

Child Protection Policy of Cabra Community College

Introduction

Cabra Community College School Advisory Subcommittee 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 Cabra Community College is under the auspices of the City of Dublin Education & Training Board (CDETb) and the CDETb has agreed the following child protection policy:

1. The CDETb 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) is Ms Ancilla O'Reilly (Deputy Principal)
4. In its policies, practices and activities, Cabra 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.
- 5.

Garda Vetting

All staff members employed since September 2009 are not be allowed work with the children or young people until they are vetted by the Gardaí. The Teaching Council arrange teacher vetting for newly qualified teachers. Staff Garda Clearance documents are all kept at CDETb Head Office.

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

Where possible the porters and 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.

Visitors cannot enter the school without contacting the office by using the buzzer and intercom and giving their reason for entry. The main door will be closed between 10am to 12 noon and from 1pm to 4pm. Staff will have a code to gain access.

Dealing with students on a one-to-one basis

Staff at Cabra Community College are aware of and follow the Code of Practice for CDETB staff in their relationships with the Schemes Students around professional Distance, Referral, and physical contact. (CDETB Staff Handbook p28-33)

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. The sheds area is out of bounds to all young people in mainstream classes.

Students travelling in staff cars

Teachers will not carry students alone in their cars. Teachers need parental approval and will ensure at least two students must travel with the teacher in the car or another adult and student. Staff are required to check with their insurance provider that they are covered to carry students in their car as they may carry a student at their own risk. If a child is ill parents / guardians will be contacted to come and collect their child.

Student Behaviour

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

Anti-Bullying Policy

Bullying behaviour is not tolerated at Cabra Community College. Second level students are reminded of this at the beginning of each academic school year when Chaomhnóirí explain to them exactly what bullying behaviour is. The supports and consequences for victims and bullies are also explained. The school has in the past part of the Cool Schools Programme a Department of Education and Science initiative. Lessons on this issue are dealt with in Social Personal & Health Education, Social Education Religious Education, Friendship Week and related subject areas. Mainstream 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.

Trips and Outdoor Education

Teachers 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 RE 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 DVD shown to the students is age appropriate. Cabra Community College is a post primary school and as such DVD's 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.

Cabra Community College School Advisory Subcommittee has ensured at 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 (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.
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 _____[date]

Signed: _____ Signed: _____
Chairperson of Board of Management Principal

Date: _____ Date: _____

Date of next review: _____

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.)

FORM NUMBER: CC01:01:00

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

Currently in the CCC Staff handbook p78

CHILD PROTECTION

The CDET B 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 'oversight 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 Staff Training

- All teaching staff on 30th August 2012
- School Completion Programme Staff trained March 2013
- Priority for 2013-14 training to be arranged for School Advisory Committee Members