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**SCOIL AONGHUSA**

**COMMUNITY N.S.**

**CHILD PROTECTION POLICY**

**Child Protection Policy**

**Index** p2

Introductory Statement p2

Rationale p2

Relationship to Characteristic Spirit of the School p2

Aims p2

Guidelines for school personnel p2

1.0 Appointment of a Designated Liaison Person (DLP) p3

2.0 Roles and Responsibilities p3

2.1 Role of the Chairperson of the Board of Management/Principal p4

Procedures for Chairperson of the Board of Management/Principal

in cases of allegations or suspicions of

child abuse by a school employee p4

A. Reporting p5

B. Responding p5

2.1 Role of the Staff Members (Teachers, SNAs,

Ancillary Staff) p6

Guidelines for teachers and staff members in handling

disclosures from children p6

Suspicions of Abuse p7

2.3 Role of the Designated Liaison Person (DLP) p7

Guidelines for the DLP in handling concerns and disclosures p8

3.0 Child Protection Meetings / Case Conferences p9

4.0 Organisational Implications p9

Accidents p9

Attendance p9

Behaviour p9

Bullying p10

Communication p10

Induction of Staff p10

Induction of Pupils p10

Record Keeping p11

Supervision p11

Swimming p11

Visibility p11

Visitors p11

5.0 Curriculum Implications p11

Introduction p11

Junior & Senior Infants p12

1st& 2nd classes p13

3rd& 4th classes p13

5th& 6th classes p13

Success Criteria p14

Timeframe for Review, Responsibility for Review, Ratification p14

Ratification of Policy p16

Appendix 1: Checklist for annual review of the child protection policy p18

Appendix 2: Reporting Concerns p19

Child Protection Contact Numbers p23

**Child Protection Policy**

**Introductory Statement**

The staff of Scoil Aonghusa Community National School reviewed the following policy in September 2017

**Rationale**

The Chairperson of the Board of Management/Principal of Scoil Aonghusa Community National School has adopted the Department of Children and Youth Guidelines and Procedures for schools in relation to child protection and welfare – “Children First”. This policy is an outline of how Scoil Aonghusa Community National School proposes to implement these guidelines in order to ensure the protection and welfare of all children attending our school.

**Relationship to Characteristic Spirit of the School – ‘*Let Your Light Shine’***

Scoil Aonghusa Community National School seeks to help all children attending our school, to grow and develop into healthy, confident adults, capable of realising their full potential as human beings. We strive to create a happy, safe environment for the children where they feel secure, knowing that if they have concerns, they will be listened to with both understanding and respect and that their concerns will be addressed.

**Aims**

* To raise awareness of child abuse namely, emotional, physical, sexual abuse and neglect, among all members of our school community including the Chairperson of the Board of Management/Principal, teachers, pupils, parents, SNAs and ancillary staff.
* To put in place clear procedures for all school personnel dealing with suspicions, disclosures and allegations of child abuse.
* To identify curricular content and resources which will aid the prevention of child abuse and to empower children to deal with abuse if it occurs.

**Guidelines for school personnel**

1.0 Appointment of a Designated Liaison Person (DLP)

2.0 Roles, Responsibilities and Guidelines

2.1 Role of the Chairperson of the Board of Management/Principal

2.2 Role of the Staff Members (Teachers, SNAs, Caretaker, Secretary)

2.3 Role of the Designated Liaison Person

3.0 Child Protection meetings/Case Conferences

4.0 Organisational implications

5.0 Curriculum implications

***[Particular attention should be paid to the welfare and protection of children who are living apart from their birth parents and whose first language is not English.]***

**1.0 Appointment of a Designated Liaison Person (DLP)**

* The Board of Management has appointed Catherine Fleming (Principal) as the Designated Liaison Person (DLP) for Scoil Aonghusa Community N.S. The Principal will have specific responsibility for liaising with the HSE and/or Gardai in dealing with matters of child protection.
* Mr. Catherine Fleming has been appointed as Deputy DLP to take the place of the DLP if they are unavailable for whatever reason.

