

Mount Sion Primary School

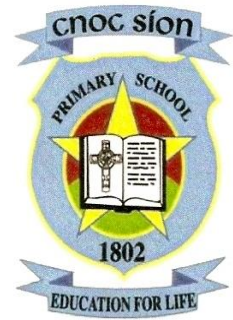
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CHILD PROTECTION POLICY

Updated **April 2017**

Child Protection Policy of Mount Sion Primary School

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 2011, the Board of Management of Mount Sion Primary 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 Mr. Michael Walsh, Principal.
3. The Deputy Designated Liaison Person (Deputy DLP) is **Mr. Ed O'Brien**, Deputy Principal.
4. In its policies, practices and activities, Mount Sion Primary 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.
5. School policies, practices and activities that are particularly relevant to child protection:
 - S.P.H.E.
 - Code of Behaviour/Anti-Bullying Policy
 - Pupil Attendance Strategy
 - Swimming

- Field Trips/Outings
- I.C.T./Internet/E-Mail/Mobile Phone
- Health and Safety
- Work Placements Policy
- The use of Digital Technology/Photograph and Video use
- Critical Incidents Policy

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' Council 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: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: _____

Introductory Statement

This policy has been developed by the Staff and Parents of Mount Sion Primary school and ratified by the Board of Management on February 29th 2012, in line with current recommendations and guidelines relating to child abuse prevention and protection guidelines. Mindful of this primary duty of care, managements and staff, at all levels, fully endorse “Child First: National Guidance for the Protection and Welfare of Children,” (Dept. Children of Children & Youth Affairs 2011) and “Child Protection Guidelines and Procedures” (DES 2011). In adopting these guidelines, it continues to be essential that a warm and welcoming atmosphere for pupils is fostered in our school.

Recognising that the safety and well-being of children attending the school is of first and paramount importance, the Board of Management undertakes to include Child Protection and Safety matters as items on the agenda of Board meetings forthwith. In Mount Sion Primary School, the reporting of “Child Protection Concerns” to the H.S.E./Gardaí, as per Children First Guidelines, is mandatory.

Aims

- to ensure a safe, caring and responsive environment where children are secure in the knowledge that they are receiving the highest standard of care in order to promote their well-being while protecting them from harm;
- to develop awareness and responsibility in the area of child protection in the whole school community;
- to put in place procedures of good practice which protect both children and staff;
- to ensure that all school personnel are suitably trained and placed to observe changes in behaviour, failure to develop or any outward signs of neglect/abuse in children;
- to provide personal safety skills education which specifically addresses abuse prevention;
- to ensure that all staff, teaching and non-teaching, are aware of the guidelines and procedures;
- to ensure that all staff are aware of their obligations under the guidelines to follow the procedures, in the event of concern or disclosure of child abuse;
- to ensure a safe and secure environment for the whole school community.

This policy addresses the responsibility of the whole school community in the following areas:

1. Prevention
2. Procedures
3. Practice

Prevention

- The “Stay Safe” and “Walk Tall” programmes are the primary resources used to provide education for children on abuse prevention (taught as part of the Social, Personal and Health Education (S.P.H.E.) curriculum under the Strand Unit “Safety and Protection).
- The ‘Stay Safe’ Programme, now being mandatory will be fully implemented for all children in Mount Sion Primary School.
- Lessons will be taught every year in accordance with the S.P.H.E. curriculum.
- The whole school community will be conscious of the vulnerability in this area of children with Special Needs. While teaching personal safety skills, teachers will ensure that efforts are made to pay particular attention to and be sensitive to pupils who may need special consideration.
- “Stay Safe, A Parent’s Guide” booklet will be available as a support for parents and guardians.
- The Board recognises that it has two duties of care, primarily the protection, safety and welfare of children attending Mt. Sion Primary School and also duties and responsibilities towards its staff.
- The Board believes that the academic, personal and social development of children flourishes in a culture where good relationships are encouraged, people feel valued and respected and appropriate support is available for those in difficulty.
- The Board is committed to the maintenance of an environment where children feel secure, are encouraged to express themselves and are listened to. All children in the school will be made aware that there are adults in the school whom they can approach if they are worried. In addition, opportunities will be included in the curriculum for children to develop the skills they need to keep them safe.
- The Board undertakes to circulate this “Child Protection Policy” statement to all parents and guardians at time of enrolment and on a

regular basis thereafter. This policy and “Children First” will be available for viewing at the school office.

