

ST  
COLUMBAN'S  
COLLEGE



Child  
Protection  
Policy  
2017/18

Mr G Jones

## CHILD PROTECTION AND SAFE GUARDING IN ST COLUMBAN'S COLLEGE

The Children's Order now in operation places a responsibility on all staff to act on behalf of any child who is in need or to enquire of allegations of child abuse.

***"Children have the right to be protected from all forms of violence; they must be kept safe from harm; and they must be given proper care by those looking after them. When adults or organisations make decisions that affect children, they must always think first what would be best for the child."***

United Nations Convention on the Rights of the Child 1991

St Columban's College provides teaching and learning in a safe and secure environment that involves staff, parents and the local community working together to assist our pupils so they are prepared to meet the challenges of the world of work and adult life. We aim to provide a caring Christian environment, conducive to learning, in which pupils are given opportunities to grow in confidence, self-esteem and to achieve challenging yet realistic goals. We strive to make pupils aware of their own dignity and personal qualities and to develop the ability to convey positive attitudes towards others, including people of different cultures and nations. Our school community provides a broad, balanced curriculum in which all pupils have the opportunity to develop and achieve positively. We challenge pupils to develop the attitudes, understanding and skills that will prepare them for adult working life and enable them to contribute to their community.

### SCHOOL ROLE

At St. Columban's all staff have a pastoral responsibility towards young people in our care, and by law must take all reasonable steps to ensure that the child's welfare is protected. The purpose of this policy is to clearly show how the children in our care can be provided with a safe environment in which to learn.

### Safeguarding

Every child can be hurt, put at risk of harm or abuse, regardless of their age, gender, religion or ethnicity.

Safeguarding legislation and government guidance says that safeguarding means:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children and young people to have the best outcome, and:

"the action we take to promote the welfare of children and protect them from harm - is everyone's responsibility. Everyone who comes into contact with children and families has a role to play." *Working together to safeguard children (HM Government 2013)*

#### *Please note*

- 'Children' includes everyone under the age of 18.
- Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a

child in need of additional support, even if they are not suffering harm or are at immediate risk.

- Looked after children often have additional vulnerabilities that staff need to be aware of.

## Who are children in need?

Children who:

- Are considered to be failing at school.
- Have offended.
- Are experiencing behavioural difficulties.
- Are in need of protection.
- Are experiencing ill-health, either physical or psychological.
- Are having difficulty accessing services.
- Are homeless.
- Are unaccompanied and seeking asylum.
- Are suffering family breakdown.
- Are LGBT (lesbian, gay, bi-sexual, transgender).
- Are exposed to domestic violence.
- Are misusing substances.
- Are teenage parents.
- Are carers.
- Are disabled.

## Looked after Children

The term 'looked after children and young people' is generally used to mean those looked after by the state, according to relevant national legislation which differs between England, Northern Ireland, Scotland and Wales. This includes those who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care.

The term is also used to describe 'accommodated' children and young people who are looked after on a voluntary basis at the request of, or by agreement with, their parents. We refer to these children as "children in care".

## Specific safeguarding issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, NSPCC offers information for schools and colleges on its own website [www.nspcc.org.uk](http://www.nspcc.org.uk)

Schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website:

- Child sexual exploitation (CSE).
- Bullying including cyber bullying.
- Domestic violence.
- Drugs.
- Fabricated or induced illness.
- Faith abuse.
- Forced marriage.

- Gangs and youth violence.
- Gender-based violence/violence against women and girls (VAWG).
- Mental health.
- Private fostering.
- Radicalisation.
- Sexting.
- Teenage relationship abuse.
- Trafficking.

