



Educate
Together

Bremore Educate Together Secondary School

Roll Number 68262N

PO BOX 12720

Balbriggan

County Dublin

Child Protection Policy

April 2016

Introduction

Bremore Educate Together Secondary School 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 School Bremore Educate Together Secondary School is under the auspices of Educate Together and Educate Together has agreed the following child protection policy:

1. Bremore Educate Together Secondary School 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 Ms Kathy Jones (Principal)
 3. The Deputy Designated Liaison Person (Deputy DLP) has not been appointed yet (Deputy Principal)
4. In its policies, practices and activities, Bremore Educate Together Secondary 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.

Garda Vetting

Circular 0031/2016

From 29 April 2016, the Vetting Act will be commenced and will place statutory vetting obligations on school authorities.

As and from 29 April 2016, the Vetting Act requires that a school authority must not, other than where certain exemptions (which are set out at section 6.4 of the circular) apply, contract, permit or place a person to undertake relevant work or activities prior to the school authority receiving a vetting disclosure from the Bureau in respect of that person.

Induction of Teachers and Ancillary Staff

The DLP will be responsible for informing all new teachers and ancillary staff of this policy and the Children First Guidelines (2011).

Visitors to the school

The Principal must be notified in advance of any arranged visits in order to make arrangements to comply with Circular 0031/2016 Garda Vetting where necessary. Secretarial staff will be made aware of visitors entering the school and will ascertain their intentions. Visitors will be required to sign in and out in a visitor's book. They will be supervised in the discharge of their business.

Dealing with students on a one-to-one basis

Staff at Bremore Educate Together Secondary School are aware of and follow the Code of Practice for staff in their relationships with the Schemes Students around professional distance, referral, and physical contact. (Bremore Educate Together Secondary School Staff Handbook)

If a staff member/visiting professional such as Speech and Language therapist/ Occupational therapist has to work/deal/communicate with students on a one-to-one basis, they are requested to leave the classroom door open.

Supervision

School supervision and routines will be followed by all staff to ensure that there is comprehensive supervision of students at a break time.

Visibility

Teachers will ensure that students are visible and supervised at all times. Students will not be allowed to spend time in classrooms and canteen unsupervised. Students will not be put out of class onto the corridor unsupervised. (Code of Positive Behaviour)

Students travelling in staff cars

Teachers will not carry students alone in their cars. Public or private transport will be arranged to travel to and from curricular and extra-curricular events. If a child is ill parents / guardians will be contacted to come and collect their son/ daughter.

Student Behaviour

Students are encouraged behave appropriately in class and extra-curricular activities and inappropriate behaviour will be addressed under our Code of Positive Behaviour.

Anti-Bullying Policy

Bullying behaviour is not tolerated at Bremore Educate Together Secondary School. Students are reminded of this at the beginning of each academic school year when Class Tutors explain to them exactly what bullying behaviour is. Bremore Educate Together Secondary School is a “**TELLING**” school. This means that *anyone* who knows bullying or unkind behaviour is happening is *expected* to tell a

staff member. The supports and consequences for victims and bullies are also explained.

The school uses Restorative Justice practices when possible. (Code of Positive Behaviour and Anti-bullying Policy)

Lessons on this issue are dealt with in Social Personal & Health Education, Ethics Education, Friendship Week and related subject areas.

Students are then asked to read and sign the schools Anti-bullying Charter. Parents are also requested to read and sign the charter also.

Attendance

With regards to Child Protection we will pay particular attention to trends in nonattendance. We will also monitor nonattendance in correlation with signs of neglect/ physical/ emotional abuse. (Attendance Policy)

Trips and Outdoor Education

Teachers/School Staff will act in a responsible manner having regard to the fact that they are in the company of and responsible for the care of young teenagers / adults. Teachers will maintain the same standards of care as apply in a school situation. - It is important that the rules agreed by teachers and parents and signed by students are enforced by all teachers while away with students, especially with regard to the consumption of alcohol by students.

Social Personal Health Education (SPHE) & Relationships Sexuality Education (RSE)

All ten modules of the post-primary SPHE programme delivered in Junior Cycle contribute towards the physical, mental and emotional health and well-being of the young person. RSE is delivered to students at Senior Cycle through Ethics and Social Education. The modules on personal safety, emotional health, and relationships and sexuality are particularly relevant to child welfare and protection. (Taken from DES Guidelines)

DVDs & Media

Staff will always ensure that any Video, Podcast, Media Clip shown to the students is age appropriate. Bremore Educate Together Secondary School Board of Management is a post primary school and as such videos or educational material and media used will be age appropriate to each class group.

Confidentiality


All information regarding concerns of possible child abuse and neglect should be shared only 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.

However, giving information to those who need to have that information, for the protection of a child who may have been abused or neglected, or is being abused and neglected, or is at risk of abuse or neglect is not a breach of confidentiality.

Bremore Educate Together Secondary School Board of Management has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items.

