**Child Safeguarding Statement**

St. Conleth’s N.S. is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the *Children First Act 2015*, *Children First: National Guidance for the Protection and Welfare of Children 2017*, the *Child Protection Procedures for Primary and Post Primary Schools 2017* and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St. Conleth’s N.S. has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department’s Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement.
2. The Designated Liaison Person (DLP) is: Rebecca Samuels
3. The Deputy Designated Liaison Person (Deputy DLP) is: Deirdre Hayes

The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school’s policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

* recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
* fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
* fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
* adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect
* develop a practice of openness with parents and encourage parental involvement in the education of their children and
* fully respect confidentiality requirements in dealing with child protection matters.

The following procedures/measures are in place:

* In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
* In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
* In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school:
  + has provided each member of staff with a copy of the school’s Child Safeguarding Statement
  + ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
  + encourages staff to avail of relevant training
  + encourages BoM members to avail of relevant training
  + The BoM maintains records of all staff and Board member training
* In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
* In this school the Board has appointed the abovenamed DLP as the ‘relevant person’ (as defined in the Children First Act 2015) to be the first point of contact in respect of the s child safeguarding statement.
* All registered teachers employed by the school are mandated persons under the Children First Act 2015.
* In accordance with the Children First Act 2015, the BoM has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school’s procedures for managing those risks is attached as an appendix to these procedures.
* The various procedures referred to in this statement can be accessed via the school’s website, the DES website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual BoMs shall also include in this section such other procedures/measures that are of relevance to the school in question.

This statement has been published on the school’s website and has been provided to all members of school personnel. It is readily accessible to parents and guardians on request. A copy of this statement will be made available to Tusla and the Department if requested.

This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on [Insert Date].

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of BoM / /

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal/Secretary to the BoM / /

**Checklist for Review of the Child Safeguarding**

**Statement**

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management (BoM) to undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the *Children First Act 2015*, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual BoM shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, BoM should also assess relevant school policies, procedures, practices and activities vis-a-vis their adherence to the principles of best practice in child protection and welfare as set out in the school’s Child Safeguarding Statement, the *Children First Act 2015* and the *Child Protection Procedures Primary and Post-Primary Schools 2017.*

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|  | **Yes/No** |
| 1. Has the BoM formally adopted a Child Safeguarding Statement in accordance with the ‘*Child Protection Procedures for Primary and Post Primary Schools 2017*’? |  |
| 1. As part of the school’s Child Safeguarding Statement, has the BoM formally adopted, without modification, the ‘*Child Protection Procedures for Primary and Post Primary Schools 2017*’? |  |
| 1. Does the school’s Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? |  |
| 1. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? |  |
| 1. Has the DLP attended available child protection training? |  |
| 1. Has the Deputy DLP attended available child protection training? |  |
| 1. Have any members of the BoM attended child protection training? |  |
| 1. Are there both a DLP and a Deputy DLP currently appointed? |  |
| 1. Are the relevant contact details (Tusla and An Garda Síochána) to hand? |  |
| 1. Has the BoM arrangements in place to communicate the school’s Child Safeguarding Statement to new school personnel? |  |
| 1. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the ‘*Child Protection Procedures for Primary and Post Primary Schools 2017’* and the Children First Act 2015? |  |
| 1. Has the BoM received a Principal’s Child Protection Oversight Report at each Board meeting held since the last review was undertaken? |  |
| 1. Since the BoMs last review, was the BoM informed of any child protection reports made to Tusla/An Garda Síochána by the DLP? |  |
| 1. Since the BoMs last review, was the BoM informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made? |  |
| 1. Since the BoMs last review, was the BoM informed of any cases where an allegation of abuse or neglect was made against any member of school personnel? |  |
| 1. Has the BoM been provided with and reviewed all documents relevant to the Principal’s Child Protection Oversight Report? |  |
| 1. Is the BoM satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed? |  |
| 1. Is the BoM satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?\* |  |
| 1. Were child protection matters reported to the BoM appropriately recorded in the Board minutes? |  |
| 1. Is the BoM satisfied that all records relating to child protection are appropriately filed and stored securely? |  |
| 1. Has the BoM been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ |  |
| 1. In relation to any cases identified at question 21 above, has the BoM ensured that any notifications required section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ were subsequently issued by the DLP? |  |
| 1. Has the BoM ensured that the Parents’ Association (if any), has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the BoM ensured that the patron has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the BoM ensured that the school’s Child Safeguarding Statement is available to parents on request? |  |
| 1. Has the BoM ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools) |  |
| 1. Has the Board ensured that the SPHE curriculum is implemented in full in the school? |  |
| 1. Is the BoM satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? \* |  |
| 1. Is the BoM satisfied that the Department’s requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?\* |  |
| 1. Is the BoM satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?\* |  |
| 1. Has the BoM considered and addressed any complaints or suggestions for improvements regarding the school’s Child Safeguarding Statement? |  |
| 1. Has the BoM sought the feedback of parents in relation to the school’s compliance with the requirements of the child safeguarding requirements of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ |  |
| 1. Has the BoM sought the feedback of pupils in relation to the school’s child safeguarding arrangements? |  |
| 1. Is the BoM satisfied that the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ are being fully and adequately implemented by the school? |  |
| 1. Has the BoM identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement? |  |
| 1. Has the BoM put in place an action plan containing appropriate timelines to address those aspects of the school’s Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ? |  |
| 1. Has the BoM ensured that any areas for improvement that that were identified in any previous review of the school’s Child Safeguarding Statement have been adequately addressed? |  |

