

## **Coláiste Éanna Board of Management. - This protocol is an appendix of the Coláiste Éanna Child Protection Policy**

Actions to be followed in the event of Allegations or Suspicions regarding a School Employee (as referred to in Chapter Five, and Appendix 6 of the Child Protection Procedures for School, DES, 2011 which are appended to this document )

The Designated Liaison Person is Brendan Mc Cauley (Principal),

The Deputy Liaison Person is Susan Mc Cabe (Deputy Principal)

The Principal does not investigate – he gathers and records information and follows the procedures listed below.

The Principal, in the event of an allegation or disclosure, shall contact:

- The Manager of Children and Family Services in the HSE (sometimes referred to as the Childcare Manager).
- 
- Chairperson of the Board of Management and advise that an Emergency Meeting of the Board should be convened without delay.
- Independent legal advice, which is the legal firm recommended by the Trustees, namely 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)
- The Designated Child Protection Officer in the The Edmund Rice Schools Trust. No detail is disclosed other than a report has been sent to the HSE.
- Willis and CO., Insurance Brokers, who represent Allianz Insurance Company.

In speaking with the HSE Manager of Childcare Family Services in the HSE the principal will give details of the concern or allegation without identifying the alleged perpetrator, other than it concerns a person working in a school and a child and ask their advice as to whether this allegation requires that the staff member be placed on administrative leave. If the advice is yes, (and school is in term time) the Principal shall arrange to meet the staff member and advise that he/ she may be accompanied at this meeting. The Principal shall make a full disclosure of all details including the identity of the complainant and any documents the Principal has in relation to the issue. The Principal shall direct the staff member to leave the school and await an invitation to an Emergency Meeting of the Board of Management. The Principal shall contact the Dept.

of Education and Skills payroll section to inform them of the administrative leave, in the case of a person on the DES payroll. The accused person is not guilty of an offence and therefore should not suffer financially. In all other communications this will be referred to as 'Leave' rather than 'Administrative Leave'.

The Emergency Meeting of the Board, which the accused is invited to attend, will decide whether to continue the administrative leave. The Board has no role in making judgements or in investigating the case, this is the role of the HSE and the Gardaí.

In the event the allegation or disclosure takes place when school is not in term time, especially during the summer holidays, the DLP will inform the Chairperson of the Board and the Chairperson will assume the role of the DLP.

The Board of Management will await the outcome of the investigations of the HSE and/ or the Gardaí before it decides whether to allow the employee to return to work or to dismiss him/ her or to impose a sanction short of dismissal. In the case of a teacher, the terms of DES circular 60 of 2009 will apply. In the case of other employees a parallel procedure should be followed.