

**Scoil Chormaic**  
COMMUNITY NATIONAL SCHOOL  
*SCOIL NÁISIÚNTA POBAIL*



Castlemill, Balbriggan, Co. Dublin  
*Muileann an Chaisleáin, Baile Brigín, Co. BÁC*

# Child Protection Policy

Date:

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## 1. Introductory Statement

There is an obligation on schools to provide pupils with the highest possible standard of care in order to promote their well-being and protect them from harm. *Child Protection Procedures for Primary and Post Primary Schools* (Department of Education and Skills, 2011). The Principal and management of Scoil Chormaic Community National School (CNS) have developed and agreed this policy in line with the current recommendations and guidelines relating to child abuse and child protection guidelines. This policy has been developed with the safety and welfare of the children in our school as paramount.

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

- A) Prevention- curricular provision
- B) Procedures- procedures for dealing with concerns/disclosures
- C) Practice- best practice in child protection

Hard copies of this policy document, *Child Protection Procedures for Primary and Post-Primary Schools* (DES 2011), *Children First: National Guidance for the Welfare and Protection of Children* (Department of Children and Youth Affairs, 2011) and the relevant recording and reporting forms will be made accessible to all staff in the Principal's and secretary's office, staff resource room and electronically on the shared drive.

This policy, Child Protection procedures and practices will be included in the agenda of the first staff meeting of each new school year. It is incumbent on all staff to familiarize themselves with the above-mentioned documents.

## 2. Aims

This policy aims to

- Create a safe, trusting, responsive and caring environment
- Provide a personal safety skills education which specifically addresses abuse prevention for all children in the school
- Develop awareness and responsibility in the area of child protection amongst the whole school community
- Put in place procedures for good practice to protect all children and staff
- Ensure that all staff members are aware of and familiar with the *Children First* (2011) and *Child Protection Procedures* (2011) and procedures in relation to reporting concerns and/or disclosures of child abuse
- Provide for ongoing training in this and related areas for all school staff

## 3. Prevention

The Stay Safe Programme is the primary resource used in this school to provide education for children on abuse prevention. In the September meeting for parents of junior infants and on all future enrolments parents will be informed that the Stay Safe Programme is in use in the school.

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The programme is taught as part of the schools' SPHE programme under the strand unit Safety and Protection. It includes personal safety and safety issues. The formal lessons of the programme will be taught in their entirety every year.

Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible.

## 4. Procedures

### 4.1 Staff

All staff (Teachers, SNAs, ancillary, secretarial, caretaking etc.) in this school will follow the recommendations for reporting concerns or disclosures as outlined in *Children First* (2011) and the *Child Protection Procedures* (DES, 2011).

### 4.2 Manager and subsequently Board of Management

The Manager of the school will

- Arrange for the planning, development and implementation of an effective child protection programme
- Monitor and evaluate its effectiveness
- Ensure that appropriate training and information on child protection is provided for all staff, parents and Board of Management members on a regular basis.

### 4.3 Designated Liaison Person

The Manager of this school has appointed Deirdre Corcoran (Principal) as the Designated Liaison Person (DLP) and Gráinne Horan as Deputy Designated Liaison Person (DDL). Should the Principal be absent over a long period of time the DDL Gráinne Horan will become the DLP

The staff and management of this school have agreed the duties of the DLP are as follows:

- 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* (DES, 2011) and *Children First* (2011) in the school. She will circulate the guidelines and photocopy/circulate to all staff Chapters 2, 3, and Appendix 1 and 3 of the *Children First* and advise on good practice
- The DLP will be available to staff for consultation regarding suspicions or disclosures of abuse. She will keep records of these consultations.
  - All concerns/ disclosures/allegations involving child protection/child welfare issues will be reported in the first instance to the DLP (deputy DLP where appropriate).
  - Each report to the DLP will be dated and signed by the person making that report.
  - A strict adherence to maintaining confidentiality – information regarding concerns
- or disclosures of abuse should only be given on a ‘need to know’ basis.
- The DLP should inform the School Manager that such a report is being made
- The DLP should inform the class teacher(s) of any siblings the child has in the school.

