

Pelletstown
Educate Together
National School



Pelletstown Educate Together National School

Child Protection Safeguarding Statement and Risk Assessment

This policy was ratified by the Board of Management on: 6th September 2018

Review due: September 2019

Child Safeguarding Statement of Pelletstown Educate Together N.S.

2018-2019

Pelletstown Educate Together National School (PETNS) is a primary school providing primary education to pupils from Junior Infants to Second Class in the 2018/2019 school year. As a developing school, PETNS will grow each year, with third class in 2019/2020, and so on.

This Child Safeguarding Statement, and associated Risk Assessment, was developed in collaboration with all teaching and non-teaching staff of Pelletstown Educate Together National School in March 2018, following professional development in the form of Tusla and PDST guidance.

This Child Safeguarding Statement was reviewed and modified in August 2018, to reflect changes to PETNS personnel, and in line with our patron (Educate Together) requirements, where it is mandatory to undertake a review of the policy before December 1st each year.

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 Pelletstown Educate Together National School 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 **Caitríona Ní Cheallaigh**.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Aoife Byrne**. (**Siobhán Maguire** will resume this position upon her return from maternity leave.)
- 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. The school's template for recording any child protection concerns is attached as Appendix 1. The school's template for recording any communication with Tusla is attached as Appendix 2. The Child Protection and Welfare Reporting Form is available at : https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pdf
 - In this school the Board has appointed the above named DLP 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.
 - The DLP (Principal; Caitríona Ní Cheallaigh) will present a Child Protection Oversight Report to the Board of Management at each meeting, in accordance with relevant legislation. The Child Protection Oversight Report to the BOM is attached as Appendix 3.
 - 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 to this statement, in the form of a Written Assessment of Risk.
 - Appendix 4 outlines the template to be completed for after-school use of premises for extra-curricular activities, not run by school personnel.
 - 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 will be published on the school's website (upon the establishment of such) and has been provided to all members of school personnel, the Parent Teacher Association (PTA) and the patron. It is readily accessible to parents and carers 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 6th September 2018.

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: 6th September 2018

Date: 6th September 2018

Written Assessment of Risk of Pelletstown Educate Together National School

2018-2019

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 Pelletstown Educate Together National School.

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 as;

- (a) “assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child’s health, development or welfare, or
- (b) sexual abuse of the child

Whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise.”

List of School Activities	The school has identified the following risks of harm in respect of its activities	The school has the following procedures in place to address the risks of harm identified in this assessment
Daily arrival and dismissal of pupils	Risk of child being harmed while on school grounds	Principal and Deputy Principal monitoring points of access during morning ‘meet and greet’ and parents/carers required to accompany pupils.
Recreation break for pupils	Risk of child being harmed while in the school yard	Access points to the school closed. Adequate supervision by members of school personnel (SNAs and teaching staff)
Classroom teaching	Risk of child being harmed in the school by member of school personnel or by another child.	Glass panel in all classroom doors. Supervision of pupil interactions by staff. Garda vetting of all staff
One-to-one teaching	Risk of child being harmed in the school by member of school personnel	Glass panel in all support room doors. Garda vetting of all staff
Outdoor teaching activities	Risk of child being harmed while on the school grounds	Access points to the school closed. Adequate supervision by members of school personnel
Sporting activities	Risk of child being harmed in the school/on the school grounds by member of school personnel or by another child. Risk of harm due to bullying of child	Garda vetting of all staff. Supervision of pupil interactions by staff.

School tours/outings	Risk of child being harmed by member of school personnel, by another child or by personnel associated with school tour location	Garda vetting of all staff. Supervision of pupil interactions by staff. Supervision of pupil activities involving external personnel
Sports day	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of volunteers in the school. Supervision of pupil activities involving external personnel
School transport arrangements – bus for school tours	Risk of child being harmed by school transport providers	Supervision of pupils by school personnel
Care of children with S.E.N. incl. intimate care needs	Risk of harm to children with SEN who have particular vulnerabilities Risk of harm to child while a child is receiving intimate care	Garda vetting of all staff. Implementation of school SEN policy outlining procedures to be followed (2 adults must always be present re: intimate care needs)
Administration of medication	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Implementation of administration of medication policy outlining procedures to be followed
Administration of first-aid	Risk of child being harmed in the school or on school grounds by a member of school personnel	Garda vetting of all staff. Administration of first-aid to take place in designated, open classroom.
Curricular provision in respect of SPHE – RSE, Stay Safe	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Implementation of SPHE policy outlining age-appropriate curriculum to be followed
Prevention and dealing with bullying among pupils	Risk of child being harmed in the school by another child	Code of behaviour. Supervision. Stay safe/SPHE programmes
Management of challenging behaviour among pupils	Risk of child being harmed in the school by a member of school personnel or by another child	Implementation of Code of Behaviour policy. Supervision of pupil interactions. Garda vetting of all staff
Care of pupils with specific vulnerabilities/needs such as; pupils from ethnic minorities/migrants, member of the Traveller community, LGBT children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care	Risk of child being harmed in the school by a member of school personnel or by another child. Risk of harm due to bullying of child.	Garda vetting of all staff. Supervision of pupil interactions. Implementation of anti-bullying policy and associated initiatives – friendship/anti-bullying week, whole school assemblies. Implementation of Ethical Education curriculum, including human rights initiatives.

