

**Scoil Naomh Fiachra
Clontubrid
Roll No. 16865D**



Child Protection Policy

Approved By	Scoil Naomh Fiachra Board of Management
Approval Date	September 2017
Review Date	September 2018

Scoil Naomh Fiachra: Child Protection Policy

Policy approved by:

Scoil Naomh Fiachra Board of Management

Board member name

Patrick Delaney, Chairperson

Fr. Pat O'Farrell

Pat Robinson

Sinéad Brennan

Kieran Costelloe

Tiernan Herlihy

Deirdre Walsh

Caroline Tallis

Initial Approval Date: 21st June 2010

Reviewed: September 2017.

Table of Contents

Section	Page
---------	------

Table of Contents

Introduction.....	5
Scoil Naomh Fiachra Commitment to Child Protection	5
1. Board of Management.....	5
2. Designated Liaison Person (DLP)	5
3. Deputy Designated Liaison Person	5
4. Principles of Best Practice	5
1. Policies, Practices and Activities at Scoil Naomh Fiachra	6
i. Activities	6
ii. Good Practice Guidelines	6
iii. RECRUITMENT AND TRAINING	7
iv. KEEPING PARENTS AND GUARDIANS INFORMED.....	9
v. PROCEDURES FOR TRAVEL INVOLVING CHILDREN	9
vi. DEALING WITH CHALLENGING OR DISRUPTIVE BEHAVIOUR.....	9
vii. BULLYING	9
viii. DEALING WITH A DISCLOSURE OF ABUSE.....	10
ix. ROLE OF THE DESIGNATED LIAISON PERSON.....	10
x. REPORTING PROCEDURE IN RESPECT OF CHILD ABUSE.....	11
xi. ACTION TO BE TAKEN WHEN AN ALLEGATION IS MADE AGAINST A STAFF MEMBER	13
xii. COMPLAINTS PROCEDURE IN RELATION TO CHILD SAFETY AND PROTECTION.....	14
xiii. RECORD KEEPING.....	14
6. Policy Dissemination	15
7. LIST OF APPENDICES.....	16
APPENDIX ONE.....	17
Parental/Guardian Consent Form.....	17
APPENDIX TWO.....	19
Guidance Notes Re: Standard Form For Reporting Child Protection and/or Welfare Concerns to TUSLA	19
APPENDIX THREE.....	20
Acceptance of Scoil Naomh Fiachra Child Protection Policy	20
Inter-organisational form stating that Garda Vetting has been obtained	21
APPENDIX FIVE.....	22
Incident/Accident Report Form	22
APPENDIX SIX	23
Reference Form (Confidential)	23
APPENDIX SEVEN.....	24
Recognising Child Abuse	24
APPENDIX EIGHT.....	26

Scoil Naomh Fiachra: Child Protection Policy

Protection for Persons Reporting Child Abuse	26
APPENDIX 9	27
Anti Bullying Policy when working with children/young people	Error! Bookmark not defined.
Scoil Naomh Fiachra Policy on Bullying when working with children/young people	Error! Bookmark not defined.
Disciplinary action	Error! Bookmark not defined.
APPENDIX 10	37
Scoil Naomh Fiachra Complaints Procedure in relation to working with children/young people	Error! Bookmark not defined.

Scoil Naomh Fiachra: Child Protection Policy

Introduction

Scoil Naomh Fiachra Commitment to Child Protection

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 *Scoil Naomh Fiachra* has agreed the following child protection policy:

1. Board of Management

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. Designated Liaison Person (DLP)

The Designated Liaison Person (DLP) is *Pat Robinson*.

3. Deputy Designated Liaison Person

The Deputy Designated Liaison Person (Deputy DLP) is *Sinéad Brennan*.

4. Principles of Best Practice

In its policies, practices and activities, *Scoil Naomh Fiachra* 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.

Scoil Naomh Fiachra: Child Protection Policy

1. Policies, Practices and Activities at Scoil Naomh Fiachra

i. Activities

Apart from normal classroom-based activities, the range of activities in which our pupils might be involved include the following:

- Presentation of projects at exhibitions and similar events;
- Swimming classes and events;
- Dancing classes;
- Speech and Drama classes;
- Visual Arts and Music workshops;
- Field trips in History, Geography, Science, Art, etc.;
- Visits to Art Galleries, Theatres, etc.;
- School Tours;
- School-related games and coaching sessions;
- Religious events during school time, e.g. practices for Sacraments, retreats, Nativity Plays, etc.
- Green Schools and Active Schools activities

This involvement may take a number of different forms. In some cases, pupils will travel to these events by bus or train. Occasionally pupils will travel with parents. On other occasions outside experts and facilitators will come to the school. Everybody who works with children has a duty of care to them and this is a responsibility, which must be taken seriously. Our guidelines aim to provide information and promote good practice for those involved in working with our pupils so that staff, visitors and volunteers, will be aware of what to do in situations where the safety or welfare of a child may be at risk.

ii. Good Practice Guidelines

Safe practice is essential in our work and we have put in place the following procedures to govern our work with children:

- All staff and those assisting Scoil Naomh Fiachra in our work are aware of the good practice guidelines and are familiar with the overall Child Protection Policy of the school;
- Pupils are informed of our guidelines and procedures;
- Parents of pupils are also informed of our guidelines and procedures;
- Scoil Naomh Fiachra has appointed a Designated Liaison Person. This person is appropriately trained and familiar with the procedures to be followed in the event of an allegation, concern or disclosure of child abuse;
- Scoil Naomh Fiachra has put in place a Code of Good Behaviour;
- Scoil Naomh Fiachra has put in place an Anti Bullying Policy;
- Scoil Naomh Fiachra has put in place a School Attendance Policy;