### 4.4 Confidentiality

All information regarding concerns of possible child abuse should only be shared on a need-to-know basis. Ask yourself whether the person has any legitimate involvement or role in dealing with the issue. Giving information to those who need to have that information for the protection of a child who may have, or has been abused, is not a breach of confidentiality. The DLP, who is submitting a report to the HSE or Gardaí Siochana, should inform a parent/guardian, unless doing so is likely to endanger the child or place him/her at further risk. A decision not to inform a parent/guardian should be recorded together with the reason for not doing so. It is not the responsibility of school staff to make enquiries of a parent/guardian. In cases of an emergency, where a child appears to be at immediate risk, and it is not possible to contact the HSE, the Garda Siochana can be contacted. Under no circumstances should a child be left in a dangerous situation pending HSE intervention.

### 4.5 Legislation

#### **Protection for Persons Reporting Child Abuse Act 1998.**

This Act provides for -

Immunity from civil liability for any person who reports child abuse “reasonably and in good faith” to designated officers of the HSE or any member of the Garda Siochana”. This means that even if a reported suspicion of child abuse proves to be unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report. Significant protections are provided for all employees who report child abuse, up to and including dismissal. The 1998 Act created a new offence of false reporting of child abuse. This is a new criminal offence designed to protect innocent persons from malicious reports.

Also refer to *Children First* (2011) 3.10 p. 16 and the *Child Protection Procedures* (2011) 1.1.10 p. 10.

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

Any reports which are made to the HSE may be subject to the provisions of the Freedom of Information Act 1997 which enables members of the public to obtain access to personnel information relating to them which is in the possession of public bodies. However the Freedom of Information Act 1997 also provides that public bodies may refuse access to information obtained by them if that information is confidential.

#### **Education (Welfare) Act (1997)**

Persistent failure to attend school constitutes neglect.

#### **Data Protection Act 1998(Electronic)/Data Protection Act 2003 (Paper)**

A parent can request any records kept by a school in a child’s name.

Schools are required to keep important documents until a child has reached 18 years of age.

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### **Education Act 1998**

The duty of care towards children and protecting their educational rights.

### **Qualified Privilege**

If a member of the Board of Management or school personnel reports suspected abuse to the DLP or to the School Manager, such communication would be regarded under common law as having qualified privilege (see *Child Protection Procedures (2011)*, section 1.1.11 for further explanation).

Those reporting a child's disclosure are not seen to be making an allegation or accusing, but carrying out their duty, acting in loco parentis.



### 5. Practice:

The Principal and Management of Scoil Chormaic Community National School have considered the following as areas of specific concern in relation to child protection. Following discussion the Principal and Management have agreed that the following practices be adopted.

#### 5.1 Induction

All parents will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). On admission in September all parents will be given a copy of the Code of Behaviour and Anti-bullying policy on their child's admission as part of the Parent's Information Handbook, will sign a consent form and will be made aware of their implications. New teachers will be made aware of the school's Child Protection Policy and procedures by the DLP. Students/ volunteers/parents will also be informed of our Child Protection policy by the DLP before starting their placement in the school.

This policy and Child Protection procedures and practices will be included in the first staff meeting of each new school year.

#### 5.2 Training

Scoil Chormaic CNS recognizes that training and upskilling of teachers is an important dimension of professional development and as such regular training will be provided to all staff, both by staff members and external agencies such as the Child Abuse Prevention Programme (CAPP) An in-service training course in the Stay Safe programme and general child protection information takes place annually for staff members including school secretary and SNA. Further training will be provided as the need arises and as more staff joins the school.

Topics covered can include:

- Teaching the Stay Safe programme within the context of S.P.H.E.
- Update on the revised Stay Safe programme
- Responding to disclosures or suspicions of abuse
- Teacher's guidelines on referral procedures
- Response of the health services to cases of child abuse
- Learning difficulties and Stay Safe
- Developing a school policy on child abuse and victimization

#### Parent Education

Parent education on the Stay Safe programme and child abuse is provided by CAPP.

