaphylaxis or a plan for Diabetes
- where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision
- parents will be asked to confirm in writing if they wish their child to carry their medication with them in school
- staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service
- the school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises, even if additional arrangements might be required
- there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed
- all staff will be made aware of the procedures to be followed in the event of an emergency

Section 11 – Advanced Disclosure Checks

All newly recruited staff and volunteer workers must successfully complete an 'Advanced Disclosure Check'. This check identifies anyone who has a criminal record with the PSNI. The school secretary maintains a record of individuals who have successfully completed this procedure.

Section 12 – Safe Use of the Internet and Digital Technologies Policy

The school wishes to ensure safe and acceptable practices for all staff and pupils when accessing the World Wide Web and using other digital technology.

The main aims of this policy are:

- use of ICT in the Northern Ireland education community must be in support of the aims and objectives of the Northern Ireland Curriculum
- all users must comply with all copyright laws
- all users must limit their use of the Internet for school related purposes – examples of this include the use of email, the use of the Internet to investigate and research school subjects and staff using the Internet to further develop their professional development
- all users are expected to behave in an appropriate manner when communicating with others
- all users must respect the ICT equipment that has been made available to them
- all users must respect the work of others

Children

- children must not enter the folders or files of anyone else
- children must be aware that teachers have the right to enter any pupil folder in their own class
- the ICT Co-ordinator and Principal reserve the right to enter any child's folder
- children must not use the Internet for unapproved purposes

Parents

- parents should be aware that the access to the Internet provided to staff and pupils in school has limiting security features
- parents should be aware that the use of the Internet in school is closely monitored by staff
- parents should be aware that there will be no use of the Internet without the supervision of staff and that this will be in full view of others
- parents should be aware that the use of ICT is complimentary to other learning and teaching
- parents should be aware that children's full names will not be available online at any stage
- parents should be aware that no photographs of pupils will be available online without parents giving their permission and only group photographs will be used

Please see E-safety policy and Acceptable Use Agreement for further details.

Section 13 – Dangers of Children using Games and Social Networking Sites at Home

On occasions in school we hear the children discussing social networking websites on the Internet. During recent years the teaching staff have become very concerned about the possible dangers of primary school children using social networking sites. Very often 10 and 11 year old children are not sufficiently mature to use these sites in an appropriate manner. Do you know if your child is accessing a social networking website and more importantly do you know what they are saying?

The guidelines concerning social networking that have been reproduced below have been provided by the 'BBC Parenting Website'.

"The internet is a 'place' where your children mix with others and share their lives. Just as in any other area of life, if you don't know what your children are doing, where they're going or who they're mixing with, you risk compromising their safety.

The 'grooming' of youngsters by paedophiles on the net remains rare, but it's important to be vigilant. An adult using a social networking site can become anyone he wants to be when he's online. Despite its lower profile, internet bullying occurs more frequently than grooming. Threats, harassment and psychological torment via email or in a virtual chatroom can have a devastating effect on a child.

So what can you do?

- 1 Learn as much as possible about what your child does online. Ask him to show you the sites he visits and to tell you who he exchanges messages with. Make sure he knows there's often a minimum age for people subscribing to social networking sites, for example, 13 on Bebo and Facebook – 14 on MySpace.
- 2 Explain to your child that he shouldn't give out personal information to people he meets on the internet. Stress that although he may think of them as friends, there's a risk (however small) that they're not who they say they are.
- 3 Telling strangers his age, phone number, address – even his gender – could play into their hands. He should never post a photograph of himself. Talk to other parents about the rules that they have for their children. Your child may know not to post a picture of himself on a networking site, but that doesn't stop his friends posting group photos that include him.
- 4 Be aware of how, when and where your child uses the internet. This will help you to spot any significant changes – for example, if he spends much longer online than usual, or starts using the internet only away from home. This may well be nothing more than typical adolescent behaviour, but at least you'll be alert to other possibilities.
- 5 Look out for changes that may signal your child is being bullied or abused. These can include loss of confidence, withdrawal from family life, anxiety, argumentativeness, insomnia or lack of concentration.
- 6 Consider installing parental control software on your computer that allows you to block access to certain types of website or to log your child's internet activity. It can also prevent email traffic from undesirable sources.
- 7 Parents should be vigilant regarding the particular games that their children are playing. It is important that the recommended age restrictions are adhered to. Games such as 'Grand Theft Auto' and 'Call of Duty' are not suitable for children of primary school age.

