

Mary Mother of Hope Senior National School

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 Mary, Mother of Hope Senior National School 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 Mr. Enda McGorman, School Principal.**

3. **The Deputy Designated Liaison Person (Deputy DLP) is Ms. Áine Fitzpatrick, Deputy Principal**
The second Deputy Designated Liaison Person Éidín Macnamara, Assistant Principal.

4. In its policies, practices and activities, Mary Mother of Hope Senior National School will adhere to the following principles of best practice in child protection and welfare:

The school will

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

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

5. The Board of Management ensures that there are policies and practices in place in the school to ensure the protection of all children in the school. These are developed further in policies such as the school's Code of Behaviour and Anti-bullying Policy, the school's Attendance Strategy, the policy for the Supervision of Pupils, the RSE policy and Substance Mis-Use policy.

The Board has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items.

6. This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the patron if requested.

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 the 24th **October, 2017**.

George Begley
Chairperson of Board of Management

Enda McGorman
Principal

Date: 24th October, 2017

Date: 24th October, 2017

Date of next review: October, 2018

Mary Mother of Hope Senior National School

Child Protection Policy Addendum

Introductory Statement

The Board of Management of Mary Mother of Hope Senior National School 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 Mary Mother of Hope Senior National School initially agreed this child protection policy and ratified the policy at its meeting on the 29th November, 2011.

Policy review and ratification dates

The policy was reviewed again and ratified at the meeting of the new Board of Management on the 22nd February, 2012.

The policy was reviewed again and ratified by the Board of Management on the 1st October 2012.

The policy was reviewed again and ratified by the Board of Management on the 24th October 2013.

The policy was reviewed again and ratified by the Board of Management on the 13th October 2014

The policy was reviewed again and ratified by the Board of Management on the 15th October 2015

The policy was reviewed again and ratified by the Board of Management on the 6th October 2016

This policy was last reviewed and ratified by the Board of Management at its meeting on the 24th October, 2017.

The Board of Management has adopted and will implement fully and without modification the Department of Education and Skills' *Child Protection Procedures for Primary and Post Primary Schools* as part of this overall child protection policy.

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

-  **Prevention**-curricular provision
-  **Procedures**-procedures for dealing with concerns/disclosures
-  **Practice**-best practice in child protection

The Board of Management fully endorses *Children First – National Guidance for the Protection and Welfare of Children 2011* as a policy instrument and the Department of Education and Skills '*Child Protection Procedures for Primary and Post Primary Schools*' as a means of implementing this policy in our school.

The Board of Management will make available to all staff the following documents:

- an individual copy of this Child Protection policy document
- a copy of the Department of Education and Skills '*Child Protection Procedures for Primary and Post Primary Schools*'
- a copy of the '*Children First – National Guidance for the Protection and Welfare of Children 2011*'

It is incumbent on all staff to familiarise themselves with these guidelines and procedures.

Aims of the policy:

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 all children and staff.
-  Ensure that all staff members are aware of and familiar with the 'Children First' and the DES guidelines 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.

Prevention

The Stay Safe programme is the primary resource used in this school to provide education for children on abuse prevention. The programme is taught as part of the school's Social Personal and Health Education (SPHE) curriculum under the strand unit Safety and Protection.

On enrolment of children to Mary Mother of Hope Junior School, parents will be informed that the Stay Safe Programme is in use in the school and runs right through to the Senior School. Stay Safe is taught from Christmas to February mid-term. Parents are also informed about the school policy in relation to teaching the sensitive aspects of SPHE. Prior to the teaching of RSE, parents will receive a letter detailing the themes and topics to be covered in their child's class. Parents have also the opportunity to attend an Accord talk detailing adolescents and the teaching of it in Mary Mother of Hope Senior National School.

Parental Concerns: Parents/Guardians who have worries about the SPHE programme are invited to share these worries or concerns with their child's teacher and/or the principal of the school. Parents have the right to withdraw their child from the sensitive aspects of the SPHE curriculum by informing the class teacher in writing. However, parents are informed by the class teacher that once the language has been introduced, through the thoughtful lesson context, it becomes part of the language of the classroom and will be used by the teacher where appropriate. If a parent insists on his/her child being withdrawn from a certain lesson or lessons, arrangements will be made for the child to do supplementary work in another classroom until the lesson is over. However parents must be aware that this does not guarantee the child from hearing the new language within the class.

Teachers' Concerns: If teachers are concerned about any aspects of the school's SPHE programme, they should discuss this with the SPHE Co-ordinator or the principal.

