



HAZELWOOD
INTEGRATED COLLEGE

KEEPING CHILDREN SAFE
Child Protection in Education
Information for Parents

September 2026

Dear Parent/Carer,

As parents and carers, you play an important role in helping to keep children safe. It is important that you know what to do if you ever have concerns about a young person's safety or wellbeing while they are attending Hazelwood Integrated College.

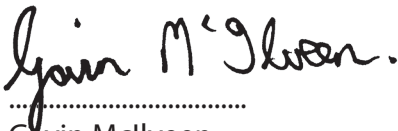
This leaflet will tell you:—

- a) What child protection is.
- b) The different types of harm and abuse.
- c) Who to contact if you have a concern.
- d) The **Safeguarding Team** in Hazelwood Integrated College.
- e) How parents and carers can help protect their children.
- f) Useful contact details and sources of support.

Further information can be found in the school Child Protection Policy, which is available from the school office (telephone: 028 9077 4202) or from the College website at www.hazelwoodcollege.co.uk (under the *School Information* section).

Please do not hesitate to contact us at any time.

Yours,



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Gavin McIlveen

Designated Teacher for Child Protection

Introduction

At Hazelwood College, the safety and wellbeing of our students are a top priority. We help young people understand how to stay safe, recognize behaviours that may make them feel uncomfortable or at risk, and develop the confidence to seek help when needed.

The Board of Governors, staff, and volunteers are all committed to creating a safe, caring, and supportive environment for every student. Everyone in the school community shares the responsibility of helping to protect children and young people from harm and ensuring they feel valued, respected, and supported.

What is Child Protection?

Child protection is about keeping children safe from harm and ensuring they receive the help and support they need when there are concerns about their safety or wellbeing.

At Hazelwood Integrated College, the safety and welfare of every child is our highest priority. We work to protect children from all forms of abuse, neglect, exploitation, and harm, both in person and online.

We encourage children to speak to trusted adults such as a form tutor, subject teacher or classroom assistant if they are worried about themselves or someone else, and we provide a safe and supportive environment where concerns can be shared.

If a member of staff is concerned that a child may be at risk, they have a duty to act and follow the school's safeguarding and child protection procedures. This may involve the Designated Teacher for Child Protection seeking advice from or sharing information with other agencies, such as Social Services or the Police, when necessary to keep a child safe.

We believe that effective child protection is built on strong partnerships between children, parents/carers, school staff, and external agencies. By working together, we can help ensure that all children are safe, supported, and able to achieve their full potential.

The types of abuse and harm:

Everybody has a responsibility to keep children under the age of 18 safe from harm.

The main types of harm and abuse are:

- 1) NEGLECT:** happens when a young person's basic needs are not being met. This may include not having enough food, clothing, supervision, medical care, or support with education. It can also involve poor hygiene or regularly missing school.

- 2) PHYSICAL ABUSE:** occurs when a young person's is deliberately hurt or injured. This may include hitting, shaking, pushing, burning, or any other action that causes physical harm.

- 3) EMOTIONAL ABUSE:** happens when a young person is repeatedly made to feel frightened, worthless, unloved, or unwanted. This may include constant criticism, threats, bullying, or exposing a young person to conflict or violence within the home.

- 4) SEXUAL ABUSE:** occurs when a young person is involved in sexual activities that they do not understand, cannot consent to, or are not developmentally ready for. This can happen in person or online and may include inappropriate touching, exposure to sexual content, or being pressured or forced into sexual activity.

- 5) SELF HARM AND RISK-TAKING BEHAVIOURS:** Sometimes young people may engage in behaviours that may put their health, safety, or wellbeing at risk, such as self-harm, alcohol misuse, or drug use. While these behaviours may not always be classified as abuse, they can indicate that a young person requires support and protection.

6) CHILD SEXUAL EXPLOITATION (CSE): happens when a child or young person is taken advantage of for sexual purposes. This can affect both boys and girls. Those responsible may build trust by offering friendship, attention, gifts, money, accommodation, drugs, or alcohol. A young person may not always realise they are being exploited, which is why awareness and early support are so important.