**2.0 Roles and Responsibilities**

* The Chairperson of the Board of Management/Principal has primary responsibility for the care and welfare of the pupils of our school.
* The DLP has responsibility for liaising with the appropriate authorities on matters of child protection in the school.
* All staff members, particularly teachers, have a duty of care to ensure that arrangements are in place to protect children from harm. Teachers also will implement the Stay Safe programme as part of their SPHE programme yearly.

**2.1 Role of the Chairperson of the Board of Management/Principal**

* To arrange for the planning, development and implementation of an effective child protection programme.
* To monitor and evaluate its effectiveness.
* To provide appropriate staff development and training.

Specifically they will

* Appoint a DLP and a deputy DLP.
* Have clear procedures for dealing with allegations or suspicions of child abuse.
* Monitor the progress of children at risk.
* Ensure that curricular provision is in place for the prevention of child abuse.
* Investigate and respond to allegations of child abuse against school employees, which have been reported to the Health Service Executive (HSE) or Gardaí.
* To decide on teachers’ attendance at child protection meetings/case conferences and to advise teachers before attending such meetings/conferences.

**Procedures for the Chairperson of the Board of Management/Principal in cases of allegations or suspicions of child abuse by a school employee:**

**A. Reporting**

In the event of receiving an allegation or disclosure regarding an employee:

* The DLP will immediately inform the Chairperson of the Board of Management
* They will seek a written statement of the allegation from the person/agency making the allegation. Parents/Guardians may make a statement on behalf of a child.
* The DLP will seek advice from the relevant HSE and will take responsibility for reporting, based on this advice. The DLP should follow the advice given by the HSE.
* If the DLP, on the advice of the HSE, does not formally report the incident, she/he must inform the Chairperson of the Board of Management. They must then inform, in writing, the person or agency making the allegation, of this decision. If this person or agency still has concerns, they are free to consult with or report to the relevant HSE or Gardaí on an individual basis. The provisions of the Protection for Persons reporting Child Abuse Act 1998 apply, once they report reasonably and in good faith.
* If the DLP, on the advice of the HSE, reports the alleged incident, she/he should inform the Chairperson of the Board of Management, who should proceed in accordance with the procedures in the Child Protection Guidelines and Procedures, DES, 2001.
* The DLP/Deputy DLP completes a standard reporting form as comprehensively as is possible.
* When the Chairperson of the Board of Management becomes aware of an allegation of abuse he will always seek legal advice and base his response on this advice.
* The Chairperson of the Board of Managment will privately inform the employee of the fact and nature of the allegation and whether or not it has been formally reported by the DLP to the HSE. The Chairperson of the Board of Management has a duty to afford the employee fairness and due process – they are entitled to details and a copy of the written allegation, to advice and representation and an opportunity to respond to the Board within a week.

**B. Responding**

* When the DLP becomes aware of an allegation of abuse he will always seek legal advice and base his response on this advice.
* The Chairperson of the Board of Management will consider whether there is a risk to pupils’ safety. If the Chairperson of the Board of Management considers that there is a risk – he will require the employee to take immediate administrative leave. If unsure, the Chairperson of the Board of Management will consult with the ETB/HSE/Gardaí.
* If administrative leave has been invoked, the Chairperson of the Board of Management will inform the DES. The HSE (in some cases the Gardaí) may also be notified in accordance with legal advice received.
* It may be deemed necessary by the DLP and the Chairperson of the Board of Management to make a report (after receiving advice from the HSE)HHSE).
* Where the alleged abuse has taken place within the school, or relates to the abuse of pupils of the school, by school employees outside of school time, the Chairperson of the Board of Management will investigate the matter. He will convene a further meeting with the Principal, once the relevant information has been gathered. At this meeting the Chairperson of the Board of Management/Principal will consider in detail
* any allegations made and their source
* the advice given by relevant authorities
* the written response of the employee.
* At this meeting also
* the person/agency who is alleging abuse by the school employee should be offered an opportunity to present his/her case to the Chairperson of the Board of Management/Principal and may be accompanied by another person
* Parents/guardians may act on behalf of a child
* The employee should also be afforded an opportunity to present his/her case and may also be accompanied.

