



**Pelletstown Educate Together National School**

# **Child Safeguarding Statement and Risk Assessment**

This policy was reviewed and ratified by the Board of Management in: September 2023

Review due: September 2024

# Child Safeguarding Statement of Pelletstown Educate Together N.S.

2023-2024

Pelletstown Educate Together National School (PETNS) is a primary school providing primary education to pupils from Junior Infants to Sixth Class, including two outreach classes for Autism.

This Child Safeguarding Statement and Risk Assessment was first 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 updated in September 2023, to reflect relevant material changes to the policy.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to the Children First Act (2019), 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 **Siobhán Maguire**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Bill McCormack (August-January 15<sup>th</sup> 2024) Aoife Byrne (from January 15<sup>th</sup>-May 2024)**
- 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 DE 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 Department of Education and available on the DE 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 safeguarding allegation and/or concerns is attached as **Appendix 1**. The template for recording how the allegation and/or concern came to be known to the DLP and record of DLP's phone call seeking advice of 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](https://www.tusla.ie/uploads/content/Child_Protection_and_Welfare_Report_Form_FINAL.pdf)
  
- If a member of school personnel brings an allegation and/or concern to the DLP, and the DLP does not report this to Tusla, the DLP will provide a statement from DLP to a member of school personnel as to the reasons why a report has not been made to Tusla (**Appendix 3**). In this case, the member of school personnel may consult with Tusla and/or submit a report to Tusla if they remain concerned. In such cases, a copy of the report must be provided to the DLP.
  
- Following the submission of a report to Tusla, the DLP will record whether or not the parents of the child concerned were informed of this. (**Appendix 4**).
  
- If a child protection concern about a member of school personnel has been raised by a parent, the DLP will address this in line with Section 5.6.2 of the Procedures. Following this, the DLP will provide written notification to the parent regarding how the matter has been addressed (see **Appendix 5**)
  
- 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 of the school.
  
- The DLP 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 6**.
  
- The DLP will maintain a record of the documents provided to the Board of Management as part of the Child Protection Oversight Report (CPOR). (See **Appendix 7**)
  
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
  
- In accordance with the Children First Act 2015, and the Addendum to the Children First Act (2019), 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.
  
- For after-school use of premises for extra-curricular activities, not run by school personnel, the providers must complete a confirmation of Child Safeguarding compliance document (see **Appendix 8**)
  
- A Child Safeguarding folder, containing this policy, the list of relevant Child Safeguarding contacts and a guide for staff (**Appendix 9**) is available on the school's Google Drive and is accessible to all members of staff.

- The various procedures referred to in this Statement can be accessed via the school's website, the DoE website or will be made available on request by the school.

- 6 This statement will be published on the school's website 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. The annual checklist (Mandatory Template 2) is attached as **Appendix 10** and the notification regarding the Board of Management's review of the Child Safeguarding Statement (Mandatory Template 3) is attached as **Appendix 11**.

This Child Safeguarding Statement was reviewed and adopted by the Board of Management on 14/9/23

Signed: 

Chairperson of Board of Management

Date: 14/9/23

Signed: 

Principal/Secretary to the Board of Management

Date: 14/9/23

# Written Assessment of Risk of Pelletstown Educate Together National School

2023 - 2024

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	In-School Management team monitoring points of access during morning 'meet and greet' of pupils' arrival.
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 (ANAs 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 and Anti-Bullying Policy adhered to.
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 PETNS 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	Supervision of pupil activities involving external personnel

