Scoil Mhuire agus Íde

Newcastlewest,
Co. Limerick

Child Safeguarding Statement

SCOIL MHUIRE AGUS ÍDE

Child Safeguarding Statement

Scoil Mhuire agus Íde is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate 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 Scoil Mhuire agus Íde 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 **Sheilagh O Mahony Kennedy**

3 The Deputy Designated Liaison Person (Deputy DLP is **Seán Lane**

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 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.

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 (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.

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 9th March 2018.

Signed: S Derek Haven

Chairperson of Board of Management

Date: 9.3.18.

Signed: Sheelagh Kennedy

Principal/Secretary to the Board of Management

Date: 9-3-18

Child Safeguarding Risk Assessment

Written Assessment of Risk of Scoil Mhuire agus Íde

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 Scoil Mhuire agus Íde.

1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, 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 Supervision Policy, HE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- 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
- Recruitment of school personnel including -
  - Teachers/SNA's
  - 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

- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- 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
- Use of school premises by other organisation during school day
- Homework club/evening study

2. The 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 to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- 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

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 Stay Safe Programme
- The school implements in full the Supervision PolicyHE 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 yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- 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 an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- 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
    - Maintains records of all staff and board member 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 Home School Liaison policy and related procedures

- 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 clear procedures for one-to-one teaching activities
- 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 a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations

List of all Activities in Scoil Mhuire agus Íde 2017/18 and the policies to be consulted when partaking in these activities.

	Identify activates where Risk of Harm	**School Polices (This list is not exhaustive under each category)**
1	Daily Arrival and dismissal of pupils	Supervision, Code of Behaviour, Anti Bullying, Social Media, Mobile Phone & Electronics devices.
2.	Recreation break for pupils	Supervision Policy, Code of Behaviour, Anti-Bullying Policy, Social Media Policy, Mobile Phone & Electronic Devices Policy
3.	Classroom teaching	Professional Code of Conduct for Teachers, School Policy on one to one teaching/meetings
4.	One to one teaching	Guidance Policy, SEN, School Policy on one to one teaching/meetings
5.	One to one counselling	Guidance Policy, School Policy on one to one teaching/meetings
6.	Outdoor teaching activities 1) Geography Field Trip 2) 1st Year Cinema Trip 3) English Dramas 4) Art Trip 5) Enterprise 6) TY Extra Curricular	First Aid Policy, Administration of Medicines, Supervision Policy, Pastoral Care, Guidance Policy, Out of School activities policy, School Policy on one to one teaching/meetings, Policy on students travelling to events, Policy and Procedures for use of external personnel
7.	Sporting Activities 1) Gaelic Football/LGFA 2) Hurling/Camogie 3) Rugby 4) Soccer/Ladies 5) Basketball 6) Golf 7) Equestrian 8) Athletics	First Aid Policy, Administration of Medicines, Supervision Policy, Pastoral Care, Guidance Policy, Out of School activities policy, School Policy on one to one teaching/meetings, Policy on students travelling to events, Policy and Procedures for use of external personnel
8.	School Outings – all day trips 1) Retreat 2)	First Aid Policy, Administration of Medicines, Supervision Policy, Pastoral Care, Guidance Policy, Out of School activities policy, School Policy on one to one teaching/meetings, Policy on students travelling to events, Policy and Procedures for use of external personnel