Scoil Naomh Fiachra: Child Protection Policy

- Scoil Naomh Fiachra has put in place a Supervision Policy;
- Scoil Naomh Fiachra has put in place an Internet Acceptable Use Policy;
- Scoil Naomh Fiachra has put in place a Mobile Phones Policy;
- Scoil Naomh Fiachra has put in place a Complaints Procedure;
- When organising events/trips for children or their attendance at events, the following information/documentation is requested by Scoil Naomh Fiachra in relation to each pupil attending the event or travelling on the trip:
 - A Parental Consent Form (see sample in Appendix 1);
 - Contact details for the family/guardians, including emergency contact numbers;
 - Relevant medical information;
- An appropriate ratio of adults to pupils is put in place for each event /trip;
- All adults working with pupils directly, will have received Garda vetting;
- Teachers, facilitators and volunteers show respect and understanding for the rights, safety and welfare of pupils;
- A system is in place for recording any incidents or accidents while the pupil is in the care of the Scoil Naomh Fiachra (see sample form at Appendix 5);
- Staff and volunteers should not take one pupil alone in a car on journeys. Where this is unavoidable, it should be with the full consent and knowledge of the relevant parents/guardians and the principal;
- While we recognise that sometimes it is appropriate for staff to work on a one to one basis with a pupil, staff/volunteers should not spend excessive amounts of time alone with an individual pupil person. Where an adult needs to meet with a pupil alone, the door should be left open and another adult informed of the meeting;
- There should be no unnecessary physical contact between an adult and a pupil although there are times when for example, placing a hand on a distressed child/young person's shoulder to comfort him/her would be appropriate. Physical contact should only be in response to the needs of the child and should be appropriate to the age and the level of development of the child.

iii. RECRUITMENT AND TRAINING

Putting in place good procedures in recruitment and training practice is a central element in ensuring the safety and welfare of all adults and children involved in the school.

a. Recruitment

In engaging staff (long term, short term or event based) or volunteers for Scoil Naomh Fiachra, the following procedures will be followed:

Permanent staff of Scoil Naomh Fiachra

- The normal recruitment practice of the Department of Education and Science applies which includes the applicant providing the names of two referees (not family members) who are contacted.

Scoil Naomh Fiachra: Child Protection Policy

- All adults working with pupils directly, will have received Garda vetting.
- Staff and volunteers will be given a copy of the Scoil Naomh Fiachra Child Protection Policy and Code of Behaviour and will agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people (see App 3).

Staff on short term contracts

- Where short term contracts for staff are awarded, a clear job description is developed outlining the responsibilities of the job and the reporting procedure;
- The applicant must supply information of previous, recent experience, particularly all experience relating to working with children;
- The applicant must supply the names of two referees who are relevant to the post (not family members). Referees will be contacted personally;
- Garda vetting will be sought by the Board of Management;
- Staff will be given a copy of the Scoil Naomh Fiachra Child Protection Policy and Code of Behaviour and will be asked to sign a document certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children/young people (see App 3).

Staff and volunteers from another agency/organisation

- When working with staff/volunteers from another agency/organisation in facilitating an event involving children, such staff/volunteers will be given the Scoil Naomh Fiachra Child Protection Policy and Code of Behaviour and will be asked to sign a document certifying that they have read it and agree to abide by its contents and that there is no reason why they would be considered unsuitable for working with children (see Appendix 3);
- For staff/volunteers working directly with children, Garda vetting will be sought by Scoil Naomh Fiachra.
- If the volunteer/staff has already obtained Garda vetting through their own organisation, in the previous 18 months, a form should be completed by their organisation confirming this fact and a copy of the Garda vetting should be forwarded to Scoil Naomh Fiachra (see Appendix 4).

b. Training

All staff of Scoil Naomh Fiachra will be expected to participate in relevant training from time to time, including some training on the issue of child protection.

Induction training for any new staff will include training on the Scoil Naomh Fiachra Child Protection Policy.

Scoil Naomh Fiachra: Child Protection Policy

iv. KEEPING PARENTS AND GUARDIANS INFORMED

Scoil Naomh Fiachra will keep parents and guardians informed of all aspects of the programme that their child is involved in. It is our policy to share information relating to the programme of activities, trips away, transport to and from events, etc. with the parents/guardians. It is our practice to inform parents/guardians first in the event of a child disclosing an incident of abuse, unless this could put the child in danger.

v. PROCEDURES FOR TRAVEL INVOLVING CHILDREN

Scoil Naomh Fiachra will take all reasonable steps to ensure that “Garda cleared” drivers are used when transporting children.

In the case where a child travels with a member of staff of Scoil Naomh Fiachra to an event, Scoil Naomh Fiachra will be responsible for the welfare of the child while travelling and while at the event. In these instances, parental consent forms must be completed by parents/guardians and a record must be kept of the emergency contact numbers supplied.

vi. DEALING WITH CHALLENGING OR DISRUPTIVE BEHAVIOUR

Where instances of challenging or disruptive behaviour occur with children, a record will be kept of this where the safety and well being of this child or others are at risk. In a case of such behaviour, two teachers, if possible, should be present in dealing with the situation. Staff members who are present at the time, should complete the incident/accident report form (see Appendix 5).

The report of the incident should include:

- The programme or activity which was happening at the time;
- Date of Incident;
- A record of what happened;
- Details of who was involved;
- Details of where and when it happened;
- A record of any significant comments;
- A record of any injury to person or property;
- Details of how the situation was resolved or left.
- Recommendations for how such an incident could be prevented in the future.

vii. BULLYING

Bullying behaviour can be defined as repeated aggression, be it verbal, psychological or physical which is conducted by an individual or group against others. Such behaviour can be

Scoil Naomh Fiachra: Child Protection Policy

relayed in person, behind a victim's back or through various media including mobile phones and social networking websites (cyber bullying).

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion.

Scoil Naomh Fiachra will not tolerate any bullying behaviour by children or adults and will deal with any incidents immediately in accordance with the Scoil Naomh Fiachra anti-bullying policy. (Appendix 9).

viii. DEALING WITH A DISCLOSURE OF ABUSE

Scoil Naomh Fiachra values and encourages the full and harmonious development of all our pupils and we strive to ensure that the experience of the child in this school is a happy and productive one. In the event of a child disclosing an incident of abuse it is essential that this is dealt with sensitively and professionally by the teachers involved. The following are guidelines to support the teachers in this:

- React calmly;
- Listen carefully and attentively; take the child seriously;
- Reassure the child that they have taken the right action in talking to you;
- Do not promise to keep anything secret;
- Ask questions for clarification only. Do not ask leading questions;
- Check back with the child that what you have heard is correct and understood;
- Do not express any opinions about the alleged abuser;
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record;
- Ensure that the child understands the procedures which will follow;
- Pass the information to the Designated Liaison Person, do not attempt to deal with the problem alone;
- Treat the information confidentially.

ix. ROLE OF THE DESIGNATED LIAISON PERSON

The Designated Liaison Person at Scoil Naomh Fiachra has the ultimate responsibility for ensuring that the Child Protection and Welfare Policy of Scoil Naomh Fiachra is promoted and implemented. A Deputy Designated Liaison Person in Scoil Naomh Fiachra will take

Scoil Naomh Fiachra: Child Protection Policy

over the responsibilities of the Designated Liaison Person if they are unavailable for a significant amount of time.

