**Cosaint Leanaí**

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| --- | --- |
| Ainm na Scoile | Scoil Náisiúnta Bhaile Mhic Airt |
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**Réamhráiteas/ *Introductory Statement***

Cuireadh Polasaí um Chosaint Leanaí do Scoil Náisiúnta Bhaile Mhic Airt le chéile tar éis dul i gcomhairle leis an bhfoireann uile chomh maith le ball den Chlár Bí Sábháilte. Baineann an pholasaí seo le líomhaintí de pháistí a mhaslú ach go háirithe agus cuireann sé na codanna cuí den reachtaíocht seo a leanas san áireamh ;

An tAcht Oideachais 1998

An tAcht Leas na bPáistí 2000

*Scoil Náisiúnta Bhaile Mhic Airt’s Child Protection Policy was formulated in consultation with staff and a member of the Stay Safe training Programme. This policy deals specifically with allegations of child abuse and takes into account the provisions of the following pieces of legislation.*

*The Education Act 1998*

*The Child Welfare Act 2000*

**Cáilíochtaí/ *References***

Déantar tagairt do na leabhair thagartha seo a leanas i ngach cás líomhna de pháistí a mhaslú nó faillí a dhéanamh ar pháiste ;

“Children First” – An Roinn Sláinte agus Páistí 1999

“Caomhnú Páistí” – An Roinn Oideachais & Eolaíochta 2001

*In all instances of suspicion or allegations of abuse or neglect, the following two resource books will be referenced ;*

*"Children First" – Department of Health & Children 1999*

*"Child Protection" – Department of Education & Science 2001*

**An Duine Caidrimh Ainmnithe (DCA)/ *The Designated Liaison Person (DLP)***

Feidhmíonn an Príomhoide mar an DCA le cead an Bhoird Bainistíochta. Feidhmóidh an leas-phríomhoide mar an DCA más gá. Tá freagracht faoi leith ag an DCA maidir le cosaint leanaí agus labhróidh sé/ sí ar son na scoile leis na Boird Sláinte, An Garda Síochána agus aon eagraíocht eile nuair a bhíonn líomhaintí de pháiste a mhaslú á phlé. Caithfear gach teangmháil le linn fiosrúcháin a dhéanamh tríd an DCA. Is féidir a thuilleadh eolais faoi fhreagrachtaí an DCA a fháil ar leathanach 8, Cuid 2.2. san leabhar, “Caomhnú Páistí”. Má bhíonn ar an DCA gníomh a dhéanamh toisc go raibh líomhain déanta nó má bhíonn amhras ar chás ar bith, déanfar tagairt do Chaibidil 3, Cuid 3.2 ar leathanaigh 11 – 12 sa leabhar, “Caomhnú Páistí”.

*Following ratification by the Board of Management the Principal will act as DLP. Should circumstances warrant it, the Deputy Principal shall act as DLP. The DLP has specific responsibility for child protection and will represent the school in all dealings with Health Boards, An Garda Síochána and other parties in connection with allegations of abuse. All matters pertaining to the processing or investigation of child abuse should be processed through the DLP. Further information on the responsibilities of the DLP can be found in “Child Protection” Page 8, Section 2.2. Any action that may need to be taken by the DLP in cases where there are reasonable grounds for suspicion or where an allegation has been made is in “Child Protection” Chapter 3 – Section 3.2 Pages 11 – 12.*

**Rúndaíocht/ *Confidentiality***

Ba chóir aon eolas a bhaineann le páiste a mhaslú a roinnt le daoine atá bainteach go díreach leis an gcás agus a chosain an pháiste féin. Tugtar an t-eolas seo do na daoine ina bhfuil baint díreach acu leis an gcás. Ní bhristear rúndaíocht tríd an t-eolas a sholáthar do dhaoine ina mbíonn dlúthbhaint acu leis an líomhain.

Caithfidh an DCA é a chur in iúl do tuismitheoirí/ chaomhnóirí an pháiste go bhfuil sé/ sí ag tabhairt tuairisc don Bord Sláinte **seachas** má bhíonn an pháiste i ndainséar dá bharr. Muna gcuireann an DCA na tuismitheoirí/ caomhnóirí ar an t-eolas faoin dtuairisc ba chóir taifead gearr a dhéanamh chomh maith leis cúiseanna chuige seo.

