



**SAINT VINCENT'S
CASTLEKNOCK COLLEGE**

Child Safeguarding Statement



St Vincent's Castleknock College 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 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St Vincent's Castleknock College 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 Mr Oliver Murphy (Principal).
- 3) The Deputy Designated Liaison Person (Deputy DLP) is Mr Chris Kinder (Dep Principal).
- 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 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.
 - The College will ensure that any external organisations using the school premises will have their own safeguarding policies and practices in place and up to date prior to rental being permitted.
- 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. 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 14 March 2018.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management

Date: _____

Date: _____



Appendix A - Procedures for visiting adults, grinds, one-to-one meetings

Introduction

St Vincent's Castleknock College 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 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St Vincent's Castleknock College has agreed the Child Safeguarding Statement set out in this document.

To whom do these procedures apply?

This appendix to the main Child Safeguarding Statements refers to policy and procedures relating to the following categories of personnel:

- external persons to supplement delivery of the curriculum
- external sports coaches
- people involved in one-to-one teaching activities
- students undertaking work experience in the school.

The guidelines outlined in this appendix may also be of relevance to people involved in one-to-one counselling and to PME teachers on placements (see separate policy documents).

Guidelines

All personnel in the categories listed above should be fully aware of the contents of the complete College Child Safeguarding Statement and in particular the following procedures and guidelines:

- 1) All teaching and coaching personnel not registered with the Teaching Council (sports coaches, guest presenters, etc) must provide evidence of Garda Vetting Clearance.
- 2) Visiting teachers/presenters will be required to identify a permanent teacher/College official as their "point of contact".
- 3) The contact teacher/College official assumes responsibility for explaining the following:
 - a. Roll calls should be entered using digital technology onto the central register (E-Portal) where possible
 - b. Where E-Portal is not available, a paper rollcall should be completed and filed, either with the co-operating teacher or with the main Reception
 - c. Usual "Duty of Care" applies in relation to our responsibilities in minimising risk of harm as outlined in the main Safeguarding Statement
 - d. No "grinds" are permitted at St Vincent's Castleknock College except when, in exceptional circumstances, permission has been given by the Board of Management
 - e. Any "one-to-one" interview with a student should be held in a room with window in the door, unobscured.



Appendix B – First Aid Procedures

Aims

The aims of these First Aid Procedures are:

- to provide basic First Aid treatment for minor injuries
- to identify major injuries and to take the actions necessary ensure the arrival of professional medical help as quickly as possible
- to provide a common approach for administering First Aid
- to ensure that safe practices are being followed in the administration of First Aid.

First Aid Procedures

Minor accident or injury is one where a person has received a scrape, graze, bump or minor cut to arm, leg or body.

Serious accident or injury is one where child has received injury which may require further treatment, or any head injury.

Location of First Aid

First Aid Boxes are located at the Reception Office, the Staff Room, the PE Teachers' Office, the Rugby Centre and in each Science Laboratory. Defibrillators are located outside the Reception Office and at the entrance to the Sports Hall.

While it is preferable that First Aid be provided by a trained First Aider, basic First Aid is within the competence of all staff.

Content of First Aid Kit

- Disposable gloves, hypacool icepack, sterile saline pods, surgical tape, conforming bandage, moist sterile wipes, dressing, scissors, cotton wool and dry gauze.
- Travel First Aid Kits are taken by class teacher on field-trips, class-tours and when the teacher leaves the school-grounds.

Treatments

- Cuts, grazes, blood injuries – First Aider, while wearing disposable gloves cleans, wound using sterile water wipes, disinfects the wound, protects the wound using the appropriate dressing.
- All gloves and waste are discarded after each injury.
- Sprains/suspected breaks – ice pack applied. Year Head and Principal are notified and parents/guardians are contacted.
- Head Injuries are always checked and reported to the Year Head and Principal. The injured child is monitored and parents/guardians are notified by telephone/text. The School Receptionist has primary responsibility for contacting the injured boy's parent/guardian. In the absence of the School Receptionist the Year Head will assume this responsibility.



- If a parent/guardian cannot be contacted, a voicemail is left and a note is placed in the pupil's homework journal.
- The purpose of the telephone call is to alert parents to the possibility of concussion symptoms emerging later in the day when the boy has left school.

Treatment of Serious Injury

- In case of emergency, the teacher present will see to it that an ambulance is called. The teacher will also call for support from the Deputy Principal while the he/she attends to the injured student.
- The injured student should be placed in the recovery position, unless a neck or back injury is suspected.

Administering Medication

- It is the policy of St Vincent's Castleknock College that school personnel do not, under normal circumstances, administer medicines to any student. However, Epi-pens will be administered in accordance with the Epi-pen Guidelines. Furthermore, there may be occasions when non-serious medicines, such as *Paracetamol*, may be administered on a school trip to a student with the prior permission of a parent.

Records

- A report is filed in the First Aid book by the First Aider. The report includes the date of incident, brief description of injury and action taken
- An Accident Report Form is filled out for all serious injuries or accidents. (Copy of Accident Report Form Attached)
- These records are retained in the school office
- School maintains these records for 10 years
- At the end of each academic year Accident Report Forms are placed in relevant student's file
- Serious incidents are reported to the school's insurance company (Brennan Insurance) in line with company policy which states.
- Where a serious incident occurs, the following protocol is observed:
 - Notify the company of any incident which is likely to give rise to a claim
 - Get an early report from any witnesses to the incident
 - Whilst being sympathetic and helpful, do not do or say anything which might be interpreted as an admission of liability
 - If the incident involves equipment, it should be removed from service and kept for inspection
 - Photographs taken of the injuries and/or exact location soon after the accident may prove invaluable in the event of an action against the school
 - In event of serious accident or injury the school has an arrangement to inform school insurers and complete usual incident report form.

