



**HAZELWOOD**  
INTEGRATED COLLEGE

# **KEEPING CHILDREN SAFE**

Child Protection in Education

*Information for Parents*

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*September 2025*

Dear Parent/Carer,

It is very important that you, as parent/carers of our pupils are aware of what to do should there be any concern on a young person's safety and well-being during their time at Hazelwood.

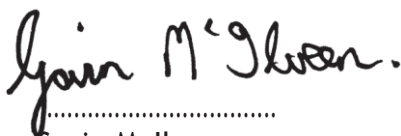
This leaflet will tell you: –

- a) What child protection is.
- b) The types of harm and abuse.
- c) Who you can contact to raise a concern.
- d) The ***Safeguarding Team*** in Hazelwood Integrated College.
- e) What you must do as a parent to protect your child.
- f) Useful contacts.

Further information can be found in the school policy for Child Protection available from the school (Telephone: 028 9077 4202) or from the College website at [www.hazelwoodcollege.co.uk](http://www.hazelwoodcollege.co.uk) (under the *Parents and Students* section).

Please do not hesitate to contact us at any time.

Yours,



.....  
Gavin McIlveen

***Designated Teacher for Safeguarding Children***

# Introduction

In the College we seek to protect our students by helping them learn about the risks of abuse, helping them to recognize unwelcome behaviours in others and acquire the confidence and skills they need to keep themselves safe. The Board of Governors and Staff of Hazelwood Integrated College recognise that all staff, including volunteers has a full and active part to play in protecting pupils from harm.

## **Our Child Protection Policy:**

- Applies to all staff, governors and volunteers working in the school.
- Seeks to safeguard and protect our students by ensuring that all who work in the school have clear guidance on the action which is required where abuse or neglect of a child is suspected.

## **What is Child Protection?**

*Child Protection* are the words that we use when allegations of child abuse must be investigated. However, child protection is not just about the investigation of a specific incident in which a child/children may have been harmed. It involves a thorough assessment of the needs of children and their families so that effective help and support are provided. Help and support should enhance children's welfare as well as protecting them from significant harm.

Anyone who is worried that a child might be at risk of harm or abuse must advise the Social Services, the NSPCC, or the Police. This is called a 'referral.' Referrals can come from neighbours, friends, relatives, a professional such as a teacher, nurse or doctor or the child or parents themselves. Sometimes the person making the referral may be anonymous or insist on remaining unidentified. In such instances it is not possible to disclose the source of the referral to a parent.

## **The types of abuse and harm:**

Everybody has a responsibility to keep children under 18 years of age safe from harm and abuse.

Harm and/or abuse is identified as follows:

- 1) NEGLECT:** means that a child is not being properly taken care of by their parents. This could be about poor hygiene or poor diet, being left alone at home, not being taken to appointments, or not being sent to school.
- 2) PHYSICAL ABUSE:** is where someone deliberately hurts, hits, or injures a child.
- 3) EMOTIONAL ABUSE:** is where someone shouts at, uses threats, or makes fun of a child to make the child feel frightened, worthless, or unloved. A child seeing violence between parents or other people in their home can also be very harmful.
- 4) SEXUAL ABUSE:** is where someone influences, involves, or forces a child to look at or take part in sexual activities. This could include encouraging unwanted touching, involving a child in watching pornography or forcing a child or young person under the age of consent to have sex.
- 5) SELF HARM:** Whilst a child's own behaviour which places them at risk of significant harm (e.g., alcohol consumption or drug consumption) may not necessarily constitute abuse as defined for the purposes of Child Protection Procedures it is included in this policy. Such cases are often tricky and a matter for professional judgement. If in doubt consult with the designated teacher Mr. McIlveen.

- 6) CHILD SEXUAL EXPLOITATION:** Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people, and victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs, and alcohol, and sometimes accommodation.
- 7) DOMESTIC ABUSE:** Domestic abuse can happen in any relationship and may involve the female in the relationship abusing the male and it can occur when a grown-up child or teenager abuses their parents or carers. Children in homes where domestic violence occurs may get hurt trying to protect their mother, father or sibling, the child may indirectly receive an injury when items are thrown, or weapons used and may develop difficulties at school, absences, and lack of concentration.
- 8) OPERATION ENCOMPASS:** is an early intervention partnership between Police and Schools. It is aimed at supporting children who are victims of domestic violence.

Operation Encompass is a very simple idea, but one that will help us to support and protect our vulnerable children. When the police attend an incident of domestic violence where one of our pupils is present, they will inform the school's Designated Teacher for Child Protection at the start of the next school day. This information is shared in strict confidence and school staff are only told on a need-to-know basis.

Following any notification from the PSNI, our staff will provide immediate support to any child who has been the victim of domestic abuse. We know that when children do witness domestic abuse at home, this is a highly traumatic experience for them. By taking part in Operation Encompass, we can provide tailored and compassionate support to our pupils, in line with our school ethos.

