



Naas
Community
College

Naas Community College 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 Naas Community College has agreed the following child protection policy.

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.

The Designated Liaison Person (DLP) is Mr. Ciarán Keegan

The Deputy Designated Liaison Person (Deputy DLP) is Ms. Sarah Buckley

In its policies, practices and activities, Naas Community College 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.

The following school policies, practices and activities are particularly relevant to the Child Protection Guidelines:

- Code of Behaviour

- Anti-bullying Policy
- Attendance Strategy
- Guidance Policy
- Policy on Educational Trips

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.

SCHOOL PROCEDURES

1. Any member of staff with an issue or concern relating to Child Protection should immediately discuss it with the Designated Liaison Person. Allegations of child abuse must always be given the highest priority and referred immediately to the Designated Liaison Person.

2. The Designated Liaison Person will then decide on an appropriate course of action (based on the DES Children First Guidelines).

DEALING WITH DISCLOSURES OF ABUSE

It should be made clear to students that: **CONFIDENTIALITY CANNOT BE GUARANTEED IN RESPECT OF CHILD PROTECTION ISSUES.** If a child chooses to tell a member of staff about possible abuse there are a number of things that should be done to support child:

- Stay calm and be available to listen
- Be sensitive when responding to the disclosure
- Listen with the utmost care to what the child is saying
- Care should be taken not to damage the trust shown
- Don't put words into the child's mouth but note the main points carefully in their words
- No judgemental statement should be made about the person against who the allegation is made or the child making the allegation
- Leading questions should be avoided and open, non-specific questions should be used
- Keep a full record - date, time, what the child did, said, etc
- Reassure the child and let them know they were right to inform you and everything possible will be done to protect him/her
- Explain the need for action which will involve other adults being involved
- Immediately inform the Designated Liaison Person, or when absent the nominated member of staff. The Designated Liaison Person will then decide on an appropriate course of action (based on the DES Children First Guidelines).

RECORD KEEPING

- It is essential that accurate records be kept where there are concerns about the welfare of a child.
- Signs of physical injury should be described in detail and if appropriate sketched.
- Staff should note carefully what they observed and when they observed it.
- Any comments by the child should be recorded, preferably quoting words actually used. eg: how an injury occurred.
- These records should then be signed, dated and kept in a secure location. Reports may be needed for Child Protection Case conferences. Consequently records and reports should be:
 - (a) Factual (no opinions)
 - (b) Non-judgemental (no assumptions)
 - (c) Clear
 - (d) Accurate
 - (e) Relevant
 - (f) Signed and dated

This policy has been made available to the school personnel and the Parent's 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.

This policy will be reviewed by the Board of Management once in every school year.

This policy was initially adopted by the Board of Management on 25th November 2015

This policy was reviewed in: January 2017

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: September 2018