

MONAGHAN WALDORF SCHOOL CLG

PROCEDURE FOR THE MANAGEMENT OF ALLEGATIONS OF ABUSE OR MISCONDUCT AGAINST COLLEAGUES OR VOLUNTEERS

Purpose

This procedure outlines the steps that Monaghan Waldorf School will take in managing allegations of abuse or misconduct by workers or volunteers towards children availing of our service. This procedure ensures that such allegations are handled sensitively, appropriately, and in compliance with child protection legislation and best practice.

Scope

This procedure applies to all colleagues, volunteers, and anyone engaged in services at Monaghan Waldorf School, whether on a paid or voluntary basis.

Legal framework

This procedure is underpinned by the following legislation and guidelines:

- Children First Act 2015
- Children First: National Guidance for the Protection and Welfare of Children (2017)
- Tusla Child Protection and Welfare Handbook
- Protection for Persons Reporting Child Abuse Act 1998
- Employment Equality Acts 1998–2015

Principles

- **Best interest of the child:** The welfare and protection of the child is paramount.
- **Fairness to the colleague/volunteer:** The rights of the colleague/volunteer are respected, including the right to fair procedures and natural justice.
- **Confidentiality:** All parties involved in the process will respect confidentiality, and only those who need to know will be informed.

Reporting allegations

Any person who becomes aware of an allegation or concern regarding child abuse or misconduct by a colleague/volunteer must report it immediately to the Designated Liaison Person (DLP) for Child Protection at Monaghan Waldorf School.

Designated Liaison Person (DLP) name: Jamie Macleod-Elliott (0879587116)

Deputy Designated Liaison Person (DDL): In the absence of the DLP, the DDL will assume responsibility for handling allegations.

Initial response

Upon receiving an allegation of abuse or misconduct:

- The DLP will record the allegation in detail, ensuring that a written record is maintained.
- The date, time, and the name of the person reporting must be noted.
- The DLP will assess whether the child is at immediate risk and ensure that any necessary protective measures are taken.
- The DLP will inform the Chairperson of the School Board of Directors as soon as practicable.

Reporting to statutory authorities

The DLP will report the allegation to Tusla Child & Family Agency without delay using the Child Protection & Welfare Report Form. If the allegation involves criminal conduct, the DLP will also notify An Garda Síochána.

Informing the colleague/volunteer

- The colleague/volunteer against whom the allegation has been made will be informed of the nature of the allegation as soon as possible, subject to advice from Tusla or An Garda Síochána.
- They will be given an opportunity to respond to the allegation & a record of the response will be kept.
- The colleague/volunteer may be temporarily removed from duties, placed on administrative leave, or reassigned to duties that do not involve contact with children, pending the outcome of the investigation.

Internal school procedures

- The school may initiate an internal disciplinary process, in line with its disciplinary policies, depending on the outcome of the statutory investigation.
- The school's internal procedures will not interfere with or prejudice any investigation by Tusla or An Garda Síochána.

Support for involved parties

- **Child:** The school will ensure the child and their family are supported throughout the process. Referral to appropriate counseling or support services will be made if necessary.
- **Colleague/volunteer:** The school will ensure that support is available for the worker/volunteer against whom the allegation is made, including access to an Employee Assistance Programme (EAP) or similar services, where applicable.

Record keeping

- Detailed records of all stages of the process, including the outcome of any statutory or internal investigation, will be maintained in a secure and confidential manner by the DLP.
- Records will only be accessible to those directly involved in the investigation and relevant authorities.

Communication and media

- Any media inquiries or public statements regarding an allegation will be handled by the Chairperson of the Board of Directors or a nominated spokesperson.
- No unauthorised individuals may make public statements.

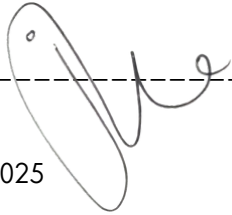
This procedure will be reviewed annually or after any incident that necessitates its use. The review will ensure the procedure remains in compliance with legislative requirements and best practices.

This policy was adopted by Monaghan Waldorf School CLG on this 15th day of February 2025.

Persons responsible: Jamie Macleod-Elliott

Designation: Director & Company Secretary

Signature: _____

A handwritten signature in dark ink, appearing to be 'JM', is written over a dashed line. The signature is stylized and cursive.

Date: 15/02/2025

Version: 001



MONAGHAN WALDORF SCHOOL CLG