

# Clonturk

Community College

CDETБ in partnership with Educate Together

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**CDETБ**  
An Bord Oideachais agus Oiliana Chathair Bhaile Atha Cliath  
City of Dublin Education and Training Board



# Child Protection Policy

**August 2016**

This Child Protection Policy has been developed in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools'

## **Child Protection Policy of Clonturk Community College**

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 Clonturk Community College 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 *Susan Campbell*.
3. The Deputy Designated Liaison Person (Deputy DLP) is *Helen Ginley*
4. In its policies, practices and activities, Clonturk 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. Policies and Practices relating to Child Protection in Clonturk Community College

### **Garda Vetting**

No person is allowed work with 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 CDET B 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.

**Dealing with students on a one-to-one basis**

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 areas allocated to Plunket College are out of bounds to all students of Clonturk Community College unless accompanied by their teacher.

**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 Clonturk Community College. Students are 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 Ethical Education 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. Clonturk 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.

The Interim Board of Management of Clonturk Community College 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 (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 \_\_\_\_\_

Signed: \_\_\_\_\_  
*Chairperson of Board of Management*

Signed: \_\_\_\_\_  
*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: CC01:01:01



**HSE**  
HEALTH SAFETY AND ENVIRONMENT  
HEALTH SERVICE EXECUTIVE

## STANDARD REPORT FORM

(For reporting CP&W Concerns to the 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)				
Telephone	Telephone				

**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?		- Mother	Yes	No
		- Father	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input type="text"/>			

**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.)*

10.13.7.13 (10 Jun '13)

## STANDARD REPORT FORM

(For reporting CP&W Concerns to the HSE)

**6. Relationships**

Details of Mother		Details of Father	
Name:		Name:	
Address: (if different to child)		Address: (if different to child)	
Telephone No's:		Telephone No's:	

**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 (specify):		

**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:							

FORM NUMBER: CC01:01:01

## STANDARD REPORT FORM

(For reporting CP&W Concerns to the HSE)



### 10. Details of person completing form

Name:		Occupation:	
Address:		Telephone No's:	
Signed		Date:	

## 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 purpose.

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.

<b>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.</b>	<b>Yes/No</b>
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?	

### Appendix 3:

#### Contacts for the Children and Family Social Services of the HSE

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

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

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

Santry Garda Station,  
35-37, Shanowen Road, Santry,  
Dublin 9,  
D09 X329.

+353 1 666 4000

District HQ: Ballymun

District HQ Tel: +353 1 666 4483

District Officer: Superintendent Finbarr Murphy

Detective Superintendent: Colm Fox

Divisional HQ: Ballymun

Divisional HQ Tel: +353 1 666 4493

Divisional Officer: Chief Superintendent Barry O'Brien