

# *Le Chéile ETNS Child Protection Policy*

## *Introduction*

The following policy followed on from a review of our current Child Protection Policy in Oct 2012

The BOM of Le Chéile ETNS has adopted the

- *Child Protection Procedures for Primary and Post Primary Schools (DES 2011)*  
(Circular 0065/2011)
- *Children First : National Guidance for the Protection and Welfare of Children (2011)*

in relation to child protection and welfare.

This policy is an outline of how Le Chéile ETNS proposes to implement these guidelines in order to ensure the protection and welfare of all children attending our school.

Le Chéile ETNS seeks to help the children to grow and develop into healthy, confident, mature 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 understanding and respect and their concerns will be addressed.

## *Aims*

- To promote the welfare of all the pupils in our care
- To develop awareness and responsibility in the area of child protection amongst the whole school community.
- To ensure that the entire school community (including teachers, SNAs, secretary, caretaker, pupils, parents/guardians, volunteers etc.) are aware of and familiar with the 'Children First' and the DES guidelines and procedures in relation to reporting concerns and /or disclosures of child abuse in all its forms – emotional, physical, sexual and neglect.
- To put in place procedures for good practice in protecting all children and school personnel
- To identify curricular content and resources that contribute to the prevention of child abuse and to enable children to properly deal with abuse if it occurs.

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

- The Board of Management has appointed Fiona Rock as the Designated Liaison Person (DLP) in Le Chéile ETNS to have specific responsibility for child protection.
- Rosemary Mc Gonagle has been appointed as Deputy DLP to take the place of the DLP if he/she is unavailable for whatever reason.
- The position of DLP will be addressed at the first meeting of each new Board of Management. The DLP will continue to act as such until such time as he/she is replaced by the BOM for whatever reason.

## *Roles and Responsibilities*

- (A) The Board of Management has primary responsibility for the care and welfare of their pupils.  
(B) All staff have a general duty of care to ensure that arrangements are in place to protect children from harm.  
(C) The DLP has specific responsibility for child protection in the school.

#### *A. Role of the Board of Management*

- 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
- Conduct an annual review of the Child Protection Policy (Circular 0065/2011: Appendix 2)

Specifically they will:

- Appoint a DLP and deputy DLP.
- Have clear procedures for dealing with allegations or suspicions of child abuse (See below)
- 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 one of the school's employees which have been reported to the Health Service Executive (HSE) or Gardaí (See Appendix 1) (Ref: p30 -34 Child Protection procedures for Primary and Post Primary Schools 2011)
- To decide on teachers' attendance at child protection meetings/case conferences and to advise teachers before attending such meetings/conferences.
- Ensure that all staff members, BOM members and PTA committee have a copy of The Child Protection Policy
- Ensure that parents are informed about and have access to a copy of Child Protection Policy

#### *B. Role of the Staff Members (Teachers, SNAs, Caretaker, Secretary ...)*

- All staff have a general duty of care to ensure that arrangements are in place to protect children from harm
- It is the responsibility of all staff members to familiarise themselves with the guidelines.
  - *Child Protection Procedures for Primary and Post-Primary Schools (DES 2011)*  
*See Circular 0065/2011*
  - *Children First National Guidance for the Protection and Welfare of Children, 2011, especially*
    - *Chapter 2 Definition & Recognition of Child Abuse*
    - *Chapter 3 Basis for Reporting & Standard Reporting Procedures*
    - *Appendix 1 Signs and Symptoms Of Child Abuse*

All information regarding concerns of possible child abuse should only be shared on a need to know basis in the interests of the child and be restricted to persons who have a legitimate involvement in dealing with the issue

Guidelines for teachers and staff members in handling -

#### *(1) 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 advice is offered:

- 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.

- 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 if appropriate.*
- 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, dated and signed by the person making the report
- If the suspected abuser is the DLP then the suspicion and any records will be passed on to the Chairperson who will proceed as per guidelines.

*(2) Suspicions of Abuse*

- Staff members who suspect abuse should refer to Children First National Guidance for the Protection and Welfare of Children, 2011 (Appendix 3- Signs and symptoms of abuse)
- Staff members should observe and record over time the dates, signs, symptoms, behaviour causing them concern.
- They should inform the DLP and pass on all records.

