



Child Protection Policy

The staff of Gaelscoil Dhroichead na Banndan compiled this document in September 2011 as a response to recent changes in legislation. It was updated in January 2012 in response to the publication of the following documents and is reviewed on an annual basis:

Thiomsaigh foireann na Gaelscoile an cháipéis i Meán Fómhair 2011 mar fhreagra ar reachtaíocht nua-achtaithe. Deineadh leasú ar an gcáipéis i mí Eanáir 2012 nuair a foilsíodh na documéidí seo a leanas:

- 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

The document 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 Sex Abuse Act 1998
- Data Protection Acts 1998 and 2003
- Freedom of Information Acts 1997 and 2003

A copy of the school's Child Protection Policy which includes the names of the Designated Liasion Person and the Deputy Designated Liasion Person has been available to all school personnel and the Parent's Association and will be readily accessible to parents on request.

Rationale

The BOM of Gaelscoil Dhroichead na Banndan has adopted the Department of Education and Science Guidelines and Procedures for schools in relation to Child Protection and Welfare. This policy is an outline of how Gaelscoil Dhroichead na Banndan proposes to implement these guidelines in order to ensure the protection and welfare of all children attending our school.

Relationship to Characteristic Spirit of the School

Gaelscoil Dhroichead na Banndan seeks to help the children 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, these concerns will be listened to with understanding and respect and they will be acted on accordingly.

Aims

1. To promote the safety, protection and welfare of all pupils attending Gaelscoil Dhroichead na Banndan.
 2. To establish and maintain an environment where children feel safe and secure, are encouraged to talk and are listened to.
 3. To raise awareness of child abuse namely, emotional, physical, sexual and neglect, among all the education partners in our school.
 4. 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.
 5. To put in place clear procedures for all school personnel dealing with suspicions and allegations of child abuse.
 6. To ensure that parents have an understanding of the legal obligations placed on the school and staff to report incidences of child abuse.
 7. To ensure that children know that there are adults in the school that they can approach if they are worried.
 8. To identify curricular content and resources that contribute to the prevention of child abuse
- Stay Safe Programme
 - Relationship and Sexuality in Education

Réasúnaíocht

Ghlac Bord Bainistíochta Gaelscoil Dhroichead na Banndan leis na Treoirínte agus Cur Chuige um Chaomhnú Páistí ón Roinn Oideachais agus Eolaíochta. Déanann an polasaí seo cur síos ar an mbealach a bhfuil sé i gceist ag Gaelscoil Dhroichead na Banndan na treoirínte sin a chur i bhfeidhm chun cosaint agus leas na leanáí uile a fhreastalaíonn ar ár scoil a chinntiú.

Gaolmhaireacht le hÉiteas Féiniúlachta na scoile

Déanann Gaelscoil Dhroichead na Banndan iarracht cuidiú leis na leanáí fás agus forbairt chun go mbeidh siad ina dhaoine fásta sláintiúla, féinmhuinéacha, aibí, in ann a bpotéinseal iomlán mar dhaoine a bhaint amach. Déanaimid iarracht i gcónaí timpeallacht shábháilte, áthasach a chruthú do na leanáí ina mbraithfidh siad sochar, agus a fhios acu go n-éistfead leo le tuiscint agus meas má tá cúiseanna imní acu, agus go ndéanfar rud éigin faoi na cúiseanna imní sin.

Aidhmeanna

1. *Chun sabháilteacht cosaint agus leas na ndaltaí go léir atá ag freastal ar Ghaelscoil Dhroichead na Banndan a chur chun cinn.*
2. *Feasacht ar mhí-úsáid leanaí a ardú i measc na foirne scoile agus na bpáirtithe oideachais uile inár scoil mí-úsáid mhothúchánach, fhisiciúil, ghnéis agus faillí san áireamh.*
3. *Nósanna imeachta soiléire a chur i bhfeidhm do phearsanra uile na scoile maidir le conas déileáil le hamhras agus líomhaintí faoi mhí-úsáid leanaí.*
4. *Ábhar curaclaim agus acmhainní a aithint a chabhraíonn le cosc a chur le mí-úsáid leanaí agus le cur ar chumas leanaí déileáil le mí-úsáid ar an mbealach ceart má tharlaíonn sé.*

Confidentiality

All information regarding concerns of possible child abuse should only be shared on a need to know basis, in the interests of the child. The test is whether or not 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 been or has been abused, is not a breach of confidentiality.

The DLP who is submitting a report to the HSE 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 HSE cannot be contacted, and the child appears to be at immediate and serious risk, An Garda Síochána should be contacted immediately. A child should not be left in a dangerous situation pending HSE intervention.

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 HSE 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. (Child Protection DES Book page 6.)

Qualified Privilege

While the legal protection outlined above only applies to reports made to the appropriate authorities (i.e. the HSE 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 DLP or the Board of Management Chairperson, such communication would be regarded under common law as having qualified privilege.

A further definition of qualified privilege is outlined in Section 1.4.2 and 1.4.3, page 6 of Child Protection – Guidelines & Procedures.

Freedom of Information Act (1997)

Reports made to HSE 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.

Curricular Implications

The Stay Safe Programme is an integral part of the SPHE curriculum in our school which addresses personal safety. All five topics in 'Stay Safe' are done over a two year period. Each topic is introduced and work on in year 1 and built upon in year 2. Lessons are undertaken with this programme for a two month period. Other resources are the RSE programme.