\*In schools where the ETB, is the employer the responsibility for meeting the employer’s requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of BoM / /

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal/Secretary to the BoM / /

**Template 4: Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Board of Management (BoM) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ wishes to inform you that:

• The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting on / /

• This review was conducted in accordance with the ‘Checklist for Review of the Child Safeguarding Statement’ published on the Department’s ‘website [www.education.ie](http://www.education.ie)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of BoM / /

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal/Secretary to the BoM / /

**Child Safeguarding Risk Assessment (of any potential harm)**

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| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Training of school personnel in Child Protection matters | High | Harm not recognised or reported promptly | Child Safeguarding Statement & DES procedures made available to all staff  DLP& DDLP to attend PDST face to face training  All Staff to view Túsla training module & any other online training offered by PDST  BOM records all records of staff and board training |
| One to one teaching | Med | Harm by school personnel | School has policy in place for one to one teaching  Open doors  Table between teacher and pupil  Glass in window/door |
| Care of Children with learning needs and /or toileting issues, including intimate care needs | High | Harm by school personnel | Policy on intimate care |
| Toilet areas | High | Inappropriate behaviour | Supervision policy |
| Curricular Provision in respect of SPHE, RSE, Stay safe. | Med | Non-teaching of same | School implements SPHE, RSE, Stay Safe in full |
| Care of pupils with specific vulnerabilities/ needs such as   * Pupils from ethnic minorities/migrants * Members of the Traveller community * Lesbian, gay, bisexual or transgender (LGBT) children * Pupils perceived to be LGBT * Pupils of minority religious faiths * Children in care * Children on Child Protection Notification System (CPNS-Tusla) | Med | Bullying | Anti-Bullying Policy  Code of Behaviour  RSE, SPHE, Stay Safe |
| Daily arrival and dismissal of pupils | Med | Harm from other pupils, unknown personnel on the playground, accidents causing bodily harm | Arrival and dismissal supervised by Teachers, salting the pavements in icy weather conditions, SPHE, Stay Safe, Code of Behaviour, Anti-bullying Policy |
| Managing of challenging behaviour amongst pupils | High | Injury to pupils and staff | Health & Safety Policy  Code Of Behaviour, SPHE, RSE, Stay Safe, Supervision policy |
| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Sports Coaches | Med | Harm to pupils | Policy & Procedures in place  Garda vetting  Supervision Policy |
| Students participating in work experience | Low | Harm by student | Child Safeguarding Statement  Garda Vetting |
| Recreation breaks for pupils | High | Harm from other pupils, unknown personnel on the playground, accidents causing bodily harm | Supervision policy, SPHE, Stay Safe, Code of Behaviour, Anti-bullying Policy, zoning of school yard, time-tabled access to playground, Health and Safety policy. |
| Classroom teaching | Med | Harm by other pupils/teacher, risk of choking, allergic reactions, accidents/incidents causing bodily harm, bullying, flight risk, inappropriate internet usage | Health and Safety policy, supervision, anti-bullying policy, Code of Behaviour, Internet Usage Policy, Garda vetting, Administering Medicines, Staff First Aid training, Children First training by staff |