Muna féidir leis an DCA dul i dteangmháil leis an mBord Sláinte láithreach i gcás éigeandála, cuirfidh sé/ sí glaoch ar an nGarda Síochána gan stró.

I gcásanna éigeandála, nuair is cosúil go bhfuil páiste i bpriacal mór láithreach, agus nuair nach féidir teangmháil a dhéanamh leis an mbord sláinte cuí, ba chóir teangmháil a dhéanamh leis na Gardaí Síochána láithreach. Ní chóir ar chúis ar bith páiste a fhágáil i ndáil chontúirteach go dtí go ndéanfaidh an bord sláinte cuí idirghabháil.

*All information regarding concerns of possible child abuse should only be shared on a need to know basis in the interests of the child. Information will only be given to persons who have any legitimate involvement or role in dealing with the issue. The provision of information to those who need to be informed is not a breach of confidentiality.*

*The DLP who is submitting a report to the Health Board or An Garda Síochána should inform a parent/guardian unless doing so is likely to endanger the child or place that child at further risk. A decision not to inform a parent/guardian should be briefly recorded together with the reasons for not doing so.*

*In emergency situations, where the Health Board cannot be contacted, and the child appears to be at immediate and serious risk, An Garda Síochána should be contacted immediately.*

*A child should not be left in a dangerous situation pending Health Board intervention.*

**Cosaint do Dhaoine a Thuairisceoidh Mí-Úsáid Páiste/ *Protection for Persons Reporting Child Abuse***

Tugtar díolúine ó dhliteanas sibhialta d’aon duine a thugann tuairisc faoi mhí-úsáid páistí “go réasúnta agus le hintinn mhaith” d’oifigigh ainmnithe i mboird sláinte nó d’aon bhall den Gharda Síochána faoin Acht um Chosaintí do Dhaoine a Thuairisceoidh Mí-Úsáid Páistí 1998.

Ciallaíonn sé sin go gcruthaítear cion nua, is é sin tuairisciú bréagach ar mhí-úsáid páistí mar a dtugann duine tuairisc ar mhí-úsáid páistí do na húdaráis cuí “agus a fhios aige/ aici go bhfuil an ráiteas sin bréagach”. Is cion nua coiriúil é seo ar aidhm do dhaoine neamhchiontacha a chosaint ar thuairisciú mailíseach.

Tugtar cosaint shuntasach d’fhostaithe a thugann tuairisc faoi mhí-úsáid páistí. Cuimsíonn an chosaint seo gach fostaí agus gach cineál leithcheala aníos go dtí briseadh, agus é sin féin san áireamh. Is féidir tuilleadh eolais a fháil ar leathanach 6, Cuid 1.3 de “Chaomhnú Páistí”.

*The Protection for Persons Reporting Child Abuse Act 1998, provides immunity from civil liability to any person who reports child abuse 'reasonably and in good faith' to designated officers of Health Boards or any member of An Garda Síochána.*

*This means that even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted reasonably and in good faith making the report.*

*The act provides significant protection for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including dismissal. Further information on this can be found in “Child Protection” Page 6.*

**Pribhléid Shrianta/ *Qualified Privilege***

Cé nach mbaineann an chosaint dlíthiúil atá rianaithe thuas ach le tuairiscí a thugtar do na húdaráis chuí (na Boird Sláinte agus an Garda Síochána), níl aon athrú déanta ag an reachtaíocht seo ar an scéal maidir le pribhléid shrianta an dlí choitinn a bhfuil feidhm léi i gcónaí mar a bhí roimhe. Ar an ábhar sin, dá soláthródh ball de Bhord Bainistíochta nó de phearsanra scoile eolas maidir le hamhras faoi mhí-úsáid páistí don DCA, nó do Chathaoirleach an Bhoird Bainistíochta, mheasfaí pribhléid shrianta a bheith ag baint lena leithéid de chumarsáid faoin dlí coitinn.

Is féidir míniú eile de phribhléid shrianta a fháil i “gCaomhnú Páistí” ar leathanach 7, Codanna 1.4.2. agus 1.4.3.