Appointment of a Designated Liaison Person (DLP)

- The Board of Management has appointed **Micheál Ó Riain** as the **Designated Liaison Person (DLP)** in Gaelscoil Dhroichead na Banndan to have specific responsibility for child protection.
- **Máireád Aine Ní Urdail** has been appointed as **Deputy DLP** to take the place of the DLP if she is unavailable for whatever reason.

Roles and Responsibilities:

- The Board of Management has primary responsibility for the care and welfare of the pupils.
- The DLP has specific responsibility for child protection in the school.
- All staff have a general duty of care to ensure that good practice is in place to protect children from harm.

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.
- To provide appropriate staff development and training

Ról agus Freagrachtaí:

- *Bíonn an phríomhfhreagracht as cúram agus leas a dhaltaí ar an mBord Bainistíochta.*
- *Bíonn freagracht shainiúil ar an DCA as caomhnú páistí sa scoil.*
- *Bíonn dualgas cúraim ghinearálta ag an bhfoireann uile, chun a chinntiú go bhfuil socruithe ann chun leanaí a chosaint ó dhainséar .*

Ról an Bhoird Bhainistíochta

- *Socruithe a dhéanamh do phleanáil, forbairt agus cur i bhfeidhm Cláir Caomhnú Páistí éifeachtach.*
- *Monatóireacht agus meastóireacht a dhéanamh ar an gclársin.*
- *Forbairt agus oiliúint foirne chuí a chur ar fáil*

Specifically the Board of Management will:

- Have clear procedures for dealing with allegations or suspicions of child abuse (See below)
- Monitor the progress of children at risk
- Ensure that curricular provision and staff training is in place for the prevention of child abuse.
- Investigate and respond to allegations of child abuse against one of the school's employees, which have been reported to the Health Board or Gardai.

Procedures for BOM in cases of allegations or suspicions of child abuse by a school employee:

A)Reporting

In the event of receiving a complaint or suspicion re an employee:

- The DLP will immediately inform the Chairperson of the Board of Management.
- S/He will seek a written statement of the allegation from the person(s) making the allegation. Parents/Guardians may make a statement on behalf of a child.

- iii. The DLP will seek advice from the relevant Health Board and will take responsibility for reporting, based on this advice.
- iv. If the DLP, following consultation with the Health Board, decides that this matter is not for reporting, s/he 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 Health Board 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.
- v. If the DLP, following consultation with the Health Board, decides that this matter is for reporting s/he should inform the Chairperson, who should proceed in accordance with the procedures in the Child Protection Guidelines (2011 Circular 65).
- vi. The DLP/Deputy DLP completes a standard reporting form as comprehensively as is possible.
- vii. When the Chairperson becomes aware of an allegation of abuse s/he will always seek legal advice and base his/her response on this advice.
- viii. S/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 Health Board. (Refer to Child Protection Guidelines and Procedures (DES, 2011).
- ix. The Chairperson has a duty to afford the employee fairness and due process – s/he 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 week.

Go sonrath

- *Beidh nósanna imeachta soiléire acu chun déileáil le líomhaintí nó le hamhrais maidir le mí-úsáid leanaí (Féach thíos)*
- *Déanfaidhsiadmonatóireachtarleanaíimbaol*
- *Déanfaidh siad cinnte go soláthraítear an chuid den churaclam a bhaineann le cosc a chur ar mhí-úsáid leanaí.*

- *Déanfaidh said líomhaintí maidir le mí-úsáid leanaí ileith fhostaí na scoile a tuairiscíodh don Bhord Sláinte nó don Gharda Síochána a iniúchadh, agus tabharfaidh siad freagra orthu.*

Nósanna imeachta don Bhord Bainistíochta má dhéantar líomhaintí nó má tá amhrais ann maidir le mí-úsáid leanaí déanta ag fostaí scoile:

A)Tuairisciú

Má fhaightear gearán nó amhras maidir le fostaí:

- x. Cuirfidh an DCA an Cathaoirleach ar an eolas láithreach.
- xi. Lorgóidh sé/sí ráiteas scríofa den líomhain ón duine/ón eagrais atá ag deanamh na líomhna. Is féidir le tuismitheoirí/caomhnóirí ráiteas a dhéanamh thar ceann linbh.
- xii. Rachaidh an DCA chun comhairle a fháil ón mBord Sláinte ábhartha agus beidh sé/sí freagrach as tuairisciú a dhéanamh, bunaithe ar an gcomhairle sin.
- xiii. Má chinneann an DCA, i ndiaidh comhairle a dhéanamh leis an mBord Sláinte, nach gá an t-ábhar a thuairisciú, ní mór dó/di an Cathaoirleach a chur ar an eolas. Ansin, ní mór dó/di an duine nó an ghníomhaireacht atá ag deanamh na líomhna a chur ar an eolas, i scríbhinn, faoi na cúiseanna leis an gcinneadh sin. Má tá cúiseanna imní ag an duine nó ag an eagrais sin fós, is féidir leo dul i gcomhairle leis an mBord Sláinte nó leis an nGarda Síochána, nó tuairisc a thabhairt dóibh ar bhonn aonair. Bíonn forálacha an Achta um Chosaintí ag Daoine a Thuairisceoidh Mí-úsáid Leanaí 1998, má dhéanann siad tuairisc réasúnta le meon macánta.
- xiv. Má chinneann an DCA, i ndiaidh gcomhairle leis an mBord Sláinte, gur chóir an t-ábhar a thuairisciú, ní mór dó/di an Cathaoirleach a chur ar an eolas, agus ní mór dó/di leanúint ar aghaidh de réir na nósanna imeachta sna Treoirínte agus Cur Chuige um Chaomhnú Páistí (1999 Ich 16).

