St. Caillins National School

Child Protection Policy 2026

The Board of Management of St. Caillins NS recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all aspects 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 St. Caillins 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 Orla Redican

3. The Deputy Designated Liaison Person (Deputy DLP) is Lynda Bloxham.

4. In its policies, practices and activities, St. Caillins N.S. 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.
   - Fully respect confidentiality requirements in dealing with child protection matters.

   The school will also adhere to the above principles in relation to anyone in the school community with a special vulnerability.

5. The Board has ensured that the necessary policies, protocols and practices as appropriate are in place. (SEE ATTACHED APPENDIX).

6. This policy has been made available to school personnel and the Parent's 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.

7. This policy was adopted by the Board of Management in February 2026.

APPROVED BY: STAFF	**FEBRUARY 2026**
APPROVED BY: BOARD OF MANAGEMENT	**FEBRUARY 2026**
SIGNED (CHAIRPERSON) PAT O'TOOLE	
SIGNED (PRINCIPAL) ORLA REDICAN	

Appendix A

The staff and management of St. Caillin's N.S. have agreed this policy in line with the current recommendations and guidelines relating to child abuse prevention and child protection guidelines.

This appendix addresses the responsibilities of the school in the followings areas:

a) Prevention – curriculum provision
b) Procedures - procedures for dealing with concerns / disclosures
c) Practice - best practice in child protection

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

It is incumbent on all staff to familiarize themselves with 'Children First' and the DES child protection guidelines and procedures.

a. 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.

- The formal lessons of the programme will be taught in their entirety every year in accordance with the SPHE policy. Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible.

- Lessons from the Walk Tall Programme and RSE classroom resources are also used.

- Teachers are encouraged to teach class appropriate lessons on safe use of Internet.

b. Procedures

All staff and volunteers in the school will follow the recommendations for reporting concerns or disclosures as outlined in the DES Child Protection Procedures' 2011.

Maintaining records

When child abuse is suspected, it is essential to have a record of all the information available.

Personnel should note carefully what they have observed and when they observed it. Signs of physical injury should be described in detail and, if appropriate, sketched. Any comment by the child concerned, or by any other person, about how an injury occurred should be recorded, preferably quoting words actually used, as soon as possible after the comment has been made.

All records so created should be regarded as highly confidential and retained in a secure location by the Designated Liaison Person. A record book for this specific purpose will be maintained in the office of the school.

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.

c. Practice

The school will implement the statutory requirements for Garda Vetting as laid out in Circular 31/16.

The staff and BOM of this school have identified the following as areas of specific concern in relation to Child Protection. Following discussion and consultation, the staff and BOM have agreed that the following practices be adopted:

- 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

When 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 development stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do themselves.

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours
- Physical punishment of any kind
- Sexually provocative games or suggestive comments about or to a child
- The use of sexually explicit or pornographic material

All media products (CDs, DVDs etc.) should be checked for their appropriateness with regard to age and suitability.

Visitors/Guest Speakers

Appropriately appointed and screened visiting teachers of varying disciplines, and HSE/NEPS personnel engaged to perform specific duties, will be left work with a class alone when this is deemed necessary.
Other visitors/guest speakers should never be left alone with pupils. 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 is appropriate.

Children with specific toileting/intimate care needs

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, principal 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 members of staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.
- Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

Toileting Accidents

Clean underwear and suitable clothing will be kept in the school so that is a pupil has an 'accident' of this nature, they will in the first instance be offered fresh clothing into which they can change.

If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations, two members of staff should be present. A record of all such incidents will be kept and Principal and parents be notified.

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 in our incident book and will be addressed under our Accident Policy as part of Health and Safety.

One-to-one Teaching

- It is the policy in this school that one-to-one teaching can sometimes be in the best interest of the child.
- Every effort will be made to ensure that this teaching takes place in an open environment.
- Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought.

Changing for Games/PE/Swimming

Pupils will be encouraged to dress and undress themselves for Games/PE/Swimming as far as possible. Where assistance is needed, this will be done in the communal area and with the consent of parents. Under no circumstances will members of staff/volunteers be expected to or allowed to dress/undress a child unsupervised in a cubicle/private area. In such situations where privacy is required, the parents/guardians of the child will be asked to assist the child. There must be adequate supervision of pupils at all times.

