**St. Benedict’s National School**

**Child Protection Policy**



2019

## Commencement of all sections of Children First Act 2015 11/12/17

**MANDATED PERSONS**

All teachers/childcare staff are now ‘mandated persons’. There are two areas of responsibility which will apply to mandated persons in a primary school:

Where a mandated person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of that a child: has been harmed, is being harmed, is at risk of being harmed, he or she must report that knowledge, belief or suspicion, to the Child and Family Agency (Tusla) as soon as practicable.

Where a child believes that he or she: has been harmed, is being harmed, is at risk of being harmed and discloses that belief to a mandated person, the mandated person must report that disclosure to Tusla as soon as practicable.

**CHILD SAFEGUARDING STATEMENT**

The Board of Management of St. Benedict’s Primary School has produced a Child Safeguarding Statement as required on or before 11th March 2019.

**RISK ASSESSMENT OF POTENTIAL HARM TO CHILDREN**

The Board of Management of St. Benedict’s Primary School has produced a Risk Assessment of all potential harm to children on or before 11th March 2019, in conjunction with the Child Safeguarding Statement.

**CHILD PROTECTION OVERSIGHT REPORT**

A new child Protection Oversight Report must be provided to the BoM as part of the Principal’s Report at every meeting - to ensure oversight by the BoM of the school’s compliance with child safeguarding requirements.

The following are now complete.

1. Child Safeguarding Risk Assessment Template
2. Child Safeguarding Statement Template
3. Checklist for Review of the Child Safeguarding Statement
4. Notification regarding the Board of Management’s review of the Child Safeguarding Statement.

***These actions*** will reflect the implications of the full commencement of the Children First Act 2015, the Children First 2017 and any changes to the DES Child Protection Procedures and the new DES Circular.

***CHILD PROTECTION POLICY OF ST. BENEDICT’S PRIMARY SCHOOL, ONGAR CONT’D……***

**CHILD SAFEGUARDING RISK ASSESSMENT /A WRITTEN ASSESSMENT OF RISK OF ST. BENEDICT’S PRIMARY SCHOOL**

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. Benedict’s Primary 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 BoM has endeavored 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 BoM on March 8th 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed:

Nigel Williamson (Chairperson of BoM) Date:

Signed:

Padraic Flesk (Principal/Secretary to the BoM) Date:

[**CHILD**

**SAFEGUARDING STATEMENT**]



***CHILD SAFEGUARDING STATEMENT***

St. Benedict’s Primary School 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. Benedict’s Primary 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.

1. The Designated Liaison Person (DLP) is: Padraic Flesk.
2. The Deputy Designated Liaison Person (Deputy DLP) is: Fiona O Connor.

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.

# CHILD SAFEGUARDING STATEMENT CONT’D

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 BoM members to avail of relevant training
  + The BoM 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/childcare staff, 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/ childcare staff employed by the school are mandated persons under the Children First Act 2015.
* In accordance with the Children First Act 2015, the BoM 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.

# CHILD SAFEGUARDING STATEMENT CONT’D

This 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 statement will be made available to Tusla and the Department if requested. 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 Date:

Signed:

Nigel Williamson (Chairperson of BoM) Date:

Signed:

Padraic Flesk (Principal/Secretary to the BoM) Date:

# CHILD SAFEGUARDING STATEMENT CONT’D

**CHILD PROTECTION CONTACTS DETAILS**

**Designated Liaison Person Padraic Flesk Deputy DLP Fiona O’ Connor**

**Telephone 01-6403011**

**Garda Station: Blanchardstown Garda Station Telephone: 01-6667020**

**Duty Social Worker Child and Family Agency, 80-189 Lakeshore Drive, Airside Business Park, Swords,**

**Co. Dublin.**

**TELEPHONE: 01 8708000**

**WEBSITE:**

[**http://www.tusla.ie/services/child**](http://www.tusla.ie/services/child)