Swimming lessons (3 <sup>rd</sup> and 4 <sup>th</sup> Class for 2023/2024)	Risk of child being harmed by personnel working in swimming pool Risk of child being harmed by members of school personnel or volunteers in changing rooms/showers/pool area.	Supervision of pupils swimming lessons by school personnel in pool area/changing room area.  Garda vetting of all PETNS staff and all PETNS volunteers
School transport arrangements – bus for school tours	Risk of child being harmed by school transport providers	Supervision of pupils by school personnel
School transport arrangements for pupils in Outreach Classes	Risk of child being harmed by school transport providers Risk of child being harmed by school's bus escort	Garda Vetting of transport provider by Bus Eireann Garda Vetting of bus escort by the school
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 and Intimate Care Policy outlining procedures to be followed.
Care of children who require physical interventions, in order to ensure their safety and safety of others	Risk of child being harmed by member of school personnel	Garda vetting of all PETNS staff. Physical interventions and positive handling policy.  Physical interventions and positive handling plan for individual pupils, developed in collaboration with parents.  Training for all staff by Crisis Prevention Institute: Safety Interventions for Children and Young People
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 an open classroom/space. All staff received first aid training in 2021/2022 and 8 members of staff were trained as First Aid Responders and this will be updated in 2023/2024.
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. Anti-bullying policy. 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 and Physical Intervention policies. CPI Safety Intervention Training.  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.  Risk of racism	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. Staff anti-racism training was facilitated by the BOM in December 2021. Anti-racism resources available to staff. 5 <sup>th</sup> and 6 <sup>th</sup> class anti-racism training facilitated in October 2023.
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 (organised by parent body)	Risk of child being harmed in the school by personnel associated with religious instruction	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. Garda vetting of personnel providing religious ceremony preparation.
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 and teachers encouraged to use child safe browser. Mobile phone and devices policy. Development of school Acceptable Usage Policy.
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 if 16 or over. Member of school personnel always present (i.e. TY student never left alone 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	Students to present evidence of Garda Vetting to the school prior to undertaking training placement.
Trainee Additional 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 Additional Needs Assistants.
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 drive (<u>only</u>) within a week and delete permanently from personal device. (Staff formally reminded of this termly, and incidentally throughout the year).</i>
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 provide completed appendix 4 to BOM.
After school use of premises for extracurricular activities not run by school personnel – e.g. French, Spanish, Zumba, Science and Basketball (pupils all collected at the same time)	Risk of child being harmed by personnel running extra-curricular activities	Personnel to provide completed appendix 8 to BOM. 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. After-school extra-curricular activities to take place in classroom with glass panel in door or outdoor open space.
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 ( <u>regular basis</u> ) during the school day – e.g. Music teacher, sports coaches 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. Community Gardaí, Mobile Library	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/Blind, Barnardos, PDST personnel, DoE 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, 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, where relevant. Such visitors not left alone with pupils (i.e. always accompanied by a member of school personnel)
International visitors – e.g. 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 and more than one pupil present at a time.
Changing of pupils clothes (because of toileting accident/fall in yard etc.)	Risk of child being harmed in the school by a member of school personnel	Garda vetting of all staff. Pupil to change themselves alone. <u>Procedure if pupil requires assistance:</u> 2 adults should always be present if children's clothes are being changed (ref. Intimate Care

		Policy). Parents informed by class teacher at end of day.
School cleaners	Risk of child being harmed in the school by volunteer or visitor to the school	Garda Vetting of school cleaners. School cleaners only work in the school outside of school hours
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 if on an on-going basis.
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 (Winter concerts, Art Exhibitions, 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
Fundraising events (cake sales, Spinathon, Halloween costume swap shop and Winter jumper swap shop)	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
Online teaching/remote learning	Risk of child being harmed online by member of school personnel, by another child, by a household member of another child or by anyone who accesses the online learning platform.	Garda vetting of all school personnel. Procedures for online learning set out in the school's Remote Learning Policy. Ref: Online safety lessons in the school's AUP.
COVID-19	The Board of Management acknowledges the serious risk of infection from COVID-19 and the procedures and protocols involved in minimising the risk of the spread of COVID-19 within the school	COVID-19 Response Plan, Risk Assessment and Cleaning Schedule. -Staff induction training -Appt. of LWRs -Garda Vetting of all personnel involved in isolation protocols.


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.

The DES acknowledges that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of this risk assessment, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, we have listed and reviewed various activities (including identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so has assisted to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement. This has been included in this risk assessment.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. PETNS has ensured that the Acceptable Use Policy (AUP) informs and guides remote or distance learning activities.

