



# Cliffoney National School

## Child Protection Policy

### Introductory Statement:

The staff, parents and management of Cliffoney National School have developed and agreed this policy in line with the current recommendations and guidelines relating to child abuse prevention and child protection guidelines. This policy takes account of the following documents:

- Circular 65/2011: 'Child Protection Procedures for Primary and Post Primary Schools' (DES)
- 'Children First: National Guidance for the Protection and Welfare of Children' (Dept of Children and Youth Affairs)
- Child Protection Guidelines for Primary and Post Primary Schools (DES)

This policy further develops previous policy in this area and takes account of the provisions of the following pieces of legislation:

- The Education Act 1998
- The Education Welfare Act 2000
- The Protection for Persons Reporting Child Abuse Act 1998
- Data Protection Acts 1998 and 2003
- Freedom of Information Acts 1997 and 2003

This policy addresses the responsibilities of the school in the following areas:

- 1) Prevention- curriculum provision
- 2) Procedures- procedures for dealing with concerns/disclosures
- 3) Practice- best practice in child protection

The Board of Management (BOM) recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in each school policy, school practices and activities. Therefore, 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 Cliffoney N.S. has approved this Child Protection Policy.

An individual copy of this policy document and Chapters 2 & 3 and Appendix 1 of 'Children First' will be made available to all staff. It is incumbent on all staff to familiarise themselves with the latest versions of 'Children First' and the DES Child Protection Guidelines and Procedures. In addition, this policy will be made available to the Parents' Association and is

readily accessible to parents on request. A copy of this policy is available for the attention of the DES and the patron, if requested.

## **Rationale:**

The BOM of Cliffoney N.S. has adopted the latest Child Protection Procedures for Primary and Post Primary Schools and the 2011 edition of 'Children First'. This policy is an outline of how Cliffoney N.S. proposes to implement, without modification, these guidelines and procedures in order to ensure the protection and welfare of all children attending our school.

## **Relationship to Characteristic Spirit of the School:**

Cliffoney N.S. seeks to help our pupils 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 acted on. This policy strengthens and protects our ethos.

## **Aims:**

- To establish and maintain an environment where children feel safe and secure, are encouraged to talk and are listened to
- To ensure that children know that there are adults in the school that they can approach if they are worried
- To ensure that all staff members understand their responsibilities in being alert to signs of abuse and that they know the correct procedures for reporting and recording any such incidences
- To ensure that parents have an understanding of the legal obligations placed on the school and staff to report incidences of child abuse
- 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.

## **Guidelines (Content of the Policy):**

### **1.0 Legal Framework**

#### ***1.1 Confidentiality***

All information regarding concerns of possible abuse should only be shared on a need to know basis in the interests of the child. Giving information to those who need to have that information for the protection of a child who may have been or has been abused, is not a breach of confidentiality.

The DLP who is submitting a report to the Health Board or An Garda Síochána should inform a parent/guardian, unless doing so is likely to endanger the child or place that child at further risk. A decision not to inform a parent/guardian should be briefly recorded together with the reasons for not doing so.

In emergency situations, where the Health Board cannot be contacted, and the child appears to be at immediate risk, An Garda Síochána should be contacted immediately. A child should not be left in a dangerous situation pending Health Board intervention.

### ***1.2 Protection for Persons Reporting Child Abuse***

The Protection for Persons Reporting Child Abuse Act 1998, provides immunity from civil liability to any person who reports child abuse ‘reasonably and in good faith’ to designated officers of Health Boards or any member of An Garda Síochána.

This means that even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith making the report.

The act provides significant protection for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal.

### ***1.3 Qualified Privilege***

While the legal protection outlined above only applies to reports made to the appropriate authorities (i.e. The Health Boards and An Garda Síochána), Common Law qualified privilege continues to apply as heretofore. Consequently, should a Board of Management member or school personnel furnish information with regard to suspicions of child abuse to the DPL or the Board of Management chairperson, such communication would be regarded under common law as having qualified privilege.

