



## *Scoil Chaitríona Infants*

### *Child Protection Guidelines Checklist*

**Designated Liaison Person:** Yvonne Whelan

**Deputy Designated Liaison Person:** Éadaoin Ryan.

**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 over react 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 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 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.