## SAFEGUARDING TEAM & CONTACTS

**School Safeguarding Team**

- **Designated Teacher for Child Protection:** Mrs K Spence
- **Deputy Designated Teachers:** Mrs K Hughes & Mrs C Johnston
- **Principal:** Mrs V Murray
- **Chairperson of Board of Governors:** Mr J Miskimmin
- **Designated Governor for Child Protection:** Mr S Mawhinney

### External Safeguarding & Support Contacts

- **Children's Social Care (Gateway Team - South Eastern HSC Trust):** 0300 100 0300

  **Email:** Gateway.services@setrust.hscni.net
- **Out of Hours Emergency:** Tel: 02890 565444
- **NSPCC Helpline:** 0808 800 5000
- **Childline:** 0800 1111
- **PSNI:** 101

## SCHOOL DETAILS & POLICY ACCESS

**Portavogie Primary School**

New Harbour Road,

Portavogie,

BT22 1EE

**Telephone:** 028 4277 1771

**Email:** vmurray020@c2kni.net

**Website:** www.portavogieprimary.co.uk

**Accessing Our Full Policies**

This summary leaflet provides an overview of our safeguarding arrangements. The complete **Child Protection & Safeguarding Policy**, alongside related policies (Addressing Bullying, etc), can be accessed on our school website or requested via the school office.

# PORTAVOGIE PRIMARY SCHOOL

*Nurturing, Protecting, and Empowering Every Child*

# SAFEGUARDING & CHILD PROTECTION

## Information for Parents & Carers

*"The welfare of the child is paramount."*

— Department of Education (DE) Guidance

**Child Protection is Everyone's Responsibility**

## OUR COMMITMENT & PRINCIPLES

### Our Safeguarding Ethos

At Portavogie Primary School, every child has the right to feel safe, valued, respected, and supported throughout their educational journey. Safeguarding is fundamental to everything we do.

### Key Principles

- **Child-Centred Approach:** The welfare of each child is our primary and overriding consideration.
- **Listening to Pupils:** Children are listened to, and their views and feelings are actively respected.
- **Shared Responsibility:** All staff and volunteers are trained to recognise signs of concern and act without delay.
- **Working in Partnership:** We work openly with parents, carers, and external agencies to ensure early support for families.

### Our 5-Step Safeguarding Framework

In line with Department of Education guidance, our staff follow five core actions:

1. **RECOGNISE:** Identifying early signs of vulnerability, abuse, or harm.
2. **RESPOND:** Listening calmly and supportively without making false promises of secrecy.
3. **REPORT:** Passing concerns immediately to the Designated Teacher for Child Protection.
4. **RECORD:** Making accurate, factual, and timely notes of concerns.
5. **REFER:** Partnering with statutory agencies (Social Services/EA) when additional help is required.

## HOW WE KEEP CHILDREN SAFE

### A Whole-School Approach to Safety

Safeguarding extends across all areas of school life:

- **Digital Safety & Online Harms:** Teaching pupils how to stay safe online and managing digital risks responsibly.
- **Preventing Bullying & Child-on-Child Abuse:** Promoting respectful relationships and maintaining a zero-tolerance approach to peer abuse or harassment.
- **Pastoral & Emotional Wellbeing:** Supporting children's mental health through early intervention and caring environments.
- **Safer Recruitment & Vetting:** Ensuring all staff and volunteers undergo robust Access NI vetting and checks before working with pupils.

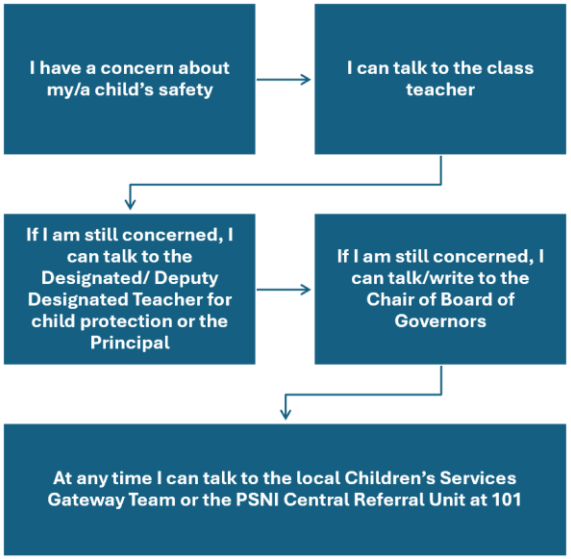
### Staff Responsibilities & Disclosures

If a child confides in a member of staff:

- Staff will **listen carefully** and reassure the child.
- Staff **cannot promise absolute confidentiality**, as they have a legal duty to report safety concerns to the Designated Teacher.
- Staff **do not investigate** allegations; they pass information directly to designated safeguarding personnel and relevant agencies.

## WHAT TO DO IF YOU HAVE A CONCERN

### If You Are Concerned About a Child's Safety




### Concerns About a Member of Staff

- Details of procedures where a complaint has been made about a member of staff are outlined in the full policy document.