



Appendix D

Coláiste Naomh Feichín

Child Safeguarding Statement

Coláiste Naomh Feichín 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
- Tusla Guidance on the preparation of Child Safeguarding Statements,

The Board of Management of Coláiste Naomh Feichín 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: [Gearóidín Ní Chonghaile](#)
- 3) The Deputy Designated Liaison Person (Deputy DLP) is: [Eibhlín Uí Mhainín](#)
- 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.

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 as 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
 - Facilitates Staff to avail of relevant training
 - Facilitates 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 schools 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. The Board of Management shall also include in this section such other procedures/measures that are of relevance to the school.

6) This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association and the patron/trustees. 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

____/____/____

Signed: _____

Chairperson of Board of Management

Date: ____/____/____

Signed: _____

Principal/Secretary to the Board of Management

Date: ____/____/____

Appendix E



Coláiste Naomh Feichín

Child Safeguarding - Risk Assessment



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 Coláiste Naomh Feichín

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
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- Use of Halla Pobail Corr na Móna
- Use of playing Pitch in Corr na Móna
- Care of children with special educational needs, 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 SPHE, RSE.
- 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

- 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 School Placement in the 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
- Evening and other study sessions

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

- 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 while walking to and from, Halla Pobail Corr na Móna
- Risk of harm while walking to and from, the playing pitch in Corr na Móna
- 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 in one-to-one teaching, counselling, coaching situation
- 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
- 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 SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
- The school has a 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.
- The school has 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 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
 - facilitates Staff to avail of relevant training
 - facilitates Board of Management members to avail of relevant training
 - maintains records of all Staff and board member training
- The school has in place a Code of behaviour for 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 procedures in respect of pupils of the school undertaking work experience in external organisations

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 ____/____/____ and it shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed _____

Date ____/____/____

Chairperson, Board of Management

Signed _____

Date ____/____/____

Principal/Secretary to the Board of Management

CHILD PROTECTION AND WELFARE REPORT FORM



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

Use block letters when filling out this form.

Fields marked with an * are mandatory.

1. Tusla Area (this is where the child resides)*

2. Date of Report*

3. Details of Child

| | | | |
|-------------|--------------------------|----------------|--------------------------|
| First Name* | | Surname* | |
| Male* | <input type="checkbox"/> | Female* | <input type="checkbox"/> |
| Address* | | Date of Birth* | |
| | | Estimated Age* | |
| | | School Name | |
| | | School Address | |
| Eircode | | | |

4. Details of Concerns*

Please complete the following section with as much detail about the specific child protection or welfare concern or allegation as possible. Include dates, times, incident details and names of anyone who observed any incident. Please include the parents and child's view, if known. Please attach additional sheets, if necessary

Please see 'Tusla Children First – A Guide for the Reporting of Child Protection and Welfare Concerns' for additional assistance on the steps to consider in making a report to Tusla

5. Type of Concern

| | | | |
|-----------------------|--------------------------|----------------|--------------------------|
| Child Welfare Concern | <input type="checkbox"/> | | |
| Emotional Abuse | <input type="checkbox"/> | Physical Abuse | <input type="checkbox"/> |
| Neglect | <input type="checkbox"/> | Sexual Abuse | <input type="checkbox"/> |

6. Details of Reporter

| | | | |
|---|--|---------------|--|
| First Name | | Surname | |
| Address if reporting in a professional capacity, please use your professional address | | Organisation | |
| | | Position Held | |
| | | Mobile No. | |
| | | Telephone No. | |
| Eircode | | Email Address | |

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

| | | | | |
|---|-----|--------------------------|----|--------------------------|
| Is this a Mandated Report made under Sec 14, Children First Act 2015?* | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Mandated Person's Type | | | | |

7. Details of Other Persons Where a Joint Report is Being Made

| | | | |
|--|--|----------------------|--|
| First Name | | Surname | |
| Address if reporting in a professional capacity, please use your professional address | | Organisation | |
| | | Position Held | |
| | | Mobile No. | |
| | | Telephone No. | |
| Eircode | | Email Address | |

| | | | |
|--|--|----------------------|--|
| First Name | | Surname | |
| Address if reporting in a professional capacity, please use your professional address | | Organisation | |
| | | Position Held | |
| | | Mobile No. | |
| | | Telephone No. | |
| Eircode | | Email Address | |

8. Parents Aware of Report

| | | | | |
|--|-----|--------------------------|----|--------------------------|
| Are the child's parents/carers aware that this concern is being reported to Tusla?* | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| If the parent/carer does not know, please indicate reasons: | | | | |

