

CHILD PROTECTION POLICY

The staff and BOM of the school drafted the following policy on 15th March 2011.

Rationale

The BOM of Gorey Central N.S. has adopted the Department of Education & Skills Guidelines and Procedures for schools in relation to child protection and welfare. This policy is an outline of how Gorey Central School proposes to implement these guidelines in order to ensure the protection and welfare of all children attending our school.

Relationship to Characteristic Spirit of the School

Gorey Central N.S. seeks to help the children to grow and develop into healthy, confident, mature adults, capable of realising their full potential as human beings. We strive to create a happy, safe environment for the children where they feel secure, knowing that if they have concerns, they will be listened to with understanding and respect and their concerns will be addressed.

Aims

- To raise awareness of child abuse namely, emotional, physical, sexual abuse and neglect, among all members of our school community including Board of Management, teachers, pupils, parents, SNAs and secretary.
- To put in place clear procedures for all school personnel dealing with suspicions and allegations of child abuse.
- To identify curricular content and resources that contribute to the prevention of child abuse and to enable children to properly deal with abuse if it occurs.
- To create a safe, trusting, responsive and caring environment.
- To provide a personal safety skills education which specifically addresses abuse prevention for all children in the school.
- To ensure that all staff members are aware of and familiar with the 'Children First' and the DES guidelines and procedures in relation to reporting concerns and/or disclosures of child abuse.
- To provide for ongoing training in this and related areas for all school staff.

Guidelines for school personnel

- 1.0 Appointment of a Designated Liaison Person (DLP)
- 2.0 Roles, Responsibilities and Guidelines
 - 2.1 Role of the Board of Management
 - 2.2 Role of the Staff Members (Teachers, SNAs, Caretaker, Secretary)
 - 2.3 Role of the Designated Liaison Person
- 3.0 Child Protection meetings/Case Conferences
- 4.0 Organisational Implications
- 5.0 Curriculum Implications

1.0 Appointment of a Designated Liaison Person (DLP)

- The Board of Management has appointed Mrs. Sandra Horan as the Designated Liaison Person (DLP) in Gorey Central School to have specific responsibility for child protection.
- Clodagh Busted/Lynn Quigg has been appointed as Deputy DLP to take the place of the DLP if she is unavailable for whatever reason.
- The position of DLP will be addressed at the first meeting of each new Board of Management. The DLP will continue to act as such until such time as she is replaced by the BOM for whatever reason.

2.0 Roles and Responsibilities

- The Board of Management has primary responsibility for the care and welfare of their pupils.
- The DLP has specific responsibility for child protection in the school.
- All staff have a general duty of care to ensure that arrangements are in place to protect children from harm.

2.1 Role of the Board of Management

- To arrange for the planning, development and implementation of an effective child protection programme.
- To monitor and evaluate its effectiveness.
- To provide appropriate staff development and training.

Specifically they will:

- Appoint a DLP and deputy DLP.
- Have clear procedures for dealing with allegations or suspicions of child abuse (See below).
- Monitor the progress of children at risk.
- Ensure that curricular provision is in place for the prevention of child abuse (i.e. Stay Safe Programme).
- Investigate and respond to allegations of child abuse against one of the school's employees which have been reported to the Health Service Executive (HSE) or Gardaí.
- To decide on teachers' attendance at child protection meetings/case conferences and to advise teachers before attending such meetings/conferences.

Procedures for BOM in cases of allegations or suspicions of child abuse by a school employee:

A. Reporting

In the event of receiving a complaint or suspicion re an employee:

- The DLP will immediately inform the chairperson.
- The DLP will seek a written statement of the allegation from the person/agency making the allegation. Parents/Guardians may make a statement on behalf of a child.
- The DLP will seek advice from the relevant HSE and will take responsibility for reporting, based on this advice.