Parental involvement has always been an integral part of the successful implementation of the programme. Parent meetings may take place in the school during the day/evening and normally last for an hour. This will be organized also on a needs basis.

### **Board of Management**

An information meeting for members of the board on any of the above topics can be organised by CAPP.

Meetings will be arranged at a time to suit the board and normally last one hour.

### **5.3 School Building**

The school relocated in September 2012 to a new building in Castlemill, Balbriggan. The main entrance to Scoil Chormaic Community National School is on a magni-lock system with a buzzer system in the office to release the door. There are fire exit doors throughout the building on the ground floor, these open from the inside only.

In the morning time the playground gate is open at 8:50am and pupils may wait in the front playground supervised by the principal, Deirdre Corcoran, deputy principal Gráinne Horan, members of the In School Management Team (ISMT) on a rota basis and SNA s. All teachers collect their classes from the grounds at 9:00am and walk pupils to their classes. The playground access is locked at 9:00am and pupils and/or parents must use the buzzer system to gain access to the school. Parents must sign the 'late register' at this time.

At home time the pupils leave through the side door at the end of the school corridor and assemble in the front playground at 1:40pm for junior and senior infants and 2:40pm for all other classes. Parents must collect their children from the playground indicating to the class teacher the child is going home. Any pupils remaining at 1:50pm for junior and senior infants and 2:50pm for all other classes are brought in to the main reception area and their parent telephoned. Parents must sign the late register at this time. Any pupil not collected by 15:30 the supervising teacher must telephone TUSLA (number in appendix) and advise them that the pupil has not been collected. Every attempt will already have been made to contact emergency contact 1 and 2 for the pupil. The Garda station in Balbriggan will then be telephoned and asked to collect the pupil. No staff member should remain longer than 15:30 minding a pupil unless extenuating circumstance has arisen or with prior agreement with the principal. (Also refer to 5.4 Visitors/Guest Speakers and Arrival and Dismissal Policy.)

### **5.4 Physical contact**

Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child the following should be factors in determining it's 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.

### 5.5 Visitors / Guest Speakers:

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 by guests is appropriate.

Any unaccompanied visitors should be approached by a staff member to ascertain the purpose of their visit and either directed to the principal's office or supervised in the discharge of their business.

### 5.6 Supervision

School supervision policy will be followed by all staff to ensure there is a comprehensive supervision of children at all breaks. Each teacher has copy of the supervision timetable and there is a copy displayed in the staffroom also. (See also Supervision Policy)

### 5.7 Administration of First Aid

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 and incidents will be noted in our Incident book and will be addressed under our accident policy as part of Health and Safety. (See also Health and Safety Policy, see note 2)

### 5.8 Bullying

Children are encouraged to play co-operatively at all times. Inappropriate and bullying behaviour is addressed in our Code of Behaviour and Anti-Bullying Policy. If any incident occurs which is considered to be of a sexualized nature the DLP will be notified and will respond accordingly. (See also Code of Behaviour)

### 5.9 Attendance

Our school attendance will be monitored as per our Admission and Participation 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.

### 5.10 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/Goodness Me Goodness You 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.

### 5.11 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 admission 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 those particular staff involved are absent. A

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written copy of what has been agreed will be made and kept in the child's file. The Board of Management will be made aware of the agreed procedures.

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.

### **5.12 Toileting accidents:**

Clean underwear and suitable clothing will be provided by all pupils in junior infants to 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. If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted the child will be assisted by a member of staff familiar to the child. A record of all such incidents will be kept in the Accident/Incident Book and principal and parents will be notified.

### **5.13 One- to One teaching**

One-to-one teaching may take place in Scoil Chormaic CNS. Every effort will be made to ensure that this teaching takes place in an open environment, with visibility and accessibility a priority. There will be many drop-in visits by the principal to these rooms. Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought. All classroom doors have a glass panel for visibility.

