



Child Protection Policy

Dalkey School Project NS

Glenageary Lodge
Glenageary
Co Dublin

October 2018

Child Protection Policy of Dalkey School Project National School (DSPNS) 2018-2019

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 Dalkey School Project 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 **Miriam Hurley (Principal)**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Clodagh Robinson (Acting Deputy Principal)**
4. In its policies, practices and activities, Dalkey School Project 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
 - Fully implement the Stay Safe Programme
 - Develop a practice of openness with parents and encourage parental involvement in the education of their children
 - Fully respect confidentiality requirements in dealing with child protection matters
5. The policies, practices and activities listed below are all relevant to child protection section of the child protection policy:
 - Code of Behaviour Policy
 - Anti-Bullying Policy
 - SPHE Policy
 - RSE Policy
 - Acceptable Use of Technology
 - Accidents and Injuries
 - Child Abuse Prevention
 - Wet Supervision
 - Agreed Procedures for Rota Duty
 - Code of Conduct for Extra Curricular Duties
 - Health and Safety

Appendix 1: Child Protection Guidelines Checklist for School Employees at DSPNS

Designated Liaison Person: Miriam Hurley

Deputy Designated Liaison Person: Clodagh Robinson

If a child discloses information to you:

- Listen
- Do not ask leading questions
- Offer reassurance but do not promise not to tell
- Explain that other adults may need to be told – DLP
- Do not stop the child speaking
- Do not over react or comment
- Inform DLP – If you have a reasonable suspicion or reasonable grounds for concern that a child is at risk or has suffered abuse, the DLP should contact the Health Board for advice.
- At the earliest opportunity, record accurately what the child has said – Using the child's own words. Record date/time and context of the disclosure. Use child's registration number – Not child's name
- Facts only
- Sketch signs of physical injury if appropriate
- Retain records for a period of 21 years in keeping with the school's Record Keeping Policy

The following should also be reported to the DLP:

- An account from a person who saw a child being abused
- Injury consistent with abuse
- Dysfunctional behaviour
- Implausible explanations for injury or behaviour
- Consistent evidence over a period of time that a child is being emotionally or physically neglected

Health Board Response:

- School is asked to monitor the situation
- Formal report is requested, sent by DLP and on receipt case is allocated to Social Worker
- Preliminary enquiry – Screening process
- Initial assessment

Possible outcomes:

- Case closed

- Family support
- Child Protection Plan (usually following a case conference)

Appendix 2: Reporting Procedures for DLP at DSPNS

- DLP receives report of child protection concern
- DLP records the report – date/time/context. Child's registration number is used for recording purposes
- DLP makes decision on how to proceed based on information received
- DLP informs Chairperson of Board of Management that initial contact is being made with Health Board
- DLP makes contact with Health Board seeking advice (Do not give name of child at this point. Be very clear that you are seeking advice). Take the name of the person you spoke to and record conversation.
- Duty Social Worker makes recommendation. This may involve school continuing to monitor the situation. Record this decision and send written record of this decision to Health Board. Alternatively a formal referral ;made on standard reporting form may be recommended by Social Worker (Keep a copy on file in a secure place)
- If Health Board not available and case warrants immediate response – Gardaí *are informed*
- *Decision made on informing / not informing parents – taking safety of the child into consideration as number on priority. A decision NOT to inform parent/s should only be made where there is a genuine concern for the safety of the child. Be transparent with parent/s and ensure that they are aware that you have a non negotiable responsibility as DLP to act in the best interests of the child (Refer to Children First)*
- *If DLP decides not to contact Health Board in relation to the case – person who made original report must be informed in writing*
- *Continued monitoring of child should be recommended*
- *Child Protection concerns that have been reported to the Health Board should be included in the Principal's Report to Board of Management Meeting – Child's name is not used*

IMPORTANT TELEPHONE NUMBERS:

- Chairperson BoM: 087686 9147 - Ross McManus
- Health Board: 01-663 73 00 - Dun Laoghaire
- Gardaí: 01-666 54 50 - Dalkey
01-666 50 00 - Dun Laoghaire
- Local Hospital: 01-282 58 00 - Loughlinstown
- School Nurse: 01-280 84 71 - Dun Laoghaire
- CAPP (Stay Safe Programme): - 01-620 63 46

Appendix 3: Checklist for Annual Review of the Child Protection Policy at DSPNS

The Board of Management will undertake an annual review of its child protection policy and the following checklist shall be used for this purpose.

	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? (applies to primary schools)		

	Yes	No
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

To: _____

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