



MONAGHAN WALDORF SCHOOL CLG

PROCEDURE FOR PROVISION OF & ACCESS TO CHILD SAFEGUARDING TRAINING & INFORMATION

Purpose

This procedure ensures that all colleagues, volunteers, and relevant individuals within Monaghan Waldorf School receive appropriate training and access to information regarding child safeguarding. It also outlines steps for identifying and responding to suspected or actual harm to children.

Scope

This procedure applies to all colleagues, volunteers, board members, and anyone working with or in proximity to children at Monaghan Waldorf School.

Mandatory training

- All colleagues and volunteers must complete Tusla's "Children First E-Learning Programme" before commencing work with children.
- Additional training on child safeguarding and welfare will be provided through external workshops and in-house sessions.
- The Designated Liaison Person (DLP) will ensure that training records are maintained and updated.

Refresher training

- Child safeguarding training will be refreshed at least every two years or sooner if significant policy updates occur.
- All colleagues and volunteers will be encouraged to attend relevant child protection training delivered by recognised bodies (e.g., Barnardos, Tusla, and the National Council for Curriculum and Assessment).

Information and resources

- A copy of the Child Safeguarding Statement will be provided to all colleagues and available on the school premises.
- Regular updates, notices, and reminders regarding safeguarding responsibilities will be shared via email, meetings, and noticeboards.
- Colleagues will have access to relevant policies, including the Children First: National Guidance for the Protection and Welfare of Children and the Child Protection and Welfare Practice Handbook.

Recognising the occurrence of harm

- Physical signs, such as unexplained injuries or changes in behaviour.
- Emotional signs, including withdrawal, anxiety, or distress.
- Disclosures, where a child reports harm directly.
- Observations by staff, such as frequent absences, fearfulness, or concerning interactions.

Responding to concerns or disclosures

1. Listen carefully to the child without leading or questioning them.
2. Reassure the child but do not promise confidentiality—explain that you must share this with the appropriate person.
3. Record factually what was observed or said, using the child's words where possible.
4. Report immediately to the Designated Liaison Person (DLP) or, if unavailable, the Deputy DLP.
5. The DLP will assess whether a report should be made to Tusla. If in doubt, the DLP will seek advice from the Tusla Duty Social Worker.

Responsibilities

- Designated Liaison Person (DLP): Ensures compliance, oversees training, and manages reporting.
- All colleagues & volunteers: Must complete training, remain informed, and report concerns.
- Board of Directors: Oversees policy adherence and ensures training opportunities are available.

Review & updates

- This procedure will be reviewed annually and updated in line with Tusla's Children First Guidelines and legislative changes.
- Colleagues & volunteers will be informed of any updates and may be required to undergo additional training if necessary.

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: _____

Date: 15/02/2025

Version: 001