### **5.14 Acceptable Internet Use Policy**

This policy ensures that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. The school will employ a number of strategies in order to maximize learning opportunities and reduce risks associated with the Internet. (See also separate Staff & pupil Acceptable Internet Use Policy)

### **5.15 Court Orders**

Where the school is made aware of a court order being in place that prevents someone from having access to a child, a copy of that order will be requested by the school. A copy of this order will be kept in the child's file and in the Dismissal Time record book. In the event of the parent/guardian's non-compliance with the court order the Gardaí will be summoned to the school to enforce it.

### **5.16 Care Team**

Please refer to the Care Team policy for further information.

## **6. Handling Disclosure from Children**

An abused child is likely to be under severe emotional stress and a staff member may be the only adult whom the child is prepared to trust. Great care should be taken not to damage that trust.

The following advice is offered to school personnel to whom a child discloses abuse.

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### **Do**

Do listen attentively

Do accept what the child is saying

Do seek clarity gently

Do reassure the child without making promises

Do explain that further help may have to be sought

Do record in writing what the child has said in as near as possible the words the child told it as soon as possible, 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 DLP should be informed and given relevant records

### **Don't**

Don't ask leading questions

Don't over react

Don't promise to keep secrets

Don't conduct your own investigation

Don't inform inappropriate others

Don't promise that a specific action will ensue

Don't embellish or alter the facts, as you know them.

(The lessons of the Stay Safe programme come in to play here, 'good' secrets and 'bad' secrets)

## **7. Definition of Child Abuse**

The Children First: National Guidance for the Protection and Welfare of Children (2011) categorize child abuse information into 4 types

Neglect: Children First 2.2.2 p. 8, appendix 1 p. 70 & 71

Emotional abuse: Children First 2.2.3 p. 8, Appendix 1 p. 71

Physical abuse: Children First 2.2.4 p. 9, appendix 1 p. 71 - 73

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Sexual abuse: Children First 2.2.5 p. 9, Appendix 1 p. 73 - 74

The information also provides information and language that is useful when recording information.

All staff in the school should be familiar with these sections of Children First, but should also be aware that indicators of abuse must be examined in the total context of the child's situation and family circumstances.

## 8. Recognition of Child Abuse

The recognition of abuse normally runs along three stages:

1. Considering the possibility- the appearance of inexplicable/serious injury, child appearing distressed for no obvious reason, unusual behavioural problems or fearful appearance in the company of parent/carer.
2. Observing signs of abuse - patterns of signs is the most reliable indicator of abuse. Children may make direct/indirect disclosures, which should always be taken seriously. Less obvious disclosures may be gently explored without direct questioning e.g.: play situations, drawing, and storytelling. Indicators of harm must always be considered in relation to the child's social and family context and it is important to be open to explanations.
3. Recording of information-it is important to establish the grounds for concern by obtaining as much detailed information as possible. Observations should be recorded and should include dates, times, names, locations, context and any other relevant information. When questioning a child leading questions should not be asked. Questions should be open ended so as not to lead or prompt the child.

*Children First 2.2.7 pp. 10*

## 9. Reporting Procedures

Action by Staff Member

If a school employee receives an allegation or has a suspicion that a pupil is being abused they should record the information and report it to the DLP. Ongoing information may be recorded on the record sheet provided in staff member pack. The pupil name is not to appear on any recording of information; the pupil's roll book registration number is to be used instead. All such information is to be kept in a secure locked place in the school.

Confidentiality is vital at all times. Each staff member is provided with a pack of templates in relation to recording and reporting procedures. (See appendix)

## 10. Action by the DLP

If school staff have concerns about a pupil but are not sure whether to make an actual report, the DLP can consult with the HSE making it clear that she is seeking advice and not making a formal report. Identifying details need not be given but if the HSE advises that a referral be made the DLP should act on that advice.