The role of the Designated Liaison Person involves the following duties:

- To be familiar with “Children First”, National Guidelines for the Protection and Welfare of Children and “Our Duty to Care”, the principles of good practice for the protection of children & young people and to have responsibility for the implementation and monitoring of the child protection and welfare policy of Scoil Naomh Fiachra;
- To receive reports of alleged/suspected or actual child abuse and act on these in accordance with the guidelines;
- To ensure that training is provided for all new and existing staff at Scoil Naomh Fiachra on the Child Protection Policy;
- To build a working relationship with An TUSLA, An Garda Síochána and other agencies, as appropriate;
- To ensure that supports are put in place for the child or staff member in cases of allegations being made;
- To keep up to date and undertake relevant training on child protection policy and practice, in order to ensure the relevance and appropriateness of the Scoil Naomh Fiachra policy and procedures in this area;
- To review the Scoil Naomh Fiachra policy and procedures on child protection on an annual basis and amend as appropriate;
- To ensure that systems are in place for recording and retaining all relevant documentation in relation to child protection issues.

Designated Liaison Person for Scoil Naomh Fiachra
--

Mr. Pat Robinson (Principal)

X. REPORTING PROCEDURE IN RESPECT OF CHILD ABUSE

Scoil Naomh Fiachra has put in place a standard reporting procedure for dealing with disclosures, concerns or allegations of child abuse.

Definition and Recognising Child Abuse

Child abuse can be categorised into four different types: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subjected to one or more forms of abuse at any given time. Definitions of the four types of abuse, how to recognise abuse and an explanation of “reasonable grounds for concern” are included in Appendix 7, which is based on “Children First – National Guidelines for the Protection and Welfare of Children”.

Responsibility to Report Child Abuse

Everyone must be alert to the possibility that children with whom they are in contact may be experiencing abuse or have been abused in the past. This is an important responsibility when working with children.

Scoil Naomh Fiachra: Child Protection Policy

The guiding principles in regard to reporting child abuse are summarised as follows:

- The safety and well-being of the child must take priority
- Reports should be made without delay to An TUSLA
- While the basis for concern must be established as comprehensively as possible, children or parents should not be interviewed in detail about the suspected abuse.

The reporting procedure for dealing with disclosures, concerns or allegations of child abuse is outlined in the following steps:

- The teacher who has received a disclosure of child abuse or who has concerns of abuse, should bring it to the attention of Designated Liaison Person immediately.
- The Designated Liaison Person will assess and review the information that has been provided. The DLP may contact An TUSLA for informal advice relating to the allegation, concern or disclosure.
- After consultation with An TUSLA officials, the Designated Liaison Person will then take one of two options:
 - Report the allegation, concern or disclosure to An TUSLA or
 - Not make a formal report to TUSLA but keep a record of the concerns on file. The reasons for not reporting the allegation, concern or disclosure will be clearly recorded. The teacher who made the initial report will be informed if a formal report is not being made to TUSLA and it is open to him/her to make a formal report themselves, directly to the relevant authority if they feel this is necessary.
- Where a formal report is made TUSLA will then liaise with An Garda Síochána. It is likely that TUSLA will want to speak to the person who first made the report to clarify facts and the circumstances of the report.

In an emergency a report should be made directly to An Garda Síochána.

In making a report on suspected or actual child abuse, the individual must ensure that the first priority is always for the safety and welfare of the child and that no child is ever left in an unsafe situation.

Parents/guardians of the child will be informed of the allegation, concern or disclosure unless doing so is likely to endanger the child.

Information required when making a report

The more information which is gathered and put together on the Standard Reporting Form which has been adopted by Scoil Naomh Fiachra (see Appendix 2) the easier it will be to assess an allegation, concern or disclosure of abuse. Reports, which are made anonymously, will be followed up but this may take longer and will make it more difficult for the professionals involved to assess the situation. If a person is unsure about the case, it may be useful to talk over the issue with the Designated Liaison Person or with a TUSLA worker before making an official report.

Confidentiality

In matters of child abuse, a teacher should never promise to keep secret, any information which is divulged. It should be explained to the child that this information cannot be kept secret but only those who need to know, will be told.

Scoil Naomh Fiachra: Child Protection Policy

It is essential in reporting any case of alleged/suspected abuse that the principle of confidentiality applies. The information should only be shared on a 'need to know' basis and the number of people that need to be informed should be kept to a minimum.

The Protections for Persons Reporting Child Abuse Act, 1998

This Act provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Designated Liaison Person, TUSLA or An Garda Síochána [see Appendix 8 for further details].

xi. ACTION TO BE TAKEN WHEN AN ALLEGATION IS MADE AGAINST A STAFF MEMBER

Where an allegation of abuse is made against an employee of Scoil Naomh Fiachra, there are two procedures that Scoil Naomh Fiachra will put in place:

- The reporting procedure in respect of the child;
- The procedure for dealing with the employee.

In the case of the allegation being against an employee of Scoil Naomh Fiachra, the same person will not deal with both the child and the alleged abuser. Employment/contractual issues will be dealt with separately. The Designated Liaison Person will follow the normal reporting procedure in Scoil Naomh Fiachra. It will be the responsibility of the Chairperson of the Board of Management of Scoil Naomh Fiachra to deal with a staff member against whom an allegation has been made.

If there is an allegation or suspicion in relation to the Chairperson of the Board of Management, the Bishop of Ossory will deal with all aspects relating to the Chairperson of the Board of Management.

If there is an allegation or suspicion in relation to the Designated Liaison Person, the Chairperson of the Board of Management will deal with all aspects of the case, including the reporting procedure.

If an allegation is made against an employee of Scoil Naomh Fiachra the following steps will be taken:

- The Chairperson of the Board of Management will deal with all aspects of the case relating to the employee.
- The allegation will be assessed by the Designated Liaison Person to establish if there are reasonable grounds for concern and whether a formal report will be made to the statutory authorities, at this point. The CPO may wish to contact TUSLA for advice on the issue.
- The safety of the child is the first priority of Scoil Naomh Fiachra and all necessary measures will be taken to ensure that the child is safe. The measures taken will be proportionate to the level of risk.
- Scoil Naomh Fiachra will ensure that no other children are at risk during this period and will inform other relevant agencies or parents/carers as appropriate.