### ***1.4 Freedom of Information Act 1997***

Reports made to Health Boards may be subject to provisions of the Freedom of Information Act 1997, which enables members of the public to obtain access to personal information relating to them which is in the possession of public bodies. However, the act also provides that public bodies may refuse access to information obtained by them in confidence.

## **2.0 Appointment of a Designated Liaison Person**

- 2.1 The Board of Management has appointed Louise Kerins (Principal) as the Designated Liaison Person (DLP) in Cliffooney N.S. to have specific responsibility for child protection.
- 2.2 Shane McTiernan (Acting Deputy Principal) has been appointed as Deputy DLP to take the place of the DLP if she is unavailable for whatever reason.
- 2.3 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 she is replaced by the BOM for whatever reason.

## **3.0 Roles and Responsibility**

- The Board of Management has primary responsibility for the care and welfare of their pupils.
- The DLP 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.

### **3.1 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 and carry out an Annual Review using the Checklist at Appendix 1.
- To provide appropriate staff development and training
- To appraise all parents of the school's responsibilities in relation to Child Protection & Welfare (see Appendix 2 for sample letter in Enrolment Pack)

Specifically, the Board of Management will:

- Appoint a DLP and deputy DLP and ensure that the name of the DLP is displayed in a prominent position near the main entrance to the school.
- Have clear procedures for dealing with allegations or suspicions of child abuse.
- Monitor the progress of children at risk
- Ensure that the Stay Safe Programme is fully implemented in the school.
- 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.
- To decide on teachers attendance at child protection meetings/case conferences and to advise teachers before attending such meetings/conferences.

### **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 re an employee:

- 1) The DLP will immediately inform the chairperson.
- 2) She 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.
- 3) The DLP will seek advice from the relevant HSE professional and will take responsibility for reporting, based on this advice.
- 4) If the DLP, following consultation with the HSE, decides that this matter is not for reporting, she 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 professional 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.
- 5) If the DLP, following consultation with the HSE, decides that this matter is for reporting she should inform the Chairperson, who should proceed in accordance with 5.4 of the Child Protection Procedures (DES, 2011).
- 6) The DLP/Deputy DLP completes a standard reporting form as comprehensively as is possible.
- 7) When the Chairperson becomes aware of an allegation of abuse he will always seek legal advice and base his response on this advice.
- 8) 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 5.4.2 – 5.4.9, of the Child Protection Procedures (DES, 2011). The chairperson has a duty to

afford the employee fairness and due process – he/she 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 specified period of time.

### **Responding:**

- 1) When the Chairperson becomes aware of an allegation of abuse he/she will always seek legal advice and base his/her response on this advice.
- 2) The Chairperson will consider whether there is any risk to pupils' safety. If the Chairperson considers that there is a risk – he/she may require the employee to take immediate administrative leave. If unsure the chairperson will consult with the HSE/Gardaí.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.
- 7) The BOM must deal with the matter sensitively and the employee must be fairly treated.
- 8) 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.
- 9) 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.

### **3.2 Role of the Staff Member (to include teachers, SNAs, caretaker, secretary etc.)**

- a) It is the responsibility of all teachers and staff members to familiarise themselves with the *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 Concerns & Standard Reporting Procedure
- Appendix 1: Signs and Symptoms of Child Abuse

b) Guidelines for teachers and staff members in handling...