*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 chairman, such communication would be regarded under common law as having qualified privilege.*

*A further definition of qualified privilege is outlined in “Child Protection” Section 1.4.2 and 1.4.3, Page 6 under Guidelines & Procedures.*

**An tAcht um Shaoráil Faisnéise 1997/ *Freedom of Information* *Act 1997***

D’fhéadfadh aon tuairisc a thabharfaí do bhoird sláinte a bheith faoi réir ag forálacha an Acht um Shaoráil Faisnéise 1997 a chuireann ar chumas baill den phobal teacht a bheith acu ar eolas pearsanta a bhaineann leo atá i seilbh comhlachtaí poiblí. Mar sin féin, forálann an tAcht íum Shaoráil Faisnéise freisin gur féidir le comhlachtaí poiblí gan ligean do dhaoine teacht ar eolas a fuarthas faoi rún.

*Reports made to Health Boards may be subject to provisions of the Freedom of Information Act 1997, which enables members of the public to obtain access to personal information relating to them which is in the possession of public bodies. However the act also provides that public bodies may refuse access to information obtained by them in confidence.*

# **Sainmhíniú agus Aithint Mí-Úsáid Páistí/ *Definition and Recognition of Child Abuse***

Is féidir mí-úsáid páistí a ghrúpáil i gceithre catagóir ;

* neamhchúram
* mí-úsáid fhisiciúil
* mí-úsáid ghnéasach
* mí-úsáid mhaoithneach

D’fhéadfadh páiste a bheith faoi ceann amháin nó níos mó ná ceann amháin de na mí-úsáideanna thuasluaite ag aon am amháin. Tugtar sainmhíniú ar na mí-úsáideanna seo sa leabhar, “Children First”, Caibidil 3, Codanna 3.2 – 3.5, leathanaigh 31 – 33.

*Child abuse can be categorised into four different types.*

* *neglect*
* *emotional abuse*
* *physical abuse*
* *sexual abuse*

*A child may be subjected to more than one form of abuse at any given time. Definitions for each for of abuse are detailed in “Children First”, Chapter 3, Sections 3.2 – 3.5, Pages 31 – 33.*

# **Treoirlínte le haghaidh Mí-Úsáid Páistí a Aithint/ *Guidelines for Recognition of Child Abuse***

Is feidir liosta de na comharthaí de mhí-úsáid páistí a fháil sa leabhar, “Children First”, Caibidil 1, leathanaigh 125 – 131. Tá sé rí-thábhachtach do dtuigtear nach féidir comhartha amháin a úsáid chun mí-úsáid a líomhaint ach tá seans ann go gciallaíonn sé neamhchúram éigin. Ba chóir gach comhartha agus gach airí a imscrúdú i gcomhthéacs an pháiste féin agus an teaghlach as a thagann siad.

De ghnáth, bíonn trí chéim chun mí-úsáid páiste a aithint ;

1. an fhéidearthacht a mheas.
2. ag faire amach do na comharthaí de mhí-úsáid.
3. an t-eolas a thaifead.

Déantar forbairt ar na céimeanna seo sa leabhar, “Children First”, leathanaigh 34 – 35, Cuid 3.9.

*A list of child abuse indicators is contained in “Children First” Appendix 1*

*Pages 125 – 131. It is important to stress that, no one indicator should be seen as conclusive in itself of abuse; it may indicate conditions other than child abuse. All signs and symptoms must be examined in the total context of the child's situation and family circumstances.*

*There are commonly three stages in the identification of child abuse.*

*These are: -*

1. *Considering the possibility*
2. *Looking out for signs of abuse*
3. *Recording of information*

*Each of these stages is developed in “Children First” Pages 34 – 35, Section 3.9.*

# **Conas Deileáil le hEolas a Nochtann Páistí/ *Handling Disclosures from Children***

Tugtar eolas faoi leith ar chonas deileáil le heolas a nochtann páiste sa leabhar, “Caomhnú Páistí”, leathanach 9, Cuid 2.4

Nuair a chuirtear faisnéis ar fáil faoi rún, caithfidh an ball foirne bheith tuisceanach mothálach agus é/ í ag freagairt don eolas a nochtar. Beidh ar an mball foirne an páiste a chur ar a s(h)uaimhneas, agus a (h)iontaoibh a choimeád, agus é/ í ag míniú don páiste an gá atá le gníomh a dhéanamh agus na torthaí a d’fhéadfadh a bheith air seo, torthaí ina gcaithfidh sé bheith i gceist an t-eolas a roinnt le daoine fásta eile. Is den tábhacht é a insint don pháiste go ndéanfar gach ní is féidir chun cosaint agus tacaíocht a thabhairt dó/ di, ach gan gealltanas nach féidir a chomhlíonadh a thabhairt. (m.s. ag gealladh gan an scéal a insint d’éinne eile)

