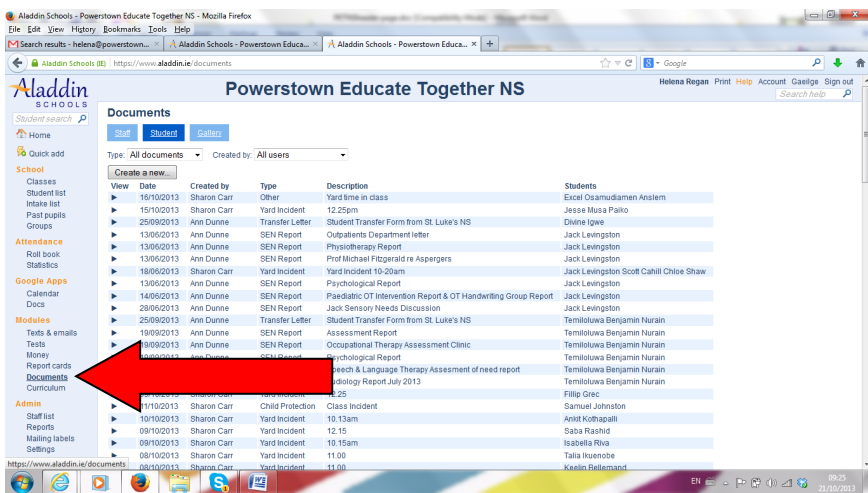




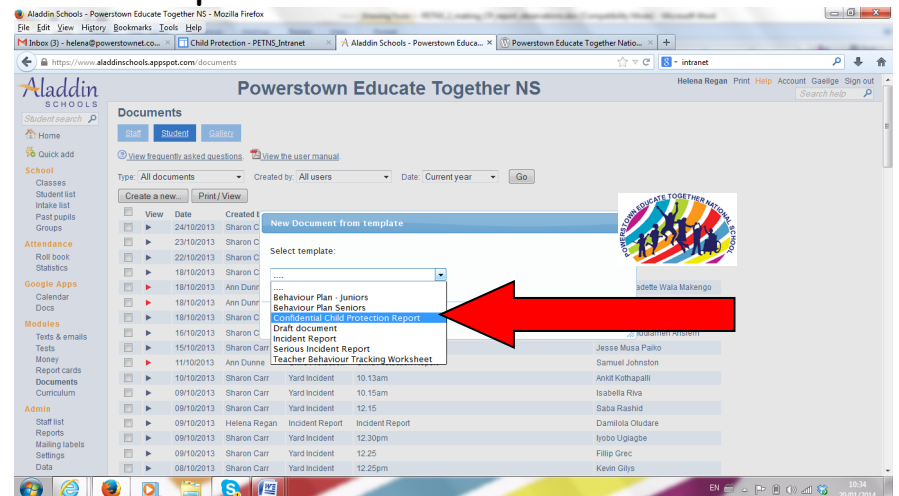
# Making a Confidential Child Protection Report/Observation:

In accordance to Child Protection Guidelines and our Child Protection Policy, all concerns must be reported in writing to the DLP, Helena Trench and in her absence the Deputy DLP, Cróna Glynn  
 All child protection reports must be recorded on the school reporting template. All reports are updated to Aladdin and shared with Principal only. For data protection and child protection reasons NEVER use the child's name, refer only to his/her roll number.  
 If a teacher feels uncomfortable with technology, he/she may use hard copy of template and request secretary to upload to Aladdin

