

# Child Safeguarding Statement

SN Muire Gan Smál (Creagh NS)

Uimhir Rolla 171985



In accordance with The Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017 and the Department of Education and Skills *Child Protection Procedures for Primary and Post Primary Schools 2017*, this is the Child Safeguarding Statement and related documents of SN Muire Gan Smál (Creagh NS).

March 5<sup>th</sup> 2018

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# Child Safeguarding Statement

SN Muire Gan Smál (Creagh NS) is a Catholic 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 Túsla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of SN Muire Gan Smál 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 **Stephanie Keating, Principal**
- 3 The Deputy Designated Liaison Person is **Noel Lohan, Deputy Principal**.
- 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/employee with a special vulnerability.

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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 Túsła, 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 above named DLP, **Stephanie Keating, Principal** as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the Child Safeguarding statement.
- **All registered teachers employed by the school are mandated persons under the Children First Act 2015.**

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- 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.
- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Túsla 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 March 5<sup>th</sup> 2018.

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

Mr Frank Gallagher

Chairperson of Board of Management

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

Ms Stephanie Keating

Principal

Date: March 5<sup>th</sup> 2018

# Child Safeguarding Statement

## Appendix 1: Child Safeguarding Risk Assessment

### Written Assessment of Risk of SN Muire Gan Smál (Creagh 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 SN Muire Gan Smál (Creagh NS)

School Activities	Potential risk of harm	Procedures in place to manage risk identified
<p>Daily arrival and dismissal of pupils.</p> <p>Collection/Dropping off Pupils Outside Official Times.</p> <p>Collection of Pupils following after school activities.</p> <p>Voluntary extra curricular sporting activities on behalf of the school.</p>	<p>Access to pupils by strangers or other adults.</p> <p>Risk of harm from other pupils.</p>	<p>Parents reminded in newsletters of official opening times.</p> <p>Supervision Rota to see pupils safely off the school grounds. Pupils not collected on time are accompanied by supervising teacher back into school building and parents/guardian contacted.</p> <p>Access through main entrance only outside of official opening and closing times.</p> <p>Sign In/Sign Out System at Reception.</p> <p>Written notification from parents if pupils are being collected outside of official opening times.</p> <p>Written notification from parents if there is any change to the normal arrangements for collection of pupils.</p>

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School Activities	Potential risk of harm	Procedures in place to manage risk identified
		<p>Parents/guardians remain at reception area for pupils when collecting pupils outside of the official closing time.</p> <p>Infant pupils are collected directly from the classroom at the end of the school day.</p> <p>Infant pupils travelling by bus are accompanied by an adult to the exit door.</p> <p>Teachers collect pupils promptly in the mornings and after break times.</p> <p>Teachers overseeing extra curricular activities see pupils safely off the premises.</p> <p>Parents inform teachers in advance of arrangements to collect pupils after extra curricular activities.</p> <p>Parents notify teachers of any changes to such arrangements.</p> <p>Parents are contacted by teachers overseeing extra curricular activities in the event that pupils are not collected.</p> <p>After school coaching in pairs.</p>

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School Activities	Potential risk of harm	Procedures in place to manage risk identified
<p>One to One/Small Group Tuition and/or Counselling</p> <p>First Aid</p> <p>School Visits by Medical Personnel</p>	<p>Risk of child being harmed by a member of school/medical personnel.</p>	<p>Garda Vetting as per legislation.</p> <p>Code of Professional Conduct.</p> <p>Glass Panels in all doors.</p> <p>Staff attend to pupils in pairs for First Aid as per rota.</p>
<p>Use of toilets by pupils, including during break times.</p>	<p>Risk of harm, particularly for pupils with additional needs and vulnerabilities. Risk of harm while child is receiving intimate care.</p>	<p>Pupils leave the yard in pairs, reporting to the teacher on duty before leaving the yard and on their return.</p> <p>SNA is assisted by a second adult.</p> <p>SNA maintains daily record of any incidents and these are communicated to Principal and Parents.</p> <p>Intimate care policy to be drawn up.</p>
<p>All Visitors including those carrying out pupil assessments.</p> <p>Visiting Tutors and Coaches.</p>	<p>Risk of child being harmed in the school by a volunteer or visitor to the school.</p>	<p>Garda Vetting as per legislation.</p> <p>Glass Panels on doors</p>

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School Activities	Potential risk of harm	Procedures in place to manage risk identified
<p>Trainee Teachers on Placement.</p> <p>Personnel, including Transition Year Students on Work Experience.</p>	<p>Tutors lacking awareness of child safety issues</p>	<p>Visiting tutors from reputable organisations.</p> <p>Sign in/Sign out System.</p> <p>Teacher remains with class/pupil at all times.</p> <p>Teacher reports any concerns to Principal/DLP/DDLP</p>
<p>Break Times</p>	<p>Risk of harm due to bullying of child.</p>	<p>Supervision Rota in Place.</p> <p>Prompt return of teacher to class after break times.</p> <p>Anti Bullying and Code of Behaviour Policies.</p> <p>The school's Anti Bullying Policy adheres to the requirements of the Department's <i>Anti Bullying Porcedures for Primary and Post Primary Schools</i>.</p> <p>AntiBullying/FriendshipWeek takes place annually.</p> <p>Regular reminders of appropriate behaviour when playing and interacting with others.</p> <p>Open and regular communication with pupils and parents.</p> <p>Full implementation of the Stay Safe Programme and the SPHE Curriculum in all classes annually.</p>