- This policy statement regarding Child Protection at Mount Sion Primary School applies to all staff, members of the Board of Management, volunteers, instructors, students on work experience/teaching practice, After-School Club personnel, visitors, contractors working in the school or any other person who has contact with pupils.
- The Board nominates the Principal, Mr. Michael Walsh, as the “Designated Liaison Person” (DLP) to liaise with outside agencies such as the H.S.E. and as a resource person to any person having child protection concerns.
- In the absence of Mr. Walsh, **Mr. Ed O’Brien**, Deputy Principal, will act as “Deputy Designated Liaison Person” (DDL), for the purposes of discharging the duties of the DLP.
- The Board will ensure that appropriate and ongoing training, as necessary, will be available to the DLP and the DDL.

The Board of Management of Mount Sion Primary School fully endorses arrangements for the vetting of teaching and non-teaching staff as outlined in Circular 0094/2006, June 2006, DES (see Appendix 1) and since superseded by Circular 0031/2016

- As an employer, the Board will seek legal advice if an allegation of abuse is made against a staff member.
- In the case of allegations or suspicions of child abuse by staff members, the Board will adhere to the protocol outlined in “Child Protection Procedures for Primary and Post-Primary Schools” (DES 2011 Ch. 4 Appendix 4), to authorise any actions required to protect the children in its care.
- The Board notes that staff members may be subject to erroneous or malicious allegations. Any allegations of abuse will be dealt with sensitively. The staff member will be treated fairly, which includes the right not to be judged in advance of a full and fair enquiry. The Board of Management of Mount Sion Primary School accepts that the principles of natural justice and fair procedures must be adhered to.

Procedures

- The whole staff of Mt. Sion Primary School will follow the recommendations for reporting concerns or disclosures of child abuse as outlined in “Children First” and the DES document “Child Protection, Guidelines and Procedures”. The resources to assist them in doing so will be provided on an annual basis.
- The Board of Management has ratified the appointment of the Principal, Mr. Michael Walsh, as Designated Liaison Person (DLP) and Deputy Principal, **Mr. Ed O’Brien**, as Deputy Designated Liaison Person (DDLDP).
- Concerns or disclosures of abuse will be treated in the strictest confidence and will be shared only on a need to know basis, i.e. if the person has a legitimate involvement or role in dealing with the issue.
- An “Urgent Assistance” card system may be used by staff members to summon an immediate response from the DLP/DDLP or if the member of staff needs urgent assistance, e.g. to summon the teacher next door.
- It is the role of the HSE to carry out the investigation once a report has been submitted in line with the procedures outlined in this policy. The DLP is entitled to enquire as to the status of the case after a fortnight has passed.
- The DLP, who is submitting a report to the HSE or An Garda Síochána, may inform a parent or guardian unless doing so is likely to endanger the child or place the child at further risk. If a decision is taken not to inform the Parents/Guardians, it will be recorded, together with the reason for not doing so.
- In an emergency situation, where the local office or other offices of the H.S.E. cannot be contacted, and the child appears to be at immediate and serious risk, An Garda Síochána will be contacted.

Practice

The following advice is offered to staff members to whom a child makes a disclosure of abuse.

- Listen to the child.
- Take all disclosures seriously.
- Do not ask leading questions or make suggestions to the child.
- Offer reassurance but do not make promises i.e. do not promise that you will not tell anyone what has been disclosed.
- Allow a child time to talk. (Do not stop a child recalling significant events.) If appropriate the class teacher will organise supervision for the rest of the class in order to be able to listen to a child un-interrupted.
- Do not over-react.
- Explain that further help may have to be sought.
- Record the discussion accurately and retain the record (within 72 hours, for the sake of accuracy).
- Sign and date your record.
- Refer to the child in your records through the use of his Registration Number only. Do not use his name.
- Keep your record in a safe place under lock and key.
- Contact the DLP as soon as possible.
- An individual member of staff may make contact with the HSE in person, by phone or in writing, or anonymously, if they so wish.

