

Child Protection Guidelines

The Board of Management of this school has appointed Linda Dowling as the Designated Liaison Person (DLP) and Mary Gallagher as the deputy DLP

The staff and management of this school have agreed:

- 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

GOOD PRACTICE GUIDELINES:

The staff of the school have identified the following areas and agreed good practice guidelines as follows:

a. Physical contact:

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.

b. Visitor/Guest Speakers:

Visitors/guest speakers should never be left alone with pupils. All visitors are requested to call to the office. Teachers remain with their classes when GAA coaches, gymnastics coaches, potters, art teachers, music teachers etc. are working with the class.

As part of our Anti-bullying Policy children are encouraged to use the internet in a safe and responsible way. Children are supervised at all times when using computers as per A.U.P. (Acceptable Use Policy). Mobile phones are not allowed in school.

c. Children with specific toileting/intimate care needs:

In a situation 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 assistants, principal and if appropriate the pupil. The purpose of the meeting will be ascertaining 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. 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.

d. 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

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should be present. A record of all such incidents will be kept and principal and parents will be notified.

e. **One to One Teaching:**

It is the policy of this school that one to one teaching is often 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.

f. **Changing for Games/P.E./Swimming:**

Pupils will be expected to dress and undress themselves for games/P.E./swimming. Under no circumstances will members of staff/volunteers be expected to or allowed to assist in dressing/undressing a child. Parents/guardians/ volunteers are not allowed into group changing areas in line with the Child Protection Policy. In such situations where assistance is required the parent/guardian (or SNA where appropriate) of the child will be asked to assist their own child in a private changing areas or when group changing cubicles are free. For Health and Safety reasons children are not permitted to use hairdryers and teachers/SNAs/volunteers will not dry children's hair. Children are asked to towel dry their hair and wear a hat or headband to keep them warm on the bus. Children from 2nd class take part in swimming lessons. Children are accompanied by class teachers and SNAs if appropriate.

g. **First Aid** - Please see school's Health and Safety Policy.

h. **Collection of children by person not known to staff.**

If parents/guardian or person who normally collects child is unavailable to do so, the school must be informed in advance of arrangements. Children will not be released to an unauthorised person under any circumstances. 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 principal and parents.

Reviewed June 2017

Next Review June 2018

Signed:

Chairperson, BOM

Principal

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