

**National Programme of Training
for
Boards of Management of Primary Schools**

**Handouts
Child Protection**



June 2012
(Amended Version)

National Programme of Training
for
Boards of Management

Child Protection

2012

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DES & HSE Procedures



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Child Protection

- A school's Child Protection Policy must conform to DES 2011 *Procedures* - no longer referred to as "Guidelines"
- Associated policies
 - Stay Safe - now mandatory
 - Code of Behaviour- conform with NEWB Guidelines
 - Anti Bullying Policy

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DES 2011 Procedures ...

- DES 2011 *Child Protection Procedures* replace the guidelines that issued in 2001
- HSE *Children First - National Guidance for the Protection and Welfare of Children* 2011 replace the guidelines that previously issued

Note that the reference is to *Guidance* not *Guidelines*

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DES Procedures: Aims

- Give direction & guidance for implementation of *Children First* when dealing with allegations / suspicions of child abuse & neglect and
- Provide sufficient information to school authorities / personnel to enable them to be alert & aware of what to do in situations where there is a concern, suspicion or allegation of child abuse or neglect.

(Para 1.1.3 DES 2011 Procedures)

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DES Procedures: General Principles

- The most important consideration is the protection of children (para 1.1.4)
- Child protection and welfare considerations permeate all aspects of school life and should be reflected in all of the school's policies, practices & activities (para 1.3.2)
- Confidentiality is essential: information should only be shared on a "need to know" basis in the interests of the child. (para 1.9.1)

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New provisions...

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New provisions...

Now *Procedures* not *Guidelines*

- All schools must have a child protection policy; formally adopt & implement without modification the *2011 Procedures* (para 1.2)
- Template child protection policy provided (Appendix 1)
- DLP & deputy DLP must be named
- All primary schools must fully implement *Stay Safe & SPHE* (paras. 1.2, 1.5.1 & 1.6)

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Main new provisions...

- Protocol authorising immediate action (Appendix 6)
- Principal's report includes report on child protection & it must be on the agenda for all BoM meetings
- Information to HSE regarding children who transfer where there has been a child protection report (para 4.2.7)

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Main new provisions cont'd...

Improved oversight arrangements (para 1.2) which include:-

- ❖ A copy of the school's child protection policy including names of DLP & Deputy DLP shall be made available to all school personnel & the PA & must be readily accessible to parents on request
- ❖ The name of the DLP must be displayed in a prominent position near the main entrance to the school
- ❖ Requirements regarding principal's report and BoM minutes
- ❖ Annual review must be conducted by the BoM - Appendix 2

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Definitions & Roles

- Employer is the BoM
- School authority is the BoM
- School personnel - employees & volunteers (p 4)
- Role of Board of Management
- Role of DLP
- Role of Staff

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Roles of various personnel...

- The BoM has primary responsibility for the care and welfare of pupils and is required to adhere to the 2011 Procedures in dealing with allegations or suspicions of child abuse. Schools have duty of care to ensure that appropriate arrangements are in place to protect pupils from harm (para 3.1)
- School personnel are required to adhere to the 2011 Procedures in dealing with allegations or suspicions of child abuse (para 1.1.2). If staff have concerns that children with whom they have contact may have been, or are being abused or neglected or are at risk of same, the matter should be reported without delay to the DLP in the school in accordance with the procedures. (chapter 4)
- The DLP has specific responsibility for child protection in the school (para 3.2).

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Board of Management

BoM....

- Adopt & implement without modification the *2011 Procedures* (para 1.1.2 & 1.2)
- Adhere to the Procedures in dealing with allegations or suspicions of child abuse (para 1.1.2)
- Fully implement Stay Safe - which is mandatory (paras 1.2 & 1.6)
- Fully implement the Social, Personal and Health Education (SPHE) programme which is mandatory (para 1.5.1)
- Use the standard template child protection policy Appendix 1
- Name the DLP and deputy DLP in the school's child protection policy (para 1.3.1)

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BoM cont'd...

- The name of DLP must be displayed in a prominent position near the main entrance (para 1.2)
- The Child Protection Policy be made available to all school personnel, the PA & readily accessible to parents on request (para 1.2)
- Ensure that staff & all who work with children are familiar with the *Procedures* (para 1.8)
- Put in place a protocol authorising immediate action when it is necessary to put a staff member on administrative leave (see Appendix 6)

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BoM cont'd...

