Guidance for Trainers

MODULE 5: CHILD PROTECTION

ESSENTIAL READING:
- *Child Protection Procedures for Primary and Post-Primary Schools* issued by the Department of Education and Skills in 2011 (DES 2011 Procedures) and
- *Children First - National Guidance or the Protection and Welfare of Children* issued by the Department of Children and Youth Affairs in 2011
- Constitution of Boards and Rules of Procedure, DES, 2011
- Handouts – they are slightly different to the actual PowerPoint
- Circulars referred to in session - All are available from www.education.ie

Note: Those marked with an * are required at this session to consult and to display to board members.

PREPARATION:
- Have contact details for the local Diocesan Education Secretariats/Education Offices to pass on to participants should they need further clarification on certain issues

- Go through Power Point and time yourself with the script. Where you see **"Trainer's note"** such background information is for the trainer only or in cases where a query arises

- Check with your patron body in relation to copying the register, handouts, worksheets, evaluations etc.

- You will need to insert the name of the Centre/venue and the date of training session on evaluations **before copying**… Check who will collate evaluations and to whom will you send them at the end of the session(s)

- Print off, sign and submit the Indemnity Form re use of own vehicle to patron body.

- Set out a timetable for yourself – sample in booklet. Decide whether there is a break or whether the tea/coffee will be served at the start

- It is hoped that full boards will attend this session. 7 boards should be invited and even if 50% turn up you have a workable group of 28 approximately. Can you get the list of participants, their schools and their role on the BoM in advance of the session?

- Ideally, you will have access to a laptop and a data projector. Can you try out the technology in advance? Make sure and test CD as well. *(If you encounter a problem with the technology in a particular venue you can always talk through the handouts with the participants as a fall-back position)*

- If possible check room layout – tables, chairs, screen, sockets etc. If you will be working in an unfamiliar venue check that all is in order well in advance – white wall/screen to project PowerPoint presentation, extension lead available etc. …

- It would be wise in this context that a complete set of slides for the presenter is printed off (as distinct from those being distributed as handouts) should you need a fall back set of slides.

- Go to venue well ahead of starting time to set up, make sure technology works etc.

- If you have any queries relating to the content whether during preparation or arising from any of the sessions, contact your patron body.

SESSION:
- Think about ways of maximising time for this session: approximately 2 hours, excluding coffee break, is necessary. It may be a good idea to run this module over more than one evening as this allows more time for interaction, dealing with group work as well as Questions & Answers.

- Distribute handouts which include PowerPoint slides and the List of Acronyms (**Appendix 1**)

- At the end of the session make sure you have registers signed and evaluations collected. These will be required for accountability purposes.

- Count the number of participants attending as not all participants either register or fill in evaluations – note this number on the top of the register