

# ETBI SCHOOL Child Protection Checklist

⇒ Has the **BOM** adopted a child protection policy in accordance with the DES CPP? **Yes / No**

⇒ Date **BOM** adopted Child Protection Policy \_\_\_\_\_

⇒ Has **BOM adopted** DES Child Protection **Procedures (CPP)** for Primary & Post Primary Schools as an integral part of the **school's Child Protection Policy**? **Yes / No**

Date BOM adopted DES CPG Guidelines as policy \_\_\_\_\_

⇒ Name of the **DLP** \_\_\_\_\_

⇒ Name of the **DDL**P \_\_\_\_\_

⇒ Has **DLP** been **trained**? **Yes / No**

⇒ Has **DDL**P been **trained**? **Yes / No**

⇒ Is **name of DLP** displayed in a prominent place **near main entrance** to school **Yes / No**

⇒ Are all **staff** and **volunteers briefed** on the Child Protection Procedures? **(Means all newcomers are briefed)** **Yes / No**

⇒ Do all new **staff/volunteers** receive a **diary** and/or **induction pack** summarising their responsibilities and school policies/procedures regarding Child Protection? **Yes / No**

⇒ Have **all board** members & **all staff** received a copy of the Procedures? **(Hard or soft copy)** **Yes / No**

⇒ Are **all** new **staff** and **volunteers vetted**? **Yes / No**

⇒ Are **students and parents/guardians** aware of school's Child Protection Policy? **Yes / No**

⇒ Do **all new students** (and their parents/guardians) receive a **diary** and/or **induction pack** summarising the school's policies/procedures regarding Child Protection? **Yes / No**

- ⇒ Do **parents/guardians** know name and role of **DLP**? **Yes / No**
- ⇒ Do all **SPHE teachers**, at the **start** of each **school-year**, devote some class time to **ensuring that their students understand/appreciate that the school has procedures (in line with DES Procedures) in place to address child protection concerns/disclosures ... and that all such concerns/disclosures are dealt with in a manner that ensures that students making disclosures are provided with appropriate, timely and confidential support/assistance?** **Yes / No**
- ⇒ Do all staff, volunteers and board of management members understand that **all concerns/disclosures** involving child protection/ welfare issues **should be reported**, in the first instance, **to the DLP** – other than where the concern/disclosure relates to the DLP? **Yes / No**
- ⇒ Is it **understood** that **school personnel** (even the DLP) **do not have responsibility for investigating** Child Protection **concerns/disclosures** (Responsibility of HSE / Gardai)? **Yes / No**
- ⇒ Do **members of the school community** appreciate the need for **strict confidentiality** in relation to all Child Protection matters – that **concerns/disclosures of abuse** should only be given on a “**need to know basis**”? **Yes / No**
- ⇒ Are **protocols** in place **governing one-to-one teaching**, detention, out of school events, school tours, overnight stays, etc? **Yes / No**
- ⇒ Does school’s **work placement/experience** policy address relevant CPG issues? **Yes / No**
- ⇒ Are **Child Protection** issues on **BOM & Staff meeting agendas**? **Yes / No**

## REMEMBER

**The Safety & Well-being of Children is the Priority**