This Child Safeguarding Statement and Risk Assessment was completed and was adopted by the Board of Management on 23<sup>rd</sup> November 2022. It shall be reviewed as part of the school's annual review of same.

Signed: 

Chairperson of Board of Management

Date: 14/9/23

Signed: 

Principal/Secretary to the Board of Management

Date: 14/9/23

**Pelletstown Educate Together National School**

**Child Protection Concerns Recording Sheet**

**(To be completed by personnel with a concern and submitted to the DLP)**

Child's No: \_\_\_\_\_

Date & Time:	Details of allegation and/or concern (incl. direct quotation)	Signature:

Appendix 2: Record of how the allegation and/or concern came to be known to the DLP and record of DLP's phone call seeking advice of Tusla

**Pelletstown Educate Together National School**

**Child Protection – Record of how the allegation and/or concern came to be known to the DLP and record of DLP's phone call seeking advice of Tusla (Sections 5.1.1 and 5.3.3 of the Procedures)**

**Part A – Record of how the concern came to be known to the DLP**

<b>Date:</b>		<b>Name of child:</b>	
<b>DLP's record of how the concern came to be known to the DLP:</b>			
<b>Signed by DLP:</b>		<b>Date:</b>	

**Part B – Record of DLP’s phone call seeking the advice of Tusla (where relevant)**

<b>Date:</b>		<b>Time:</b>	
<b>Name of Social Worker, title and contact details:</b>			
<b>Details of information provided to the Tusla Social Worker in respect of the concern (including whether or not any identifying details were provided):</b>			
<b>Advice provided by Tusla in relation to whether or not to report the concern or whether or not to report the concern as a mandated report:</b>			
<b>Any other information or advice provided by Tusla:</b>			
<b>Signed by DLP:</b>		<b>Date:</b>	
<b>Signed by member of school personnel (where applicable)</b>		<b>Date:</b>	

**Pelletstown Educate Together National School**

**Child Protection – Statement from DLP to a member of school personnel as to the reasons why a report has not been made to Tusla (Section 5.3.8 of the Procedures)**

Dear \_\_\_\_\_ (member of school personnel's full name)

In relation to the concern which you brought to my attention on \_\_\_\_\_, please be advised that I have decided not to report the matter to Tusla for the following reason:

<i>Tick appropriate box</i>	
	<b>I have sought advice from Tusla and have been advised by Tusla that the matter does not require reporting to Tusla</b>
<b>OR</b>	
	<b>Other reasons</b>

<b>Where the DLP has ticked 'Other reasons', those reasons must be set out below:</b>

If you (member of school personnel) remain concerned about the situation, you are free to consult with Tusla and/or report to Tusla. If you decide to report the concern to Tusla you must provide a copy of that report to me as DLP.

<b>Signed by DLP</b>		<b>Date</b>	
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I acknowledge receiving this statement from the DLP:

<b>Signed by member of school personnel</b>		<b>Date</b>	
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**Note – A copy of this statement must be retained by the DLP on the relevant child protection file.**

Appendix 4: Record of DLP informing or not informing a parent/carer that a report concerning his or her child is being made

**Pelletstown Educate Together National School**

**Record of DLP informing or not informing a parent/carer that a report concerning his or her child is being made (Section 5.3.6 of the Procedures)**

**Part A: Applicable where the DLP has informed the parent/carer that a child protection concern report concerning his or her child is being made to Tusla**

<b>Name of child:</b>		<b>Name of parent/carer:</b>	
<b>Date and time parent/carer was informed:</b>		<b>Means of informing parent/carer (phone call, meeting etc.)</b>	
<p>On the date and by the means referred to above, I have informed the above named parent/carer that a child protection report concerning his/her child is being made to Tusla and I gave the following reasons for the decision to report:</p>			
<b>Signed by DLP:</b>		<b>Date:</b>	

**Part B: Applicable where the DLP has, in accordance with the Children First National Guidance 2017, decided not to inform the parent/carer that a child protection concern report concerning his or her child is being made to Tusla**

