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## **Child Protection Policy**

### **Introductory Statement**

The staff and representatives of the school community planned this policy for the protection of the pupils of St. Michael's N.S. before presenting it to the Board of Management for ratification. A working group of parents and staff who have expertise in Social Work and who have received specialised training in Child Protection supervised the drafting of this policy.

### **Rationale**

The Board of Management of St. Michael's N.S. has adopted the Department of Education and Science Guidelines and Procedures for schools in relation to Child Protection and Welfare as required. This policy is an outline of how the staff and school community of St. Michael's N.S. proposes to implement these guidelines in order to ensure the protection and welfare of all children attending the school including staff or other personnel working within the school and other visitors to the school.

### **Philosophy**

The philosophy of St. Michael's N.S. is to educate pupils in a friendly atmosphere and to develop high standards of social and moral behaviour. An opportunity is provided for each child to reach his/her full potential and to develop the capacity to think clearly, creatively and

critically. Parents are encouraged to get to know and understand what is happening within the school through contact and discussion with the Principal and members of staff and to take advantage of the opportunity provided for consultation.

### **Ethos**

St. Michael's N.S. is a co-educational National School under the patronage of the Church of Ireland Bishop of the United Dioceses of Limerick & Killaloe. In line with DES advice in **Rules for National Schools**, that " ... a religious spirit should inform and vivify the whole work of the school ..." The Board of Management of St. Michael's N.S. and the staff seek to promote the development of honesty, truthfulness, courtesy, punctuality and responsibility in each individual pupil attending the school. A proper regard for the rights and views of others is encouraged. A caring and tolerant attitude to other people and to the environment is nurtured.

It is expected that pupils extend these values and attitudes in their dealings with other children in the school, with members of school staff, with parents, friends and others who may have occasion to visit the school.

It is the formal policy of the school to foster these attitudes both by explicit teaching in the classroom and in the informal life of the school. Pupils are encouraged to see themselves as members of a community where all are entitled to live irrespective of age, sex, and ability or family circumstances. It is advocated that senior pupils adopt a caring and responsible attitude to the Junior pupils. The end of each term is marked by a service to which all parents and friends are invited.

## **Relationship to the Ethos of the School**

St. Michael's N.S is a school where moral values such as honesty, fairness, justice, truthfulness, tolerance, concern for and a responsible attitude towards others is fostered and encouraged. Therefore, the staff of the school strives to create a happy, safe environment for the children where they feel secure and included, knowing that if they have concerns, they will be listened to with understanding and respect and that these concerns will be acted upon. The school promotes the development of self-esteem and encourages the child's inner sense of responsibility.

## **Vision**

Every effort is made so that the children and staff may work together in an environment conducive to learning and where trust is built.

## **Aims**

The school hopes to clarify issues concerning child protection for all persons who may have dealings with the school and its pupils. It will also outline procedures which may have to be taken by a member of staff where there is concern for a pupil.

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

1. The Board of Management has appointed the Principal as the Designated Liaison Person (DLP) in St. Michael's N.S. to have specific responsibility for child protection.
2. The Deputy Principal has been appointed as Deputy DLP to take the place of the DLP if she is unavailable for whatever reason.
3. The position of DLP will be addressed at the first meeting of each new Board of Management. The DLP will continue to act in this role until such time as she is replaced by the BOM for whatever reason.

## **2.0 Roles and Responsibilities**

The BOM has primary responsibility for the care and welfare of the pupils of St. Michael's N.S. The Designated Liaison Person (DLP), as appointed by the BOM, has specific responsibility for child protection in the school. All staff have a general duty of care to ensure that arrangements are in place to protect children from harm. All volunteers in the school, along with parents, have a duty to support the staff, the DLP and the BOM in each of their responsibilities and to help them in any way they can.

### **2.1 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 staff development and training.

Specifically they will:-

1. Appoint a DLP and Deputy DLP
2. Have clear procedures for dealing with a range of issues including suspicions of child abuse, bullying, accident procedure, dress code and appropriate use of electronic equipment (see below).
3. Monitor the progress of children at risk.
4. Ensure that curricular provision is in place for the prevention of child abuse and bullying, along with appropriate education in the area of dress and use of electronic equipment.
5. Investigate and respond appropriately to all allegations of abuse and bullying.

