

CHILD PROTECTION POLICY

CHILD SAFETY STATEMENT & RISK ASSESSMENT

St. Mary's N.S.,
Virginia, Co. Cavan

REVIEWED DECEMBER 2018

Child Protection Policy

Written Assessment of Risk of St. Mary's N.S.

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 St Mary's N.S.

1) List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities:

▪ Gaelic football	▪ Gymnastics	▪ Yoga/Mindfulness	▪ Golf
▪ Swimming	▪ Spike ball	▪ Tennis	▪ Rounders
▪ Dance	▪ History walk	▪ Tug of war	▪ Be Active
▪ Skipping	▪ Handball	▪ Camogie	▪ Tri heros
▪ Rugby	▪ Athletics	▪ Soccer	▪ Kempo
- School outings
- Use of toilet/changing/shower areas in schools
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities eg theatre, handball facilities, football field, altar servers in the church, town walk
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities e.g. pottery, dance, yoga
- Care of pupils with specific vulnerabilities/ needs such as
 - Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children with allergies
 - Children with special educational needs
- Recruitment of school personnel including -
 - Teachers/SNA's
 - Caretaker/Secretary/Cleaners
 - Sports coaches

- External Tutors/Guest Speakers
- Volunteers/Parents in school activities
- Visitors/contractors present in school during school hours
- Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Student teachers undertaking training placement in school
- Recording of school events by parents/guardians
- After school use of school premises by other organisations

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

- ❖ Risk of harm not being recognised by school personnel
- ❖ Risk of harm not being reported properly and promptly by school personnel
- ❖ Risk of child being harmed in the school by a member of school personnel
- ❖ Risk of child being harmed in the school by another child / being bullied by another child
- ❖ Risk of child being harmed in the school by student teacher, work experience student, volunteer or visitor to the school
- ❖ Risk of harm due to inadequate supervision of children in school
- ❖ Risk of harm due to inadequate supervision of children while attending out of school activities
- ❖ Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- ❖ Risk of harm due to inadequate code of behaviour
- ❖ Risk of harm in one-to-one teaching, counselling, coaching situation
- ❖ Risk of harm during daily arrival and dismissal of pupils
- ❖ Risk of harm from school transport arrangements including use of bus escorts
- ❖ Risk of harm from school personnel who are not Garda vetted
- ❖ Lack of visibility during supervision
- ❖ Risk of harm to children with S.E.N. who have particular vulnerabilities
- ❖ Risk of harm to child while a child is receiving intimate care
- ❖ Risk of harm due to accidents in classroom / yard
- ❖ Risk of harm due to children bringing non prescription medication to school
- ❖ Risk of harm due to allergic reactions to food / paint / glue etc
- ❖ Risk of being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons,
- ❖ Risk of harm due to inappropriate relationship/communications between child and another child or adult
- ❖ Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- ❖ Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
- ❖ Risk of harm to children returning to their classrooms after group / one-to-one teaching.
- ❖ Risk of harm due to the use of mobile phones
- ❖ Risk of harm due to the management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- ❖ Risk of harm due to sharing of recordings of school events
- ❖ Risk of harm due to participation by pupils in religious ceremonies/religious instruction external to the school

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

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel-in the office.
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings- see School Tours/Excursions Policy
- The school has a Health and Safety Policy.
- The school has an Anaphylaxis Allergy Policy
- The school has an Administration of Medication Policy
- The school adheres to the requirements of the Garda vetting legislation and relevant D.E.S. circulars in relation to recruitment and Garda vetting
- The school has codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the Administration of Medication. Non-prescribed medicines will neither be stored nor administered to pupils in school.
- The school provides each member of school staff with a copy of the school's Child Protection Policy and encourages them to be familiar with it.
- The school provides all new staff with a copy of the school's Child Protection Policy and encourages them to be familiar with it.
- The school encourages staff to avail of Tusla Child & Family Agency E-learning Programme and to be familiar with it.
- The school encourages Board of Management members to avail of relevant training
- The school maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a Code of Behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a Mobile Phone Policy in respect of usage of mobile phones by staff/ pupils/ Student Teachers / Work Placement Students / Transition Year Students & Others
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school ensures Garda vetting of school personnel.
- The school will facilitate the induction of new staff
- The school will facilitate the induction of new pupils

- Staff will wear high visibility jackets during supervision in the yard for ease of identification
- The school will ensure observation of children in the yard during breaktimes
- The school will ensure children will not be left unsupervised in their classroom.
- Teacher / SNA will accompany children who are returning to their classrooms after group or / one-to-one teaching.
- Children are encouraged to report incidents involving bullying etc observed by them
- First aid station/bag will be available during activities / play time / school tours / school matches.
- The school will ensure that children will never be taken in a staff car except in an emergency situation.
- The school will ensure supervision of all activities involving tablets / computers /IT/ mobile phones
- Under Data Protection guidelines, parents are requested that photos or videos which include children other than their own, must not be shared on social media.
- The school will keep records of incidents during activities / play time / school tours / school matches
- The school will keep records of incidents involving misbehaviour
- The school will encourage good communication between pupil & teacher.
- The school will encourage good communication between parent & teacher.