### **Child protection and safe guarding is carried out in the following ways:-**

- Through the curriculum pupils are encouraged to develop strategies to keep safe. Pupils made aware of the methods and procedures to ensure safety online by formal presentations from PSNI, teachers, designated teachers and guest speakers. The ICT policy reinforces the message of e-safety and linked to the Anti-bullying policy.
- Through vetting to ensure that only suitable persons work with pupils. All staff working in the school are vetted in accordance with the guidelines – ACCESSNI and NIstra etc; Visitors and visiting speakers are supervised by a teacher(s) when presenting to pupils. Visitors must sign in at the Office and should wear a visitor's lanyard. No visitor can enter the main body of the school unless accompanied by a member of staff.
- Through responding appropriately when child abuse concerns are raised about an individual pupil. The designated and deputy designated teacher follow the procedure outlined in the policy. DT and DDT liaise with the Southern Trust Duty Social Work Team.
- Through an advice leaflet for parents on bullying and child protection. This is distributed every year in the information pack and summarised in the Homework Diary.
- Through organising training in Child Protection for all staff in the school by the Designated teacher and outside agencies.
- Through the monitoring of Child Protection as an item of business at the Board of Governors meeting and carrying out of the policy. The Governors should receive a full annual report on all child protection matters. This report should include details of the preventative curriculum and any initiatives or awareness raising undertaken within the school, including staff training. The Child Protection incident book is to be signed by the Chair of the board of governors annually

### **TYPES OF ABUSE**

There are four categories of child abuse, ie. Physical Abuse, Sexual Abuse, Neglect and Emotional Abuse that under lie the St Columban's CP.

A child may be abused by a parent, a sibling or carer, an acquaintance or a stranger. The abuse may be result of a direct act or a failure to act on the part of a parent to provide proper care and may take a number of forms including:

**Neglect** - the actual or likely persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold, starvation, or persistent failure to carry out important aspects of care, resulting the significant impairment of the child's health or development, including non-organic failure to thrive.

**Physical Injury** - actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child. Injuries as a consequence of Domestic Violence, Sexual Exploitation and FGM (female genital mutilation) constitute physical abuse. The importing of drugs and substances as outlined in the Drug Policy into the school environment.

**Sexual Abuse** - the sexual exploitation of a child or young person for an adult's or another young person's own sexual gratification the involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand, and cyber bullying which demeans them in an illegal manner.

**Emotional Abuse** – the actual or likely persistence of significant emotional ill-treatment/rejection resulting in severe adverse effects of the emotional, physical and/or behavioural development of a child. Deliberate and persistent bullying on race, colour, gender and sexual orientation constitute emotional ill-treatment and abuse.

Bullying is a highly distressing and damaging form of abuse and is not tolerated in our school. All staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline the bully. *See Anti Bullying Policy- Homework Diary- Cyberbullying, Internet Policy (IT) and RSE.*

Any complaint by a parent that their child is, or may be, being bullied will be fully investigated by the school and team action will be taken to protect the victim.