*C. Role of the Designated Liaison Person (DLP)*

- The DLP acts as a liaison with outside agencies, HSE, Gardaí and other parties with child protection concerns
- The DLP will inform all school personnel of the availability of the Child Protection Procedures for Primary and Post Primary Schools, DES (2011) and Children First: Guidance for the Protection and Welfare of Children (2011) in the school.
- The DLP will be available to staff for consultation regarding suspicions or disclosures of abuse. S/he will keep records of these consultations.
- The DLP will seek advice from the HSE.
- The DLP will report suspicions and allegations of child abuse to the HSE or/and An Garda Síochána based on this advice.
- 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 reported concerns and disclosures

- Where the DLP/Deputy DLP have concerns about a child, but are not sure whether to report the matter to the HSE, they should seek appropriate advice. To do this the DLP/Deputy should make informal contact with the assigned (on duty) Social Worker. The DLP/Deputy in this case, should be explicit that s/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 to the HSE by the DLP/Deputy in person, by telephone or in writing. In the event of an emergency or non-availability of HSE staff, the report should be made to the Gardaí. A child should not be left in a dangerous situation pending health Board intervention.

- The DLP/Deputy 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.
- 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, which is included at Appendix 4 of Child Protection Procedures for Primary and Post Primary Schools, shall be completed and forwarded to the HSE as soon as possible thereafter.
- Parents/guardians will normally be informed that a report is being made. A record shall be made of the information communicated to the parent/carer. 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.
- When the allegation is against the DLP, the chairperson 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.
  - 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.

#### Guidelines for the DLP in the case of Child Protection Meetings/Case conferences

- A request is made from the HSE through the DLP who should consult with the Chairperson of the B.O.M. of the school. The Chairperson may seek clarification through the DLP as to why the attendance of the school employee is necessary and ascertain who else will be present.
- The school employee may complete a report for the meeting/conference. (See Appendix 4, Child Protection Procedures for Primary and Post Primary Schools, DES 2011).
- The school employee will be advised if children/parents/guardians are going to be present. The school employee may contact the Chairperson of the Child Protection Meeting for guidance.
- The school employee may 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.
- In all cases, individuals who refer or discuss their concerns about the care and protection of children with HSE staff, should be informed of the likely steps to be taken by the professionals involved. Where appropriate and within the normal limits of confidentiality, reporting staff will be kept informed about the outcomes of any enquiry or investigation following on from their report
- Teachers attending a child protection meeting/case conference should familiarise themselves with the protocol outlined on pg 34 of Children First : National Guidance for the Protection and Welfare of Children, 201 and pgs. 26 -28 Child Protection Procedures for Primary and Post Primary Schools, (DES 2011)

**Organisational Implications : Policies, Practices & Activities in Le Chéile ETNS**

The staff and BoM of this school have identified the following as areas of specific concern in relation to Child Protection. Following discussion and consultation, the staff and Board of Management have agreed that the following practices be adopted:

- Physical contact between school personnel and the child should always be in response to the needs of the child

While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness:

- It is acceptable to the child
- It is open and not secretive
- The age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do for themselves.

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours
- Physical punishment of any kind
- Sexually provocative games or suggestive comments about or to a child
- The use of sexually explicit or pornographic material

All media products (CDs, DVDs, Use of internet etc.) should be checked for their appropriateness with regard to age and suitability.

In its policies, practices and activities, Le Chéile Educate Together 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 of children 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 following policies are particularly relevant to this Child Protection Policy:

- Behaviour Policy
- Anti-bullying Policy
- Pupil Attendance Policy
- Supervision of Pupils Policy
- Special Needs Policy
- Critical Incident Policy
- SPHE Policy
- Relationships & Sexuality Policy / Stay Safe Programme Policy
- Religious Values Education Policy
- Mobile Phone/Electronic Device Policy
- Data Protection Policy
- Physical Education Policy
- School Tours / Outings Policy
- IT Policy

### Curriculum Implications

In Le Chéile all children are valued 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 SPHE programme will be supported by the use of the Walk Tall materials, RSE resources, Stay Safe resources.

### Pupils with Special Educational Needs

In the case of special needs pupils where resource hours and assistance are sanctioned on an individual basis staff will work with children in SEN rooms (with glass panels clear) rendering the occupants visible at all times.

Work being carried out by Special Needs Assistants will be carried out under the direction of the class teacher in an open environment.

Children with physical disabilities, who may require assistance in toileting matters, may be aided by a Special Needs Assistant / Teacher who has met the necessary screening requirements when being employed by the school. Parents/guardians will be consulted with regarding this assistance.

