

# **St. Kilian's German Primary School Dublin**



**ST. KILIAN'S**  
DEUTSCHE SCHULE DUBLIN

## **Child Protection Policy Document**

### **Contents:**

Rationale

Designated Liaison Person

Principles of best practice

Child protection and other key Policies

Adoption of Child Protection Procedures

Appendix

# Child Protection Policy

## Rationale:

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 2011, the Board of Management of St Kilian's has agreed the following child protection policy:

1. The Board of Management has adopted and implements fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools, as per Guidelines, as part of this overall child protection policy.

## Designated Liaison Person

- 1: The Designated Liaison Person (DLP) is..
  - Alice Lynch (Principal).
- 2: The Deputy Designated Liaison Persons (Deputy DLP) are..
  - Elizabeth O'Brien (Deputy Principal of the Secondary School)
  - Sarah Finnegan (Head of Primary School and Kindergarten).

## Principles of best Practice

In its policies, practices and activities, St Kilian's adheres to the following principles of best practice in child protection and welfare:

The school ...

- recognises that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully co-operates with the relevant statutory authorities in relation to child protection and welfare matters
- adopts safe practices to minimise the possibility of harm or accidents happening to children
- adopts safe practices to protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect
- develops a practice of openness with parents and encourages parental involvement in the education of their children
- fosters a culture of openness in reporting in accordance with the Child Protection Procedures
- fully respects confidentiality requirements in dealing with child protection matters.

The school also adheres to the above principles in relation to any adult pupil with a special vulnerability.

## Child Protection and other key Policies

- 1: St Kilian's recognises the Guidelines in relation to the Code of Behaviour, Anti-Bullying policy, Pastoral Care policy, Sports policy, Protocols outlined in Child

Protection Procedures, supervision of pupils, sporting activities, school outings, school overnight trips, work placements and school exchanges.

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.

### **Adoption of Child protection Procedures**

- 1: This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. This Policy is made available to all staff at the beginning of each school year.
- 2: A copy of this policy will be made available to the Department and the BVA if requested.
- 3: Staff and Board members are required to adopt the Child protection procedures at the commencement of each school year.

This policy was adopted by the Board of Management [September 2014]

Next Review May 2015.



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## APPENDIX

### Protocols for Protection of Students and School Personnel

#### 1.1 Professional Behaviour Guidelines

Any staff/student relationship which breaches boundaries of professionalism is unethical and unacceptable.

#### **Teachers should observe the following:**

- Avoid any physical contact capable of being misinterpreted by student or parent  
Keep to an arms-length relationship in and out of school
- Respect personal space and privacy
- Avoid if feasible one to one contact; have other students/adult present. Otherwise have your door open and never cover your glass panel
- In the event of a distressed student, act as situation demands
- Particular care re text/email/Facebook/Twitter etc communication with students.

#### 1.2 Supervision and General Guidelines

##### 1.2.1 Transport

There is an extra responsibility on teachers when they transport young people to events. Teachers should:

- Ensure there is adequate insurance on their car and that they follow the rules of the road, including the legal use of seat belts
- Ensure they do not carry more than the permitted number of passengers
- Avoid being alone with one passenger, put passengers in the back seat, have central drop off locations or seek parental permission when transporting on a regular basis.

### 1.2.2 General Supervision

- Ensure adequate Adult: Child ratios. This will help to ensure the safety of the children as well as protect adults
- Adult:Child ratios will depend on the nature of the activity, the age of the participants and any special needs of the group, a general guide might be 1:8 for under 12 years of age and 1:10 for over 12 years of age
- There should be, where possible, at least one adult of each gender with mixed parties
- Away trips will need higher rates of supervision and these should be checked out with management, children and young people should be supervised at all times.
- Avoid where possible teachers being left alone with young students, if a teacher needs to talk separately to a student this should be done in an open environment, in view of others.

### 1.2.3 Overnight & Away trips

- Written permission of parents/guardians should be obtained for all overnight away trips, this should include permission to travel, behaviour agreement and any medical/special needs of the group, (including permission to treat the participant)
- Written permission should also be sought for all out of school trips/visits other than routine extra-curricular activities
- The agreement should be signed by a parent and the student
- Written notification of any medical conditions and any medications or special needs should be obtained from parents/guardians
- A meeting with parents and participants is useful to communicate travel times, competition details, other activities, gear requirements, special needs (medical or dietary), and any other necessary details, contact details, codes of conduct, etc.
- All adults on trip must be vetted
- The roles and responsibilities of teachers participating in away trips should be clearly defined
- The School should appoint a Head of Delegation for away trips. S/he should have overall responsibility for the student's well-being, behaviour and sleeping arrangements
- Where there are mixed genders there should be teachers of both genders (at least one female and/or male teacher) where practicable

- Teachers should not share a room with a student. Where the presence of a teacher is needed there should be more than one student in the room with the teacher. If students are sharing a room, it should be with those of the same groupings, age and gender
- Alcoholic drink, smoking and other illegal substances / activities are forbidden to students. Teachers should act as role models in this respect.