- If the DLP, following consultation with the HSE, decides that this matter is not for reporting, she must inform the Chairperson. They must then inform, in writing, the person or agency making the allegation, of the reasons for this decision. If this person or agency still has concerns, they are free to consult with or report to the relevant HSE or Gardaí on an individual basis. The provisions of the Protection for Persons reporting Child Abuse Act 1998 apply, once they report reasonably and in good faith. While the legal protection outlined above only applies to reports made to the appropriate authorities (i.e. The Health Boards and An Garda Síochána), Common Law qualified privilege continues to apply as heretofore. Consequently, should a Board of Management member or school personnel furnish information with regard to suspicions of child abuse to the DLP or the Board of Management chairperson, such communication would be regarded under common law as having qualified privilege.
- If the DLP, following consultation with the HSE, decides that this matter is for reporting she should inform the Chairperson, who should proceed in accordance with the procedures in the Child Protection Guidelines and Procedures, DES, 2001.
- The DLP/Deputy DLP completes a standard reporting form as comprehensively as is possible.
- When the Chairperson becomes aware of an allegation of abuse he/she will always seek legal advice and base his/her response on this advice.
- He/she will privately inform the employee of the fact and nature of the allegation and whether or not it has been reported by the DLP to the HSE. (Refer to 4.2 -4.3, p.16 of Child Protection Guidelines and Procedures, DES, 2001.) The Chairperson has a duty to afford the employee fairness and due process – he/she is entitled to details and a copy of the written allegation, to advice and representation and an opportunity to respond to the Board within a week.

B. Responding

- When the Chairperson becomes aware of an allegation of abuse he/she will always seek legal advice and base his/her response on this advice.
- The Chairperson will consider whether there is any risk to pupils' safety. If the Chairperson considers that there is a risk – he/she may require the employee to take immediate administrative leave. If unsure the Chairperson will consult with the HSE/Gardaí.
- If administrative leave has been invoked, the Chairperson will inform the DES. The HSE (in some cases the Gardaí) may also be notified in accordance with legal advice received.
- Once it is deemed necessary by the DLP and Chairperson to make a report (after receiving advice from the HSE) the Chairperson will convene and inform a meeting of the BOM as soon as possible.

- Where the alleged abuse has taken place within the school, or relates to the abuse of pupils of the school, by school employees outside of school time, the BOM will investigate the matter. They will convene a further meeting, once the relevant information has been gathered. At this meeting the BOM will consider in detail:
 - The allegations made and their source
 - The advice given by relevant authorities
 - The written responses of the employee
- At this meeting also:
 - The person/agency who is alleging abuse by the school employee should be offered an opportunity to present his/her case to the BOM and may be accompanied by another person.
 - Parents/Guardians may act on behalf of child.
 - The employee should also be afforded an opportunity to present his/her case and may also be accompanied.
- The BOM must deal with the matter sensitively and the employee must be fairly treated.
- The BOM will make a decision on action, if any, based on their investigation and will inform the employee of this in writing. They will also inform the DES of the outcome, if the employee has been absent on administrative leave.
- Where it is not possible for the BOM to conduct an enquiry into allegations (e.g. where abuse has occurred in past employment, or where the employee is undergoing investigation by relevant authorities), the Chairperson will act on advice of authorities. The Chairperson will maintain close contact with the HSE and receive reports and records from them where appropriate.

2.2 Role of Teaching and Non Teaching Staff Members

- Staff are provided with access to copies of the following guidelines and it is the responsibility of all staff to familiarise themselves with the guidelines.
- *Child Protection Guidelines and Procedures, DES, 2001.*
- *Children First National Guidelines for the Protection and Welfare of Children, 1999, especially*
 - *Chapter 3* *Definition & Recognition of Child Abuse*
 - *Chapter 4* *Basis for Reporting & Standard Reporting Procedures*
 - *Appendix 1* *Signs and Symptoms of Child Abuse*

Guidelines for teachers and staff members in handling

Disclosures from children

Where a child discloses alleged abuse to a staff member, the person receiving that information should listen carefully and supportively. Great care must be taken not to abuse the child's trust. This should not be a formal interview.