Déantar an chomhairle seo a leanas a thairiscint do phearsanra scoile a nochtann páistí eolas faoi mhí-úsáid dóibh ;

* Éist leis an bpáiste.
* Ná cuir treoircheisteanna ar an bpáiste agus ná déan moltaí.
* Cuir an páiste ar a s(h)uaimhneas ach ná tabhair aon ghealltanas dó/ di.
* Ná cuir bac ar pháiste agus é/ í ag cuimhniú ar eachtraí suntasacha.
* Ná lig don scéal dul i bhfeidhm ort as cuimse.
* Mínigh dó/ di go mb’fhéidir go gcaithfear tuilleadh cabhrach a lorg.
* Déan an díospóireacht a chlárú go cruinn agus coinnigh an taifead.

Ba chóir an t-eolas seo a chur in iúl don DCA ansin.

Má bhíonn an duine a dhéanann an tuairisciú nó ball de fhoireann na scoile chomh maith leis an DCA sásta go bhfuil cúiseanna cuí ann le haghaidh an líomhain/ t-amhras, cloíonn siad leis na treoracha do tuairisciú de réir an leabhar, “Children First”, Cuid 4.4, leathanach 38. Is féidir foirmeacha chaighdeánacha do tuairisciú a fotacóipeáil ó “Children First”, Caibidil 8, leathanach 159.

Cuirtear Cathaoirleach na scoile ar an t-eolas faoin tuairisc sula dtéann an DCA i dteangmháil le na húdaráis cuí ach amháin má bhíonn gá an teangmháil a dhéanamh láithreach ar son sábháilteacht an linbh agus cuirtear an Cathaoirleach ar an t-eolas faoi i ndiaidh na tuairisce. Is féidir na sonraí cuí don tuairisc a fháil i “Children First”, Cuid 4.5.1, leathanach 39.

*“Child Protection” Page 9, Section 2.4 gives comprehensive details of how disclosures should be approached.*

*When information is offered in confidence the member of staff will need tact and sensitivity in responding to the disclosure. The member of staff will need to reassure the child, and retain his/her trust, while explaining the need for action and the possible consequences, which will necessarily involve other adults being informed. It is important to tell the child that everything possible will be done to protect and support him/her but not to make promises that cannot be kept e.g. promising not to tell anyone else.*

*The following advice is offered to school personnel to whom a child makes a disclosure of abuse.*

* *Listen to the child*
* *Take all disclosures seriously*
* *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*
* *Explain that further help may have to be sought*
* *Record the discussion accurately and retain the record*

*This information should then be passed onto the DLP.*

*If the reporting person or member of the school staff and the DLP are satisfied that there are reasonable grounds for the suspicion/allegation, the procedures for reporting as laid out in “Children First”, Section 4.4, Page 38 will be adhered to. Standardised reporting forms may be photocopied from “Children First” Appendix 8, Page 159.*

*The Chairman of the Board of Management will be informed before the DLP makes contact with the relevant authorities unless the situation demands that more immediate action to be taken for the safety of the child in which case the Chairman may be informed after the report has been submitted. Details of what should be included in the report are outlined in “Children First”, Section 4.5.1, Page 39.*

*Any Professional who suspects child abuse should inform parents/carers if a report is to be submitted to the health Board or An Garda Síochána unless doing so is likely to endanger the child.*

*In cases of emergency, where a child appears to be at immediate and serious risk, and a duty social worker is unavailable, An Garda Siochána should be contacted. Under no circumstances should a child be left in a dangerous situation pending Health Board intervention.*

# **Líomhaintí nó Amhras faoi Pháiste a bheith á Mí-Úsáid ag Fostaithe Scoile/ *Allegations or Suspicions Re: School Employees***

Is é an rud is tábhachtaí atá le cur san áireamh ag Cathaoirleach, Bord Bainistíochta nó DCA ná cosaint na bpáistí, agus caithfear tús áite a thabhairt dá sábháilteacht agus dá bhfolláine. Toisc fostaithe scoile a bheith páirteach, áfach, bíonn dualgais ar an mBord Bainistíochta i dtaca leo siúd chomh maith.