The Chairperson of the Board of Management/Principal will deal with the matter sensitively and the employee will be fairly treated.

* The Chairperson of the Board of Management/Principal will make a decision on action, if any, based on their investigation and will inform the employee of this in writing. They will also inform the DES of the outcome, if the employee has been absent on administrative leave.
* Where it is not possible for the Chairperson of the Board of Management/Principal to conduct an enquiry into allegations (e.g. where abuse has occurred in past employment, or where the employee is undergoing investigation by relevant authorities), the Chairperson of the Board of Management will act on advice of authorities. The Chairperson of the Board of Management will maintain close contact with the HSE and receive reports and records from where appropriate.

**2.2 Role of the Staff Members (Teachers, SNAs, Ancillary Staff**

* Staff are encouraged to read the following guidelines. It is the responsibility of all staff to familiarise themselves with the following:

*Children First National Guidelines for the Protection and Welfare of Children, 2011*

* The DLP will provide all staff members with copies of this policy.

**Guidelines for teachers and staff members in handling Disclosures from children**

Where a child discloses alleged abuse to a staff member, the person receiving that information should listen carefully and supportively. Great care must be taken not to abuse the child’s trust. **This should not be a formal interview.**

The following guidelines will be adhered to:

* Listen to the child.
* Do not ask leading questions or make suggestions to the child.
* Offer reassurance but do not make promises.
* Do not stop a child recalling significant events. Allow the child to speak.
* Do not over-react.
* Confidentiality should not be assured – explain that further help may have to be sought.
* Record the discussion accurately noting:
* *What, where and when?*
* *Descriptions and possible sketches of physical injuries.*
* *Explanations of injuries using direct quotations where possible.*
* Retain the record securely.
* The staff member should obtain only necessary relevant facts. It is not the responsibility of school personnel to investigate allegations of abuse.
* The DLP should then be informed and given relevant records.
* If the suspected abuser is the DLP then the suspicion and any records will be passed on to the Chairperson of the Board of Management who will proceed as per guidelines.

**Suspicions of Abuse**

* Staff members who suspect abuse should refer to Children First National Guidelines for the Protection and Welfare of Children 2011 especially

- *Chapter 2: Definition & Recognition of Child Abuse*

*- Chapter 3: Basis for Reporting and Standard Reporting Procedures*

*- Chapter 4: Roles and Responsibilities of Organisations & Personnel working with children*

*- Part IV: Special considerations*

* Staff members should observe and record over time, the dates, signs, symptoms and behaviour causing them concern.
* They should inform the DLP and pass on all record.

**2.3 Role of the Designated Liaison Person (DLP)**

* The DLP acts as a liaison with outside agencies, HSE, Gardaí and other parties regarding child protection concerns
* The DLP will inform all school personnel of the availability of the Child Protection Guidelines and Procedures, DES and Children First Guidelines in the school. She/he will circulate the DES guidelines and photocopy/circulate this revised policy to all staff. The Children First guidelines will be available to all staff from the school office.
* The DLP will be available to staff for consultation regarding suspicions, allegations or disclosures of abuse. She/he will keep records of these consultations.
* The DLP will seek advice from the HSE regarding whether to formally report a staff members concerns or not.
* The DLP will report allegations (on a standard report form directly from Children & Family Services at www.hse.ie/eng/services/Find-a-Service\_and\_Family\_Services /childrenfirst/from [www.hse.ie/go/childrenfirst](http://www.hse.ie/go/childrenfirst) or [www.worriedaboutachild.ie](http://www.worriedaboutachild.ie)) disclosures and suspicions of child abuse to the HSE or/and Garda Síochána based on this advice.
* It is not within the remit of the role of the DLP, to investigate allegations or suspicions of child abuse. This is the role of the appropriate authorities. The DLP will act in good faith depending on the advice received from the HSE.
* The DLP will maintain proper records in a secure, confidential manner and in a secure location.
* The DLP will keep up to date on current developments regarding child protection.