9.	School Trips involving overnight stay 1) Delphii 2) Cappanalea	School Tour Policy, Pastoral Care, Guidance Policy, SUB, School Policy on one to one teaching/meetings, First Aid Policy, Administration of Medicines, CP, TTE, Policy and Procedures for use of external personnel,
10	School trips involving foreign travel 1) School Tours	School Tour Policy, CP, Pastoral Care, Guidance Policy, Substance Use Policy, School Policy on one to one teaching/meetings, First Aid Policy, Administration of Medicines, Policy and Procedures for use of external personnel
11	Use of Toilet/shower/changing areas in the school	Supervision Policy, Code of Behaviour, Anti-Bullying Policy, Social Media Policy, Mobile Phone & Electronic Devices Policy
12	Annual sport afternoon	Supervision Policy, Code of Behaviour, Anti-Bullying Policy, Social Media Policy, Mobile Phone & Electronic Devices Policy
13	Funding raising events involving students	Supervision Policy, Pastoral Care, Guidance Policy, Substance Use Policy, School Policy on one to one teaching/meetings, First Aid Policy, Administration of Medicines
14	Use of off-site facilities for school activities 1) Hotel – Fashion Show 2) Local Sports Grounds	School Tour Policy, Pastoral Care, Substance Use Policy, School Policy on one to one teaching/meetings, First Aid Policy, Administration of Medicines, Policy and Procedures for use of external personnel
15	School transport arrangements including use of bus escorts (for students with special need)	Supervision Policy, Code of Behaviour, Anti-Bullying Policy, Social Media Policy, SEN, Mobile Phone & Electronic Devices Policy
16	Care of children with special educational needs including intimate care where needed	SEN, Pastoral Care, Guidance Policy, Substance Use Policy, School Policy on one to one teaching/meetings, First Aid Policy, Administration of Medicines
17	Administration of Medicines	Administration of Medicines
18	Administration of First Aid & Defibrillators	Administration of Medicines ???
19	HSE Vaccination	School Policies, Policy on teachers being present with external personnel, No unsupervised access to students
20	Curricular Provision in respect of SPHE, RSE	SPHE and RSE Policy, RSE policy for senior students
21	Wellbeing	Wellbeing Policy
22	Prevention and dealing with bulling amongst pupils	Anti-Bullying Policy, Code of Behaviour, Pastoral Care, Guidance Policy, Wellbeing Policy and SPHE Policy
23	Training of School personnel in child protection matters.	1. All school personnel are provided with a copy of the schools Safeguarding Statement and child Protection Procedures for Primary and Post Primary Schools 2017. 2. All school personnel are required to adhere to the Child Protection Procedures for Primary and Post Primary2017 3. All registered teachers are required to the Children First Act 2015 4. School adheres to the requirements of the Garda vetting legislation and DES circulars.

		5. School complies with agreed disciplinary procedures for teaching staff. 6. Training for Principals (DLP) and Deputy Principal (DDLP) 7. Encourages all staff to avail of relevant training 8. Induction of all new staff and school personnel, including students teachers and students on work experience
24	Use of external personnel to supplement curriculum	Policy and Procedures for use of external personnel
25	Use of external personal to support sports and other extra-curricular activities.	Policy and Procedures for use of external personnel
26	Care of pupils with specific vulnerabilities/ need such as: Students from ethnic minorities/migrants Students from Traveller community Lesbian, gay, transgender (LGBT) students Students of minority religious faiths Children in care Children on CPNS (Child Protection Notificatio System) Other vulnerable students	Being LGBT in schools. Child Protection Notification System Critical Incident Policy
27	Recruitment of school personnel including- Teachers/ SNA's Caretakers/Secretary/Cleaners/Canteen etc.	Vetting Policy, Registering Teaching, References, Induction, Training, Child Protection Procedures
28	External Guest Speakers	Policy and Procedures for use of external personnel
29	Volunteers/Parents in school activities	Policy and Procedures for use of external personnel
30	Visitors/contractors present in school during school hours.	Policy and Procedures for visitors, contractors, during school hours.
31	Visitors/contractors present during after school activities.	Policy and Procedures for visitors, contractors, during school hours.
32	Participation by pupils in religious ceremonies/religious instruction external to the school	Admission and Enrolment Policy, Religious Policy
33	Use of Information and Communication Technology by pupils in school	AUP Policy, Social Media Policy, Supervision policy.
34	Application of sanctions under the school's Cod of Behaviour including detention of pupils confiscation of phones etc.	Code of Behaviour, suspension and expulsion policy, Mobile Phone & Electronic Devices Policy.
35	Students participation in work experience in the school.	Policy in respect of students undertaking work experience at the school.
36	Students from the school participating in work experience elsewhere.	Policy in respect of students undertaking work experience at the school.
37	Student teachers undertaking training placement in school.	Induction Policy, Training, Vetting and Statutory Declarations.
38	Use of video/photography/other media to record school events	School Policy
39	After school use of premises by other organisations	School Policy
40	Use of school premises by other organisations during school day.	School Policy
41	After school study, including weekends and	Supervision Policy, Code of Behaviour, Anti-

	holidays. (Distinguish between school V's privately organised)	Bullying Policy, Social Media Policy, Mobile Phone & Electronic Devices Policy
42	Access to CCTV footage	Data Protection Policy
43	Access to Esinet, PPOD	Data Protection Policy
44	Access to personal data	Data Protection 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 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 9 March 2018 It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed Derek Hewin Date 9.3.18

Chairperson, Board of Management

Signed Shulphul Kennedy Date 9-3-18

Principal/Secretary to the Board of Management

Appendix 2: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Parents of Scoil Mhuire Agus Íde

The Board of Management of SMI. 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 11-3-19. [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

Signed Derek Keveri Date 11-3-'19

Chairperson, Board of Management

Signed Sheelagh Kennedy Date 11-3-'19.

