

POLICY OF SCOIL MHUIRE CBS MARINO

Document Title: Child Safeguarding Statement
Effective Date: September 2023

Document No:1

Revision No:4

No. of pages:10

1. Purpose

Scoil Mhuire CBS, Marino is an Edmund Rice school providing primary education to pupils from Second Class 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 Addendum to *Children First* (2019), the *Child Protection Procedures for Primary and Post-Primary Schools* (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Scoil Mhuire CBS has agreed the Child Safeguarding Statement set out in this document.

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* (2023) as part of this overall Child Safeguarding Statement

- The **Designated Liaison Person (DLP)** is **Dr Mary Grennan** (Principal)
- The **Deputy Designated Liaison Person (DDLDP)** is **Ms Ciara Allen** (Deputy Principal)
- The **Relevant Person** is **Ms Ciara Allen** (Deputy Principal)

2. Scope

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.

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3. Policy

In Scoil Mhuire CBS, the following procedures and 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* (2023) and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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 gov.ie 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* (2023), including in the case of registered teachers, those in relation to mandated reporting under the *Children First Act* (2015).
- 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 Children First* (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 included with the Child Safeguarding Statement (Appendix A).
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

This Child Safeguarding Statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association, and the Patron. It is readily accessible to parents and guardians on request. A copy of this Child Safeguarding Statement will be made available to Tusla and the Department of Education if requested.

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4. Appendices

APPENDIX A: WRITTEN ASSESSMENT OF RISK OF SCOIL MHUIRE CBS

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* (2023), the following is the Written Risk Assessment of Scoil Mhuire CBS.

List of school activities:

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils (including indoor weather-affected recreation breaks)
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- Outdoor teaching and learning activities
- Online teaching and learning activities and the use of digital technologies
- Use of toilet areas in the school
- Care of pupils with AEN (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, and Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Application of sanctions under the school's *Code of Behaviour* including detention of pupils, removal from yard, confiscation of phones etc.
- Care of pupils with specific vulnerabilities or needs such as:
 - pupils from ethnic minorities
 - members of the Traveller community
 - LGBT+ pupils
 - pupils perceived to be LGBT+, or from LGBT+ families
 - pupils of minority religious faith
 - pupils in care
 - pupils on Tusla's Child Protection Notification System (CPNS)
 - pupils with medical needs
- School trips
- Use of off-site facilities for school activities
- Sporting activities
- Annual Sports Day
- Annual School Concert
- Fundraising events involving pupils
- Volunteers from the extended school community in school activities
- Use of external personnel to supplement curriculum (for example PE and Music)

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- Use of external personnel to support extra-curricular activities (for example the Annual School Concert)
- After-school clubs
- Participation by pupils in religious ceremonies external to the school
- Recruitment of school personnel including:
 - Teachers
 - ANAs
 - Caretaker
 - Secretary
 - Cleaner
- Student teachers undertaking school placement or approximations of practice in the school
- Transition year students participating in short-term work experience in the school
- The use of External Tutors or Guest Speakers
- Visitors or contractors present in school during school hours
- Visitors or contractors present during after school activities
- Use of video and photography to record or document school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day

The school has identified the following risk(s) 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 pupil being harmed in the school by a member of school personnel
- Risk of pupil being harmed in the school by another pupil
- Risk of pupil being harmed in the school by a volunteer or visitor to the school
- Risk of pupil being harmed by a member of school personnel, a member of staff of another organisation, or other person while the pupil is participating in out of school activities such as school trips or swimming lessons
- Risk of harm due to bullying
- Risk of harm due to racism
- Risk of harm due to homophobia
- Risk of harm due to inadequate supervision of pupils in school
- Risk of harm due to inadequate supervision of pupils while attending out of school activities
- Risk of harm due to inappropriate relationship or communications between pupil and another pupil(s) or an adult
- Risk of harm due to pupils inappropriately accessing or using computers, social media, mobile phones, or other electronic devices while at school
- Risk of harm to pupils with AEN who have particular vulnerabilities
- Risk of harm to pupil while the pupil is receiving intimate care
- Risk of harm due to inadequate *Code of Behaviour*
- Risk of harm in one-to-one teaching or coaching situation

