

**St. David's, Holy Faith Secondary School,
Greystones, Co. Wicklow**

Child Safeguarding Statement and Child Protection Policy

**This Child Safeguarding Statement and Child Protection Policy
Document was ratified by the Board of Management on Monday,
September 30th 2019**

Child Safeguarding Statement and Child Protection Policy

Purpose

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, practices and activities.

Scope

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 as part of this overall child protection policy.

Responsibility

Responsibility for implementing this policy shall be with:

The Designated Liaison Person (DLP) is: Mary O'Doherty, Principal

The Deputy Designated Liaison Person (Deputy DLP) is: Simon Carey, Deputy Principal

Action

In its policies, practices and activities, we 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 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 or need.

Documentation

The following policies and procedures are particularly relevant to our Child Protection policy:

- Code of Behaviour
- Anti-Bullying Policy
- Vetting Policy
- Critical Incident Policy
- School Outings
- Supervision of Pupils
- Pupil Work Placements
- Acceptable Use Policy
- Guidance Policy
- Special Needs Policy

The Board has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items.

This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department of Education and Skills and the patron, if requested. It is also available for your review on the school website - <http://www.stdavids.ie/>

Review

This Policy will be reviewed by the Board of Management once in every year.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Child Safeguarding Risk Assessment 2018/2019

Written Assessment of Risk - St. David's Holy Faith, Secondary School, Greystones

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. David's Holy Faith Secondary School.

1. List of school activities

- Daily arrival and dismissal of pupils
- Breaktime for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- All Extra Curricular activities
- School outings/School trips involving overnight trips/Foreign trips
- Use of toilet and changing areas in schools
- Annual Sports Day
- Fundraising events involving pupils
- Care of any students with SEN requirements
- Administration of Medicine and First Aid
- Curricular provision in respect of SPHE and RSE
- Anti-bullying Policy promotion and enforcement
- Training of school personnel in child protection matters
- Use of external personnel
- 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 of minority religious faiths
 - Children in care
 - Children on CPNS

- Recruitment of school personnel including:
 - Teachers
 - SNAs
 - Caretaker/Secretary/Cleaners
 - Sports coaches
 - Outside personnel e.g. Guest Speakers, Volunteers, Parents, Contractors
- Use of ICT by pupils and staff in school to include, social media/mobile phone
- Application of school's Code of Behaviour
- Transition Year Students participating in work experience within/outside of the school
- PME Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations

2. St. David's, Holy Faith, Secondary School has identified the following risk of harm in respect of its activities –

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

- Risk of harm due to inappropriate use of social media/mobile phones

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

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a Code of Behaviour Policy identifying concerns and clearly lays potential sanctions in the event of a breach of said policy
- The school's supervision policy to ensures appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc. throughout the school day
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school –
 - Has provided each member of school 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 school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils

- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place policy and procedures pertaining to students undertaking work experience with outside agencies, delivered within the curriculum of Transition Year

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

This risk assessment has been completed by the Board of Management on Monday, September 30th 2019. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement and Child Protection Policy.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Child Safeguarding Statement and Child Protection Policy

St. David's Holy Faith Secondary School is a secondary school providing post-primary education to pupils from First Year to Sixth Year.

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. David's Holy Faith Secondary 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 Mary O'Doherty (Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Simon Cary (Deputy Principal)
- 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.

- 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 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 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 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.

6 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, Le Cheile School's Trust. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on Monday, September 30th 2019.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Review of the Child Safeguarding Statement and Child Protection Policy

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 Child Protection Policy 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'? | Y |
| 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'? | Y |
| 3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? | Y |
| 4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? | Y |
| 5. Has the DLP attended available child protection training? | Y |
| 6. Has the Deputy DLP attended available child protection training? | Y |
| 7. Are there both a DLP and a Deputy DLP currently appointed? | Y |
| 8. Are the relevant contact details (Tusla and An Garda Síochána) to hand? | Y |
| 9. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel? | Y |
| 10. 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? | Y |
| 11. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken? | Y |
| 12. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP? | Y |
| 13. 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? | Y |
| 14. Were child protection matters reported to the Board appropriately recorded in the Board minutes? | Y |
| 15. Is the Board satisfied that all records relating to child protection are | Y |

| | Yes/No |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| appropriately filed and stored securely? | |
| 16. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request? | Y |
| 17. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools) | Y |
| 18. Has the Board ensured that the SPHE curriculum is implemented in full in the school? | Y |
| 19. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? | Y |
| 20. 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? | Y |

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Notification regarding the Board of Management's review of The Child Safeguarding Statement in St. David's Holy Faith Secondary School

To _____

The Board of Management of St. David's Holy Faith Secondary 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 of Monday, September 30th 2019.
- 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

Signed _____ Date _____

Principal/Secretary to the Board of Management