

**Clashmore National School**  
**Child Safeguarding Policy Documents**

Clashmore NS

# Child Safeguarding Statement

Clashmore National School is a co-educational, Catholic primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tulsa Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Clashmore 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 **Yvonne Uí Fhlaitímhín**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Suzanne Hynes**.
4. The Board of Management recognises that child protection and welfare consideration 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 up 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 in 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 and 2016 and to the wider

duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.

- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
    - Has provided each member of staff with a copy of the school’s Child Safeguarding Statement
    - Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement
    - Encourages staff to avail of relevant training
    - Encourages Board of Management members to avail of relevant training
    - The Board of Management maintains records of all staff and Board member training
  - In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
  - In this school the Board has appointed the abovenamed DLP as the “relevant person” (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
  - All registered teachers employed by the school are mandated persons under the Children First Act 2015.
  - In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school’s procedures for managing those risks is attached as an appendix to these procedures.
  - The various procedures referred to in this Statement can be accessed via the school’s website, the DES website or will be made available on request by the school.
6. This statement has been provided to all members of Clashmore National 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. The Child Safeguarding Statement will be reviewed annually or as soon as is practicable after there has been a material change in any matter to which this statement refers.

The Child Safeguarding Statement was adopted by the Board of Management on 23<sup>rd</sup> April 2020.

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Clashmore National School Roll No: 028890

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 Clashmore National School.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Training of school Personnel in Child Protection matters.	Harm not recognised or reported promptly.	Child Safeguarding Statement & DES procedures Made available to all staff DLP & DDLP to attend PDST face to face training. All Staff to view Túsla training module & any other Online training offered by PDST. BOM records all records of staff and Board training.
One to One teaching	Harm by school personnel	Learning Support Provision Policy. Keep doors open. Table between teacher and pupil. Keep glass in doors free of posters etc.
Care of Children with special needs, Including intimate care needs.	Harm by school personnel	Intimate Care Policy is in place. At present a member of staff to be within earshot while SNA is seeing to needs.
Toilet Areas	Inappropriate behaviour.	<ol style="list-style-type: none"> <li>1. Children go to toilet one at a time</li> <li>2. On yard, child asks teacher on duty and returns to her when done.</li> </ol>
Curricular Provision in respect of SPHE, RSE, Stay Safe.	Harm by non-school personnel.	School implements SPHE, RSE, Stay Safe in full.
Participation by pupils in religious ceremonies external to the school	Harm by non-school personnel.	Written permission from parent of child involved along with transportation by parent only, with written consent from named adult.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities-	3. The school has the following procedures in place to address the risks of harm identified in this assessment-
Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground	Arrival and dismissal supervised by Teaching staff with support from SNA's
Management of challenging behaviour amongst pupils.	Injury to pupils and staff.	Code of Behaviour.
Use of external personal to supplement curriculum.	Harm to pupils	Teacher present at all times, supported by SNA's as needed. External personnel must present their Garda Vetting to the school before attending school.
Students participating in work experience in the school	Harm to pupils by student. Harm caused to pupils by student communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner.	Guidelines for Student Teachers and for students on work experience. Child Safeguarding Statement. The school adheres to the requirements of the Garda vetting legislation.
Recreation breaks for pupils.	Harm by pupil. Harm due to inadequate supervision of children in school.	The school has a yard supervision procedure to ensure appropriate supervision of pupils during recreation breaks.
Classroom teaching.	Harm by school personnel	Code of Conduct for Teachers, Teaching Council
Student teachers undertaking training placement in the school.	Harm not being recognised by the student teacher. Harm not being reported properly and promptly by student teacher.	Guidelines for Student Teachers and for students on work experience. Child Safeguarding Statement. Garda vetting.
Outdoor teaching activities	Harm to pupils.	Group accompanied by 1 teacher and another staff member depending on activities and location.
Sporting Activities.	Harm to pupils	Group accompanied by 1 teacher and another staff member depending on activities and location.
Use of Information and Communication Technology by pupils in school.	Member of school personnel accessing/circulating inappropriate material.	<ol style="list-style-type: none"> <li>1. Children do not use ICT unsupervised.</li> <li>2. Blocking filter applied to student laptops.</li> <li>3. ICT Policy to be in effect from Term 3, 2020-2021</li> </ol>

