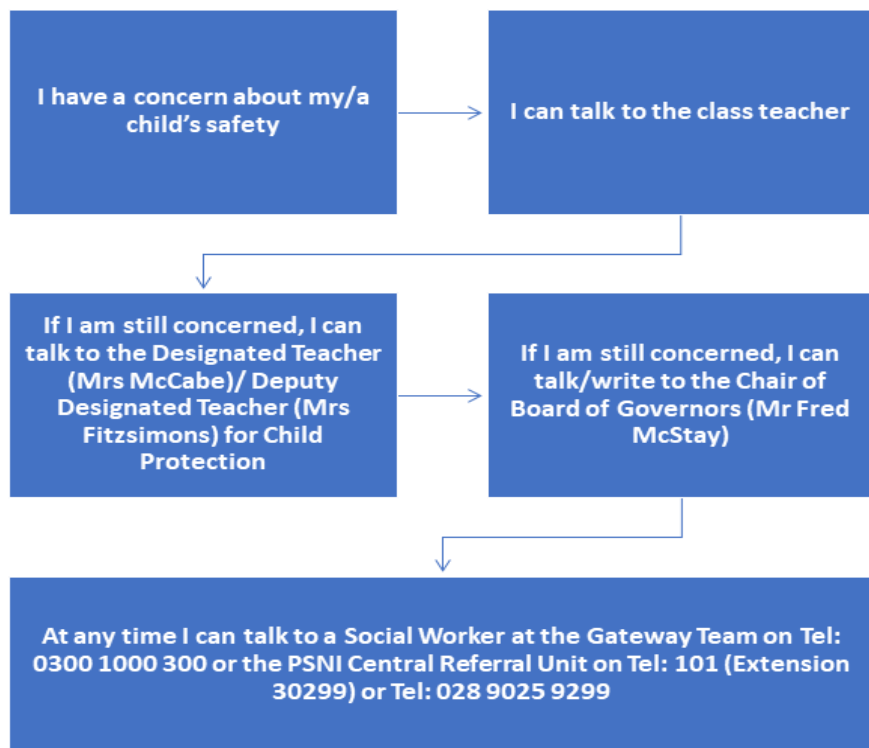


## REFERRAL PROCESS

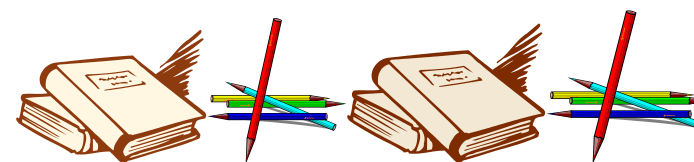
How a parent can raise a Child Protection concern



If you are still concerned, you can contact the NI Public Services Ombudsman (NIPSO) Tel: 08000 343 424 as they have the legislative power to investigate your complaint.

If a complaint about possible abuse is made against a member of staff, it should be referred directly to the Principal by the person to whom it was made. The Principal will initiate the record of complaint, consult CCMS and the Chairman of the Board of Governors and decide on a course of action.

When a member of staff receives a complaint concerning the Principal, the above procedures will be followed save that the role set out for the Principal will be exercised by the Chairman of the Board of Governors. The Employing Authority will be consulted immediately in such a case.



**ST JOSEPH'S PRIMARY SCHOOL**

**STRANGFORD**

***CHILD PROTECTION POLICY***

**(Abbreviated version for parents-  
policy available on request in school or on the school website)**

31 Downpatrick Road, Strangford, BT30 7LZ  
Phone No: 028 4488 1615

Reviewed: March 2025  
(Appendix E CP Policy)

## Child Protection

In St Joseph's Primary School, the designated teacher who has specific responsibility for child protection is Mrs McCabe.

We recognise that our pupils have a fundamental right to be protected from harm i.e. all forms of physical and emotional abuse, real or threatened, injury, neglect or negligent treatment, maltreatment or exploitation including sexual abuse. These rights are protected in law. For a fully comprehensive list of the forms of abuse and definitions please see the full Child Protection & Safeguarding Policy on our school website: [www.stjosephsstrangford.org](http://www.stjosephsstrangford.org)

### Aims

St Joseph's Child Protection Policy aims to:

- Protect all children from all possible kinds of abuse in any setting.
- Give clear instructions for action to anyone involved in the care of children if they suspect that the child is at risk.
- Support all those involved in working with children by providing understanding of their different roles and promoting co-ordination between them.

### Identifying Abuse

All members of staff are trained annually to spot the possible signs of abuse and are aware of their legal responsibility to inform the designated teacher of any suspicion they may have of a Child Protection nature.

### Children

Children know who to talk to in school if they are worried.



## Referral Process

In the case of suspected child abuse our school will comply with the referral procedures as recommended by EA / CCMS.

Suspicion or disclosure of abuse or neglect.

Report the suspicion or disclosure to the Designated Teacher for Child Protection Mrs McCabe.

The Designated / Deputy Designated Teacher will plan a course of action and ensure that a written record is made.

The Designated / Deputy Designated Teacher will assess the referral and decide if this warrants further investigation by Social Services, CCMS and/or EA designated officer.

### Social Services

The statutory responsibility for protecting children lies with Social Services. If a referral made to them from the school or any other source is to be progressed they will:

- Inform the designated teacher.
- Decide how the case should proceed.
- Investigate and assess the degree of risk.
- Inform parents and school of the protection plan.