9. Relationships

| | | | |
|--------------------------|--|----------------------|--|
| Details of Mother | | | |
| First Name | | Surname | |
| Address | | Mobile No. | |
| | | Telephone No. | |
| | | Email Address | |
| | | Eircode | |

| | | | | |
|---|-----|--------------------------|----|--------------------------|
| Is the Mother a Legal Guardian?* | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|---|-----|--------------------------|----|--------------------------|

| | | | |
|--------------------------|--|----------------------|--|
| Details of Father | | | |
| First Name | | Surname | |
| Address | | Mobile No. | |
| | | Telephone No. | |
| | | Email Address | |
| | | Eircode | |

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

| | | | | |
|----------------------------------|-----|--------------------------|----|--------------------------|
| Is the Father a Legal Guardian?* | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|----------------------------------|-----|--------------------------|----|--------------------------|

10. Household Composition

| First Name | Surname | Relationship | Date of Birth | Estimated Age | Additional Information e.g. school, occupation, other |
|------------|---------|--------------|---------------|---------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

11. Details of Person(s) Allegedly Causing Harm

| | | | |
|---------------|--------------------------|---------------|--------------------------|
| First Name* | | Surname* | |
| Male* | <input type="checkbox"/> | Female* | <input type="checkbox"/> |
| Address | | Date of Birth | |
| | | Estimated Age | |
| | | Mobile No. | |
| | | Telephone No. | |
| Eircode | | Email Address | |
| Occupation | | Organisation | |
| Position Held | | | |

| | |
|--|--|
| Relationship to Child | |
| Address at time of alleged incident | |
| If name unknown please indicate reason | |

| | | | |
|---------------|--------------------------|---------------|--------------------------|
| First Name* | | Surname* | |
| Male* | <input type="checkbox"/> | Female* | <input type="checkbox"/> |
| Address | | Date of Birth | |
| | | Estimated Age | |
| | | Mobile No. | |
| | | Telephone No. | |
| Eircode | | Email Address | |
| Occupation | | Organisation | |
| Position Held | | | |

| | |
|--|--|
| Relationship to Child | |
| Address at time of alleged incident | |
| If name unknown please indicate reason | |

Child Protection and Welfare Report Form

MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)

12. Name and Address of Other Organisations, Personnel or Agencies Known to be Involved Currently or Previously with the Family

| Profession | First Name | Surname | Address | Contact Number | Recent Contact e.g. 3/5/9 months ago |
|---------------------|------------|---------|---------|----------------|--|
| Social Worker | | | | | |
| Public Health Nurse | | | | | |
| GP | | | | | |
| Hospital | | | | | |
| School | | | | | |
| Gardai | | | | | |
| Pre-school/ crèche | | | | | |
| Other | | | | | |

13. Any Other Relevant Information, including any Previous Contact with the Child or Family

Please ensure you have indicated if this is a mandated report in section 6.
Thank you for completing the report form.

In completing this report form you are providing details on yourself and on others. Details such as name, address and date of birth fall under the definition of 'Personal Data' in the Data Protection Acts, 1988 & 2003. Tusla has a responsibility under these Acts in its capacity as a Data Controller to, amongst other things, obtain and process this data fairly; keep it safe and secure; and to keep it for a specified lawful purpose. That purpose is to fulfil our statutory responsibility under the Child Care Act 1991 to promote the protection and welfare of children. Tusla may, during the course of the assessment of this report disclose such Personal Data to other agencies including An Garda Síochána. Further details about Tusla's responsibilities as a Data Controller and your rights as a Data Subject can be found on our website, www.tusla.ie. As you are providing Personal Data on others, you are a Data Processor. We ask that you only provide those details that are necessary for the report and that you keep this report and the Personal Data contained in it secure from unauthorised access, disclosure, destruction or accidental loss.

14. For Completion by Tusla Authorised Person on Receipt of Report

| | | | |
|--------------------|--|---------|------|
| Report Received by | | | |
| First Name | | Surname | Date |

| |
|------------------------------------|
| Mandated Report Acknowledgement by |
|------------------------------------|

Child Protection and Welfare Report Form

*MANDATED PERSONS AND NON MANDATED PERSONS
(Children First Act 2015 & Children First National Guidance)*

| | | | | | |
|-------------------|--|----------------|--|------------------|--|
| First Name | | Surname | | Date Sent | |
|-------------------|--|----------------|--|------------------|--|

| | |
|-------------------------------------|--|
| Authorised Person Signature* | |
| Date* | |

| | | | | |
|-------------------------------|-----|--------------------------|----|--------------------------|
| Child Previously Known | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Allocated Case No | | | | |

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