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School Activities	Potential risk of harm	Procedures in place to manage risk identified
		<p>Full implementation of the RSE Programme from Infants-6<sup>th</sup> Classes.</p> <p>Use of Fun Friends and Friends for Life Programmes.</p> <p>Pastoral Care Team within the school.</p> <p>Senior Management roles assigned by the BOM to oversee the implementation of SPHE/RSE/Pastoral Care.</p> <p>Buddy system in place to ensure pupils are never left unsupervised.</p>
<p>School Tours</p> <p>School Outings and Celebrations including Carol Singing, Sponsored Walks, Cake Sale, St Brigid's Day Crosses, St Patrick's Day Parades (non exhaustive list)</p>	<p>Access to pupils by strangers.</p> <p>Inappropriate activity by pupils.</p> <p>Dangers posed by unfamiliar environment.</p>	<p>Adequate supervision with teachers/SNAs remaining with pupils at all times.</p> <p>Adequate supervision of pupils when accessing public conveniences, including public toilets.</p> <p>Adequate planning and preparation by staff.</p> <p>School Tour Policy to be drafted to include policy relating to annual school tours, field trips, swimming lessons, sports events and all other related activities.</p>

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School Activities	Potential risk of harm	Procedures in place to manage risk identified
Access /Egress	<p>Access to pupils by strangers or other adults.</p> <p>Flight risk for some pupils</p>	<p>Key Pads on all main access doors.</p> <p>Code changed regularly.</p> <p>Sign In/Sign Out System at Reception.</p> <p>Gates in Infant Playgrounds secured at break time.</p> <p>Pupils delivering messages is kept at an absolute minimum with pupils always leaving and returning to class in pairs.</p> <p>Pupils going to and from the hall and support tuition: younger pupils are accompanied by an adult while older pupils (4<sup>th</sup>-6<sup>th</sup>) are always in pairs</p>
Training of school personnel in Child Protection matters.	Harm not recognised or reported promptly.	<p>Child Safeguarding Statement &amp; DES procedures made available to all staff.</p> <p>DLP &amp; DDLP to attend PDST face to face training.</p> <p>All staff to view Túsla training module. PDST online training available for staff.</p> <p>BOM records all records of staff and Board training.</p>

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School Activities	Potential risk of harm	Procedures in place to manage risk identified
Swimming Lessons/Sports Events	<p>Potential for harm during unsupervised times in changing areas.</p> <p>Access to pupils by strangers or other adults.</p>	<p>Adequate supervision provided.</p> <p>Garda Vetting of all coaches.</p> <p>Teachers/SNAs present with class/pupils throughout sessions.</p> <p>School Policy for swimming.</p>
Use of the Internet	Potential to access inappropriate material.	<p>Filtering in place.</p> <p>Internet access supervised by teacher.</p> <p>Acceptable Use Policy</p> <p>Webwise Programme taught to pupils.</p> <p>Management role assigned by BOM to oversee Internet Use.</p>
Social Media	<p>Potential for bullying.</p> <p>Potential for grooming of pupils.</p>	<p>Mobile Phone School Policy</p> <p>Children may not bring devices to school/ on school outings/activities that can be used to communicate electronically.</p> <p>Anti-Bullying Policy.</p> <p>Anti Cyber Bullying Policy.</p> <p>Information sessions for pupils, parents and staff.</p> <p>My Selfie and the Wider World Programme in use for 5<sup>th</sup>/6<sup>th</sup> Class Pupils.</p> <p>Information sessions for pupils, parents and staff.</p>

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School Activities	Potential risk of harm	Procedures in place to manage risk identified
Video/Photography involving pupils.	<p>Potential for bullying.</p> <p>Potential for inappropriate use of material if uploaded to social media.</p>	<p>AUP Policy in Place.</p> <p>Consent from parents for use of photos of pupils on school website. Names of pupils are not included with photos.</p> <p>Parents are reminded that photographs and video recordings of school events are for private use only and may not be uploaded to social media.</p>

**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.

A number of school policies should be read in conjunction with our school's Child Safeguarding Risk Assessment and Statement and these are listed in our school's Health, Safety and Welfare Policy. All school policies are available to download from our school website [www.creaghns.com](http://www.creaghns.com) Hard copies can be viewed in the school office.

This risk assessment has been completed by the Board of Management on March 5<sup>th</sup> 2018. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date: March 5<sup>th</sup> 2018  
Mr Frank Gallagher, Chairperson, Board of Management

Signed \_\_\_\_\_  
Ms Stephanie Keating, Principal

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## Appendix 2: Checklist for Review of the Child Safeguarding Statement

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

As part of the overall review process, The Board of Management will 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'?	
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'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Túsla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
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?	
12. Has the Board received a Principal's Child Protection Oversight Report at	

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	Yes/No
each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Túsla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Túsla/and as a result of this advice, no report to the HSE was made?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Túsla/An Garda Síochána were appropriately followed in each case reviewed?	
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?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
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'?	
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?	
23. Has the Board ensured that the Parents' Association has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
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)	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting	

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	Yes/No
have been met in respect of all school personnel (employees and volunteers)? *	
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?*	
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)?*	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
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'	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
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?	
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
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 ?	
38. Has the Board 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?	

For Review March 2019

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Mr Frank Gallagher, Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Ms Stephanie Keating, Principal