Scoil Naomh Fiachra: Child Protection Policy

- The measures which can be taken to ensure the safety of children can include the following: suspension of duties of the person accused, re-assignment of duties where the accused will not have contact with children, working under increased supervision during the period of the investigation or other measures as deemed appropriate.
- If a formal report is being made the employer will notify the employee that an allegation has been made and what the nature of the allegation is. The employee has a right to respond to this and this response should be documented and retained.
- Scoil Naomh Fiachra will ensure that the principle of ‘natural justice’ will apply whereby a person is considered innocent until proven otherwise.
- Scoil Naomh Fiachra will work in co-operation with An Garda Síochána and TUSLA and any decisions on action to be taken in regard to the employee will be taken in consultation with these agencies.
- The person against whom the allegation is made will need support during this period and Scoil Naomh Fiachra will provide advice on how to access the relevant support services.

In the case of an allegation being made against a volunteer at Scoil Naomh Fiachra the Designated Liaison Person will deal with the issue as outlined in the steps above.

xii. COMPLAINTS PROCEDURE IN RELATION TO CHILD SAFETY AND PROTECTION

Scoil Naomh Fiachra is committed to ensuring the safety and welfare of all children with whom we work. Scoil Naomh Fiachra has put in place a complaints procedure (Appendix 10) to cover any situations which may arise, when children or their parents/guardians are not happy with the way the children were treated by Scoil Naomh Fiachra. Complaints regarding the safety and welfare of children should be directed to the Designated Liaison Person at Scoil Naomh Fiachra. Other complaints should be directed to the person with whom the child dealt.

xiii. RECORD KEEPING

The Designated Liaison Person and the Deputy Designated Liaison Person are responsible for keeping the following records related to Child Protection in a locked filing cabinet. The Designated Liaison Person, the Deputy Designated Liaison Person and the Chairperson of the Board of Management of Scoil Naomh Fiachra are the only officers who have access to these records:

- Any complaints about the safety and welfare of children while attending Scoil Naomh Fiachra;
- Any disclosures, concerns or allegations of child abuse;
- The follow up to any complaints, disclosure, concerns or allegations, including informal advice from TUSLA, reports to TUSLA and informing parents/guardians;

Scoil Naomh Fiachra: Child Protection Policy

- Any bullying complaints related to Scoil Naomh Fiachra's work with children and the follow up action;
- Signed acceptance forms of the Scoil Naomh Fiachra Child Protection Policy by staff members, people on short term contracts, staff/volunteers from other agencies working on Scoil Naomh Fiachra projects.

The following records are kept in a locked filing cabinet. The Designated Liaison Person, the Deputy Designated Liaison Person and the Chairperson of the Board of Management are the only persons who have access to these records:

- All Garda Vetting Forms;
- All Parental/Guardian Consent Forms.

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. Policy Dissemination

This policy has been made available to school personnel and the Parents' Association 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.

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management in *September, 2017*.

Signed: _____ (**Chairperson of Board of Management**)

Date: _____

Signed: _____ (**Principal**)

Date: _____

Date of next review: _____

7. LIST OF APPENDICES

Forms

Appendix 1: Parental/Guardian Consent Form

Appendix 2: Standard form for reporting child protection and/or welfare concerns to a TUSLA

Appendix 3: Acceptance of Scoil Naomh Fiachra Child Protection Policy

Appendix 4: Inter organisational form stating that Garda Vetting has been obtained

Appendix 5: Incident/Accident Report Form

Appendix 6: Reference Form

Supporting Information

Appendix 7: Recognising child abuse (Children First guidelines)

Appendix 8: Information on Protection of Persons Reporting Child Abuse Act

Scoil Naomh Fiachra Policies and Procedures

Appendix 9: Scoil Naomh Fiachra Anti Bullying Policy when working with children/young people

Appendix 10: Scoil Naomh Fiachra Complaints Procedure in relation to working with children/young people

APPENDIX ONE

<p>Scoil Naomh Fiachra Clontubrid Roll No. 16865D</p>	
--	---

Parental/Guardian Consent Form

[Event Name]

Name of Pupil(s): _____

Other Relevant Information
(Please mention any medical conditions, special needs or dietary requirements)

Contact details for parent/guardian

1. Name: _____

Daytime phone number: _____

Home phone number: _____

Mobile number: _____

Email: _____

2. Name: _____

Daytime phone number: _____

Home phone number: _____

Mobile number: _____

Email: _____

In case of a medical emergency:

In the event of illness or accident, I give permission for medical treatment to be administered where considered necessary by a suitably qualified medical practitioner and/or hospital. I

Scoil Naomh Fiachra: Child Protection Policy

understand that every effort will be made to contact me as soon as possible. In an emergency I can be contacted at the following telephone numbers:

Signed: _____
(Parent/Guardian)

Name (block letters) _____
(Parent/Guardian)

Date: _____

Scoil Naomh Fiachra: Child Protection Policy

APPENDIX TWO

Scoil Naomh Fiachra Clontubrid Roll No. 16865D	
---	---

(Copies of the Standard Report Form are available from the school)

Guidance Notes Re: Standard Form for Reporting Child Protection and/or Welfare Concerns to An Tusla

Guidance Notes

An Tusla has a statutory responsibility under the Child Care Act, 1991 to promote the welfare and protection of children. Tusla therefore has an obligation to receive information about any child who is not receiving adequate care and/or protection.

This Report Form is for use by:

- Any professional, individual or group involved in services to children, including Tusla personnel, who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.
- Professionals and individuals in the provision of child care services in the community who have service contracts with the Tusla.
- Designated persons in a voluntary or community agency.

Please fill in as much information and detail as is known to you. This will assist the Social Work Department in assessing the level of risk to the child or the support services required. If the information requested is not known to you, please indicate this by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

Tusla aims to work in partnership with parents. If you are making this report in confidence, you should note that Tusla cannot guarantee absolute confidentiality for the following reasons:

- A Court could order that information be disclosed.
- Under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report', you are protected under the Protections for Persons reporting Child Abuse Act, 1998.

If you are unsure if you should report your concerns, please telephone Tusla duty social worker and discuss your concerns with them.