- Annual review of the school's child protection policy shall be conducted
- As part of the annual review, review the school's implementation of the *Procedures*
- Checklist as an aid to conducting the annual review at Appendix 2
- Put in place an action plan to address any areas for improvement identified by the review and arrange for these to be dealt with as quickly as possible (Para 1.2)

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BoM cont'd...

- Monitor progress of children at risk if requested (para 4.5.7)
- Contribute to prevention through curricular provision (para 1.5)
- In-service for staff and BoM (para 1.8)
- Use Procedures for allegations against employees (chapter 5)
- Must comply with Vetting requirements (para 1.7)

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Meetings

At **each** meeting:

- Principal's report shall state since last meeting:
- Number of reports made to the HSE by the DLP [only the number, no other details]
- Number of cases, where the DLP sought advice from the HSE & as a result, no report was made
- If no such cases at 1 or 2 state this fact.
- The minutes shall record the above.

(paras 1.2 & 4.3 DES 2011 Procedures)

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Designated Liaison Person

- ### The DLP...
- The liaison person - dealing with the HSE, An Garda Síochána and other parties in connection with allegations of and/or concerns about child abuse (p.4 (definitions) & para 3.2)
 - BoM also designates a Deputy DLP
 - Name of DLP is displayed in a prominent position near main entrance
 - Names of DLP & DDLP are recorded in the child protection policy
 - The DLP is the resource person for any staff/volunteer who has child protection concerns & as such shall keep updated on new developments via training etc.
 - Role of DLP – (Section 3.2 p.18)

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DLP-cont'd

- Action to be taken by DLP (para 4.2)
- If DLP satisfied of reasonable grounds for suspicion/allegation shall report to HSE (para 4.2.2)
- Informal advice from HSE where not sure whether to report (para 4.2.1)
- Principal's report to BoM
- DLP shall make Children First accessible to school personnel (para 3.4.1)
- When making a report inform parent unless endangers/puts child at further risk (para 4.2.2)
- Where child transfers or leaves school, DLP to notify HSE if child protection report was made to HSE in the past c (para 4.2.7)

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School Staff

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Implications for staff

- Signs of abuse (chapter 2, para 3.4 & indicators in Appendix 3)
- Dealing with disclosures from children (para 3.5)
- Must have the necessary familiarity with procedures to fulfil responsibilities (para 1.8)
- Liaise with DLP
- School personnel have a supportive not an investigative role

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Vetting

- Must comply with Circular 63/2010
- Vetting for staff, volunteers, contract workers etc. who have or may have unsupervised access
- Check suitability to work with children
- Does not take the place of normal recruitment procedures e.g. Establishing identity, seeking and following up references/referees, accounting for unexplained gaps in cv etc.
- Vetting outcome, Statutory Declaration and Undertaking are vetting requirements. (para 1.7)

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Training

- Relevant training & education is an important means of achieving effective child protection (para 1.8)
- National training - funded by DES
- Stay Safe - (CAPP) - Training on the Stay Safe programme is provided for the whole school community i.e. staff, parents and BoMs
- Other Training by PDST

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Child Protection Policy

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Child protection policy

- The DLP and deputy DLP must be named in the policy (para 1.3.1)
- Policy lists other school policies relevant to child protection e.g. code of behaviour/anti-bullying, pupil attendance strategy etc. (para 1.3.3)
- Copy provided to DES and Patron if requested (para 1.3.4)
- Made available to staff and PA and to parents in general on request (para 1.3.4)
- Template in Appendix 1

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Child protection policy cont'd

- Recognise that the protection & welfare of children is of paramount importance
- Fully co-operate with statutory authorities
- Adopt safe practices
- Develop a practice of openness with parents & encourage parental involvement
- Fully respect confidentiality requirements (para 1.3.2)

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Types of Child Abuse

- **Neglect**
 - Wilful
 - Circumstantial
 - Significant harm / impairment of development by being deprived
- **Emotional Abuse**
 - Relationship
 - Need for affection, approval, consistency & security not met
 - Threshold of significant harm when abusive interactions dominate and become typical of relationship.

