



Parteen National School

Parteen

Co. Clare

www.parteenschool.ie

parteenoffice@gmail.com

(061) 340457

Principal: Gerard Ruane

Deputy Principal: Mairéad Guckian

Child Protection Policy

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 Parteen National 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 Gerard Ruane.
3. The Deputy Designated Liaison Person (Deputy DLP) is Sheila Quinn.
4. In its policies, practices and activities, Parteen National 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. The following school policies are relevant to Child Protection:

Health and Safety, Code of Behaviour, Anti-Bullying, SPHE, IT Acceptable Use.

The following school practices and activities are relevant to Child Protection:

Staff

Child Protection is on the agenda for all staff meetings. All staff members have a copy of this policy and the Children First – National Guidance for the Protection and Welfare of Children 2011 and Child Protection Procedures for Primary and Post Primary Schools. All staff must keep these documents in their wall mounted document holder and substitute staff are directed to this. Staff are responsible for ensuring these documents are kept in this document holder at all times and are responsible for knowing the contents of this policy and the aforementioned documents.

People using the school

Outside Groups using the school must have their own Child Protection Policy. Staff members using the school after school for activities with children in Parteen National School may use this policy.

Stay Safe

The Stay Safe Programme is taught in its entirety in accordance with the SPHE two year cycle plan. Where there are children with limited academic ability, the content and activities of the lesson will be differentiated to help them to understand the message of the lesson. If, for any reason there are children from another class present, the teacher will defer the Stay Safe lesson if there are children from a lower class level present. When there is a multi-grade class and particular lessons are suited only to the older class i.e. 4th/5th group, 2nd/3rd group, SI/1st group, the teacher will make arrangements with other teachers to take the younger class for the duration of the lesson.

Independence

School personnel should never do anything of a personal nature for pupils that they can do for themselves.

Language

School personnel and visitors must use appropriate language at all times.

Resources

All resources – books, DVD's, CD's, newspapers, websites etc. must be checked for their appropriateness with regard to age and suitability.

Physical Contact

As a general rule, physical contact between adults and children should not be necessary. However, physical contact may be used to comfort, reassure or assist a child. In these cases, the guidelines points must followed :

It must be in open in front of others, it must be acceptable to the child and must be age appropriate. It should be in response to the needs of the child and not the adult.

Visitors

This includes guest speakers, teaching practice students, people on work placements, outside coaches, tutors etc.

All visitors to the school must report to reception and sign in and out in the visitor's book. Signs are in place at all entrances directing visitors to first report to reception.

The class teacher must stay with the children at all times. The person organising the visitor must check out their credentials to ensure the material they use is appropriate. They must get approval from the Principal before booking the visitor.

Toileting / Intimate Care

In all situations where a pupil needs assistance with toileting / intimate care, a meeting will be convened prior to the child starting school, between the parents/guardians, class teacher, special-needs assistant, special education needs co-ordinator and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. Two staff members will be present if possible. Any deviation from the agreed procedure will be recorded and notified to the DLP.

Toileting Incidents

Clean underwear and suitable clothing will be kept in the school. If a pupil has an accident of this nature they will be offered clean clothing to change into. All children should come to school able to change themselves. This may be adapted for children with medical or special educational needs. If, for any reason they are unable to change themselves, parents, and if unavailable the emergency contact, will be contacted to come to the school to change the child. If parents/emergency contacts cannot be contacted the child will be assisted by two staff members.

1:1 Teaching

Sometimes children need to be taught on a one-to-one basis. When this is necessary, the teacher will work with the door open or in a room with a window and/or glass section on the door.

Changing clothes

Pupils will be expected to dress and undress themselves for games/PE/Swimming.

Staff cars

Teachers do not bring children anywhere in their cars, except in cases of absolute emergency. Parents must provide an emergency contact number in case parents cannot be reached in an emergency. In absolute emergency circumstances, e.g. an accident where a pupil had to be brought to a doctor and parents / emergency contact person cannot get to the school in time, staff do not travel on their own with children.

Behaviour

Children are to be 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.

c.f. Code of Behaviour

Visibility

Teachers will ensure that children are visible in the schoolyard. There are 'out-of-bounds areas' that children are not allowed play in. These have been identified by staff and children are aware of them. They must not engage with adults outside the school yard.

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 by the supervising teacher on our Database will be addressed under our First Aid Procedures.

c.f. Health and Safety Policy

Swimming

Pupils must be able to change themselves – otherwise parents must come and help change their child or organise for a family friend / relative to come to the pool and change their child.

Induction of Teachers and Ancillary Staff

The DLP will be responsible for informing all new teachers and ancillary staff of the Children Protection Policy. The DLP will give a copy of this Child protection policy to all new staff. All teachers must teach the objectives in the SPHE programme.

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 new parents will be informed of the procedures parents 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.

Attendance

Our school attendance will be monitored on a daily basis. 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.

c.f. School Attendance Policy

Child Protection and Record Keeping

There is a Child Protection File in the office (locked drawer). All records relating to child protection are placed in this file. This file is marked 'Confidential'.

Display of Photographs on the school website, school corridors and church

Photographs of children will never be displayed on the school website, the corridors or in the church with names of children.

Communication

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral English/RE programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship

Messages

Children are sent on 'messages' in pairs.

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. It has been made available to Parents through the school website 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 5/6/14

Signed: _____ Signed: _____

Chairperson of Board of Management

Principal

Date:

Date:

Date of next review: 5/6/15