Practices and Procedures

Access to school and grounds; the gates at the road open at 9.10am each morning. Children come into the school hall via the side gate which is at the gable of the school. Children assemble in the hall until the bell rings at 9.20am. The side gate is locked at 9.25am. During the school day, the only entrance to the school building is via the gates at the front of the school. Signs direct visitors to the main door at the secretary's office.

Accidents; While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our incident / minor accident policy as part of Health and Safety. Staff dealing with cuts, bruises etc should wear plastic gloves provided in the First Aid bag. Only cotton wool and water will be used to clean wounds due to risk of allergy.

Attendance; Our school attendance will be monitored as per our attendance policy. With regards to child protection we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse.

Behaviour; Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature we will notify the DLP who will record it and respond to it appropriately.

Bullying; Bullying behaviour will be addressed under our anti bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP.

Children travelling in staff cars; Members of the school staff will not carry children in their cars at any time, unless in the case of an emergency, in which case a second person will accompany the child.

Collection of Students; The drop-off/pick-up of children throughout the teaching day will be processed through signing the record book in the office. Children must be accompanied if withdrawn from school during the teaching day. The school should be notified in advance if anyone other than the parent is collecting the child and if there are any changes to pick up arrangements.

Communication; Every effort will be made to enhance pupil-teacher communication. If pupils have concerns, they will be listened to sympathetically. The SPHE/Oral Language/RE programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open while doing so. Further details on communications are found in the school's Parent/Staff Communication Policy

Cultural Relativism; While we are aware that physical chastisement or punishment may be acceptable in some cultures, it is not tolerated in Irish society. St Mary's National School cannot permit cultural differences to impede our legal obligation to follow the Child Protection Guidelines (2011)

Garda Vetting; Garda vetting of teaching and non-teaching staff as outlined in D.E.S. circular 63/2010 is mandatory for the recruitment and selection of all staff.

Induction of Staff; The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Guidelines and Procedures, DES, 2011 and Children First Guidelines, 2011. The DLP will give a copy of the Child Protection Guidelines and Procedures, Chapters 3 & 4 and Appendix 1 of Children First and this Child Protection Policy to all new staff. All new teachers are expected to teach the designated SPHE objectives for their class. The Principal will ensure that new staff are familiar with the school's policies.

Induction of NQT's: St Mary's N.S. professional support team (PST) is responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement RSE, Walk Tall, Stay Safe and SPHE. This team consists of Jacinta Jordan, Jane Sheridan and Una Sheridan. The PST team will ensure that NQT's are familiar with the school's policies.

Induction of Pupils; enrolment forms for new pupils are available in the school. Parents of junior infant children are invited to attend an information meeting and open day prior to commencing in school.

Internet Use; An Acceptable Use Policy (AUP) is being implemented in the school.

Intimate Care Needs; Children with specific toileting/intimate care needs – a procedure will be agreed between the teachers, SNAs and parents in question.

One to One Teaching; During one to one teaching the door will be left open / ajar / glass panel in door. Teacher / SNA will supervise children who are returning to their classrooms after group / one-to-one teaching.

Mobile Phones; Our Mobile Phone Policy states that phones may not be used by pupils at any time during the school day, on the school grounds. Staff may not use their phone during teaching time.

Physical Contact; Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. Any physical contact should be avoided aside from essential comforting. Instigating comforting behaviour is avoided unless the child is extremely upset. In these situations staff should '*comfort with caution*'. Then, limited strategies can be used. While physical contact may be used to comfort, reassure or assist the child, the following should be factors in determining its appropriateness:

- the age/ developmental stage/ special needs of the child
- if it is acceptable to the child
- if it is open and not secretive

St Mary's N.S. recognises that there is a need, reflected in common law, to intervene when there is an obvious risk of safety to its pupils, staff and property. St Mary's N.S. is committed to ensuring that all staff and adults with responsibility for children's safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour, and only use physical intervention as a last resort,

in the interest of safety for others and it will be in the context of a respectful, supportive relationship with the pupil. We will always aim to ensure minimal risk of injury to pupils and staff. See Policy for Physical Intervention with Pupils.

