

## **Bailieborough Community 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 Bailieborough Community 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 Martha Lievens.
3. The Deputy Designated Liaison Person (Deputy DLP) is Fergal Kenny.
4. In its policies, practices and activities, Bailieborough Community 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. Other school policies, practices and activities that have particular child protection relevance are: Code of Behaviour, Admissions Policy, Critical Incident Management Plan, Guidance Plan, Anti-Bullying Policy, Relationships & Sexuality Education Policy, Pastoral Care Policy, Student Computer Network & Internet Usage Agreement, Inclusion of Persons with Special Educational Needs Policy, Dealing with Students in one to one situations such as: counselling/ correcting/ coaching/ teaching, supervising changing rooms/lunchtimes/ morning breaks/ after school activities/ out of school activities.
6. This policy has been made available to school personnel, published on the school website [www.bailieborocs.ie](http://www.bailieborocs.ie) and provided to 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 Patrons if requested.

7. This policy will be reviewed by the Board of Management once in every school year. The attached checklist shall be used for this purpose.

This policy was adopted by the Board of Management on Monday March 24<sup>th</sup> 2014.

Signed: \_\_\_\_\_

Chairperson of Board of Management

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

Signed: \_\_\_\_\_

Secretary Board of Management

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

Date of next review: \_\_\_\_\_

Checklist for the Annual Review of Bailieborough Community  
School's 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 schools child protection policy, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools'?	
Are there both a DLP and a Deputy DLP currently appointed?	
Are their relevant contact details (HSE and An Garda Síochána) to hand?	
Has the DLP attended available child protection training?	
Has the Deputy DLP attended available child protection training?	
Have any members of the Board attended child protection training?	
Has the school's child protection policy identified other school policies, practices and activities that are regarded as having particular child protection relevance?	
Has the Board ensured that the Department's 'Child Protection Procedures for Primary and Post Primary	

<b>Schools' are available to all school personnel?</b>	
<b>Has the Board put arrangements in place to communicate the school's child protection policy to new school personnel?</b>	
<b>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'?</b>	
<b>Since the Board's last annual review, was the Board informed of any child protection reports made to the Health Service Executive/An Garda Síochána by the DLP?</b>	
<b>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?</b>	
<b>Is the Board satisfied that the child protection procedures in relation to the making of reports to the HSE/An Garda Síochána were appropriately followed?</b>	
<b>Were child protection matters reported to the Board appropriately recorded in the Board minutes?</b>	
<b>Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?</b>	
<b>Has the Board ensured that the Parents' Association has been provided with the school's child protection policy?</b>	
<b>Has the Board ensured that the school's child protection policy is available to parents on request?</b>	
<b>Has the Board ensured that the SPHE curriculum is implemented in full in the school?</b>	

<b>Is the Board satisfied with the Department's requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?</b>	
<b>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/non-teaching positions?</b>	
<b>Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?</b>	
<b>Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools' are being fully and adequately implemented by the school?</b>	
<b>Has the Board identified any aspects of the school's child protection policy and/or its implementation that require further improvement?</b>	
<b>Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's child protection policy and/or its implementation that have been identified as requiring further improvement?</b>	
<b>Has the Board ensured that any areas for improvement that were identified in any previous review of the school's child protection policy have been adequately addressed?</b>	

**Signed** \_\_\_\_\_

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

**Chairperson, Board of Management**

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

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

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**Notification regarding the Board of Management's annual review  
of the child protection policy**

**To \_\_\_\_\_**

**The Board of Management of \_\_\_\_\_**  
**wishes to inform you that:**

- **The Board of Management's annual review of the school's  
child protection policy was completed at the Board meeting  
of \_\_\_\_\_ [date].**
- **This review was conducted in accordance with the checklist  
set out in Appendix 2 of the Department's 'Child Protection  
Procedures for Primary and Post Primary Schools'.**

**Signed \_\_\_\_\_**  
**Chairperson, Board of Management**

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

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

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

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