- xv. Comhlíonfaidh an DCA/Leas-DCA foirm thuairiscithe chaighdeánach ar an tslí is cuimsithí is féidir.
- xvi. Nuair a chuirtear an Cathaoirleach ar an eolas faoi líomhain maidir le mí-úsáid, gheobhaidh sé/sí comhairle dhlíthiúil i gcónaí, agus tabharfaidh sé/sí freagra ar an líomhain de bhun na comhairle sin.
- xvii. Cuirfidh sé/sí an fostaí ar an eolas faoi fhíricí agus cineál na líomhna, agus déarfadh sé/sí go raibh/nach raibh sé tuairiscithe don Bhord Sláinte ag an DCA. (Déan tagairt do 4.2 – 4.3, lch 16 de na Treoirínte agus Cur Chuige um Chaomhnú Páistí (ROE, 2001).
- xviii. Bíonn sé de dhualgas ar an gCathaoirleach cothroime a thabhairt don fhostaí agus a chinntiú go leanáítear an próiseas ceart – bíonn an fostaí i dteideal sonraí agus cóip den líomhain i scríbhinn, comhairle, ionadaíocht agus deis freagra a thabhairt don Bhord laistigh de sheachtain.

B) Responding

- i. When the Chairperson becomes aware of an allegation of abuse s/he will always seek legal advice and base his/her response on this advice.
- ii. The Chairperson will consider whether there is any risk to pupils' safety. If the Chairperson considers that there is a risk – s/he may require the employee to take immediate administrative leave. If unsure the Chairperson will consult with the Health Board/Gardaí.
- iii. If administrative leave has been invoked, the Chairperson will inform the DES. The Health Board (in some cases the Gardaí) may also be notified in accordance with legal advice received.
- iv. Once it is deemed necessary by the DLP and Chairperson to make a report (after receiving advice from the Health Board) the Chairperson will convene and inform a meeting of the BOM as soon as possible.
- v. 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.

vi. At this meeting also

- The person(s) 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 their case and may also be accompanied.

vi. The BOM must deal with the matter sensitively and the employee must be fairly treated.

vii. 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.

viii. 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 Health Board and receive reports and records from them where appropriate.

B) Freagairt

i. *Nuair a chuirtear an Cathaoirleach ar an eolas faoi líomhain maidir le mí-úsáid, gheobhaidh sé/sí comhairle dhlíthiúil i gcónaí, agus freagróidh sé/sí don líomhain de bhun na comhairle sin.*

ii. *Déanaidh an Cathaoirleach barúil measta an bhfuil daltaí i mbaol. Má cheapann an Cathaoirleach go bhfuil riosca ann – féadann sé/sí ceangal ar an*

- bhfostaí dul ar shaoire riaracháin láithreach. Mura bhfuil sé/sí cinnte, rachaidh an Cathaoirleach i gcomhairle leis an mBord Sláinte/an nGarda Síochána.*
- iii. *Mura ceanglaíodh ar an bhfostaí dul ar shaoire riaracháin, cuirfidh an cathaoirleach an ROE ar an eolas. Féadtar an Bord Sláinte (i roinnt cásanna an Garda Síochána) a chur ar an eolas freisin de réir comhairle dhlíthiúil a fhaightear.*
- iv. *Má mheasann an DCA agus an Cathaoirleach gur gá tuairisc a dhéanamh (tar éis comhairle a fháil ón mBord Sláinte), glaofaidh an Cathaoirleach cruinniú den Bhord Bainistíochta chomh luath agus is féidir, agus cuirfidh sé/sí ar an eolas iad.*
- v. *Nuair a líomhnaítear gur tharla an drochúsáid laistigh den scoil, nó nuair a bhaineann sé le mí-úsáid leanaí na scoile ag fostaithe na scoile lasmuigh d'am scoile, déanfaidh an Bord Bainistíochta an scéal a iniúchadh. Beidh cruinniú breise acu nuair atá an fhaisnéis ábhartha bailithe. Ag an gcruinniú sin, déanfaidh an Bord Bainistíochta na nithe seo a leanas a mheas go mion:*
- *Na líomhaintí a rinneadh agus a bhfoinse*
 - *An chomhairle a chuir na húdaráis ábhartha orthu*
 - *Agus na freagraí scríofa ón bhfostaí*
- vi. *Ag an gcruinniú seo freisin*
- *Ní mór deis a thabhairt don duine/ionadaí an eagrais a líomhnaíodh gur bhain an fostaí scoile mí-úsáid as leanbh/leanaí a c(h)ás a chur faoi bhráid an Bhoird Bhainistíochta, agus féadann duine amháin eile a bheith leis/léi*
 - *Féadann tuismitheoirí/caomhnóirí feidhmiú ar son an linbh.*
 - *Ní mór deis a thabhairt don fhostaí a c(h)ás a chur faoi bhráid an chruinnithe freisin, agus féadann duine eile a bheith leis/léi.*
- vii. *Ní mór don Bhord Bainistíochta déileáil leis an ábhar ar shlí leochailleach agus ní mór caitheamh go cothrom leis an bhfostaí.*
- viii. *Déanfaidh an Bord Bainistíochta cinneadh faoi céard a dhéanfaidh siad, má tá aon rud le déanamh, bunaithe ar a n- iniúchadh agus cuirfidh siad an fostaí ar*

an eolas i scríbhinn. Cuirfidh siad an ROE ar an eolas faoin toradh freisin, má raibh an fostaí as láthair ar shaoire riaracháin.