#### 1.2.4 Hosting

Hosting can be a challenging role. Special care should be taken in the selection of homes for overnight stays or exchanges. A host should be provided with as much information about the child/children staying with them. Where practicable more than one student should be placed with each host family. The family in turn should agree to provide references and be vetted when and if this is available.

##### Hostfamilies should:

- Agree to abide by St Kilian's Code of Conduct
- Consent to appropriate checks and references
- Attend host family meetings before the trip
- Provide a safe and supportive environment for young people

##### The Trip Organisers should:

- Provide a travel pack to hosting families
- Provide an itinerary of the trip

##### Young People:

- Should sign a behaviour agreement
- Should not be asked to share a room with an adult
- Should be comfortable with the arrangements
- Should show respect to the host families

#### 1.3 Collection of Students

- Teachers should not be left alone with students at the end of a training session/trip.
- Teacher should clearly state times for start and finish of training/trips or activities
- If late collections occur teachers should remain in pairs until students have left. It is the responsibility of parents/guardians to make arrangements for collection of students.

## 1.4 Trip and Activity Safety

Teachers and trip organisers should ensure that a clear statement of specific and potential risks attached to their particular sport/activity is widely publicised to all students. They should also have specific procedures in place for safeguarding against such risks. The following practices should apply in order to promote safety:

- Activities being undertaken should be suitable for the ability, age, and experience of the participants
- Equipment and facilities should meet the highest applicable standards and be appropriate to the maturity of the participants
- Where protective equipment is deemed necessary it should be used
- First Aid should be available for all-training sessions and events. There should be a proper First Aid Kit
- Injuries should be recorded, with a note of the action taken in relation to each on
- Parents/guardians should be notified, by the teacher, of injuries/illness which children incur while participating in a sporting activity

## 1.5 Insurance

All trip organisers should ensure that appropriate insurance cover is in place to cover the activities of the school, teachers and students. Away trips should be included in such cover. For away trips parents/guardians should be made aware of the need for comprehensive insurance to cover their child, e.g. health /medical insurance etc.

Adults transporting children in their cars should be aware of the extent and limits of their motor insurance cover, particularly in relation to acceptable numbers and liability.

## 1.6 Use of Photographic and Mobile Equipment

Photographs, when used with personal information, can be used as a means of identifying children. In order to reduce the risk of inappropriate, unsolicited attention from people within and outside the school, St Kilians/Eurocampus operates the following guidelines.

- Parental permission is sought before students are photographed
- The publication of photographs in school media is with the consent of parents
- Photographs taken in school to be used in school media should focus on the activity rather than the child
- Staff are encouraged to talk to management if they are worried about the use of images
- The use of camera phones in changing rooms is to be discouraged

- Students are to be informed of the inherent Child Protection risks attached to posting any photographs of themselves or others on social media sites

## 1.7 Guidelines for Teachers

### 1.7.1 Teachers should not:

- Spend excessive amounts of time with children away from others
- Use any form of corporal punishment or physical force on a child
- Take children to their home
- Use alcohol before coaching, during events and on trips with young people
- Exert undue influence over a participant in order to obtain personal benefit or reward.

### 1.7.2 Toilets and Changing Rooms

- Changing rooms, toilets and shower areas require special sensitivity.
- Staff are to remain outside these areas and are only to intervene in an emergency or where disciplinary reasons require intervention.
- Always report any unusual interventions to management.

### 1.7.3 Sports Teachers should avoid:

- Taking sessions alone
- Taking children/students on journeys alone in their car
- Engaging in rough physical games, provocative games or allow or engage in inappropriate or suggestive comments about, or to, a child/student
- Take measurements or engage in certain types of fitness testing without the presence of another adult
- Undertake any form of therapy (hypnosis etc.) in the training of children.

## 1.6.3 Physical Contact

Physical contact during sport should always be intended to meet the child's needs, NOT the adult's. The adult will probably use appropriate contact when the aim is to assist in development of the skill or activity or for safety reasons, e.g. to prevent or treat an injury. This should be in an open environment with the permission and understanding of the participant. In general:

- Contact should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching.
- If a child suffers an injury or accident the parents/guardians and school management should be informed.

May 2014

