

## Child Protection Procedures for Primary and Post-Primary Schools

### Appendix 2: Checklist for Annual Review of the Child Protection Policy

The Board of Management must undertake an annual review of its child protection policy and the following checklist shall be used for this purpose.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list. Individual Boards of Management may wish to include other items in the checklist that are of particular relevance to the school in question.

As part of the overall review process, Boards of Management should also assess other school policies, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's child protection policy.

	Yes/No
Has the Board formally adopted a child protection policy in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools'?	Yes
As part of the school's child protection policy, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools'?	Yes
Are there both a DLP and a Deputy DLP currently appointed?	Yes
Are the relevant contact details (HSE and An Garda Síochána) to hand?	Yes
Has the DLP attended available child protection training?	Yes
Has the Deputy DLP attended available child protection training?	Yes
Have any members of the Board attended child protection training?	Yes
Has the school's child protection policy identified other school policies, practices and activities that are regarded as having particular child protection relevance?	Yes
Has the Board ensured that the Department's "Child Protection Procedures for Primary and Post Primary Schools" are available to all school personnel?	Yes
Has the Board arrangements in place to communicate the school's child protection policy to new school personnel?	Yes
Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools'?	Yes
Since the Board's last annual review, was the Board informed of any child protection reports made to the HSE/An Garda Síochána by the DLP?	Yes
Since the Board's last annual review, was the Board informed of any cases where the DLP sought advice from the HSE and as a result of this advice, no report to the HSE was made?	Yes
Is the Board satisfied that the child protection procedures in relation to the making of reports to the HSE/ An Garda Síochána were appropriately followed?	Yes
Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
Has the Board ensured that the Parents' Association (if any), has been provided with the school's child protection policy?	Yes
Has the Board ensured that the school's child protection policy is available to parents on request?	Yes
Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
Is the Board satisfied that the Department's requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Yes

Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Yes
Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools' are being fully and adequately implemented by the school?	Yes
Has the Board identified any aspects of the school's child protection policy and/or its implementation that require further improvement?	No
Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's child protection policy and/or its implementation that have been identified as requiring further improvement ?	N/A
Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's child protection policy have been adequately addressed?	N/A

In schools where the VEC is the employer the responsibility for meeting these requirements rests with the VEC concerned. In such cases, this question should be completed following consultation with the VEC.

Signed \_\_\_\_\_ Date: 23<sup>rd</sup> October 2017.  
Chairperson, Board of Management

Signed \_\_\_\_\_ Date: 23<sup>rd</sup> October 2017.  
Principal

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**Notification regarding the Board of Management's annual review of the Child Protection Policy**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ wishes to inform you that:

- The Board of Management's annual review of the school's child protection policy was completed at the Board Meeting on the 23<sup>rd</sup> Oct. 2017.
- This review was conducted in accordance with the checklist set out in Appendix 2 of the Department's 'Child Protection Procedures for Primary and Post Primary Schools'

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

Paddy Staunton, Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Donal O' Sullivan, Principal