<b>Name of Child:</b>			
<p>As DLP and in accordance with the Children First National Guidance 2017, I have decided not to inform the parent/carer that a child protection concern report concerning his/her child is being made to Tusla for the following reason(s):  <i>[please tick relevant box(es) below]</i></p>			
	(a) I consider that the child will be placed at further risk <b>or</b>		
	(b) I consider that the family's knowledge of the report could impair Tusla's ability to carry out a risk assessment <b>or</b>		
	(c) I am of the reasonable opinion that by doing so it may place the reporter at risk or harm from the family, <b>or</b>		
	(d) I have sought advice from Tusla as to whether the parent/carer should be informed and on foot on that advice I have decided not to inform the parent/carer.		
<b>Signed by DLP:</b>		<b>Date:</b>	



**Pelletstown Educate Together National School**

**Template written notification from DLP to a parent where a child protection concern about a member of school personnel has been raised by a parent (Section 5.6.2 of the Procedures)**

Dear \_\_\_\_\_ (*name of Parent*)

I am writing to you in relation to an allegation of abuse that you made against a member of school personnel on \_\_\_\_\_ (*dd/mm/year*). I am the Designated Liaison Person (DLP) for child protection matters in the \_\_\_\_\_ (*insert school name*).

Section 5.6 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 requires that where a parent of a pupil in the school makes an allegation of abuse (as described in chapter 2 of the procedures) against a member of school personnel, the DLP must issue a written notification to the parent setting out certain matters.

In that regard, any allegation of abuse against a school employee reported to Tusla falls to be dealt with under the relevant procedures set out in chapter 7 "Allegations of Suspicions of Child Abuse regarding School Employees" of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and, as applicable, under relevant employee disciplinary procedures and therefore shall not be dealt with under the school's parental complaints procedures.

In accordance with the requirement of section 5.6, I am writing to inform you that –

*(insert relevant text from options 1,2 or 3 below)*

1. As DLP, I have reported the matter to Tusla **OR**
2. As DLP, I have sought the advice of Tusla on the matter and on foot of that advice I have not reported the matter to Tusla **OR**
3. As DLP, I have determined that the matter did not constitute reasonable grounds for concern as set out under the Child Protection Procedures for Primary and Post-Primary Schools 2017 and therefore I did not report the matter to Tusla. My reasons for that determination are as follows (*insert reasons below*):

Finally, I must advise you that it is open to you to contact Tusla directly in relation to this matter, should you wish to do so.

Yours sincerely

\_\_\_\_\_  
Name of DLP

## Pelletstown Educate Together National School Child Protection Oversight Report

Date of BOM meeting:

Date of last BOM meeting:

### A. ALLEGATIONS OF ABUSE AGAINST MEMBERS OF SCHOOL PERSONNEL

Information that shall be provided as set out in section 9.5 of the procedures		Number
(a)	State the number of reports made to Tusla since the last board meeting in respect of an allegation of abuse against a member of school personnel.	
(b)	State the number of cases, since the last board meeting, where the DLP sought advice from Tusla in relation to an allegation of abuse against a member of school personnel and the matter was not reported by the DLP based on the advice of Tusla.	
(c)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP has not sought any advice from Tusla in relation to the matter and has not reported the matter to Tusla	
(d)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP did not report the matter to Tusla in circumstances where Tusla advised the DLP that it should be reported	
(e)	Where there were no such cases at (a), (b), (c), or (d) above, state this fact by recording "NIL" →	
<p>Where the answer is 1 or more in sections (a) to (d) above the board of management must be provided with all of the documents specified in section 9.5.2 of the procedures in respect of each such case at the board meeting. Where any case at sections 9.5 (c) and (d) arise the DLP must immediately inform the chairperson of the board of management in accordance with section 9.5.6 of the procedures. Note – the requirements of sections 9.5.3 to 9.5.5 must be followed where providing documents to the board under this heading</p>		