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 the Principal and parents.

Behaviour

Children are 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.

Bullying

Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP.

Children travelling in staff cars

Members of the school staff will carry a minimum of two children in their car as needed.

Internet Safety

It is the intention of the Principal and Staff at St. Caillins N.S. to ensure that child protection concerns will be addressed in the school's Acceptable Use Policy. The Stay Safe lessons in each classroom may be supplemented with appropriate resources such as Webwise.

Record Keeping

Teachers will keep records on each child using the Annual School Reports. These records are kept in a filing cabinet. Roll-books will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are kept in a filing cabinet. Further details on record keeping will be found in the school's Record Keeping Policy.

Supervision

The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota will be displayed to cover break and lunchtime yard duty. See Supervision Policy for agreed rules around break-times and procedures around teacher absences.

Visibility

Teachers will ensure that children are visible in the school playground. Children are not to leave the playground without permission (e.g. to use bathroom, get ball etc.) or to engage with adults who are outside of the school playground.

Other relevant policy areas

- Code of Behaviour
- Health and Safety Statement
- IT – Acceptable Use policy
- Anti-bullying policy
- Supervision policy
- Attendance policy
- Record-keeping and Data Protection
- RSE policy

Review and Monitoring

The Child Protection policy will be monitored and reviewed by the Board of Management on an annual basis in line with the DES procedures using the template provided.

The policies listed above will be regularly reviewed. Changes to them may cause updates to be required for this appendix to the Child Protection policy. Changes in the practices and procedures may likewise affect it.

Otherwise, this appendix will be reviewed in 2027.

Approved by: Staff	**February 2026**
Approved by: Board of Management	**February 2026**
Signed (chairperson) Pat O'Toole	
Signed (Principal) Orla Redican	

Child Protection Contacts

Designated Liaison Person:

Orla Redican

Deputy DLP:

Lynda Bloxham

Garda Station(s)

Ballinamore 071 9644002

Children & Families Social Work Service

Social Work Department
HSE West
Leitrim Road, Carrick-on-Shannon, Co. Leitrim.
Tel: 071 96 50324

Appendix B

CHILD PROTECTION **INFORMATION**

School Self-Report Form

This form should be completed by the School Principal and signed by the Principal and the Chairperson of the Board of Management.

Name of School:	St. Caillin's N.S.(RN 15194a)

With regard to your school, please insert a tick in the appropriate box across from each of the statements below:

No.	**Statement**	YES Please tick	NO Please tick
1.a	The Board of Management has formally adopted a child protection policy in accordance with the *Child Protection Procedures for Primary and Post-Primary Schools*	√	
1.b	*Date on which the board formally adopted the policy:*	**Feb. 2024**	
2.a	As part of the school's child protection policy, the Board of Management has formally adopted, without modification, *the Child Protection Procedures for Primary and Post-Primary Schools.*	√	—
2. b	*Date on which the board formally adopted the policy:*	**Feb. 2024**	
3.	The school's child protection policy has been brought to the attention of management, school staff (including all new and temporary staff) and parents.	√	
4.	A copy of the *Child Protection Procedures for Primary and Post- Primary Schools* is available to all staff (including all new staff).	√	
5.	Management has ensured that all school personnel have been made aware of their responsibilities under the *Child Protection Procedures for Primary and Post-Primary Schools.*	√	

6.a	A designated liaison person (DLP) has been appointed in line with requirements of *Children First* (Department of Health and Children, 2004).	√	
6.b	*Name of designated liaison person.*	Orla Redican	
6.c	The name of the DLP is displayed in a prominent position near the main entrance to the school.	√	
7.	A deputy designated liaison person has been appointed in line with requirements of *Children First* (Department of Health and Children, 2004).	√	
7.b	*Name of deputy designated liaison person.*	Lynda Bloxham	
8.	The school's child protection policy is reviewed annually in accordance with the checklist appended to the *Child Protection Procedures for Primary and Post-Primary Schools.*	√	
9.	Provision has been made for the delivery of the full Stay Safe programme / SPHE curriculum.	√	

Signed: Date:

School Principal:		
Chairperson, Board of Management		