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Types of Child Abuse

- **Physical Abuse**
 - Actual or potential harm from an interaction or lack of interaction
- **Sexual Abuse**
 - Non contact
 - Contact
 - Abuse
 - Exploitation

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Reporting to HSE

- If a staff member receives an allegation or has a suspicion that a child may have been/is being/or at risk of being abused or neglected, s/he shall without delay report the matter to the DLP (para 4.1)
- A written record shall be made by the DLP and kept securely (para 4.1)
- If the DLP is satisfied that there are reasonable grounds for the suspicion or allegation s/he shall report the matter to the HSE immediately. The Standard Reporting Form should be used even if the report is initially made in person, by phone or in writing to either the HSE or Gardaí (para 4.2.2)
- Where the allegation/concern relates to DLP the matter is reported to the Chairperson by the staff member (para 4.1)

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Reporting to HSE

- Where the DLP is not sure whether to report to HSE-informal advice (para 4.2.1)
- In the event of an emergency or non-availability of HSE staff, the report should be made to the Gardaí (para 4.2.2)
- The DLP shall also report the matter to the BOM-no details unless there are issues which need to be addressed, no information in minutes that might identify (paras 4.2.3 to 4.2.5)
- Parent should be informed unless likely to endanger/place child at further risk (para 4.2.2)

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Informal advice

- Where there are concerns & the DLP is not sure whether to report the matter to the HSE, the DLP shall seek advice from the HSE (para 4.2.1)
- DLP must be explicit that s/he is seeking advice & not making a report - no identifying details given
- If HSE advises that a report should not be made the DLP informs the BoM asap
- If HSE advises that report should be made DLP must act on that advice
- In all cases the DLP shall retain a record of consultation with HSE, which will note date, name of HSE official & the advice given (paragraph 4.2.1)

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Keeping records

- Essential to have a written record of the information available (para 3.6.1)
 - Staff should note what they have observed and when (para 3.6.1)
 - All records highly confidential; shall be retained in a secure location by the DLP (para 3.6.2)
 - FoI – not applicable to schools but may apply where reports have been made to HSE (para 1.12)
 - Data Protection - applicable to schools (para 1.13)
- If a request is made - advisable to obtain legal advice

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Peer Abuse

- Alleged perpetrator also a child
- As appropriate, certain cases should be reported to the HSE
- Informal advice
- Where there are allegations or suspicions of peer abuse, the same reporting procedures will be followed by the DLP
- The child protection procedures should be adhered to for both the victim and the alleged abuser
- School will make arrangements to meet separately with parents of all the children involved with a view to resolving the matter
- The school will make arrangements to minimise the possibility of any abusive behaviour recurring
- Bullying-in first instance school responsibility, NEWB guidelines, serious instances should be reported.

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Child Protection Conferences

A forum for the co-ordination of information from all relevant sources, including where necessary, school personnel

- A request is made by the HSE to the DLP who should consult with the BoM
- BoM may seek clarification through the DLP as to why the attendance of the school employee is necessary and ascertain who else will be present
- If there are concerns about the attendance of parents, the school should contact the conference chairperson for guidance
- Normal for person attending to provide a report to the conference
- The school may be requested to monitor the child's behaviour. (paragraph 4.5 DES 2011 Procedures)

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Role of an Garda Síochána

- Gardaí have overall responsibility for direction of any criminal investigation (para 4.6)
- GCVU provides vetting
- Where HSE suspects that a child has been/is being physically/sexually abused or wilfully neglected it must notify Gardaí & must inform person reporting that information will be shared with Gardaí (para 4.7)
- When Gardaí suspect that a child has been/is the victim of emotional/physical/sexual abuse/neglect they must notify HSE (para 4.7)

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Advice/Feedback from HSE

- In all cases, where a person seeks advice from HSE about whether to report a matter it is required to provide such advice
- Persons who refer or discuss their concerns about the care and protection of children with HSE, should be informed of the likely steps to be taken by the professionals involved
- Where appropriate & within normal limits of confidentiality, HSE staff has a responsibility to inform persons reporting alleged child abuse and other involved professionals about the outcomes of any inquiry or investigation into that reported concern
- The HSE should provide feedback to the employer on the progress of a child abuse assessment/investigation involving an employee and HSE should seek to complete its assessment ASAP—serious implications for innocent employees. Employers should be notified of outcome of the HSE assessment and/or Garda investigation. (paragraph 4.8)

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Activity

Child Protection

The school has a recently appointed BoM, a newly appointed principal and a relatively young staff.

How can the BoM be assured that the school is in a position to respond effectively should child protection issues arise?