How to proceed

1. In the event of
 - a) Concerns:

The DLP will be available to staff for consultation regarding concerns, suspicions or disclosures of abuse. S/he will keep records of these consultations. The DLP will maintain proper records in a secure, confidential manner and in a secure location.
 - b) Suspicions of Abuse
 - Staff members will observe and record over time the dates, signs, symptoms, behaviour causing them concern.
 - They will inform the DLP and pass on all records.
 - Where a member of staff has recorded suspicions during the course of a school year, all records must be handed over to the DLP at the end of the school year. If necessary the DLP will then inform the incoming teacher of suspicions of abuse concerning the particular child.
 - c) Disclosures from children
 - Where a child discloses alleged abuse to a staff member, the person receiving that information will listen carefully and supportively. Great care must be taken not to abuse the child's trust. This will not be a formal interview. See section headed "Practice" for advice.
 - The staff member will record the discussion accurately noting:
 - What, where and when
 - Descriptions and possible sketches of physical injuries
 - Explanations of injuries using direct quotations if appropriate
 - The record will be retained securely
 - The staff member will obtain only necessary relevant facts. It is not the responsibility of school personnel to investigate allegations of abuse. The staff member will inform the child that he/she will have to inform Mr. Walsh (Mr. O'Brien) of the information disclosed.
 - The DLP will then be informed and given relevant records.
 - If the suspected abuser is the DLP, then the suspicion and any records will be passed on to the Chairperson, who will proceed as per guidelines
- All records will be made within 72 hours of concern, suspicion or disclosure of abuse. The staff member will present records taken to the DLP. The DLP will store such records in a secure location.
2. The staff and management of Mount Sion Primary School agree that concerns/disclosures involving child protection/child welfare issues will be reported in the first instance to the DLP, or if he is unavailable, to the DDLP.

3. Once a member of staff has made contact with the DLP/DDLP, the issue will be discussed by them and the DLP/DDLP will keep a record of the discussion. (All records will be kept in a secure place).
4. Following the above discussion the DLP may seek advice from the HSE as to how to proceed. (It is not necessary to inform a Parent/Guardian when seeking advice.) The DLP will seek written advice from the HSE, but, in the event that such written advice is not forthcoming from the HSE, the DLP will record the advice given, and send a copy to the HSE in confirmation.
5. If the staff member and the DLP are satisfied that there are reasonable grounds for suspicion or allegation, the DLP will report the matter to the HSE immediately. When sending in a report, the DLP will use the standard HSE form.
6. When such a report is being made to the HSE, the Chairperson of the Board of Management will be informed (keeping the name of the child confidential; the child's Registration Number will be used to identify the child).
7. Should the DLP decide that the concerns of the staff member should not be referred to the HSE, the staff member will be given a clear statement in writing as to the reasons action is not being taken. A copy of this statement will be issued to the Chairperson of the Board of Management. The staff member will be advised that if he/she remains concerned about the situation, he/she is free to consult with, or report to, the HSE. The staff member must use the Standard Reporting Form (Appendix 3) if reporting to the HSE in such an instance.

- ***What to do having reported***

- Do not discuss sensitive issues over the phone. (Make an appointment.)
- The DLP (in the company of the DDLP) informs the Parents/Guardians, unless doing so places the child at further risk.
- Do not make any enquiry of the Parent/Guardian
- Adopt a non-judgemental approach.
- Explain the guidelines and responsibilities of the school at the start of the meeting.

