It is good practice to have at least two adults present while children are changing for swimming or at any 'out-of-school' event. In this instance parents are not to go into the changing room. The supervising teacher stands 'half in and half out of the changing room.

Toileting.

Children with Specific Toileting/Intimate Care Needs:

- In all situations where a pupil needs assistance with Toileting/Intimate Care, a meeting will be convened, after enrolment and before the child starts school.
- Parents, Guardians, Principal, Class Teacher, SNA and if appropriate, the pupil, will attend.
- The specific care needs of the child, and how the school will meet them, will be clarified.
- Personnel involved in this care will be identified.
- Provision for occasions when staff are absent will be outlined. (e.g. Substitute SNA's will not generally be involved in intimate care. Any change of personnel will be discussed with the pupil, if appropriate.
- If a child needs to go to the toilet when his SNA is at break, she will be sent for.
- A member of staff (SNA) will be present when dealing with intimate care needs.
- Any changes will be discussed with parent/guardian and pupil and noted in writing to the pupil's file.
- As far as possible the pupil will be involved in identification of his personal requirements, wishes, changes etc.
- A written copy of the arrangements will be kept on the pupil's file.
- Parents will be notified of any changes from agreed procedures.
- At all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs.
- Staff will wear protective gloves.

Toileting Accidents

- A supply of clean underwear, wipes, track-suit bottoms etc. will be kept in the school.
- In the first instance, the pupil will be offered fresh clothing to clean and change themselves.
- If, for any reason, the child is unable to clean or change themselves, the procedure outlined by parents will be followed.
- If staff must clean/change the child, two SNAs, familiar to the child will attend to him.
- Parents will be notified of these accidents.
- A record of the incident should be kept.

It should be noted that children with disabilities may be more at risk of abuse due to a number of reasons (see list outlined on page 99 of 'Children First Guidelines'). Parents, teachers and all staff involved in services for children with disabilities need to be familiar with the indicators of abuse and to be alert for signs of abuse.

Accidents

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our Accident Policy as part of Health and Safety.

Attendance

Our school attendance will be monitored as per our attendance policy. With regards to child protection, we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse.

Behaviour

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature we will notify the DLP who will record it and respond to it appropriately.

Bullying
Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP.

Children travelling in staff cars
Members of the school staff will not carry a child alone in their car at any time.

Communication
Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/RE programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open or request a colleague to attend. Further details on communications are found in the school's Communication Policy.

Induction of Staff
The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Guidelines and Procedures (DES, 2001) and Children First Guidelines (1999), but particularly the recently published Children First – National Guidance for the Protection and Welfare of Children (2011). The DLP will give a copy of the Child Protection Guidelines and Procedures, Chapters 3 & 4 and Appendix 1 of Children First and this Child Protection Policy to all new staff. All new teachers are expected to teach the designated SPHE objectives for their class. A member of staff, will be responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives. Harold Boys' National School is responsible for ensuring that new teachers know how to record daily attendance using Aladdin, and also informing the teacher of record keeping procedures within the school.

Induction of Pupils
All parents and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. All new parents will be given a copy of the school's enrolment policy, which outlines the procedures parents and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter. Parents are encouraged to make an appointment with the class teacher/principal if they wish to discuss their child's progress. All parents will be given a copy of the school's Code of Behaviour and Anti-Bullying policies.

Internet Safety
It is the intention of the Principal and Staff at Harold Boys' National School to ensure that child protection concerns will be addressed in the school's Acceptable Use Policy as part of its Information and Communication Technology policy. The Stay Safe lessons in each classroom will be supplemented with a lesson from the Webwise resource pack recently made available to schools.

Rang 2	Chapter 2, 3 & 4
Rang 3	Chapter 6
Rang 4	Chapter 7
Rang 5 & 6	Chapter 8

Record Keeping
Teachers will keep records on each child's reports using Harold Boys' National School Record Keeping Sheets. These records are kept in the drawer of each teacher's desk. Daily attendance is recorded online using Aladdin. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are kept in the Record Store. Further details on record keeping will be found in the school's Record Keeping Policy.

Supervision
There is comprehensive supervision of children at all breaks. A rota is displayed to cover 10.50 a.m. and lunchtime breaks.

Visibility
Children will not be allowed to spend time in classrooms, toilets where they would not be under adult supervision. They are not to leave the school playground or to engage with adults who are outside of the school playground.

Appendix 1: Template Child Protection Policy Template Child Protection Policy of Harold Boys' N.S.

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 Harold Boys' N.S. 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 Teresa Buckley

3. The Deputy Designated Liaison Person (Deputy DLP) is Jennifer O'Carroll

4. In its policies, practices and activities, Harold Boys' N.S. 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. This section of the child protection policy should be used to list school policies, practices and activities that are particularly relevant to child protection (e.g. the Code of Behaviour/Anti-bullying Policy, Pupil Attendance Strategy, Supervision of Pupils, Sporting Activities/School Outings.

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.

6. This policy has been made available to school personnel and 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 patron 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 7 March 2019.

Signed: Liam Guidera
Chairperson of Board of Management
Date: 7/3/2019
Date of Next Review: April 2020.

Signed: Teresa Buckley
Principal
Date: 7/3/19

Appendix 2: Checklist for Annual Review of the Child Protection Policy

The Board of Management must undertake an annual review of its child protection policy and the following checklist shall be used for this рифове.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list. Individual Boards of Management may wish to include other items in the checklist that are of particular relevance to the school in question.