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Child Protection

Ms Brown was teaching about safe and unsafe touches during the Stay Safe lesson.

After the lesson, Michael, one of her pupils, disclosed that he had something to tell her about things that were happening to him at home.

What are the issues arising for...

- Ms Brown
- the DLP
- the Chairperson
- other members of the BoM

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Child Protection

The Chairperson of the BoM receives a signed letter from a past pupil alleging the she was abused by a person who is still on the staff of the school.

What steps should be taken by the Chairperson and by the BoM?

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Allegations of Child Abuse against School Employees

Allegations against employees

- Most important consideration is protection of children; BoM also has duties & responsibilities as an employer (para 5.1.1)
- Competent, independent legal advice should always be sought—circumstances may vary from case to case (para 5.1.7)
- Two procedures (para 5.1.4) to be followed:
 - reporting procedure in respect of the allegation/suspicion
 - procedure for dealing with the employee (includes volunteers)

Note: Insurer should be informed and authorisation for legal advice sought.

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Allegations against employees cont'd

- DLP is responsible for reporting the matter to HSE (section 4.2) Whether or not a matter reported to HSE DLP always informs the BoM of the allegation (para 5.3.2)
- Employer (Chairperson) is responsible for addressing employment issues (para 5.1.4)
- Where a report has been made regarding a BoM member-Patron informed (para 5.1.5)
- Where an allegation of abuse is made against the DLP, the Chairperson will assume responsibility for reporting to the HSE (para 5.1.4)

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Protocol authorising immediate action

- BoMs should have a written protocol
 - The Chairperson of BoM is authorised (where circumstances warrant it) to direct an employee to immediately absent him/herself from the school without loss of pay until the matter has been considered by the BoM
 - Principles of natural justice and fair procedures apply
 - Precautionary not disciplinary matter
 - Employee will receive a written invitation to a meeting the purpose of which is to inform him/her regarding the allegation & action being taken, advise employee that s/he may be accompanied by "appropriate" person.
 - Where protocol invoked an Emergency BoM meeting shall be convened (paragraph 5.2 & Appendix 6)
- Template - Appendix 6

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Action to be taken

- Matter treated in strictest confidence
- Chairperson informs employee:
 - that an allegation has been made against him/her
 - the nature of allegation
 - whether the matter has been reported to HSE
 - gives the employee a copy of the written allegation & other related documentation
 - seeks a response in writing from employee
 - takes appropriate protective measures

(paragraph 5.4)

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Action to be taken-cont'd...

- Maintain close liaison with HSE/Gardaí – decision on position of school employee shall be taken having regard to advice given
- Should ensure that action taken does not undermine or frustrate HSE/Garda investigation
- Follow up action will accord with established disciplinary procedures and shall only be made following consultation with HSE/Gardaí (if involved)
- Follow agreed procedures for the sector
- Feedback from HSE (paragraph 5.4)

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Protective Measures

- If nature of allegation warrants immediate action, the employee is directed to absent him/herself from school with immediate effect (*protocol/administrative leave*)
- If unsure, consult the HSE and/or the Gardaí
- Have due regard for the advice offered
- Maintain regular and close liaison with HSE or Gardaí
- Any information that might identify a child should not be recorded in BoM minutes. (paragraph 5.4.5 to 5.4.9 & Appendix 6)

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The BoM

- Where protocol invoked an emergency meeting of the BoM shall be convened (para 5.2.2)
- Remind BoM members to maintain strict confidentiality (para 5.4.8)
- Principles of natural justice (para 5.4.8)
- Keep appropriate minutes of the meeting - details that might identify a child should not be recorded (para 5.4.9)

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Protection for Persons Reporting Child Abuse

- The 1998 Act provides...
 - immunity from civil liability provided reporting is done to designated officers of HSE & Gardaí "reasonably and in good faith"
 - protection for employees who report child abuse
- Offence of false reporting where a person makes a report "knowing that statement to be false" –designed to protect innocent persons from malicious reports
- Qualified privilege - the person making the communication has a duty to do so, or a right or interest to protect and where the communication is made to a person with a similar duty, right or interest.

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Implications

School procedures already in place, and new procedures being put in place in the future, should be examined with reference to the DES 2011 Procedures e.g.