**Guidelines for the DLP in handling concerns and disclosures**

* Where the DLP/Deputy DLP have been approached by a staff member with concerns about a child, but are not sure whether to formally report the matter to the HSE, they should seek appropriate advice. To do this the DLP/Deputy should make informal contact with the on call Social Worker. The DLP/Deputy DLP in this case, should be explicit that she/he is requesting advice and not making a report. If advised to report the matter, the DLP will act on that advice.
* A report will then be made by the DLP/Deputy, to the HSE, either in person or by telephone and/or in writing. In the event of an emergency or non-availability of HSE staff, the report should be made to the Gardaí. The DLP should also report the matter to the Chairperson of the Board of Management, who should then follow the procedures as outlined in Chapter 3 of Children First National Guidelines for the Protection and Welfare of Children, 2011.
* A reporting form will be completed by the DLP/Deputy, as comprehensively as possible.
* Parents/guardians will normally be informed that a report is being made. It may be decided that informing the parent/carer is likely to endanger the child or place the child at further risk. The decision not to inform the parent/carer should be briefly recorded together with the reasons for not doing so.
* If an allegation is made against the DLP, the Chairperson of the Board of Management then assumes responsibility for reporting the matter to the HSE and filling in the standard reporting form.
* Where there are allegations or suspicions of Peer Abuse the DLP will follow the same procedures:
* Parents of all parties will be notified and the DLP will inform the Chairperson of the Board of Management
* Principal and class teachers will make arrangements to meet separately with all parents, to resolve the matter.
* The school will make arrangements to minimise the possibility of the abusive behaviour recurring.

**3.0 Child Protection Meetings / Case Conferences**

* Any request will be made from the HSE through the DLP who will consult with the Chairperson of the Board of Management. The Chairperson of the Board of Management may seek clarification through the DLP as to why the attendance of the school employee is necessary and to ascertain who else will be present.
* The school employee will be advised if children/parents/guardians are going to be present. The school employee may contact the Chairperson of the Board of Management of the Child Protection Meeting for advice.
* The school employee will keep a child’s behaviour under closer observation, if requested to do so. This may include observing the child’s behaviour, peer interactions, school progress or informal conversations.
* Teachers attending a child protection meeting/case conferences will familiarise themselves with the appropriate guidelines for attending such meetings.

**4.0 Organisational Implications**

School procedures already in place and new procedures being put in place will be examined with reference to the Children First Guidelines 2011 and any Child Protection issues that may arise will be addressed. The school’s Code of Behaviour has been addressed prior to this review.

**Accidents**

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, accidents will happen. Accidents will be noted in the Incident Book in the staff room.

**Attendance**

School attendance will be monitored as per the school attendance policy. With regards to child protection, particular attention will be paid to trends in non-attendance. Non-attendance will also be monitored in correlation with signs of neglect/physical/emotional abuse. Mr. Buckley will monitor school attendance.

**Behaviour**

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under the school Code of Behaviour. If an incident occurs which is considered to be of a sexualised nature, the DLP will be notified. The DLP will record it and respond to it appropriately.

**Bullying**

Bullying behaviour will be addressed under our school’s Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive then the matter will be referred to the DLP.

**Communication**

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns, they will be listened to sympathetically by staff. The SPHE/Oral Language/Goodness Me-Goodness You programmes allow for open pupil/teacher communication, which is hoped will aid the pupil/teacher relationship. Normally, staff should not be alone in the classroom with one child or detain a child on their own after school. However, some circumstances require one-to-one teaching e.g. in the case of special needs pupils where resource hours and assistance are sanctioned on an individual basis. It is school policy that staff in such a situation should work with the classroom door open or within view of the glass area of the classroom door, thus rendering the occupants visible at all times. Where possible, children should work in groups.

**Induction of Staff**

All new teachers and ancillary staff will be informed of the Child Protection Policy and Children First Guidelines, 2011. A copy of this policy will be given to all new teachers and ancillary staff. All new teachers are expected to teach the designated SPHE objectives for their class. The Principal is responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives. The Deputy Principal is responsible for ensuring that new teachers know how to fill in the roll book correctly and informing the teacher of record keeping procedures within the school.

**Induction of Pupils**

During the induction meeting all parents will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. All new parents are given a copy of the school’s enrolment policy, which outlines the procedures parents and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter. Parents are encouraged to make an appointment with the class teacher/principal if they wish to discuss their child’s progress. A list of all school policies are available to parents.

