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| St. Francis B.N.S |
| Child Protection Guidelines Checklist for Employees |
| Version 10th November 2021 |

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**Child Protection Guidelines Checklist for School Employees**

**Designated Liaison Person: Madge Bourke**

**Deputy Designated Liaison Person: Tara Kinnarney**

**If a child discloses information to you:-**

* Listen
* Do not ask leading questions
* Offer reassurance but do not promise not to tell
* Explain that other adults may need to be told - DLP
* Do not stop the child speaking
* Do not over react or comment
* Inform DLP - If you have a reasonable suspicion or reasonable grounds for concern that a child is at risk or has suffered abuse, the DLP should contact the Health Board for advice
* At the earliest opportunity, record accurately what the child has said – Using the child’s own words. Record date/time and context of the disclosure. Use child’s registration number – Not child’s name
* Facts only
* Sketch signs of physical injury if appropriate
* Retain records for a period of 21 years in keeping with the school’s Record Keeping Policy

**The following should also be reported to the DLP:**

* An account from a person who saw a child being abused
* Injury consistent with abuse
* Dysfunctional behaviour
* Implausible explanations for injury or behaviour
* Consistent evidence over a period of time that a child is being emotionally or physically neglected

**Health Board Response:**

* School is asked to monitor the situation
* Formal report is requested , sent by DLP and on receipt case is allocated to Social Worker
* Preliminary enquiry – Screening process
* Initial assessment

**Possible outcomes:**

* Case closed
* Family support
* Child Protection Plan (usually following a case conference)