Mar fhostóirí, ba chóir don Bhord Bainistíochta a thabhairt faoi deara gur chóir comhairle dlíodóra a lorg i gcónaí sna cásanna seo toisc nach ionann na himthosca ó chás go chéile agus nach féidir deileáil le gach cineál tarlaithe sa pholasaí seo.

Tá dhá mhodh le leanúint (“Caomhnú Páistí”, Cuid 4.1.3, leathanach 15) ;

* an modh tuairisce maidir leis an líomhain
* an modh chun deileáil leis an bhfostaí

Tá freagracht ar an DCA as tuairisc ar an ngnó a thabhairt don bhord sláinte cuí agus tá Cathaoirleach an Bhoird Bainistíochta, agus é/í ag gníomhú i gcomhairle lena B(h)ord Bainistíochta, freagrach as plé le saincheist na fostaíochta.

Más in aghaidh an DCA a dhéantar an líomhain mí-úsáide, áfach, glacfaidh Cathaoirleach an Bhoird Bainistíochta freagracht as tuairisc ar an ngnó a thabhairt don bhord sláinte.

*The most important consideration for the Chairperson, Board of Management or the DLP is the safety and protection of the child. However Employees also have a right to protection against claims, which are false or malicious.*

*As employers, the Board of Management should always seek legal advice as the circumstances can vary from one case to another.*

*There are two procedures to be followed (“Child Protection”, Section 4.1.3 Page 15)*

1. *The reporting Procedure*
2. *The Procedure for dealing with the Employee.*

*The DLP has responsibility for reporting the matter to the Health Board. The Chairperson, Board of Management has responsibility, acting in consultation with his/her board, for addressing the employment issues.*

*If the allegation is against the DLP, the Board of Management Chairperson will assume the responsibility for reporting the matter to the Health Board.*

**An Modh Tuairiscithe/ *Reporting***

Nuair a dhéantar líomhain faoi mhí-úsáid in aghaidh fostaí scoile, ba chóir don DCA sa scoil ghníomhú láithreach de réir na modhanna atá rianaithe i “gCaomhnú Paistí”, Caibidil 3, Cuid 3.2, leathanach 11.

Ba chóir ráiteas scríofa iomlán faoin líomhain a iarraidh ar an duine/ ngníomhaireacht atá ag déanamh na líomhna (is féidir le tuismitheoir/ caomhnóir ráiteas a sholáthar thar ceann an pháiste). Ba chóir don DCA eolas faoin líomhain a thabhairt do Chathaoirleach an Bhoird Bainistíochta i gcónaí.

Fostaithe scoile, seachas an DCA, a fhaigheann líomhaintí in aghaidh fostaí scoile eile faoi mhí-úsáid, ba chóir dóibh tuairisc faoin ngnó a thabhairt gan mhoill don DCA mar atá rianaithe i “gCaomhnú Páistí”, Caibidil 3, Cuid 3.1.1, leathanach 11. Ba chóir don DCA na modhanna atá leagtha síos i gCuid 3.2, leathanach 11 den leabhar seo a leanúint ansin.

Ba chóir don Chathaoirleach eolas a thabhairt don fhostaí go príobháideach faoi na nithe seo ;

* gurb amhlaidh go bhfuil líomhain déanta ina (h)aghaidh.
* nádúr na líomhna.
* cé acu an bhfuil tuairisc faoin ngnó tugtha ag an DCA don bhord sláinte cuí nó nach bhfuil.

Ba chóir cóip den líomhain scríofa nó aon doiciméadú ábhartha eile a thabhairt don fhostaí. Ba chóir a iarraidh ar an bhfostaí freagra ar an líomhain a thabhairt i scríbhinn don Bhord Bainistíochta faoi cheann aimsire a luaitear agus a insint don fhostaí go gcaithfí an míniú a thabharfadh sé/ sí a thabhairt don bhord sláinte cuí, an Garda Síochána agus comhairleoirí dlí freisin.

Ba chóir a mheabhrú gurb é an chéad tosaíocht féachaint chuige nach gcuirtear aon pháiste i mbealach priacail gan riachtanas. Ba chóir do Chathaoirleach an Bhoird Bainistíochta aon ghníomh cosanta atá riachtanach a dhéanamh go práinneach. Ba chóir na gníomhartha seo a bheith i gcomhréir le méid an phriacail agus níor chóir go gcuirfidís píonós míréasúnta ar an bhfostaí, ó thaobh airgid nó ar mhodh eile, mura gá é chun páistí a chosaint.