## Child Abuse – What are the symptoms?

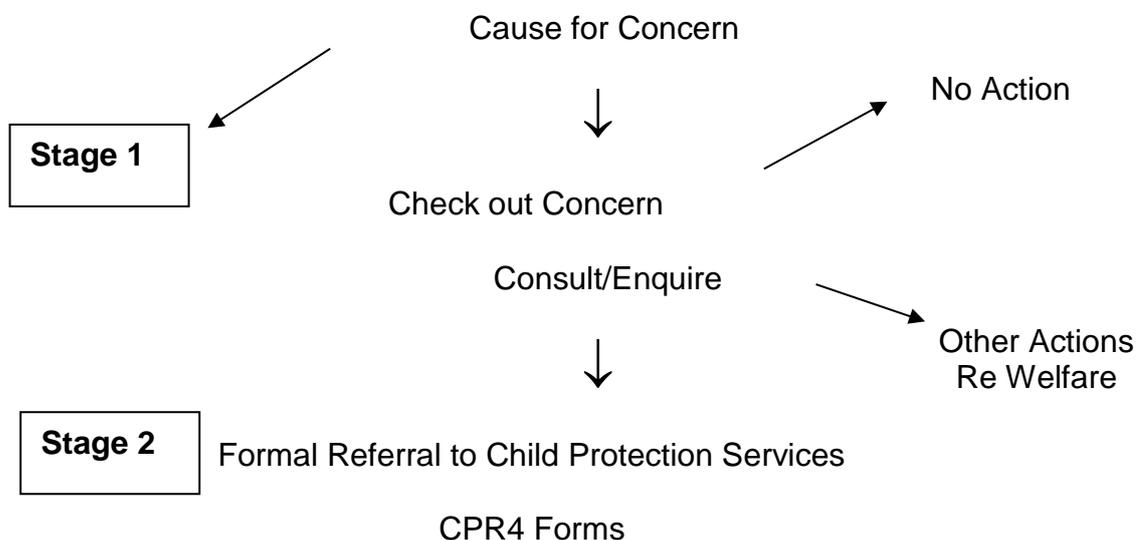
<b>Neglect</b>	<b>Physical abuse</b>
<ul style="list-style-type: none"> <li>➤ Unkempt appearance</li> <li>➤ Poor hygiene</li> <li>➤ Underfed, always hungry</li> <li>➤ Left to get out to school while a parent is working</li> <li>➤ Always going home to an empty house</li> <li>➤ Inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>➤ Bruising of different ages on back, buttocks, upper arms, around the ears</li> <li>➤ Bruising of different shapes</li> <li>➤ Lacerations, burn marks</li> <li>➤ Bite marks, Nail scratches</li> <li>➤ Untreated Injuries</li> </ul>
<b>Emotional abuse</b>	<b>Sexual abuse</b>
<ul style="list-style-type: none"> <li>➤ Withdrawn, uncommunicative</li> <li>➤ Poor Peer relationships</li> <li>➤ Bed wetting / soiling</li> <li>➤ Clinging, attention seeking behaviour</li> <li>➤ Disruptive behaviour</li> <li>➤ Bullying, threatening behaviour</li> <li>➤ Reluctance for parent liaison</li> </ul>	<ul style="list-style-type: none"> <li>➤ Inappropriate sexually explicit language</li> <li>➤ Inappropriate flirtatious / seductive behaviour</li> <li>➤ Low self esteem</li> <li>➤ Disruptive behaviour</li> <li>➤ Tantrums</li> <li>➤ School absenteeism</li> <li>➤ Unexplained Pregnancy</li> </ul>

## What do you do when you have a cause for concern?

- **RECEIVE** – listen to what a child says but do not ask leading questions except when to show you have understood.
- **REASSURE** – ensure the child is reassured that he/she will be safe and their interests come first.
- **REACT** – only to ensure that the child is safe and secure.
- **RECORD** – make note of what you have seen or heard and the date and time.
- **REPORT** – report to the designated teacher as soon as you have any concern for a child. When abuse is suspected or when a pupil makes an allegation that he is suffering or has suffered abuse, this College has a statutory obligation, under the Children (N.I.) Order 1995, to make a referral to the social services of the local Health and Social Services Trust, or to the Police.

## Procedure in School

1. Where there is a concern about a child the **designated teacher** should be informed immediately. (No investigation by staff member necessary.)
2. The designated teacher will follow the Child Protection guidelines



<b>Designated Teacher:</b>	<b>Mr G Jones</b>
<b>Deputy Designated Teacher:</b>	<b>Mrs L Munroe</b>
<b>Governor Designated Officers:</b>	<b>Mr D White (Chairman) &amp; Mrs A Grant.</b>
<b>Contact for all Child Protection</b>	<b>Child protection Team EA (southern)</b>
<i>Tel: 38341975 Fax: 38341247 Email <a href="mailto:Jennifer.McCann@selb.org">Jennifer.McCann@selb.org</a></i>	
<b>Referral Forms Folder</b>	<b>Child Protection</b>
<b>Duty Social Worker for CP referrals</b>	<b>02837415285</b>
<b>Referrals posted to:</b>	<b>Southern Trust Duty Social Work Team Lisanally House 87 Lisanally Lane Armagh BT61 7HF</b>

All child protection incidents are to be recorded by the DT, DDT or Principal in the CP incident book. This book is stored in the Principal's office under lock and key.

## Response

- In the event of an allegation of child abuse the member of staff will:
- Listen to the student and accept what is said;
- Record statements;
- Explain what they have to do next and to whom they have to talk;
- Reassure the student that they have done the right thing to talk about it;
- Refer information to the designated member of staff

## Referral – Co-operating to Support & Protect Children

### Procedures for reporting suspected (or disclosed) child abuse

The designated member of staff for child protection is Mr Jones. In his absence, Mrs L Munroe, DDT, will assume responsibility for child protection matters.