Recruitment of school personnel	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Yearly review of Child Protection Safeguarding Statement and Risk Assessment. Child Protection documents to hand in all rooms in the school
Participation of pupils in religious ceremonies/religious instruction external to the school	Risk of child being harmed in the school by personnel associated with religious instruction	Garda vetting of personnel involved. Instruction to take place in classroom with glass panel in door. Classes only to be held if there is more than 1 child present. Personnel to confirm in writing to the BOM of Pelletstown ETNS that they will comply with the Child Protection policy of the school.
Use of ICT by pupils in the school	Risk of harm caused by pupil accessing inappropriate material via ICT devices	Pupils supervised by members of school personnel when using ICT
Application of sanctions under the school's Code of Behaviour including detention of pupils	Risk of child being harmed in the school by school personnel	Garda vetting of all staff. Implementation of Code of Behaviour policy outlining appropriate procedures and sanctions – All staff made aware of the policy
Transition year students participating in work experience in the school	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of students participating in work experience. Member of school personnel always present (i.e. TY student never left along with child(ren)).
Student teachers undertaking training placement in the school	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of students undertaking training placement. Member of school personnel always present (i.e. student teachers never left alone with child(ren)).
Trainee Special Needs Assistants undertaking placement in the school	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of trainee Special Needs Assistants. Member of school personnel always present (i.e. trainee SNA never left alone with child(ren)).

Use of video/photography/other media to record school events	Risk of child being harmed by member of school personnel and others accessing/circulating inappropriate or potentially inappropriate material via social media, texting, digital device or other manner	School events to be recorded by members of school personnel/ designated recording personnel only. Families reminded not to use media to record school events. <i>If a member of school personnel uses a personal device for such, they must upload onto the school server (only) within a week and delete permanently from personal device.</i>
Before/after school use of premises by after-school care provider School Kids Aloud (pupils being collected at various times)	Risk of child being harmed by School Kids Aloud personnel.	Childcare provided in classroom with glass panel in door. School Kids Aloud to confirm in writing to the BOM of Pelletstown ETNS that they have their own Child Protection Policy (Safeguarding Statement and Risk Assessment) in place which is reflective of the now fully enacted Children First Act 2015.
After school use of premises for extracurricular activities not run by school personnel – e.g. French, Runner Beans athletics club (pupils all collected at the same time)	Risk of child being harmed by personnel running extra-curricular activities	Garda vetting of personnel involved. Personnel to confirm in writing to the BOM of Pelletstown ETNS that they will comply with the Child Protection policy of the school. Activities to take place outdoors in open space or in classroom with glass panel in door.
Homework club/After school activities run by school personnel (pupils all collected at the same time)	Risk of child being harmed in the school by member of school personnel or by another child	Garda vetting of all staff. Supervision of pupil interactions. Homework club to take place in classroom with glass panel in door.
Use of off-site facilities for school activities	Risk of child being harmed by others using the facility	Supervision of pupils at all times of members of school personnel
Involvement of personnel to supplement the curriculum (<i>regular basis</i>) – e.g. Music teacher, sports coaches, massage therapist etc.	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of external personnel used to supplement the curriculum. Members of school personnel always present for the duration of activity.
Involvement of personnel to supplement the curriculum (<i>one-off visit</i>) e.g. Hedgehog Rescue,, Community Gardaí, Librarian	Risk of child being harmed in the school by volunteer or visitor to the school	School personnel always present for the duration of the activity to supervise the interactions of such personnel with the pupils.

Visits from external agencies/community members – Tusla (Social worker/EWO), Staff from Educate Together National office, Visiting Teacher for the Deaf, Barnardos, PDST personnel, DES Inspectorate, Pastoral worker, residents' association members.	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
Visits from book company representatives, sales representatives	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
Delivery companies, bin collections, The Book People, contractors and maintenance workers	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
School gardening committee	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of members of the school gardening committee.
International visitors – Global schools, DCU partners etc. (<i>one-off visits</i>)	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
HSE vaccinations	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation for administration of vaccinations. Vaccinations to take place in room with glass panel in door and more than one pupil present at a time.
HSE hearing and vision tests	Risk of child being harmed in the school by volunteer or visitor to the school	Sign-in book at reception to account for all visitors present in the school. Parents/carers to sign documentation permitting hearing and vision testing of their child. Testing to take place in room with glass panel in door.