KILKENNY	Social Work Office- Child Care Department, Child Youth and Families, Carlow/Kilkenny, HSE South, St Canice's Hospital, Dublin Road, Kilkenny, Co Kilkenny.	(056) 778 4057 (056) 778 4532
-----------------	---	----------------------------------

APPENDIX THREE

<p>Scoil Naomh Fiachra Clontubrid Roll No. 16865D</p>	
--	---

Acceptance of Scoil Naomh Fiachra Child Protection Policy

Declaration from all staff and volunteers working with pupils

Surname _____ Forename _____

Date of Birth _____

Address _____

Contact Phone Number _____

I have read the Scoil Naomh Fiachra Child Protection Policy and code of behaviour and agree to abide by its contents.

Signature _____

Date _____

There is no reason why I would be considered unsuitable to work with children.

Signature: _____

Date: _____

Scoil Naomh Fiachra: Child Protection Policy

APPENDIX FOUR

Scoil Naomh Fiachra Clontubrid Roll No. 16865D	
---	---

Inter-organisational form stating that Garda Vetting has been obtained

Surname _____ Forename _____

Date of Birth _____ Place of Birth _____

Address _____

Contact Phone Number _____

I have received Garda vetting in the past 18 months in relation to my current work with children/young people,

Yes No

This vetting was completed on _____ .

Signature _____

Date _____

This section to be completed by the organisation, which obtained the Garda vetting for the individual named above.

I confirm that this person has received Garda vetting to work with children/young people in the past 18 months.

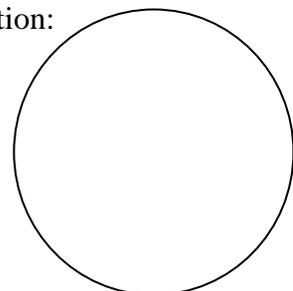
Name: _____

Signature: _____

Address: _____

Position: _____

Stamp of Organisation:



APPENDIX FIVE

<p>Scoil Naomh Fiachra Clontubrid Roll No. 16865D</p>	
--	---

Incident/Accident Report Form

Name of event/trip where the incident/accident occurred _____

Date _____

Location _____

Briefly describe what happened _____

Who was involved _____

Any injury sustained? _____

Who dealt with the situation? _____

How was it resolved/dealt with? _____

Any follow up required? _____

Please attach any additional information if required _____

Signature: _____

Name (block letters): _____

APPENDIX SIX

<p>Scoil Naomh Fiachra Clontubrid Roll No. 16865D</p>	
--	---

Reference Form (Confidential)

_____ has applied to work with Scoil Naomh Fiachra and has given your name as a referee.

This post involves substantial access to children and as Scoil Naomh Fiachra is committed to the welfare and protection of children, we need to know if you have any reason at all to be concerned about this applicant being in contact with children.

Yes No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference form, all information contained on the form will remain confidential and will only be shared with the applicant's immediate superiors, should they be offered a position. It is very important that this reference form accurately reflects your knowledge and experience of the named person.

How long have you known this person ? _____

In what capacity ? _____

What attributes does this person have which you would consider makes them suitable to work with children?

Please rate this person on the following (Please tick)

	Poor	Average	Good	V. Good	Excellent
Responsibility					
Maturity					
Self Motivation					
Motivation of others					
Trustworthiness					
Reliability					

Signed: _____

Date: _____

Occupation: _____

APPENDIX SEVEN

<p>Scoil Naomh Fiachra Clontubrid Roll No. 16865D</p>	
--	---

Recognising Child Abuse

Definition and Possible Physical and Behavioural Indicators of Child Abuse

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Possible indicators of this type of abuse are:

- Frequent minor or serious injuries;
- Untreated illness;
- Hunger, lack of nutrition;
- Tiredness;
- Inadequate and inappropriate clothing;
- Lack of supervision;
- Low self esteem;
- Lack of peer relationships.

Emotional

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Possible indicators of this type of abuse are:

- Unreasonable mood and/or behavioural changes;
- Aggression, withdrawal or an 'I don't care attitude';
- Lack of attachment;
- Low self esteem;
- Attention seeking;
- Depression or suicide attempts;
- Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed;
- A fear of adults or particular individuals e.g. family member, baby-sitter or indeed excessive clinginess to parents/carers;
- Panic attacks.

Physical

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

Possible indicators of this type of abuse are:

- Frequent bruising, fractures, cuts, burns and other injuries;

Scoil Naomh Fiachra: Child Protection Policy

- Torn clothing;
- Bite marks burns or welts;
- Bruises in places difficult to mark e.g. behind ears, groin;
- Undue or unnecessary fear;
- Aggressiveness or withdrawn;
- Absconding frequently from home.

Sexual

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

Possible indicators of this type of abuse are:

- Over affectionate or inappropriate sexual behaviour;
- Age inappropriate sexual knowledge given the child's age, which is often demonstrated in language, play or drawings;
- Fondling or exposure of genital areas;
- Hints about sexual activity;
- Unusual reluctance to join in normal activities which involve undressing, e.g. games/swimming.

Indicators of Abuse are Not Facts

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must also be considered in the child's social and family context as child abuse is not restricted to any socio economic group, gender or culture. It is important to always be open to alternative explanations for possible physical or behavioural signs of abuse.

Reasonable Grounds for Concern

The statutory authorities should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse. A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds of for concern.

The following examples would constitute reasonable grounds for concern:

- specific indication from the child that s/he was abused;
- an account by the person who saw the child being abused;
- evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in any other way;
- an injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern.

(Children First 1999, 4.3.2 and 4.3.3)

APPENDIX EIGHT

<p>Scoil Naomh Fiachra Clontubrid Roll No. 16865D</p>	
--	---

Protection for Persons Reporting Child Abuse

The Protection for Persons Reporting Child Abuse Act, 1998 provides immunity from civil liability to persons who report child abuse “reasonably and in good faith” to Tusla or An Garda Síochána. This means that even if a reported suspicion of child abuse proves unfounded a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith in making the report.

This protection applies to organisations and to individuals. It is considered therefore that organisations should assume full responsibility for reporting suspected child abuse to the appropriate authorities. Reports to Tusla and to the Gardaí should be made by the Designated Liaison Person, as per the organisation’s policy and guidelines.