- If the DLP is satisfied that there are reasonable grounds for suspicion of child abuse she will:

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- Report it to the HSE immediately.
- A report should be made to the duty social worker in person by phone or in writing.
- Personal contact is the best way to assist the social worker in gathering as much relevant information as possible.
- In the event of an emergency, the report should be made to the Garda Siochana.
- The DLP should provide the HSE with as much information as possible as outlined in the

### Standard Reporting Form.

- The DLP should have written notes with them when making the report so what is said on the telephone is reflected in the formal written report
- The DLP should inform the School Manager that such a report is being made. The level of information given is to be based on the best interest of the child
- The DLP should inform the parents of the child a report has been made unless it puts the child at further risk. The DLP can have another staff member present if support is needed
- If the DLP decides that the concerns of a school employee should not be referred to the HSE she should give a clear statement in writing as to the reasons why action is not being taken.
- If the school employee remains concerned they should be advised that they are free to report to the HSE themselves, using a standard reporting form.

The standard reporting form and an outline of a body is given to each teacher at the September staff meeting and in an induction meeting for those staff members joining during the school year. The DLP does this.

## 11. Allegations / Suspicions of School Employees

In situations where an allegation of abuse is made against a school employee, while the most important consideration is the protection of the child, the School Manager has a duty in respect of their employees as well. As employer the School Manager should seek legal advice in such cases as circumstances can vary from one case to another and guidelines cannot address every scenario. If the Chairperson is absent go to the Patron.

In such cases there are two procedures that should be followed:

1. *The reporting procedure in respect of the allegation*
2. *The procedure for dealing with the employee.*

### 1. *The Reporting Procedure in respect of the allegation:*

- The DLP will immediately inform the School Manager
- The DLP will seek a written statement of the allegation from the person/agency making the allegation. Parents/guardians may make a statement on behalf of the child
- The DLP will seek advice from the HSE and will take responsibility for reporting, based on this advice.



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- If the DLP, following advice following consultation with the HSE, decides that this matter is not for reporting, she must inform the School Manager. 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.
- If the DLP, following consultation with the HSE, decides that this matter is for reporting she should inform the School Manager, who should proceed in accordance with the procedures in the *Child Protection Procedures for Primary and Post-Primary Schools*, (DES, 2011).
- The DLP completes a standard reporting form as comprehensively as is possible.

### 2. The procedure for dealing with the employee

- When the School Manager becomes aware of an allegation of abuse he will always seek legal advice and base his response on this advice.
- The School Manager will consider whether there is any risk to pupils' safety. If the School Manager considers that there is a risk – he may require the employee to take immediate administrative leave. If unsure the chairperson will consult with the HSE/Gardaí.
- If administrative leave has been invoked, the School Manager will inform the DES. The HSE (in some cases the Gardaí) may also be notified in accordance with legal advice received.
- Once it is deemed necessary by the DLP and School Manager 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.
- 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
  - The written responses of the employee.
- At this meeting also
  - The person/agency who is alleging abuse by the school employee should be offered an opportunity to present his/her case to the 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.
- The BOM must deal with the matter sensitively and the employee must be fairly treated.
- 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.

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- 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.

## 12. Child Protection Meetings/Case Conferences

- A request is made from TUSLA through the DLP who should consult with the Manager of the school. The School Manager 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 7.15 page 51 & Appendix 3, pp.78-80 *Children First: National Guidance for the Protection and Welfare of Children*, (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 advice.
- 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 TUSLA 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 pgs. 34 - 36 *Children First: National Guidance for the Protection and Welfare of Children*, (2011).

## 13. Intellectual Difficulties

Specific issues may arise in the presentation and assessment of a child with learning difficulties. They may include:

- Communication- some children may have limited verbal skills and other methods of communication may be needed, such as drawing.
- Level of Understanding- It is important to take into account a child's level of understanding when explaining the assessment process and when seeking explanations of events.
- Time- some children may have difficulty with the time scale and recall of events. Children with intellectual difficulties may have a short concentration span and it is important to have regular intervals during interviews.

It is particularly important for children with learning difficulties to have someone present who knows the child during all stages of the process.

