

## **CHILD PROTECTION POLICY**

*In accordance with the requirements of the Department of Educations 'Child Protection Procedures for Primary and Post-Primary Schools 2017', CPA has agreed to implement the following child protection policy.*

CPA will;

- Direct all concerns and/or complaints regarding child safety to the Designated Liaison Person (DLP) Katie Burke.
- Recognise that the welfare and protection of children is of paramount importance.
- Develop a practice of openness with parents and encourage parental involvement within all aspects of the students training.
- Create an environment where children are valued, encouraged and affirmed, have their rights respected and are treated as individuals, eliminating any threatening, violent or degrading behaviour. Bullying of any kind from any person will not be tolerated.
- Ensure no participants will be left unattended and dangerous behaviour or horseplay will not be allowed.
- Maintain an up-to-date register of the contact details of all children taking part in class.
- Implement a complaints and comments procedure where parents can voice their concerns by phone, by email or in person.
- Respond to allegations/concerns regarding abuse by reporting it immediately to the parent/guardian of the child unless doing so is likely to endanger the child or place the child at further risk. We will inform the person in the school/community setting designated to deal with matters of child protection and/or the HSE. Suspicions or allegations will not be discussed with anyone else.
- Photographs of children taking part in class can only be published with parental permission. Records of attendance and parental consent will be kept; all records are kept in a safe and confidential manner only accessed by the schools' director and DLP, Katie Burke.
- Adopt safe practices to minimise the possibility of harm or accidents to children.
- Complete an Incident Report Form (IRF) in the event of an accident or incident taking place; these forms are available from the DLP.
- Provide immediate medical attention to students who sustain a minor/major injury using the resources and arrangements that are in place.
- Have a first aid kit on hand at every session.
- Implement an evacuation plan, and will practice regular fire drills throughout the year.
- Notify parents and students of the drop-off and collection system put in place. All students must be collected at the exit point by a parent or guardian known to the tutor and child.