**-protection-welfare/contact-a- social-worker/dublin/dublin-north**

***CHILD SAFEGUARDING STATEMENT CONT’D***

**CHECKLIST FOR REVIEW OF THE CHILD SAFEGUARDING STATEMENT**

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management (BoM) to 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. As part of the overall review process, BoM also assesses 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 Primary and Post-Primary Schools 2017.*

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| **CHECKLIST FOR REVIEW OF THE CHILD SAFEGUARDING STATEMENT** | **Yes/No** |
| 1. Has the BoM 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 BoM 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? | No |
| 6. Has the Deputy DLP attended available child protection training? | Yes |
| 7. Have any members of the BoM 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 BoM arrangements in place to communicate the school’s Child  Safeguarding Statement to new school personnel? | Yes |

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| 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 BoM received a Principal’s Child Protection Oversight Report at each Board meeting held since the last review was undertaken? | Yes |
| 13. Since the BoMs last review, was the BoM informed of any child protection reports made to Tusla/An Garda Síochána by the DLP? | Yes |
| 14. Since the BoMs last review, was the BoM 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 BoMs last review, was the BoM informed of any cases where an allegation of abuse or neglect was made against any member of school personnel? | Yes |
| 16. Has the BoM been provided with and reviewed all documents relevant to the Principal’s Child Protection Oversight Report? | Yes |
| 17. Is the BoM 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 BoM 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 BoM appropriately recorded in the Board minutes? | Yes |
| 20. Is the BoM satisfied that all records relating to child protection are appropriately filed and stored securely? | Yes |
| 21. Has the BoM 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 BoM 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 BoM ensured that the Parents’ Association (if any), has been provided with the school’s Child Safeguarding Statement? | Yes |
| 24. Has the BoM ensured that the patron has been provided with the school’s Child Safeguarding Statement? | Yes |
| 25. Has the BoM ensured that the school’s Child Safeguarding Statement is available to parents on request? | Yes |

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| 26. Has the BoM 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 BoM satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? \* | **Yes** |
| 29. Is the BoM 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 BoM 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 BoM considered and addressed any complaints or suggestions for improvements regarding the school’s Child Safeguarding Statement? | **Yes** |
| 32. Has the BoM 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 BoM sought the feedback of pupils in relation to the school’s child safeguarding arrangements? | **Yes** |
| 34. Is the BoM satisfied that the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ are being fully and adequately implemented by the school? | No |
| 35. Has the BoM identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement? | **Yes** |
| 36. Has the BoM 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** |
| 37. Has the BoM 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 |

Signed:

Nigel Williamson (Chairperson of BoM) Date:

Signed:

Padraic Flesk (Principal/Secretary to the BoM) Date:

# CHILD SAFEGUARDING STATEMENT CONT’D

**NOTIFICATION REGARDING THE BOARD OF MANAGEMENT’S REVIEW OF THE CHILD SAFEGUARDING STATEMENT**

To:

The Board of Management (BoM) of St. Benedict’s Primary School wishes to inform you that:

* The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting on Date:
* This review was conducted in accordance with the ‘Checklist for Review of the Child Safeguarding Statement’ published on the Department’s ‘website [www.education.ie](http://www.education.ie/)

Signed:

Nigel Williamson (Chairperson of BoM)

Date:

Signed:

Padraic Flesk (Principal/Secretary to the BoM)

Date:

