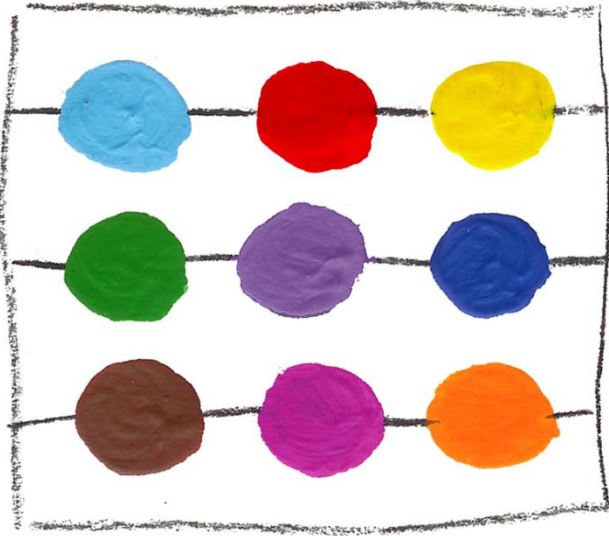


# Child Safety Statement



*Carrigaline Educate Together N.S.*

This document is intended to provide details of the anti-bullying policy of Carrigaline Educate Together National School (CETNS). It is intended to help parents and guardians understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

<b>Version</b>	<b>Description</b>	<b>Authors</b>
March 2018	First version of new Child Safety Statement	Board of Management
October 2018	Amendments to existing policy	Board of Management
March 2019	Amendments to existing policy	Board of Management
October 2019	Amendments to existing policy	Board of Management

### **School Contact Details**

**Principal:** Mel Thornton

**Board of Management Chairperson:** Eric Hurley

**School Phone Number:** 021-4375616 or 087-7453659

**Address:** Carrigaline Educate Together National School  
Kilnagleary, Carrigaline, Co. Cork.

## **Mandatory Template 1: Child Safeguarding Risk Assessment Template**

### **Written Assessment of Risk of Carrigaline Educate Together NS**

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Carrigaline Educate Together NS.

#### **1. List of school activities**

- a. Training of school personnel in Child Protection matters
- b. One to one teaching
- c. Care of children with special needs, including intimate care needs
- d. Toilet areas
- e. Curricular Provision in respect of SPHE, RSE, Stay Safe
- f. Lesbian, Gay, Bisexual, Transgender (LGBT)/Children/pupils perceived to be LGBT
- g. Daily arrival and dismissal of pupils
- h. Managing of challenging behaviour amongst pupils including appropriate use of restraint
- i. Sports Coaches
- j. Recreation breaks for pupils
- k. Classroom teaching
- l. Outdoor teaching activities
- m. Extra-curricular activities/Third party users
- n. School outings
- o. Annual Sports Day
- p. Fundraising events involving pupils
- q. School transport arrangements including use of bus escorts
- r. Administration of Medicine
- s. Administration of First Aid
- t. Prevention and dealing with bullying amongst pupils
- u. Care of pupils with specific vulnerabilities/needs such as; pupils from ethnic minorities/migrants, members of the Traveller community, LGBT children, pupils of minority religious faiths, children in care, children on Child Protection Notification System (CPNS), families availing of homeless services
- v. Recruitment of school personnel including-teachers, SNAs, caretaker/secretary/cleaners, sports coaches, external tutors/guest speakers, volunteer/parents in school activities, visitors/contractors present in school during school hours, visitors/contractors present during after school activities
- w. Use of ICT/social media on phones by pupils on school premises
- x. Use of video/photography/other media to record school events
- y. School gatherings
- z. Visitors to school
- aa. Access to school sites
- bb. Swimming
- cc. Yard Times

**2. The school has identified the following risk of harm in respect of its activities -**

- a. Harm not recognised or reported promptly
- b. Harm by school personnel
- c. Harm by school personnel
- d. Inappropriate behaviour
- e. Non-teaching of same
- f. Bullying
- g. Harm from older pupils, unknown adults on the playground
- h. Injury to pupils and staff
- i. Harm to pupils
- j. Harm to pupils
- k. Harm to pupils
- l. Harm to pupils/Injury to pupils and staff
- m. Harm to pupils
- n. Harm to pupils/Injury to pupils and staff
- o. Harm to pupils/Injury to pupils and staff
- p. Harm to pupils/Injury to pupils and staff
- q. Harm to pupils/Injury to pupils and staff
- r. Harm to pupils
- s. Harm to pupils
- t. Bullying
- u. Harm not recognised or properly or promptly reported
- v. Harm to pupils
- w. Harm to pupils/Bullying
- x. Harm to pupils
- y. Harm to pupils; use of social media
- z. Harm to pupils
- aa. Harm to pupils
- bb. Harm to pupils
- cc. Harm to pupils