**Record Keeping**

Teachers will keep each child’s file updated with results of assessments carried out, dates and details of meetings with parents and notes from parents. Each pupil’s file will be kept in the school office. Roll books will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend the school will be kept in a filing cabinet in the school until the pupil is 21 years old .

**Supervision**

There is comprehensive supervision of children at all breaks and before and after school.

**Swimming**

Children will be brought by bus to the swimming pool. Children will line up in an orderly manner for the bus. All adults, supervising swimming lessons will be Garda vetted, will act in ‘loco parentis’ and as such will act as prudent parents in helping children to return to school as dry as possible.

**Visibility**

Teachers will ensure that children are visible in the school playground. The school office will be used for pupils who need to sit-out during break time. The door will remain open at all times while they are being supervised. Pupils are not to leave the school playground or to engage with adults who are outside of the school fence.

**Visitors**

Teachers on playground duty will be aware of visitors entering the school playground and will ascertain their intentions. They will either take a message or call for the school principal.

**5.0 Curriculum Implications**

**Introduction**

In Scoil Aonghusa Community N.S. all children under our care are cherished and in fulfilling the general aims of the Primary Curriculum we will:

* *Enable the child to live a full life as a child and to realise his or her potential*
* *Enable the child to develop as a social being through living and co-operating with others and so contribute to the good of society*
* *Prepare the child for further education and lifelong learning*

In endeavouring to realise these aims, we will create a positive school climate which is open, inclusive, respectful, fair, democratic and tolerant and which seeks to support the holistic development of all children and all adults working with our children. The strategies we will use to create this environment are detailed in our SPHE Plan and will involve:

* Creating a health promoting physical environment
* Enhancing self-esteem
* Fostering respect for diversity
* Building effective communication within the school
* Developing appropriate home-school communication
* Catering for individual needs
* Developing democratic process
* Fostering inclusive and respectful language

We strive to ensure that our school will be physically and emotionally safe and we will deliver the curricular content of our SPHE programme with a view to giving our children the protective skills of self-esteem and assertiveness. The circle time methodology will be adopted throughout the school. Co-operative interpersonal skills will be developed through working in pairs and working in groups. Older children will be encouraged to work positively and skills in negotiation, building consensus and managing conflict will be developed.

**Junior and Senior Infants**

Infant teachers will teach content objectives as laid out under the 10 strand units in our SPHE programme. They are:-

* Self identity
* Taking care of my body
* Growing and changing
* Safety and protection
* Making decisions
* Myself and my family
* My friends and other people
* Relating to others
* Developing citizenship

It is believed that the above listed strand units would enable children to develop assertiveness, body integrity, skills relating to self-care, respect for others, identification of feelings and skills necessary to recognise and disclose abuse. The SPHE programme will be supported using Walk Tall resources, Follow-Me programme and Stay Safe resources in the school.

**1st& 2nd classes**

Implementation of the SPHE programme, to first and second classes, as laid out under the 10 strand units named above will enable the children to develop skills, knowledge and attitudes pertaining to self-esteem, esteem for others and the environment and skills pertaining to self-care and disclosure. Healthy eating, information on substance use and anti-bullying awareness will be introduced.

The SPHE programme will be supported by using the Walk Tall resources, Follow-Me programme and the Stay Safe Programme.

**3rd and 4th classes**

An SPHE programme will again be implemented according to the 10 strand units. Knowledge, skills and attitudes developed in previous classes will be built on. Children will be enabled to develop intra-personal skills and inter-personal skills. As children mature, they will be challenged to develop their decision making skills. They will be encouraged to develop self-protection skills pertaining to smoking and alcohol. Peer pressure and the influence of the media will also be examined. The development of self-esteem, esteem for others, assertiveness, awareness of feelings, and skills around self-protection and disclosure will underpin teaching.

The SPHE programme will be supported by the use of Walk Tall resources, RSE materials and the Stay Safe programme.