# CHILD SAFEGUARDING STATEMENT CONT’D

**CHILD SAFEGUARDING RISK ASSESSMENT/A WRITTEN ASSESSMENT OF RISK OF ST. BENEDICT’S PRIMARY SCHOOL**

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| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Training of school personnel in Child Protection matters | **High** | Harm not recognised or reported promptly | Child Safeguarding Statement & DES procedures made available to all staff  DLP 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 | **Med** | Harm by school personnel | School has policy in place for one to one teaching.  Open doors Glass in all doors |
| Care of Children with special  needs, including intimate care needs | **High** | Harm by school  personnel | Policy on Intimate Care |
| Toilet areas | **High** | Inappropriate behaviour | Toilet usage Intimate Care and Supervision Policy |
| Curricular Provision in respect of SPHE, RSE, Stay safe. | Med | Non-teaching of same | School implements SPHE, RSE, Stay Safe in full |
| LGBT Children/Pupils perceived to be LGBT | **Med** | Bullying | Anti-Bullying Policy Code of Behaviour |
| Daily arrival and dismissal of pupils | **Med** | Harm from older pupils, unknown adults on the  playground | Arrival and dismissal supervised by Teachers Parents informed of school  starting and finishing times |

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| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Managing of challenging behaviour amongst pupils, including appropriate use of restraint | **High** | Injury to pupils and staff | Restraint Policy Health & Safety Policy Code Of Behaviour |
| Sports Coaches | **Med** | Harm to pupils | Supervision Policy & Procedures in place |
| Students participating in work experience | **Low** | Harm by student | Supervision Policy  Child Safeguarding Statement |
| Recreation breaks for pupils | **Med** | Harm to pupils | Adequate supervision provided |
| Classroom teaching | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision  provided |
| One-to-one teaching | **Med** | Harm to pupils | All classrooms with glass doors Adequate supervision provided |
| Outdoor teaching activities | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |
| Sporting Activities | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |
| Homework club/evening study | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |
| School outings | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |

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| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Use of toilet/changing/shower areas in schools | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Toileting Policy Adequate supervision provided |
| Annual Sports Day | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |
| Fundraising events involving pupils | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |
| Use of off-site facilities for school activities | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |
| School transport arrangements including use of bus escorts | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |
| Care of any vulnerable adult students, including intimate care where needed | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour  Intimate care and Toileting Policy  Adequate supervision provided |
| Administration of Medicine | **Med** | Harm to pupils | Admin of medicines Policy Health and Safety Policy |
| Administration of First Aid | **Med** | Harm to pupils | Admin of medicines Policy Health and Safety Policy Supervision Policy |

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| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Curricular provision in respect of SPHE, RSE, Stay Safe | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision  provided |
| Prevention and dealing with bullying amongst pupils | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision  provided |
| Training of school personnel in child protection matters | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour  Adequate supervision provided |
| Use of external personnel to supplement curriculum | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision  provided |
| 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 on CPNS | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |
| Use of school premises by other organisation during school day | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision  provided |
| Students participating in work experience in the school | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision provided |

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| **List of School Activities** | **Risk Level** | **The School has identified the following Risk of Harm** | **The School has the following Procedures in place to address identified risks** |
| Use of Information and Communication Technology by pupils in school | **Med** | Bullying | ICT policy  Anti-Bullying Policy Code of Behaviour Acceptable Use Policy |
| Recruitment of school personnel including -   * Teachers * SNA’s/ Childcare staff * 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 | **Med** |  | Child Safeguarding Statement |
|  |  | & DES procedures made |
|  |  | available to all staff |
|  | Harm not | Staff to undertake certification |
|  | recognised or | in Tusla training module |
|  | properly or |  |
|  | promptly | Vetting Procedures |
|  | reported |  |
|  |  | Policy of Parents / Volunteers |
|  |  | Supervision Policy |
| Application of sanctions under the school’s Code of Behaviour | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision  provided |
| Student teachers undertaking training placement in school | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Adequate supervision  provided |
| Use of video/photography/other media to record school events | **Med** | Harm to pupils | Anti-Bullying Policy Code of Behaviour Data Protection Policy Adequate supervision provided  Acceptable Use Policy |

**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 endeavored 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 *[March 4th 2019].* It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed:

Nigel Williamson (Chairperson of BoM)

Date:

Signed:

Padraic Flesk (Principal/Secretary to the BoM)

Date: