

# Child Protection Policy

## Castleknock Community College



### Review Dates

Staff	On-going 2011	Reviewed
Parents	January 2012	Reviewed
Student Council	January 2012	Reviewed
BOM	February 2017	Reviewed

Due for next review March 2018\*

\*New Children's First Guidelines to be fully implemented by March 2018



### ***The Mission Statement of Castleknock Community College***

We the pupils, parents and staff of Castleknock Community College, strive for excellence in a caring and supportive environment. Growing and developing through co-operation will enable all to realise their full potential.

## **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 Castleknock Community College 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. John Cronin, Principal.
3. The Deputy Designated Liaison Persons (Deputy DLP) are Ms. Carmel O'Neill, Deputy Principal and Mr. John Hopkins, Deputy Principal.
4. In its policies, practices and activities, Castleknock Community College will adhere to the following principles of best practice in child protection and welfare:

The College 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 College 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
  - Counter Bullying Policy
  - Attendance & Punctuality
  - Supervision of Pupils
  - Sporting Activities
  - School Outings / Trips
  - Work Placements
  
6. This policy has been made available to College personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to Dublin & Dun Laoghaire ETB and the Department of Education and Skills 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 \_\_\_\_\_.

**Signed:**

\_\_\_\_\_  
**John Walsh**  
**Chairperson**  
**Board of Management**

\_\_\_\_\_  
**John Cronin**  
**Principal**

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

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

**Date of next review: January 2018**

## 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 College'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:** \_\_\_\_\_

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

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

## Notification

### The Board of Management of Castleknock Community College's Annual Review of the Child Protection Policy

To: \_\_\_\_\_

The Board of Management of Castleknock Community College wishes to inform you that:

- The Board of Management's annual review of the 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**

## Appendix 1

*“...children have the right to be protected from all forms of violence; they must be kept safe from harm; and they must be given proper care by those looking after them. When adults or organisations make decisions which affect children, they must always think first about what would be the best for the child.”(The U.N. Convention on the Rights of the Child 1991)*

As a student centred school, everything we do in Castleknock Community College underpins the rationale expressed in the above tenet of the United Nations Convention on the Rights of the Child 1991. Priding ourselves on being “a listening school” with an excellent Pastoral Care structure in place, the staff of Castleknock Community College is committed to:

- promoting an atmosphere of trust and an environment in which students feel safe, secure and valued
- provide opportunities through the College’s curriculum and programmes that educate students about interpersonal relationships
- ensure students are informed and aware of the College’s counselling structures
- regularly updating the knowledge and expertise of the management team and staff.

### Principles

Every young person has the fundamental right to be safe. Young people may be abused by a parent or guardian, a sibling or other relative, a carer, an acquaintance or a stranger. This abuse may be as a result of a deliberate act or failure to provide proper care or both. The young person’s welfare must always be paramount and overrides all other considerations. The young person has a right to be heard, to be listened to and to be taken seriously. Procedures and actions taken to protect the young person should not cause unnecessary upset or distress. Parent(s) and guardian(s) should be consulted and involved in matters that concern their family.

### Forms of abuse include:

- **Neglect** – the significant or persistent neglect of a child or young person, or the failure to protect a child from exposure to any kind of danger, resulting in the significant impairment of the young person’s health or development.
- **Physical Abuse** – the actual or deliberate physical injury or suffering to a young person.
- **Sexual Abuse** – the actual or likely sexual exploitation of a young person.
- **Emotional Abuse** – The persistent and emotional ill-treatment of a young person resulting in severe adverse effects on their emotional, physical and / or behavioural development



## Appendix 2

### 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 College's 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, Mr. John Cronin (Designated Liaison Person) or in his absence to one of the deputy principals, Ms. C.O'Neill or Mr. John Hopkins (Deputy Designated Liaison Persons). The Principal may seek clarification or advice from Dublin & Dun Laoghaire ETB, 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 College 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).

## Appendix 3

### Contact Details

1. HSE Dublin 15 Area  
  
Duty Social Work Team  
Sinead Tobin, Team Leader, Roselawn Health Centre, Blanchardstown, Dublin 15  
Tel: 01 6464518 Fax: 01 6464519
2. Garda Station, Blanchardstown. 01 6667000
3. Department of Children and Youth Affairs, 43 - 49 Mespil Road, Dublin 2  
Tel: 01 6473000
4. Irish Society for the Prevention of Cruelty to Children (ISPCC)  
29 Lower Baggot Street, Dublin 2.  
Tel: 01 6767960
5. Safeguarding and Child Protection Service, Holy Cross Diocesan Centre,  
Clonliffe College, Dublin 3.
  - Child Protection Officer, Ms. Sinéad McDonnell. 01 8360314
  - Designated Person, Mr Andrew Fagan (Director of Child Protection Service)