1. List of school activities	2. The school has identified the following risk of harm in respect of its Activities-	3. The school has the following procedures in place to address the risks of harm identified in this assessment-
School outings.	Harm due to inadequate supervision of pupils while on school outings.	Clear procedures in respect of school outings are: 2 Teachers and 1 SNA will travel. Checks are made to ensure destination is suitable for age-abilities. Email venue staff prior to trip for Garda Vetting.
Annual Sports Day	Injury to pupils.	Age appropriate activities. Adequate supervision.
Use of off-site facilities for school activities, e.g. swimming lessons.	Injury to pupils. Harm due to inadequate supervision of pupils. Harm caused by a member of staff of another organisation or other person while child participating in off-site school activities such as swimming	Girls go to ladies' bathroom, supervised by female member of staff. Boys use disabled toilet individually. Teacher supervision of pool, changing areas and toilets.
Administration of Medicine	Harm to pupil due to unsupervised self-medication, e.g. inhalers.	The school has in place procedures for the administration of medicines.
Administration of First Aid.	Pupil being harmed in the school by a member of school personnel.	Procedures for the administration of First Aid have been adopted. Continuous Staff training to be provided by BOM in First Aid.
Prevention of, and dealing with, bullying amongst pupils.	Harm to pupil due to being bullied in school.	The school implements in full the SPHE curriculum, including the revised Stay Safe Programme. The school has an anti-bullying policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i> .

1. List of school activities	2. The School has identified the following risk of harm in respect of its activities-	3. The school has the following procedures in place to address the risks of harm identified in this assessment-
Recruitment of school personnel including- <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaner</li> </ul>	Harm not recognised or properly or promptly reported.	Child Safeguarding Statement & DES procedures made available to all staff. Staff to view Túsla training module & any other online training offered by PDST. Vetting Procedures.
Use of Information and Communication Technology by pupils in school.	Bullying	ICT policy to be in effect by Term 3, 2020-2021. Anti-Bullying Policy. Code of Behaviour. No mobile phone policy.
Use of video/photography/other media to record school events.	Harm caused by school personnel or other person accessing/circulating pupils' images/identities via social media, print media, digital device or other manner.	No names to be put with photographs in newspapers. Parents should not put pictures of other peoples' children on social media. Announcement to be made prior to performances.

**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 reviewed by the Board of Management on 23rd April 2020. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

## Clashmore National School

### Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
14. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Yes
15. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Yes
16. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Yes
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Yes
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	N/A
19. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes



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

\*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.

# Stay Safe Policy

## Introduction and Rationale

The Board of Management and Staff of Clashmore National School wish to do everything possible to ensure the safety and protection of the pupils in our school. To that end, this policy was devised in line with current recommendations and guidelines - *Child Protection Procedures for Primary and Post-Primary Schools 2017* and *Children First: National Guidance for the Protection and Welfare of Children 2017* - relating to child abuse prevention and child protection.

The CAPP (Child Abuse Prevention Programme), more commonly known as *Stay Safe Programme*, is a primary school-based approach to the prevention of child abuse. The aim of the programme is to reduce vulnerability to child abuse and bullying through the provision of a personal safety education programme for children at primary school level.

## Aim

The programme aims to give children the skills necessary to enable them to recognise and resist abuse or victimisation, and teaches them that they should always tell an adult that can help about any situation which they find unsafe, upsetting, threatening, dangerous or abusive.

## Content

The *Stay Safe Programme* is a personal safety skills programme designed for use with primary school children from Junior Infants through to 6th class. The programme seeks to enhance children's self-protective skills by participation in lessons on safe and unsafe situations, bullying, inappropriate touch, secrets, telling and stranger danger.

The revised *Stay Safe Programme* is presented at four levels in line with the Primary School Curriculum. At Clashmore National School, the *Stay Safe Programme* is taught in Term 3 each year, as part of the SPHE (Social Personal and Health Education) curriculum. Children from Junior Infants to Sixth class participate in formal lessons on the *Stay Safe Programme*. A teacher may decide to revisit topics at other times in the year, if the need arises. Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible.

## Communication and Collaboration

It is considered good practice to inform parents in advance of commencement that the Stay Safe Programme is due to be taught. Parents/Guardians will be directed to:

<http://www.staysafe.ie/parents.htm>

<https://www.webwise.ie/parents/> and

[www.pdst.ie/staysafe](http://www.pdst.ie/staysafe)

for further information. This will be done through a written notification in the school newsletter. Parents and Guardians are encouraged to become involved in the programme by discussing each lesson with their child and helping their child to complete worksheets based on the lessons.

In the event that a parent wishes to withdraw their child from the *Stay Safe Programme* a written record of their reasons for doing so will be required and it will be kept on file.

Staff will be facilitated to attend CPD training on the revised Stay Safe programme whenever possible.

## Review and Ratification

This plan was ratified by the Board of Management at a meeting on: 23<sup>rd</sup> April 2020