School cleaner	Risk of child being harmed in the school by volunteer or visitor to the school	School cleaners only work in the school outside of school hours
Parents monthly coffee morning	Risk of child being harmed in the school by volunteer or visitor to the school	Coffee morning takes place in a designated room with no pupils present.
Annual book fair	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils are supervised by their parents/carers when visiting the book fair.
Parents/family volunteers in the school	Risk of child being harmed in the school by volunteer or visitor to the school	Garda vetting of family volunteers. Such volunteers are accompanied by a member of school personnel <i>when interacting with pupils.</i>
BOM and PTA members attending meetings/visiting the school	Risk of child being harmed in the school by volunteer or visitor to the school	BOM and PTA meeting held outside school hours when children are not present. When visiting the school during school hours they are accompanied by a member of school personnel.
Prospective parents visiting the school	Risk of child being harmed in the school by volunteer or visitor to the school	When visiting the school during school hours they are accompanied by a member of school personnel.
School concerts (Christmas, Seachtain na Gaeilge, end-of-year etc.)	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel
Cake sales (fundraising)	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel
Official school photographs	Risk of child being harmed in the school by volunteer or visitor to the school	Pupils supervised at all times by member of school personnel

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 6th September 2018.

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed _____ Date: 6th September 2018

Chairperson, Board of Management

Signed _____ Date: 6th September 2018

Principal/Secretary to the Board of Management

Appendix 1: Child Protection Concerns Recording Sheet

Pelletstown Educate Together National School

Child Protection Concerns Recording Sheet

Child's No: _____

Date & Time:	Report (incl. direct quotation)	Signature:

Appendix 2: Record of advice/query phone call with Tusla Duty Social Worker

Pelletstown Educate Together National School

Tusla Duty Social Worker – Record of advice/query phone call

Name and Role of person seeking advice: _____

Date and Time of phone call: _____

Details of Duty Social Worker: _____

Reason for seeking advice:

Advice given by duty social worker:

Details of follow-up:

Signed: _____

Date: _____

Appendix 3: Child Protection Oversight Report to BOM template

A. ALLEGATIONS OF ABUSE AGAINST MEMBERS OF SCHOOL PERSONNEL

State the number of Reports / Cases since the last BoM Meeting in each category – (See 9.5 DES Procedures*)

	Category	No.
a	Reports made to Tusla	
b	Cases where the DLP sought advice from Tusla and the matter was not reported by the DLP based on the advice of Tusla	
c	Cases where the DLP has not sought any advice from Tusla and has not reported the matter to Tusla	
d	Cases where the DLP did not report the matter to Tusla in circumstances where Tusla has advised the DLP that it should be reported	
e	No cases in a to d above – put an X in the box →	

B. OTHER CHILD PROTECTION CONCERNS IN RESPECT OF PUPILS IN THE SCHOOL

State the number of Reports / Cases since the last BoM Meeting in each category – (See 9.6 DES Procedures*)

	Category	No.
a	Cases where a mandated report was sent by DLP to Tusla following advice from Tusla	
b	Cases where a member of school personnel has submitted a report to Tusla in circumstances where the DLP has decided that the matter did not warrant reporting	
c	Cases where the DLP has sought the advice of Tusla and Tusla has advised that the matter should not be reported	
d	Cases where the DLP has sought the advice of Tusla and Tusla has advised that the matter should be reported but the DLP has not reported the matter in question	
	No cases in a to d above – put an X in the box →	

C. Child protection concerns arising from alleged bullying behaviour amongst pupils

State the number of Reports / Cases since the last BoM Meeting in each category – (See 9.7 DES Procedures*)

	Category	No.
a	Cases where the DLP has reported a concern	
b	Cases where the DLP has sought Tusla advice as to whether to report a concern	
	No cases in a to b above – put an X in the box →	

D. Summary Data

State the number of Reports / Cases since the last BoM Meeting in each category - (See 9.8 DES Procedures*)

	Category	No.
a	Total reports made to Tusla by DLP <ul style="list-style-type: none"> No of those total reports which were mandated • No of those total reports concerning members of school personnel 	
b	No of cases where the DLP has sought the advice of Tusla and, as a result of the advice, no report was made by the DLP <ul style="list-style-type: none"> • No of those total reports concerning members of school personnel 	
c	No of cases where a member of school personnel provided the DLP with a copy of a report submitted by that person to Tusla in relation to a matter that the DLP had considered did not require reporting or did not require reporting as a mandated report <ul style="list-style-type: none"> • No of those total reports concerning members of school personnel 	
	No cases in a to c above – put an X in the box →	

Appendix 4: Template to be completed for after-school use of premises for extra-curricular activities, not run by school personnel.

Child Protection Documentation

Pelletstown Educate Together National School

Confirmation of Compliance with PETNS Child Safeguarding Statement

1st September 2018

Dear Chairperson of Pelletstown Educate Together N.S. Board of Management,

I _____, co-ordinator of the following after-school activity:

_____, agree to comply with the Child Protection Safeguarding

Statement and Risk Assessment of Pelletstown Educate Together National School.

I will work at all times in accordance with the Children First Act 2015 and the Child Protection Procedures for Primary and Post-Primary School 2017.

Signed: _____

Signed: _____

(on behalf of the Board of Management)