BUICK MEMORIAL PRIMARY SCHOOL

Child Protection & Safeguarding – Information for Parents

Our commitment: every child has the right to feel safe, be heard, listened to and taken seriously.

Our approach

The school has a responsibility to provide a caring, supportive and safe environment where every child can learn and develop. The welfare of the child is our paramount consideration. Safeguarding is supported by staff training, safe recruitment, a staff Code of Conduct and a preventative curriculum.

What child protection covers

- Physical abuse, sexual abuse, emotional abuse, neglect and exploitation.
- The policy also recognises safeguarding concerns such as bullying, online risks, grooming, child sexual exploitation, domestic abuse and situations where a child's own behaviour may place them at significant risk of harm.

What parents can do

- Tell the school about any concerns you have about your child's safety or wellbeing.
- Keep your contact details up to date with the school.
- Telephone the school on the morning of an absence or provide a note on your child's return.
- Tell the school in advance about medical/other appointments and collection arrangements.
- Inform the school if someone other than you will collect your child.
- Familiarise yourself with the school's safeguarding policies, including Child Protection, Anti-Bullying and Online Safety.
- Report to the school office when visiting the school.

If you have a concern

Please raise concerns promptly. You can speak to: your child's Class Teacher, the Designated Teacher for Child Protection, the Deputy Designated Teacher or the Principal. If you remain concerned, you can contact the Designated Governor for Child Protection or the Chair of the Board of Governors. You may also contact the local Children's Services Gateway Team or the PSNI Public Protection/Central Referral service.

School Safeguarding Team

Chair of Governors: Mr Alan Murphy
Designated Governor: Rev P Moffett
Principal: Miss Rikki Peters
Designated Teacher: Mrs Leanne Shirlow
Deputy Designated Teacher: Miss Louise Stirling

How the school responds to concerns

- Staff are expected to act promptly when a child makes a disclosure or when a concern is identified. They listen, record factual information and report concerns to the Designated/Deputy Designated Teacher or Principal.
- The school does not investigate suspected abuse itself; where appropriate, concerns are referred to Social Services/Gateway and/or the PSNI and advice may be sought from the Education Authority.
- Information is shared on a need-to-know basis. Child protection information cannot simply be kept 'in confidence' where sharing is necessary to protect a child.
- Normally, parent/carer or young person consent will be sought before a referral, unless doing so could increase risk, compromise an investigation, or the child's welfare requires a referral despite consent being withheld.
- Where a child is at immediate risk, the policy states that the concern should be reported immediately to the PSNI and Social Services.

A safe school environment

All staff and volunteers are vetted and receive child protection awareness training and refresher training. Staff are expected to maintain professional relationships with pupils, follow the Code of Conduct, and report safeguarding concerns without delay.

The full Safeguarding and Child Protection Policy is available from the school office or at www.buickmemorial.org

Policy reviewed/ratified: September 2026

Next review: September 2028

Buick Memorial Primary School
Safeguarding Team



Miss Peters

Principal

Head of Safeguarding



Mrs Shirlow

Designated Teacher for Child Protection



Miss Stirling

Deputy Designated Teacher for Child Protection



Rev. Moffett

Designated Governor for Child Protection

CONFIDENTIAL

NOTE OF CONCERN

CHILD PROTECTION RECORD - REPORTS TO DESIGNATED TEACHER

Name of Pupil:	Year Group:
Date, time of incident / disclosure:	
Circumstances of incident / disclosure:	
Nature and description of concern: Parties involved, including any witnesses to an event and what was said or done and by whom:	

Action taken at the time:
Details of any advice sought, from whom and when:
Any further action taken:
Written report passed to Designated Teacher: Yes: ☐ No: ☐ If 'No' state reason:
Date and time of report to the Designated Teacher:
Written note from staff member placed on pupil's Child Protection file ☐ If 'No' state reason:

Name of staff member making the report: _____

Role of staff member making the report: _____

Signature of Staff Member: _____ Date: _____

Signature of Designated Teacher: _____ Date: _____