

Appendix G: Checklist for Annual Review of the Child Protection Policy

The board of management must undertake an annual review of its child protection policy and the following checklist shall be used for this purpose. **The Child Protection Policy of the Crann Support Group ensures the safety of the staff and children attending its Members service. The policy also ensures that parents will be informed as far as possible about concerns and ensuing reports to child protection and welfare services.** The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list. As part of the overall review process, Boards of Management should also assess other policies, practices and activities via their adherence to the principles of best practice in child protection and welfare are set out in the centre’s child protection policy.

The Board Agrees that:	YES/NO
Are there both A DLP and a Deputy DLP currently appointed?	
Are the relevant contact details (HSE and An Garda Síochaná) to hand?	
Has the DLP attended available child protection training?	
Has the Deputy DLP attended available child protection training?	
Have any members of the board attended child protection training?	
Has the centre’s child protection policy identified other centre policies, practices and activities that are regarded as having particular child protection relevance?	
Has the Board ensured that the ‘Child Protection procedure is available to all centre personnel?	
Has the Board got arrangements in place to communicate the centre’s child protection policy to new personnel?	
Is the Board satisfied that all staff have been made aware of their responsibilities under the ‘Child Protection ‘?	
Since the Board’s last annual review, was the Board informed of any child protection reports made to the HSE/An Garda Síochaná by the DLP?	
Since the Board’s last annual review, was the Board informed of any cases where the DLP sought advice from the HSE and as a result of this advice, no report to the HDE was made?	
Is the Board satisfied that the child protection procedures in relation to the making of reports to the HSE/An Garda Síochaná were appropriately followed? Where child protection matters reported to the Board appropriately recorded in the Board minutes.	

The Crann Support Group Policies & Procedures

Is the Board satisfied that all records relating to the child protection are appropriately filed and stored securely?	
Has the board ensured that the centre’s child protection policy is available to parents on request?	
Is the Board satisfied that the requirements for Garda Vetting has been met in respect of all centre personnel (employees and volunteers)?*	
Is the Board satisfied that the Departments requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
Is the board satisfied that, from a child protection perspective, through recruitment and selection procedures are applied by the centre in relation to all personnel (employees and volunteers)?*	
Is the board satisfied that the ‘Child Protection Procedures for Primary and Post Primary Schools’ are being fully and adequately implemented by the centre?	
Has the Board identified any aspects of the centre’s child protection policy and/or its implementation that require further improvement?	
Has the board put in place an action plan containing appropriate timelines to address those aspects of the centre’s child protection policy and/or its implementation that have been identified as requiring further improvements.	
Has the board ensures that any area for improvement that were identified in any previous review of the centre’s child protection policy have been adequately addressed.	

Signed _____

Date _____

Chairperson, Board of Management

Signed CEO: _____

Date _____

The Crann Support Group Policies & Procedures

Notification regarding the Board of Management's annual review of the child protection policy

To: _____

The Board of Management of _____ wishes to inform you that:

- The Board of Management's annual review of the centre's child protection policy was completed at the Board meeting of _____ (date).
- This review was conducted in accordance with the checklist set out in Appendix 2 of the Department's 'Child Protection Procedures for Primary and Post Primary Schools'

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Chief Executive Officer