- This policy has been made available to school personnel and the Parents' Association (if any) 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 adopted by the Board of Management on Thursday, May 12, 2016



Signed: _____

Chairperson of Board of Management

Date: Thursday, May 12, 2016

Date of next review: 2017

Appendix 1: Standard Report Form for reporting child protection and/or welfare concerns to the HSE

FORM NUMBER: CC01:01:00

STANDARD REPORT FORM

(For reporting CP&W Concerns to HSE)



A. To Principal Social Worker/Designate: _____

1. Date of Report

2. Details of Child

Name:		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Address:		DOB		Age	
		School			
Alias		Correspondence address (if different)			

3. Details of Persons Reporting Concern(s)

Name:		Telephone No.	
Address:		Occupation:	
		Relationship to client:	
Reporter wishes to remain anonymous	<input type="checkbox"/>	Reporter discussed with parents/guardians	<input type="checkbox"/>

4. Parents Aware of Report

Are the child's parents/carers aware that this concern is being reported to the HSE?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

5. Details of Report

(Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known.)

STANDARD REPORT FORM*(For reporting CP&W Concerns to HSE)***6. Relationships**

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone Nos.		Telephone Nos.	

7. Household composition

Name	Relationship	DOB	Additional information, e.g. school/occupation/other

8. Name and Address of other personnel or agencies involved with this child:

	Name	Address
Social Worker		
PHN		
GP		
Hospital		
School		
Gardaí		
Pre-School/Crèche/YG		
Other (<i>specify</i>):		

9. Details of person(s) allegedly causing concern in relation to the child

Relationship to child:		Age:		Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
Name:		Occupation:					
Address:							

10. Details of person completing form

Name:		Occupation:	
Signed:		Date:	

Appendix 2:

Contacts for the Children and Family Social Services of the HSE

Also listed on HSE website (www.hse.ie/go/socialworkers) and from HSE LoCall Tel. 1850 24 1850.

These contact numbers may be updated from time to time. Please check HSE website for the latest information.

HSE area	Address	Telephone Number
DUBLIN NORTH	Health Centre, Cromcastle, Coolock, Dublin 5	(01) 816 4200 (01) 816 4244
DUBLIN NORTH CENTRAL	Social Work Office, 22 Mountjoy Square, Dublin 1 Social Work Office, Ballymun Health Centre, Dublin 11	(01) 877 2300 (01) 846 7236
DUBLIN NORTH WEST	Health Centre, Wellmount Park, Finglas, Dublin 11 Social Work Department, Rathdown Road, Dublin 7	(01) 856 7704 (01) 882 5000
DUBLIN SOUTH EAST	Social Work Department, Vergemount Hall, Clonskeagh, Dublin 6	(01) 268 0320 (01) 268 0333
DUBLIN SOUTH CITY	Duty Social Work Carnegie Centre, 21-25 Lord Edward Street, Dublin 2 Public Health Nursing, 21-25 Lord Edward Street, Dublin 2 Family Support Service, 78B Church House, Donore Avenue, Dublin 8	(01) 648 6555 (01) 648 6730 (01) 416 4441
DUBLIN SOUTH WEST	Milbrook Lawn, Tallaght, Dublin 24	(01) 452 0666 (01) 427 5000
DUBLIN WEST	Social Work Department, Bridge House, Cherry Orchard Hospital, Ballyfermot, Dublin 10	(01) 620 6387
DUBLIN SOUTH	Social Work Department, Our Lady's Clinic Patrick Street, Dun Laoghaire Co Dublin	(01) 663 7300

Appendix 3

Bremore Educate Together Secondary School Board of Management Staff Handbook

CHILD PROTECTION

Bremore Educate Together Secondary School Board of Management has adopted as policy the Child Protection Guidelines for Post Primary Schools as published by the Department of Education & Science and is guided by the DES Circular 0065/2011

And Children First 'National Guidance for the Protection and Welfare of Children' 2011.

Circular 0065/2011 outlines new arrangements and these are incorporated into the guidelines which follow. Copies of all relevant documents are available from the Principal or may be viewed on www.education.ie/www.dcy.a.ie

If a member of staff should receive a report of a Child Protection issue

You should:

- *Listen* compassionately
- Use open, non-specific questions where, what is being reported is unclear
- Make a careful record of the report, using the young person's own words
- If the person reporting is an adult, invite him/her to provide a written account of the matter
- Indicate what will happen next
- Report the matter immediately to the Designated Liaison Person (The Principal)
- **Keep the matter strictly confidential**

You should not:

- Question the person reporting, other than to seek clarification
- Make any judgemental statements
- Give any undertaking of secrecy
- Start to investigate

In the event that the Designated Liaison Person decides not to report the allegation to the Health Service Executive, the member of staff who reported the matter will be given a written statement as to why action is not being taken.

The member of staff who reports an allegation to the Designated Liaison Person may be asked to attend a Child Protection Conference. The DLP will consult with the Board of Management before responding to such a request

A member of staff reporting an allegation or suspicion in good faith has the legal protection of qualified privilege at common law and is also protected under 'The Protection for Persons Reporting Child Abuse Act' 1998. The Freedom of Information Acts and the Data Protection Acts will apply to

records.

Appendix 4

Template letter informing a staff that a Report was made to the HSE Letter to be used on school / college /centre letter headed paper.

Date

Dear Teacher A

Following your report on (Date) regarding (Student Y). A report was made to the HSE on (Date).

Thank you for your care and attention to this case. The matter will now be handled by the HSE in the strictest confidence. We ask that you do not discuss the case with anyone else except for me or the DDLP. If further information is needed the social worker with responsibility for the case will contact, you.

Please store this letter securely with due regard to confidentiality.

Yours sincerely

Principal A, DLP

