



CHILD SAFEGUARDING STATEMENT

**Ratoath Senior National School
20200T**

Ratoath Senior National School is a primary school providing primary education to pupils from Third Class to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Ratoath Senior National School 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 of Education and Skill's (DES) 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 Loraine Butler
- 3 The Deputy Designated Liaison Person (DDL) is Claire Donnellan
- 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. The school will adhere to the following principles of best practice in child protection and welfare. The school will:
 - a. Recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
 - b. Fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
 - c. Fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
 - d. 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
 - e. Develop a practice of openness with parents and encourage parental involvement in the education of their children; and
 - f. Fully respect confidentiality requirements in dealing with child protection matters
- 5 The following procedures/measures are in place:
 - a. In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website



- b. 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
 - c. 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:
 - i. Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - ii. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - iii. Encourages staff to avail of relevant training
 - iv. Encourages Board of Management members to avail of relevant training
 - v. The Board of Management maintains records of all staff and Board member training.
 - d. 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
 - e. 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 school's child safeguarding statement.
- 6 All registered teachers employed by the school are mandated persons under the Children First Act 2015
- 7 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
- 8 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
- 9 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.
- 10 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



Signed:

Mary Ryan

Chairperson of Board of Management

Lorraine Butler

Principal / Secretary to the Board of Management



List of School Activities	Risk Level	The school has identified the following Risk of Harm	The school has the following Procedures in place to address risk identified in this assessment
Training of school personnel in Child Protection matters	High	Harm not recognised or reported promptly	<p>All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i></p> <p>The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</p> <p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></p> <p>DLP and DDLP to attend PDST face-to-face training</p> <p>All staff to view Túsla training module and any other training offered by PDST</p> <p>BOM records all records of staff and board training</p>
Curricular provision in respect of SPHE, RSE, Stay Safe.	Medium	Non-teaching of same	<p>The school implements in full the Stay Safe programme.</p> <p>The school implements in full the SPHE curriculum.</p> <p>The school implements in full the R.S.E programme.</p>
One-to one-teaching	High	Harm by school personnel	School has clear procedures in place for one-to-one teaching activities



Classroom teaching	Medium	Harm by school personnel	<p>The school has a Code of Behaviour for school personnel</p> <p>The school –</p> <ul style="list-style-type: none"> ➤ 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 ➤ Maintains records of all staff ➤ The school complies with the agreed disciplinary procedures for teaching staff
Daily arrival and dismissal of pupils	Medium	Harm from older pupils, unknown adults on the playground	The school has procedures in place to ensure appropriate supervision of children during arrival and dismissal
Outdoor teaching activities	Medium	Harm by school personnel Harm to pupils	<p>The school has a Code of Behaviour for school personnel (teaching and non-teaching staff)</p> <p>The school has a Health and Safety policy</p>
Use of external personnel to supplement curriculum	Medium	Harm not recognised or properly or promptly reported Harm from unknown adults	The school has in place procedures for the use of external persons to supplement delivery of the curriculum
Recreation breaks for pupils	Medium	Harm to pupils	The school has in place yard supervision procedures to ensure appropriate supervision of children during break times
Sporting Activities	Medium	Harm by school personnel Harm to pupils	<p>The school has a Health and Safety policy</p> <p>The school has in place clear procedures in respect of sporting activities</p>
Sports Coaches	Medium	Harm to pupils	The school has a Code of Behaviour for school



			<p>personnel (teaching and non-teaching staff)</p> <p>The school has in place procedures for the use of external sports coaches</p>
Annual Sports Day	High	<p>Harm by school personnel</p> <p>Harm to pupils</p>	<p>The school has a Health and Safety policy</p> <p>The school has in place clear procedures in respect of sporting activities</p>
Use of off-site facilities for school activities	High	<p>Injury to pupils and staff</p> <p>Harm from unknown adults</p>	<p>The school has a Health and Safety policy</p> <p>The school has in place supervision procedures to ensure appropriate supervision of children when using off-site facilities for school activities</p>
School outings and school tours	High	<p>Harm by school personnel</p> <p>Harm by tour personnel</p> <p>Harm to pupils</p>	<p>The school has a Health and Safety policy</p> <p>The school has in place clear procedures in respect of school outings and school tours</p>
School transport arrangements	High	<p>Harm from unknown adults</p> <p>Injury to pupils and staff</p>	<p>The school has in place clear procedures in respect of school transport arrangements</p>
Use of toilet/changing areas in schools	High	<p>Inappropriate behaviour</p>	<p>The school has in place supervision procedures to ensure appropriate supervision of children when using the toilet or changing for sporting activities</p>
Fundraising events involving pupils	Low	<p>Harm by school personnel</p>	<p>The school has in place a Code of Behaviour for pupils.</p> <p>The school has a Health and Safety policy</p>
Administration of Medicine	High	<p>Bullying</p>	<p>The school has in place a policy and procedures for the administration of medication to pupils</p>
Administration of First Aid	High	<p>Harm not recognised or properly or promptly reported</p>	<p>The school has in place procedures for the administration of First Aid to pupils</p>