- ix. *Nuair nach féidir leis an mBord Bainistíochta iniúchadh a dhéanamh ar líomhaintí (e.g. nuair a tharla an mí-úsáid agus an duine fostaíthe áit éigin eile, nó nuair atá na húdaráis ábhartha ag déanamh iniúchadh air/uirthi), déanfaidh an Cathaoirleach cibé gnímh a mholann na húdaráis. Fanfaidh an Cathaoirleach i dteagmháil dhlúth leis an mBord Sláinte agus gheobhaidh siad tuairiscí agus cúntais uathu nuair is cuí.*

Appointment of the Designated Liaison Person

The Board of Management has designated the **Principal, Micheál Ó Riain**, as the person who has specific responsibility for Child Protection. He will be the Designated Liaison Person for the school and all dealings with health boards, An Garda Síochána and other parties, in connection with allegations of abuse. Those other parties should be advised that they should conduct all matters pertaining to the processing or investigation of alleged child abuse through the Designated Liaison Person.

Where the Designated Liaison Person is unavailable, the **Deputy Principal, Mairéad Áine Ní Urdail** will be nominated to assume his responsibilities, as the **Deputy Designated Liaison Person**.

The Designated Liaison Person or his nominated replacement, shall immediately inform the Chairperson of the Board of Management of the school that a report involving a pupil in the school has been submitted to the relevant Health Board or the Gardai.

The DLP shall also inform the school authority of the number of cases where the DLP submitted a report to the HSE or Gardai or sought advice from the HSE and as a result of this advice, no report was made. At each Board of Management meeting, the Principa's report shall include the number of all such cases and this shall be recorded in the minutes of the board meeting.

Actions to be taken by the DLP

- If a school employee receives an allegation or has a suspicion that a pupil is being abused, he/she should report the matter to the DLP. The need for confidentiality is essential. There fore the child concerned will be identified on any written reports, only by their number on the school register.
- If the school employee and the DLP are satisfied that there are reasonable grounds for suspicion or allegation, the DLP should report the matter immediately to the relevant Health Board
- A report should be made in person, by phone or in writing to the social worker on duty. Personal contact with the social worker is preferable, to allow for the transfer of as much information as possible

- In the event of an emergency or the non-availability of Health Board staff, the report should be made to An Garda Síochána
- The report should include as much information as possible on the Standard Reporting form
- The Chairperson of the Board of Management should be informed at this point
- The parents/guardians of the child will be informed also, unless doing so is likely to endanger the child or place the child at further risk. A decision not to inform the parents/guardians should be recorded briefly along with the reason for not doing so
- Where school personnel have concerns about a child, but are unsure whether to report the matter, the DLP shall seek appropriate advice, by consulting with Health Board staff. He shall be explicit that he is not making a report but is requesting advice. It would not be envisaged that the DLP would supply identifying details at this informal stage, as are required when making a report. If a Health Board advises that a referral should be made, then the DLP should act on that advice
- If, following discussions, the DLP decides that the matter should not be formally referred to the Health Board, then he should give a clear statement, in writing to the school employee, as to the reasons why action is not being taken. The school employee should be advised that if he/she remains concerned, about the situation, he/she is free to consult with or report to the Health Board again.
- It is essential that at all time these matters be treated in the strictest confidence and not discussed except among those mentioned above.

Guidelines for the DLP/Deputy DLP in handling reported concerns and disclosures

- Where the DLP/Deputy DLP have concerns about a child, but are not sure whether to report the matter to the Health Board, he/she should seek appropriate advice. To do this the DLP/Deputy DLP should make informal contact with the assigned (on duty) Social Worker. The DLP/Deputy DLP in this case, should be explicit that s/he is requesting advice and not making a report. If advised to report the matter, the DLP/Deputy DLP will act on that advice.
- A report will then be made to the Health Board by the DLP/Deputy DLP in person, by telephone or in writing. In the event of an emergency or non-availability of Health Board staff, the report should be made to the Gardaí. The DLP/Deputy DLP should also report the matter to the Chairperson of the BOM, who should then follow the procedures as outlined in Chapter 4 (Section 4.3) of Children First National Guidelines for the Protection and Welfare of Children (2011).
- A standard reporting form is completed by the DLP/Deputy DLP as comprehensively as possible (See Appendix 1).
- Parents/Guardians will normally be informed that a report is being made. It may be decided that informing the parent/guardian is likely to endanger the child or place the child at further risk. The decision not to inform the

parent/guardian should be briefly recorded together with the reasons for not doing so.

- When the allegation is against the DLP, the Chairperson then assumes responsibility for reporting the matter to the Health Board and filling in the standard reporting form.

Where there are allegations or suspicions of Peer Abuse the DLP/Deputy DLP will follow the same procedures.

- Parents of all parties will be notified and the DLP/Deputy 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.

