

# Child Protection Policy

## Colaiste na hInse



### Review Dates

<i>Staff</i>	<i>On-going annually</i>	<i>Reviewed</i>
<i>Parents</i>	<i>On-going annually</i>	<i>Reviewed</i>
<i>Student Council</i>	<i>On-going annually</i>	<i>Reviewed</i>
<i>BOM</i>	<i>On-going annually</i>	<i>Reviewed</i>



*Coláiste na hInse is a school of Excellence where students are happy and secure in a learning atmosphere characterised by Dearfachas (positivity) and belonging.*

There is a unique emphasis on ár dteanga Gaeilge (our Irish language) agus ár gcultúr (our culture). We focus on the whole young person and aspire to develop each as an intellectual, emotional and spiritual individual. The cornerstones of our philosophy are Bród (Pride) agus Uaillmhian (Ambition).

We encourage the highest standards in ár daltaí (our students) ensuring that they reach their full potential through strong relationships and positive reinforcement.

Our school motto is: Aimsigh do Réalt Eolais (Reach for Your Star)

## Child Protection Policy

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 Coláiste na hInse has agreed the following child protection policy:

1. 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.
2. The Designated Liaison Person (DLP) is Ms. Anne Marie McCarrick, Principal.
3. The Deputy Designated Liaison Person (Deputy DLP) are Mr. Ian Gardiner, Deputy Principal.
4. In its policies, practices and activities, Coláiste na hInse will adhere to the following principles of best practice in child protection and welfare:

The Coláiste 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 confidential requirements in dealing with child protection matters.

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

5. The school policies, practices and activities that are particularly relevant to child protection are:
  - Code of Behaviour
  - Anti Bullying Policy
  - Attendance Policy
6. This policy has been made available to Coláiste staff and the Parents' Association and is readily accessible to parents on request.
7. 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 30<sup>th</sup> September 2015.

**Signed:**

\_\_\_\_\_

\_\_\_\_\_  
**Wayne Harding Chairperson**  
**Principal Board of Management**

**Date:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Date of next review: January 2016**

## Checklist for Annual Review of the 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 Coláiste;s child protection policy, has the Board formally adopted, without modification, the 'Child 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 Síochana) 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 Síochana 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 Síochana 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 has been provided with the College's child protection policy?	
Has the Board ensured that the College's child protection policy is available to parents on request?	
Has the Board ensured that the SPHE curriculum is implemented in full in the College?	
Is the Board satisfied that the Department's requirements for Garda Vetting have been met in respect of all the College's 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 College in relation to all College 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 College?	
Has the Board identified any aspects of the College'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 College'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 were identified in any previous review of the College's child protection policy have been adequately addressed?	

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

**Signed:**

\_\_\_\_\_

Chairperson, Board of Management

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:**

\_\_\_\_\_

Principal

## Appendix 1

### Responding to disclosures from students:

When information is offered in confidence to a member of staff by a student, it is important that he / she deal with it in a careful and sensitive way. The student should be reassured that everything possible will be done to protect and support him / her.

- Promises of confidentiality or undertakings of confidentiality should not be given. The young person should be reassured that information will be disclosed only to those professionals who need to know.
  - Listen carefully and facilitate the student to tell about the problem.
  - Remain calm and listen to the student with compassion.
  - Show that you are taking what the student is saying seriously.
  - Do not show any extreme reaction.
  - No judgement should be made about the person against whom the allegation is made.
- Open questions should be asked. Avoid non-specific questions and leading questions should be avoided as this could later be interpreted as putting ideas into the young person's mind. For example – “Tell me what has happened”, rather than, “Did they do X to you?”
  - Summarise to clarify with the student that the facts are accurate.
- Indicate to the student what steps will be taken next and reassure them that they have made the right decision to talk about it and they will be supported.
- Record the disclosure on the Colaiste standard Report Form (date, time, place, who was present, statement, non-verbal behaviour etc.) immediately after, using the student's own words. Signs of physical injury observed should be described in detail but under no circumstances should a student's clothing be removed.
- The statement should be signed, dated and given to the principal, Ms Anne Marie McCarrick (Designated Liaison Person) or in her absence to one of the deputy principals, Mr. Ian Gardiner (Deputy Designated Liaison Persons). The Principal may seek

clarification or advice from LMETB, The Board of Management and / or the Duty Care Social Worker. If there are concerns that the young person may be at risk, the school will make a referral. Unless there are concerns that a parent(s) / guardian(s) may be the abuser, the parent(s) / guardian(s) will be informed immediately. The Coláiste will continue to support the young person, the family and any external agencies that may become involved.

- It is important to note that it is not the responsibility of teachers or other staff to carry out investigations into cases of suspected abuse or to make extensive enquiries. They should not take action beyond that recommended in the procedures established in “Children First”(2011)



See powerpoint in folder