## 14. Ethnicity and Culture

We recognize and celebrate cultural and ethnic diversity in Scoil Chormaic CNS. Our child protection policy applies equally to all pupils, parents and staff. Being conscious of the multi-cultural and multi-lingual situation of our school we will make every best possible effort to inform parents about child protection in our school. We will also try and ensure the messages of the Stay Safe programme are clearly understood by all.

The Stay Safe website [ww.staysafe.ie](http://ww.staysafe.ie) has translations of the Parents, Guide in the following languages:

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English  
Irish  
Chinese  
French  
Latvian  
Polish  
Spanish

And can be made available to parents. Parents are also welcome to bring someone to translate for them to school meetings.

### 15. Success Criteria

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

- Every member of our school community will be aware of and follow our child protection procedures
- Delivery and participation by all staff in training
- Delivery of the SPHE curriculum
- Resources to support the delivery of SPHE
- Delivery and participation by children in the Stay Safe Programme
- Assessment of these procedures by participants following a child protection case
- Feedback from all staff

### 16. Timeframe for Implementation

These procedures will be implemented following ratification by the School Manager.

### 17. Timeframe for Review

At the first staff meeting of every year the DLP will initiate a review of the Children First: National Guidance for the Protection and Welfare of Children (2011) and Child Procedures for Primary and Post Primary Schools, (DES, 2011).

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

This policy will be monitored and reviewed by the School Manager on an annual basis and when the need arises. The School Manager will ensure that adequate training and support is provided for all staff. (See note 3)

**Policy ratified by the School Manager on \_\_\_\_\_**

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

**School Manager**

**Note 1:** The terms School Manager and Board of management are interchangeable. Scoil Chormaic Community National School is currently managed by a school Manager; in time when legislation is passed the school will be managed by a Board of Management constituted in the same manner as all other primary schools currently are.

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**Note 2:** As Scoil Chormaic CNS is a new school some of the other policies referred to in this document may only be in draft form currently.

**Note 3:** As Scoil Chormaic CNS grows to a full vertical school further sections may be added to this policy including the following:

P.E.

Swimming

Extra-curricular activities

Including transport to and from events, supervision at the events, parent helpers and others.

**Note 4:** This policy has been updated to reflect the new documents issued in 2011 by the Department of Education and Skills and the Department of Children and Youth Affairs.

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### **Resources**

#### **Circular**

Circular 0065/2011 Child Protection Procedures for Primary and Post Primary Schools

#### **Legal documents**

*Children First - National Guidelines for the Protection and Welfare of Children,  
(Department of Children and Youth Affairs, 2011)*

*Child Protection Procedures for Primary and Post-Primary Schools, (Department of  
Education and Skills, 2011)*

#### **Teaching programme**

Stay Safe Programme

#### **Other Resources**

Making the Links

Child Protection Welfare Handbook (HSE)

**‘Scoil Chormaic CNS Child Protection’ folder to be placed on desk top of all computers includes Scoil Chormaic CNS Child Protection Policy, Children First National Guidelines and Child Protection Practices and Procedures.**

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### **Important Contact Numbers**

#### **TUSLA (Child and Family Agency)**

Dublin North Child Protection Services,  
180/189 Lakeshore Drive,  
Airside Business Park,  
Swords,  
County Dublin.

Ph: 01 8708000

Open hours: 9:30am to 5:00pm.

(Ask for Duty Social Worker)

In case of emergency outside these hours telephone Balbriggan Garda Station

Also:

#### **TUSLA,**

Child Protection Services,  
Cromcastle Road,  
Coolock,  
Dublin 5.

Ph: 01 8164200/44

Open hours: 9:30am to 5:00pm.

(Ask for Duty Social Worker)

In case of emergency outside these hours telephone Balbriggan Garda Station

#### **Balbriggan Garda Station**

Ph: 018020510

#### **School Manager**

Ian Murphy,  
Department of Education and Skills,  
Marlborough St.  
Dublin 1.

Ph: 01 8896405