6. Decide on staff attendance at child protection meetings and to advise staff on the attendance of such meetings.

## **2.2 Role of the Staff member (Special Needs Assistants (SNAs), Teaching and Ancillary Staff)**

- All staff have a general duty of care towards the children in their care and to ensure that arrangements are in place to protect children from harm.
- All staff have responsibility to familiarise themselves with appropriate child protection guidelines available to them both from the Health Service Executive (HSE) and the Department of Education and Science (DES).
- All staff will familiarise themselves with the guidelines for handling issues such as child abuse, bullying and accident procedures.

It is the responsibility of all teachers and staff members to familiarise themselves with the Children First National Guidelines for the Protection and Welfare of Children (1999)

## **2.3 The role of DLP is to:**

1. Be the main person responsible for the reporting of child protection concerns.
2. Be the person to contact external agencies, such as the Health Service Executive (HSE) and the Gardaí, and will also be the main point of contact for parents, students and staff members in the reporting of suspicions or incidents.
3. Follow the standardised procedures for dealing with the issues of child abuse, bullying, accident procedures, dress code and appropriate use of electronic equipment.
4. Act as a liaison with outside agencies, HSE, Gardaí and other parties with child

protection concerns.

5. Inform all school personnel of the availability of the Children First Guidelines in the school. Be available to staff for consultation regarding suspicions or disclosures of abuse. She/he will keep records of these consultations.
6. Seek advice from the HSE.
7. Report suspicions and allegations of child abuse to the HSE or/ and An Garda Síochána based on this advice.
8. Maintain proper records of incidents in a secure, confidential manner and in a secure location.
9. Keep up to date on current developments regarding child protection.

### **3.0 Reporting**

In the event of receiving a complaint or suspicion with regard to an employee the DLP will:-

- Immediately inform the BOM Chairperson
- Seek a written statement of the allegation from the person making the allegation either on his/her own behalf or the behalf of the student.
- Seek advice from the Health Service Executive (HSE) and the Irish National Teachers' Organisation (INTO) and will take action based on the advice received.

If the DLP, following consultation with the HSE, decided that there is case to answer, then the allegations will be passed on to the relevant authorities (Department of Education or the Gardaí). All through this procedure, the DLP will keep complete and extensive records of all communications and actions taken.

#### **4.0 Organisational Implications**

Policies which have been under review are Relationships and Sexuality Education (RSE) and Special Educational Needs (SEN) Policy. Reviews take place when necessary. School procedures already in place and new procedures being put in place will be examined with reference to the Children First Guidelines and any Child Protection issues that may arise will be addressed.

#### **Use of Electronic Equipment**

iPods, MP3s, camera phones, cameras, DS, Gameboys, mobile phones and other electronic devices are not allowed on the school premises. If a parent requires a child to have one of the above a letter must be sent to the BOM for its first meeting in September on an annual basis. The school will also not be held responsible for the use or misuse of any devices while the student is in school or is travelling under the auspices of the school, or to or from school.

#### **Accident Procedures**

Where a parent/guardian feels that inappropriate action has been taken when their child has sustained an injury, s/he should consult the class teacher in the first instance at a time when s/he has no teaching or supervision duties. She will then investigate the incident and report in due course to the parent/guardian. In all instances, it is reasonable to assume that the parent/guardian will extend the courtesy to the staff member to ascertain the school's perspective on the incident, before instigating an allegation or investigation. Seeking clarification from the staff member in the first instance will ensure that valuable teaching time is not wasted on pursuing minor incidents. 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 file and will be addressed under our accident procedures as part of Health and Safety.

## **Allegations of Bullying**

Bullying behaviour will be addressed under the Code of Behaviour and the Anti-Bullying Policy. If the behaviour involved is of a sexual nature or regarded as being particularly abusive then the matter will be referred to the DLP.

In the event of receiving a complaint or suspicion with regard to bullying between children:-

1. The complaint/suspicion will be reported to the class teacher(s) involved. In the absence of teachers, the report will go to the DLP.
2. The teacher or DLP will then interview both parties in the company of another person, with a view to resolving the complaint amicably. This may also take the form of the pupil(s) writing their versions of the incident. At this stage parents may also be informed.
3. If this meeting fails to resolve the complaint, the teacher/DLP will then call a meeting with the parents and child to discuss behaviour. A formal warning will be given at this stage.
4. If this still fails to resolve the issue, then a report will be made to the BOM with a view to further action being taken to protect the injured party.