Más é tuairim an Chathaoirligh go n-éilíonn an líomhain beart láithreach, ba chóir don Chathaoirleach, thar ceann an Bhoird Bainistíochta, a ordú don fhostaí fanacht as láthair ón scoil fad a bhíonn an gnó á iniúchadh (Cead Scoir Riarthach).

Mura bhfuil an Bhord Bainistíochta cinnte go n-éilíonn nádúr na líomaintí asláithreacht an fhostaí ón scoil fad a bhíonn an gnó á iniúchadh, ba chóir dóibh dul i gcomhairle leis an mBainisteoir um Chúram Leanaí sa bhord sláinte áitiúil agus/ nó leis an nGarda Síochána chun comhairle a fháil faoin mbeart a mheasfadh na húdaráis seo a bheith riachtanach.

*When an allegation of abuse is made against a school employee, the DLP should immediately act in accordance with the procedures outlined in “Child Protection” Chapter 3, Section 3.2, Page 11.*

*A written statement of the allegation should be sought from the person/agency making the report. The DLP should always inform the Chairperson of the Board of Management.*

*School employees, other than the DLP who receive allegations against another school employee, should immediately report the matter to the DLP. School employees who form suspicions regarding conduct of another school employee should consult with the DLP. The procedures outlined in “Child Protection”, Section 4.2.3, Page 16 will then be followed.*

*The employee, the chairperson and DLP should make the employee aware privately*

1. *An allegation has been made against him/her*
2. *The nature of the allegation*
3. *Whether or not the Health Board or Gardaí has been/will be/must be/should be informed.*

*The employee should be given a copy of the written allegation and any other relevant documentation. The employee should be requested to respond to the allegation in writing to the Board of Management within a specified period and told that this may be passed to the Gardaí, Health Board, and legal advisers.*

*The priority in all cases is that no child be exposed to unnecessary risk. Therefore, as a matter of urgency, the Chairman should take any necessary protective measures. These measure should be proportionate to the level of risk and should not unreasonably penalise the employee in any way unless to protect the child.*

*If the nature of the allegations warrant immediate action in the Chairperson’s opinion, the Board of Management should be convened to consider the matter. This may result in the Board of Management directing that the employee absent him/herself from the school forthwith while the matter is being investigated (administrative leave).*

*When the Board of Management is unsure as to whether this should occur, advice should be sought from the Gardaí and/or the Child Care Manager of the Health Board and the legal advisers to the Board of Management and regard be had to this advice.*

**Cead Scoir Riarthach/ *Administrative Leave***

Mheasfaí aon asláithreacht fostaí mar chead scoir riarthach le pá agus ní mar fhionraíocht. Ní thabharfadh cead scoir dá leithéid le tuiscint go raibh an fhostaí scoile ciontach ar aon mhodh. Má théitear i muinín cead scoir dá leithéid, ba chóir teangmháil a dhéanamh leis an Roinn Oideachais agus Eolaíochta (“Children First”, leathanach 17).

*Should the Board of Management direct that the employee absent him/herself as above, such absence of the employee would be regarded as administrative leave of absence with pay and not suspension and would not imply any degree of guilt. The DES should be immediately informed. (“Children First”, Page 17).*

**An Bord Bainistíochta/ *The Board of Management***

Ba chóir don Chathaoirleach na sonraí uile a chur in iúl don Bord Bainistíochta agus na dualgaisí thromchúiseacha atá orthu maidir le dianrúndacht, sa chás ina mbeadh imeachtaí smachta ar siúl i gcoinne an bhfostaí, faoi gach ní a bhaineann leis an ngnó a chur i gcuimhne dóibh. Ba chóir don Bhord cloí le prionsabail na próise dleachtaí agus an chirt nádúrtha.

