

Parent Referral

As a parent you have the right to initiate a referral if you have any concern regarding your child's safety.

The procedure is as follows:

I have concerns about my child's safety



I can talk to my child's teacher



If I am still concerned, I can talk to Mrs Smith (DT),
Mrs Galway or Mr Peel (both DDTs)



If I am still concerned, I can talk/write to the Chairperson
of Sullivan's Board of Governors or Mrs A Gordon
Governor for Child Protection.

If a parent remains dissatisfied with the outcome, the following numbers may be useful:

- **EA's SER Safeguarding Department: 02890 566000**
- **Social Services CPSS: 02895 985590**
- **Police CP&A Unit Newtownards Care Unit: 02890 652222**
- **EA's Central Contact Number: 02895 985590**

Our full policy is available on request; it is available on the school website www.sullivanprep.weebly.com



**SULLIVAN UPPER SCHOOL
PREPARATORY DEPARTMENT**

SAFEGUARDING CHILDREN

**An Information Resource for Parents
re Safeguarding Children**

Children cannot learn effectively or develop
unless they feel secure.

It is our aim to create an ethos which
contributes to the care, safety and
well-being of all our pupils.

Safeguarding Procedures

All schools are now required to inform parents of their safeguarding procedures. All staff (both teaching and non-teaching) have received training in this area. Mrs Smith is the Preparatory Department's Designated Teacher. In her absence, Mrs Galway (Prep 5) teacher & Mr Peel (Headmaster) are the Designated Teachers.

Definition

The following is an extract from "Co-operating to Protect Children" (Children (N.I.) Order 1995 Vol.6) and clearly defines the categories of abuse.

"Children may be abused by a parent, a sibling or other relative, a carer (i.e. a foster parent or staff member in a residential home), an acquaintance or a stranger, who may be an adult or a young person. The abuse may be the result of a deliberate act or of a failure on the part of a parent or carer to act or to provide proper care, or both."

In our Preparatory Department we take all complaints and concerns seriously. They will be treated with the utmost confidentiality - such confidentiality also being expected from the complainant and relatives.

Aims

Safeguarding procedures aim to:

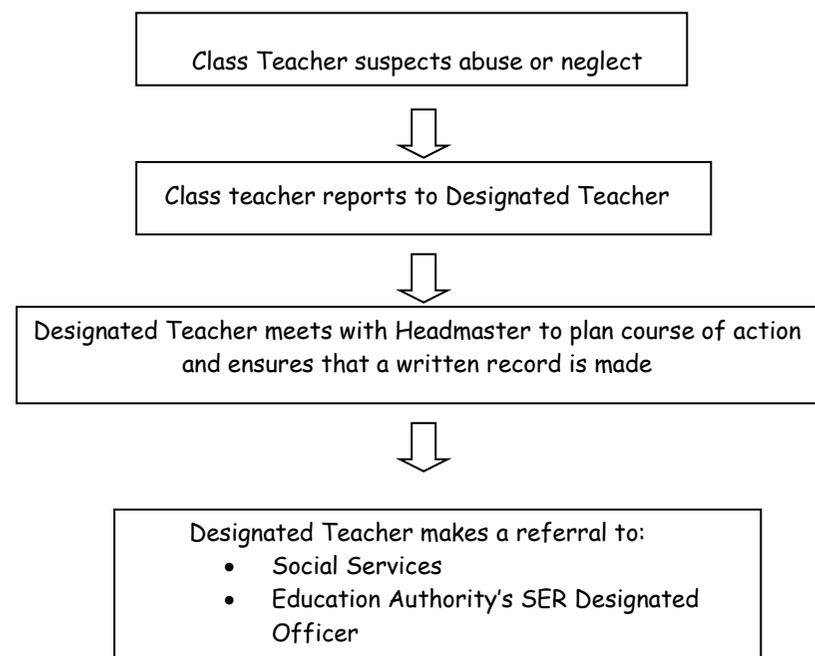
- Protect all children from all possible kinds of abuse in any setting.
- Give clear instructions for action to anyone involved in the care of children if they suspect a child is at risk.
- Support all those involved in working with children by providing an understanding of their different roles and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

In Sullivan Preparatory Department we operate a policy whereby the staff welcome parents advising us of any concerns and queries regarding their child's experiences at the school. Please avail of our appointment system to be assured of maximum attention.

Referral Process

In the instance of child abuse, our school will comply with the referral procedures as recommended by the Education Authority's SE Region.

Mrs Smith, as Designated Teacher, will manage the implementation of procedures.



Social Services

The statutory responsibility for protecting children lies with Social Services and they will:

- talk to Designated Teacher and class teacher;
- decide how the case should proceed;
- investigate and assess the degree of risk;
- invite a representative from the school to attend;
- inform parents and school of the protection plan when agreed.