(cf. Anti-Bullying Policy)

It is to be encouraged that party invitations should not be distributed through the school bag system, as this has had a spin-off effect whereby a pupil has been excluded and the school has had to re-teach an aspect of the inclusiveness nature of this school. It has also had the effect of dividing the class into several factions, a situation to which the school staff do not subscribe. In keeping with the school's Christian ethos parents/guardians are encouraged to telephone invitations or to distribute them outside the school environment.



## **Dress Code**

A formal dress code document may be written and distributed to parents/guardians in the future. However the dress code should at all times be appropriate to the age of the child. What is appropriate shall be decided by social and cultural convention. If the child looks out of place in the company of his/her peers, the parent/guardian should be aware that this may increase the risk of subtle bullying. Similarly, parents/guardians should be aware of the peer pressure to have the most fashionable outfits. The school endorses comfortable, sensible and age-appropriate clothing in the absence of a school uniform. Most particularly, make-up, hats, heeled shoes, sunglasses, mini skirts, jewellery apart from watches and ear studs, heeled shoes and heavy boots indoors are not allowed. It is recommended that skirt/dress hems should be knee-length (no mini-skirts) and shorts should be of reasonable length down the thigh (no hot-pants).

## **Age-appropriate Viewing Material**

All viewing material within the school will have a General (G or U) viewing rating. The Parental Guidance (PG) rating may be used by a teacher to support the text of a particular lesson.

## **Attendance**

The role of the class teacher is to monitor the attendance of children in their class and to encourage everyone to attend while highlighting the importance of attending school. Under the Education Act 2000, it is compulsory for each child to attend school between the ages of 6 and 16.

- It is compulsory for each teacher to record attendances daily in the Roll book.

- Children must have a written explanation of any absences. These notes are to be kept in the child's file.
- If a child misses more than 20 days it will be reported to the National Education Welfare board (NEWB); who will in turn contact the parents seeking an explanation for children's absences.
- The school must report online or in writing attendance statistics to NEWB for children between the ages of 6 and 16. This shall be done by the Principal and Deputy Principal.

### **Behaviour**

Children are encouraged at all times to play co-operatively and inclusively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which staff consider to be of a sexual or inappropriate nature the DLP will be notified and will record it and respond to it accordingly.

### **Children travelling in staff cars**

Members of the school staff will not carry children alone in their cars at any time.

### **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/RE 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.

### **Induction of Teachers and Ancillary Staff**

The DLP will be responsible for informing all new teachers and ancillary staff of the Children First Guidelines (1999). The DLP will give a copy of Chapters 3 & 4 and Appendix 1 and this Child Protection Policy to all new staff. All new teachers are expected to teach the objectives in the SPHE programme. The Principal is responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives. She is also 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. It is envisaged that each member of staff will have a complete set of the approved policies. However, there is access to all policies from the office, available on request. Draft policies are kept in the In-School Management folder. As this is a small school with a teaching Principal, the onus is on the individual staff member to request and/or locate the required policy. All prospective or new members to the staff will be informed about the Child Protection Policy and other related policies. A summary form for supply staff is in preparation and will include information about the Child Protection Policy.

### **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 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. All parents are

given a copy of the school's Code of Behaviour and Anti-Bullying policies. Pupils become aware of how to protect themselves from an early age, prior to coming to school. The school builds on what the parents/guardians have taught them, using such programmes as *Walk Tall, Bí Folláin* and *The Stay Safe Programme*. The staff is aware of these programmes and use supplementary materials to enhance the learning experience for the pupils. Visits from relevant personnel, e.g. An Garda Síochána, are organised on a bi-annual basis. Pupils are also encouraged to be inclusive through the Religious Education (RE) programme and Anti-Bullying and Conflict Resolution programmes in the school.

### **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. The records are kept in the school office. Roll books will be updated daily. All educational files of pupils who no longer attend this school are stored in the school.

### **Supervision**

School supervision is undertaken responsibly by staff to ensure that there is comprehensive supervision of children at all breaks and on dismissal from school. Staff should note that the Gardaí have to be contacted if a child is not collected as no member of staff may remain with a child on her/his own.

### **Swimming**

Children will be brought by bus to the swimming pool. Children will line up in an orderly manner for the bus and are supervised by staff.

**Visibility**

Staff will ensure that children are visible in the schoolyard. Children will not be allowed to spend time in classrooms, toilets or sheds where they would not be under adult supervision. They are not to leave the school yard or to engage with adults who are outside of the school yard.

**Visitors**

Staff on yard duty will be aware of visitors entering the schoolyard and will ascertain their intentions. They will be supervised in the discharge of their business.

