

## **Protocol for Schools to deal with Child Protection Allegations, Suspicions and Concerns regarding current and former employees**

1. The Edmund Rice Schools Trust endorses *Children First* and expects all schools to adhere to *Children First* and the *Child Protection Procedures for Primary and Post-Primary Schools* as set out by the Department of Education and Skills in Circular 0065/2011. All Boards of Management are required to adopt and implement these procedures formally in the school's child protection policy and to review the child protection policy on an annual basis in accordance with these procedures.
2. The *Child Protection Procedures for Primary and Post-Primary Schools* contain important guidelines regarding the recording and reporting of child protection concerns and allegations, which must be followed by all schools.
3. In addition to this, schools are advised, on receipt of any allegations, suspicions or concerns regarding current and former employees to do the following:
  - 3.1 Inform the Chairperson of the Board of Management
  - 3.2 Notify Allianz Insurers of the allegation – contact Gerry O'Toole 087 2476243
  - 3.3 Notify the Designated Child Protection Officer of Edmund Rice Schools Trust of the complaint.
  - 3.4 Seek independent legal advice – we recommend contacting Ian O'Herlihy or Christine West of Mason, Hayes & Curran Solicitors. Tel: 01 614 5000 Email [ioherlihy@mhc.ie](mailto:ioherlihy@mhc.ie)/[cwest@mhc.ie](mailto:cwest@mhc.ie) who can advise on forwarding the information to the HSE/Gardaí.