Principal/Secretary to the Board of Management

Appendix 1: 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.*

	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'?	
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''?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
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?	
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
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?	
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?	
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?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
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?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or	

	Yes/No
have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
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'	
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?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
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)	
28. Has the Board ensured that the Supervision PolicyHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
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?*	
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)?*	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
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'	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
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?	
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
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 ?	
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?	

*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.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Appendix 2: 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 _____ [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

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Appendix 3 Child Protection Oversight Reports

Child Protection Procedures for Primary and Post-Primary Schools 2017

The Child Protection Oversight Report shall be presented at each board of management meeting as part of the principal's report to the board.

It shall include information under the following four headings:

(1) Allegations of abuse made against members of school personnel (see section 9.5)

(2) Other child protection concerns in respect of pupils in the school, that is, concerns that do not involve any allegation of abuse against a member of school personnel (see section 9.6)

(3) Child protection concerns arising from alleged bullying behaviour amongst pupils (see section 9.7)

(4) Summary data in respect of reporting (see section 9.8)

Child Protection Oversight Report

Date of board meeting:
Signatures: **Principal** _____ **Chairperson** _____

CHILD PROTECTION OVERSIGHT REPORT

Oversight

There is a strong culture of child protection across schools and the previous child protection procedures published in 2011 put in place certain oversight measures to help support and reinforce that culture.

In the context of the new statutory obligations that apply to all registered teachers and to all school authorities, the oversight arrangements are strengthened so that they are as comprehensive and robust as possible. This will help ensure that the sector can be satisfied and can demonstrate that schools and their staff are operating in full compliance with the Children First Act 2015, Children First National Guidance 2017 and with Child Protection Procedures for Primary and Post-Primary Schools 2017 (Procedures).

Oversight by the Board of Management

Under the Education Act, 1998, the board of management is charged with the governance of the school. Accordingly, it is the responsibility of the board of management to ensure that the Procedures are implemented in full and to quality assure their effectiveness on a regular basis (Chapter 9). The Procedures contain certain oversight measures aimed at ensuring that the board of management meets its responsibilities in this regard.

The Child Protection Oversight Report is in place to ensure that the board of management can satisfy itself that school management is dealing fully and properly with all child protection matters in the school. In addition to the oversight of reporting of allegations against members of school personnel, this report ensures that there is oversight in relation to the wider reporting of child protection concerns in respect of children in the school and compliance with child safeguarding requirements.

To ensure that the board of management can fulfil its oversight responsibilities, the principal, at each board meeting, shall present a Child Protection Oversight Report which shall include information under the following four headings:

(1) Allegations of abuse made against members of school personnel

(2) Other child protection concerns in respect of pupils in the school, that is, concerns that do not involve any allegation of abuse against a member of school personnel

(3) Child protection concerns arising from alleged bullying behaviour amongst pupils

(4) Summary data in respect of reporting.

CHILD PROTECTION OVERSIGHT REPORT

(1) ALLEGATIONS OF ABUSE AGAINST MEMBERS OF SCHOOL PERSONNEL

	Specify the number of cases that have arisen since the last board meeting under each of the headings (a), (b) or (c). **Where there are no such cases at (a), (b) or (c) the report shall state this fact.**	**Number of cases**
(a)	State the number of reports made to Tusla, since the last board meeting, in respect of an allegation of abuse against a member of school personnel.	
(b)	State the number of cases, since the last board meeting, where the DLP sought advice from Tusla in relation to an allegation of abuse against a member of school personnel and the matter was not reported by the DLP, based on the advice of Tusla.	
(c)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP has not sought any advice from Tusla in relation to the matter and has not reported the matter to Tusla.	
(d)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP did not report the matter to Tusla in circumstances where Tusla has advised the DLP that it should be reported.	

Cases (a) and (b)
In each case referred to at (a) and (b) above, the board of management shall be provided with and shall review the following at the board meeting:

1) Copies of all records and notes pertaining to how the allegation came to be known to the DLP
2) Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the allegation and to the advice given
3) Copies of any report submitted to Tusla in respect of the allegation
4) Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the allegation (including any acknowledgement of receipt of the report by Tusla)
5) Copies of any notification issued under section 5.6 of these procedures
6) Copies of any statement provided to a member of school personnel under section 5.3.8 of these procedures.

- **It should be noted that these records must be treated in the strictest confidence by all board of management members and board members shall be aware that they are to be reviewed solely for the purposes of oversight of the reporting requirements set out in these procedures.**

- **Board members are also reminded of their duty to maintain the confidentiality of board meetings.**

- **The purpose of this review is solely to review whether, based on the information available to the DLP and any Tusla advice available, the relevant reporting requirements were followed.**
- **The minutes shall not name the employee or any children referred to in the documentation but shall record the matter by reference to the unique code or serial number assigned to the case/parties concerned.**
- **When reviewing the documentation, the board of management shall follow the procedures in sections 9.5.3 to 9.5.5. Copies of these sections should be circulated to the board members.**

<u>Cases (c) and (d)</u>
Where any of the cases referred to at (c) and (d) arise, the DLP shall immediately inform the chairperson of the board of management of this fact.