### Intimate care needs

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, Principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. This is in keeping with best practice, keeps the best interests of the child to the fore and maintains the child's personal dignity.
- The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff member involved is absent. A written copy of what has been agreed will be recorded, kept in the child's file and communicated to all parties involved
- Two members of staff will be present when dealing with intimate care/toileting needs of a special needs child. Any deviation from the agreed procedure will be recorded and notified to the Principal and the parents/guardians.

### Toilets

It is school policy that two children (one male, one female) are permitted to enter the toilet area in the classroom at a time. Children who need to use the toilet during yard time must seek the permission of the teacher on yard. In the Junior and Middle Yard they are accompanied by two Yard Buddies (Pupils from 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> classes) to the toilet (Hall Area- Junior Yard ; Room 6 - Middle Yard, a maximum of 4 children at a time). The buddies remain at the entrance door (in Hall area) and classroom door (Room 6). On the Senior yard children go in pairs to the toilet (one pair at a time) to Room 4.

### Toileting accidents

Clean underwear and suitable clothing will be kept in the school so that if a pupil has an 'accident' of this nature, they will in the first instance be offered fresh clothing into which they can change. A supply of sanitary towels will also be kept in the school.

If the pupil for whatever reason cannot clean or change her/himself, members of staff familiar to the child may assist the child. In all such situations, two members of staff should be present. Class teacher will communicate this to parents and guardians and in the case of (B) to the principal.

(A) If a child has a wetting accident during the school day a staff member may assist them change into dry clothes. Before assisting the child the staff member will inform a second staff member and the second person will remain in the room adjoining the toilet area. Alternatively (should privacy be needed for the child), the child may be taken to the Hall Area/Disabled Toilet.

(B) It is school policy to call a Parent/Guardian if a child soils themselves in school and requires intimate care. In the unlikely event of failing to make contact staff will follow the procedures as for (A) above. Soiled clothes will be sent home unclean in a sealed bag. All accidents of this nature will be reported to the Principal and Parents/Guardians.

### Accidents

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book (in Principal's office) and will be addressed under our accident policy as part of Health and Safety.

### Attendance

School attendance is monitored carefully and good attendance encouraged. With regards to child protection we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse. The parents/guardians will be informed of any concern relating to a child's attendance. Children who miss 20 days or more will be reported to the NEWB in accordance with legislation.

### Behaviour

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Behaviour Policy. If an incident occurs which we consider to be of a sexualised nature the DLP will be notified, who will record it and respond to it appropriately.

### Bullying

Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexual or abusive nature then the matter will be referred to the DLP.

### Children travelling in staff cars

A staff car will be used to transport a child or children only in emergency or exceptional cases and two adults will accompany the child/children at all times.

### Communication

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/RVE programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open or request a colleague to attend.

### Induction of Staff

The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Procedures, DES, 2011 and Children First : National Guidance for the Protection and Welfare of Children, 2011. All new teachers are expected to teach the designated SPHE objectives for their class.

### Induction of Pupils

All parents and children 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 & Learn Together. 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. All parents are given a copy of the school's Behaviour and Anti-Bullying policies.

### Supervision

The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota will be displayed in the administration area/staff room to cover morning and lunchtime breaks. See Supervision Policy for agreed rules around break times.

### Swimming

Children will be brought by bus to the swimming pool. Children will be supervised, at all times, by school staff, including in the dressing rooms. The school has, on file, a copy of Aura's (Swimming Pool) Child Protection Policy.



### Changing for Sports/Events etc

Pupils will be expected to dress and undress themselves for games e.g. GAA. Where assistance is needed this will be done in the communal area and with the consent of parents. Under no circumstances will members of staff/volunteers be expected to or allowed to dress/undress a child in a private area. In such situations where privacy is required, the parents/guardians of the child will be asked to assist the child.

### School Tours/Trips

School staff accompanying children on school tours/trips (including after school sporting events) will deliver a duty of care commensurate with the trip/venue. The higher the risk factors the lower the ratio of teacher/responsible adult to children. Hired buses/vehicles must provide safe transportation and a functioning seatbelt for every child/adult and car seats if in car transport.

### School Volunteers

The BOM has requested that all adult school volunteers apply to be vetted.

### Visibility

In the event that teachers find themselves on their own in a classroom with a child, they should ensure they are visible by having window blinds open, classroom door panel clear to view through and/or door open.