Staff Training

The school management will provide regular training to staff on dealing with typical school first aid instances.



Appendix C - Risk Assessment

Activities, Risks, Procedures and Policies

Activities

- 1) Daily arrival and dismissal of pupils
- 2) Recreation breaks for pupils
- 3) Classroom teaching
- 4) One-to-one teaching
- 5) One-to-one counselling
- 6) Outdoor teaching activities
- 7) Sporting Activities
- 8) School outings
- 9) School trips involving overnight stay
- 10) School trips involving foreign travel
- 11) Use of toilet/changing/shower areas in schools
- 12) Fundraising events involving pupils
- 13) Use of off-site facilities for school activities
- 14) School transport arrangements including use of bus escorts
- 15) Care of children with special educational needs
- 16) Care of any vulnerable adult students,
- 17) Curricular provision in respect of SPHE, RSE, Stay Safe
- 18) Prevention and dealing with bullying amongst pupils
- 19) Training of school personnel in child protection matters
- 20) Use of external personnel to supplement curriculum
- 21) Use of external personnel to support sports and other extra-curricular activities
- 22) Care of pupils with specific vulnerabilities/needs such as
 - Pupils from ethnic minorities/migrants
 - Pupils who identify as LGBTI+
 - Pupils of minority religious faiths
 - Children in care
- 23) 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
- 24) Participation by pupils in religious ceremonies/religious instruction external to the school
- 25) Use of Information and Communication Technology by pupils in school
- 26) Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- 27) Students participating in work experience in the school
- 28) Students from the school participating in work experience elsewhere
- 29) Student teachers undertaking training placement in school
- 30) Use of video/photography/other media to record school events
- 31) After school use of school premises by other organisations
- 32) Use of school premises by other organisation during school day
- 33) Evening study



Risks

- 1) Risk of harm not being recognised by school personnel
- 2) Risk of harm not being reported properly and promptly by school personnel
- 3) Risk of child being harmed in the school by a member of school personnel
- 4) Risk of child being harmed in the school by another child
- 5) Risk of child being harmed in the school by volunteer or visitor to the school
- 6) Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities, eg school trip, swimming lessons
- 7) Risk of harm due to bullying of child
- 8) Risk of harm due to inadequate supervision of children in school
- 9) Risk of harm due to inadequate supervision of children while attending out of school activities
- 10) Risk of harm due to inappropriate relationship/communications between child and another child or adult
- 11) Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- 12) Risk of harm to children with SEN who have particular vulnerabilities
- 13) Risk of harm due to inadequate Code of Behaviour
- 14) Risk of harm in one-to-one teaching, counselling, coaching situation
- 15) Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- 16) Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner



Procedures

- 1) All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- 2) The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- 3) School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- 4) The school implements in full the SPHE curriculum
- 5) The school implements in full the Wellbeing Programme at Junior Cycle
- 6) 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
- 7) 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
- 8) The school has in place a policy and clear procedures in respect of school outings
- 9) The school has a Health and Safety Policy
- 10) The school adheres to the requirements of the Garda Vetting Legislation and relevant DES circulars in relation to recruitment and Garda vetting
- 11) The school complies with the agreed disciplinary procedures for teaching staff
- 12) The school has a Special Educational Needs Policy
- 13) The school has in place a policy and procedures for the administration of medication to students
- 14) 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.



Policies

The school has in place:

- 1) a policy and procedures for the administration of First Aid
- 2) a Code of Behaviour for students
- 3) an ICT policy in respect of usage of ICT by students
- 4) a mobile phone policy in respect of usage of mobile phones by students
- 5) a Critical Incident Management Plan
- 6) a policy and procedures for the use of external persons to supplement delivery of the curriculum
- 7) a policy and procedures for the use of external sports coaches
- 8) a policy and clear procedures for one-to-one teaching activities
- 9) a policy and procedures for one-to-one counselling
- 10) a policy and procedures in respect of student teacher placements
- 11) a policy and procedures in respect of students undertaking work experience in the school
- 12) a policy and procedures in respect of students of the school undertaking work experience in external organisations.

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 14 March 2018. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: _____

Chairperson of Board of Management

Signed: _____

Principal/Secretary to the Board of Management

Date: _____

Date: _____



Appendix D – Checklist for the Annual Review by the Board of Management

	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'?	
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'?	
3) Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4) Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5) Has the DLP attended available child protection training?	
6) Has the Deputy DLP attended available child protection training?	
7) Have any members of the Board attended child protection training?	
8) Are there both a DLP and a Deputy DLP currently appointed?	
9) Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
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/guardian 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'?	



	Yes/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?	
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/guardians 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?	
29) Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?*	
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?*	
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)?*	
32) Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
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'	
34) Has the Board sought the feedback of students in relation to the school's child safeguarding arrangements?	
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?	
36) Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
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?	
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?	

*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: _____
Chairperson of Board of Management

Signed: _____
Principal/Secretary to the Board of Management

Date: _____

Date: _____

