

Rosedale School

Woodlands Centre, Renmore, Galway, Ireland



Child Protection Policy

At Rosedale School, The Gables and Burren View Infant Classes and
Special Preschools

*Reviewed by
Rosedale School Board of Management
13 November 2014*



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Woodlands Centre, Renmore, Galway, Ireland

CHILD PROTECTION POLICY

PROCEDURES FOR REPORTING CONCERNS

1. Ensure the safety of pupil(s) from any immediate harm.
2. Report **Immediately & Verbally** to the **School Principal or Line Manager or School Social Worker**
3. Complete **CHP1 'Report Form for Registering Client Protection Concerns for Children'** before going off duty
(This form is available in the school office and the 'Staff Information Files').
4. Return Form CHP1 **Immediately** to School Principal and Social Worker

⚠ **Medical Attention for the pupil can only be obtained with parental consent under The Child Care Act. However, in the event of an emergency every effort is made to contact parents.**

The **School Principal, Team Manager** and **School Social Worker** are the “**Designated Liaison Persons**” for pupils attending the school and they must be informed of any concerns involving a pupil of the school.

- In the event of a referral to the HSE, the School Principal will make the referral jointly with the School Social Worker
- The School Principal informs the Chairperson of the Board of Management
- **If the Principal or Team Manager are not in school.**
Report to Deputy Principal and Social Worker.
Also inform the Chairperson of Board of Management of the action taken.

(In the event that none of the above are available, please see extended contact list below).

EMERGENCY SITUATIONS

Where A Child Appears To Be At An IMMEDIATE & SERIOUS RISK

1. Where the School Principal or School Social Worker is unavailable
CONTACT A HSE SOCIAL WORKER DURING OFFICE HOURS
(9am to 5pm)
2. If An Incident Occurs Outside of Office Hours
☎ CONTACT THE GARDA SÍOCHANA **IMMEDIATELY**
3. Ensure that a report in writing is made as soon as possible, describing actions taken at 1 or 2 above, to the Principal and the school social worker.

Extended list of numbers in CONTACT ORDER.

Rosedale School Designated Persons > BOCS Designated Persons > persons in authority

1. School Principal: 091 779600 or 087 6769854
2. Team Manager: 091 779600
3. BOCS Designated Social Worker: 087 6325754
4. School Deputy Principal 091 779600 or 087 6393767
5. Chairperson, School Board of Management: 087 6625379
6. BOCS Duty Social Worker (details available from Woodlands Reception
091 721400)
7. HSE Duty Social Worker 091 546325 (9 am to 5 pm)
8. GARDAI: Mill Street Garda Station 091 563161

Revised and adopted by Rosedale School Board of Management – 13th Nov 2014