The following advice is offered:

- Listen to the child.
- Do not ask leading questions or make suggestions to the child.
- Offer reassurance but do not make promises.
- Do not stop a child recalling significant events.
- Do not over-react.
- **Confidentiality should not be assured** – explain that further help may have to be sought.
- Record the discussion accurately noting
 - *What, where and when?*
 - *Descriptions and possible sketches of physical injuries (never photos)*
 - *Explanations of injuries using direct quotations if appropriate.*
- Retain the record securely.
- The staff member should obtain only necessary relevant facts. It is not the responsibility of school personnel to investigate allegations of abuse.
- The DLP should then be informed and given relevant records.
- If the suspected abuser is the DLP then the suspicion and any records will be passed on to the Chairperson who will proceed as per guidelines.

Suspicious of Abuse

- Staff members who suspect abuse should refer to Children First National Guidelines for the Protection and Welfare of Children, 1999, especially
 - *Chapter 3* *Definition & Recognition of Child Abuse*
 - *Chapter 4* *Basis for Reporting & Standard Reporting Procedures*
 - *Appendix 1* *Signs and Symptoms of Child Abuse*
- Staff members should observe and record over time the dates, signs, symptoms, behaviour causing them concern.
- They should inform the DLP and pass on all records.

2.3 Role of the Designated Liaison Person (DLP)

- The DLP acts as a liaison with outside agencies, HSE, Gardaí and other parties with child protection concerns
- The DLP will inform all school personnel of the availability of the Child Protection Guidelines and Procedures, DES and Children First Guidelines in the school. She will circulate the DES guidelines and photocopy/circulate by e-mail to all staff Chapters 3 & 4 & Appendix 1 of the Children First guidelines and advise on good practice.

- The DLP will be available to staff for consultation regarding suspicions or disclosures of abuse. She will keep records of these consultations.
- The DLP will seek advice from the HSE.
- The DLP will report suspicions and allegations of child abuse to the HSE or/and An Garda Síochána based on this advice.
- The DLP will maintain proper records in a secure, confidential manner and in a secure location (i.e. Principal's office).
- The DLP will keep up to date on current developments regarding child protection.

Guidelines for the DLP in handling reported concerns and disclosures

- Where the DLP/Deputy DLP have concerns about a child, but are not sure whether to report the matter to the HSE, they should seek appropriate advice. To do this the DLP/Deputy should make informal contact with the assigned (on duty) Social Worker. The DLP/Deputy in this case, should be explicit that she is requesting advice and not making a report. If advised to report the matter, the DLP will act on that advice.
- A report will then be made to the HSE by the DLP/Deputy in person, by telephone or in writing. In the event of an emergency or non-availability of HSE staff, the report should be made to the Gardaí. The DLP should also report the matter to the Chairperson of the BOM, who should then follow the procedures as outlined in Chapter 4 (Section 4.3) of Children First National Guidelines for the Protection and Welfare of Children, 1999.
- A standard reporting form is completed by the DLP/Deputy as comprehensively as possible (See Appendix 1, Child Protection Guidelines and Procedures, DES).
- Parents/guardians will normally be informed that a report is being made. It may be decided that informing the parent/carer is likely to endanger the child or place the child at further risk. The decision not to inform the parent/carer should be briefly recorded together with the reasons for not doing so.
- When the allegation is against the DLP, the Chairperson then assumes responsibility for reporting the matter to the HSE and filling in the standard reporting form.
- Where there are allegations or suspicions of Peer Abuse the DLP will follow the same procedures.
 - Parents of all parties will be notified and the DLP will inform the Chairperson.
 - Principal and class teachers will make arrangements to meet separately with all parents, to resolve the matter.
 - The school will make arrangements to minimise the possibility of the abusive behaviour recurring.