**PE/Extra-Curricular Activities**

The procedure for any outing from the school requires at least two members of staff to accompany pupils on any extra-curricular activity. Staff members use their discretion as to whether additional staff is required, depending on the composition of the pupil group. The Code of Behaviour applies on all outings from school.

**Vetting**

As and from 1<sup>st</sup> September, 2006 as required by law, all new employees of the Board of Management and volunteers of this school must have Garda clearance to work where children are on the premises.

## **Conclusion**

The BOM feels that issues such as:

- Inclusion
- Attendance
- Dress Code
- Electronic Equipment
- Staff Induction

are adequately addressed in this policy.

## **Special Needs**

Pupils with Special Needs are included in the Child Protection Policy.

## **Success Criteria**

Reporting of negative issues is more common place than of positive issues, the reporting of success will be observed. Performance measurement has been successful since the first introduction of the Department of Education & Science Child Protection Guidelines some years ago.

## **Timeframe for implementation**

Guidelines were implemented initially.

## **Timeframe for Review**

This policy will be under review continuously.

## **Responsibility for Review**

The school community will be responsible for the review.

## **Ratification and Communication**

The Board of Management has ratified and communicated this policy following exhaustive

discussion and planning with representatives of the Board, Staff, Parent body and others.

**Reviewed by the Board of Management**

**Signature:** *John Shier*

**Date:** 18/10/2011

## Appendix A

### *Suspicious of Abuse:*

***Staff members who suspect abuse should refer to Children First National Guidelines for the Protection and Welfare of Children (1999) especially***

- Chapter 3: Definition & Recognition of Child Abuse
- Chapter 4: Basis for Reporting and Standard Reporting Procedures
- Appendix 1: Signs and Symptoms Of Child 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.



## Appendix B

*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.*

**Each member of staff should familiarise her/himself with the signs and symptoms of child abuse following the advice 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 be maintained and it should be explained to the child that further help may have to be sought. Teachers and other professionals need to be clear that they cannot agree to promise a child that they will keep a disclosure secret, but they are expected to uphold confidentiality by ensuring that the information is only relayed to others with a *bona fide* reason for receiving it, on a need to know basis. (Teachers and other professionals need to be clear etc)
- 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.*
- *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.*

## Appendix C

### *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. The DLP should also report the matter to the Chairperson of the BOM, who should then follow the procedures as outlined in Chapter 4 (Section 4.3) of Children First National Guidelines for the Protection and Welfare of Children (1999).
- A standard reporting form is completed by the DLP/Deputy as comprehensively as possible (See Appendix 1, Child Protection Guidelines and Procedures, DES).
- 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.
- 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.

## Appendix D

### *Procedures for BOM in cases of allegations or suspicions of child abuse by a school employee:*

#### **Reporting**

##### **In the event of receiving a complaint or suspicion of an employee:**

- i. The DLP will immediately inform the chairperson.
- ii. S/He 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.
- iii. The DLP will seek advice from the relevant HSE and will take responsibility for reporting, based on this advice.
- iv. If the DLP, following consultation with the HSE, decides that this matter is not for reporting, s/he must inform the Chairperson. They must then inform, in writing, the person or agency making the allegation, of the reasons for 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.
- v. If the DLP, following consultation with the HSE, decides that this matter is for reporting s/he should inform the Chairperson, who should proceed in accordance with the procedures in the Child Protection Guidelines (1999 p.16).
- vi. The DLP/Deputy DLP completes a standard reporting form as comprehensively as is possible.
- vii. When the Chairperson becomes aware of an allegation of abuse s/he will always seek legal advice and base his/her response on this advice.
- viii. S/he will privately inform the employee of the fact and nature of the allegation and whether or not it has been reported by the DLP to the HSE. (Refer to 4.2 – 4.3, p.16 of Child

Protection Guidelines and Procedures (DES, 2001). The chairperson has a duty to afford the employee fairness and due process – s/he is 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**

**i.** When the Chairperson becomes aware of an allegation of abuse s/he will always seek legal advice and base his/her response on this advice.

**ii.** The Chairperson will consider whether there is any risk to pupils' safety. If the Chairperson considers that there is a risk – s/he may require the employee to take immediate administrative leave. If unsure the chairperson will consult with the HSE/Gardaí.

**iii.** If administrative leave has been invoked, the chairperson will inform the DES. The HSE (in some cases the Gardaí) may also be notified in accordance with legal advice received.