If a student 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 young person, **the member of staff must act promptly.**

**He/she should not investigate** – this is a matter for the Social Services – but should report these concerns immediately to Mr Jones, discuss the matter with him and make full notes.

Mr Jones will discuss the matter with the Mr Hanna as a matter of urgency to plan a course of action and ensure that a written record is made.

Mr Jones in consultation with Mr Hanna, will decide whether, in the best interests of the student, the matter needs to be referred to Social Services. **If there are concerns that the student may be at risk, the Designated Teacher or his deputy is obliged to make a referral.** Unless there are concerns that a parent may be a possible abuser, the parents will be informed immediately.

Mr Jones may seek clarification or advice and consult with the designated officer from EA (southern), C.C.M.S. 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 student is our first priority.**

### Allegations against a member of Staff

If a complaint about possible child abuse is made against a member of staff, Mr Jones, Mrs Munroe or Mr Hanna must be informed immediately. The above procedures will apply unless the complaint is about the designated member of staff or the head of establishment. The chairman of the Board of Governors will be informed immediately.

### Allegations against the Principal

If a complaint is made about the Principal, the designated member of staff (or his/her deputy if she/he is not available) must be informed immediately. He/she will inform the

chairman of the Board of Governors and together they will ensure that the necessary action is taken.

### **Allegations against the Designated Member of Staff**

Any complaints about the designated member of staff must be referred to the Principal.

### **Suspension from Duties**

Where the matter is referred to Social Services, the member of staff will be removed from duties involving direct contact with students and may be suspended from duty as a precautionary measure pending investigation by Social Services

### **GUIDELINES FOR ALL STAFF**

- At all times staff should follow the school's code of conduct
- A copy of the Child Protection Policy will be given to any new staff member.
- All substitute teachers will be given a copy on their initial visit and asked to sign a confirmation slip.
- The Vice principal or senior staff member will briefly outline the procedures.
- All staff must be familiar with the Child Protection procedures.

**Where there is a concern about a child the designated teacher should be informed immediately.** *(No investigation by staff member necessary)*

**Designated Teacher: Mr G Jones**  
**Deputy Designated Teacher: Mrs Leontia Munroe**  
**Governor Designated Officers: Mr D White (Chairman) & Mrs A Grant.**

**Confirmation Slip re Child Protection Policy.**  
**I received instruction on the St Columban's Child Protection Policy.**  
**Name..... Date.....**

## Safeguarding & Child Protection Procedures

### How a parent can raise a concern?

If a parent/guardian has concerns or complaints about their own child or another pupil's safety they may take the following action.

Parent/guardian is concerned about their child's /other pupil's safety.



May contact the Head of Year or Form Tutor



If still concerned, contact the College's Designated Teacher for Child Protection.



If still concerned, contact the Principal or the Chairman of the Board of Governors.

- Parents may contact Social Workers at their local Health and Social Services Trust.
- Social Services have after hours Duty Social Workers available for help on child protection matters.
- Parents may want to contact their local Police Child Care Unit.

### Guidance notes in the event of cases coming to the Notice of Teachers

The focus of attention should be the child and where appropriate, having regard to child's age and understanding, the process should be:

- Find out what the concern is.
- Reassure the child.
- Explain to the child the procedures that will be followed, i.e. details will be passed onto the designated teacher.
- Explain to the child where the school stands regarding confidentiality of information given, i.e. no promises should be made that information given will not be disclosed.
- Record all details.
- Pass information to the designated teacher for further investigation.

#### *Note*

Detailed enquiries into the circumstances of the case **MUST** be left to investigating agencies. This is not the responsibility of Schools and indeed may be counterproductive. However, when abuse is suspected, it is essential to have a record of all information available. Staff

should note carefully what they have observed and when observed. Signs of physical injury observed should be described in detail or sketched, **UNDER NO CIRCUMSTANCES** should a child's clothing be removed. Any comment from the child or any person who might be the abuser should be written down, quoting words actually used, as soon as possible afterwards. A note should also be taken of any subsequent conversations or contacts.