1. Disclosures from children

- a) 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:
  - i. It is important to stay calm and not to show any extreme reaction to what the child is saying. Listen compassionately and take what the child is saying seriously;
  - ii. It should be understood that the child has decided to tell about something very important and has taken a risk to do so. The experience of telling should be a positive one so that the child will not mind talking to those involved;
  - iii. The child should understand that it is not possible that any information will be kept a secret;
  - iv. No judgmental statement should be made about the person against whom the allegation is made;
  - v. The child should not be questioned unless the nature of what he/she is saying is unclear. Leading questions should be avoided. Open, non-specific questions should be used such as "Can you explain to me what you mean by that?";
- b) The child should be given some indication of what would happen next, such as informing the Designated Liaison Person, parents/carers, HSE or possibly An Garda Síochána. It should be kept in mind that the child may have been threatened and may feel vulnerable at this stage;
- c) Record the disclosure immediately afterwards using, as far as possible, the child's own words.
- d) The staff member should obtain only necessary relevant facts. It is not the responsibility of school personnel to investigate allegations of abuse.
- e) The DLP should then be informed and given relevant records.
- f) 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

- a) Staff members who suspect abuse should refer to *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 Concerns and Standard Reporting Procedure
  - Appendix 1: Signs and Symptoms of Child Abuse
- b) Staff members should observe and record over time the dates/signs/symptoms/behaviour causing them concern (a Sample Record that may be used is included as Appendix 3).

- c) They should inform the DLP and pass on all records.

### **3.3 Role of the Designated Liaison Person (DLP)**

- a) The DLP acts as a liaison with outside agencies, HSE, Gardaí and other parties with child protection concerns
- b) The DLP will inform all school personnel of the availability of the Children First Guidelines in the school and advise on good practice.
- c) The DLP will be available to staff for consultation regarding suspicions or disclosures of abuse. She will keep records of these consultations.
- d) The DLP will seek advice from the HSE.
- e) The DLP will report suspicions and allegations of child abuse to the HSE or/and An Garda Síochána based on this advice.
- f) The DLP will maintain proper records in a secure, confidential manner and in a secure location. To protect a child's identity, the DLP will devise a Coded System of Identification for Record Keeping purposes. A pupil's name will not be used on any record in relation to Child Protection. The key to this code will be kept in a secure location.
- g) The DLP will keep up to date on current developments regarding child protection.

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

- a) 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 she is requesting advice and not making a report. If advised to report the matter, the DLP will act on that advice.
- b) 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 will be made to the Gardaí. The DLP will also report the matter to the Chairperson of the BOM.
- c) A standard reporting form is completed by the DLP/Deputy as comprehensively as possible (See Appendix 4, Child Protection Guidelines and Procedures, DES).
- d) 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.
- e) 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.
- f) 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.

#### **4.0 Child Protection Meetings (Case Conferences)**

- a) 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.
- b) The school employee may complete a report for the meeting/conference.
- c) 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 advice.
- d) 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.
- e) 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
- f) Teachers attending a child protection meeting/case conference should familiarise themselves with the protocol outlined at 5.8 and 5.11 of Children First: National Guidance for the Protection and Welfare of Children (2011)

#### **5.0 Organisational Implications**

School procedures already in place and new procedures being put in place will be examined with reference to the Children First Guidelines and any Child Protection issues that may arise will be addressed.

##### ***General Conduct***

School personnel should never engage in or allow:

- The use of inappropriate language or behaviour, e.g. sarcasm
- Physical punishment of any kind
- Sexually provocative games or sexually suggestive comment about or to a child
- The use of sexually explicit or pornographic material etc.

All media products (CDs, DVDs, computer software etc.) should be checked for its appropriateness with regard to age and suitability.

##### ***Physical Contact***

Physical contact is only used in incidents where matters of Health and Safety are involved.

##### ***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 Accident/Incident book, located in the school office and will be addressed as part of Health and Safety.



### ***Attendance***

Our school attendance will be monitored as per our attendance policy. 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.

### ***Behaviour***

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature, we will notify the DLP 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 sexualised nature or regarded as being particularly abusive then the matter will be referred to the DLP.

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

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

### ***Coaches/Facilitators***

Outside personnel who come to the school to deliver coaching sessions and/or facilitate workshops for our pupils will act under the supervision of the class teacher 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/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 guidance in Children First (2011). The DLP will give a copy of Chapters 2 & 3 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 Deputy DLP 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***

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. Stay Safe, 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 associated policies and procedures are published on the school website.