Best Practice Guidelines

1. General Conduct Safe Practice

- a) Physical punishment of pupils is not permitted under any circumstances
- b) School personnel must not engage in, nor tolerate, any behaviour that is abusive towards pupils, either verbally or psychologically.
- c) School personnel will be sensitive to the fact that comments of a sexual nature are inappropriate. Only age-appropriate language, media products and activities will be used with students. In particular, erotic or pornographic material is never acceptable.
- d) The school respects the physical integrity of the pupil. School personnel will not engage in inappropriate physical contact of any kind. They will be sensitive, in this regard, to what might be unacceptable to students from different cultural backgrounds.
- e) School personnel will always be respectful of the privacy of pupils, particularly in changing rooms, showers and toilets. In areas such as a swimming pool, changing room at least two members of staff must be present.
- f) When working with children who have a disability, relevant personnel are required to be aware of specific considerations including behavioural and communication issues, intimate care needs, access to building, range and choice of activities, and any other relevant matters that may need addressing. Where appropriate, the Board of Management will strive, within the limitations imposed by school resources, to ensure that appropriate specific training, including disability awareness and child protection training, is undertaken by relevant personnel.
- g) When a one-to-one meeting with a pupil is considered appropriate, it will take place in a room with the door left open, or in a room where there is easy visibility from outside the room.
- h) It is not recommended that school employees give lifts in their cars to individual pupils. If there is one adult, there should be a minimum of two pupils present for the entire journey. In **exceptional circumstances**, when it becomes necessary to make a journey or part of

a journey alone with a pupil, the Principal and/or the pupil's Parent/Guardian should be informed as soon as possible.

- i) School personnel must be sensitive to the possibility of becoming over-involved or spending a great deal of time with any one pupil.
- j) Under no circumstances will alcohol or tobacco be given to pupils.
- k) In all situations where pupils are present and alcohol is available, the high standard of professional conduct of personnel in Mount Sion Primary School will be maintained.
- l) School personnel must never be under the influence of alcohol, or any substance, while they are in charge of students. (See school Substance Use Policy)
- m) A clear policy will be drawn up regarding the taking of photographs and the making of video recordings of students involved in school activities. This will also cover the generation of computer images. In addition, the policy will address the question of where and for what purpose photographs and images might be displayed. Parental permission will be sought regarding photographing or video-recording of pupils.
- n) In order to remove a child early from school a Parent/Guardian or suitable adult must report to the Office to sign the Sign-Out Book. The Secretary or Principal will complete a sign-out slip which then must be handed over to the class teacher before the child can leave the school. Only an adult, 18 or over may sign-out a child.

2. Field Trips/Outings

Any policy which the Board of Management develops in the area of Field Trips/Outings will include *inter alia* the following points:-

- a) Sleeping arrangements: The provision of appropriate and adequate sleeping arrangements will be ensured in advance of any field trip. School personnel will be sensitive to specific problems that a student may have in sharing sleeping accommodation with a particular pupil. Appropriate supervision will be provided.

- b) In the relaxed atmosphere of a trip away, appropriate standards of behaviour and good practice, particularly in regard to the aforementioned child guidelines, must be maintained.

3. Internet/Email Policy; Mobile Phone Text Messaging

In the context of child protection, school personnel should avoid all inappropriate communication with students through internet, email, text messaging or otherwise.

Record Keeping

- Refer to the child through his Registration Number only.
- Note carefully what you observed and when it was observed.
- Deal only with the facts. Offer no opinion or judgement.
- Describe signs of injury in detail. (Draw a diagram or sketch if necessary.)
- Quote the actual words spoken and use “child-speak”, if necessary.
- Sign and date the record.
- Keep in secure place.

Monitoring

When there are suspicions that a child is being abused, it is essential to keep an objective and factual record of information available. It is helpful to categorise observations which may enable a person to note a pattern emerging or a situation deteriorating.

Name of School:

Reg. No.: *Strictly confidential*

Attendance and Punctuality: *Sign and date each entry*

Appearance, Hygiene, Care: *Record observations in chronological order*

Physical Injury: *Detailed description and sketch if appropriate*

Child's Behaviour: *Be factual; any sexualised behaviour should be noted*

Child's Language: *Record exact words*

Child's Drawings/Writing/Play: *Always include context in the record*

Mood Changes: *Include context when change occurs*

In the event of an allegation or suspicion of child abuse by a staff member, such allegations or suspicions will be dealt with by the Board of Management in accordance with the procedures adopted by the Board as part of this policy. This policy and the procedures for dealing with allegations or suspicions of abuse by staff members are available for viewing in the school office.