**iv.** Once it is deemed necessary by the DLP and Chairperson to make a report (after receiving advice from the HSE) the Chairperson will convene and inform a meeting of the BOM as soon as possible.

**v.** 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 BOM will investigate the matter. They will convene a further meeting, once the relevant information has been gathered. At this meeting the BOM will consider in detail

- the allegations made and their source,
- the advice given by relevant authorities
- and the written responses of the employee.

**vi.** 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 BOM and may be accompanied by

another person

- Parents/guardians may act on behalf of child.
- The employee should also be afforded an opportunity to present his/her case and may also be accompanied.

**vii.** The BOM must deal with the matter sensitively and the employee must be fairly treated.

**viii.** The BOM 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.

**ix.** Where it is not possible for the BOM 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 will act on advice of authorities. The Chairperson will maintain close contact with the HSE and receive reports and records from them where appropriate.

## Appendix E

### Contacts for the Children and Family Social Services of the HSE

**Social Work Department Ballynanty Health Centre, Ballynanty, Limerick (East Team), Co. Limerick.**

**Tel: (061)457100**

**Social Work Department, Roxtown Health Centre, Roxtown Terrace, Old Clare Street, Limerick (East Team), Co. Limerick.**

**Tel: (061)417622/061483091**

**Parkbeg Social Work Department, Parkbeg Hse, 2 Elm Drive, Caherdavin Lawns, Ennis Road, Limerick, Co. Limerick**

**Tel: (061)206820**

**Social Work Department, Southhill Health Centre, O'Malley Park, Southhill, Limerick, Co. Limerick**

**Tel: (061)209985**

**Newcastlewest Social Work Department, Newcastlewest Health Centre, Newcastlewest, Co.Limerick.**

**Tel: (069) 62155**

**Ger Brophy  
Limerick Social Work Team**

**Tel: (061) 482792 / (065)6863935**

**Tusla**

**Tel: 18502411850**





## Appendix 1

### Child Protection Policy

The Board of Management (BOM) recognises 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 Skill's (DES) Child Protection Procedures for Primary and Post-Primary Schools, the BOM of St Michael's NS has agreed the following Child Protection Policy:

1. The BOM has adopted and will implement fully and without modification the Department of Education & Skills' Child Protection Procedures for Primary and Post-Primary Schools, as part of this overall Child Protection Policy.
2. The Designated Liaison Person (DLP) is **Miriam Smyth**.
3. The Deputy Designated Liaison Person (Deputy DLP) is **Sally Fossitt**.
4. In its policies, practices and activities, St Michael's NS will adhere to the following principles of best practice in Child Protection and Welfare. The school will:
  - a. recognise that the protection and welfare of children is of paramount importance, regardless of other considerations
  - b. fully co-operate with the relevant statutory authorities in relation to Child Protection and Welfare matters
  - c. 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
  - d. develop a practice of openness with parents/guardians and encourage parental involvement in the education of their children
  - e. fully respect confidentiality requirements in dealing with child protection matters.

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

5. This section of the Chld Protection Policy should be used to list school policies, practices and activities that are particularly relevant to Chld Protection (e.g. Code of Behaviour/Anti-Bullying Policy, Pupil Attendance Strategy, Supervision of Pupils, Sporting Activities/School Outings/Pupil Work Placements at Post-Primary school (or in Primary School) etc.

The BOM has ensured that the necessary policies, protocols or practices as appropriate, are in place of respect of each of the above listed items.

6. This policy has been made available to school personnel and the Parent/Teacher Association (PTA), and is readily accessible to parents/guardians on request. A copy of this policy will be made available to the DES and the Patron, if requested.
7. This policy will reviewed by the BOM once in every school year.

This policy was adopted and reviewed by the Board of Management on 24<sup>th</sup> August, 2017.

Signature: *Jennifer O'Leary*

Chairperson (BOM)

Signature: PP *Sally Fossitt*

Deputy Liason Person

## **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?	29

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 *Jennifer O'Leary*  
Chairperson, Board of Management

Date 24/08/2017

Signed pp *Sally Fossitt*  
Deputy Liason Person

Date 24/08/2017

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

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

The Board of Management of St. Michael's N.S 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 24/08/ 2017

- 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 *Jennifer O'Leary*  
Chairperson, Board of Management

Date 24/08/2017

Signed pp *Sally Fossitt*  
Deputy Liason Person

Date 24/08/2017