**5th and 6th classes**

The SPHE programme will be implemented according to the curricular objectives as laid out under the 10 strands in the SPHE Curriculum. Skills, knowledge and attitudes developed in earlier classes will be enhanced. Children will continue to develop self-awareness and positive attitudes to themselves, others, their environment and the wider world in which they live. Self protection and respect for others will be fostered, decision making skills developed, peer influence and media bias examined. Knowledge in relation to legal and illegal drugs and the prevention of substance misuse will be further developed. Children will be enabled to develop good group-building skills, anti-bullying awareness and conflict resolution skills. Self-protection will be emphasised and protection of younger, less able people. Positive attitudes to sexuality will be developed and respect for self and others fostered (see RSE policy).

The SPHE programme will be supported by the use of the Walk Tall materials, RSE resources and Stay Safe resources.

**Success Criteria**

We will evaluate the success of this policy using the following criteria:

* Delivery and participation by all staff in training
* Delivery of the SPHE curriculum
* Resources to support the delivery of SPHE
* Delivery and participation by children in the Stay Safe Programme
* Assessment of these procedures by participants following any child protection case
* Feedback from all staff

**Timeframe for Implementation**

These procedures will be implemented following ratification by the Chairperson of the Board of Management/Principal.

**Timeframe for Review**

At the first staff meeting of every year, the DLP will remind all teachers of the guidelines and copies of The Children First Guidelines 2011 will be given to those who require them.

A review will be conducted based on the criteria above, following any and all incidents when the guidelines are used.

**Responsibility for Review**

Chairperson of the Board of Management, DLP/Principal and all Staff

**Ratification and Communication**

This policy was ratified by the Chairperson of the Board of Management, Mr Liam Ahern and arrangements were made to communicate this to all parents.

**Child Protection Policy of Scoil Aonghusa Community National School**

The Chairperson of the Board of Management/Principal recognise that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school’s policies, practices and activities. Accordingly, in accordance with the requirements of the Department of Education and Skills’ Child Protection Procedures for Primary and Post Primary Schools, the Chairperson of the Board of Management/Principal of Scoil Aonghusa Community National School have agreed the following Child Protection Policy:-

1. The Chairperson of the Board of Management/Principal have adopted and will implement fully and without modification the Department’s Child Protection Procedures for Primary and Post Primary Schools as part of this overall Child Protection Policy.

2. The Designated Liaison Person (DLP) is Mr Catherine Fleming.

3. The Deputy Designated Liaison Person (Deputy) is Mrs Kealan Buckley.

4. In its policies, practices and activities, Scoil Aonghusa Community National School will adhere to the following principles of best practice in Child Protection and Welfare:

The school will:

* Recognise that the protection and welfare is of paramount importance, regardless of all other considerations;
* Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
* Adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
* Develop a practice of openness with parents and encourage parental involvement in the education of their children; and
* Fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any pupil with a special vulnerability.

5. School policies:-

Specific policies named hereunder are key elements of this overall document and must be referred to in the context of this policy:

* Attendance
* Enrolment
* Code of Behaviour
* Bullying
* Health & Safety
* Special Education
* Critical Incidents

The Chairperson of the Board of Management/Principal have ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items.

6. This policy will be made available to school Personnel and the Parents’ Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the patron if requested.

7. Scoil Aonghusa Community National School will undertake an annual review of its Child Protection Policy and its implementation by the school. A checklist, to be used in undertaking the review (included at **Appendix 1).** The school has put in place an action plan to address any areas for improvement which might be identified in the annual review. The Board of Management shall make arrangements to inform school personnel that the review has been undertaken. Written notification that the review has been undertaken shall be provided to the Parent Association. A record of the review and its outcome shall be made available, if requested, to the patron and the DES.

**Ratification of Policy**

This policy will be reviewed by the School Management once in every school year. The Chairperson of the Board of Management/Principal will give a briefing to staff each year on any updates and/or changes to the policy.

This policy was reviewed by the Chairperson of the Board of Management on 26.10.17

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of the Board of Management Principal

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of next review:** September 2018

The Board further endorses the Principal, Catherine Fleming, as the school DLP and Kealan Buckley as Deputy DLP.

