Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template Child Safeguarding Statement

Gaelcholáiste Synge 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 Addendum to Children First (2019), the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Gaelcholáiste Synge 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 *(revised 2023)* as part of this overall Child Safeguarding Statement

2 The Designated Liaison Person (DLP) is Clare Catterson

3 The Deputy Designated Liaison Person (DDLP) is Lesley Plunkett

4 The Relevant Person is Clare Catterson
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)

5 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.

6 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 (revised 2023)* and

to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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 Department of Education and available on the gov.ie 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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- All registered teachers employed by the school are mandated persons under the Children First Act 2015.

- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), 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 included with the Child Safeguarding Statement.

- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie 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.

7 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.

8 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 _____.

This Child Safeguarding Statement was reviewed by the Board of Management on _____.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Written Assessment of Risk of Gaelcholáiste Synge

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 (revised 2023)*, the following is the Written Risk Assessment of Gaelcholáiste Synge.

School Activities	Risks of Harm	Procedures to address risks of harm
Daily arrival and dismissal of pupils	Risk of harm due to inadequate supervision of children in school	The school has a yard 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.
Recreation breaks for pupils	Risk of harm due to inadequate supervision of children in school	The school has a yard 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.

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Classroom teaching	Risk of child being harmed in the school by another child; Risk of child being harmed in the school by a member of school personnel	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
One-to-one teaching	Risk of child being harmed in the school by a member of school personnel	The school has in place a policy and clear procedures for one-to-one teaching activities; 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
One-to-one learning support	Risk of child being harmed in the school by a member of school personnel	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

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One-to-one counselling	Risk of child being harmed in the school by a member of school personnel	The school has in place a policy and procedures for one-to-one counselling; 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
Outdoor teaching activities	Risk of harm due to inadequate supervision of children in school	The school has in place a policy and clear procedures in respect of school outings
Online teaching and learning remotely	Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms	The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
Sporting activities	Risk of harm due to inadequate supervision of children in school	The school has a yard supervision policy to ensure appropriate supervision of children during, assembly,

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		dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
School outings	Risk of harm due to inadequate supervision of children while attending out of school activities	The school has in place a policy and clear procedures in respect of school outings
School trips involving overnight stay	Risk of harm due to inadequate supervision of children in 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	The school has in place a policy and clear procedures in respect of school outings
School trips involving foreign travel	Risk of harm due to inadequate supervision of children in school; Risk of child being harmed by a member of school personnel, a member of staff of	The school has in place a policy and clear procedures in respect of school outings

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	another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons	
Use of toilet/changing/shower areas in schools	Risk of harm due to inappropriate relationship/communications between child and another child or adult	The school has a yard 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.
Annual Sports Day	Risk of harm due to inadequate supervision of children in school	The school has a yard 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.
Fundraising events involving pupils	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	The school has in place a policy and clear procedures in respect of school outings

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Use of off-site facilities for school activities	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	The school has in place a policy and clear procedures in respect of school outings
School transport arrangements including use of bus escorts	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	The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
Care of children with special educational needs, including intimate care where needed,	Risk of harm to child while a child is receiving intimate care	The school has an intimate care policy/plan in respect of students who require such care
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Risk of harm due to inadequate code of behaviour	The school has a Special Educational Needs policy; The school has in place a code of behaviour for pupils;

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		The school has in place a Critical Incident Management Plan
Management of provision of food and drink	Risk of harm to child while a child is receiving intimate care	The school has an intimate care policy/plan in respect of students who require such care
Administration of Medicine	Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities	The school has in place a policy and procedures for the administration of medication to pupils
Administration of First Aid	Risk of harm to child while a child is receiving intimate care	The school has in place a policy and procedures for the administration of First Aid
Curricular provision in respect of SPHE, RSE	Risk of harm due to inappropriate relationship/communications between child and another child or adult	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;

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		The school implements in full the Wellbeing, SPHE and RSE specifications;
Prevention and dealing with bullying amongst pupils	Risk of child being harmed in the school by another child; Risk of harm due to bullying of child	The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Bí Cineálta* document and *Anti-Bullying Procedures for Primary and Post Primary Schools*
Training of school personnel in child protection matters	Risk of harm not being reported properly and promptly by school personnel; Risk of harm not being recognised by school personnel	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 (revised 2023)* are made available to all school personnel; School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and all registered teaching staff

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		are required to adhere to the *Children First Act 2015* and it's Addendum (2019); 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
Use of external personnel to supplement curriculum	Risk of harm due to inappropriate relationship/communications between child and another child or adult	The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum;

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		The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
Use of external personnel to support sports and other extra-curricular activities	Risk of child being harmed in the school by volunteer or visitor to the school	The school has in place a policy and procedures for the use of external sports coaches; The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
Care of pupils with specific vulnerabilities	Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities	The school has a Special Educational Needs policy
Recruitment of school personnel	Risk of harm in one-to-one teaching, counselling, coaching situation; Risk of child being harmed by a member of school personnel, a member of staff of	The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting

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	another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons	
Participation by pupils in religious ceremonies/religious instruction external to the school	Risk of harm due to inappropriate relationship/communications between child and another child or adult	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
Use of Information and Communication Technology by pupils in school, including social media	Risk of harm due to children inappropriately accessing/using computers social media, phones and other devices while at school	The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents; The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
Application of sanctions under the school's Code of Behaviour	Risk of harm due to inadequate code of behaviour	The school has in place a code of behaviour for pupils

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including detention of pupils, confiscation of phones etc.		
Students participating in work experience in the school	Risk of harm due to inappropriate relationship/communications between child and another child or adult	The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
Students from the school participating in work experience elsewhere	Risk of harm due to inappropriate relationship/communications between child and another child or adult	The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
Student teachers undertaking training placement in school	Risk of harm in one-to-one teaching, counselling, coaching situation	The school has in place a policy and procedures in respect of student teacher placements; The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
Use of video/photography/other media to record school events	Risk of harm caused by member of school personnel communicating with pupils in an	The school has a codes of conduct for school personnel (teaching and non-teaching staff);

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	inappropriate manner via social media, texting, digital device or other manner	The school complies with the agreed disciplinary procedures for teaching staff
After school use of school premises by other organisations	Risk of harm due to inappropriate relationship/communications between child and another child or adult	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
Use of school premises by other organisation during school day	Risk of child being harmed in the school by volunteer or visitor to the school	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
Breakfast club	Risk of harm due to inadequate supervision of children in school	The school has a yard 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.

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Homework club/evening study	Risk of harm due to inadequate supervision of children in school	The school has a yard 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.
Bullying of lesbian, gay, transgender students (LGBT)	Risk of child being harmed in the school by another child; Risk of harm due to bullying of child	The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Bí Cineálta* document and *Anti-Bullying Procedures for Primary and Post Primary Schools*
Bullying of students from different ethnic backgrounds	Risk of harm due to racism; Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities	The school undertakes anti-racism awareness initiatives

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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 (revised 2023)*

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.

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as "any

potential for harm". Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school's activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

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 (revised 2023).*

Examples of School Activities

1. Daily arrival and dismissal of pupils
2. Recreation breaks for pupils
3. Classroom teaching

4. One-to-one teaching
5. One-to-one learning support
6. One-to-one counselling
7. Outdoor teaching activities
8. Online teaching and learning remotely
9. Sporting activities
10. School outings
11. School trips involving overnight stay
12. School trips involving foreign travel
13. Use of toilet/changing/shower areas in schools
14. Provision of residential facilities for boarders
15. Annual Sports Day
16. Fundraising events involving pupils
17. Use of off-site facilities for school activities
18. School transport arrangements including use of bus escorts
19. Care of children with special educational needs, including intimate care where needed,
20. Care of any vulnerable adult students, including intimate care where needed
21. Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
22. Management of provision of food and drink
23. Administration of Medicine
24. Administration of First Aid
25. Curricular provision in respect of SPHE, RSE, Stay Safe
26. Prevention and dealing with bullying amongst pupils
27. Training of school personnel in child protection matters
28. Use of external personnel to supplement curriculum

29. Use of external personnel to support sports and other extra-curricular activities
30. 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 Tusla's Child Protection Notification System (CPNS)

    Children with medical needs

31. Recruitment of school personnel including -

    Teachers/SNAs

    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

32. Participation by pupils in religious ceremonies/religious instruction external to the school

33. Use of Information and Communication Technology by pupils in school, including social media
34. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
35. Students participating in work experience in the school
36. Students from the school participating in work experience elsewhere
37. Student teachers undertaking training placement in school
38. Use of video/photography/other media to record school events
39. After school use of school premises by other organisations
40. Use of school premises by other organisation during school day
41. Breakfast club
42. Homework club/evening study

Examples of Risks of Harm

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by school personnel
3. Risk of child being harmed in the school by a member of school personnel
4. Risk of child being harmed in the school by another child
5. Risk of child being harmed in the school by volunteer or visitor to the school
6. 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
7. Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
8. Risk of harm due to bullying of child

9. Risk of harm due to racism
10. Risk of harm due to inadequate supervision of children in school
11. Risk of harm due to inadequate supervision of children while attending out of school activities
12. Risk of harm due to inappropriate relationship/communications between child and another child or adult
13. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
14. Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
15. Risk of harm to child while a child is receiving intimate care
16. Risk of harm due to inadequate code of behaviour
17. Risk of harm in one-to-one teaching, counselling, coaching situation
18. Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
19. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

Examples of Procedures to address risks of harm

1. All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
2. The *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* are made available to all school personnel
3. School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)* and all registered teaching

staff are required to adhere to the *Children First Act 2015* and it's Addendum (2019)

4. The school implements in full the Stay Safe Programme
5. The school implements in full the SPHE curriculum
6. The school implements in full the Wellbeing Programme at Junior Cycle
7. 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*
8. The school undertakes anti-racism awareness initiatives
9. 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.
10. The school has in place a policy and clear procedures in respect of school outings
11. The school has a health and safety policy
12. The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting
13. The school has a codes of conduct for school personnel (teaching and non-teaching staff)
14. The school complies with the agreed disciplinary procedures for teaching staff
15. The school has a Special Educational Needs policy
16. The school has an intimate care policy/plan in respect of students who require such care
17. The school has in place a policy and procedures for the administration of medication to pupils
18. 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

19. The school has in place a policy and procedures for the administration of First Aid
20. The school has in place a code of behaviour for pupils
21. The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents
22. The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018
23. The school has in place a Critical Incident Management Plan
24. The school has in place a Home School Liaison policy and related procedures
25. The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
26. The school has in place a policy and procedures for the use of external sports coaches
27. The school has in place a policy and clear procedures for one-to-one teaching activities
28. The school has in place a policy and procedures for one-to-one counselling
29. The school has in place a policy and procedures in respect of student teacher placements
30. The school has in place a policy and procedures in respect of students undertaking work experience in the school
31. The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations

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Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) require that 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, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	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 (revised 2023)*?	Y
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
3. 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 (revised 2023)*?	Y
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Y
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP attended available child protection training?	Y
8. Has the Deputy DLP attended available child protection training?	Y
9. Have any members of the Board attended child protection training?	Y
10. Has the school appointed a DLP and a Deputy DLP?	Y
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y

13. 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 (revised 2023)* and the Children First Act 2015?	Y
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Y
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Y
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	Y
18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	Y
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Y
20. 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
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school	Y

personnel against whom an allegation of abuse or neglect has been made?*	
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Y
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
24. 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 (revised 2023)*?	Y
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* were subsequently issued by the DLP?	Y
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
30. 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
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y

32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
33. 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?*	Y
34. 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)?*	Y
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Y
36. 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 (revised 2023)*?	Y
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
38. Is the Board satisfied that the '*Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)* are being fully and adequately implemented by the school?	Y
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Y
40. 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?	Y

41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Y

*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

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.

Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Community of Gaelcholáiste Synge

The Board of Management of Gaelcholáiste Synge 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 _____ .
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the gov.ie website

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

Guidance Note 1: The Board of Management Communications Checklist – Child Safeguarding Statement *(Sections 8.11 and 8.13.6 of the Procedures)*

Communicating aspects of the Child Protection Procedures with the school community:

- The Child Safeguarding Statement, which includes the Risk Assessment, is displayed in a prominent position near the main entrance.
- The name of the DLP is prominently displayed next to the Child Safeguarding Statement.
- Arrangements are in place to make a copy of the Child Safeguarding Statement, which includes the Risk Assessment, available to parents or the public on request.
- A copy of the Child Safeguarding Statement, which includes the Risk Assessment, has been provided in hardcopy or by email to: o the patron, o all school personnel, and
    - the parents' association (or all parents if you do not have a Parents' Association).
- A copy of the Child Safeguarding Statement, which includes the Risk Assessment, has been published on the school's website.

Communications required after the Board of Management reviews the Child Safeguarding Statement:

*(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. For most schools, this will mean that the annual review must be completed before 11 March each year with the initial review due by 11 March 2019)*:*

- Following the review, the Board of Management should indicate on the Child Safeguarding Statement the date on which it was reviewed.
  Mandatory Template 1 allows for recording both the original adoption date of a Child Safeguarding Statement (in most cases this will be March 2018, except for schools established after that date) and the date of the most recent review.
- The Board of Management has issued the standard written notification** that the review of the school's Child Safeguarding Statement has taken place, in hardcopy or by email to:
  - the patron, o all school personnel, and o the parents' association (or all parents if you do not have a Parents' Association).
- The Board of Management has published a copy of the standard written notification** that the review of the school's Child Safeguarding Statement took place on the school's website.

***Schools must use Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement when completing the review.**

****In addition, schools must use Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement** *when* notifying the patron, school personnel and the Parents' Association that the review has taken place and publishing on the school's website that the review has taken place.

Guidance Note 2: Child Protection Case File Checklist

- A paper file containing original papers/records must be maintained by the DLP for all child protection concerns. In general, there are 2 categories of files as outlined below at Part A and Part B.
- All original papers/records must be retained in full and unaltered on the relevant paper file which must be stored in a secure location by the DLP.
- It should be noted that redacting/anonymising applies (in the specific circumstances set out in sections 9.5, 9.6 and 9.7 of the procedures) when copies (not originals) of specified records are made and those copies are redacted/anonymised when they are being provided to the Board for oversight purposes in the Principal's Child Protection Oversight Report.
- The procedures require that all child protection case files and any parties referenced in such files shall be assigned a unique code or serial number by the DLP. In this context "parties" means any party (including the child) whose identity, if disclosed, might lead to the identification of a child or a person against whom an allegation has been made. A guidance note 3 on the use of unique codes or serial numbers is available as a separate note.

Part A – Files relating to concerns that were reported to Tusla should contain:

- A written record by the DLP of the child protection concern being brought to his or her attention (*See Optional Template A – Part A).*
- Where applicable, a record of the DLP's phone call with Tusla and the advice given. (*See Optional Template A – Part B).*
- A hardcopy of the report (Tusla's Child Protection and Welfare Report Form) submitted to Tusla (*This can be printed from the Tusla reporting Web Portal).*
- A copy of the acknowledgement of receipt from Tusla.
- All records of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochana or other parties in relation to the reported concern.
- A written record - o confirming that the DLP informed the parent/carer of the child that a report concerning his/her child was being made to Tusla and the reasons for the decision to report (*See Optional Template C – Part A)* ***OR*** o of the decision made by the DLP not to inform the parent/carer that a report concerning his/her child was being made to Tusla and the reasons for not doing so (*See Optional Template C – Part B).*
- In any case where a parent of a pupil in the school made an allegation of abuse against a member of school personnel, a copy of the written notification issued to that parent under Section 5.6 of the procedures where the matter was reported to Tusla (*See Optional Template D).*
- Where appropriate, a copy of the written statement provided by the DLP to the staff member where that staff member reported a concern to Tusla in circumstances where the DLP decided it should not be reported to Tusla. This

statement to include the reasons why the concern was not being reported by the DLP (*See Optional Template B*).

Part B – Files relating to concerns that were <u>not</u> reported to Tusla should contain:

- A written record by the DLP of the child protection concern being brought to his or her attention (*See Optional Template A – Part A).*
- Where appropriate, a record of the DLP's phone call with Tusla and the advice given. (*See Optional Template A – Part B).*
- A copy of the written statement provided by the DLP to the staff member who brought the concern to the DLP as to the reasons why the concern was not being reported and a record advising the staff member that he or she may still consult with and/or report that concern to Tusla. This is applicable where the staff member choose not to report the concern to Tusla after receiving the written statement from the DLP. (*See Optional Template B).*
- All records of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochana or other parties in relation to the concern.
- In any case where a parent of a pupil in the school made an allegation of abuse against a member of school personnel, a copy of the written notification issued to that parent under Section 5.6 of the procedures where the matter <u>was not</u> reported to Tusla (*See Optional Template D).*

Guidance Note 3: The use of unique codes or serial numbers

This note is intended to provide guidance to DLPs and boards of management in relation to the use of unique codes or serial numbers for child protection files and parties referenced in files. This guidance note should be read in conjunction with the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) (hereinafter referred to as "the procedures")

- To allow for the effective recording and tracking of relevant records and actions, the procedures require that all child protection case files and any parties referenced in such files shall be assigned a unique code or serial number by the DLP.
- In this context "parties" means any party (including the child) whose identity, if disclosed, might lead to the identification of a child or a person against whom an allegation has been made.
- In this note, "code" is used to refer to a unique code or serial number.
- For good file management, consideration should be given to creating o **An index** in each file with the unique code or serial number assigned to each party and,

o **A master list** of files which links each unique case file number to the child or, where applicable, to the member of school personnel in respect of whom the file was created. These should be stored in a secure location by the DLP.