If you think there is a possibility of abuse or neglect but have some doubts also it is important to contact the Social Services Department and discuss concerns. It is not appropriate to raise with parents your worries about abuse or neglect without first consulting the Social Services Department.

## **Disclosure of Information**

It is important to remember that delay in drawing attention to worries or concerns about possible neglect can be highly dangerous for the child. Deciding to give parents the benefit of the doubt without sharing suspicions and properly investigating them can be dangerous.

Child abuse is a criminal offence and the legal advice from CCMS is that **ANY CASE OF SUSPECTED CHILD ABUSE MUST BE REPORTED**, irrespective of the source of the information.

## **Liability for Teachers**

Any teacher who complies with the procedures stated in making a report of suspected child abuse will not be held personally liable either legally or financially. In other words, any such teacher will be indemnified by CCMS.  
(CCMS Document on Child Protection)

## **Recording**

If a child tells you he has been abused you should make a note of exactly what they said, as soon as possible after they have spoken to you. Date and sign the record.

If you have any concerns about a child but have not any specific disclosure from the child you should still discuss your concerns with the designated teacher.

Remember the following when recording a disclosure, complaint or observation:

- Factual and in neutral language.
- When? Where? Who? What?
- If a child's disclosure, record the words the child used.
- Any observations.

The following information may be useful to record:

- Behaviour or emotional state and any changes.
- Relationships with other children and staff.
- Attendance.
- Appearance and dress, particularly if there are concerns about neglect.
- Any comments, drawings or accounts of family life or parental behaviour.
- Any injuries or marks.

**USE THIS FORM TO RECORD YOUR CONCERNS AND MAKE A BRIEF  
NOTE OF REFERENCE ON SIMS**

**SAFEGUARDING & CHILD PROTECTION DISCLOSURE FORM**

Name of Child	
Address	

Date of Birth	
Class	

Details of disclosure

Name of person who made disclosure	
Date of disclosure	

Action taken

Principal's signature	Date
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## **Child Protection – Working together**

**Through a process of training and regular meetings the following pointers to good practice have been identified:**

- The school provides regular training on child protection for everyone who works in the school and for school governors provided by CCMS/EA.
- The school governor **Mrs A Grant** has responsibility for child protection.
- The school creates an ethos and culture that values, involves and listens to children.
- The school helps children understand what is not acceptable behaviour towards them and how to speak up if they have worries.
- The school builds good working relationships with parents and with other agencies.
- The staff uses the curriculum to develop awareness and resilience in children.
- The staff understands the procedures to follow if any child “disappears”, i.e. check out what is happening and report any concerns.
- The school has a policy and measures to prevent bullying (a legal requirement).
- The school has guidelines that minimise the opportunities for abuse.
- Staff are friendly, courteous, fair and willing to listen.
- The school continues to develop services so children have someone to talk to, such as counselling or a peer support scheme.

## **Child Protection and School Policies**

The following Pastoral Policies have been developed by the school in accordance with Department guidelines and take account of the school’s responsibility in relation to Child Protection.

- Pastoral Care Policy
- Promoting Positive Behaviour Policy
- Anti-Bullying Policy
- Drugs Policy
- Suicide Policy / Mental Health Policy
- Critical Incident Policy
- Esafety Policy

Staff and parents can access to any of these polices by contacting the school office or on the school website.

The school fully recognises the Parents right to this information and seek to accommodate this right at all times. A Parent's Handbook detailing important pastoral information is forwarded to Parents/Guardians at the beginning of each academic year.

Review

This policy was reviewed and ratified by the Board of Governors of St Columban's College

Principal \_\_\_\_\_ Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

This policy will be reviewed on an annual basis

Next review date September 2018

## Appendix 1

# E SAFETY POLICY

### AIMS OF THE POLICY

The aim of this E-Safety policy is to ensure that pupils will benefit from learning opportunities offered by the school's electronic resources in a safe and effective manner. E-safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides safeguards and awareness for users to enable them to control their online experience.