Code of Conduct regarding the Use of Social Media

This Code of Conduct applies to everyone within our school community.

Safeguarding and Child Protection is a key responsibility for everyone within our school community. An increasingly important aspect of Safeguarding and Child Protection concerns our use of social media. Below is a 'Code of Conduct regarding the Use of Social Media' that we expect all members of the school community (children, parents, staff, governors and all regular visitors) to adhere to. All online communications regarding the school are to be transparent and open to scrutiny. The Board of Governors will take appropriate action to ensure the safety and security of those within the school community and to protect the school's reputation. Any breaches of this 'Code of Conduct' will be fully investigated.

- 1 When using social media everyone has a responsibility to treat others within the school community with respect. Individuals must not make any derogatory, defamatory, rude, threatening or inappropriate comments about anyone connected to the school. Offensive language should not be used.
- 2 There must not be any postings on social media that links the school to any form of illegal conduct or which might damage the reputation of the school.
- 3 Confidential information regarding anyone within the school community must not be posted online. In relation to specific school activities, personal contact details including email addresses, home or mobile telephone numbers must not be made available online unless this has been agreed with the Principal.
- 4 Photographs or video clips of children completing activities in school must not be posted on social media by parents or children without the permission of the Principal.
- 5 The school's name, logo or documents must not be posted online without the permission of the Principal.
- 6 Messages that compromise the security of the school premises must not be posted online.
- 7 Where images or video clips of children are posted on the school website, distributed through school ParentMail or other online facility endorsed by the school, the names of the children will not be provided.
- 8 Parents are responsible for their children's use of social media outside of school. They should be aware of the age restrictions regarding particular forms of social media, for example, Snapchat, Instagram, Facebook and Whatsapp state clearly that their registered users should be at least 13 years of age.
- 9 Social media sites should be set as 'Private' and children must not be listed as approved contacts.
- 10 Staff or volunteers working in the school must not use social media to communicate directly with children who attend the school.
- 11 Staff must not use school ICT equipment to use social media without the permission of the Principal.
- 12 Please note that this 'Code of Conduct' is part of the school's wider 'e-Safety Policy'.

Section 14 – Supervision of Children at the Start and Finish of the School Day

Parents and children must not enter the school building until the bell rings at 8.45am (either at the front or the rear of the school). 8.45am is the time when the teachers will arrive at their classrooms and supervision of the children will begin. Children should walk quietly to their rooms between 8.45am and 8.55am. Please respect this requirement - an important safety issue for our children. Please read carefully all information provided regarding children attending a particular after school activity, especially regarding the arrangements for them going home.

Section 15 – Children bringing Mobile Phones to School

We do not encourage children to bring mobile phones to school. If, however, it is their parents wish, a child may bring in a personal phone, but it **MUST** be left in the Principal's office at the start of the school day, and collected when the child is going home. Please note that the school will not be held responsible for the loss of a mobile phone.

Section 16 - Use of Mobile Phones by Adults in the School Building

Lisnasharragh is very much 'an extended school'. This means that each week there are many adults who come in and out of the building to provide additional learning opportunities for our children. As you will be aware (from incidents covered by the media) there are possible dangers regarding adults using mobile phones in areas where young children are present. The following directive regarding mobile phones follows clear advice from Child Protection officers at the Education Authority and concerns protecting not just the children but adults as well.

