
Westport Scoil Cheoil

Commencement of all sections of Children First Act 2015

11 December 2017

What are the implications for schools?

Mandated Persons

All teachers are now 'mandated persons'. There are two areas of responsibility which will apply to mandated persons:

- Where a mandated person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of that a child:
 - has been harmed
 - is being harmed
 - is at risk of being harmedHe or she must report that knowledge, belief or suspicion, to the Child and Family Agency (Tusla) as soon as practicable.
- Where a child believes that he or she:
 - has been harmed
 - is being harmed
 - is at risk of being harmedand discloses that belief to a mandated person, the mandated person must report that disclosure to Tusla as soon as practicable.

Child Safeguarding Statement

The Board of Management of Westport Scoil Cheoil produced a Child Safeguarding Statement before 11 March 2018.

Risk Assessment of potential harm to children

The BOM of Westport Scoil Cheoil produced a *Risk Assessment of all potential harm to children* before 11th March 2018, in conjunction with the *Child Safeguarding Statement*.

Child Protection Oversight Report

A new child Protection Oversight Report will be provided to the BOM as part of the Chairperson's Report at every meeting - to ensure oversight by the BOM of the school's compliance with child safeguarding requirements.

The following templates are required to be completed by Westport Scoil Cheoil.

1. Child Safeguarding Risk Assessment Template
2. Child Safeguarding Statement Template
3. Checklist for Review of the Child Safeguarding Statement
4. Notification regarding the Board of Management's review of the Child Safeguarding Statement.

Template 1: Child Safeguarding Risk Assessment Template

Written Assessment of Risk of Westport Scoil Cheoil.

In accordance with section 11 of the Children First Act 2015 the following is the Written Risk Assessment of Westport Scoil Cheoil.

1. List of school activities:

1. Daily arrival of pupils
2. Teaching of music to pupils in class from 10am-1pm
3. Dismissal of pupils at 1 pm
4. Recreation breaks for pupils (all primary school children to stay in Scoil Phadraig at supervised playtime- parents sign consent form agreeing to This.
5. Secondary school pupils may to go shop.
Parents sign that this is at children's own risk.
6. Secondary school children are all informed via intercom that they MUST cross the road at the pedestrian lights ONLY.
7. Use of off-site facilities for school activities
These are: busking/pub sessions/ Ceili/ Concert/Lectures.
8. Care of pupils with specific vulnerabilities/needs (this is rare in WSC)
All parents of SEN children are mandated to provide all personal care for their own SEN children as we have no expertise in this area.
 - Children with special needs.
9. Recruitment of school personnel including-
 - Teachers/Guest Speakers/Volunteers / Parents in school activities/
 - Visitors.
- 10 Use of video/ photography / other media to record school events (everyone signs consent.

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

- Risk of harm not being recognised 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. busking/pub sessions/concerts/ceilis/lectures.
- Risk of harm due to bullying of child.
- 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 (parents have to sign to consent that they will attend WSC for all personal needs of SEN children.

3. The school has the following procedures in place to address the risks of harm identified in this assessment:

- All school personnel are directed to where they a copy of the school's
- *Child Safeguarding Statement* is available online.
- School Personnel are required to adhere to the *Children First Act 2015*
- The school will have yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks.
- The school adheres to the requirements of the Gard Vetting Legislation and relevant DES circulars in relation to recruitment and Garda Vetting in that it requests that all staff sign a waiver that they are garda vetted.
- The school has in place a policy that it does administer medication to pupils
- The school -
 - Has provided each member of school staff with a copy of the School's Child Safeguarding Statement
 - 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
- A Critical Incident Management Plan/Policy is in place.
- All parents sign a consent form for photos/videos to be posted to social media and are given the right to withdraw consent.
- No child shall be named on social media.
- No wifi password is given to participants of WSC to ensure that no inappropriate websites/content is accessed by participants.
- All parents are required to sign a written form consenting that they must supervise **all** activities associated with WSC outside of the formal classes that run from 10am-1pm.