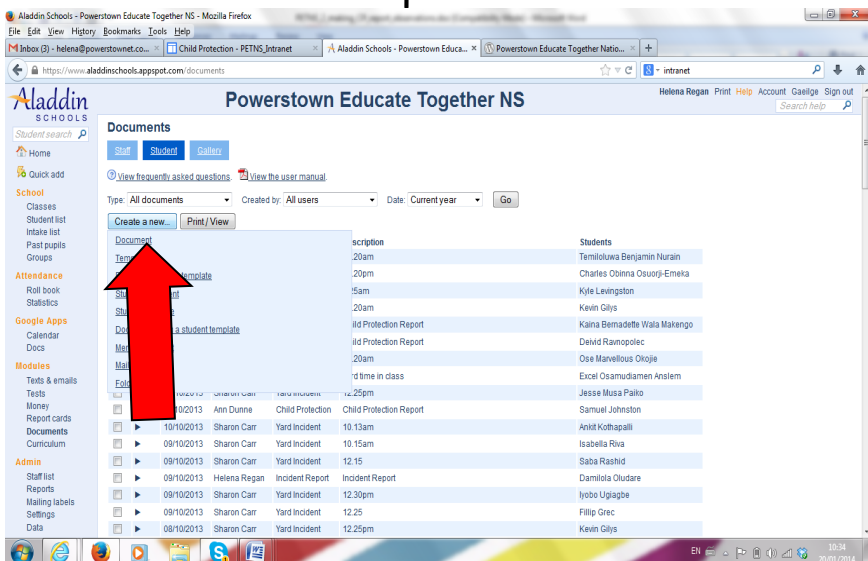
## 1. Go to documents



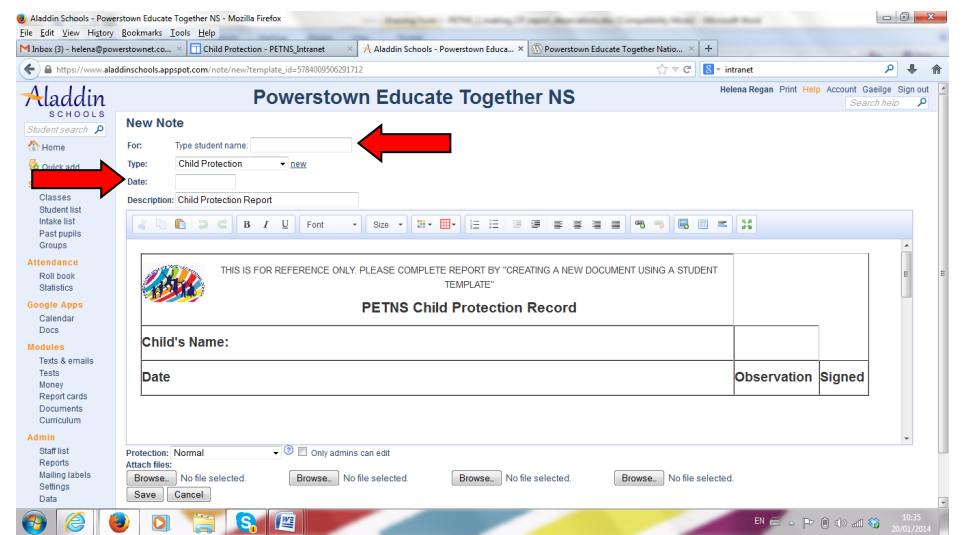
## 4. Select Confidential Child Protection Record Template



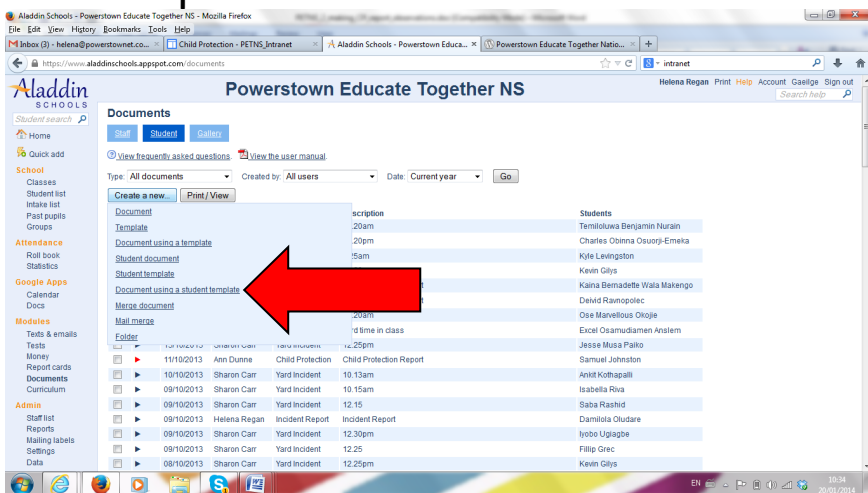
## 2. Click Create a New Select Document using a STUDENT template



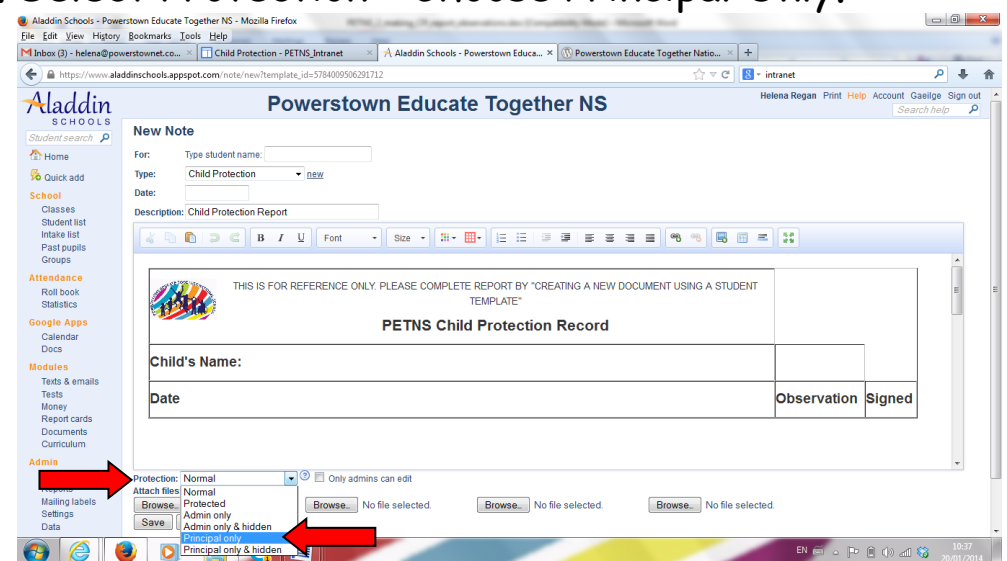
## 5. Type in Student's name and Date. Complete form



## 3. Select Document using a STUDENT template



## 6. Select Protection - Choose Principal Only.



## 7. Click SAVE