Recording School Events; parents are requested via text/letter, that photos or videos which include children other than their own, must not be shared on social media.

Record Keeping; Teachers will keep each child's Aladdin file updated with results of assessments carried out, dates and details of meetings with parents and notes from parents. The records are secure at all times. Aladdin roll will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All hardcopy files relating to children currently in the school will be kept in a locked cupboard/cabinet. All hardcopy educational files of pupils who no longer attend this school are kept in the filing cabinet in the secure room as per our Data Protection Policy.

Junior Infant teachers will note any relevant information which parents supplied on their child's enrolment form on Aladdin. All class teachers will note any relevant information which parents supplied concerning any change in family circumstances on Aladdin.

Staff Conduct; School personnel should never engage in or allow:

- The use of inappropriate language, including sarcasm, ridiculing and insulting
- The use of inappropriate behaviour, including rough play
- Physical punishment of any kind

Staff Meetings: Regular review and discussion of child safety practices and procedures.

Supervision; The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks and before and after school. See Supervision Policy for agreed rules around break-times and procedures around teacher absences.

Swimming lessons: children attending swimming lessons will be supervised and helped by the teacher/SNA in attendance. Parents/guardians who attend the swimming session as observers may dry and dress their own child in the changing rooms. Parents/guardians may not dry or dress other children.

Teaching Resources; All books, pictures, photos and media products (CDs, DVDs, films, you-tube videos, etc.) should be checked for their appropriateness with regard to age and suitability.

Only Universal or General graded films should be shown in school.

Travelling by bus; If children are brought by bus to school activities, they will line up in an orderly manner for the bus. Children will only travel when permission slips have been signed by parents in advance of the trip / participation in an activity.

Toileting

- **Wetting & soiling:** where possible, children will be provided with clean clothes to change themselves. If child is unable to change themselves without help, a staff member will assist the child. If no dry clothes are available from the "lost & found" items, parents will be contacted to bring in dry clothes.
- Children who need to use the toilet during yard time must seek the permission of the adult on duty. They use the pupil's toilets opposite Room 5. The First Aid teacher monitors these toilets. Teachers encourage children to use the toilet before playtimes. Only one child may use the toilet at a time. Children from senior classes will not help younger children with toileting.

Use of school facilities by outside agencies; the BOM will agree a contract with the relevant agencies. Classroom doors adjacent to the hall will be locked. Access to the hall will be via the infant entrance door only

Visibility; Teachers must ensure that they have good visibility of every area of the yard. Children are not permitted to play in areas not visible to the teacher on duty. Children are not allowed to spend time in classrooms or toilets where they would not be under adult supervision. Children must not leave the school playground or engage with adults who are outside the school playground. Teachers & SNA's on yard duty will wear high viz jackets for easy identification.

All children will wear high visibility jackets when partaking in walking trips/activities/events.

Visitors; The class teacher is responsible for the supervision of their class during teaching time.

The class teacher will stay with their class while engaging/participating in activities involving visitors/guests/coaches/trips/parent-child classes/workshops etc.

Teachers on playground duty will be aware of visitors entering the school playground and will ascertain their intentions. They will be supervised in the discharge of their business. All visitors/trades-people/delivery persons to the school must wait at reception until they have spoken to the secretary or a member of staff. They can only enter the building after they have signed in. All visitors must be accompanied by a staff member at all times in the school building. All visitors must sign out as they leave the building.

Title	Contact
Designated Liaison Person (DLP)	Jacinta Jordan
Deputy Designated Liaison Person (DDLDP)	Rita Traynor
Virginia Garda Station	Ph: 0498547002
Tusla Duty Social Work Service	Ph: 0494377305

Procedures in dealing with a disclosure/suspicion from a child/third party

- Teachers who suspect child abuse/neglect should report their concerns to the DLP at the first instance and carefully record their observations over a period of time.
- Disclosures of Child Abuse/neglect from a third party will be reported to the DLP. If a third party starts to tell a teacher about an alleged child abuse incident the teacher will ask them to speak to the DLP. If the person does not inform the DLP the teacher will do so.
- When a child does disclose abuse, this needs to be taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that your actions do not jeopardise legal action against the abuser.
- If as a mandated person, you receive a disclosure of harm from a child, which is above the thresholds, you must consult with the Designated Liaison Person (DLP) and make a mandated report of the concern to Tusla. You are not required to judge the truth of the claims or the credibility of the child. If the concern does not meet the threshold to be reported as a mandated concern, you should report it to Tusla as a reasonable concern.

