

Hollybush Primary School is committed to providing high quality education for all pupils and high standards of service for all stakeholders. We believe that the fostering of trust and good relationships with the Parents/Guardians of our pupils is very important. A close partnership between home and school should help ensure that all our children learn and develop to their full potential in a caring, supportive and safe environment. Good communication is essential if we are to achieve this. If you have any concerns about any aspect of your son's/daughter's care/education, please contact the school and arrange a meeting with the Principal and/or the class teacher.

We would also encourage you to attend our Parent/Teacher meeting so that members of staff can keep you informed regarding your child's progress and development.

If you have any concerns about your child's safety, you should use the following procedure to make a complaint:

I have a concern about my child's safety.

I can talk to the Teacher.

If I am still concerned I can talk to the Designated Teacher for Child Protection Mr O'Connor

If I am still concerned I can talk to the Acting Principal Mr Friel

This leaflet can only provide a summary of our child protection policy. A more detailed policy is available on request from the school office or it can be accessed on the school's website. Contact details are provided below. This policy will be reviewed annually and issued to parents at least once every 2 years. Should you have any questions to ask or comments to make in relation to the content of this leaflet or the full policy, please do not hesitate to contact the Designated Teacher for Child Protection

The following is a list of other related pastoral care policies which are also available from the school (or on website).

[Behaviour Policy](#)
[Anti-Bullying](#)
[Use of Reasonable Force/Safe Handling](#)
[Special Educational Needs](#)
[Educational Visits](#)
[First Aid and the Administration of Medicines](#)
[Health and Safety Policy](#)
[Sex Education](#)
[Use of Mobile Phones/Cameras](#)
[ICT and access to the internet](#)
[Intimate Care](#)
[Comments/Complaints](#)

Other Useful Contact Numbers including school address, telephone number and web-site details

School Address: 10 Ardan Road BT48 8JN
Tel Number: 028 71352202
E-Mail Address: info@hollybush.derry.ni.sch.uk
Web Address: www.hollybushpsderry.com

Social Services Gateway Team: 028 71314090
PSNI Public Protection Unit: 101 or 999 in an emergency



Hollybush Primary & Nursery School

PASTORAL CARE

Child Protection Policy September 2025 (Summary)

MISSION STATEMENT

We aim to develop in our pupils a love of learning, a respect for all and a desire to realise their full potential. We achieve this within a Catholic centred inclusive and safe environment through a combination of traditional and innovative teaching and learning methods.

Aims

Hollybush Primary School aims to establish a caring environment within which the academic, personal, social and spiritual potential of each child will be developed. The pastoral dimension permeates all school activities.

We have a primary responsibility for the care, welfare and safety of the pupils in our charge and we will carry out this duty through our pastoral care policy which aims to provide a caring, supportive and safe environment.

Principles

Our Child Protection Policy is based on the following Principles:

- The child's welfare must always be paramount.
- Children must always have a right to be heard, to be listened to and to be taken seriously.
- Parents/carers have a right to respect but a proper balance must be struck between ensuring this and protecting children.
- Every child has the fundamental right to be safe from harm and have proper care given to their physical, emotional and spiritual well being.

School Safeguarding Team

Members of the Schools Safeguarding team are:

The Chair of the Board of Governors

Mrs Angela Dobbins

The Designated Governor for Child Protection

Mr Paul Kirby and Mrs Rita Barrett(Nursery)

The School Acting Principal **Mr F Friel**

The Designated Teacher for Child Protection **Mr Cahir O'Connor**

The Deputy Designated Teacher for Child Protection
Mrs Sinead McGurran

The Deputy designated Teacher (Nursery) **Mrs Vanessa Turner**

Members of the team have clear roles and responsibilities in relation to the safeguarding of pupils within the school

Principles

- In order to protect our pupils, we at Hollybush Primary School will adhere to the following procedures
- All staff and volunteers will undergo a vetting procedure in order to maintain the highest standard of professional care towards our children.
- All teaching and ancillary staff will attend a Child Protection training programme organised by the Designated Teacher.
- Children will be supervised at all times while in the school grounds.
- When it is necessary to change the child's normal travel arrangements, permission will only be given on receipt of a written request or telephone call by a parent/guardian.
- All visitors to the school must report to the Secretary's office.

Bullying is a highly distressing and damaging form of abuse and will be responded to sensitively in our school. All staff will be vigilant at all times and will aim to prevent bullying by raising awareness with pupils, staff and parents about bullying, its forms and consequences

All staff at Hollybush will ensure that all children are aware of who they can talk to if they are sad, worried, being bullied or have any other concerns.

The Designated Teacher for Child Protection, **Mr O'Connor** will assume this responsibility and the deputy **Mrs McGurran** in his absence.

The Department of Education of Northern Ireland requires all those working in education to co-operate fully with social services and other agencies to protect children.

It is therefore our duty to refer if there is a concern about any form of abuse. The following diagram shows the procedures we are required to follow and is based upon the procedure described in The Department of Education publication 'Pastoral Care in School – Child Protection (1999)'.