Section 3 (1) of the Act states:

“3. (1) A person who apart from this section, would be so liable shall not be liable in damages in respect of the communication, whether in writing or otherwise, by him or her to an appropriate person of his or her opinion that-

- (a) a child has been or is being assaulted, ill-treated, neglected or sexually abused, or*
- (b) a child’s health development or welfare has been or is being avoidably impaired or neglected,*

unless it is proven that he or she has not acted reasonably and in good faith in forming that opinion and communicating it to the appropriate person”.

APPENDIX 9

<p>Scoil Naomh Fiachra Clontubrid Roll No. 16865D</p>	
--	---

Scoil Naomh Fiachra Anti-Bullying Policy

1. In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the TUSLA, the Board of Management of Scoil Naomh Fiachra has adopted the following anti-bullying policy within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013.

2. The Board of Management recognises the very serious nature of bullying and the negative impact that it can have on the lives of pupils. The school community believes strongly that respect for all must be promoted at all times and become intrinsic in the ethos of society. No bullying can therefore be tolerated and discrimination based on the nine stated grounds included in equality legislation, ie gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community, can be allowed.

The Board of Management and the staff of Scoil Naomh Fiachra are therefore fully committed to the following **key principles of best practice** in preventing and tackling bullying behaviour:

(a) A positive school culture and climate which

- is welcoming of difference and diversity and is based on inclusivity;
- fosters mutual and self-respect;
- raises awareness of bullying as a form of unacceptable behaviour;
- encourages pupils to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
- promotes respectful relationships across the school community;

(b) Effective leadership

(c) A school-wide approach

- The school acknowledges the right of each member of the school community to enjoy school in a secure environment;

Scoil Naomh Fiachra: Child Protection Policy

- The school promotes positive habits of self-respect, self-discipline and responsibility among all its members;

(d) A shared understanding of what bullying is and its impact

(e) Implementation of education and prevention strategies (including awareness raising measures) that-

- build empathy, respect and resilience in pupils; and
- explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying;
- effective supervision and monitoring of pupils;

(f) Effective supervision and monitoring of pupils

- All staff can actively watch out for signs of bullying behaviour.
- Consistently tackle the use of discriminatory and derogatory language in the school, including language which is racist and homophobic or belittling of pupils with a disability or SEN.
- Ensure that there is adequate yard supervision.
- Follow up and follow through with pupils who ignore the rules.
- The staff can get pupils to help them to identify bullying ‘hot spots’ for bullying in the school.
- The school prohibits vulgar, offensive, sectarian or other aggressive behaviour or language by any of its members.

(g) Supports for staff

(h) Consistent recording, investigation and follow up of bullying behaviour (including use of established intervention strategies); and

(i) On-going evaluation of the effectiveness of the anti-bullying policy.

3. Definition of Bullying:

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying and
- Identity based bullying such as homophobic bullying, racist bullying, bullying based on a person’s membership of the Traveller community and bullying of those with disabilities or special educational needs.

Scoil Naomh Fiachra: Child Protection Policy

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the school's code of behaviour.

Additional information on different types of bullying is set out in Appendix A of this policy.

4. The Relevant Teacher:

The relevant teacher for investigating and dealing with bullying is the class-teacher. Any teacher may act as a relevant teacher if circumstances warrant it. The primary aim for the class teacher in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame);

5. Education & Prevention Strategies:

The education and prevention strategies (including strategies specifically aimed at cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying) that are used in the school are:

- A school-wide approach to the fostering of respect for all members of the school community.
- The fostering and enhancing of the self-esteem of all our pupils through both curricular and extracurricular activities. Pupils will be provided with opportunities to develop a positive sense of self-worth through formal and informal interactions.
- Whole staff professional development on bullying to ensure that all staff develops an awareness of what bullying is, how it impacts on pupils' lives and the need to respond to it-prevention and intervention.
- Encourage a culture of telling, with particular emphasis on the importance of bystanders. In that way pupils will gain confidence in 'telling'. This confidence factor is of vital importance. It should be made clear to all pupils that when they report incidents of bullying they are not considered to be telling tales but are behaving responsibly.

Ensuring that pupils know who to tell and how to tell, e.g.:

- Direct approach to teacher at an appropriate time, for example after class.
- Hand note up with homework.
- Get a parent(s)/guardian(s) or friend to tell on your behalf.
- Ensure bystanders understand the importance of telling if they witness or know that bullying is taking place.
- The development of an Acceptable Use Policy in the school to include the necessary steps to ensure that the access to technology within the school is strictly monitored, as is the pupils' use of mobile phones.

Implementation of curricula

- The Stay Safe Programme
- Aistear
- SPHE
- RSE Programme
- Friends for Life Programme
- Walk Tall Programme
- Anti-Bullying website (to be set up by the DES in conjunction with this initiative)
- Delivery of the Garda SPHE Programmes covering issues around personal safety and cyber-bullying
- Other school policies relevant to bullying: Code of Behaviour, Child Protection policy, Supervision of Pupils, Internet Acceptable Use Policy, Attendance, Sporting activities, Excursions

6. Procedures for investigation, follow-up and recording of bullying behaviour:

The primary aim in investigating and dealing with bullying is to resolve any issues and to restore, as far as is practicable, the relationships of the parties involved (rather than to apportion blame).

Every effort will be made to ensure that all involved (including pupils, parent(s)/guardian(s)) understand this approach from the outset.

The school's procedures for investigation, follow-up and recording of bullying behaviour and the established intervention strategies used by the school for dealing with cases of bullying behaviour are as follows:

Reporting bullying behaviour

- Any pupil or parent(s)/guardian(s) may bring a bullying incident to any teacher in the school
- All reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher. In that way pupils will gain confidence in 'telling'. This confidence factor is of vital importance. It should be made clear to all pupils that when they report incidents of bullying they are not considered to be telling tales but are behaving responsibly;
- Non-teaching staff such as secretaries, SNAs (N/A), caretakers, and cleaners, Lollipop ladies (N/A) are encouraged to report any incidents of bullying behaviour witnessed by them, or mentioned to them, to the relevant teacher;

Investigating and dealing with incidents:

- In investigating and dealing with bullying, the teacher will exercise his/her professional judgement to determine whether bullying has occurred and how best the situation might be resolved;
- Parents and pupils are required to co-operate with any investigation and assist the school in resolving any issues and restoring as far as is practicable, the relationships of the parties involved as quickly as possible;