Ról an Teagmhálaí Ainmnithe

- *Bíonn an DCA mar dhuine idirchaidrimh le heagrais seachtracha, Boird Sláinte, leis an nGarda Síochána agus le páirtithe eile le freagrachtaí maidir le caomhnú páistí*
- *Cuirfidh an DCA na pearsanra scoile uile ar an eolas maidir le teacht ar na dTreoirlínte Children First sa scoil. Déanfaidh sé/sí Caibidlí 3 & 4 & Aguisín 1 na dTreoirlínte a fhótachóipeáil agus tabharfaidh sé/sí comhairle maidir le dea-chleachtas*
- *Beidh an DCA ar fáil don fhoireann le haghaidh comhairliúcháin maidir le hamhrais nó faisnéis faoi mhí-úsáid ó leanaí. Coinneoidh sé/sí cúntas ar na comhairliúchain sin.*
- *Bíonn an DCA mar dhuine idirchaidrimh le heagrais seachtracha, Boird Sláinte, leis an nGarda Síochána agus le páirtithe eile le freagrachtaí maidir le caomhnú páistí*
- *Cuirfidh an DCA na pearsanra scoile uile ar an eolas maidir le teacht ar na dTreoirlínte Children First sa scoil. Déanfaidh sé/sí Caibidlí 3 & 4 & Aguisín 1 na dTreoirlínte a fhótachóipeáil agus tabharfaidh sé/sí comhairle maidir le dea-chleachtas*

- *Beidh an DCA ar fáil don fhoireann le haghaidh comhairliúcháin maidir le hamhrais nó faisnéis faoi mhí-úsáid ó leanaí. Coinneoidh sé/sí cuntas ar na comhairliúcháin sin.*
- *Gheobhaidh an DCA comhairle ón mBord Sláinte.*
- *Tuairisceoidh an DCA amhrais agus líomhaintí maidir le mí-úsáid leanaí don Bhord Sláinte agus/nó don Gharda Síochána, bunaithe ar an gcomhairle sin.*
- *Coinneoidh an DCA cúntais chearta go slán sabhailte, rúnda agus in áit slán.*
- *Beidh an DCA ar an eolas faoi aon fhorbairtí reatha maidir le caomhnú páistí.*

Treoirínte don DCA faoi dhéileáil le tuairisciú cúiseanna imní agus tuairisciú faisnéise ó leanaí

- *Má tá an DCA/ anLeas-DCA imníoch faoi leanbh, ach níl sé/sí cinnte ar chóir an t-ábhar a thuairisciú don Bhord Sláinte, ba chóir dó/di comhairle chuí a lorg. Chuige sin, ba chóir don DCA/Leas-DCA teagmháil neamhfhoirmiúil a dhéanamh leis an Oibrí Sóisialta ainmnithe (atá ar dualgas). Ní mór don DCA/Leas-DCA a mhíniú go soiléir sa chás seo, go bhfuil comhairle á lorg agus nach bhfuil tuairisc á déanamh aige/aici. Má chuirtear comhairle air/uirthi an t-ábhar a thuairisciú, sin a dhéanfaidh sé/sí.*
- *Ansin, déanfaidh an DCA/Leas-DCA tuairisc don Bhord Sláinte go pearsanta, ar an nguthán nó i scríbhinn. I gcás éigeandála, nó mura bhfuil foireann an Bhoird Sláinte ar fáil, ní mór tuairisciú don Gharda Síochána. Ní mór don DCA tuairisc ar an ábhar a dhéanamh do Chathaoirleach an Bhoird Bhainistíochta, a leanfaidh na nósanna imeachta a ndéantar cur síos orthu i gCaibidil 4 (Cuid 4.3) de na Children First - Treoirínte Náisiúnta um Chaomhnú agus Leas Páistí (1999).*
- *Líonfaidh an DCA/Leas-DCA foirm thuairiscithe chaighdeánach ar an mbealach is cuimsithí is féidir (Féach Aguisín 1).*
- *De ghnáth cuirfear tuismitheoirí/caomhnóirí ar an eolas go bhfuil tuairisc á déanamh. B'fhéidir go ndéanfaí cinneadh, go mbeadh an leanbh i ndainséar nó i mbaol níos mó dá gchuirfí an tuismitheoir/caomhnóir ar an eolas. Ba chóir an cinneadh gan an tuismitheoir/caomhnóir a chur ar an eolas a thairfeadh i dteannta le cúiseanna an chinnidh sin.*

- *Nuair a dhéantar líomhain faoin DCA, ansin bíonn an Cathaoirleach freagrach as an ábhar a thuairisciú don Bhord Sláinte agus an fhoirm thuairiscithe chaighdeánach a líonadh.*
 - *Má dhéantar líomhaintí nó má tá amhras ann faoi mhí-úsáid déanta ag chomh-pháirtí, bainfidh an DIA úsáid as na nósanna imeachta céanna.*
 - *Cuirfear tuismitheoirí na bpáirtithe uile ar an eolas agus cuirfidh an DCA an Cathaoirleach ar an eolas.*
 - *Déanfaidh an príomhoide agus múinteoirí ranga socruithe chun bualadh leis na tuismitheoirí uile ina n-aonar chun teacht ar réiteach.*
 - *Déanfar socraithe sa scoil chun gach iarracht a dhéanamh cosc a chur le atarlú an iompair mhí-úsáidí.*

Ról na mBall Foirne

a. Tá sé de fhreagracht ar na múinteoirí agus na baill foirne uile dul i dtaithe ar Children First - Treoirlínte Náisiúnta um Chosaint agus Leas Leanaí (1999) go háirithe

- *Caibidil 3 Sainmhíniú & Aithint Mhí-úsáid Páistí*
- *Caibidil 4 Cúis le Tuairisc a Thabhairt & Nósanna Imeachta Tuairiscithe Caighdeánacha*
- *Aguisín 1 Comharthaí agus Rianta Mí-úsáid Páistí*

Tá freagrachtaí na fóirne de réir Treoirlínte Náisiúnta um Chosaint agus Leas Leanaí agus Caomhnú Páistí.

