

## Child Protection Policy

### POLICY STATEMENT:

We in the Hungarian School & Preschool Cork are committed to practice that protect children from harm. All volunteers in this association recognize and accept our responsibilities to develop the awareness of the issues that may cause children harm.

**The Designated Liaison Person is the Principal  
Mrs. Zsuzsanna Bothné Rékai.**

### DEFINITION:

For the purposes of these policies and procedure children are any person under the age of 18 years or those whom are considered vulnerable.

We will endeavour to safeguard children by:

- Adopting child protection policies and guidelines through a code of behaviour for all volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Ensuring that the Criminal Record Bureau in accordance with their guidelines, checks all volunteers with responsibility for children.
- Making all new volunteers aware of our child protection procedures and policies.
- Appointing two designated people to enable any concerns to be reported in accordance with our procedures.
- We are also committed to reviewing our policy and good practice at regular intervals.

### CODE OF BEHAVIOUR - FOR ALL VOLUNTEERS:

#### **You must not:**

1. Volunteers should not spend excessive amounts of time alone with children, away from others. Meetings with individual children should be avoided or take place within sight of others. If privacy is needed, the door should remain open and other volunteers should be aware of the meeting.
2. Volunteers are advised not to make unnecessary physical contact with children. However, there may be occasions when physical contact is unavoidable, such as providing comfort at times of distress, or physical support in contact sports or similar. In all such cases contact should only take place with the consent of the child.

3. It is not good practice to take children alone in a car, however short the journey. Where this is unavoidable, it should be with the full knowledge and consent of the parents (or guardians) and the person in charge of the Hungarian School & Preschool Cork.
4. Volunteers should not meet children outside of organized activities, unless it is with the knowledge and consent of the parents and the person in charge of the Hungarian School & Preschool Cork.
5. Volunteers should not start an investigation or question anyone after an allegation or concern has been raised. This is the job of the authorities. You should just record the facts and report these to a designated person.
6. Volunteers should never (even in fun)
  - Initiate or engage in sexually provocative conversations or activity.
  - Allow the use of inappropriate language to go unchallenged.
  - Do things of a personal nature for children that they can do themselves.
  - Allow any allegations made by a child go without being reported and addressed, or either trivialise or exaggerate child abuse issues.
  - Make promises to keep any disclosure confidential from relevant authorities.
  - Volunteers should not show favouritism to any one child, nor should they issue or threaten any form of physical punishment.

**You must:**

1. Volunteers must respect children's rights to privacy and encourage children and adults to feel comfortable enough to report attitudes or behaviour they do not like.
2. Staff and volunteers must refrain from consuming alcohol for a period of at least 24 hours prior to assuming responsibility for any child or children; or if they have been identified as a duty officer for any period of time.
3. All volunteers should be aware of the procedures for reporting concerns or incidents, and should familiarize themselves with the contact details of the designated persons.
4. If a volunteer finds himself or herself the subject of inappropriate affection or attention from a child, they should make others aware of this.
5. If a volunteer has any concerns relating to the welfare of a child in their care, be it concerns about actions/behaviours of another volunteer or concerns based on any conversation with the child; particularly where the child makes an allegation, they should report this to a designated person.

This policy will be reviewed by the Board of Management on the beginning of each school year.

Signed by Zsuzsanna Bothné Rékai, Company Secretary & School Principal

This policy was adopted by the Board of Management on September 2nd 2017

# HUNGARIAN SCHOOL AND PRESCHOOL CORK



## Health and Safety Statements

### INTRODUCTION

The purpose of the “Safety, Health & Welfare At Work Act, 2005” is to ensure the safety, health and welfare of all volunteers in the workplace. The act applies to volunteers in all types of work and embraces all the activities of the Hungarian School & Preschool Cork.

### POLICY

It is the objective of the Hungarian School & Preschool Cork to provide a safe place of work for its volunteers and all those affected by its activities.

### THE RESPONSIBILITIES OF EVERYONE

1. All volunteers are committed to the safety and well being of all who come on to the church property and expect all on our property at any time to act properly and with due care and concern for others.
2. The use of tobacco, alcohol and any drugs are forbidden on church premises.
3. Where there is suspicion of abuse or inappropriate behaviour please contact the Child Protection “Designated Person” Ms. Zsuzsanna Bothne Reкаи. (087 2274257)
4. Everyone must be aware of the dangers of traffic in the church car park and on the steps slope of the lawn. Children must never be left unsupervised anywhere on church property.
5. All hall users are expected to leave everything in a clean and tidy condition. All equipment must be put away in their designated areas.

### THE RESPONSIBILITIES OF PARENTS/CARERS

1. Parents/carers are responsible for the care of their children except for when they are with volunteers of the Hungarian School & Preschool.
2. All school groups must keep a register of who attends on each occasion with a report of any incidents or accidents. Parents/carers shall be given as soon as possible a verbal report of any incident or accident involving their child.
3. Parents/carers are responsible for making sure that their children arrive safely at school. This will mean bringing in younger children who may be unsure about what is happening and making sure that older children do not rush around at a risk to themselves and others.

4. Parents/carers are also responsible for collecting their children after school.

#### THE RESPONSIBILITIES OF LEADERS/VOLUNTEERS

1. All those desiring to work with children under 18 should undergo Garda vetting and informal interview.
2. No-one should be left alone with anyone aged under 18.
3. All expressions of physical closeness must be appropriate to the child's age. A reasonable exception would be where a child is distressed and needs some reassurance before a parent/carer is available.
4. Discipline is to be carried out with gentleness and kindness as appropriate. Where behaviour is particularly challenging parents/carers should be informed as soon as possible.
5. As is required by law, the safety of all under 18 must come before any considerations of personal friendship with a suspected abuser or concern for the reputation of the Hungarian School.

This policy will be reviewed by the Board of Management on the beginning of each school year.

Signed by Zsuzsanna Bothné Rékai, Company Secretary & School Principal  
This policy was adopted by the Board of Management on September 2nd 2017

*Cork-i Magyar  
Iskola és Óvoda*