Those inside the school building do not use mobile phones (for any purpose) during teaching time or in areas where children might be present. This includes staff, parents, contractors and all other visitors. An exception is when a member of staff is in a particular part of the school and is following technical instructions from an engineer. Teachers and classroom assistants may use mobile phones (if required) when taking children out of school, for example, when walking to and from the swimming pool, on single day trips or residential visits. Any individual can be contacted via the school telephone if there is an emergency. A number of signs relating to this matter have been mounted on the walls of the rooms and corridors.

Code of Conduct regarding the Use of Mobile Phones

This Code of Conduct applies to everyone within our school community.

- 1 Children who bring mobile phones into school must leave them with the Principal between 8.45am and 2.50pm. They must not be left in schoolbags. These are brought into school at the owner's own risk.
- 2 Children must not bring mobile phones on single day or residential educational visits.

3 Parents and visitors must not use mobile phones within the school building.

- 4 In an emergency staff and other adults can be contacted via the school landline – 028 90 401211.

5 Please pay attention to the mobile phones signage that is clearly on view throughout the school.

- 6 All teaching and non-teaching staff may use mobile phones in their rooms/offices **only** at the following times:
 - before 8.45am when there are not any children in the classrooms
 - during the staff member's break and lunch times (if no children are in the room)
 - after 2.50pm (again, if there are no children in the room)
- 7 Under normal circumstances, mobile phones belonging to staff should not be in view of the children.
- 8 In an emergency situation, in order to receive an important call or text, a member of staff may ask the Principal if a mobile phone can be kept on his/her desk.
- 9 There are a number of designated areas where members of staff may be able to use mobile phones in private. These areas have been clearly signed.
- 10 With permission from the Principal, some people completing maintenance work may use mobile phones. This may include those completing work in relation to the C2k managed computer service.
- 11 It is very important that substitute teachers and all visitors are aware of these arrangements regarding the use of mobile phones.
- 12 Please note that this 'Code of Conduct' is part of the school's wider 'e-Safety Policy'.

Board of Governors - Lisnasharragh Primary School

Date of Meeting - 21 February 2017

Section 17 - Use of Cameras by Parents at School Events

Again, following advice from Safeguarding/Child Protection officers at the Education Authority we will continue to permit parents to take photographs and video footage of their children at special events such as Christmas services and Sports Day. However at events such as this, parents are told these photos/videos are NOT to be uploaded and shared on any social media site.

Photographs and videoing might not be permitted on a particular occasion when we have asked a professional to produce either photographs or a video, for example, at a school play.

Section 18 - Use of Children's Photographs and Digital Images by the School

Children's photographs/images have been used in school in a number of different ways:

1 Photographs or electronic images of children are regularly taken in school, on school trips, in sports/music groups, during school productions and on other special occasions. These may be used on the school website, wall displays or in school publications, for example, newsletters, school prospectus (no names are used).

2 Occasionally local newspapers come to school to photograph the children making charity presentations or on other special occasions. These are then published in the particular newspaper and may also be transferred to the internet. Children's names usually accompany the photograph.

3 From time to time TV companies will request if they can come to film some particular item of interest.

4 Often the school is involved in projects supported by an external agencies, for example, Time to Read (Business in the Community), Bike-It (Sustrans) and Science in Primary Schools (Stranmillis College). Occasionally, these organisations request that photographs of activities involving our children can be used by them.

5 School functions such as the Christmas Nativities and Sports Day are often photographed or videoed by parents.

All parents have the opportunity to give or withdraw their permission for their child's photograph/image to be used in any of the above ways. No explanation has to be given for such permission to be withdrawn.

In conjunction with the issuing of this Safeguarding/Child Protection Guide we ask parents to:

- confirm that they have received the Guide (one provided for each family)
- agree to retain the Guide for future reference
- complete a 'Use of Children's Photographs and Digital Images by the School' form for each child

Many thanks for your co-operation in all matters relating to Safeguarding/Child Protection.

Safeguarding/Child Protection Team

Lisnasharragh Primary School

18 May 2017