E-safety depends on effective practice at a number of levels:

- sound implementation of an agreed, comprehensive E-safety policy, in both administration and curriculum
- education for responsible ICT use by staff, pupils and families
- safe and secure broadband, including the effective management of filtering

The Internet is an essential element in 21st century life for education, business and social interaction. Internet use is part of the statutory curriculum and is a necessary tool for both staff and pupils. Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.

The Internet is used in St Columban's College:

- to enhance the school's management functions
- to support the professional work of staff
- to promote pupil achievement
- to raise educational standards
- to support teaching and learning

### COMPUTER NETWORK SECURITY

The C2K network used in St Columban's College is managed and maintained by the C2K support team in the SELB along with Capita who is responsible for the hardware and the security of the system.

The following protocols are enforced by the school to comply with security regulations:

- The security of the school information systems and users will be reviewed regularly.
- Virus protection will be updated regularly. 'Portable media will be scanned with anti-virus / malware software. Any device which has a virus will be denied access.
- Unapproved software will not be allowed in work areas or attached to email. Files held on the school's network will be regularly checked.
- The network manager will review system capacity regularly.
- The use of user Logins and passwords to access the school network will be enforced.

#### **INTERNET FILTERING**

The school uses the C2K Internet filtering system which provides an effective defence against inappropriate websites. C2K define three types of access:

GREEN        accessible to all users in schools

AMBER        accessible to school's selected groups of users

RED            not accessible to any user

An Internet filtering service, no matter how thorough, can never be completely comprehensive. To deal with this issue the school enforces the following rules/procedures:

- Internet sessions will be supervised by a member of staff where possible.
- Pupils' Internet usage is regularly monitored
- Pupils will be aware that any usage, including distributing or receiving information, may be monitored for unusual activity, security and/or network management reasons.
- Pupils will not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Pupils and staff will report accidental accessing of inappropriate materials in accordance with school procedures.

If staff or pupils discover unsuitable sites, the URL will be reported to the C2K Manager who will then inform the C2K filtering team to block this website. The school will work with the C2K team to ensure that the filtering policy is continually reviewed.

## TEACHING AND LEARNING

Through the school curriculum and discrete ICT classes pupils will be taught:

- About acceptable Internet use and practice that is not acceptable
- How to make effective use of the Internet in research, including the skills of knowledge, location, retrieval and evaluation
- About the importance of acknowledging the source of information derived from the Internet and to respect copyright when using such material in their own work.
- To be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- How to report inappropriate Internet content

## EMAIL

Email is an essential means of communication for both staff and pupils for school related business only. The school uses the approved filtered email service provided by C2K. E-mails containing offensive material will be immediately investigated in accordance with other related school policies and may involve outside agencies. The following email procedures are enforced in school:

- Pupils may only use approved C2K email accounts under supervision by or permission from a teacher. The school reserves the right to monitor all email. Access to other email accounts will be blocked.
- Pupils and staff will not send or receive any material that is offensive, obscene or defamatory or that is intended to annoy or intimidate (*cyberbullying*) another person.
- Pupils must immediately tell a member of staff if they receive offensive email. Staff should report such an incident to the Principal.
- Staff should only use their school email account to communicate with pupils and parents.
- Pupils and staff will not reveal their own personal details or those of others in e-mail communication.
- Pupils will be encouraged not to arrange a face to face meeting with someone they only know through emails or the Internet.
- Pupils will be taught how to deal with incoming mail and associated attachments.

- Pupils will note that sending and receiving email attachments is subject to permission from their teacher.
- Pupils must not make use of electronic communication devices to send/receive inappropriate/illegal messages.

## **SOCIAL NETWORKING**

Social networking sites can connect people with similar or different interests but can also pose a number of dangers. All staff and pupils will be made aware of the potential risks of using social networking sites outside of school. They will be made aware of the importance of considering the material they post, ensuring profiles are secured and how publishing unsuitable material may affect their status.

Social Networking sites such as Facebook, Bebo, Twitter and MySpace are all blocked by the C2K Internet filter.

Access to Wikis or Blog within school is strictly for educational purposes only and anyone wishing to join the workspace who is not an approved member by the teacher moderator will be denied.