Teachers will ensure that children are visible in the school playground. At break times children will not be allowed to spend time in classrooms, toilets or areas where they would not be under adult supervision. They are not to leave the school playground or to engage with adults who are outside of the school playground.

### Visitors

All scheduled/unscheduled visitors to the school are expected to report to the office on arrival.

The drop-off/pick-up of children throughout the teaching day will be processed through the school office. The school must be notified in advance, in writing, if anyone other than the parent is collecting the child and if there are any changes to pick up arrangements.

Visitors/Guest speakers should never be left alone with pupils. The school (principal/ teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use is appropriate and in line with the relevant school policies.

### Review and Monitoring

This policy will be monitored and reviewed by the BOM on an annual basis and when the need arises. A review will be conducted following any and all incidents when the guidelines are used. At the first staff meeting of every year the DLP will remind all teachers of the Children First ; National Guidance for the Protection and Welfare of Children(2011) and the Child Protection Procedures for Primary and Post Primary Schools 2011.

### Ratification and Communication

Parents may access a copy of the policy, which is kept in the Principal's office, at any time. It can also be viewed on the school website. Each staff member should have a hard copy of the policy.

This policy was ratified by the B.O.M. on \_\_\_\_\_

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

## Appendix 1

### *Allegations or Suspicions Re School Employees*

The most important considerations for the Chairperson, Board of Management and DLP is the safety and protection of the child. The Board of Management also has a duty and responsibility in respect of its employees. School employees may be subject to erroneous or malicious allegations. Therefore any allegation of abuse or neglect shall be dealt with sensitively, and support, including counselling, should be provided for staff where necessary. The employee shall be treated fairly which includes the right not to be judged in advance of a full and fair enquiry.

As employers the Board of Management should always seek legal advice as the circumstances can vary from one case to another.

There are two procedures to be followed (Section 5, p30 Child Protection Procedures for Primary and Post Primary Schools.

#### *1. The Reporting Procedure*

- The DLP has responsibility for reporting the matter to the HSE

#### *2. The Procedure for dealing with the Employee*

- The Chairperson of the Board of Management has responsibility, acting in consultation with the Board, for addressing the employment issues.  
If the allegation is against the DLP, the Chairperson will assume the responsibility for reporting the matter to the HSE.

### **The Reporting Procedure**

When an allegation of abuse is made against a school employee, the DLP should immediately act in accordance with the procedures outlined in the Child Protection Procedures for Primary and Post Primary Schools ( 2011) – Section 4.2 p23 and Section 5.3.1 p31.

In the case of a disclosure made by a child a record is made as soon as possible, or if the child wishes, a written statement can be given. In the case of an adult making the allegation a written statement will be sought from this person. The DLP should always inform the Chairperson of the Board of Management.

School employees who receive allegations against another school employee, should immediately report the matter to the DLP. School employees who form suspicions regarding conduct of another school employee should consult with the DLP. The procedures outlined in Section 5.3.3- 4 of the Child Protection Procedures for Primary and Post Primary Schools ( 2011) will then be followed.

## **The Procedure for Dealing with the Employee**

The matter will be treated with the strictest of confidence and the identity of the employee shall not be disclosed other than as required under the procedures outlined in Child Protection Procedures for Primary and Post Primary Schools.

The procedures (in general terms) for dealing with an employee are outlined below. It is a requirement for the Board of Management to have in place a protocol so that in the event of the Chairperson, on receiving a report, deciding that ***immediate action*** is required. This protocol is outlined below.

When an allegation of abuse is made against a school employee the Chairperson should privately make the employee under suspicion aware of the following

- a. That an allegation has been made against him/her
- b. The nature of the allegation
- c. Whether or not the matter has been reported to the HSE/Gardai

The employee shall be given a copy of the written allegation and any other related documentation. The employee shall be offered an opportunity to respond to the allegation in writing to the Board of Management within a specified period and told this will be passed to the HSE/Gardai.

The priority in all cases is that no child will be exposed to unnecessary risk. Therefore, as a matter of urgency, the Chairperson should take any necessary protective measures. These measures should be proportionate to the level of risk and should not unreasonably penalise the employee in any way unless to protect the child.

If in the Chairperson's opinion, the allegations warrant immediate action, the Board of Management shall be convened to consider the matter. Advice may be sought from the HSE/Gardai. Following these consultations the Board of Management may decide that the nature of the allegation warrants immediate action, or they may ratify the action already taken by the Chairperson as outlined in the protocol outlined below (should this have occurred).