3.0 Child Protection Meetings/Case Conferences

- A request is made from the HSE through the DLP who should consult with the Chairperson of the BOM of the school. The Chairperson may seek clarification through the DLP as to why the attendance of the school employee is necessary and ascertain who else will be present.
- The school employee may complete a report for the meeting/conference. (See Appendix 3, Child Protection Guidelines and Procedures, DES).
- The school employee will be advised if children/parents/guardians are going to be present. The school employee may contact the Chairperson of the Child Protection Meeting for advice.
- The school employee may keep a child's behaviour under closer observation, if requested to do so. This may include observing the child's behaviour, peer interactions, school progress or informal conversations.
- In all cases, individuals who refer or discuss their concerns about the care and protection of children with HSE staff, should be informed of the likely steps to be taken by the professionals involved. Where appropriate and within the normal limits of confidentiality, reporting staff will be kept informed about the outcomes of any enquiry or investigation following on from their report.
- Teachers attending a child protection meeting/case conference should familiarise themselves with the protocol outlined on pgs. 149 – 155 of Children First Guidelines, 1999; pgs. 13 – 14 Child Protection Guidelines and Procedures, DES.

4.0 Organisational Implications

School procedures already in place and new procedures being put in place will be examined with reference to the Children First Guidelines and any Child Protection issues that may arise will be addressed.

General Conduct

Accidents

While every precaution will be taken under our Health & Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our accident policy as part of Health & Safety.

Attendance and persistent Lateness

Our school attendance will be monitored as per our attendance policy and NEWB regulations. With regards to child protection we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse.

Behaviour

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature we will notify the DLP who will record it and respond to it appropriately.

Bullying

Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive then the matter will be referred to the DLP.

Children travelling in staff cars

Members of the school staff will not carry children alone in their cars at any time.

Communication

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/RE programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open.

Induction of Staff

The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Guidelines and Procedures, DES, 2001 and Children First Guidelines, 1999. The DLP will give a copy or email of the Child Protection Guidelines and Procedures, Chapters 3 & 4 and Appendix 1 of Children First and this Child Protection Policy to all new staff. All new teachers are expected to teach the designated SPHE objectives for their class. Mrs. Lynn Quigg is responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives. Mrs. Lynn Quigg is also responsible for ensuring that new teachers know how to fill in the roll book correctly and informing the teacher of record keeping procedures within the school.

Induction of Pupils

All parents and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. All new parents are given a copy of the school's enrolment policy, which outlines the procedures parents and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter. Parents are encouraged to make an appointment with the class teacher/principal if they wish to discuss their child's progress. All parents are given access to a copy of the school's Code of Behaviour and Anti-Bullying policies via the school website with reminder references made regularly to these in the school newsletters.

Record Keeping

Teachers will keep each child's file updated with results of assessments carried out, dates and details of meetings with parents and notes from parents. The records are kept in the classroom filing cabinet which is locked at all times. Roll books will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are kept in a filing cabinet in Room 15 until the child is aged 21 years. Further details on record keeping are found in the school's Record Keeping Policy.

Internet Safety

Access to the internet is allowed only under the supervision of the teacher. Please refer to the school's Internet Safety Policy for further details. Handheld games, devices or any other technology that allows internet access are not allowed in the school.

Mobile Phones

Mobile phones are not allowed unless in exceptional circumstances where a parent has spoken to the Principal requesting permission and giving the reasons why. A written note must also be sent to the school by the parent.

Supervision

The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota is displayed in the staffroom to cover 1st & 2nd breaks. See supervision policy for agreed rules around break-times, procedures around teacher absences. Two children (one boy, one girl) from fifth or sixth class assist as playground monitors in the junior playground each day. When bringing a junior child into the toilet they will wait at the classroom door for the child. Where the school is aware of a court order in place which prevents someone from having access to a child, a copy of that order will be held in the school and all staff made aware of it.

Swimming

Children will be brought by bus to the swimming pool. Children will line up in an orderly manner for the bus. Parents will assist with supervision in the changing rooms in order to ensure the children's safety. All adults are garda vetted and will act in 'loco parentis' and as such will act as prudent parents in helping children to return to school as dry as possible. Parent helpers will be briefed on our swimming procedures.