This policy statement will be subject to review at the start of each academic year.

Signed _____
Chairperson

Date: _____

DLP

Date: _____

Deputy DLP

Date: _____

Allegations or Suspicions of Child Abuse by Staff Members

There are two procedures to be followed:

- a) The reporting procedure in respect of the allegation. It is the responsibility of the DLP to report the matter to the HSE.
- b) The procedure for dealing with the employee. It is the responsibility of the Chairperson (acting in consultation with the Board of Management) to address the employment issues involved. Where the allegation of abuse is against the DLP, the Chairperson will assume responsibility for reporting the matter to the HSE.

a) Procedure in respect of allegation

When the DLP becomes aware of an allegation of abuse against an employee, the standard procedure for reporting an allegation will be followed. Action taken will be based on an opinion formed reasonably and in good faith.

A written statement of the allegation will be sought from the person/agency making the allegation. Parents/Guardians may make a statement on behalf of the child.

The Chairperson will be informed as soon as possible.

The allegation will be assessed promptly and carefully.

It will be necessary to decide whether a formal report should be made to the HSE. This decision should be based on reasonable cause for concern.

- i. The safety or well-being of the child will take priority.
- ii. Reports will be made without delay.
- iii. While the basis for concern will need to be established as comprehensively as possible, the child or parent will not be interviewed in detail about the suspected abuse.

School employees, other than the DLP, who receive allegations of abuse against another school employee, will report the matter without delay to the DLP. Procedures for reporting abuse as outlined in "Procedures; How to proceed" will be adhered to.

The DLP will proceed as per school policy for reporting allegations or suspicions of abuse.

b) Action to be taken by the Chairperson

The Chairperson, on receiving the allegation of abuse against an employee, will seek legal advice. Such advice will guide the Chairperson when considering the following procedure.

The Chairperson will privately inform the employee of the following:

- i. the fact that an allegation has been made.
- ii. the nature of the allegation.
- iii. whether or not the matter has been reported to the HSE by the Designated Liaison Person.

The employee will be given a copy of the written allegation and any other relevant documentation.

The employee will be requested to respond to the allegation in writing to the Board of Management within two calendar weeks of being informed of the allegation by the Chairperson.

The Chairperson will inform the employee that his/her response will have to be passed on to the HSE.

At this stage, the Chairperson, in consultation with the Board of Management, will pursue the procedure as outlined in the Catholic Primary School Management Association (CPSMA) Board of Management Handbook” page 334/335, paragraph 4.3.3 to 4.5.1 (Appendix 4).

This policy statement will be subject to review at the start of each academic year.

Signed	_____	Date: _____
	Chairperson	
	_____	Date: _____
	DLP	
	_____	Date: _____
	Deputy DLP	

Appendix 4

4.3 Action to be taken by the Chairperson

4.3.3

At this stage, it should be remembered that the first priority should be to ensure that no child is exposed to unnecessary risk. The Chairperson of the Board of Management should, as a matter of urgency, take any necessary protective measures. These measures should be proportionate to the level of risk and should not unreasonably penalise the employee, financially or otherwise, unless necessary to protect children.

4.3.4

If, in the Chairperson's opinion, the nature of the allegation warrants immediate action, the Chairperson, on behalf of the Board of Management, should direct that the employee should absent him/herself from the school with immediate effect. Where the Chairperson is unsure as to whether the nature of the allegations warrants the absence of the employee from the school while the matter is being investigated, he/she should consult with the Child Care Manager of the local HSE and/or the Garda Síochána for advice as to the action that those authorities would consider necessary. Following those consultations, the Chairperson should have due regard for the advice offered.

4.3.5

Any absence by a school employee would be regarded as administrative leave of absence with pay and not a suspension. Such a leave of absence would not imply any degree of guilt on the part of the school employee. Where such a leave of absence is invoked, the Department of Education and Science should be contacted with regard to:

- (i) Formal approval for the paid leave of absence of the school employee and
- (ii) Departmental sanction for the employment of a substitute teacher.

