

**Cappataggle National School**

**Child Safeguarding Statement**

**Introduction:**

Cappataggle NS 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 Cappataggle NS 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 Shane Dervan
3. The Deputy Designated Liaison Person (Deputy DLP) is Pauline Fallon
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.

1. 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 can be accessed via the school’s website, the DES website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

1. This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association (if any) 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.
2. 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 ratified by the Board of Management on 23/03/2023. Annual review will be due in March 2023.

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| **Signed: M. Hannon** | **March 23rd 2023** |  |
| **Chairperson Board of Management** | **Date** |  |
| **S. Dervan** | **March 23rd 2023** |  |
| **Principal** | **Date** |  |

**Appendix - Written Assessment of Risk of Cappataggle NS:**

In accordance with section 11 of the Children First Act 2015 and with the requirement of Section 8.8 of the Child Protection Procedures for Primary and Post-Primary Schools2017, the following is the Written Risk Assessment of Cappataggle NS.

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| School Activities | Potential Risk of Harm | Procedures in Place to Manage Risk |
| Daily arrival and dismissal of pupils.  Collection/Dropping off pupils outside official times | Access to pupils by strangers or other adults.  Risk of harm from other pupils. | Parents are reminded of start and finish times which is also highlighted on our website.  All children enter the playground independently. Parents are asked not to enter the playground unless essential and will be met by SNA. SNA is stationed at the front door to monitor children from Infants to 2nd Class. SET at the back door for children 3rd – 6th Classes.  Children on the bus are escorted by designated staff member to the bus.  All other children released by their class teacher. Any child not collected is accompanied inside where a parent/guardian is contacted.  Parents/guardians are asked to notify the school office/class teacher if there is a change to the normal arrangements for pupils. Once a staff member has been informed children can be removed by parent/guardian/designated adult.  Parents/guardians/designated person remain at Reception when waiting for pupils. |

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| One to One/ Small Group  Tuition and/or  Support/Counselling etc.  Administering First  Aid/Intimate Care  Use of shower for children | Risk of child being harmed by a member of school personnel | Garda Vetting as per legislation and staff awareness of the Code of Professional Conduct. This is available in the school office on request.  Glass panels are in all doors and children are within view of the door. One to One conversations with children take place in visible and/or high traffic areas.  First Aid station is at the front door within view of the school office, playground and the entrance cameras.  The Intimate Care Policy applies. Staff members should undertake intimate care in pairs.  The shower is not in use for children. Children in the ASD Class are cleaned as per the Intimate Care Policy and under advice from OT/Key Workers a showering facility is not required for this cohort |
| All visitors to the school, including those carrying out pupil assessments.  Visiting Coaches/Tutors  Trainee Teachers on Placement and Students on Work Experience. | Risk of child being harmed in the school by a volunteer or visitor to the school.  Individuals lacking awareness of child safety issues. | Garda vetting as per legislation.  Children taken for activities in class and large groupings where possible.  Glass panels in doors and activities to take place in high traffic areas.  Staff to regularly check-in during pupil assessments.  Teacher remains with class at all times.  Teacher reports any concerns to the DLP. |
| Break Times | Risk of harm due to bullying of child. | Supervision Rota in Place.  Class teacher takes their own class from the playground whether on duty or not. Staff |

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|  |  | member on duty then shares any concerns.  The school’s Ant- Bullying Policy is adhered to by all members of the School community.  Regular reminders of appropriate behaviour when playing/interacting with others.  Children remain within view of the teacher on duty.  Full implantation of the Stay Safe programme bi-annually and application of the SPHE curriculum policy.  Staggered break times which allows for more space for play. |
| School  Tours/Trips/Swimming Lessons | Access to pupils by strangers.  Inappropriate activity by pupils.  Dangers posed by unfamiliar environments.  Potential for harm during unsupervised times in swimming pool changing areas. | Adequate supervision with teachers/SNAs remaining with pupils at all times.  Adequate supervision of pupils when accessing public conveniences, including public toilets.  Adequate planning and preparation by staff.  Reminders for children of the expectation of the school’s behaviour policy.  All staff circulate the changing area and ensure all stalls are checked and seen to be empty before leaving the area. |
| Access/Egress | Access to pupils by strangers of other adults.  Flight risk for some pupils. | All external doors are closed and after children enter in the morning and after break times.  Key Pad on the main access door and of the door to the ASD Class |

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|  |  | Gates in playground are secured top and bottom once all children have accessed the playground. These are checked during playground supervision.  Pupils delivering messages is kept to a minimum. Children do this in pairs.  Pupils going to and from support  tuition individually are accompanied by an adult. |
| Training of School Personnel in Child Protection Matters | Harm not recognised or reported properly. | Child Safeguarding Statement and DES procedures made available to all staff.  DLP/DDLP and Board of  Management all attend training on Child Protection.  All staff view TUSLA training module. |
| Use of the Internet  Social Media | Potential to access inappropriate material.  Potential for bullying and grooming of pupils. | The Remote Learning Policy will apply for all instances of the use of ICT for home learning, including homework.  Filtering is in place and Internet access is always under teacher supervision.  Acceptable Use Policy is in place and communicated to all families. Safe Internet usage is also taught as part of the  School’s SPHE programme.  Mobile Phone and Anti-Bullying Policies apply.  Social Media accounts are blocked on school internet service. |
| Video/Photography involving pupils. | Potential for inappropriate use of material. | Appropriate online interactions are taught to children and disseminated to parents/guardians.  Children may not bring devices to school/on school outings that can be used to communicate electronically. If a child has a device, it is removed by the teacher, powered off and held until home-time.  AUP is in place.  Consent is required from parents/guardians for use of photos of pupils.  Full names of pupils are not included with photos.  Parents/guardians are always reminded that photographs and videos of school events are for private use only and are not to be uploaded to social media.  Teachers use school devices to photograph/video children. |

**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 risks 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 23/03/23. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement in March 2024.

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| Signed M. Hannon  Chairperson, Board of Management | Date 23/03/23 |
| Signed S. Dervan | Date 23/03/23 |

Principal/Secretary to the Board

**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 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.*

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|  | **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? | No |
| 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? | No |
| 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? | No |

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|  | **Yes/No** |
| 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?\* | N/A |
| 19. Were child protection matters reported to the Board appropriately recorded 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 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 |
|  | **Yes/No** |
| 36. Has the Board identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement? | No |
| 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 ? | N/A |
| 38. 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 |

\*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.

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| **Signed: M. Hannon** | **23/03/23** |
| **Chairperson Board of Management** | **Date** |
| **S. Dervan** | **23/03/23** |
| **Principal** | **Date** |

**Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Board of Management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .](http://www.education.ie/)
* 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Chairperson Board of Management**

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**Principal**

**Date**