On behalf of the Board of Management:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairperson of the Board of Management)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix 1: Checklist for Annual Review of the Child Protection Policy**

The Chairperson of the Board of Management must undertake an annual review of its Child Protection Policy and the following checklist shall be used for this purpose.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list. The Chairperson of the Board of Management may wish to include other items in the checklist that are of particular relevance to Scoil Aonghusa Community National School and reserves the right to do so if/when the need occurs.

|  |  |  |  |
| --- | --- | --- | --- |
|  | As part of the overall review process, the Chairperson of the Board of Management should also assess other school policies, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school’s Child Protection policy | YES | NO |
|  | Has the Chairperson of the Board of Management formally adopted a child protection policy in accordance with the ‘Child Protection Procedures for Primary and Post Primary Schools’? | YES | NO |
|  | As part of the school’s child protection policy, has the Chairperson of the Board of Management formally adopted, without modification, the ‘Child Protection Procedures for Primary and Post Primary Schools’? | YES | NO |
|  | Are there both a DLP and a Deputy DLP currently appointed? | YES | NO |
|  | Are the relevant contact details (HSE and An Garda Síochána) to hand? | YES | NO |
|  | Has the DLP attended available child protection training? | YES | NO |
|  | Has the Deputy DLP attended available child protection training? | YES | NO |
|  | Have any members of the Board attended child protection training? | YES | NO |
|  | Has the school’s child protection policy identified other school policies, practices and activities that are regarded as having particular child protection relevance? | YES | NO |
|  | Has the Chairperson of the Board of Management ensured that the Department’s ‘Child Protection Procedures for Primary and Post Primary Schools’ are available to all school personnel? | YES | NO |
|  | Does the Chairperson of the Board of Management have arrangements in place to communicate the school’s child protection policy to new school personnel? | YES | NO |
|  | Is the Chairperson of the Board of Management satisfied that all school personnel have been made aware of their responsibilities under the ‘Child Protection Procedures for Primary and Post Primary Schools’? | YES | NO |
|  | Since the Chairperson of the Board of Management’s last annual review, was the Board informed of any child protection reports made to the HSE/An Garda Síochána by the DLP? | YES | NO |
|  | Since the Chairperson of the Board of Management’s last annual review, was the Board informed of any cases where the DLP sought advice from the HSE and as a result of this advice, no report to the HSE was made? | YES | NO |
|  | Is the Chairperson of the Board of Management satisfied that the child protection procedures in relation to the making of reports to the HSE/ An Garda Síochána were appropriately followed? | YES | NO |
|  | Were child protection matters reported to the Chairperson of the Board of Management appropriately recorded in the management meeting minutes?  | YES | NO |
|  | Is the Chairperson of the Board of Management satisfied that all records relating to child protection are appropriately filed and stored securely? | YES | NO |
|  | Has the Chairperson of the Board of Management ensured that the Parents’ Association has been provided with the school’s child protection policy? | YES | NO |

**Appendix 2: Reporting of Concerns**

If a member of staff receives an allegation or has a suspicion that a child may have been abused or neglected, or is being abused or neglected, or is at risk of abuse or neglect he/she shall, without delay, report the matter to the Designated Liaison Person.

If the allegation or suspicion of abuse concerns the DLP, the member of staff may report directly to the Chairperson of the Board of Management oooor

Designated Liaison Person

Or

Deputy Designated Liaison Person

Chairperson of the Board of Management/Board of Management

HSE/An Garda Síochána

**Action to be taken by school personnel**

If a member of staff receives an allegation or has a suspicion that a child may have been abused or neglected, or is being abused or neglected, or is at risk of abuse or neglect he/she shall, without delay, report the matter to the Designated Liaison Person in that school. A written record of the report shall be made and placed in a secure location by the DLP. The need for confidentiality at all times, as previously referred to in section 1.9 of these procedures, shall be borne in mind. The supports of the school shall continue to be made available to the child.

 Where the allegation or concern relates to the DLP, the staff member shall, without delay, report the matter to the Chairperson of the Board of Management or, in schools where the VEC is the employer, to the CEO of the VEC concerned. In such cases, the Chairperson or CEO, as appropriate, shall assume the role normally undertaken by the DLP and shall follow the procedures for dealing with the allegation or concern.