4.4 Further Follow-Up Required

4.4.1

Whether or not the employee is absent from the school on administrative leave, it is necessary for the Chairperson to inform the Board of Management immediately of the matter. The Chairperson should convene an immediate meeting of the Board for this purpose and inform the Board members of the nature of the allegations, the action taken in respect of same, and the outcome of any consultations with the HSE and/or the Garda Síochána. Members of the Board of Management should be reminded of their serious responsibilities to maintain strict confidentiality about all matters relating to the issue. The principles of due process and natural justice should be adhered to by the Board.

4.4.2

It should be noted that, in certain situations, it might not be possible for the Board of Management to reach any definitive conclusions as to whether the alleged abuse actually occurred. Such a situation could occur where the allegations of abuse relate to the past employment of the school employee, and where these allegations are being investigated by either the HSE or the Garda

Síochána. In such situations, it may not prove possible for a Board of Management to conduct any proper enquiry into the allegations. In these cases, the Chairperson of the Board of Management should maintain regular and close liaison with those authorities and a decision on the position of the school employee should be taken, having due regard to the advice given to the Board of Management by those authorities. If a decision is taken that the school employee should take administrative leave of absence, the Department of Education and Science should be immediately informed.

4.4.3

However, where the alleged abuse has taken place within its school, or relates to the abuse of pupils of the school, by school employees outside of school time, the Board of Management should convene a further meeting. At this meeting, the Board should consider in detail the allegations which have been made against the school employee and the source of those allegations, the HSEs and /or the Garda Síochána in relation to the allegation, and the written response of the employee to the allegations.

4.4.4

At this meeting, the person/agency who is alleging abuse by the school employee should be offered an opportunity to present his/her case to the Board and may be accompanied by another person in doing so. Parents/Guardians may act on behalf of the child. Likewise the employee should be afforded an opportunity to make a presentation of his/her case to the Board and may also be accompanied by another person.

4.4.5

Having followed the procedures outlined above, and having satisfied itself that it has sufficient information to hand for it to make a determination in relation to the allegation, the Board should then make a decision on the action, if any, it considers necessary to take in respect of the employee. The Department of Education and Science should be informed of the outcome where the school employee had been absent on administrative leave.

4.5 Feedback from HSEs

4.5.1

The National Guidelines place an onus on HSEs to ensure that arrangements are put in place to provide feedback to employers in regard to the progress of a child abuse investigation regarding an employee. It is clearly stated in those guidelines that efforts should be made to investigate complaints against employees promptly, bearing in mind the serious implications for an innocent employee. HSEs should pass on reports and records to the employer and the employee in question where appropriate. This will assist the employer in reaching a decision as to the action to be taken in the longer term concerning the employee. Employers should always be notified of the outcome of investigations. It is the responsibility of the Chairperson of the Board of Management to maintain close contact with the HSEs to ensure that the HSEs act promptly in cases of alleged abuse involving school employees.

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

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

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'?
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'?
Are there both a DLP and a Deputy DLP currently appointed?
Are the 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 Schools" are available to all school personnel?
Has the Board arrangements in place to communicate the school's child protection policy to new school personnel?
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'?
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?
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?
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?
Were child protection matters reported to the Board appropriately recorded in the Board minutes?
Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?
Has the Board ensured that the Parents' Association (if any), has been provided with the school's child protection policy?
Has the board ensured that the school's child protection policy is available to parents/guardians on request?
Has the Board ensured that the Stay Safe Programme is implemented in full in the school?
Has the Board ensured that the SPHE curriculum is implemented in full in the school?

Is the Board satisfied that the Department's requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?

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?

Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all personnel (employees and volunteers)?

Is the Board satisfied that, the 'Child Protection Procedures for Primary and Post-Primary Schools' are being fully and adequately implemented by the school?

Has the Board identified any aspects of the school's child protection policy and/or its implementation that require further improvement?

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?

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?

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

The Board of Management of Mount Sion Primary School wishes it to be known that:

1. The Board of Management's annual review of the child protection policy was completed at the Board meeting of _____
2. 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