*The Chairperson should inform the Board of Management of all the details and remind the members of their serious responsibility to maintain strict confidentiality on all matters relating to the issue and the principles of due process and natural justice.*

**Acmhainní Teicneolaíochta a Úsáid i measc na bPáistí/ *Use of Technological Resources Among the Pupils***

Tá sé de chleachtas againne anseo i S.N. Bhaile Mhic Airt éachtaí na bpáistí, turasanna scoile, imeachtaí scoile agus obair na bpáistí a thaifead ag baint úsáid as an gceamara digiteach. Chomh maith leis sin, úsáideann an Múinteoir um Oideachais Speisialta agus an Múinteoir Acmhainne deachtafón chun guthanna na bpáistí a thaifead. Cé go mbaineann foireann na scoile úsáid as na hacmhainní seo go cúramach agus go coinsiasach chun na páistí a chosaint, tá sé de cheart ag na tuismitheoirí/ caomhnóirí gan cead a thabhairt don scoil grianghrafanna a ghlacadh den bpáiste nó guth an pháiste a thaifead. Cuireann an Príomhoide é seo in iúl do tuismitheoirí/caomhnóirí na Naíonáin agus iad ag clárú don scoil. Tugann an Príomhoide an litir cuí (trasna) do na tuismitheoirí/ caomhnóirí agus is féidir leo gan cead a thabhairt ag an bpointe seo.

*It is viewed as commonplace here in Scoil Náisiúnta Bhaile Mhic Airt that the children’s achievements, school tours, school events and the children’s work is recorded using the digital camera. As well as this, the Special Education Team sometimes use a dictaphone to record the children’s voices. Even though the staff use these resources carefully and consciously to protect the children, parents/ guardians reserve the right to forbid the recording of voices and/ or the taking of photographs. The Principal informs Junior Infant parents/ guardians of this as they are enrolling in the school. The Principal provides the parents/ guardians with the relevant letter (across) and they may refuse permission at this stage.*

***Scrúdaithe ag an mBord Bainistíochta ar an ……***

***Ratified by the Board on ……..***

**Sonraí Teangmhála Tábhachtacha**

***Important Contact Details***

|  |  |
| --- | --- |
| H.S.E. Office | Waterford : (051) 842728  Dungarvan : (058) 20900 |
| Garda Síochána H.Q. | Waterford : (051) 305300  Emergency : 999 |
| Mary Hackett  (Pastoral Care/ Support) | (087) 2166789 |

*12ú Bealtaine 2007*

A Thuismitheoir/ Chaomhnóir,

Beatha ‘s sláinte chugat!! Tá sé i gceist againn gnaoi a chur ar ár bpolasaí scoile maidir le Caomhnú Páistí agus é a fhorbairt go héifeachtach. Tá sé mar chleachtas againne sa scoil seo úsáid a bhaint as an gceamara digiteach chun éachtaí na bpáistí, turasanna scoile, imeachtaí scoile agus obair na bpáistí a thaifead go rialta. Chomh maith leis sin, baineann an Múinteoir um Oideachais Speisialta agus an Múinteoir Acmhainne úsáid as deachtafón chun dul chun cinn na bpáistí a thaifead agus a mheas. Cé go mbaintear úsáid as na hacmhainní teicneolaíochta seo go cúramach agus go coinsiasach chun na páistí a chosaint, tá sé de cheart agatsa mar thuismitheoir/ chaomhnóir gan cead a thabhairt do fhoireann na scoile na hacmhainní seo a úsáid led’ pháiste. **Muna bhfuilis sásta cead a thabhairt do fhoireann na scoile grianghrafanna a ghlacadh de do pháiste nó guth do pháiste a thaifead ar bhonn proifisiúnta, líon an fhoirm trasna agus seol ar ais chugam é roimh an gCéadaoin 23ú Eanáir 2008. Go raibh maith agat.**

Dear Parent/ Guardian,

Beatha ‘s sláinte chugat!! We intend on enhancing and effectively developing our school policy regarding Child Protection. It is common practice here in the school to use the digital camera to record the children’s achievements, school tours, school events and the children’s work on a regular basis. As well as this, the Special Education and Resource Teachers often use a dictaphone to record and assess children’s progress. Even though these technological resources are used very carefully and conscientiously to ensure the children’s protection, you withhold the right as a parent/ guardian to refuse the school staff permission to use these resources with your child. **Should you not wish for the staff to take photographs or voice recordings of your child in a professional capacity please fill in the form overleaf and return it to me before Wednesday 23rd January 2008. Thank you.**

Le gach dea-ghuí,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Príomhoide***

**Polasaí um Chaomhnú Páistí**

***Child Protection Policy***

Ní thugaim cead don scoil grianghrafanna a ghlacadh de mo pháiste nó guth mo pháiste a thaifead.

*I do not permit the school to take photographs or voice recordings of my child.*

**Ainm an Pháiste/*Child’s Name* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dáta/*Date* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sínithe/*Signed* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**