Scoil Naomh Fiachra: Child Protection Policy

- It is very important that all involved (including each set of pupils and parents) understand the above approach from the outset;
- Teachers should take a calm, unemotional problem-solving approach when dealing with incidents of alleged bullying behaviour reported by pupils, staff or parents;
- Incidents are generally best investigated outside the classroom situation to ensure the privacy of all involved;
- All interviews should be conducted with sensitivity and with due regard to the rights of all pupils concerned. Pupils who are not directly involved can also provide very useful information in this way.
- If a group is involved, each member should be interviewed individually at first. Thereafter, all those involved should be met as a group. At the group meeting, each member should be asked for his account of what happened to ensure that everyone in the group is clear about each other's statements;
- Each member of a group should be supported through the possible pressures that they may face from the other members of the group after interview by the teacher;
- It may also be appropriate or helpful to ask those involved to write down their account of the incident(s);
- In cases where it has been determined by the relevant teacher that bullying behaviour has occurred, the parents of the parties involved should be contacted at an early stage to inform them of the matter and explain the actions being taken (by reference to the school policy). The school should give parents an opportunity of discussing ways in which they can reinforce or support the actions being taken by the school and the supports for their pupils;
- Where the relevant teacher has determined that a pupil has been engaged in bullying behaviour, it should be made clear to him how he is in breach of the school's anti-bullying policy and efforts should be made to try to get him to see the situation from the perspective of the pupil being bullied;
- It must also be made clear to all involved (each set of pupils and parents) that in any situation where disciplinary sanctions are required, this is a private matter between the pupil being disciplined, his parents and the school;

Follow up and recording

- In determining whether a bullying case has been adequately and appropriately addressed the relevant teacher must, as part of his/her professional judgement, take the following factors into account:
 - Whether the bullying behaviour has ceased;
 - Whether any issues between the parties have been resolved as far as is practicable;
 - Whether the relationships between the parties have been restored as far as is practicable; and

Scoil Naomh Fiachra: Child Protection Policy

- Any feedback received from the parties involved, their parents or the school Principal or Deputy Principal;
- Where a parent is not satisfied that the school has dealt with a bullying case in accordance with these procedures, the parents must be referred, as appropriate, to the school's complaints procedures;
- In the event that a parent has exhausted the school's complaints procedures and is still not satisfied, the school must advise the parents of their right to make a complaint to the Ombudsman for Children.

Procedures for recording bullying behaviour

It is imperative that all recording of bullying incidents must be done in an objective and factual manner. The school's procedures for noting and reporting bullying behaviour are as follows:

1. While all reports, including anonymous reports of bullying must be investigated and dealt with by the relevant teacher, the relevant teacher will use his/her professional judgement in relation to the records to be kept of these reports, the actions taken and any discussions with those involved regarding same;
2. If it is established by the relevant teacher that bullying has occurred, the relevant teacher will keep appropriate written record which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.
3. The relevant teacher will use the recording template at **Appendix B** to record the bullying behaviour in the following circumstances:
 - (a) in cases where he/she considers that the bullying behaviour has not been adequately and appropriately addressed within 20 school days after he/she has determined that bullying behaviour occurred; and
 - (b) where the school has decided as part of its anti-bullying policy that in certain circumstances bullying behaviour must be recorded and reported immediately to the Principal or Deputy Principal as applicable.

In each of the circumstances at (a) and (b) above, the recording template at **Appendix B** must be completed in full and retained by the teacher in question and a copy provided to the Principal or Deputy Principal as applicable. It should also be noted that the timeline for recording bullying behaviour in the recording template at **Appendix B** does not in any way preclude the relevant teacher from consulting the Principal or Deputy Principal at an earlier stage in relation to a case.

Established intervention strategies

- Teacher interviews with all pupils
- Negotiating agreements between pupils and following these up by monitoring progress. This can be on an informal basis or implemented through a more structured mediation process

Scoil Naomh Fiachra: Child Protection Policy

- Working with parent(s)/guardian(s) to support school interventions
- No Blame Approach
- Circle Time

7. Programme of Support:

The school's programme of support for working with pupils affected by bullying is as follows

- All in-school supports and opportunities will be provided for the pupils affected by bullying to participate in activities designed to raise their self-esteem, to develop friendships and social skills and build resilience e.g.
 - Group work such as circle time
 - Participation in an after-school activity e.g. Sport
- If pupils require counselling or further supports the school will endeavour to liaise with the appropriate agencies to organise same. This may be for the pupil affected by bullying or involved in the bullying behaviour.
- Pupils should understand that there are no innocent bystanders and that all incidents of bullying behaviour must be reported to a teacher.

8. The Board of Management confirms that appropriate supervision and monitoring policies and practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible.

9. The Board of Management confirms that the school will, in accordance with its obligations under equality legislation, take all such steps that are reasonably practicable to prevent the sexual harassment of pupils or staff or the harassment of pupils or staff on any of the nine grounds specified i.e. gender including transgender, civil status, family status, sexual orientation, religion, age disability, race and membership of the Traveller community.

10. This policy was adopted by the Board of Management on _____

11. This policy has been made available to school personnel, published on the school website and provided to the Parents Council. A copy of this policy will be made available to the Department and the patron if requested.

12. This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents Council. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: _____
(Chairperson of Board of Management)

Signed: _____
(Principal)

Date: _____

Date: _____

Date of next review: _____

Scoil Naomh Fiachra: Child Protection Policy

Appendix A: Types of Bullying

The following are some of the types of bullying behaviour that can occur amongst pupils:

Physical aggression: This behaviour includes pushing, shoving, punching, kicking, poking and tripping people. It may also take the form of severe physical assault. While pupils often engage in ‘mess fights’, they can sometimes be used as a disguise for physical harassment or inflicting pain.

Intimidation: Some bullying behaviour takes the form of intimidation: it may be based on the use of very aggressive body language with the voice being used as a weapon. Particularly upsetting can be a facial expression which conveys aggression and/or dislike.

Isolation/exclusion and other relational bullying: This occurs where a certain person is deliberately isolated, excluded or ignored by some or all of the class group. This practice is usually initiated by the person engaged in bullying behaviour and can be difficult to detect. It may be accompanied by writing insulting remarks about the pupil in public places, by passing around notes about or drawings of the pupil or by whispering insults about them loud enough to be heard. Relational bullying occurs when a person’s attempts to socialise and form relationships with peers are repeatedly rejected or undermined. One of the most common forms includes control: “Do this or I won’t be your friend anymore”(implied or stated); a group ganging up against one person (girl or boy); non-verbal gesturing; malicious gossip; spreading rumours about a person or giving them the “silent treatment”.