- *Acceptable use of ICT – photos, videos, websites*
- *Pupil attendance strategy*
- *Code of behaviour/Anti bullying policy*
- *Extra curricular activities*
- *Induction of new staff*
- *Record keeping*
- *School tours/outings and trips*
- *SEN – one to one teaching, intimate care...*
- *Supervision of pupils*
- *Transporting children*
- *Others...*

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Essential Reading

- *Children First-National Guidance for the Protection and Welfare of Children 2011* issued by the Department of Children and Youth Affairs
- *Child Protection Procedures for Primary and Post-Primary School 2011* issued by the Department of Education & Skills (DES *Child Protection Procedures*)
- Circular 63/2010 in relation to vetting
- DES (2011) *Constitution of Boards & Rules of Procedure*
- *Circular 65/2011 Appendix 1 : Policy Template ; Appendix 2 Checklist for annual review*

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Reminders

- Register signed
- Evaluations completed and returned
- Handouts
- Arrangements for next training session (*if applicable*)
- Other modules available include:
 - The Board as Corporate Entity. Function, Roles and The Board in Action
 - Appointment Procedures
 - Board Finances & the Role of Treasurer
 - Legal Issues. Policies and procedures arising from legislation, guidelines and circulars.

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Organisations and Acronyms

Organisations

Board of Education	Church of Ireland Board of Education, Church of Ireland House, Church Avenue, Rathmines, Dublin 6 Tel: 01 497 8422
CPSMA	Catholic Primary School Management Association, New House, St Patrick's College, Maynooth Co. Kildare Tel: 01 6292462, 1850 – 407200 email: info@cpsma.ie website: www.cpsma.ie
DES	Department of Education and Skills, Marlborough St., Dublin 1 Tel: 01 889 6400 email: info@education.gov.ie website: www.education.ie
Educate Together	email: info@educatetogether.ie website: www.educatetogether.ie
Foras Pátrúnachta	Foras Pátrúnachta na Scoileanna Lán-Ghaeilge Teo, An Foras Pátrúnachta Bloc K3 Campas Gnó Mhaigh Nuad Maigh Nuad Co. Chill Dara Tel :01 629 4410 email: foraspatrunachta@hotmail.com website: foras.ie
IMPACT	Trade Union: www.impact.ie
INTO	Irish National Teachers Organisation: www.into.ie
IPPN	Irish Primary Principals' Network: www.ippn.ie
NABMSE	National Association of Boards of Management in Special Education, Kildare Education Centre, Friary Rd, Kildare, Co Kildare. Tel: 045 533 753 email: info@nabmse.org website: www.nabmse.org/

NCCA	National Council for Curriculum and Assessment, 24 Merrion Square, Dublin 2 Tel: 01 661 7177 email: info@ncca.ie website: www.ncca.ie
NCSE	National Council for Special Education, 1-2 Mill Street, Trim, Co. Meath. Tel: 046 948 6400 email: info@ncse.ie website: www.ncse.ie
NCTE	National Centre for Technology in Education, Dublin City University, Dublin 9. Tel: 01 700 8200 email: info@ncte.ie website: www.ncte.ie
NEPS	National Educational Psychological Service, Frederick Court, 24/27 North Frederick St., Dublin 1 Tel: 01 889 2700 website: www.education.ie
NEWB	National Education Welfare Board, 16-22 Green Street Dublin 7 Tel: 01 8738700 email: info@newb.ie website: www.newb.ie
SESS	Special Education Support Service, Cork Education Support Centre, The Rectory, Western Rd, Cork. Tel: 1850 200 884 email: info@sess.ie website: www.sess.ie
Teaching Council	The Teaching Council, Block A, Maynooth Business campus, Maynooth, Co. Kildare Tel: LoCall 1890 224 224, 01 651 7900 email: info@teachingcouncil.ie website: www.teachingcouncil.ie
Teacher Education Section (TES)	Teacher Education Section, Department of Education & Skills, Marlborough St., Dublin 1 <i>This unit has a role in all national initiatives</i>