As part of the overall review process, Boards of Management should also assess other school policies, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the 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'?	Y
As part of the school's child protection policy, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools'?	Y
Are there both a DLP and a Deputy DLP currently appointed?	Y
Are the relevant contact details (HSE and An Garda Síochána) to hand?	Y
Has the DLP attended available child protection training?	Y
Has the Deputy DLP attended available child protection training?	Y
Have any members of the Board attended child protection training?	Y
Has the school's child protection policy identified other school policies, practices and activities that are regarded as having particular child protection relevance?	Y
Has the Board ensured that the Department's "Child Protection Procedures for Primary and Post Primary Schools" are available to all school personnel?	Y
Has the Board arrangements in place to communicate the school's child protection policy to new school personnel?	Y
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'?	Y
Since the Board's last annual review, was the Board informed of any child protection reports made to the HSE/An Garda Síochána by the DLP?	Y
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?	Y
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?	Y
Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Y
Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
Has the Board ensured that the Parents' Association has been provided with the school's child protection policy?	Y

	Yes/No
Has the Board ensured that the school's child protection policy is available to parents on request?	Y
Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
Is the Board satisfied that the Department's requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
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?*	Y
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)?*	Y
Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools' are being fully and adequately implemented by the school?	Y
Has the Board identified any aspects of the school's child protection policy and/or its implementation that require further improvement?	N
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 ?	N/A
Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's child protection policy have been adequately addressed?	N/A

*In schools where the VEC is the employer the responsibility for meeting these requirements rests with the VEC concerned. In such cases, this question should be completed following consultation with the VEC.

Signed _____ Date 7 March 2019
Chairperson. Board of Management

Signed _____ Date 7/3/19
Principal

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 _____ Date _____
Chairperson. Board of Management

Signed _____ Date _____
Principal

Appendix 3

Reporting Form for Child Protection and Welfare Concerns to a Health Board

1. Date of Report
2. Name of person reporting
3. Address of person reporting
4. Relationship of reporting person with the child concerned
5. Method of report (telephone call, personal call to office)
6. Family Details

Details of Child Concerned

Surname
Forename
DOB
Male/female
Alias (known as)
Address:

Correspondence address (if different)

Telephone number

7. State whether you consider your report to indicate (a) suspected or actual child abuse or (b) need for family support, giving reasons

	Physical Abuse	Sexual Abuse	Emotional Abuse	Neglect
Suspect	☐	☐	☐	☐
Actual	☐	☐	☐	☐

8. Details of other family members/household members

Name	Age	Relationship to child	Employment/School	Location

In cases of emergency, or outside Health Board hours, reports should be made to An Garda Síochána.

9. Name of Other Professionals Involved with Children and/or Parents/Carers.

Public health nurse:
School:

General practitioner:

Any other agency or professional involved (please describe the nature of any involvement):

Report Details.

10. Describe, as fully as possible the nature of the problem or incident being reported, giving details of times and dates of individual incidents, the circumstances in which they occurred, any other persons who were present at the time, and their involvement

11. Has any explanation been offered by the child, and/or parents/carers, which would account for the current problem or incident? (Details)

12. As far as possible, describe the state of the children's physical, mental and emotional well-being.

13. If child abuse is being alleged, who is believed to be responsible for causing it?

    Include (if known)

    Name:

    Address:

    Degree of contact with child:

    Degree of contact with other children:

14. Describe (in detail) any risks to which the children in this situation is/are believed to be exposed.

15. How did this information come to your attention

16. What has prompted you to report your concern at this time?

17. What evidence of harm exists at present?

18. Are there any factors in the child and/or parents/carers' present situation, which may have relevance to the current concern? (for example, recent illness, bereavement, separation, addiction, mental health problem or other difficulty)

19. Are there any factors in the child and/or parents/carers' situation which could be considered protective or helpful (for example, extended family or community support)?

20. Has any action been taken in response to the current concern or incident (Details)

21. Are the child's parents/ carers aware that this concern is being reported to the health board?

22. Is there a need for urgent protective action at this point?

23. Any other comments.

Signed: _____

Date: _____

Appendix 4

Letter posted to all parents in September.

Dear Parents/Guardians,

In recent years, as a society, we have become very aware of the problem of child abuse through neglect, emotional, physical or sexual abuse.

Each one of us has a duty to protect children and Children First, the National Guidelines, for the Protection and Welfare of Children noted that teachers, who are the main care givers to children outside the family, are particularly well placed to observe and monitor children for signs of abuse.

In response to this, the Department of Education and Skills published Guidelines and Procedures for all schools in relation to child protection and welfare. These guidelines promote the safety and welfare of all children and are to be welcomed.

The Board of Management of Harold Boys' National School has adopted these guidelines as school policy. Consequently, if school staff suspect or are alerted to possible child abuse, they are obliged to refer this matter to the Health Service Executive (HSE). The HSE will then assess the situation and provide support for the child concerned.

Children First, the National Guidelines for the Protection of Children may be assessed on the website of the Department of Health and Children (www.dohc.ie) and the Department of Education and Skills Child Protection Guidelines can be read on the Department's website (www.education.ie). Parents/Guardians are also welcome to look through the guidelines here at the school.

Yours sincerely,

Principal

Child Protection Contacts

Designated Liaison Person

Teresa Buckley

Deputy DLP

Jennifer O'Carroll

Garda Station
Telephone: 6665000

Local Contact For
'The Children and Family Social Services of the HSE'

TELEPHONE: 6637300

Address: Our Lady's Clinic,
Patrick St.,
Dun Laoghaire,
Co.Dublin