7) DOMESTIC ABUSE: can occur in any family or relationship and can affect people of any gender. It may involve physical, emotional, psychological, financial, or controlling behaviour. A young person who witnesses domestic abuse can be deeply affected, even if they are not directly harmed. They may experience fear, anxiety, difficulties with concentration, changes in behaviour, or challenges at school. Sometimes a young person can also be injured while trying to protect a family member or during violent incidents in the home.

OPERATION ENCOMPASS:

Operation Encompass is a partnership between the *Police Service of Northern Ireland* and schools that helps provide support to children who have experienced or witnessed domestic abuse.

When police attend a domestic abuse incident and a young person from *Hazelwood Integrated College* is involved or present, **they will notify the school's Designated Teacher** before the start of the next school day. This information is shared confidentially and only with staff who need to know will be informed.

Following a notification, the school can provide timely, sensitive, and appropriate support to help the young person feel safe and supported during what may be a difficult and upsetting time.

By participating in Operation Encompass, Hazelwood Integrated College is committed to working closely with families and partner agencies to ensure that the young person will receive the care and support they need.

How a Parent/Carer can raise a Child Protection Concern



- 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 or disclosure. If the school believes 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/or CPSS at the 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 Lead has a duty to share this information with Social Services.

Child Protection Officer, Mr Gavin McIlveen



I am the the ***Designated Teacher for Child Protection*** for Hazelwood Integrated College. Keeping young people safe from harm is everyone’s responsibility. Our approach is always ***child-centred***, which means we focus on what is best for each young person and their wellbeing. All staff in the College play a key role because they can:

- Notice early signs of concern
- Offer support to students
- Help protect and promote their wellbeing
- Prevent concerns from becoming more serious

I work closely with support services such as children’s social care and counselling services to make sure young people and families receive the right help at the right time. The aim is always to ensure every young person feels safe, supported, and cared for.

On-Site Social Worker, Miss Eimear Rafferty



I have previously worked as a social worker in a range of 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.

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/carer you should inform the school of the following:

- Inform the school if your child has any medical conditions or educational needs.
- Make sure the school are 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.
- Talk to the school if you need help or support (for example from the young person's form tutor, Head of Year, Designated Safeguarding Lead).

Counselling Service

Counselling is available in school through Action Mental Health, two days per week. This takes place in school from early September and parents can request counselling by contacting the student's form tutor or any member of staff. Further information is sent out in via call parent in September.

What Should Parents Do If Intimate or Inappropriate Images Are Shared Online?

Stay Calm and Keep Evidence

- Do not delete any messages, images, screenshots linked to the incident. These may be important evidence.
- Do not forward, share, or repost the images or messages with anyone.
- Keep any evidence stored securely and seek advice from the police if needed.

Act Quickly

- If the images are online, try to ensure they are removed by reporting the images to the websites and social media platforms as soon as possible.
- Inform the college immediately and ask to speak to the Designated Teacher for Child Protection
- Keep a record of what happened, including dates, times, screenshots, and any actions taken.

If Someone Is Making Threats or Demands

- Do not respond to anyone who is threatening to share images or asking for money, gifts, or other demands.
- Do not make any payments.
- Save all communications as evidence and report the matter to the PSNI.

Where to Get Help

Police

Contact the PSNI if someone is threatening to share sexual images of a child or young person. Creating or sharing child sexual abuse material is a criminal offence, including when images are created using artificial intelligence (AI).

If a child is in immediate danger, call 101.

Report Remove (for under-18s)

Report Remove is a confidential service that helps young people under 18 report sexual images or videos of themselves online, including AI-generated images, and request their removal.

