**Child Protection Policy.**

**St. Patrick’s Cathedral Choir School, St Patrick’s Close, Dublin 8. Phone No: 014540588**

**email: admin@thechoirschool.net**

**Introductory statement.**

The staff, parents and management of St Patrick’s Cathedral Choir School have developed and agreed this policy in line with the current recommendations and guidelines relating to child abuse prevention and child protection guidelines.

This policy addresses the responsibilities of the school in the following areas:

1. Prevention – curriculum provision
2. Procedures – procedures for dealing with concerns/disclosures
3. Practice – best practice in child protection

An individual copy of this policy document and the appended section from the Department of Education and Science Child Protection Guidelines and Procedures will be made available to all staff.

It is incumbent on all staff to familiarise themselves with ‘Children First’, (National Guidance for Protection & Welfare of Children 2011) and the DES child protection guidelines and procedures.

**AIMS**

This policy aims to

* Create a safe, trusting, responsive and caring environment
* Provide a personal safety skills education which specifically addresses abuse prevention for all children in the school
* Develop awareness and responsibility in child protection amongst the whole school community
* Put in place procedures for good practice to protect all children and staff
* Ensure that all staff members are aware of and familiar with ‘Children First’, (National guidance for Protection and Welfare of Children 2011) and the DES guidelines and procedures in relation to reporting concerns and/or disclosures of child abuse.
* Provide for ongoing training in this and related areas for all school staff.

**Prevention**

The Stay Safe Programme is the primary resource used in this school to provide education for children on abuse prevention. The programme is taught as part of the schools’ SPHE curriculum under the strand unit Safety and Protection.

On enrolment of their child parents will be informed that the Stay Safe programme is in use in the school and a copy of the Stay Safe ‘A Parent’s Guide’ provided.

The formal lessons of the programme will be taught in their entirety every second year in accordance with the SPHE two-year cycle plan.

Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible.

Multiclass situations will be taught as follows:

Junior Room – 3rd & 4th programme.

Senior Room – 5th & 6th  programme.

Lessons will be differentiated for Special Needs pupils in so far as possible, every effort will be made to ensure their understanding of the subject matter.

All staff will be involved in the implementation of this programme.

Parents will be issued with a copy of the ‘Parents Guide to the Stay Safe Programme’.

**Procedures:**

All staff (Teachers, SNA’s, ancillary, secretarial, caretaking etc.) in this school will follow the recommendations for reporting concerns or disclosures as outlined in ‘Children First’ and the Department of Education & Science document ‘Child Protection, Guidelines and Procedures’

(See pages 5 to 20 from the above DES guidelines)

The Board of Management of this school has appointed Jennifer McCormack as the designated liaison person (DLP) and Sarah Morris as the deputy DLP.

The staff and management of this school have agreed:

* All concerns/disclosures involving child protection/child welfare issues will be reported in the first instance to the DLP (deputy DLP where appropriate).
* Each report to the DLP will be dated and signed by the person making that report.
* A strict adherence to maintaining confidentiality – information regarding concerns or disclosures of abuse should only be given on a ‘need to know’ basis.

The following areas have been considered by the staff and Board of Management of this school as areas of specific concern in relation to child protection. Following discussion and consultation the staff and Board of Management have agreed that the following practices be adopted.

1. **Physical Contact**

Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child the following should be factors in determining its appropriateness:

* It is acceptable to the child
* It is open and not secretive
* The age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do for themselves. Child may have to be restrained if it is causing danger to himself or other pupils or staff member.

1. **Visitors / Guest Speakers:**

The school (principal/teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use by guests is appropriate.

1. **One-to One teaching**

It is the policy in this school that one-to-one teaching is often in the best interest of the child. Every effort will be made to ensure that this teaching takes place in an open environment.

1. **Changing for Swimming**

Pupils will be expected to dress and undress themselves for swimming. Where assistance is needed this will be done in the communal areas. Under no circumstances will members of staff be expected to or allowed to dress/undress a child in a cubicle/private area. In such situations where privacy is required the parent/guardian of the child will be asked to assist the child. At all times there must be adequate supervision of pupils.

While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable a full record of the incident should be made and reported to principal or parents.

**Links to other policy / planning areas:**

Prevention: SPHE curriculum, Strand Unit on ‘Safety & Protection’,

 The School Code of Behaviour

Procedures: Anti-bullying Policy

 Health & Safety Statement.

Practice: School Tours / Outings.

**Review & Monitoring**

This policy will be monitored and reviewed by the Board of Management on an annual basis and when the need arises. The Board of Management will ensure that adequate training and support is provided for all staff.

Policy adopted by the BOM on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chairperson of Board of Management) (Principal)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of next review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**St Patrick’s Cathedral Choir School**

**St Patrick’s Close**

**Dublin 8**

**Telephone: 01 4540588**

**e-mail: admin@thechoirschool.net**

**Acting Principal: Pearce Maloney**

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 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 St. Patrick’s Cathedral Choir 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 accessed on the website of the Department of Health and children ([www.dohc.ie](http://www.dohc.ie)) and the Department of Education’s Child Protection Guidelines can be read on the Department’s website ([www.education.ie](http://www.education.ie)) Parents/guardians 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,

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Chairperson B.O.M. St Patrick’s Cathedral Choir School

**Child Protection Policy**

I/We have read and understood the letter appertaining to Child Protection Procedures at St Patrick’s Cathedral Choir School.

Parents/Guardians Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

References: [www.dcya.ie](http://www.dcya.ie)

 Children First

 National Guidance for Protection & Welfare of Children

 [www.education.e](http://www.education.e) > Child Protection Procedures for Primary & Post Primary

 Child Protection & Welfare Handbook HSE

 www. hse.ie

Designated Liaison Person: Pearce Maloney