The Board of Management shall direct that the employee to absent himself/herself from the school with immediate effect. The principles of natural justice and fair procedures shall be applied.

The Board of Management shall maintain regular and close liaison with the HSE/Gardai and a decision on the position of the school employee shall be taken having due regard to the advice given to the employer by these authorities. Where the Board of Management has directed an employee to absent himself/herself from the school, such an absence would not imply any degree of guilt on the part of the school employee. Where such an absence is directed, the Department of Education and Skills shall immediately be contacted with regard to:

(a) formal approval for the payment of remuneration or ex-gratia payments in lieu of remuneration as appropriate, and

(b) Departmental sanction for the employment of a substitute teacher where necessary.

All matters relating to these issues will be treated with the strictest confidentiality.

The principles of due process and natural justice shall be adhered to at all times.

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

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## PROTOCOL

The following protocol is in place for authorising **immediate action** where there is a requirement for a staff member to be put on administrative leave.

This action is intended to be precautionary and not disciplinary.

*In the context of the procedures outlined in Child Protection Procedures for Primary and Post Primary Schools, where circumstances warrant it, as a precautionary measure in order to protect the children in the school and in accordance with the principles of natural justice and the presumption of innocence, the Chairperson of the Board of Management is authorised by the Board of Management to direct an employee to immediately absent himself/herself from the school without loss of pay until the matter has been considered by the employer.*

*The employee will be invited to a meeting with the chairperson, the purpose of which is to inform the employee of the allegation and the action being taken. The employee may be accompanied by an appropriate person of his or her choice and will be so advised.*

*In any event, the employee will also be advised of the matter, in writing.*

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## Appendix 2: Checklist for Annual Review of the Child Protection Policy

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. Individual Boards of Management may wish to include other items in the checklist that are of particular relevance to the school in question.

As part of the overall review process, Boards 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 Board formally adopted a child protection policy in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools'?                               |        |
| As part of the school's child protection policy, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools'?    |        |
| Are there both a DLP and a Deputy DLP currently appointed?  |        |
| Are the relevant contact details (HSE and An Garda Síochána) to hand?   |        |
| Has the DLP attended available child protection training?   |        |
| Has the Deputy DLP attended available child protection training?  |        |
| Have any members of the Board attended child protection training?   |        |
| Has the school's child protection policy identified other school policies, practices and activities that are regarded as having particular child protection relevance?            |        |
| Has the Board ensured that the Department's "Child Protection Procedures for Primary and Post Primary Schools" are available to all school personnel?                             |        |
| Has the Board arrangements in place to communicate the school's child protection policy to new school personnel?  |        |
| Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools'?     |        |
| Since the Board's last annual review, was the Board informed of any child protection reports made to the HSE/An Garda Síochána by the DLP?  |        |
| Since the Board'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? |        |
| Is the Board satisfied that the child protection procedures in relation to the making of reports to the HSE/ An Garda Síochána were appropriately followed?                       |        |
| Were child protection matters reported to the Board appropriately recorded in the Board minutes?  |        |
| Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?   |        |
| Has the Board ensured that the Parents' Association (if any), has been provided with the school's child protection policy?  |        |

|  | Yes/No |
|--|--------|
| Has the Board ensured that the school's child protection policy is available to parents on request?  |        |
| Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)  |        |
| Has the Board ensured that the SPHE curriculum is implemented in full in the school?   |        |
| Is the Board satisfied that the Department's requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *   |        |
| Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?* |        |
| Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*   |        |
| Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools' are being fully and adequately implemented by the school?   |        |
| Has the Board identified any aspects of the school's child protection policy and/or its implementation that require further improvement?   |        |
| Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's child protection policy and/or its implementation that have been identified as requiring further improvement ?                                   |        |
| Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's child protection policy have been adequately addressed?  |        |

\*In schools where the VEC is the employer the responsibility for meeting these requirements rests with the VEC concerned. In such cases, this question should be completed following consultation with the VEC.

Signed \_\_\_\_\_  
Chairperson, Board of Management

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date \_\_\_\_\_

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**Notification regarding the Board of Management's annual review of the child protection policy**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ wishes to inform you that:

- The Board of Management's annual review of the school's child protection policy was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the checklist set out in Appendix 2 of the Department's 'Child Protection Procedures for Primary and Post Primary Schools'

Signed \_\_\_\_\_  
Chairperson, Board of Management

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date \_\_\_\_\_