



Dublin Cultural Institute

34a Bachelors Walk,
Dublin 1, D01 A437, Ireland

Safeguarding and Child Protection Policy

Organisation: Jonathan Duignan

Approved by: Jonathan Duignan / Senior Management

Designated Safeguarding Lead (DSL): Carmen Teixeira

Deputy Safeguarding Lead: Sara Barrett

Effective Date: 19 DEC 2025

Review Date: 19 DEC 2026

1. Policy Statement

Dublin Cultural Institute is fully committed to safeguarding and promoting the welfare of children and young people. We recognise that safeguarding is everyone's responsibility and that all children, regardless of age, gender, ethnicity, disability, sexual orientation, religion, or background, have the right to be safe, protected, and treated with dignity and respect.

This policy applies to all children under the age of 18 and should be read alongside the school's Code of Conduct, Data Protection Policy, and Health and Safety Policy.

2. Scope

This policy applies to: - All staff (permanent, temporary, academic, and non-academic) - Volunteers and contractors - Host families and accommodation providers - Activity leaders and excursion providers - Agents and third parties working with children on behalf of the school

3. Legal and Regulatory Framework

This policy is informed by, and complies with, relevant legislation and guidance, including: - Children Act 1989 and 2004 - Working Together to Safeguard Children - Keeping Children Safe in Education (where applicable) - GDPR

4. Definitions

- **Child / Young Person:** Any individual under the age of 18
 - **Safeguarding:** Protecting children from maltreatment, preventing impairment of health or development, and ensuring safe and effective care
 - **Child Protection:** Action taken to protect children who are suffering or likely to suffer significant harm
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5. Roles and Responsibilities

5.1 Governing Body / Senior Management

- Ensure effective safeguarding policies and procedures are in place
- Appoint a Designated Safeguarding Lead (DSL)
- Ensure safeguarding is prioritised across the organisation

5.2 Designated Safeguarding Lead (DSL)

- Take lead responsibility for safeguarding and child protection
- Receive, record, and act upon safeguarding concerns
- Liaise with local safeguarding partners and external agencies
- Ensure safeguarding records are kept securely
- Ensure staff receive appropriate safeguarding training

5.3 All Staff and Volunteers

- Understand and follow this policy
- Remain vigilant to signs of abuse or neglect
- Report safeguarding concerns immediately to the DSL
- Maintain professional boundaries with learners



6. Safer Recruitment and Vetting

The school follows safer recruitment practices, including: - Identity verification and right-to-work checks - Enhanced DBS checks where roles involve regular contact with children - Reference checks - Safeguarding training as part of induction

Host families and accommodation providers are subject to appropriate background checks and regular monitoring.

7. Training and Awareness

- All staff receive safeguarding training appropriate to their role
 - The DSL receives enhanced safeguarding training and regular updates
 - Safeguarding information is shared with learners in an age-appropriate way
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8. Recognising Abuse and Neglect

Staff should be aware of the signs of abuse, which may include: - Physical abuse - Emotional abuse - Sexual abuse - Neglect

Concerns may arise from direct disclosure, observed behaviour, or third-party information.

9. Responding to Safeguarding Concerns

If a child discloses abuse or a concern is identified: - Listen carefully and reassure the child - Do not promise confidentiality - Do not investigate or ask leading questions - Record the concern factually and promptly - Report immediately to the DSL or Deputy DSL

The DSL will decide on appropriate action, including referral to external agencies where required.

10. Allegations Against Staff or Volunteers

Any allegation or concern involving a member of staff, volunteer, or third party must be reported immediately to the DSL or senior management. The school will: - Follow local safeguarding procedures - Take appropriate protective and disciplinary action - Liaise with relevant authorities as required

11. Online Safety

The school is committed to protecting learners online by: - Promoting safe use of technology - Monitoring use of school IT systems - Responding to online safeguarding concerns

12. Record Keeping and Confidentiality

- Safeguarding records are kept securely and separately from academic records
 - Information is shared only on a need-to-know basis
 - Records are retained in line with legal and regulatory requirements
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13. Working with Parents and Guardians

The school aims to work in partnership with parents and guardians wherever possible, while always prioritising the welfare of the child.

14. Policy Review

This policy will be reviewed annually or sooner if there are changes in legislation, guidance, or school operations.



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