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- 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 or circulating inappropriate material via social media, texting, digital device or other manner

The school has the following procedures and policies 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
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools* (2023) and all registered teaching staff are required to adhere to the *Children First Act* (2015)
- School personnel complete Tusla's *Introduction to Children First* eLearning course on a biennial basis and present their certificates to school management
- 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 of Education's *Anti-Bullying Procedures for Primary and Post-Primary Schools* (2013)
- The school has procedures in place to ensure the appropriate supervision of pupils during assembly, dismissal, and recreation breaks on the school yard
- The school has procedures in place to ensure the appropriate supervision of pupils during weather-affected recreation breaks in the classroom
- The school has procedures in place to ensure the appropriate supervision of pupils in the toileting areas
- The school has in place clear procedures in respect of school outings
- The school has a *Health & Safety Policy*
- The school adheres to the requirements of the Garda Vetting Legislation and relevant DES circulars in relation to recruitment and Garda Vetting
- Teaching staff are required to adhere to the standards outlined in the Teaching Council's *Code of Professional Conduct for Teachers* (2016), an electronic copy of which is distributed annually
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has an *AEN Policy*
- The school has in place a policy and procedures for the administration of medication to pupils
- The school has in place procedures for the administration of First Aid and ensures that the designated members of staff who are trained in First Aid are known to all other staff members
- The school has in place a *Code of Behaviour* for pupils
- The school has in place both a *Use of Electronic Devices Policy* and *Acceptable Usage Policy* in respect of usage of ICT – including personal devices – by pupils

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- The school has in place a *Critical Incident Management Plan*
- The school has in place clear procedures for one-to-one teaching activities, and each classroom door has a clear pane of glass
- The school has in place procedures for the use of external persons to supplement the delivery of the curriculum (Music and Physical Education)
- The school has in place procedures for the use of external sports coaches (GPO) and performance coaches (Annual School Concert)
- The school ensures that all parent volunteers involved in the costume team for the Annual School Concert are Garda Vetted
- The school has in place procedures in respect of student teacher placements, and requests confirmation from the relevant college of education that all student teachers are Garda Vetted
- The school has in place procedures in respect of transition-year students undertaking work experience in the 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*

In undertaking this risk assessment, the Board of Management of Scoil Mhuire CBS 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.

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APPENDIX B: CHECKLIST FOR REVIEW OF CHILD SAFEGUARDING STATEMENT

The *Child Protection Procedures for Primary and Post-Primary Schools* (revised 2023) requires 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.

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* (2023).

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools</i> (2023)?	
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools</i> (2023)?	
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the <i>Children First Act</i> (2015)? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	
7. Has the DLP attended available child protection training?	
8. Has the Deputy DLP attended available child protection training?	
9. Have any members of the Board attended child protection training?	
10. Has the school appointed a DLP and a Deputy DLP?	
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools</i> (2023) and the <i>Children First Act</i> (2015)?	
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	

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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?	
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	
18. 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?	
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	
20. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla or An Garda Síochána were appropriately followed in each case reviewed?	
21. 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?*	
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
24. 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 <i>Child Protection Procedures for Primary and Post-Primary Schools</i> (2023)?	
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools</i> (2023) were subsequently issued by the DLP?	
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
33. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form	

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of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
34. 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)?*	
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
36. 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 <i>Child Protection Procedures for Primary and Post-Primary Schools</i> (revised 2023)?	
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
38. Is the Board satisfied that the <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools</i> (revised 2023) are being fully and adequately implemented by the school?	
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
40. 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?	
41. 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?	

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal & Secretary to the Board of Management

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5. Approval and Review

This Child Safeguarding Statement was adopted by the Board of Management in 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on September 12th, 2023.

Signed: _____

Signed: _____

Chairperson of Board of Management

Principal & Secretary to the Board of Management

Date: 12th September, 2023

Date: 12th September, 2023

