

Donabate-Portrane



Educate Together

CHILD SAFEGUARDING

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1. Introduction

Background

The first Child Protection Policy was drafted by the staff of the school at a Staff Meeting in January 2006. It was ratified by the Board of Management on 7th February 2006. The Board of Management of DPETNS has adopted the Department of Education and Skills Guidelines and Procedures in relation to Child Protection and Welfare (Child First Guidelines). In February/March 2018 a full review of the policy was undertaken to ensure compliance with the Children First Act 2015 and with the requirements of Child Protection Procedures for Primary and Post Primary schools 2017. Staff underwent a full day training on Child Protection on 20th March 2018. This policy is reviewed annually by the Board of Management.

School Philosophy

Children who attend Donabate/Portrane Educate Together National School will be encouraged to reach their full potential mentally, physically, spiritually, emotionally, and socially, in an atmosphere and environment in which they feel safe, valued and secure and in which respect for self and others is the norm. Our school operates under the direct patronage of Educate Together. The four underlying principles which form our ethos are:

- Co-educational
- Child-centred
- Equality Based
- Democratically run

Aims

1. To raise awareness of the concept of child abuse (emotional, physical, sexual and neglect) among all school staff (including teachers, ANA's and ancillary etc) and among the parents/guardians of our students and any visiting teachers/volunteers in the school.
2. To put in place clear procedures for all school personnel dealing with suspicions and allegations of child abuse.
3. To identify curricular content and resources that contribute to the prevention of child abuse and to enable children to properly deal with abuse if it occurs.
4. To promote and protect the welfare of all the pupils in our care.
5. To carry out a comprehensive Child Safeguarding Risk Assessment.
6. To draw up an Action Plan in order to ensure the protection and welfare of the children attending our school.

Roles and Responsibilities

The Board of Management has primary responsibility for the care and welfare of the pupils of the school. The DLP has specific responsibility for Child Protection in the school. All staff have a duty of care to ensure that arrangements are in place to protect children from harm and to record and monitor any concerns relating to children's wellbeing. All staff have a duty to familiarise themselves with this Child Protection Policy and Child First Guidelines.

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. Accordingly, in accordance with the requirements of the Department of Education and Skills' Child Protection Procedures for Primary and Post Primary Schools, the Board of Management of Donabate/Portrane Educate Together National School has agreed the following child protection policy: 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 as part of this overall child protection policy. The Designated Liaison Person (DLP) is Susan Clarke. The Deputy Designated Liaison Person (Deputy DLP) is Karen Coghlan. In its policies, practices and activities, Donabate/Portrane Educate Together National 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 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;
- fully respect confidentiality requirements in dealing with child protection matters. The school will also adhere to the above principles in relation to any adult or pupil with a special vulnerability.

2. Child Safeguarding Risk Assessment

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

Donabate Portrane Educate Together National School (DPETNS) is a primary school providing primary education to pupils from Junior Infants 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 Addendum to Children First (2019), the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of DPETNS 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 Susan Clarke
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Karen Coghlan
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5 The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the 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
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the abovenamed 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 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 DES website or will be made available on request by 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 (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on March 2018
 This Child Safeguarding Statement was reviewed by the Board of Management on 14th September 2021

Signed: [Signature]
 Chairperson of Board of Management

Date: 2/10/23

Signed: [Signature]
 Principal/Secretary to the Board of

Date: 2/10/23

Child Safeguarding Risk Assessment

Written Assessment of Risk of Donabate Portrane Educate Together National School.

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Donabate Portrane Educate Together National School

1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching/support
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting Activities
- School outings
- School trips involving overnight stay
- Use of toilet/changing/shower areas in schools
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- 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
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- 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
 - Children on CPNS
 - Children with medical needs
- 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, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Student teachers undertaking training placement in 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
- Homework club/ECA

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

- Risk of harm not being recognised by school personnel
- 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 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
- Risk of harm due to bullying of child
- Risk of harm due to racism
- 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, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- 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* and its Addendum (2019)

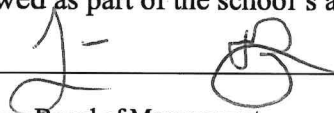
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school undertakes anti-racism awareness initiatives
- The school has a supervision policy and yard guidelines 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 in place a policy and 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 a 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
 - 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
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- 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 Critical Incident Management Plan
- The school has in place a policy and procedures for the use of external visitors
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place procedures in respect of student teacher placements
- The school has in place procedures in respect of students undertaking work experience in the school
- The school has in place procedures in respect of pupils of the school undertaking work experience in external organisations

- Garda vetting policy in place.
- All visitors to the school are asked to report to the school office before entering the building.
- Toilets are located within the classrooms. Only one child is permitted to enter the bathroom area at a time. Class teachers are requested to closely monitor this and ensure that this is implemented.

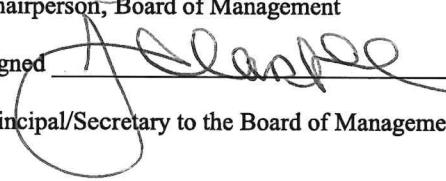
Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 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 in September 2021. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed  Date 2/10/23

Chairperson, Board of Management

Signed  Date 2/10/23

Principal/Secretary to the Board of Management

3. Child Safeguarding Statement

- If any staff member has a child care concern, they are required to record that concern in the hard backed copy designated to each class. All entries must be signed and dated. Hard backed copies are kept in a locked filing cabinet/drawer. All visitors to the school are required to check in and sign in at the school office. Staff on yard duty will be aware of visitors entering the schoolyard and will ascertain their intentions. Visitors to our school are not given unsupervised access to children.
- Volunteer helpers are required to read the Guidelines for Volunteer Helpers, to sign the agreement and to familiarize themselves with the Child Safeguarding Statement. We also have a Policy on Guest Speakers in the school.
- Bullying Behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexual nature or regarded as being particularly abusive then the matter will be referred to the DLP.
- The PTA organise and run after school classes. The Child Safeguarding Policy is made available to the PTA who undertake the responsibility of ensuring that all teachers and supervisors of After School Classes are aware of the Child Safeguarding Statement and agree to operate in accordance with it.
- School attendance is monitored carefully. We will also monitor non attendance in correlation with signs of neglect/physical/emotional abuse. The NEWB will be informed of any concerns relating to a child's attendance.
- Parents will agree in writing/Aladdin connect if 1:1 teaching is taking place. Where practicable children receiving extra support will be supported in class or taught in small groups. If a teacher is alone with a child and there is no window in the classroom door the door to the room will be left open.
- If any child in our school requires intimate care the procedures involved in such care will be agreed in consultation with the pupil, their parent/guardian and any other personnel involved in the care of the pupil, in keeping with best practice and keeping the best interests of the child to the fore and with due consideration to maintaining the child's personal dignity. Such procedures, when agreed will be communicated to all parties involved and recorded.
- The Stay Safe Programme will be taught formally in Senior Infants, 2nd, 4th and 6th annually and revised in 1st, 3rd and 5th
- RSE lessons, Walk Tall lessons, Weaving Wellbeing and the Learn Together Programme will also enhance the children's learning regarding personal safety.

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. 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.

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 2/10/23

Signed: [Signature]

Chairperson of the Board Of the Management

Signed: [Signature]

Principal/Secretary of the Board of Management

Date 2/10/23

Date: 2/10/23

4. Checklist for Review of the Child Safeguarding Statement

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

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* 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 2017*.

	Yes/No
Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
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
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)	Yes
Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
Has the DLP attended available child protection training?	Yes
Has the Deputy DLP attended available child protection training?	Yes
Have any members of the Board attended child protection training?	Yes
Are there both a DLP and a Deputy DLP currently appointed?	Yes
Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
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
Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
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?	Yes

Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Yes
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 report?	Yes
Have the minutes of each Board meeting appropriately recorded the CPOR report?	Yes
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?	N/A
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
Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	N/A
Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
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'?	N/A
In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	N/A
Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	N/A
Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
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
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
Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	N/A
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
Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
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
Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
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
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?	N/A

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

Donabate Portrane ETNS is a primary school providing primary education to pupils from Junior Infants 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 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 Donabate Portrane ETNS 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 Susan Clarke
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Karen Coghlan
- 4 The Relevant Person is Susan Clarke

(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*

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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
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)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	Yes
8. Has the Deputy DLP attended available child protection training?	Yes
9. Have any members of the Board attended child protection training?	Yes
10. Has the school appointed a DLP and a Deputy DLP?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	Yes
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
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?	Yes
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	Yes
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?	Yes

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 12th March 2018

This Child Safeguarding Statement was reviewed by the Board of Management on 11th September 2024.

Signed: Cathal Brady

Chairperson of Board of Management

Date: 11/9/24

Signed: Joan Clarke

Principal/Secretary to the Board of Management

Date: 11/9/24

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?	Yes
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	Yes
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?	Yes
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 personnel against whom an allegation of abuse or neglect has been made?*	n/a
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Yes
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	No
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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	Yes
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
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)	n/a
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
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?*	Yes
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)?*	Yes
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	n/a
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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	Yes
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	Yes
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
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?	n/a

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?	n/a
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*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 Cathal Brady Date 11/9/24

Chairperson, Board of Management

Signed Juan Clarke Date 11/9/24

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.

Signed  Date 11/9/24

Chairperson, Board of Management

Signed  Date 11/9/24

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.

5. Action Plan

- **Consultation with parents regarding Child Safeguarding Policy (March/April 2018)**
- **Consultation with children regarding Child Safeguarding Policy (March/April 2018)**
- **New Policy published on school website (March 2018 Updated annually)**
- **New Safeguarding Policy issued to all staff, the PTA and replaced in pigeon holes outside classrooms. (March/April 2018 and updated annually)**
- **Planning/Implementation of Staff training day on Child Protection (March 2018)**
- **Review Child Safeguarding Procedures with all staff (August 2018 and annually)**
- **Garda Vetting – ongoing**
- **Review all Statutory Declarations for current staff (June 2018)**
- **Acquire Statutory Declarations/Forms of undertaking for new staff (ongoing)**

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

To: Whom it may concern

The Board of Management of Donabate Portrane Educate Together 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 16 Oct 2024 [date]. *(formally + minutes)*
** agreed in Sept.*
- 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 Caital Brady. Date 11/9/24

Chairperson, Board of Management

Signed Claree Date 11/9/24

Principal/Secretary to the Board of Management