An emergency meeting of the board of management shall be convened at which the board members shall be provided with and shall review the documents referred to at (1) to (6) above.

Prior to the emergency meeting of the board of management, the chairperson shall, on behalf of the board, seek the advice of Tusla as to whether the allegation should be reported and shall report the matter on behalf of the board of management where advised to do so.

The chairperson shall also provide the board of management with:

1) A copy of the chairperson's records or notes pertaining to his or her seeking of Tusla advice in relation to the allegation and to the advice given
2) A copy of the report submitted to Tusla in respect of the allegation and any acknowledgement of receipt of that report by Tusla.

- **The provisions at sections 9.5.3 to 9.5.5 inclusive shall also apply to the emergency meeting of the board of management and to the documents referred to at 1 and 2 directly above. Copies of these sections should be circulated to the board members.**
- **Board members are again reminded of their duty to maintain the confidentiality of board meetings.**
- **The minutes shall not name the employee or any children referred to in the documentation but shall record the matter by reference to the unique code or serial number assigned to the case/parties concerned.**
- **Where the board of management has not complied with the procedures in this section and has not reported a matter to Tusla in circumstances where Tusla has advised that such a report should be made, it shall notify the school patron in writing of this fact. The minutes of the relevant board of management meeting shall record this action and a copy of the notification to the patron shall be retained. (9.5.8)**
- **It should also be noted that failure by any member of school personnel to report a matter to Tusla where advised by Tusla to do so or to otherwise fail to comply with these procedures, is a disciplinary matter to be reported to and dealt with separately by the employer in accordance with the relevant disciplinary procedures. (9.5.9)**

Appendix 2: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Parents of Scoil Mhuire Agus Íde

The Board of Management of SMI. 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 11-3-19. [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

Signed Derek Keven Date 11-3-'19

Chairperson, Board of Management

Signed Sheelagh Kennedy Date 11-3-'19.

Principal/Secretary to the Board of Management

CHILD PROTECTION OVERSIGHT REPORT

(2) OTHER CHILD PROTECTION CONCERNS IN RESPECT OF PUPILS IN THE SCHOOL, that is, cases that do not involve any allegation of abuse against a member of school personnel

	Specify the number of cases that have arisen since the last board meeting under each of the headings (a), (b) or (c). **Where there are no such cases at (a), (b) or (c) the report shall state this fact.**	**Number of cases**
(a)	The number of cases where a member of school personnel has submitted a report to Tusla in respect of a child in the school in circumstances where the DLP has decided that the matter did not warrant reporting.	
(b)	The number of cases where the DLP has sought the advice of Tusla in respect of a concern about a child in the school and Tusla has advised that the matter should not be reported.	
(c)	The number of cases where the DLP has sought the advice of Tusla in respect of a concern about a child in the school and Tusla has advised that the matter should be reported but the DLP has not reported the matter in question.	

In respect of each case arising under the above headings, the board of management shall also be provided with and review the documents listed below:

1) Copies of all records and notes pertaining to how the concern came to be known to the DLP
2) Copies of any records and notes pertaining to the seeking of Tusla advice in relation to the concern and to the advice given
3) Copies of any reports submitted to Tusla by any member of school personnel in relation to the concern
4) Copies of any other records of communications with Tusla, An Garda Síochána or any other party in relation to the concern (including any acknowledgement of receipt of the report by Tusla)
5) Copies of any statement provided to a member of school personnel under section 5.3.8 of the Child Protection Procedures.

- **It should be noted that the records provided to the board of management shall be anonymised and redacted as necessary to ensure the identities of any children and any other parties to whom the concern or report relates are not disclosed.**

- **Board members are also reminded of their duty to maintain the confidentiality of board meetings.**

- **The purpose of this review is solely to review whether, based on the information available to the DLP and any Tusla advice available, the relevant reporting requirements were followed.**

CHILD PROTECTION OVERSIGHT REPORT

- **When reviewing the documentation, the board of management shall follow the procedures in sections 9.6.3 to 9.6.5. Copies of these sections should be circulated to the board members.**

- **It should also be noted that failure by any member of school personnel to report a matter to Tusla where advised by Tusla to do so or to otherwise fail to comply with these procedures, is a disciplinary matter to be reported to and dealt with separately by the employer in accordance with the relevant disciplinary procedures. (9.6.6)**