



Coláiste Naomh Feichín

Child Safeguarding Statement

This Child Protection Statement is intertwined with our school Mission Statement. It is our aim to create a learning environment that nurtures intellectual, physical, moral, spiritual, aesthetic and emotional development and encourages our students to reach their potential for their own personal development and that of their community. It is our aim to encourage and nurture our language, our heritage and our native traditions in every way and to inspire pride in our identity.

We aim to protect the well being of students by providing a safe and nurturing environment at all times. Schools which have a good network of relationships, where there is a concern for the whole person throughout the life of the school, will be in a better position to protection children and/or deal with welfare concerns.

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, practices and activities.

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. Our school will adhere to the above principles. 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.

Important Note: One must take note risk in the context of a review of risk is explained in the Act for Children First 2015 and is not a general risk to health and safety. Risk in the context of Child Protection is explained in Chapter 4 of *Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna agus Iar-bhunscoileanna 2017*

This Child Safeguarding Statement was adopted by the Board of Management on

Signed: Tomas Ó Ceisdealbha
Chairperson, Board of Management

Signed: _____
Principal/Secretary to the Board of Management

Date: 26-11-2020

Date: _____



APPENDIX 1:

Checklist for Annual Review of the Child Protection Policy

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	YES
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	YES
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	YES
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	YES
5. Has the DLP attended available child protection training?	YES
6. Has the Deputy DLP attended available child protection training?	YES
7. Have any members of the Board attended child protection training?	YES
8. Are there both a DLP and a Deputy DLP currently appointed?	YES
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	YES

	Yes/No
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	

	Yes/No
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	YES
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	YES
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	YES
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	YES
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	YES
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	YES
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	YES
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	NO
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	YES
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	YES

*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 Thomas O Poisdeal Bha Date 26/11/2020

Chairperson, Board of Management

Signed Gaetano McJ Date 26/11/2020

Principal/Secretary to the Board of Management



APPENDIX 2:

Notification regarding the Board of Management's annual review of the Child Protection Policy

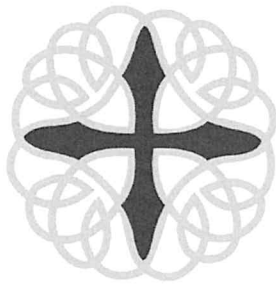
To: Bord Oibenchas, Oileán na Gaillimh & Ros Comáin

The Board of Management of Colaiste Níosa Fochu
wishes to inform you that:

- The Board of Management's annual review of the school's child protection policy was completed at the Board meeting of 26/11/2020 [date].
- This review was conducted in accordance with the checklist set out in Appendix B of the Department's 'Child Protection Procedures for Primary and Post Primary Schools'.

Signed: Tomás Ó Coindeal Bha Date: 26-11-2020
Chairperson, Board of Management

Signed: Gerrit-ros Oj Date: 26-11-2020
Principal/Secretary Board of Management



APPENDIX 3:

Childsafeguarding Risk Assessment

Written Risk Assessment for Coláiste Naomh Feichín

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 Corra na M6na
 - 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.

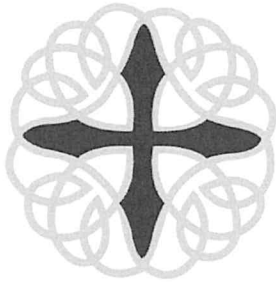
This risk assessment has been completed by the Board of Management on _____ and it shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: 
Chairperson, Board of Management

Date: 26-11-2020

Signed: 
Principal/Secretary Board of Management

Date: 26-11-2020



APPENDIX 4:

Daily Administration

Please find below a description of some activities that happen during the school year that are associated with Child Protection. This list is not an exhaustive list and can be added to and taken from when necessary as part of the review process by the school Board of Management and BOOGR.

Tuairisciú

Any causes of concern regarding Child Protection will be reported to the Designated Liaison Person in our school. The Designated Liaison Person must act in accordance with procedures set out in our Child Protection Policy.

Any person who reports a Child Protection concern to the Designated Liaison Person in our school must sign and date their report to the Designated Liaison Person.

Supervision

Every effort will be made to ensure that there is comprehensive supervision of students throughout the school day. A roster of staff on duty will be drawn up and displayed in the staffroom and in the Principal and Deputy Principal's offices. Two members of staff will be on supervision at break and lunchtimes. One teacher will be on duty in the school yard and the other will be in the main school building. A teacher will be on supervision from 8.30 in the morning and on supervision duty until 4pm.

Those on supervision duty are advised to be continually mobile throughout the school.

After school study and activities after school

- a. Tutors/visitor individual student groups are not permitted in our school without a relevant responsible school personnel present.
- b. It is imperative that visitors/tutors and the student or groups are in an easily supervised area or classroom.
- c. To ensure that students/groups and visitors/tutors get the best advantage from their session it is important that a suitable place/centre/classroom be provided for the work at hand.