The following guidance is given to all members of the school community regarding the use of social networking sites which should only be accessed outside of school hours:

- The use of social network spaces outside school is deemed to be inappropriate for pupils under the age of 13.
- Pupils will be advised on security and privacy online and will be encouraged to set passwords, deny access to unknown individuals and to block unwanted communications
- Pupils should never give out personal details which may identify them, their friends and /or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, email addresses full names of friends/family, specific interests and clubs etc.
- Pupils are advised to use nicknames and avatars (icons or computer characters) when using social networking sites
- Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private

- All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory or bring the name of St Columban's College into disrepute. Criminal proceedings may be brought to bear in cases where this rule has been contravened.
- Concerns regarding pupils' use of social networking, social media and personal publishing sites (out of school) will be raised with their parents/carers if it impacts on the school community.
- Pupils who access social networking sites blocked by C2K on their mobile phones during school hours are in breach of the school rules. The school's positive behaviour policy will be followed
- Staff educational Blogs or Wikis should be password protected and monitored very closely. Any breach in security or inappropriate material being published should be immediately reported to the Senior Management Team

#### **CYBERBULLYING**

Cyber bullying can be defined as *"The use of Information Communication Technology, particularly mobile phones and the Internet to deliberately hurt or upset someone"*

Cyber bullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the school's policy on anti-bullying. There are clear procedures in place to support anyone in the school community affected by cyber bullying:

- All incidents of cyber bullying reported to the school will be recorded.
- All incidents or allegations of cyber bullying will be fully investigated.
- Pupils, staff and parents/carers will be advised to keep a written record of the bullying as evidence.
- Pupils, staff and parents/carers will be required to work with the school to support the approach to cyberbullying and the school's e-Safety ethos.

#### **PERSONAL ELECTRONIC DEVICES**

Mobile phones and other Internet enabled personal devices can be used to communicate in a variety of ways. Mobile phones, in particular, can present a number of problems when not used appropriately:

- They are valuable items which may be stolen or damaged
- Their use can render pupils or staff subject to cyberbullying
- Internet access on phones and personal devices can allow pupils to bypass school security settings and filtering.
- They can undermine classroom discipline as they can be used on “silent” mode
- Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regard to inappropriate capture, use or distribution of images of pupils or staff.

The school employs a strict policy on the use of mobile phones on school premises between 9.00am. and 3.15 pm. The following points outline the e safety guidelines for mobile phones/personal devices:

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community and any breaches will be dealt with as part of the school discipline/behaviour policy and may also be a criminal offence.
- Mobile phones and personal devices will not normally be used during lessons or formal school time unless under the direction of a member of staff for educational purposes.
- The Bluetooth function of all devices should be switched off at all times and not be used to send images/video etc to other devices.
- Electronic devices of all kinds that are brought in to school are the responsibility of the user. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.

#### **PUPILS' USE OF PERSONAL DEVICES**

- If a pupil breaches the school’s E Safety Policy regarding personal devices, then the phone or device will be confiscated by a member of staff and will be held in a secure place in one of the school’s offices. Personal devices will be released in accordance

with the school policy. If a potential criminal offence is suspected, the PSNI may need to be contacted.

- Phones and devices must not be taken into examinations. Pupils found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.
- If a pupil needs to contact his/her parents/carers they will be allowed to use a school phone in one of the school's offices. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Pupils will be instructed (through the ICT Curriculum) in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.

#### **STAFF USE OF PERSONAL DEVICES**

- Staff are not permitted to use their own personal phones or devices for contacting children or young people.
- Staff should use only the school's landline, or in the case of educational visits, the school mobile phone, where contact with pupils or parents /carers is required.
- Mobile Phones and devices will be switched off or switched to 'silent' mode. Bluetooth communication should be "hidden" or switched off and mobile phones or devices should not be used during teaching periods unless permission has been given by a member of Senior Management in emergency circumstances.
- If members of staff have an educational reason to allow children to use a school issued device as part of an educational activity, then it will only take place when approved by Senior Management.