- *Múineadh an Chlár Caomhnú Páistí–Bí Sábhailte*
- *Ag coimeád cuntas agus ag freagairt líomhainí a thagan isteach maidir le mí-úsáid páistí mar atá mholta sna Treoirlínte Caomhnú Páistí.*
- *Cinntoidh an DCA go bhfuil gach ball den fhoireann san airdeall faoi na modhanna agus na treoirlínte agus go bhfreastalódh siad ar aon traenáil breise má churitear ar fáil é.*
- *Cinntoidh an DCA go bhfuil cóip don Pholasaí seo 'Caomhnú Páistí' ag gach múinteoir.*

- *Tá modh cúntais ag gach ball den fhoireann chun aon bhuairteanna a bhreacadh a choimeádtar i leabhar cúntaisí faoi leith faoi ghlais i dtairreacán sa seomra ranga. Coimeádtar súil géar ar dul chun cinn na daltaí go bhfuil buairteanna againn fúthu agus d'aon dalta atá i mbaol i slí maraon len ár bpríomh cúram aire mar mhúinteoirí.*
- *Coimeádtar na cúntaisí seo de réir an Data Protection Act.*
- *Má tá cabhair/aire thaithíoch ó pháiste sa scoil, aontar cur chuige, oiriúnach leis an bpáiste lena thuistí/chaomhnóirí nó aon duine eile atá bainteach le cúram an pháiste. Leanfaidh an cur chuige seo an cleachtadh is fearr chun dínit an pháiste a choinneáil. Coimeádfar cúntas scríofa ar an gcur chuige seo agus cuirfear éinne atá bainteach le cúram an pháiste ar an eolas.*
- *Cuirtear na Cúntóirí Riachtanaisí Speisialta ar an eolas faoi na Treoirlínte Caomhú Páistí agus an Polasaí Caomhnú Páistí a bhaineann le Gaelscoil Dhroichead na Banndan.*
- *Má thagann cainteoir/oiliúnoir go dtí an scoil beidh an Múinteoir Ranga i láthair an tam ar fad.*

Role of all Staff Members

a. It is the responsibility of all teachers and staff members to familiarise themselves with the Children First National Guidelines for the Protection and Welfare of Children (1999) especially

- Chapter 3 Definition & Recognition of Child Abuse
- Chapter 4 Basis for Reporting & Standard Reporting Procedures
- Appendix 1 Signs and Symptoms Of Child Abuse

The responsibilities of the staff of Gaelscoil Dhroichead na Banndan are as outlined in the Children First Guidelines and the Child Protection Guidelines (DES)

- Teaching of a Child Protection Programme – Stay Safe
- Recording of and responding to allegations of child abuse as recommended in the Child Protection Guidelines.

- The D.L.P. will ensure that all staff are aware of the procedures and guidelines and attend any further training, when provided.
- The D.L.P. will ensure that each teacher has a copy of this policy on Child Protection.
- Each staff member has a method of recording concerns, a Record Book that is kept in a locked drawer in the classroom. The progress of pupils about whom we have concerns and who may be at risk will be monitored in a manner consistent with our duty as teachers.
- These records will always be maintained confidentially and in line with the Data Protection Act.
- If any pupil in the school requires intimate care, procedures involved in such care will be agreed in consultation with the pupil, his/her parents/guardians and any other personnel involved in the care of the pupil. This will be in keeping with best practice and the best interests of the child and with due consideration to maintaining the child's personal dignity. Such procedures, when agreed, will be communicated to all parties involved and put on record.
- In the case of Special Needs Assistants (SNAs), they will be made aware of the Child Protection Guidelines and the Child Protection Policy of the school.
- If an outside speaker/coach visits the school, the class teacher will be present at all times.

b. Guidelines for teachers and staff members

Disclosures from children:

- 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:
- Listen to the child.
- Do not ask leading questions or make suggestions to the child
- Offer reassurance but do not make promises.
- Do not stop a child recalling significant events.

- Do not over-react.
- Confidentiality should not be assured - explain that further help may have to be sought.
- Record the discussion accurately noting
 1. What, where and when?
 2. Descriptions and possible sketches of physical injuries.
 3. Explanations of injuries using direct quotations if appropriate.
- Retain the record securely.
- Child's registration number in lieu of name will be used in all notes/records to ensure privacy and confidentiality.
- The staff member will obtain only necessary relevant facts. It is not the responsibility of school personnel to investigate allegations of abuse.
- The DLP will then be informed and given relevant records.
- 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.

b. Treoirínite do mhúinteoirí agus do bhaill foirne maidir le déileáil le...

Faisnéis tugtha ag leanaí:

Má labhraíonn leanbh le ball foirne faoi mhí-úsáid líomhanta, ní mór don duine a fhaigheann an fhaisnéis sin éisteacht go cúramach agus ar shlí thacúil. Ní mór a bheith an-chúramach nach gcailltear muinín an linbh Níor chóir agallamh foirmiúil a dhéanamh. Cuirtear an chomhairle seo a leanas ort:

- Éist leis an leanbh.
- Ná cuir ceistanna a spreagfaidh freagraí ar leith ná ná déan moltaí maidir le freagraí don leanbh.
- Tabhair tacaíocht don leanbh, ach ná déan gealltanais.
- Ná cuir cosc ar an leanbh imeachtaí tábhachtacha a tabhairt chun cuimhne.
- Ná tabhair freagairt thar fóir.
- Ná geall go gcoinneofar gach rud faoi rún – mínigh go mb'fhéidir go mbeidh gá le cabhair bhreise.