### ***Mobile Phones***

Children are not allowed to bring mobile phones to school; this is to protect everyone's privacy and to encourage disruptive free learning environment. Children can contact and be contacted by parents on the school telephone.

### ***Record Keeping***

When child abuse or neglect is suspected, it is essential to have a written record of all the information available. School personnel shall note carefully what they have observed and when they observed it. Signs of physical injury shall be described in detail and, if appropriate, sketched. Any comment by the child concerned, or by any other person, about how an injury occurred shall be recorded, preferably quoting words actually used, as soon as possible after the comment has been made. The record of the discussion shall be signed, dated and given to the DLP who shall retain it. All records created shall be regarded as highly confidential and placed in a secure location by the DLP in keeping with current Data Protection Legislation. Pupils' names will not be used on such files but, rather, a coded system devised by the DLP to protect anonymity.

### ***Supervision***

The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. Break-time/lunch-time supervision rota will be displayed in the staffroom.

School begins at 9:10am and finishes at 2:50pm (1:50pm for junior and senior infants). Children are not permitted into the school outside of these hours.

In the event of the teacher being absent supervision is provided by a teacher appointed by the principal.

### ***Visibility***

Teachers will endeavour to ensure that children are visible in the schoolyard. Children will not be allowed to spend time in classrooms or toilets where they would not be under adult supervision. They are not to leave the school yard without permission and under supervision or to engage with adults who are outside of the school yard.

### ***Visitors / Guest Speakers***

Teachers on yard duty will be aware of visitors entering the schoolyard and will ascertain their intentions. Visitors/Guest Speakers will never be left alone with children. Teachers will ensure that the content/material is appropriate.

### ***Children with specific toileting/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. The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.

Two members of staff will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

### ***Toileting Accidents***

If a child has a toileting accident, parents are contacted immediately, if deemed necessary. All reasonable care is given to the child to alleviate any distress. In situations where privacy may be an issue, two member of staff will always be present.

### ***Internet Use***

Because of NCTE Broadband Web Filtering, access to inappropriate websites is blocked. Rules for use of the computer in the classroom include:

- Pupils are only allowed to turn on a computer when instructed to do so by a teacher. Access will be supervised.
- Pupils must show respect for items of technology: computers, printers, projectors, cameras.
- Pupils will be guided by teachers, as to which websites are most educationally beneficial.
- Permission is sought from parents of pupils entering Cliffooney N.S. regarding group photographs of school activities to be included on the school website.

### ***One to one Teaching***

Generally, teachers work with groups and/or give in-class support. Where teachers do have to engage in one to one teaching with pupils, they will ensure that they are visible to the school community. All classrooms and support rooms in Cliffooney N.S. are fitted with glass panel doors and written consent is obtained from parents prior to commencement of one to one teaching with regard to the arrangement.

## **6.0 Curriculum Implications**

**The Stay Safe Programme** is an integral part of the S.P.H.E. curriculum in our school which addresses personal safety. On enrolment, parents will be informed that the Stay Safe programme is in use in the school and a copy of the Stay Safe 'A Parent's Guide' provided. The formal lessons of the programme will be taught in their entirety every second year in accordance with the SPHE two-year cycle plan. Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible. Cognisance is taken of the fact that the children are in a multi-grade setting and age appropriate material will be taught at all times. It may be necessary to teach aspects of the programmes in group settings. The Stay Safe pack for children with learning difficulties will be used, where necessary. If it is deemed necessary to have a parent meeting to discuss the programme, this will be facilitated.

Other resources in use in Cliffooney N.S. are the RSE Programme, Walk Tall, North-Western Health Board resources, Circle Time, and visiting speakers (Garda etc.).

## **Success Criteria:**

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

- Checklist for review outlined in Circular 65/2011
- Delivery and participation by 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 a child protection case
- Feedback from all staff

## **Roles and Responsibilities:**

The Board of Management, the principal and staff will be responsible for the implementation and evaluation of the policy. Any feedback received from staff, parents, Board of Management or relevant agencies such as the HSE will be taken into account for the purposes of evaluation and review.