Changing for Games/PE/Swimming

Pupils will be expected to dress and undress themselves for games/PE/swimming. Where assistance is needed this will be done in the communal areas and with the consent of parents. Under no circumstances will members of staff/volunteers be expected to or allowed to dress/undress a child in a cubicle/private area. In such situations where privacy is required the parent/guardian of the child will be asked to assist the child. All parent volunteers for swimming lessons will be Garda Vetted and will be given a copy of the school's Child Protection Policy. There will also be a minimum of one male and one female volunteer on duty for supervision in changing rooms at swimming lessons. There will also be two parents travelling on the swimming bus at all times.

Visibility

Teachers will ensure that children are visible in the school playground. Children will not be allowed to spend time in classrooms, toilets or anywhere they would not be under adult supervision. They are not to leave the school playground or to engage with adults who are outside of the school playground.

Visitors/Guest Speakers

Teachers on playground duty will be aware of visitors entering the school playground and will ascertain their intentions. All visitors (i.e. once-off visitors and external teachers for Art, Hip-hop, Tag Rugby, Hockey etc.) will be supervised in the discharge of their business and will never be left alone with pupils. The Principal/teacher has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the materials in use are appropriate.

One to One Teaching

It is the policy in this school that one-to-one teaching is often in the best interest of the child. Every effort will be made to ensure that this teaching takes place in an open environment. Work being carried out by special needs assistants will be carried out under the direction of the class teacher in an open environment.

Toileting Accidents

Clean underwear and suitable clothing will be kept in the school so that if a pupil has an 'accident' of this nature they will in the first instance be offered fresh clothing into which they can change. If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted the child will be assisted by members of staff familiar to the child. In all such situations two members of staff should be present.

A record of all such incidents will be kept and parents will be notified.

Children with specific toileting /intimate care needs

In all situations where a pupil needs assistance with toileting/intimate care a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.

Two members of staff will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

For senior pupils clean underwear and sanitary towels will be available. The 5th & 6th class teachers are responsible for these supplies.

Stay Safe

The Stay Safe Programme is completed in its entirety once every two years as per DES guidelines. This is completed in all classes from Junior Infants to 6th. All materials/books/DVDs etc are stored in Room 3.

All classes follow Making the Links text which covers the Stay Safe Programme in a two year cycle.

Buddy System

In the event that a teacher has to leave the classroom unexpectedly he/she will inform his/her “buddy” staff member. The classroom door will also be left open. The class teacher will try at all times to return as quickly as possible. Leaving the classroom to do photocopying or other pre-planned work is not allowed.

The Secretary and the Principal can “buddy” anyone whenever they are available.

Any SNA is also a buddy in their base room but may be used in an emergency in another classroom.

Buddy Pairs:

Room 18 & 19

Room 2 & 4

Room 4 & 5

Room 8 & 9

Rooms 10, 11 & 14

Recruitment and selection of staff

The recruitment of staff and volunteers is crucial to ensuring that those working with the children in the school are safe adults insofar as this can be determined. While correct procedures must always be followed in relation to advertising, interviewing and the selection of staff, other practices should also be considered.

All applicants should be asked to supply in writing information which includes:

- Appropriate personal details
- A resumé of past and current work/volunteering experience, indicating relevant qualifications or skill acquired.
- At least two written references – verification of references should be sought through making verbal contact with the referees.

GARDA VETTING, where necessary, should always be sought. A form of undertaking and a Statutory Declaration also must be completed (as and from January 2011).

Background checks will be carried out on anyone being considered to assist in a voluntary capacity or seeking work experience in the school.

IT IS ALSO THE RESPONSIBILITY of the Board of Management to ensure that all personnel are properly supervised and supported in the work they are doing.