Acronyms

AP	Assistant Principal
BOM	Board of Management
DP	Deputy Principal
DEIS	Delivering Equality of Opportunity in Schools – an action plan for educational inclusion
Early Start	The Early Start Programme is a one-year programme offered to children aged 3-4 years in selected schools in areas of designated disadvantage
EWO	Education Welfare Officer
HSCL	Home School Community Liaison now part of NEWB
IEP	Individual Educational Plan
Inspector	Department of Education and Skills inspector
IPLP	Individual Profile and Learning Programme
Mainstream Teacher	Class teacher
NPC	National Parents Council
NQT	Newly qualified teacher
PA	Parent Association
Partners	Parents, Board of Management etc. involved in a school's activities
Patron	Schools operate under a patron body e.g. Catholic Church, Educate Together, Church of Ireland Board of Education, An Foras Pátrúnachta, Islamic Board of Education ...
PoR	Post of Responsibility e.g. deputy principal, assistant principal, special duties teacher
SENO	Special Education Needs Organiser
Shared teachers	Teachers working in a number of schools to support children with special needs
SIPTU	Trade Union
SNA	Special Needs Assistant
Special duties teacher	Teachers with a special responsibility for organisational or curriculum issues in addition to their teaching duties
Trustees	The persons nominated by the Patron as trustees of the school. They are parties to the lease of the school premises. The Trustees undertake that the buildings shall continue to be used as a national school for the term of the lease & guarantee that the premises and contents are insured
Visiting teachers	Teachers working with pupils who are sensory impaired

Form of Undertaking

For administrative ease, the Department's payroll appointment forms will incorporate this undertaking. However, for any appointment (teaching or non-teaching) that does not require completion of a payroll appointment form, this Form of Undertaking must be completed prior to the person being appointed unless the person has previously provided this school authority with a Form of Undertaking and associated statutory declaration both of which were made during the same or previous calendar year.

I confirm that, since the date on which I signed the attached statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable adults in which I would be placed by virtue of my appointment to a teaching or non-teaching post in _____ (insert name of school authority).

I also undertake to inform the above school authority of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continued employment with the school authority or for any subsequent employment with the school authority.

I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the school authority of relevant changes that may affect my suitability, from a child protection perspective, will constitute a breach of my contract of employment and may be grounds for summary dismissal by the school authority.

Signed: _____ Date: _____
Prospective employee

Print Name: _____

Witnessed by: _____ Date: _____
(on behalf of school authority)

Print Name: _____

Statutory Declaration

This statutory declaration must be completed prior to a person being appointed to any teaching or non-teaching position with a school authority unless the person being appointed has previously provided that school authority with a statutory declaration which was made during the same or previous calendar year.

“I _____ of, _____

in the county of _____ aged eighteen years and upwards do SOLEMNLY AND SINCERELY DECLARE as follows:-

that to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable adults by virtue of my appointment to any teaching or non-teaching position in any recognised primary or post-primary school or any other state funded centre of education for children or vulnerable adults.

Within a child protection context:

- I hereby confirm my irrevocable consent to each of the employing school authorities to the making of such enquiries as they deem necessary in respect of my suitability for the post(s) in respect of which the applications are made.
- I hereby accept and confirm the entitlement of each of the employing school authorities to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the school authority with any information relevant to my application for the position or my continuing employment with the school authority.
- I understand that any false or misleading information submitted by me in relation to my application for a position or my continuing employment with each of the school authorities will render me liable to automatic disqualification or render me liable to dismissal, if employed.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.”

Signed: _____ Date: _____

Applicant

Print Name: _____

Declared before me _____ [name in
capitals] a [notary public][commissioner for
oaths][peace commissioner] [practising
solicitor]by _____

*who is personally known to me,
or

*who is identified to me by _____
who is personally known to me,

Or

*whose identity has been established to me before the taking of this Declaration by the production to me of passport no. [*passport number*] issued on [*date of issue*] by the authorities of [*issuing state*], which is an authority recognised by the Irish Government]

Or

National identity card no. [*identity card number*] issued on [*date of issue*] by the authorities of [*issuing state*] [which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement]

Or

[Aliens Passport no. (*document equivalent to a passport*)] [*passport number*] issued on [*date of issue*] by the authorities of [*issuing state*] which is an authority recognised by the Irish Government]

Or

Refugee travel document no. [*document number*] issued on [*date of issue*] by the Minister for Justice, Equality and Law Reform]

Or

Travel document (other than refugee travel document) [*document no.*] issued on [*date of issue*] by the Minister for Justice, Equality and Law Reform

at

in the City/ County of

on the _____ day of _____ 20__

***Practising Solicitor / Commissioner for Oaths / Notary
Public / Peace Commissioner
* Delete as appropriate**

Note: Further information in relation to Commissioners for Oaths and Peace Commissioners is available on www.citizensinformation.ie.