IT IS NOT THE ROLE OF ANY STAFF MEMBER OR DLP TO INVESTIGATE AN INCIDENT/ALLEGATION/SUSPICION. HIS/HER ROLE IS TO LISTEN AND RECORD INFORMATION.

There are a number of basic 'rules' that should be followed to ensure the safe handling of any disclosures of abuse from a child:

- Don't panic
- Remember that the safety and well-being of the child come before the interests of any other person
- Listen to the child and accept what the child says
- Look at the child directly, but do not appear shocked
- Don't seek help while the child is talking to you
- Reassure them that they did the right thing by telling someone
- Assure them that it is not their fault and you will do your best to help
- Let them know that you need to tell someone else

- Let them know what you are going to do next and that you will let them know what happens
- Be aware that the child may have been threatened
- Write down what the child says in their own words – record what you have seen and heard also
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount in this stage of the procedure
- Tell your DLP or DDLP as soon as possible
- As a mandated person, you must make a report to Tusla, or the Gardaí immediately. This can be done in conjunction with the DLP/DDLP
- After making the referral look after yourself. Discuss the matter with your DLP/DDLP or relevant person

Important Notes

- The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to children
- Dealing with an allegation that a colleague on the school staff has abused a child is difficult but must be taken seriously and dealt with carefully and fairly

Things to say when a child discloses

- Repeat their last few words in a questioning manner
- 'I believe you'
- 'I am going to try to help you'
- 'I will help you'
- 'I am glad that you told me'
- 'You are not to blame'

Things not to say when a child discloses

- 'You should have told someone before'
- 'I can't believe it! I am shocked!'
- 'Oh that explains a lot'
- 'No not...he's a friend of mine'
- 'I won't tell anyone else'
- 'Why? How? When? Where? Who?'

Things to do

- Reassure the child that s/he was right to tell you
- Let them know what you are going to do next
- Immediately seek help, in the first place from the DLP/DDLP
- Write down accurately what the child has told you. Sign and date your notes. Keep all notes in a secure place for an indefinite period
- Seek help for yourself if you feel you need support

Things not to do

- Do not attempt to deal with the situation yourself
- Do not formally interview the child:
 - Never ask leading questions
 - Never push for information or make assumptions
 - Only necessary relevant facts should be obtained, when clarification is needed
 - Do not make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents
 - Do not keep the information to yourself or promise confidentiality
 - Do not take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers

- Do not permit personal doubt to prevent you from reporting the allegation to the designated child protection officer

All records will be held in a central, securely locked location.

To ensure that you protect the identity of the child and any other person against whom an allegation has been made, unique codes or serial numbers assigned by the DLP **SHOULD NOT** be stored on a child's profile page, and child protection documents **SHOULD NOT** be stored on Aladdin.

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

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

This risk assessment has been completed by the Board of Management on **December 11th 2018**. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: Fr. Dermot Prior
Chairperson, Board of Management

Date 11.12.2018

Signed Jacinta Jordan
Principal/Secretary to the Board of Management

Date 11.12.2018

Child Safeguarding Statement

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

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

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is: Jacinta Jordan
3. The Deputy Designated Liaison Person (Deputy DLP) is: Rita Traynor
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.
5. The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.
The following procedures/ measures are in place:
 - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
 - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
 - In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-

- Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
 - In this school the Board has appointed the 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.
 - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
 - In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to this statement.
 - The various procedures referred to in this Statement will be accessible via the DES website or will be made available by the school on request.
6. This statement will be 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 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 December 11th 2018.

Signed: Fr. Dermot Prior
Chairperson, Board of Management

Date 11.12.2018

Signed Jacinta Jordan
Principal/Secretary to the Board of Management

Date 11.12.2018

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 the following checklist shall be used for this purpose. The review will 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 also ensures that our 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.

As part of the overall review process, Boards 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'?	Yes
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	Yes
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	Yes
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?	N/A
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Yes
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	Yes
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes

	Yes/No
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	Yes
23. Has the Board ensured that the Parents' Association, has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
27. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
28. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
29. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Yes
30. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Yes
31. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
32. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	Yes
33. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
34. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
35. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
36. 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
37. 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?	Yes

Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Parent(s)/Guardian(s) of children attending St. Mary's N.S.