## **Timeframe for Implementation:**

March 2010

## **Time frame for Review:**

At the first staff meeting of every year the DLP will remind all teachers of the guidelines and copies of Chapter 2 & 3 & Appendix 1 of 'Children First' 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:**

- Board of Management
- Principal (DLP)
- Acting Deputy Principal (Deputy DLP)
- All Staff

## **Ratification and Communication:**

This policy was ratified by the BOM on: March 2010

This policy was reviewed by the BOM on: 8<sup>th</sup> October 2015

This policy was reviewed by the BOM on: 15<sup>th</sup> February 2016

This policy was reviewed by the BOM on: 30<sup>th</sup> November 2016

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

Chairperson, Board of Management

Cliffoney N.S. does not have adequate resources to disseminate all of its policies to all the concerned members of the wider school community. The policy is communicated to the members of the BOM, distributed to all staff members and is available to the wider school community through the school office and/or the school website – [www.cliffoneyns.com](http://www.cliffoneyns.com)

# Appendix 1: 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. The BoM may wish to include other items in the checklist that are of particular relevance to Cliffoney National School and reserves the right to do so if/when the need occurs.

1.	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
2.	Has the Board formally adopted a child protection policy in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools'?	YES	NO
3.	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'?	YES	NO
4.	Are there both a DLP and a Deputy DLP currently appointed?	YES	NO
5.	Are the relevant contact details (HSE and An Garda Síochána) to hand?	YES	NO
6.	Has the DLP attended available child protection training?	YES	NO
7.	Has the Deputy DLP attended available child protection training?	YES	NO
8.	Have any members of the Board attended child protection training?	YES	NO
9.	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
10.	Has the Board ensured that the Department's 'Child Protection Procedures for Primary and Post Primary Schools' are available to all school personnel?	YES	NO
11.	Does the Board have arrangements in place to communicate the school's child protection policy to new school personnel?	YES	NO
12.	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'?	YES	NO
13.	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?	YES	NO
14.	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?	YES	NO
15.	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?	YES	NO
16.	Were child protection matters reported to the Board appropriately recorded in the Board minutes?	YES	NO
17.	Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES	NO
18.	Has the Board ensured that the Parents' Association has been provided with the school's child protection policy?	YES	NO

## Appendix 2: Letter to Parent(s)/Guardian(s)

Dear Parents/Guardians,

In recent years, as a society, we have become very aware of the problem of child abuse through neglect, emotional, physical or sexual abuse.

Each one of us has a duty to protect children and *Children First: The National Guidelines for the Protection and Welfare of Children* (2011) notes that teachers, who are the main care givers to children outside the family, are particularly well placed to observe and monitor children for signs of abuse.

In response to this, the Department of Education and Skills published *Child Protection Procedures for Primary and Post-Primary Schools* (2011) in relation to child protection and welfare. These guidelines promote the safety and welfare of all children and are to be welcomed.

The Board of Management of Cliffoney National School has adopted these guidelines as school policy. Consequently, if school staff suspect or are alerted to possible child abuse (neglect, emotional, physical and/or sexual abuse), they are obliged to refer this matter to the Child and Family Service of the Health Service Executive (HSE). The HSE will then assess the situation and provide support for the child concerned. In our school, the Designated Liaison Person for dealing with Child Protection is the School Principal, Louise Kerins.

*Children First: The National Guidelines for the Protection and Welfare of Children* may be assessed on the website of the Department of Children and Youth Affairs ([www.dcyia.ie](http://www.dcyia.ie)) and the Department of Education and Skills *Child Protection Procedures for Primary and Post-Primary Schools* can be read on the Department's website ([www.education.ie](http://www.education.ie)).

Parents/Guardians are also welcome to look through the procedures and Child Protection Policy here at the school.

Yours sincerely,

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Chairperson

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Principal