(<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/report-remove/>)

Or scan the QR code below:





HAZELWOOD
INTEGRATED COLLEGE

Safeguarding Team



Mrs Alix Jackson
Principal



Mr Gavin McIlveen
**CHILD PROTECTION
DESIGNATED TEACHER**



Mrs Linda Drennan
**DEPUTY CP
DESIGNATED TEACHER**



Miss Eimear Rafferty
On-Site Social Worker



Mrs Grainne Moore
**Senior Leadership Team
(Secondment)**



Mrs Courtney Hill
**Acting Vice Principal:
Junior School**



Mr Peter Thompson
**Vice Principal
Senior School**

USEFUL CONTACTS

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

| | | |
|---------------------------------------|---|--|
| Addiction NI | <i>Help for drug and alcohol misuse: open 9:00 to 17:00 Monday to Thursday, 9:00 to 13:00 Friday</i> | 0808 8010 750 |
| Childline NI | <i>Confidential help, advice and guidance — www.childline.org.uk</i> | 0800 1111 (Free) |
| Children's Law Centre | <i>Children's rights and Responsibilities</i> | 028 9024 5904 |
| Family Support | <i>Helping young people, carers and families find services to help support their needs</i> <i>www.familysupportni.gov.uk</i> | 028 9031 1455 (Belfast) 028 9446 7345 (Newtownabbey) 028 9074 9986 (North Belfast) |
| Family Works | <i>Counselling</i> | 028 9182 0341 |
| Gateway Team (Social Services) | <i>If you are concerned about the safety or wellbeing of a child or young person</i> | 028 9050 7000 (Office Hours) 028 9504 9999 (Out of Hours Emergency) |
| Hype | <i>Sexual education</i> | 028 9504 9748 |
| Lifeline | <i>Counselling</i> | 08088 088 000 |
| New Life Counselling | <i>For young people and families</i> | 028 9039 1630 (Greater Belfast) |
| One Stop Shop | <i>For 11–18 year olds to get advice on any issue</i> | 028 9084 0555 |
| Parent Zone | <i>Advice, support and parent guides for: social media, health & well-being, relationships, etc.</i> | www.parentzone.org.uk |
| Parents' Advice Centre | <i>Advice, support and guidance for parents based in Belfast, available Monday to Friday</i> | 08088 021 400 |
| Samaritans | <i>For a range of services and support for mental health/relationships, etc.</i> | 028 9066 4422 or 116 123 (free) |
| The Rainbow Project | <i>LGBT</i> | 028 9031 9030 |
| Women's Aid | <i>Domestic Violence — Live Chat at https://chat.womensaid.org.uk</i> | 08082 000 847 |

Supporting Parents

Links available at bottom of College Home Page.

Safer Schools (Downloadable App)

<https://saferschoolsni.co.uk>

The Safer Schools App helps keep children safe online and provides useful support for parents, carers, pupils, and school staff.



What the App Offers

- Online Safety Advice – Easy-to-understand information and tips on social media, gaming, mental health, and staying safe online.
- School Updates – Receive important messages, news, and alerts directly from the school.
- Support and Reporting – Access help and guidance, report concerns, and use the Travel Tracker feature to share your location with trusted contacts when needed.

SWGfL

<https://reportharmfulcontent.com/advice/other/further-advice/downloads/>

SWGfL provides trusted online safety advice and support for children, parents, and schools.



What SWGfL Offers

- Online Safety Guidance – Practical advice to help families stay safe online.
- Parent Resources – Information on social media, gaming, privacy settings, and digital wellbeing.
- Help and Support – Access to trusted services and guidance if you have concerns about online issues.

SWGfL helps parents and carers feel confident in supporting their children to use technology safely and responsibly.

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

Telephone: 07902 099 840

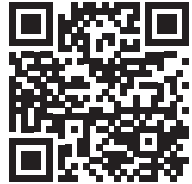
*Please note food parcels are only provided on the production of a voucher.
Clients can receive food at either of two locations:*

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

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

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're 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



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 includes 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 five 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've been able to progress your situation and offer further support if required.

Where appropriate face to face support can be arranged.