- d. If the visitor/tutor is of the opinion that the area is unsuitable or not fit for purpose, he/she may refuse to continue with the session and discuss the matter with the principal of the school.
- e. If students are asked to participate in after school classes outside of school hours, they must seek permission from school management and home.

Visitors

All unscheduled visitors to the school are directed to the College or Principal's office on arrival. Staff on supervision will be aware of visitors entering the school and direct them.

Guest Speakers / Scheduled Visitors

On occasions guest speakers are invited with students, a teacher from our school will always be present. Guest speakers who are invited to speak with students in relation to social, personal and health education will follow the above guidance and a copy of our Child Practice given to them.

Students signing in/out

The drop-off/pick-up of students throughout the school day will be processed through the College or Deputy Principal's office. All students must sign in and out of the school if arriving after 9 a.m. or leaving before the end of the school day.

Bullying

Bullying of any kind is not acceptable in our school. Bullying behaviour will be addressed under our Anti-Bullying Policy and if necessary, the school's Code of Behaviour.

Behaviour

Students are to be encouraged at all times to respect themselves and show respect for others. Our Code of Behaviour clarifies this.

Staff Cars

School staff should avoid being alone with a student, especially in a car. In rare instances where a staff car must be used to transport a child, a student will generally never be taken alone (should be accompanied by two other students or another adult), except in exceptional circumstances. If it is unavoidable, parental permission should be sought to transport the child and he/she should be seated in the back seat of the vehicle with seat belts on.

Tuition

As far as possible, try to ensure that more than one student is in the company of any staff member at any given time. When this is unavoidable and one-to-one tuition takes place, e.g. in the case of learning support / resource teaching, the door of the classroom should be left open or at least there is a glass panel in the door, not covered by a blind.

Physical Education & Games

Student changing rooms while in use should not be entered by PE/Games Organisers or Coaches of the opposite sex. Prior approval from staff/parents/coaches must be

obtained to enter same-sex changing rooms in order to address students if necessary. Sufficient warning must be given prior to entry. No adult should be alone with one child in a changing facility. Photographs must never be taken in changing rooms.

School Tours/Trips

School staff accompanying students on school tours/trips (including after school sporting events) will deliver a duty of care commensurate with the trip/venue. The higher the risk factor, the greater the number of teachers/responsible adults involved. In the case of trips abroad, the organising teacher(s) will meet with parents/guardians and the students who will be travelling. Clarification will be given on acceptable behaviour and students/parents will sign a copy of the rules and regulations associated with the particular trip.

Administration and use of medicine

- a) In the event that a teacher has to administer medication or first aid to a student it is important that it is done in a public area, for example outside of the school office. In the event that a student must take medication, the teachers must be aware of this information. **It is school policy that no medication is to be administered to a student. Students taking medication in our school, must have written consent from the parents to do so. Parents/guardians will be made aware of any student illness or injury.**
- b) If an accident happens to a student in school, parents/guardians will be notified immediately and all necessary actions will be taken. An incident form will be filled by the teacher recording the accident as soon as practical to do so and he/she will gather information from any witnesses present.
- c) The school enrolment form has a question regarding any medical issues that the student may have. Management and teachers will be made aware of any such issues e.g. epilepsy, diabetes, etc. Teachers must be informed of any illnesses that students enrolled in our school suffer with and how best to help that student.
- d) In the case of a student with allergies, all relevant information must be provided by the parent/guardian to school management and teachers.

Induction of Teachers and Ancillary Staff

It is the responsibility of the DLP to inform all new teachers and ancillary staff of the Children First: National Guidance for the Protection and Welfare of Children (2011).

Attendance

School attendance is monitored carefully. Gradam Chuimhneacháin Phádraig Uí Chonaire will be awarded at the end of the school year to students who achieve full attendance. Each year group will get an award. The NEWB will be informed of any concerns relating to a child's attendance. A letter will be issued to parents when their child has missed 10 days - 20days. Students who miss 20 days or more will be reported to the NEWB in accordance with legislation.

Students Work Experience

Parents will be given the date for students going on work experience in advance of students going out on work experience. The employer will be given a copy of the school insurance and a copy of our Child Protection policy.

Our Board will ensure that policies, protocols and practices are in place for all the above interactions.

For the attention of the Board of Management

- 1) Copies of the records and notes pertaining to how the DLP was informed of a concern
- 2) Copies of the records and notes pertaining to any advice sought from TUSLA about the concern and the advice given by TUSLA
- 3) Copies of any reports to TUSLA sent by a member of staff about the concern
- 4) Copies of any communication between TUSLA, An Garda Síochána or any party involved with dealing with the concern (where it is a recognised receipt by TUSLA that the report was received).

Appendix 6:

Important Contact Information

- TUSLA Local Area Office : 091 546228 / 091 552200
- Gardaí – Galway City: 091 538000
- Gardaí – Maam/Clifden: 091 571100
- Doctor / Health Centre: 094 9546434
- Galway Hospital: 091 580580
- CAMHS – West Galway: 091 580100
- Siceolaí NEPS: Ruairí ó Beara: 091 864519/ 087 7807286