



Coláiste na Trócaire

Child Safeguarding Statement

Note: This policy is effective from 28.09.2022 and replaced all previous Child Protection Policies

Child Safeguarding Statement

of

Coláiste na Trócaire 2022-2023

Coláiste na Trócaire is a post-primary school providing primary/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 Addendum to Children First (2019), 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 Coláiste na Trócaire 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 Mr Michael Behan
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Mr Garrett Noonan
- 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 DE 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 DE and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.

- The various procedures referred to in this Statement can be accessed via the school's website, the DE 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 _____ [date].

Signed: _____

Chairperson of Board of Management
Management

Signed: _____

Principal/Secretary to the Board of

Date: _____

Date: _____

Child Safeguarding Risk Assessment

Written Assessment of Risk of Coláiste na Trócaire

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Coláiste na Trócaire.

1. List of school activities

Interactions between teachers and students including but not limited to:

- Classroom teaching
- Homework club/evening study
- Outdoor teaching activities
- Sporting Activities

Interaction between students including but not limited to:

- Recreation breaks for students Movement between classes
- Use of toilets
- Use of PE changing rooms
- Outdoor teaching activities
- Sporting Activities

Daily arrival and dismissal of students

One-to-one teaching

One-to-one counselling

School outings

School trips involving overnight stay

School trips involving foreign travel

Use of off-site facilities for school activities

Annual Sports Day

School transport arrangements

Management of challenging behaviour amongst students, including appropriate use of restraint where required

Application of sanctions under the school's Code of Behaviour including detention of students confiscation of phones etc.

Care of students with special educational needs, including intimate care where needed.

Care of students with specific vulnerabilities/ needs including:

- Students from ethnic minorities/migrants
- Members of the Traveller community
- Lesbian, gay, bisexual or transgender (LGBT) students and students perceived to be LGBT
- Students of minority religions
- Children in care
- Children on CPNS

Administration of Medicine

Administration of First Aid

Curricular provision in respect of SPHE, RSE

Participation by students in religious ceremonies/religious instruction external to the school

Use of Information and Communication Technology by students in school

Students participating in work experience in the school

Students from the school participating in work experience elsewhere

Recruitment of school personnel including -

- Teachers
- SNAs
- Admin staff
- Caretaker
- Cleaners

Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities

- Sports coaches
- External Tutors/Guest Speakers
- Volunteers/Parents in school activities

Fundraising events involving students

Use of video/photography/other media to record / at school events

Use of student images for PR purposes

Student teachers undertaking training placement in school

After school use of school premises by other organisations

Use of school premises by other organisations during school day

Non-curricular related visitors / contractors present in school during school hours

Non-curricular related visitors / contractors present during after school activities

Use of Information and Communication Technology by staff

Reporting

2. The school has identified the following risk of harm in respect of its activities -

- Risk of student being harmed in the school by a member of school personnel
- Risk of harm due to inappropriate relationship/communications between a student and an adult
- Risk of harm due to inadequate supervision of students

- Risk of harm due to bullying of student
- Risk of student being harmed in the school by another student
- Risk of harm due to inappropriate relationship/communications between a student and another student

Risk of harm due to inadequate supervision of students entering and leaving school.

Risk of harm in one-to-one teaching situation

Risk of harm in one-to-one counselling situation

- Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities
- Risk of harm due to inadequate supervision of students while attending out of school activities
- Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities
- Risk of harm due to inadequate supervision of students while attending out of school activities
- Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities
- Risk of harm due to inadequate supervision of students while attending out of school activities
- Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities
- Risk of harm due to inadequate supervision of students while attending an off-site facility
- Risk of harm due to inadequate supervision of students while attending out of school activities
- Risk of student being harmed by a member of staff of another organisation or other person while student participating in out of school activities

Risk of student being harmed while student is travelling to/from a school activity.

- Risk of student being harmed in the school by a member of school personnel
- Risk of student being harmed in the school by another student

Risk of harm due to inadequate code of behaviour

- Risk of harm to students with SEN who have particular vulnerabilities
- Risk of harm to student while a student is receiving intimate care
- Risk of student being harmed in the school by a member of school personnel
- Risk of student being harmed in the school by another student
- Risk of harm due to bullying of student

Risk of harm to student due to own or school mistake

- Student discomfort or disclosure due to subject matter
- Students might be exposed to harmful or upsetting information from supplementary materials or outside speakers
- Student discomfort or disclosure due to subject matter
- Students might be exposed to harmful or upsetting information from supplementary

materials or outside speakers

Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school

Risk of Student harming minor students in the school

Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience

Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted

Risk of student being harmed in the school by volunteer or visitor to the school

Risk of student being harmed in or out of the school by volunteer or member of the public

Risk of student being exposed to public in a manner that is likely to be harmful to the student

Risk of student being harmed in the school a student teacher

Risk of student being harmed in the school by a visitor to the school

Risk of student being harmed in the school by a visitor/contractor to the school

- Risk of harm caused by member of school personnel communicating with students in an 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 not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel

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

- The school has provided each member of school staff with a copy of the school's Student 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*.
- All teachers have received CPD on Child Safeguarding
- The school has a Child Safeguarding protocol in place
- School personnel are expected to adhere to the Teaching Council's Code of Conduct.

- The school ensures appropriate supervision of students during breaks.
- 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 in place a code of behaviour for students
- The school has in place zoned areas for recreation and bathroom breaks
- The school will develop a PE Policy in respect of changing rooms.
- The school will develop a policy and procedures for one-to-one meetings with students

- The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision & Substitution Scheme of the Department of

Education and the NCSE allocation of SNA staff

- The school communicates annually by letter with parents/guardians regarding the school's position outside of the times covered by the allocation provided under the Supervision & Substitution Scheme of the Department of Education.

The school will develop a policy and procedures for one-to-one meetings with students

The school has in place an Educational School Tours/ Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.

- The School sends teachers on all outings with students
- The school liaises with bus companies to ensure they are compliant with DE and LCETB regulations
- Staff complete a risk assessment for each outing in advance of the outing taking place

The school has in place a code of behaviour for students

The school has in place an acceptable usage policy in respect of usage of mobile phones by students

- The school has a Special Educational Needs policy.
- The school has a care plan in respect of students who require such care

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 care plan in place the administration of medication to students

The school has in place procedures for the administration of First Aid

- The school implements in full the SPHE curriculum
- The school has an RSE Policy
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has a visiting Speakers policy

- The school has a Religious Education Policy
- The school has a visiting Speakers policy

- The school has in place an Acceptable Usage policy in respect of usage of ICT by students
- The school has in place an Acceptable Usage policy in respect of usage of mobile phones by students

The school will develop formal procedures in respect of students undertaking work experience in the school

The school will develop formal procedures in respect of students of the school undertaking work experience in external organisations

- LCETB adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel.
- All new staff are provided with a copy of the school's Student Safeguarding Statement
- The school encourages staff to avail of relevant training

- The school has in place a Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum
- Parents/Guardians who volunteer are required to undergo Garda Vetting through LCETB.

- Staff complete a risk assessment for each fundraising event in advance of the fundraising taking place
- Students fundraise during agreed times only and supervision is provided
- Parents' consent to use of images for school purposes only - other usage is cleared on a case by case basis
- The School has an Acceptable Usage Policy
- Parents' consent to use of images for school purposes only - other usage is cleared on a case by case basis
- The School has an Acceptable Usage Policy

The school will develop formal procedures in respect of student teacher placements

The school has a document regarding terms and conditions of the use of the school's Sports Hall and requires insurance and child protection details to be in place by the visiting organisation.

The school has a Health and Safety policy.

- The school has provided each member of school staff with a copy of the school's Student 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*.
- School personnel are expected to adhere to the Teaching Council's Code of Conduct.
- The school complies with the agreed disciplinary procedures for teaching staff.

The school encourages staff to avail of relevant training.

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.