# The Safeguarding Team

## Who does my child contact if they have a problem or concern about another student?

Your child can speak with his/her Form Tutor, Head of Year, or the *Designated Teacher for Child Protection*, Mr. Gavin McIlveen.

## Who can you contact if there is a concern about a child's safety?

- You can talk to the child's Form Tutor or *Head of Year*.
- You may also talk to a *Vice Principal*:  
Mrs. Maltman (for **Junior School**: Years 8, 9 & 10),  
or Mr. Thompson (for **Senior School**: Years 11, 12, 13 & 14).
- If you are still concerned, you can talk to the *Designated Teacher for Child Protection*, Mr. McIlveen — **OR**
- The *Deputy Designated Teacher for Child Protection*, Mrs. Drennan.
- All staff can be contacted on 028 9077 4202.
- If you are still concerned, you can talk or write to the *Chairperson of the Board of Governors* Mr. Trevor Parkhill at the school or Val Owens the Designated Governor for Safeguarding.
- At any time, you can write to the *Northern Health and Social Care Trust Gateway Services* or telephone 03001 234 333, *Belfast Gateway*: 028 9050 7000, or the local police.
- The school will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively, and a member of the Safeguarding team will contact the parent in the event of a concern, suspicion or disclosure. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care services and local Education Authority.
- If the College becomes aware of young people below the age of consent engaging in sexual activity or, where we have concerns about a 16/17-year-old in a sexual relationship, the Designated Teacher has a duty to share this information with Social Services.

### **Child Protection Officer, Mr. Gavin McIlveen**



I am the Designated Teacher responsible for Child Protection and Safeguarding within the College. Keeping young people safe from harm and abuse is **everyone's** responsibility. **Everyone** who comes into contact with young people and their families has a role to play. To fulfil this responsibility effectively, the approach should be child centred.

This always means that, we should consider, what is in the **best interests** of the young person.

As a designated safeguarding teacher one of my roles is to provide annual training to develop the relevant skills and knowledge of college staff to safeguard young people effectively. College staff are particularly important, as they can identify concerns early, provide help for the young person, promote the young person's welfare, and prevent worries and concerns from escalating. I liaise closely with other support services to help safeguard our young people such as children's social care and counselling services.

### **On-Site Social Worker, Miss Eimear Rafferty**



For the past five years I have worked as a social worker in community settings with care-experienced children and thus have an understanding of how conditions and situations can impact a child's educational, emotional, and social development. Working in the College as a member of both the safeguarding and pastoral team, I identify early intervention as key to maximising each student's potential, self-worth, and confidence in his or her own ability.

As an on-site social worker, I am a link for our students between school, home and community, a familiar face, someone students can identify as a trusting key adult within their school community to develop positive working relationships and improve educational outcomes.

### **As a parent you should:**

- Talk to the school if you need help or support (for example from the child's form tutor, Head of Year, Designated Teacher for Child Protection).

Feel confident about raising any concerns you have in relation to your child.

- Read our School's Pastoral Care, Anti Bullying, Positive Behaviour, Internet, and Child Protection Policies.
- Inform the school if your child has any medical conditions or educational needs.
- Make the school aware of any Court Orders relating to your protection or your child's protection.
- Inform the school if there is any change in your child's circumstances for example, change of address, change of name, change of parental responsibility.

### **Counselling Service**

Counselling is available in school through Action Mental Health. This takes place in school from early September and parents can request counselling for their young person by contacting the student's form tutor or any member of staff.

Further information is sent out in September.





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INTEGRATED COLLEGE

# *Safeguarding Team*



**Mrs Alix Jackson**  
Acting Principal



**Mr Gavin McIlveen**  
Child Protection  
Designated Teacher



**Mrs Linda Drennan**  
Deputy Designated Teacher



**Miss Eimear Rafferty**  
On-Site Social Worker



**Mr Peter Thompson**  
Vice Principal:  
Senior School



**Mr Dominic Millar**  
Senior Leadership Team:  
Progression & Attainment



**Mrs Anna Maltman**  
Acting Vice Principal:  
Junior School

The Safeguarding Team may co-opt other members as required to address specific issues.

# USEFUL CONTACTS

*Here is a list of some of the organisations who can help you with Child Protection issues:*