| Outdoor teaching activities/  Use of off-site facilities for school activities | High | Harm from other pupils/ unknown personnel, accidents causing bodily harm | Supervision policy, SPHE, Stay Safe, Code of Behaviour, Anti-bullying Policy, Health and Safety policy, |
| Sporting Activities | High | Harm from other pupils/unknown personnel, accidents causing bodily harm | Supervision policy, SPHE, Stay Safe, Code of Behaviour, Anti-bullying Policy, Health and Safety policy, Staff First Aid training, Child Safeguarding Statement, Administration of Medicines |
| School outings | High | Harm from other pupils/unknown personnel, accidents causing bodily harm, flight risk, allergic reactions, sickness/ medical conditions | Supervision policy, SPHE, Stay Safe, Code of Behaviour, Anti-bullying Policy, Health and Safety policy, Staff First Aid training, Child Safeguarding Statement, Administration of Medicines, School Outings Policy, Data Protection Policy |
| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Use of toilet/changing/shower areas in schools | High | Inappropriate behaviour, accidents | Usage and supervision policy, Code of Behaviour |
| School transport arrangements | High | Inappropriate behaviour, accidents, unknown personnel | Garda vetting, Code of Behaviour, Stay Safe, SPHE, Supervision Policy, School Outings Policy |
| Administration of Medicine | High | Infection, bad reaction to medicine, medical complications | Administration of medicines policy, Garda vetting, Supervision, Health and Safety Policy |
| Administration of First Aid | High | Medical Complications | Staff training in First Aid, Health and Safety Policy, Critical Incident policy |
| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Prevention and dealing with bullying amongst pupils | High | Bullying, Cyberbullying, isolation, depression, self-esteem issues etc. | Anti-bullying Policy, Internet Safety and Cyberbulling Talk, SPHE, Stay Safe, Code of Behaviour, SEN Intervention, Incredible Years Training, Social groups, circle time, mindfulness, Friends for Life |
| Use of external personnel to supplement curriculum | Med | Harm to students | Policy & Procedures in place  Garda vetting  Supervision Policy |
| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Use of Information and Communication Technology by pupils in school | High | Bullying | ICT policy  Anti-Bullying Policy  Code of Behaviour |
| Recruitment of school personnel including -   * Teachers * SNA’s * Caretaker/Secretary/Cleaners * Sports coaches * External Tutors/Guest Speakers * Volunteers/Parents in school activities * Visitors/contractors present in school during school hours * Visitors/contractors present during after school activities | Med | Harm not recognised or properly or promptly reported | Child Safeguarding Statement & DES procedures made available to all staff  Staff to view Tusla training module & any other online training offered by PDST  Vetting Procedures |
| Use of video/photography/other media to record school events | Med | Child Protection, Bullying, inappropriate use of photos, | Parental consent, Child Safeguarding Statement, Data protection policy, Enrolment Policy |

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of ‘harm’ as defined in the *Children First Act 2015* and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools 2017.*

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on  */ / .* It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of BoM / /

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal/Secretary to the BoM / /