- Déan cúntas mion ar an gcomhrá a tharla, leis na sonraí seo a leanas
 - Céard a tharla, cá háit agus cathain?
 - Cur síos agus léaráidí más féidir de ghortuithe fisiciúla
 - Mínithe ar na gortuithe ag úsáid athrá díreach más cuí.
- Coimeád an cúntas slán.
- Úsáidtear uimhir cláracháin na bpáistí in áit a nainmneacha nuair atá cúntaisí/nótaí á choimeád chun rúndacht agus príombháideachas a chinntiú.
- Níor chóir don bhall foirne ach fíricí ábhartha riachtanacha a fháil. Níl sé de fhreagracht ar phearsanra na scoile líomhaintí maidir le mí-úsáid a iniúchadh. Ní mór an DCA a chur ar an eolas agus na taifid chuí a thabhairt dó/di.
Más é/í an DCA an duine a rinneadh na líomhaintí ina leith, ansin cuirtear an t-amhras agus aon tuairiscí faoi bhráid an Chathaoirligh agus leanfaidh sé/sí ar aghaidh de réir na dTreoirínte.

Amhras faoi Mhí-úsáid:

- Má cheapann baill foirne go bhfuil mí-úsáid ar siúl, ní mór dóibh tagairt a dhéanamh do na Treoirínte Náisiúnta um Chaomhnú agus Leas Páistí (1999) go háirithe
 - Caibidil 3: Sainmhíniú & Aithint Mhí-úsáid Páistí
 - Caibidil 4: Cúis le Tuairisc a Thabhairt & Nósanna Imeachta Tuairiscithe Caighdeánacha
 - Aguisín 1: Comharthaí agus Rianta Mhí-úsáid Páistí
- Ní mór do bhaill foirne na dátaí/comharthaí/rianta a bhfuil mar chúis imní dóibh a bhreathnú agus cúntas a choimeád orthu thar thréimhse ama.
- Ní mór dóibh an DCA a chur ar an eolas agus na taifid uile a thabhairt dó/di.

2.Suspicious of Abuse:

- Staff members who suspect abuse should refer to Children First National Guidelines for the Protection and Welfare of Children (1999) especially

- Chapter 3 : Definition & Recognition of Child
- Chapter 4: Basis for Reporting and Standard Reporting Procedures
- Appendix 1: Signs and Symptoms Of Child
- Staff members should observe and record over time the dates/signs/symptoms/behaviour causing them concern.
- They should inform the DLP and pass on all records.
- **Organisational and Curricular Issues:**

In Gaelscoil Dhroichead na Banndan we contribute to the prevention of child abuse through the SPHE Curriculum. The Child Protection Programme that is being implemented in Gaelscoil Dhroichead na Banndan is the Stay Safe Programme. It will be taught from Infants to Sixth Class over a block period on alternate years (c.f. RSE Programme of Work, Strands and Strand Units.) (Appendix 2) Any additional resources selected will be in keeping with the aims of the SPHE Curriculum and the Child Protection Policy.

The school cannot guarantee confidentiality if a child asks a question of a personal nature to themselves or discloses personal information.

All children with special needs are included and participate in the SPHE programme with their own classes.

Teachers will endeavour to adapt and modify activities so that all children can participate. The Special Education Teacher and Resource teacher will supplement the work of the class teacher's where necessary.

The methodologies and approaches used will be as recommended in the SPHE Curriculum i.e. active learning, talk and discussion, problem-solving, etc.

Parents are welcome to view the SPHE Curriculum and may speak to the class teacher if they have any concerns. The RSE Curriculum will be made available to parents before being taught in class. (c.f. RSE Policy)

With regard to matters of a confidential nature, the school cannot take any responsibility for what is discussed in the yard or classroom.

If parents choose to withdraw their child from the RSE Programme they will be accommodated in another teacher's classroom. (cf. RSE Policy)

Success Criteria

The success of this policy will be evaluated by using the following criteria:

- Delivery and participation by all staff in training
- Delivery of the SPHE Curriculum
- Delivery and participation by children in the Stay Safe Programme Feedback from all staff
- Assessment of these procedures by participants following a child protection case

Critéir Rathúlachta

Déanfaimid meastóireacht ar rathúlacht an pholasaí seo ag baint úsáide as na critéir seo a leanas:

- *Cur i bhfeidhm agus rannpháirtíocht na foirne uile san oiliúint*
- *Cur i bhfeidhm an churaclam OSPS*
- *Cur i bhfeidhm agus rannpháirtíocht na leanaí sa Chlár Bí Sábháilte*
- *Aiseolas ón bhfoireann uile*
- *Measúnacht, déanta ag rannpháirtithe, ar na nósanna imeachta tar éis cáis ar Chaomhnú Páistí*

Policies that Support Child Protection

The following policies related to Child Protection have been drawn up in consultation with Staff, Parents Association and the Board of Management of Gaelscoil Dhroichead na Banndan.