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.

In undertaking this risk assessment, the BoM 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 BoM on [Insert Date]. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: _____ Chairperson of BoM [Insert Date]

Signed: _____ Principal/Secretary to the BoM [Insert Date]

Template 2: Child Safeguarding Statement Template

Westport Scoil Cheoil is a music summer school lasting for 5 days each July, we provide music lessons and musical activities to our participants.

In accordance with the requirements of the *Children First Act 2015*, *Children First: National Guidance for the Protection and Welfare of Children 2017*, and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Westport Scoil Cheoil 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 Tusla's Child Protection Procedures.
2. The Designated Liaison Person (DLP) is: Dr. Maura Thornton
3. The Deputy Designated Liaison Person (Deputy DLP) is: Kate Heneghan.

The Board of Management recognises that child protection and welfare considerations permeate all aspects of Westport Scoil Cheoil's 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 music 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.

The following procedures/measures are in place:

- In relation to the selection or recruitment of staff and their suitability to work with children, the school asks all staff to sign a memorandum that states that they adhere 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. All staff members sign a memorandum to verify this. These memoranda are kept on file for 7 years.
- 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) Westport Scoil Cheoil ensures that each teacher is made aware that

a copy of the school's Child Safeguarding Statement is available on the Westport Scoil Cheoil website. All teachers sign a memorandum showing that they are aware of this statement and of where it is available.

- 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.
- 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.
- In accordance with the Children First Act 2015, the BoM 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 or will be made available on request by the school.

This statement will be published on the school's website and teachers sign a written document bearing testament that they are aware of its presence and where this document may be viewed on the website. It is readily accessible to parents and guardians on request and also on the website. A copy of this statement will be made available to Tusla 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 [Insert Date].

Signed: _____ Chairperson of BoM [Insert Date]

Signed: _____ Principal/Secretary to the BoM [Insert Date]

Template 3: Checklist for Review of the Child Safeguarding Statement

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 BoM shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, BoM 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*.

	Yes/No
	Yes
1. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
2. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
3. Has the DLP attended available child protection training?	Yes
4. Are there both a DLP and a Deputy DLP currently appointed?	Yes
5. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
6. Has the BoM arrangements in place to communicate the location/availability school's Child Safeguarding Statement to all school personnel?	Yes
7. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the Children First Act 2015?	Yes
8. Has the BoM received the Chairperson's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
9. Are child protection matters reported to the BoM appropriately and recorded in the Board minutes?	Yes
10. Is the BoM satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
11. Has the BoM ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
12. Is the BoM satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
13. Has the BoM identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
14. Has the BoM put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	Yes

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Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: _____

The Board of Management of Westport Scoil Cheoil _____ 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 on [24/2/2018].
- 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: _____ Chairperson of BoM [24/2/2018]

Signed: _____ Principal/Secretary to the BoM [24/2/2018]

Child Safeguarding Risk Assessment(of any potential harm)

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures and practices in place to address identified risks
1. Daily arrival and dismissal of pupils	Risk of child being harmed by another child	School informs parents of school opening and closing times and of their responsibility for not dropping off before 9.50. All children to be collected and off the premises before 1.15pm. All parents sign a document acknowledging that the school's responsibility begins at 10am and ends at 1pm and that it is parents own responsibility to drop-off and collect children on time.
2. Recreation breaks for pupils	Risk of harm not being recognised by school personnel Risk of child being harmed by another child Risk of harm due to bullying of child	Yard Supervision Rota The school will review it's yard /playground supervision and develop a policy in this area to ensure appropriate supervision of children during assembly, dismissal, teaching contact time and breaks. Teaching personnel that are contracted to do yard supervision sign a contract undertaking to do this and acknowledging their responsibility. School staff are to be aware that primary school children may not cross the road to the shop but post-primary school children may do so however, parental consent must be given for this and teenagers cross the road at their own risk
3. Classroom teaching	Risk of being harmed in the school by a member of school personnel Risk of child being harmed by a member of school personnel, a member	School personnel are required to adhere to the Children First act 2015.