Children with different needs:

Children with learning difficulties and special needs are given the opportunity to participate in and benefit from the full range of experiences offered in SPHE. In planning for SPHE, teachers are cognisant of the difficulties faced by various pupils and strive to cater for them by adapting/modifying activities where appropriate. Classwork should also be supplemented by learning support and resource teachers e.g. oral language, vocabulary development and communication work around the Stay Safe Programme. Awareness and training around child protection is provided for all Special Needs Assistances and other staff who have contact with children.

Also, on enrolment to Mary Mother of Hope National School, parents are informed of our internet acceptable usage policy and are asked to sign a form accepting/rejecting this. Parents and children are also informed about our Mobile Phone policy and all children are asked to adhere to this. Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible.

Procedures

All staff (Teachers, SNA's, ancillary, secretarial, caretaking etc.) in this school will follow the recommendations for reporting concerns or disclosures as outlined in 'Children First' and the Department of Education and Skills document, '*Child Protection Procedures for Primary and Post Primary Schools*'.

The Board of Management of this school has appointed:

1. **Enda McGorman (principal) as the Designated Liaison Person (DLP), and**
2. **Aine Fitzpatrick (deputy principal) as the deputy DLP.**
3. **Eidín Macnamara (assistant principal) as deputy DLP 2.**

The staff and management of this school agree that:

- ✚ All concerns/disclosures 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.

Practice

When children are under the supervision of the school, teachers are considered to be in 'loco parentis'. Schools must act with prudence, having due regard for their responsibilities in the area of child protection.

The staff and board of management of this school have identified the following as areas of specific concern in relation to child protection and ensure that children and staff are protected.

Recruitment and Selection of Staff

The Board of Management will comply fully with the Department's circulars in relation to Garda vetting of school personnel and other persons who have or may have unsupervised access to children or vulnerable adults.

The Board of Management accepts that from 29 April 2016 Circular 0031/2016 supersedes and replaces both Circular 0063/2010 and Circular 26/2015 and applies to all recognised primary and post-primary schools and any other state funded centres for education (as defined in the Education Act, 1998) for children or vulnerable persons.

The Board of Management confirms its compliance to the provisions on Circular 0031/2016 in relation to the Statutory requirements for Garda Vetting contained in Circular 0031/2016.

The Board of Management will comply fully with the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking by all persons being appointed to teaching and non-teaching positions.

At Mary Mother of Hope Senior National School, it is crucial that those working with children in the school are safe adults in so far as this can be determined. All applicants should be asked to supply in writing information which includes:

- ✚ Appropriate personal details
- ✚ A cv of past and current work/volunteering experience, indicating relevant qualifications or skills acquired.
- ✚ At least two written references- verification of references will be sought through making verbal contact with the referees.

Background checks are completed on anyone being considered to assist in a voluntary capacity or seeking work experience in the school. Colleges and organisations seeking to place individuals in Mary Mother of Hope Senior NS will be contacted to supply information.

It is also the responsibility of the Board of Management to ensure that all personnel are properly supervised and supported in the work they are doing.

The school principal will, following the appointment of a new member of staff, arrange an induction meeting with the staff member where he will bring the staff member's attention to this Child Protection policy and the related documents.

General Conduct

It is imperative that in the dealings with the children in our care a balance is struck between the rights of the child and the need for intervention.

As a general rule any physical contact between school personnel and the child should be in response to the needs of the child and not the needs of the adult. While physical contact can be used to comfort, reassure or assist a child the following should be factors in assessing its appropriateness

- ✚ It is acceptable to the child concerned.
- ✚ It is open and not secretive
- ✚ It is appropriate to the age and developmental stage of the child.

School personnel should not do things of a personal nature for a child which the child can do for him/herself. Inappropriate physical conduct also includes rough play and horseplay (tickling, wrestling etc.) All children should be treated with equal respect – favouritism is not acceptable.

School personnel should never engage in or allow:

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

All media products e.g. CDs, DVD's, computer software etc. should be checked for their appropriateness with regard to age and suitability. Where a doubt exists with regard to the suitability of material, the principal and/or board of management should be consulted as necessary.

It is incumbent on the BOM to ensure that all school personnel are familiar with the DES guidelines on child protection and that these guidelines are adhered to in the event of concerns or disclosures around child protection. The DLP should be notified promptly of any concerns with regard to the behaviour of a staff member or any allegations of abuse made by a child or an adult. In the event that the concern involves the DLP, the chairperson of the board of management should be notified.

A disclosure of abuse should never be ignored.

Toileting/Intimate Care

Normally a child who has specific toileting needs will have a special needs assistant assigned to him/her. It is crucial that before the child is enrolled in the school, a meeting is held at which all school personnel involved with the child will attend along with the child's parents/guardians. At that meeting the needs of the child should be addressed and agreement reached as to how the school can meet those needs. It is important that those involved

with the intimate care of the child agree practices which are acceptable to the staff, the child and the parents. Practices agreed should be sufficiently flexible to cover unforeseen situations e.g. if personnel involved in assisting the child are absent.