- Code of Behaviour

- Enrolment
- Anti - Bullying
- Health and Safety Statement
- Special Education
- SPHE
- RSE

Polasaithe a thacaíonn leis an bPólasaí Caomhnú Páistí

Tá ceangailt idir na Polasaithe seo thíos luaite le Caomhnú Páistí a bhí curtha le chéile i gcomhairle le foireann na Gaelscole, Coistí na dTuistí agus Bord Bainistíochta Gaelscoil Dhroichead na Banndan

- Cód Iompar
- Polasaí Iontrála
- Polasaí Tromaíochta
- Ráiteas Sláinte agus Sábháilteachta
- Polasaí um Riachtanais Speisialta
- PolasaíOSPS
- PolasaíOCG

Ratification and Review:

This Child Protection Policy was ratified by the BOM of Gaelscoil Dhroichead na Banndan in January 2011. It will be reviewed by staff annually and kept in line with any change in legislation.

At the first staff meeting of every year the DLP will remind all teachers of the guidelines and copies of Chapter 3&4 Appendix 1 of The Children First Guidelines 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

- DLP
- Principal
- All Staff
- Board of Management

Daingniú agus Aithbhreithniú

Dhaingnigh an Bord Bainistíochta leis an bPolasaí Caomhnú Páistí go hoifigiúil Mí Dheireadh Fómhair 2016. Déanfar athbhreithniú ar an bPolasaí go rialta ag cinntiú go bhfuilimid ag comhlíonadh ár ndúlghaisí ó thaobh dtí na tíre de.

Cuirfidh an DCA na treoirlínte i gcuimhne do na múinteoirí uile ag an gcéad chruinniú foirne gach bliain, agus tabharfar cóip de na Treoirlínte Náisiúnta do Chosaint agus Leas Leanaí d'aon duine a mbíonn sé de dhíth orthu.

Déanfar athbhreithniú bunaithe ar na critéir thuas, tar éis aon eachtra agus gach eachtra ina n-úsáidtear na treoirlínte.

Freagracht as an Athbhreithniú

- DCA
- An Príomhoide
- An Fhoireann uile

Appendix I Circular 65/2011

(https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0065_2011.pdf)

Appendix II Checklist for annual Review

Appendix III Curricular content for Gaelscoil Dhroichead na Banndan

Appendix IV Statutory Declaration

Appendix IV Form of Understanding

Appendix 2: 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 [Insert School Name] 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	YES	NO

	reports to the HSE/ An Garda Síochána were appropriately followed?		
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

Ratification of Policy

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 December 1st 2016

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: September 2017

The Board further endorses the Principal, [Insert Name] as the school DLP and [Insert Name] as Deputy DLP.

On behalf of the Board of Management:

_____ (Chairperson) Date: _____

APPENDIX A

Child Protection Practices

The staff and BoM of this school have identified the following as areas of specific concern in relation to Child Protection. Following discussion and consultation, the staff and BoM have agreed that the following practices be adopted:

- 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 its 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.

School personnel should never engage in or allow:

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

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

Visitors/Guest Speakers

Appropriately appointed and screened visiting teachers of varying disciplines, engaged by the BoM of Gaelscoil Dhroichead na Banndan to perform specific duties, will be left work with a class alone at the Principal's discretion

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 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

Clean underwear and suitable clothing will 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 members of staff familiar to the child. In all such situations, two members of staff should be present. A record of all such incidents will be kept and Principal and parents will be notified.

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 Incident book and will be addressed under our Accident Policy as part of Health and Safety.

On-to-one teaching

- It is the policy in this school that one-to-one teaching can sometimes be in the best interest of the child
- Every effort will be made to ensure that this teaching takes place in an open environment
- Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought
- Work being carried out by Special Needs Assistants will be carried out under the direction of the class teacher in an open environment.

Changing for games/PE/Swimming

Pupils will be expected to dress and undress themselves for Games/PE/Swimming. Where assistance is needed, this will be done in the communal area and with the consent of parents. Under no circumstances will members of staff/volunteers be expected to or allowed to dress/undress a child unsupervised in a cubicle/private area. In such situations where privacy is required, the parents/guardians of the child will be asked to assist the child.

The BoM of Gaelscoil Dhroichead na Banndan has requested that all swimming volunteers apply to be vetted. At all times there must be adequate supervision of pupils. While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the Principal and parents.

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.

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 or request a colleague to attend. Further details on communications are found in the school's Communication Policy.

Induction of Staff

The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Procedures (DES, 2011) and Children First Guidelines (2011), but particularly the recently published Children First – National Guidance for the Protection and Welfare of Children (2011). All new teachers are expected to teach the appropriate SPHE objectives for their class. A member of staff, once trained, will be responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives.

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. RSE, Walk Tall, Stay Safe and SPHE. All new parents will be 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 will be given a copy of the school's Code of Behaviour and Anti-Bullying policies.

Internet Safety

It is the intention of the Principal and Staff at Gaelscoil Dhroichead na Banndan to ensure that child protection concerns will be addressed in the school's Acceptable Use Policy as part of its Information and Communication Technology policy. The Stay Safe lessons in each classroom may be supplemented with appropriate resources. There will also be annual meetings during which parents will be invited to attend a session with an invited speaker to stay abreast of the ever-changing situation regarding internet access.

Record Keeping

Teachers will keep records on each child's reports using Gaelscoil Dhroichead na Banndan Record Keeping Sheets. Roll books will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are kept in the filing cabinet in the office or on our school database.

Supervision

The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota will be displayed to cover 11 o'clock and lunchtime breaks.

Visibility

Teachers will ensure that children are visible in the school playground. 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 playground or to engage with adults who are outside of the school playground.