	of staff of another organisation, or other person while child participating in out of school activities e.g busking/ attending ceili/sessions	Parents sign a consent form to acknowledge that is their own responsibility as parents to supervise all extra-curricular activities associated with WSC so Busking/Ceili/Concerts/lectures/etc parents may not drop off children to these events. They must wait and supervise children or appoint another responsible adult to.
4. Teaching activities	Risk of being harmed in the school by a member of school personnel. Risk of child being harmed by a member of school personnel, a member of staff of another organisation Risk of harm to children with SEN who have particular vulnerabilities	All teachers sign MOU stating that they are garda vetted and that they are aware of their obligations under the Child First Act
5. Use of toilet/changing room	Risk of harm due to bullying of child	The school requires staff to be familiar with the Anti-bullying Policy and its implementation. Teachers are required to note relevant details and implement the policy as directed in the Anti-Bullying Policy.
11. Use of off-site facilities for school activities	Risk of harm due to inadequate supervision of children while attending out of school activities Risk of harm due to inadequate implementation of Code of Behaviour	Pupils will be supervised by school teaching staff on out of school activities. Staff will be familiar with and implement in full our Code of Behaviour /AUP and Anti-Bullying Policy.
13. Care of children with special educational needs including intimate care where needed.	Risk of harm to children with SEN who have particular vulnerabilities Risk of harm to child while a child is receiving intimate care.	The school has as its policy that NO intimate care is done by anyone associated with WSC. When SEN children are admitted to WSC parents sign a consent form acknowledging this and confirming they will carry out all such needs themselves
14. Administration of Medicine	Risk of being harmed in the school by a member of school personnel	The school has an Administration of Medicine Policy as follows: WSC does NOT administer medicines

<p>17. Training of school personnel in Child Protection matters.</p>	<p>Risk of harm by lack of training /knowledge of Child Protection Procedures.</p>	<p>The chairperson/DLP Dr Maura Thornton must do the the PDST e-learning and any other relevant training as may be required by the DES. The DLP is required to undergo all relevant training.</p>
<p>20. Care of pupils with specific vulnerabilities /needs such as</p> <ul style="list-style-type: none"> -pupils from ethnic minorities/migrants -Members of the Traveller Community -lesbian , gay bisexual or transgender children -pupils perceived to be LGBT -Pupils of minority religious faiths -Children in care - Children on CPNS 	<p>Risk of being harmed in the school by a member of school personnel</p> <p>Risk of harm to children with SEN who have particular vulnerabilities</p>	<p>Parental /Guardian supervision is required at all times.</p>
<p>9. Use of ICT technology by pupils in the school</p>	<p>Risk of harm due to inappropriate relationship/s communication between child and another child or adult</p> <p>Risk of harm due to inappropriately accessing/using computers, social media, phones and other devices while at school.</p>	<p>No wifi password is given to WSC participants under 18</p>
<p>10. Use of video/photography/other media to record school events.</p>	<p>Risk of child being harmed in the school by volunteer or visitor to the school</p> <p>Risk of harm due to inappropriate relationship/s communication between child and another child or adult</p> <p>Risk of harm due to inappropriately accessing/using computers, social</p>	<p>Parents/Guardians sign consent form allowing WSC take photos/Videos/social media of participants. No child shall be named on social media</p>

	media, phones and other devices while at school.	
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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*. *Notwithstanding that , the Principal has commissioned a Health and Safety Review to update our Health and Safety Policy and Statement.*

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 *[Insert Date]*. It will be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: Dr. Maura Thornton Chairperson of BoM [3/1/2018]

Signed: Kate Heneghan Principal/Secretary to the BoM 3/1/2018