The BOM will be made aware of practices agreed.

Supervision of Children

Each yard area will be supervised by a teacher and where appropriate a special needs assistance. Accidents or incidents that take place while children are under the supervision of school staff should be written on an *Accident Report Sheet*. Details of the teacher on duty at the time of the accident, what happened, the time the incident occurred and the follow up action taken are recorded. The original report sheet should be sent home with the child involved and a copy kept for the teacher's own record.

If first aid needs to be administered to a child, this should be done by the yard teacher. In severe cases, the child may need the attention of his/her class teacher as well. A teacher should never administer first aid to a child on his/her own in a closed area.

In the case where a child is being collected by someone unknown to staff, parents need to inform the teacher of this prior to collection and children must identify that person. If the school is aware of a court order being in place which prevents someone from having access to a child, a copy of that order should be requested by the school. In the event of the parent/guardian's non compliance with the court order the Gardaí should be summoned to the school to enforce it.

One to one teaching

If a child needs learning support or one to one teaching, parents will be advised of this. It is crucial that the door of the specific classroom is left open to safeguard both parties. The teacher and child should be seated in full view of others passing by. If this is impossible then the child and teacher should at least be in clear view of the vision panel in the door.

Visitor/guest speakers

Any supplementary programmes or speakers used will be discussed with and agreed to by the principal in advance. Approval must be given by the Board of Management.

Criteria for supplementary programmes/speakers:

- ✚ The visitor should complement but not replace the teacher.
- ✚ Teachers need to be careful that particular aspects of the SPHE programme are not sensationalised by the decision to invite a visitor, by the choice of visitor or by the content covered during the visit.
- ✚ Talk to colleagues to find out what their experience of visitors has been and with which visitors they and their students have had positive learning experiences
- ✚ When it has been decided to invite a particular individual/agency it is good practice to organise a meeting with them two or three weeks prior to the visit. The following points could be included in the discussion:
 - ✓ how the visit fits into the overall SPHE strand/module.
 - ✓ the age, gender, ability, social and cultural background of students.
 - ✓ the number of students involved.
 - ✓ the duration of the input.
 - ✓ the ethos of the school.
 - ✓ the content, methodologies and audio-visual material to be used.
 - ✓ boundaries/confidentiality and how sensitive issues will be handled.
 - ✓ what might be covered by the students both before and after the visit.
 - ✓ Is there anything in the school policy around parental consent: if so how is this to be gained. Should both teacher and visitor be involved in either writing to or briefing, parents beforehand.
 - ✓ how you will evaluate the input.
- ✚ Although some visitors may prefer that the teacher is not present, a teacher must stay with the class for the duration of the input. This safeguards the students, the teacher and the visitor in both child protection and insurance matters. It ensures that the teacher is aware of exactly what was covered should any issue arise at a later stage and that the visitor has understood the school ethos.

Internet Safety/Mobile Phone Policy

See school's Internet Acceptable Use Policy and Mobile Phone Policy.

Links to other policy/planning areas

- ✚ SPHE curriculum-Strand Unit on 'Safety and Protection'.
- ✚ The School Code of Discipline
- ✚ Anti-Bullying
- ✚ Health and Safety Statement

-  Information and Communication Technology
-  Mobile Phone Policy
-  Special Needs
-  School Tours/Outings

HSE area	Address	Telephone Number
DUBLIN NORTH WEST	TUSLA, Roselawn Health Centre, Roselwan Road, Castleknock, Dublin 15.	(01) 6464 518

Review and Monitoring

This policy will be monitored and reviewed by the Board of Management on an annual basis and when the need arises. The board of management will ensure that adequate training/information and support is provided for all staff, parents and board of management.

Contact Details:

Garda Síochána:

Blanchardstown Garda Station, Blanchardstown, Dublin 15.

Phone: (01) 6667000

FORM NUMBER: CC01:01:00

STANDARD REPORT FORM

(For reporting CP&W Concerns to HSE)



A. To Principal Social Worker/Designate: _____

1. Date of Report

2. Details of Child

Name:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address:		DOB		Age	
		School			
Alias		Correspondence address (if different)			

3. Details of Persons Reporting Concern(s)

Name:		Telephone No.	
Address:		Occupation	
		Relationship to client	
Reporter wishes to remain anonymous	<input type="checkbox"/>	Reporter discussed with parents/guardians	<input type="checkbox"/>

4. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to the HSE? Yes No

5. Details of Report

(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)

Mary Mother of Hope Senior National School

Child Protection Recording Sheet

Pupil Registration No.		
Date	Observation	Signed