**This guidance is a means of protecting both staff and pupils against unwarranted allegations**

#### **PUBLISHED CONTENT AND THE SCHOOL WEBSITE**

- The contact details on the website are the school address, e-mail and telephone and fax numbers only.
- Personal pupil and staff information including home address and contact details will be omitted from school web pages

- The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.  
Written permission from parents/carers is obtained before photographs of pupils are published on the school website.
- Pupils will be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
- The publication of student work will be co-ordinated by a teacher.
- Pupils' work will appear in an educational context on web pages with a copyright notice prohibiting the copying of such work without written permission.
- The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Any material used by the school will be in keeping with the school's Child Protection Policy.

#### **VIRTUAL LEARNING ENVIRONMENT (MOODLE)**

An effective virtual learning environment can offer a wide range of benefits to teachers, pupils and parents, as well as support for management and administration. It can enable pupils and teachers to collaborate in and across schools, sharing resources and tools for a range of topics. It also enables the creation and management of digital content and pupils can develop online and secure e-portfolios to showcase examples of work.

- The Virtual Learning Environment in St Columban's College is subject to careful monitoring by the ICT Department. ICT staff will regularly monitor the usage of the College VLE by pupils in all areas, in particular message, communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using the VLE
- All users will be mindful of copyright issues and will only upload appropriate content on to the VLE. Any concerns about content on the VLE may be recorded and dealt with in the following ways:
  - The user will be asked to remove any material deemed to be inappropriate or offensive.
  - The material will be removed by the site administrator if the user does not comply.

- Access to the VLE for the user may be suspended.
- A pupil's parent/carer may be informed and appropriate outside agencies contacted.

#### **AUTHORISING INTERNET ACCESS**

- All parents/carers will be asked to read the E-Safety Policy, discuss it with their child, sign and return the attached agreement form to the school.
- **Parents who do not wish for their child to have access to the Internet in school are asked to indicate this on the relevant section of the agreement form.**
- The school will maintain a current record of all pupils to whom access to school ICT systems is withheld as per signed parental/pupil agreement forms.
- All pupils will read the E-Safety Policy and sign an E-Safety Agreement form indicating that they are aware of the rules of conduct when using the Internet and other ICT facilities in the school.

#### **HANDLING E-SAFETY COMPLAINTS**

- All members of the school community will be informed about the procedure for reporting e-safety concerns (such as breaches of filtering, cyber bullying, illegal content etc.).
- All incidents and actions concerning e-safety will be recorded.
- The school will manage e-safety incidents in accordance with the school discipline/behaviour policy where appropriate.
- Complaints of a child protection nature must be investigated in accordance with the school's Child Protection policy and will be led by the Designated Teacher for Child Protection.
- The school will inform parents/carers of any incidents of concerns as and when required.
- Any complaint about staff misuse must be referred to the principal.
- Parents will be informed of the school's Complaints Policy, available on the school website.
- After any investigations are completed, the school will debrief, identify lessons learnt and implement any changes required.

#### **SANCTIONS**

Misuse of the Internet/electronic resources or damage to the school's good name may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion.

**The school will report any inappropriate activities to the appropriate authorities. Furthermore, where any breaches of our E-Safety policy, as outlined above, include illegal use of digital technology the cases will be referred to the PSNI.**

## **PARENTAL E -SAFETY AGREEMENT**

**Pupil:**

**Class:**

As the parent/legal guardian of the above named pupil, I confirm that I have read and agree with the school's E-Safety Policy. I understand that any breach of the school's E-Safety Policy could result in a withdrawal of the facility/other disciplinary action. I also give permission for my child's photograph/work to be published on the school website or any other school publication.

**Parental signature:**

**Date:**

**(Only to be completed if you do not wish your child to have Internet access)**

I do not grant permission for my child to be given access to the school's Internet systems and understand that this may restrict their learning opportunities.

**Parental signature:**

**Date:**

## **PUPIL E- SAFETY AGREEMENT**

As a pupil of St Columban's College, I confirm that I have read and agree with the school's E-Safety Policy and understand it is to keep me, my family and friends safe. I understand that any breach of the school's E-Safety policy could result in a withdrawal of the facility/other disciplinary action.

I agree to follow the school's E-Safety Policy on the use of the Internet and to use the Internet in a safe and responsible way.

**Parental signature:**

**Date:**