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

Information that shall be provided as set out in section 9.6 of the procedures		Number
(a)	Any case where a member of school personnel has submitted a report to Tulsa in respect of a child in the school in circumstances where the DLP has decided that the matter did not warrant reporting	
(b)	Any case where the DLP has sought the advice of Tulsa in respect of a concern about a child in the school and Tulsa has advised that the matter should not be reported	
(c)	Any case where the DLP has sought the advice of Tulsa in respect of a concern about a child in the school and Tulsa advised that the matter should be reported but the DLP has not reported the matter in question.	
(d)	Where there were no such cases at (a), (b), or (c) above, state this fact by recording "NIL" →	
<p>Where the answer is 1 or more in sections (a) to (c) above the board of management must be provided with all of the documents specified in sections 9.6.2 of the procedures in respect of each such case at the board meeting. Note – the requirements of sections 9.6.3 to 9.6.6 must be followed where providing documents to the board under this heading.</p>		

**C. CHILD PROTECTION CONCERNS ARISING FROM ALLEGED BULLYING BEHAVIOUR AMONGST PUPILS**

<b>Information that shall be provided as set out in section 9.7 of the procedures</b>		<b>Number</b>
(a)	State the number of cases where the DLP has reported a concern about a child arising from alleged bullying behaviour amongst pupils	
(b)	State the number of cases where the DLP has sought Tusla advice as to whether to report a concern about a child arising from alleged bullying behaviour amongst pupils	
(c)	Where there were no such cases at (a) or (b) above, state this fact by recording "NIL" →	
<p>Where the answer is 1 or more in sections (a) to (b) above the board of management must be provided with all of the documents specified in section 9.7.2 of the procedures in respect of each such case at the board meeting.                      Note – the requirements of sections 9.7.3 must be followed where providing documents to the board under this heading</p>		

**D. SUMMARY DATA**

<b>Information that shall be provided as set out in section 9.8 of the procedures</b>		<b>Number</b>
(a)	State the total number of reports made to Tusla by the DLP	
	State the number of those reports which were submitted as mandated reports	
	State whether or not any of those reports (mandated or otherwise) concerned a member of school personnel	
(b)	State the total number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made by the DL	
	State whether or not any of those cases at (b) concerned a member of school personnel	
(c)	State the total number 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	
	State whether or not any such cases at (c) concerned a member of school personnel	
(d)	Where there were no such cases at (a) (b) or (c) above state this fact by recording "NIL" →	
<p><b>Important Note regarding above summary data:</b>                      It should be noted that the summary data under this heading relates to the overall number of cases/reports arising since the last board meeting and is therefore not a summary of the number of cases/reports recorded under the first 3 headings in the Principal's Child Protection Oversight Report (CPOR).</p>		

Signed:

(Principal)

Date:



**Template for recording documents provided to the Board of Management as part of the Child Protection Oversight Report**

**Documents in respect of case:** \_\_\_\_\_ **Date of Board of Management meeting:** \_\_\_\_\_

1. Copies of records and notes pertaining to how the allegation and/or concern came to be known to the DLP.	
2. Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the allegation and/ or concern and to the advice given.	
3. Copies of any reports submitted to Tusla (by the DLP or any member of school personnel).	
4. Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the allegation and/or concern (including any acknowledgement of receipt of the report by Tusla).	
5. Copies of any statement provided to a member of school personnel under section 5.3.8 of the procedures.	
6. Copies of any notification issued under section 5.6 of the procedures. (This applies only to cases where a parent of a pupil in the school made an allegation of abuse against a member of school personnel).	

**I certify that this template accurately records the documents provided to the Board of Management as part of the Principal's Child Protection Oversight Report (CPOR) at the board meeting on XXXX.**

**Signed:** \_\_\_\_\_ (School Principal) **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ (Chairperson, BOM) **Date:** \_\_\_\_\_

Appendix 8: 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 Child Safeguarding Procedures**

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

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

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

\_\_\_\_\_, agree to comply with Children First and Child Safeguarding Procedures, including the provision of a Designated Liaison Person.

I will work at all times in accordance with the Children First Act 2015, the Addendum to the Children First Act (2019), and the Child Protection Procedures for Primary and Post-Primary School 2017.