Cyber-bullying: This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying. For example, a target may be sent homophobic text messages or pictures may be posted with negative comments about a person’s sexuality, appearance etc.

Name calling: Persistent name-calling directed at the same individual(s) which hurts, insults or humiliates should be regarded as a form of bullying behaviour. Often name-calling of this type refers to physical appearance, e.g., size or clothes worn. Accent or distinctive voice characteristics may attract negative attention. Academic ability can also provoke name calling. This tends to operate at two extremes. There are those who are singled out for attention because they are perceived to be weak academically. At the other extreme there are those who, because they are perceived as high achievers, are also targeted.

Damage to property: Personal property can be the focus of attention for bullying behaviour. This may result in damage to clothing, mobile phone or other devices, school books and other learning material or interference with a pupil’s locker or bicycle. The contents of school bags and pencil cases may be scattered on the floor. Items of personal property may be defaced, broken, stolen or hidden.

Extortion: Demands for money may be made, often accompanied by threats (sometimes carried out in the event of the targeted pupil not delivering on the demand). A pupil may also be forced into theft of property for delivery to another who is engaged in bullying behaviour.

Scoil Naomh Fiachra: Child Protection Policy

Template for recording bullying behaviour

1. Name of pupil being bullied and class group

Name _____ Class _____

2. Name(s) and class(es) of pupil(s) engaged in bullying behaviour

3. Source of bullying concern/report

(tick relevant box(es))

Pupil concerned	<input type="checkbox"/>
Other pupil	<input type="checkbox"/>
Parent	<input type="checkbox"/>
Teacher	<input type="checkbox"/>

4. Location of incidents

(tick relevant box(es))

Yard	<input type="checkbox"/>
Classroom	<input type="checkbox"/>
Corridor	<input type="checkbox"/>
Toilets	<input type="checkbox"/>
Other	<input type="checkbox"/>

5. Name of person(s) who reported the bullying concern

--

6. Type of Bullying Behaviour (tick relevant box(es))

Physical Aggression	<input type="checkbox"/>	Cyber-bullying	<input type="checkbox"/>
Damage to Property	<input type="checkbox"/>	Intimidation	<input type="checkbox"/>
Isolation/Exclusion	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
Name Calling	<input type="checkbox"/>		

7. Where behaviour is regarded as identity-based bullying, indicate the relevant category:

Homophobic	Disability/SEN related	Racist	Membership of the Traveller Community	Other (specify)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Brief Description of bullying behaviour and its impact

--

9. Details of actions taken

--

Scoil Naomh Fiachra: Child Protection Policy

Signed _____ (Relevant Teacher)

Date _____

Date submitted to Principal/Deputy Principal _____

APPENDIX 10

<p>Scoil Naomh Fiachra Clontubrid Roll No. 16865D</p>	
--	---

Scoil Naomh Fiachra Complaints Procedure Policy

This policy has been drafted in accordance with the procedure agreed between the INTO and the CPSMA, as set out in the CPSMA Management Board Members' Handbook (2000) Appendix 50, pp. 159-60.

Introduction

Only those complaints about teachers which are written and signed by parents/guardians of pupils may be investigated formally by the Board of Management, except where those complaints are deemed by the Board to be:

1. on matters of professional competence and which are to be referred to the Dept. of Education and Science;
 2. frivolous or vexatious complaints and complaints which do not impinge on the work of a teacher in a school;
 3. complaints in which either party has recourse to law or to another existing procedure.
- Unwritten complaints not in the above categories may be processed informally as set out in Stage 1 of this procedure.

Stage 1

- 1.1 A parent/guardian who wishes to make a complaint should approach the class teacher with a view to resolving the complaint.
- 1.2 Where the parent/guardian is unable to resolve the complaint with the class teacher, she/he should approach the principal teacher with a view to resolving it.
- 1.3 If the complaint is still unresolved the parent/guardian should raise the matter with the Chairperson of the Board of Management with a view to resolving it.

Stage 2

- 2.1 If the complaint is still unresolved, and the parent/guardian wishes to pursue the matter further he/she should lodge the complaint in writing with the Chairperson of the Board of Management.
- 2.2 The Chairperson should bring the precise nature of the written complaint to the notice of the teacher and seek to resolve the matter between the parties within 5 days of receipt of the written complaint.

Stage 3

Scoil Naomh Fiachra: Child Protection Policy

- 3.1 If the complaint is not resolved informally, the Chairperson should, subject to the general authorisation of the Board and except in those cases where the chairperson deems the particular authorisation of the Board to be required:
- a) supply the teacher with a copy of the written complaint; and
 - b) arrange a meeting with the teacher and, where applicable, the Principal Teacher with a view to resolving the complaint. Such a meeting should take place within 10 days of receipt of the written complaint.

Stage 4

- 4.1. If the complaint is still not resolved the Chairperson should make a formal report to the Board within 10 days of the meeting referred to in 3.1 (b).
- 4.2. If the Board considers that the complaint is not substantiated the teacher and the complainant should be informed within 3 days of the Board meeting.
- 4.3. If the Board considers that the complaint is substantiated or that it warrants further investigation it proceeds as follows:
- (a) The teacher should be informed that the investigation is proceeding to the next stage;
 - (b) The teacher should be supplied with a copy of any written evidence in support of the complaint;
 - (c) The teacher should be requested to supply a written statement to the Board in response to the complaint;
 - (d) The Teacher should be afforded an opportunity to make a presentation of case to the Board. The teacher would be accompanied and assisted by a friend at any such meeting;
 - (e) The Board may arrange a meeting with the complainant if it considers such to be required. The complainant is to be accompanied and assisted by a friend at any such meeting;
 - (f) The meeting of the Board referred to in (d) and (e) will take place within 10 days of the meeting referred to in 3.1 (b).

Stage 5

- 5.1. When the Board has completed its investigation the Chairperson will convey the decision of the Board in writing to the teacher and the complainant within 5 days of the meeting of the Board.
- 5.2. The decision of the Board shall be final.
- 5.3. This Complaints Procedure shall be reviewed annually.

In this policy “days” means school days.

This policy was sanctioned by the Board of Management in December 2002.