The Board of Management of St. Mary's N.S. wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of December 11th 2018
- 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

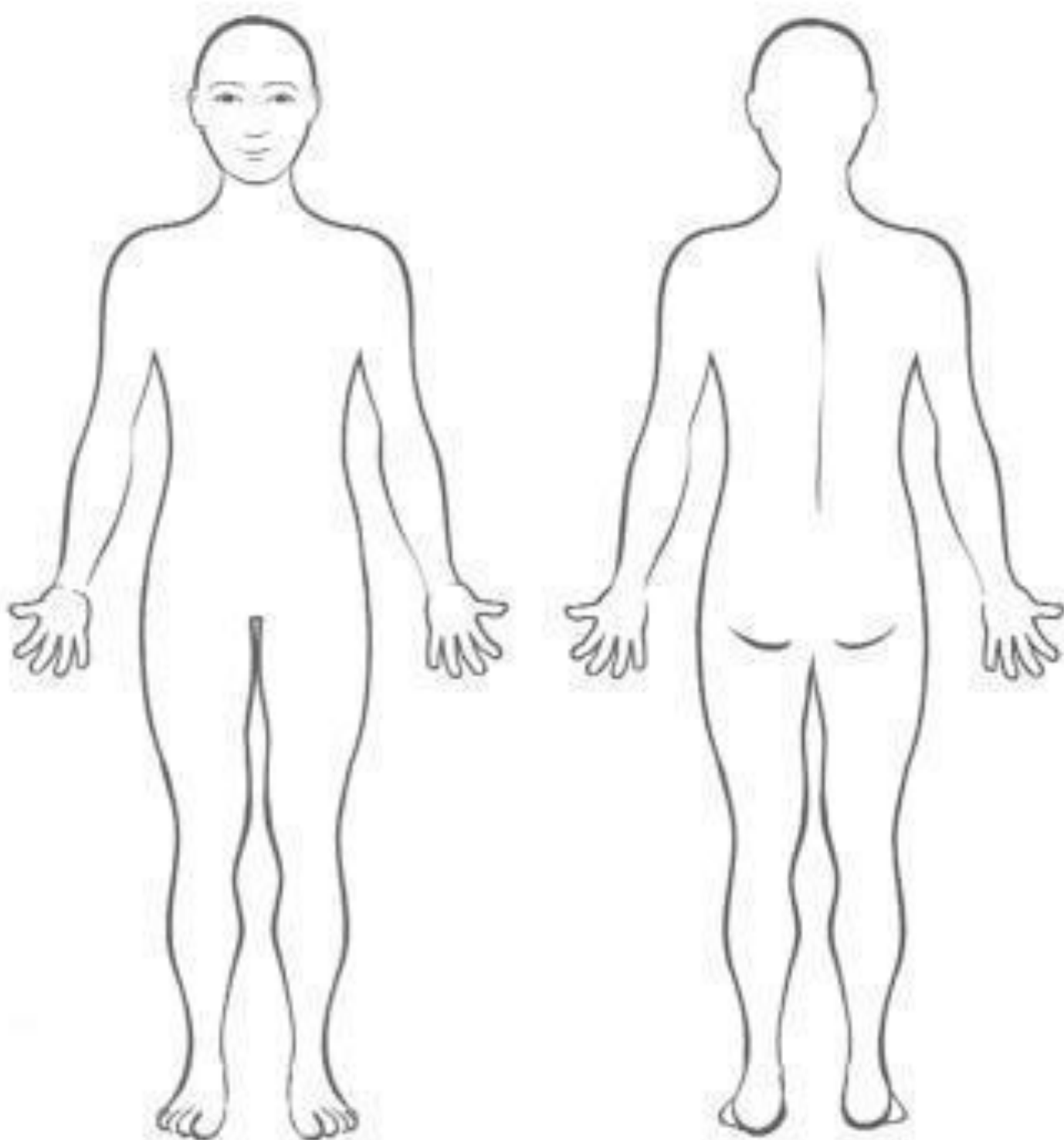
Signed: Fr. Dermot Prior
Chairperson, Board of Management

Date 11.12.2018

Signed Jacinta Jordan
Principal/Secretary to the Board of Management

Date 11.12.2018

Template to identify body location





Report form to be completed by the individual reporting the Child Protection allegation/concern to the DLP Jacinta Jordan or DDLP Rita Traynor

Strictly Confidential

Date:		Child code:	
Reporter code:		Case code:	
Details of the concern (No names to be mentioned)			
Signed by DLP/DDLP:		Date:	