|                                |  |  |
|--------------------------------|--|--|
| Addiction NI                   | Help for drug and alcohol misuse: open 9:00 to 17:00 Monday to Thursday, 9:00 to 13:00 Friday  | 0808 8010 750  |
| Childline NI                   | Confidential help, advice, and guidance – <a href="http://www.childline.org.uk">www.childline.org.uk</a>   | 0800 1111 (Free)   |
| Children's Law Centre          | Children's rights and Responsibilities   | 028 9024 5904  |
| Family Support                 | Helping young people, carers and families find services to help support their needs.<br><a href="http://www.familysupportni.gov.uk">www.familysupportni.gov.uk</a> | 028 9031 1455 (Belfast)<br>028 9446 7345 (Newtownabbey)<br>028 9074 9986 (North Belfast) |
| Family Works                   | Counselling  | 028 9182 0341  |
| Gateway Team (Social Services) | If you are concerned about the safety or wellbeing of a child or young person  | 028 9050 7000 (Office Hours)<br>028 9504 9999 (Out of Hours Emergency)                   |
| Hype                           | Sexual education   | 028 9504 9748  |
| Lifeline                       | Counselling  | 08088 088 000  |
| New Life Counselling           | For young people and families  | 028 9039 1630 (Greater Belfast)  |
| One Stop Shop                  | For 11-18-year-olds to get advice on any issue   | 028 90840555   |
| Parent Zone                    | Advice, support, and parent guides for: social media, health & well-being, relationships, etc.   | <a href="http://www.parentzone.org.uk">www.parentzone.org.uk</a>                         |
| Parents' Advice Centre         | Advice, support, and guidance for parents based in Belfast, available Monday to Friday   | 0808 8021 400  |
| Samaritans                     | For a range of services and support for mental health/relationships, etc.  | 028 9066 4422 or 116 123 (free)  |
| The Rainbow Project            | LGBT   | 028 9031 9030  |
| Women's Aid                    | Domestic Violence – Live Chat at <a href="https://chat.womensaid.org.uk">https://chat.womensaid.org.uk</a>   | 0808 2000 847  |



During these challenging times parents and carers should know there is help at hand in the local community.

Below are details of the three food banks closest to Hazelwood Integrated College, and most of its families.

## **North Belfast Food Bank**

Website: <http://northbelfast.foodbank.org.uk/>

Email: [info@northbelfast.foodbank.org.uk](mailto:info@northbelfast.foodbank.org.uk)

Telephone: 07902 099 840

*Please note food parcels are only provided on the production of a voucher.*

*Clients can receive food at either of two locations:*

**Address:** Immanuel Presbyterian Church, 35 Agnes Street, Belfast BT13 1GG

**Opening Day:** Monday 2:00 pm to 3:30 pm

**Address:** Ekenhead Halls, 19 North Circular Road, Belfast BT15 5HB

**Opening Days:** Tuesday 2:30 - 4:00 pm and

Thursday 6:30 - 8:00 pm

## **West Belfast Food Bank**

Website: <https://westbelfast.foodbank.org.uk>

Email: [info@westbelfast.foodbank.org.uk](mailto:info@westbelfast.foodbank.org.uk)

Telephone: 07802 462 836

**Address:** Conway Mill (Rear of Car Park), 5-7 Conway Street, Belfast BT13 2DE

**Opening Day:** Thursday 19:00 - 21:00

## **Newtownabbey Food Bank**

Website: <https://newtownabbey.foodbank.org.uk>

Email: [info@newtownabbey.foodbank.org.uk](mailto:info@newtownabbey.foodbank.org.uk)

Telephone: 07581 179 604

**Address:** 258 Carnmoney Road, Newtownabbey BT36 6JZ

**Opening Days:** Monday 2:00 pm to 4:00 pm and  
Wednesday 6:30 pm to 8:30 pm





Call Parentline NI today for advice, support or guidance.



**0808 8020 400**

Parents, carers, family members...if you need us, we are here. Call Parentline NI today for advice, support, or guidance. Freephone 0808 8020 400

### **When can I call?**

Parentline NI is open from 9:00 am to 9:00 pm Monday to Thursday, 9-5 pm Friday and 9:00 am to 1:00 pm on Saturday. Our Service is available through a range of different channels including telephone, face to face and online.

Call us for FREE on 0808 8020 400

**Chat online:** go to <http://www.ci-ni.org.uk/parentline-ni> and start a webchat using the chat window indicated.

**Email:** [parentline@ci-ni.org.uk](mailto:parentline@ci-ni.org.uk)

You can also call and leave a message outside of our opening hours, and we will get back to you within 2 working days.

### **How much does it cost?**

Parentline NI is a free service and freephone number.

### **What you can expect from Parentline NI**

Who answers the calls? Calls to Parentline NI are answered by qualified and experienced staff. Our team is selected for having qualities that include good listening skills, empathy, and a commitment to putting children and families first. Before answering calls, our staff receive specialist training which including child protection, domestic violence, substance use and mental health issues. Our staff are also kept up to date with research on parenting and child development.

### **What will the Parent Support Worker ask me about?**

Our team will listen to you together explore your situation, concerns, and anxieties. Our advisers can help you with a wide range of parenting related issues. Last year the top 5 presenting issues were: child behaviour, child contact issues, teenage behaviour, separation, and family tensions. We can offer useful resources and things you can do suited to meet your needs. We may also suggest referrals to services in your area.

You can call as many times as you need and likewise, we might agree a call back to ensure you have been able to progress your situation and offer further support if required.

Where appropriate face to face support can be arranged.