



Child Protection Policy

Self-Assessment Tool for schools

Creating a safe school requires an understanding of the many ways in which children can be at risk of harm or abuse, and the creation of clear and decisive actions to minimise the potential risk and respond appropriately should abuse occur. These actions should be documented with a robust child protection policy, practiced through strong procedures (ie safer recruitment), embedded within the school’s culture, and responsibility for taking action understood and accepted at all staff levels.

Using the self-assessment tool

This self-assessment tool is designed to support schools create or review their policies and practices to help identify areas that require development, strengthening or implementing. This tool is a guide only, and further information is available. Take a copy of this self-assessment tool and date it. This tool is a useful reference guide, and should be referred to when reviewing your child protection policy and safer recruitment processes.

Read each statement and decide whether each statement is:

A: established B: needs strengthening C: to be created *Tick the A, B or C box as appropriate.*

Creating a safe school

Element	A	B	C	Notes
Does the school have a child protection policy that covers: <ul style="list-style-type: none"> Defining and understanding child abuse and neglect? Procedures for responding to abuse and neglect? Training and support for staff? Managing allegations against staff? 				
Is the child protection policy available online and in hard copy?				
Has the child protection policy been successfully implemented throughout the school?				
Has the child protection policy been reviewed in the last three years?				
Does the school have clear safer recruitment procedures in place?				
Has the school got a clear process for ensuring all staff have been safety checked by the required timeframe?				
Is there an identified person responsible for the safety checking process?				

Child Protection Policy

Element	A	B	C	Notes
Introduction				
A statement of commitment that the school has for keeping children safe				
The principles which underpin the policy are clearly defined				
The purpose of the policy is clearly defined and explained				
The scope of the policy is clear and identifies who the policy applies to				
Definitions of specific words or phrases are explained: a) Child b) Staff – including core and non-core children’s worker if applicable c) Child Abuse and Neglect d) Designated Person e) Safer Recruitment f) Safety Checks				
Inclusion of principles, or values, that inform decision making and the school’s culture of child protection				
Relevant legislation is referred to, incorporated and complied with ie <ul style="list-style-type: none"> • Education Act 1989 • Vulnerable Children Act 2014 • Children Young Persons and Their Families Act 1989 • Human Rights Act • Privacy Act • State Sector Act 1988 • National Administrative Guideline 5 • Employment Relations Act 2000 				
Identifying Child Abuse and Neglect				
The four categories of abuse (emotional, physical, sexual & neglect) are defined				
Indicators of abuse are available to staff for reference				

Additional resources are identified and made available to staff				
Child Protection Procedures				
Statement outlining the procedure that if a child is at immediate risk of harm then the police should be notified				
Statement defining the statutory responsibility of Child Youth and Family for child safety				
Clear process of who staff can and should consult with if they have concerns for the wellbeing of children a) Designated Person for Child Protection b) Principal c) Board Chair d) other				
Guidance on how staff should respond to a disclosure of abuse				
Clear statement that confirms staff are not to investigate concerns of abuse				
Explanation of how and where child protection concerns should be recorded, and who has access to these records				
Guidelines, ideally in a flow chart, of the procedure for responding to a concern of abuse or neglect				
Statement that empowers all staff to be able to contact Child Youth and Family for advice and guidance				
Responsibility for the decisions as to which agency to contact is allocated and defined				
Roles and Responsibilities of Staff				
Clear statement that all staff are responsible for the safety and wellbeing of children				
A Designated Person for Child Protection or Child Protection Co-ordinator role is defined				
The responsibility for the management of allegations against staff is allocated and defined				
Responsibilities of the Board of Trustees are identified and defined				
Responsibilities of the Principal are identified and defined				

Confidentiality and Information Sharing				
A clear commitment to share information should there be concerns for the health and wellbeing of a child				
Staff have a clear understanding of their obligations under the Privacy Act 1993 regarding confidentiality and sharing information				
Clear procedures are identified should the school be asked for information or people present themselves to interview a child				
Safe Recruitment of Staff				
Procedures for safety checking is included in either: a) Child Protection Policy b) Employment Policy c) Human Resources Policy d) 'other' policy				
The relevant policy contained safer recruitment procedures is identified within the child protection policy				
Procedures for safety checks include: a) Confirmation of identity b) Confirmation of address c) Confirmation of qualifications d) Application form e) Formal interview f) Reference checks g) Police vetting h) Teacher registration check (where applicable) i) Risk assessment or management process				
Responsibility for safety checks is allocated and defined				
Timeframe for the updating of safety checks is defined				
Training of Staff				
All staff must receive child protection training				
Level and depth of training is defined for staff i.e. basic awareness for all staff, in-depth training for Designated Person for Child Protection				
Timeframe for the updating and refreshing of training is clear				

Responsibility for ensuring staff have received training is allocated and defined				
Safe Working Practices				
Safe working practices guidance are included in this policy or a Code of Conduct or Staff Handbook				
Expectation of staff to adhere to safe working practices guidance				
Safe working practices guidance includes such considerations, where appropriate, as: <ul style="list-style-type: none"> a) Physical contact with children b) Working one-on-one with children c) Transporting children d) Social media and technology e) Overnight trips or camps f) Socialising with children g) Gifts and rewards h) Intimate care e.g. toileting i) Application of medication or sunscreen 				
Allegations Against Staff				
Procedure to follow if an allegation of abuse is made against a member of staff, including against the Principal				
Guidelines regarding the rights of staff in the event of an allegation				
Responsibility for the management of both the employment concern and the child protection concern is allocated and defined				
The role of Police and Child Youth and Family in investigating allegations against staff				
Support provided to staff under investigation				

Wider Considerations and Actions Required			
Focus Area	Actions required	Responsibility	Timeframe
Developing, reviewing or implementing a child protection policy			
Developing, reviewing or implementing safer recruitment procedures			
Developing or reviewing contract agreements to ensure those agencies contracted to provide services for children have complied with legislation			
Update staff handbook or code of conduct to include safe working practices			
Plan and book training for staff			
Assign a Designated Person for Child Protection			
Consider associated policies with a child protection lens: <ul style="list-style-type: none"> • Transporting children • Hall hire • Overnight stays / camps • Parents help • Visitors to site • External contactors i.e. music teachers, drama shows, health promotion, sports activities • Before and after school programmes 			