

How a Parent can make a Complaint

If a parent has a potential child protection concern:

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



I can talk to the class teacher



If I am still concerned, I can talk to the Designated (Mr. Gallagher)/ Deputy Designated Teacher (Miss Ramsay) for Child Protection or the Principal (Mrs. Logue)



If I am still concerned, I can talk/write to the Chair of Board of Governors, Ms. A McTaggart



If I am still concerned I can contact the NI Public Services Ombudsman
Tel: 0800 343 424



At any time I can talk to the local Children's Services Gateway Team 028 71 31 4090 or the PSNI Central Referral Unit at 028 9025 9299



Useful Contact Numbers:

Long Tower Primary School: 02871261484
Children's Services Gateway Team: 028 71 314090
PSNI Central Referral Unit: 028 90 259299
NI Public Services Ombudsman: 0800 343 424

Procedure where the School has concerns, or has been given information, about possible abuse by someone other than a member of staff

Member of staff completes the Note of Concern on what has been observed or shared and must

ACT PROMPTLY.

Source of concern is notified that the school will follow up appropriately on the issues raised.



Staff member discusses concerns with the Designated Teacher (Mr. Gallagher) or Deputy Designated Teacher (Miss Ramsay) in his/her absence and provides note of concern.



Designated Teacher (Mr. Gallagher) should consult with the Principal (Mrs. Logue) or other relevant staff before deciding upon action to be taken, always taking care to avoid undue delay.

If required, advice may be sought from a CPSS officer.



Child Protection referral is required

Designated Teacher (Mr. Gallagher) seeks consent of the parent/carers and/or the child (if they are competent to give this) unless this would place the child at risk of significant harm then telephones the Children's Services Gateway Team and/or the PSNI if a child is at immediate risk.

He/she submits a completed UNOCINI referral form within 24 hours.

Designated Teacher (Mr. Gallagher) clarifies/discusses concern with child/parent/carers and decides if a child protection referral is or is not required.



Child Protection referral is not required

School may consider other options including monitoring the situation within an agreed timescale; signposting or referring the child/parent/carers to appropriate support services such as the Children's Services Gateway Team or local Family Support Hub with parental consent, and child/young person's consent (where appropriate).

Where appropriate the source of the concern will be informed as to the action taken. The Designated Teacher (Mr. Gallagher) will maintain a written record of all decisions and actions taken and ensure that this record is appropriately and securely stored.



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Dealing with Allegations of Abuse Against a Member of Staff

Key Points

Lead individual learns of an allegation against a member of staff and informs Ms. A McTaggart.



Guidance on the Next Steps

Lead individual then establishes the facts, seeks advice from the key agencies as appropriate, usually through informal discussion.



Possible Outcomes

Following on from establishing the facts, seeking advice from Key Agencies and discussion with Ms. A McTaggart to agree a way forward from the options below.



Precautionary suspension is not appropriate and the matter is concluded.



Allegation addressed through relevant disciplinary procedures.



Precautionary suspension under Child Protection procedures imposed



Alternatives to precautionary suspension imposed



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