**Action to be taken by the Designated Liaison Person**

In cases where there are concerns about a child, but the Designated Liaison Person is not sure whether to report the matter to the HSE, the DLP shall seek advice from the HSE Children and Family Services. In consulting the HSE, the DLP shall be explicit that he/she is requesting advice and consultation and that he/she is not making a report. At this informal stage the DLP need not give identifying details.

If the HSE advises that a report should not be made, the DLP shall as soon as possible inform the Board of Management of this fact. In the interest of protecting the anonymity of the child, no details of the case should be disclosed to the Board of Management unless there are issues which need to be addressed directly by the Board of Management.

If the HSE advises that a report should be made, the DLP shall act on that advice. In all cases the DLP shall retain a record of the consultation with the HSE, which will note the date, the name of the HSE official and the advice given.

 If the DLP is satisfied that there are reasonable grounds for the suspicion or allegation he/she shall report the matter to the HSE immediately.

 It may be useful to note:

(a) A report shall be made to the HSE either in person, by phone or in writing. Each HSE area has a social worker on duty for a certain number of hours each day. The HSE Children and Family Services are available to meet with, or talk on the telephone to, persons wishing to report child protection concerns.

(b) It is generally most helpful if persons wishing to report child abuse concerns make personal contact with the HSE Children and Family Services. This will facilitate the duty social worker in gathering as much information as possible about the child and his or her parents/carers.

 (c) In the event of an emergency, or the non-availability of HSE staff, the report shall be made to An Garda Síochána. This may be done at any Garda Station.

It is recommended that all reports shall include as much as possible of the information sought in the Standard Reporting Form as outlined in section 3.5 of Children First – ‘Information required when making a report’. In the case of any report (whether made initially in person, by phone or in writing to either the HSE or An Garda Síochána) the Standard Reporting Form shall be completed and forwarded to the HSE as soon as possible thereafter.

Although all information requested might not be available to the person making a report, the forms shall be completed as comprehensively as possible. When such a report is being made to the HSE, the Board of Management shall be informed. Any DLP who is submitting a report to the HSE or An Garda Síochána should inform a parent/carer unless doing so is likely to endanger the child or place the child at further risk. A record shall be made of the information communicated to the parent/carer. A decision not to inform a parent/carer shall be briefly recorded together with the reasons for not doing so.

The DLP shall immediately, or as soon as possible thereafter, inform the Board of Management that a report involving a child in the school has been submitted to the HSE. In the interest of protecting the anonymity of the child, no details of the report should be disclosed to the Board of Management unless there are issues which need to be addressed directly by the Board of Management.

Where the HSE advises that a report should not be made, the DLP shall inform the Board of Management of this fact. Once again, in the interest of protecting the anonymity of the child, no details of the case should be disclosed to the Board of Management unless there are issues which need to be addressed directly by the Board of Management

Any information or details that might identify a child should not be recorded in the minutes of Board of Management meetings.

If the DLP decides that the concerns of the member of staff should not be reported to the HSE, the member of staff shall be given a clear statement, in writing, as to the reasons why action is not being taken. The member of staff should also be advised that, if he/she remains concerned about the situation, he/she is free to consult with or report to the HSE (section 3.8.1 of Children First refers). He/she should use the Standard Reporting. It is essential that, at all times, the matter be treated in the strictest confidence and not discussed except among the parties mentioned above.

Where a child transfers from or leaves a school (including transfers from primary to post-primary) and where the DLP is aware that a child protection report relating to that child has been made to the HSE in the past, the DLP should inform the HSE of the child’s transfer/move. **Child Protection Contacts**

**Designated Liaison Person**

Catherine Fleming

087 1474329

**Deputy DLP**

Kealan Buckley

**Garda Station**

Telephone:

(022) 31450

Address:

Mallow Garda Station, Bowling Green, Mallow, Co. Cork.

**Local Contact For**

**North Cork Duty Social Work Team**

Telephone:

(022) 54100

Address:

North Cork Social Work Department, 134 Bank Place, Mallow, Co Cork