The index

- The index is essentially a list of all the codes used in the file which clearly links each code with the child or party to whom it has been assigned. It is best placed on the inside cover of the case file and should be updated as required as further records referring to any new parties are placed on the file.
    - The list on the file will look like this:

List of codes in case file 0001
The following codes have been assigned to child(ren)/parties in this file – 'Child A' is Ann Adams 'Adult A' is Mr Adam Adams Adams

- The codes are used by the Principal where confidentiality is required in referring to a case at a BOM meeting. **The codes are always used in recording any references to a case or party in the minutes of the BOM meeting**. For example, the minutes can refer to 'Case file 0001' and/or 'Child A (case file 0001)' or 'Adult B (case file 0001)' etc. as applicable.

The master list

The following is an example of such a master list/index:

Master List of Child Protection Case file numbers	
Case file number	**Details of Child/Member of School Personnel in respect of whom the file was created**
0001	Ann Adams, 4 Main Street, Castletown
0002	Barry Brown, 22 Orchard View, Castletown
0003	Colin Collins, Bridgeview Apartments, Castletown

- At board of management meetings, the use of codes will, where confidentiality is required, allow the principal to refer to a case/party by reference to the code. The codes must be used for any recording of a child protection case or parties involved, in the minutes of the board meeting. In turn, this will enable the Inspectorate to track a case through the minutes and to request and review the relevant files and records where necessary.
- It should be noted that not all persons named or referred to in a file or record will need to be assigned a code. The test is whether the person's identity if known or disclosed, could, in the particular circumstances of the case, lead to the identification of the child(ren) or person against whom an allegation has been made.
- The codes assigned should be such as not to allow for identification of the parties. In this regard, it should be noted that:
    - The POD or P-POD number should not be used by the DLP when assigning a code or number to children as that number could potentially identify the child in question.

- The initials of the child or other parties relevant to the case should not be used.

- The 2023 procedures do not specify that a particular method or system of assigning codes must be used. Provided that the above requirements are met, schools are free to use existing systems or develop and use their own codes.
- Alternatively, schools may choose to use the example set out below as a suitable system for assigning codes.
- The DLP shall ensure that the Deputy DLP (DDLP) is sufficiently familiar with the filing and coding system in place to enable the DDLP access records and undertake the recording and other duties of the DLP where required to do so, in the absence of the DLP.

Example of a coding system

- A numerical system starting with '0001' is used to assign a unique number to each child protection case file. The first file created is numbered '0001' and as further files are created they are numbered '0002', '0003' and so on. Files are stored in the relevant secure filing cabinet/storage area in this numerical order.
- When a file is created, the child(ren) concerned and other parties are assigned codes as follows:

  o Each child is assigned a code as follows – 'Child A', 'Child B' and so on. o Each adult party in the file is assigned a code as follows – 'Adult A', 'Adult B' and so on.

Guidance Note 4: Recording the Board's oversight of child protection cases in its minutes.

This note is intended to provide guidance to principals, DLPs and Boards of Management in relation to recording the Board's oversight of child protection cases in its minutes.

This guidance note should be read in conjunction with the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) (hereinafter referred to as "the procedures")

Key principles

- The relevant sections of the procedures are sections 9.4, 9.5, 9.6, 9.7 and 9.8.
- All child protection records provided to the board for oversight purposes, including those that relate to school personnel, should be anonymised and redacted to ensure the identities of any children and any other parties are not disclosed.
- It is a matter for the school to decide how many copies of documents should be provided to the Board
- The minutes should specify the documents provided at the board meeting. This information can be specified on optional template F, which is available here and can be attached to the minutes.
- At the end of the meeting all documents provided to board members should be collected from the members and retained in the child protection file.

The following is a sample extract from board of management minutes that exercised oversight of a child protection concern that the DLP did not report to Tusla and that did not involve a member of school personnel.

15/10/2020

The principal presented the attached CPOR to the board. In respect of Case 0012/2020, the Board reviewed the redacted documents that were provided for oversight purposes. These documents are recorded in template F attached. All documents were redacted and a copy of each one was made for every board member. All redacted copies were subsequently retained in file 0012/2020.

The Board was satisfied that the relevant reporting procedures were followed.

The following is a sample extract from Board of Management minutes that exercised oversight of a child protection concern that the DLP reported to Tusla and that involved a member of school personnel.

20 October 2020 (School Personnel)

The principal presented the attached CPOR to the board. In respect of Case 0014/2020 the Board reviewed the redacted documents that were provided for oversight purposes. One copy of the redacted file documents was provided for the board meeting. This redacted copy was subsequently retained in file 0014/2020. These documents are recorded in template F attached. The Board was satisfied that the relevant reporting procedures were followed.