**3. The school has the following procedures in place to address the risks of harm identified in this assessment -**

- a. Child Safeguarding Statement & DES procedures made available to all staff. DLP& DDLI to attend Professional Development Service for Teachers (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.
- b. School requires parental permission to withdraw a child for one to one teaching. One-to-one Practices /Procedures.Open doors. Glass in window (which is not obstructed)
- c. Two people should be present if a child needs to be changed- see Toileting/Intimate Care Procedure "If a child needs assistance, one adult will help the child to change. Another adult will accompany the assisting adult in witnessing the support given". Special Education Needs Policy Special Needs Assistant Section (SNA)
- d. A teacher is on duty in the yard toilet area. Children ask teacher to leave the yard.

- e. School implements Social, Personal, Health Education (SPHE), Relationships, Sexuality Education (RSE), Stay Safe in full. School requires parental permission to teach sensitive RSE topics- permission slips are sent home each year via Aladdin.
- f. Anti-Bullying Policy. Code of Behaviour. Learn Together. SPHE. Educate Together ethos
- g. Arrival and dismissal supervised by Teachers - see Arrival & Dismissal Practices & Procedures Safety, Health & Welfare Policy. Regular BoM communication to parent regarding arrival and dismissal
- h. Safety, Health & Welfare Policy. Code Of Behaviour. General Conduct Practices Procedures
- i. Procedures in place – the teacher always remains with the class. External coaches are Garda Vetted
- j. Appropriate supervision in place
- k. All staff are Garda Vetted. Appropriate supervision is in place
- l. Code of Behaviour. Safety, Health & Welfare Policy. General Conduct Practices Procedures
- m. All providers are Garda Vetted. All providers have their own insurance
- n. Safety, Health & Welfare Policy. Code of Behaviour. Supervision (at least two adults at all times)
- o. Safety, Health & Welfare Policy. Code of Behaviour.
- p. Safety, Health & Welfare Policy. Code of Behaviour.
- q. Bus/Taxi escorts to be Garda Vetted.
- r. Administration of Medicine policy. Safety, Health & Welfare Policy
- s. Administration of Medicine policy. Safety, Health & Welfare Policy. Members of staff are provided with First Aid Training every 2 years.
- t. Anti-Bullying Policy. Code of Behaviour. Learn Together. SPHE. Educate Together ethos
- u. 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- Garda Vetting Policy. Communications and Confidentiality Policy.
- v. All personnel are Garda vetted.
- w. Information and Communications Technology (ICT) Policy. Anti-Bullying Policy. Code of Behaviour. Smart Devices Policy.
- x. Private recordings are not permitted.
- y. Communications and Confidentiality Policy. Code of Behaviour.

- z. Communications and Confidentiality Policy. Parental Involvement Policy. Non-Staff Access Policy. Code of Behaviour. Teacher present at all times.
- aa. Safety, Health & Welfare Policy. Secured gates. Staff have fobs and codes for main entrance doors.
- bb. Swimming Policy. Safety, Health & Welfare Policy. Appropriate supervision.
- cc. Code of Behaviour. Safety, Health & Welfare Policy. Supervision rota in place.

**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 23<sup>rd</sup> October. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## Mandatory Template 2: Child Safeguarding Statement Template

Carrigaline Educate Together NS is a primary school providing primary/post-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 Carrigaline Educate Together NS 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 Mel Thornton.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Rory Ward.
- 4 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 school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

- 5 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 Board of Management members to avail of relevant training
  - The Board of Management 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 schools 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 Board 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 Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 6 This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association (if any) and the patron. 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.
  
- 7 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 October 23<sup>rd</sup> 2019.

Signed: \_\_\_\_\_

Chairperson of Board of Management

Signed: \_\_\_\_\_

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_

Date: \_\_\_\_\_



### Mandatory Template 3: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require that the Board of Management must 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 Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management 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 for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. 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?	Yes
12. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
14. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	N/A Yes
15. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Yes
16. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Yes
17. Is the Board 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?	Yes

18. Is the Board 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?*	N/A
19. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. Has the Board 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'?	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	N/A
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
30. Is the Board 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?*	Yes
31. Is the Board 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)?*	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	N/A
33. Has the Board 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'?	Yes
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
37. Has the Board 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 ?	N/A
38. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	N/A

\*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 \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

**Note:** Where a school is undertaking its first review, references in this checklist to the “last review” shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

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

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

The Board of Management of Carrigaline Educate Together NS 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 of \_\_\_\_\_ [date].
- 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 \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management