



Scoil Chaitríona Naíonáin

Child Protection Guidelines Checklist for Employees

Designated Liaison Person: Ms. Marie Dineen

Deputy Designated Liaison Person: Ms. Yvonne Whelan

If a child discloses information to you:

- Listen
- Do not ask leading questions
- Offer reassurance but do not promise to not to tell
- Explain that other adults may need to be told (D.L.P.)
- Do not stop the child speaking
- Do not overreact or comment
- Inform D.L.P. if you have reasonable suspicion or reasonable grounds for concern that a child is at risk or has suffered abuse the D.L.P. should contact Túlca and report it
- At the earliest opportunity, record accurately what the child has said – using the child's own words. Record the date/time and context of the disclosure. Use the child's registration number – not the 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 D.L.P:

- An account from a person who saw a child has been 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.