		Harm from unknown adults	
Prevention and dealing with bullying amongst pupils	High	Bullying	The school has in place an Anti-Bullying Policy for pupils. The school has in place a Code of Behaviour for pupils.
Managing of challenging behaviour amongst pupils	High	Bullying	The school has in place a Code of Behaviour for pupils. The school has a Health and Safety policy
Care of children with special needs, including intimate care needs	High	Harm by student Harm not recognised or properly or promptly reported Harm from unknown adults	The school has a plan in respect of students who require intimate care
Care of pupils with specific vulnerabilities/needs such as <ul style="list-style-type: none"> • 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 Child Protection Notification System 	High	Harm to pupils Harm not recognised or properly or promptly reported Harm from unknown adults	The school has in place a Code of Behaviour for pupils. The school has in place an Anti-Bullying Policy for pupils.
LGBT Children/Pupils perceived to be LGBT	Low	Bullying	The school has in place a Code of Behaviour for pupils. The school has in place an Anti-Bullying Policy for pupils.
Recruitment of school personnel including - <ul style="list-style-type: none"> • Teachers • SNA's 	High	Harm by school personnel Harm from unknown adults	All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i> The <i>Child Protection Procedures for Primary and Post-</i>



<ul style="list-style-type: none"> • 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 			<p><i>Primary Schools 2017</i> are made available to all school personnel</p> <p>School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i></p> <p>Child Safeguarding Statement and DES procedures made available to all staff</p> <p>Staff to view Tusla training module and any other training offered by PDST</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</p> <p>The school has in place policies and procedures that apply to all parents, volunteers and visitors.</p>
<p>Use of Information and Communication Technology by pupils in school</p>	<p>High</p>	<p>Harm to staff Harm not recognised or properly or promptly reported Harm from unknown adults</p>	<p>The school has in place an ICT Policy in respect of usage of ICT by pupils</p> <p>The school has in place a Code of Behaviour for pupils.</p> <p>The school has in place an Anti-Bullying Policy for pupils.</p> <p>The school has in place a firewall to ensure that the internet cannot be inappropriately accessed.</p> <p>The school has in place a Policy on the Use of Mobile Phones and Electronic Devices</p>
<p>Use of video/photography/other media to record school events</p>	<p>High</p>	<p>Harm by school personnel Harm from unknown adults</p>	<p>The school has in place procedures in respect of the use of video/photography/other media to record school events</p> <p>The school follows Diocesan Guidelines</p>
<p>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p>	<p>Medium</p>	<p>Bullying</p>	<p>The school has in place a Code of Behaviour for pupils.</p> <p>The school has in place a Policy on the Use of Mobile Phones and Electronic Devices</p>



Students participating in work experience	Medium	Harm not recognised or properly or promptly reported Harm from unknown adults	The school has in place procedures in respect of students undertaking work experience in the school. All students on work experience are provided with a copy of the school's <i>Child Safeguarding Statement</i> All students on work experience are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i>
Student teachers undertaking training placement in school	Medium	Harm to pupils Harm not recognised or properly or promptly reported Harm from unknown adults	The school has in place procedures in respect of student teacher placements
After school use of school premises by other organisations	Medium	Harm to staff Harm not recognised or properly or promptly reported	The school has in place policies and procedures that apply to all parents, volunteers and visitors.

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. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed

Date: 28/1/2019

Chairperson, Board of Management



RATOATH
Senior National School

Signed *Loaune Butler*

Date: 28/1/2019

Principal/Secretary to the Board of Management



**Checklist for Review of the Child Safeguarding Statement
Ratoath Senior National School
20200T**

	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
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
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?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
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?	Yes
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?	Yes
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?	No
16. Has the Board been provided with and reviewed all documents relevant to the	Yes



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?	Yes
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?	N/A
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
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'?	No
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?	N/A
23. Has the Board ensured that the Parents' Association has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school?	Yes
27. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
28. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?	Yes
29. 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
30. Is the Board satisfied that, from a child protection perspective, thorough	Yes



recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?	
31. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	No Complaints
32. 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
33. 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
34. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
35. 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 ?	N/A
36. 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?	N/A

Signed Mary Ryan

Date: 28/1/2019

Chairperson, Board of Management

Signed Loaune Butler

Date: 28/1/2019

Principal/Secretary to the Board of Management



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


Dear Parents and Guardians,

The Board of Management of Ratoath Senior National School 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 January 28th 2019.
- 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: 28/1/2019
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Chairperson, Board of Management

Signed		Date: 28/1/2019
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Principal/Secretary to the Board of Management