General Conduct

IT IS IMPERATIVE that in all dealings with the children in our care a balance is struck between the rights of the child and the need for intervention. As a general rule any physical contact between school personnel and the child should be in response to the needs of the child and not the needs of the adult. While physical contact can be used to comfort, reassure or assist a child the following should be factors in assessing its appropriateness:

- It is acceptable to the child concerned
- It is open and not secretive

- It is appropriate to the age and developmental stage of the child

School personnel should not do things of a personal nature for a child which the child can do for him/herself.

All children should be treated with equal respect – favouritism is not acceptable.

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours, e.g. sarcasm, name calling, use of bad language.
- Physical punishment of any kind
- Sexually suggestive comments about or to a child

CDs, DVDs

All media products (CDs, DVDs, computer software) should be checked for appropriateness with regard to age and suitability. U/G may be watched in any room. PG only at the teacher's discretion. 12's only if all are 12 – **NOTHING ELSE** is allowed.

Personal Property

Should the need arise to search a pupil's belongings this will always be done with the pupil's permission and in the presence of 2 staff members. If permission is not forthcoming from the pupil, the pupil's belongings will be stored unopened in a visible area until parents arrive.

5.0 Curriculum Implications

Introduction

In Gorey Central School all children will be cherished and in fulfilling the general aims of the Primary Curriculum we will

- *Enable the child to live a full life as a child and to realise his or her potential*
- *Enable the child to develop as a social being through living and co-operating with others and so contribute to the good of society*
- *Prepare the child for further education and lifelong learning*

In endeavouring to realise these aims we will create a positive school climate which is open, inclusive, respectful, fair, democratic and tolerant and which seeks to support the holistic development of all children and all adults working with our children. The strategies we will use to create this environment are detailed in our SPHE Plan and will involve:

- Creating a health-promoting physical environment
- Enhancing self-esteem
- Fostering respect for diversity
- Building effective communication within the school
- Developing appropriate home-school communication
- Catering for individual needs
- Developing democratic process
- Fostering inclusive and respectful language.

We strive to ensure that our school will be physically and emotionally safe and we will deliver the curricular content of our SPHE programme with a view to giving our children the protective skills of self-esteem and assertiveness. Circle time methodology will be used on a whole school basis. Co-operative interpersonal skills will be developed through working in pairs and working in groups. Older children will be encouraged to work positively and skills in negotiation, building consensus and managing conflict will be developed.

All Classes

All teachers will teach content objectives as laid out under the 10 strand units in our SPHE (Social, Personal & Health Education) programme. They are

- Self Identity
- Taking care of my body
- Growing and changing
- Safety and protection
- Making decisions
- Myself and my family
- My friends and other people
- Relating to others
- Developing citizenship

These strand units will enable children to develop assertiveness, body integrity, skills relating to self-care, respect for others, identification of feelings and skills necessary to recognise and tell of abuse.

The SPHE programme will be supported, using the Walk Tall programme, our RSE (Relationships & Sexuality Education) programme and Stay Safe programme.

Success Criteria

We will evaluate the success of this policy using the following criteria:

- Delivery and participation by all staff in training
- Delivery of the SPHE curriculum
- Resources to support the delivery of SPHE
- Delivery and participation by children in the Stay Safe Programme
- Assessment of these procedures by participants following a child protection case
- Feedback from all staff

Ratification

These procedures have been implemented following ratification by the BOM in March 2011.

Timeframe for Review

At the first staff meeting of every year the DLP will remind all teaching and non-teaching staff of the guidelines and copies of Chapter 3 & 4 & Appendix 1 of The Children First Guidelines and Child Protection Guidelines and Procedures, DES will be given to those who require them. A review will be conducted based on the criteria above, following any and all incidents when the guidelines are used.

Responsibility for Review

- DLP, Principal, all Staff.

Communication

The policy is discussed at the annual Information Day for new parents in June. It is also highlighted at the annual AGM in September/October. The policy is also made available to parents on the school website and reminder references are included in subsequent newsletters. A letter regarding the school's Duty of Care in relation to Child Protection is sent out with the first newsletter every September. Both this letter and the Child Protection Policy are on display on the parent's notice board in the entrance foyer.