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

(on behalf of the after-school activity provider)

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

(on behalf of the Board of Management)

## Child Safeguarding Contact Details



### CHILD SAFEGUARDING FOLDER

This Child Safeguarding Folder contains relevant contact details (below), Pelletstown ETNS Child Safeguarding Statement and Risk Assessment, a "What should I do?" information sheet, Child Safeguarding recording templates, Tusla advice call recording templates and Appendix 3: Protocol authorising immediate action (Child Protection Procedures for Primary and Post Primary Schools 2017).

This folder should not be removed.

### RELEVANT CONTACT DETAILS

<b>Designated Liaison Person</b>	Siobhán Maguire (Acting Principal)
<b>Deputy Designated Liaison Person</b>	Bill Mc Cormack (Acting Deputy Principal- August to January 15 <sup>th</sup> 2024) Aoife Byrne (Acting Deputy Principal- January 15 <sup>th</sup> - May 2024)
<b>Tusla Duty Social Worker</b>	01-8708000
<b>Cabra Garda Station</b>	01-6667400
<b>Emergency</b>	999



## CHILD SAFEGUARDING - WHAT DO I DO?

**\*Remember that all members of teaching staff are mandated persons\***

If you have a Child Safeguarding concern, or if a Child Safeguarding Disclosure is made to you, follow the below steps:

- Record facts/direct quotes on the yellow Child Safeguarding recording template, using the child's unique code. (Remember not to ask any leading questions, and not to use the child's name)
- Speak to the DLP (or the DDLP in the absence of the DLP) as soon as possible.
- The DLP will then liaise with Tusla. You will be informed whether or not a report was made to the Tusla, based on the advice provided by them. A joint report may be made with you, as a mandated person.
- If the DLP does not make a report to Tusla, and you believe that a report is warranted, you should then (as a mandated person) make this report yourself. This must be communicated with the DLP (for inclusion in the Child Protection Oversight Report to the BOM).

If the DLP or DDLP are uncontactable and you have immediate concerns, follow the below steps:

- *Record facts/direct quotes on the yellow Child Safeguarding recording template, using the child's unique code. (Remember not to ask any leading questions, and not to use the child's name)*
- *Contact the Duty Social Worker on 01-8708000 for an 'advice call'. They will advise if a report should be made or not. If you have immediate concerns for the child and cannot contact a duty social worker, you should contact Cabra Garda Station on 01-6667400.*
- *Record details of the Tusla advice call on the relevant template.*
- *If Tusla advise making a report, do so on the Child Protection and Welfare Report Form (available on [www.tusla.ie](http://www.tusla.ie)) and post it to the Duty Social Worker (they will advise of name and address). Keep a copy of this report form.*

Always communicate the above actions in italics with the DLP as soon as possible.

## Checklist for Review of the Child Safeguarding Statement (Mandatory Template 2)

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, the Addendum to Children First (2019) 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'?	Y
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
3. 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'?	Y
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015 ? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Y
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP attended available child protection training?	Y
8. Has the Deputy DLP attended available child protection training?	Y
9. Have any members of the Board attended child protection training?	Y
10. Are there both a DLP and a Deputy DLP currently appointed?	Y
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
13. 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?	Y
14. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y *every face to face meeting
15. 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?	Y
16. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Y
17. 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?	Y



18. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Y
19. 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?	Y
20. 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 - Nil such cases
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Y
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
23. 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'?	N
24. In relation to any cases identified at question 20 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
25. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
26. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
27. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
29. 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
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
32. 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?*	Y
33. 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)?*	Y
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Y
35. 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'?	Y
36. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
37. 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?	Y
38. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N
39. 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
40. 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 

Chairperson, Board of Management

Date: 14/9/23

Signed 

Principal/Secretary to the Board of Management

Date: 14/9/23

**Notification regarding the Board of Management's review of the Child Safeguarding Statement (Mandatory Template 3)**



To:

The Board of Management of **Pelletstown Educate Together National School** 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

Date:

Chairperson, Board of Management

Signed

Date:

Principal/Secretary to the Board of Management