

CHILD PROTECTION POLICY

INTRODUCTORY STATEMENT AND RATIONALE

The Board of Management 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 Skills' Child Protection Procedures for Primary and Post Primary Schools, the Board of Management of Kilcolgan Educate Together N.S. has agreed the following child protection policy:

POLICY

The Board of Management has 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.

The Designated Liaison Person (DLP) is Anna Eagleton, Principal.

The Deputy Designated Liaison Person (Deputy DLP) is Fionnuala Ní Chaoimh, Deputy Principal.

BEST PRACTICE

In its policies, practices and activities, Kilcolgan Educate Together N.S. 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 school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

In relation to Child Protection, the following policies should be referred to:

- Code of Behaviour
- Anti-Bullying Policy
- Attendance Policy
- Medical Policy
- Code of Conduct for Staff and Volunteers

- Garda Vetting Policy
- Work Experience Policy
- Employment of Substitute Teachers
- Data Protection and Retention Policy

TOILETING AND INTIMATE CARE

CHILDREN WITH SPECIFIC TOILETING/INTIMATE CARE NEEDS

Normally a child who has specific toileting needs will have a special needs assistant assigned to him/her. Before the child is enrolled in the school, a meeting is held at which all school personnel involved with the child attend along with the child's parents/guardians. At that meeting the needs of the child should be addressed and agreement reached as to how the school can meet those needs. It is important that those involved with the intimate care of the child agree practices which are acceptable to the staff, the child and the parents. Practices agreed should be sufficiently flexible to cover unforeseen situations, e.g. if personnel involved in assisting the child are absent.

TOILETING 'ACCIDENTS'

Toileting accidents are not uncommon, particularly at junior level. The school acknowledges that parents may not be in a position to come to the school immediately should their child have a toileting accident and consideration is given to the implications of leaving a child unattended to in this situation. Unless there are very specific reasons why school staff should not attend to the child, the child will be assisted where necessary in changing into dry clothes. At all times the dignity of the child will be respected but doors should be left ajar or open and an adult should take reasonable precautions so as not to find themselves alone in such a situation. Children can get upset in these situations and the staff assisting the child will do their best to minimise this upset. Parents will be informed of the accident.

CHANGING FOR GAMES, P.E. AND SWIMMING

Children should wear suitable clothing for games/PE and swimming e.g. shoes with 'Velcro' fastenings and clothes that children can change easily. Where children are required to change their clothes the following points will be taken into consideration;

- a balance is struck between the child's right to privacy and adequate supervision with due regard to gender issues
- where children need assistance with changing agreement should be reached between parents and staff as to how best those needs can be met
- volunteers assisting with changing will do so under the supervision of school staff
- boundaries will vary depending on age/needs of child and on the physical constraints
- changing should take place in open and more public areas of changing rooms
- staff should avoid assisting children with anything of a personal nature that the child can do for him/herself
- parents are welcome to attend and assist their child when changing

It is good practice to have at least two adults present while children are changing for swimming or at any 'out-of-school' event.

SUPERVISION

Parents should ensure that there are teachers present before dropping children in the morning and should make arrangements to have children collected on time after school. Teachers will phone parents if children remain uncollected and children will be supervised by a member of staff until a minder arrives.

After school activities organised by agencies outside of school remain the responsibility of the agency or group. Parents must satisfy themselves of credentials before enrolling their children in after school events. Any issues in relation to child protection concerns should be addressed in the first instance with the agency or group and the DLP should also be informed.

Where teachers are running after school activities, those teachers are responsible for the supervision of children until they are collected. Again parents are expected to arrive on time and teachers should have with them a list of contact details in the event of emergency or a child not being collected.

For children travelling to and from school by bus, the bus driver and Bus Éireann are responsible for the safety and wellbeing of children on their bus.

ONE TO ONE TEACHING

Where a child must be removed from a classroom for support (either academic support or behavioural needs) the adult in charge should ensure that doors, where possible, are left open and a safe space is created for the child. Parents should be informed if their child is regularly removed from class and in one to one situations.

POLICY AVAILABILITY

This policy has been 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.

RATIFICATION AND REVIEW

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on _____ [date]

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal

Date of next review: _____

CHECKLIST FOR ANNUAL REVIEW

	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?	
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?	
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?	

Signed _____

Date _____

Chairperson, Board of Management

Signed _____

Date _____

Principal

NOTIFICATION REGARDING THE BOARD OF MANAGEMENT'S ANNUAL REVIEW OF THE CHILD PROTECTION POLICY

Dear Parent(s)/ Guardian(s)

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 _____

Date _____

Chairperson, Board of Management

Signed _____

Date _____

Principal