

**Cabra Central School
Child Safeguarding Statement**

Cabra Central School, Kingscourt Co. Cavan is a mixed mainstream 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 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 Cabra Central School 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: Janine O' Neill
- 3 The Deputy Designated Liaison Person (Deputy DLP} is: Helen Brady. Farrah Keith will assume this role in Mrs. Brady's absence.
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. The school will adhere to the following principles of best practice in child protection and welfare. The school will:
 - a. recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations
 - b. fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children
 - c. fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
 - d. adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect
 - e. develop a practice of openness with parents and encourage parental involvement in the education of their children; and
 - f. fully respect confidentiality requirements in dealing with child protection matters.

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:

- a. In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES website.
- b. In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- c. In relation to the provision of information and, where necessary instruction and training to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school:
 - i. Has provided each member of staff with a copy of the school's Child Safeguarding Statement.
 - ii. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement.
 - iii. Encourages staff to avail of relevant training.
 - iv. Encourages Board of Management members to avail of relevant training.
 - v. The Board of Management maintains records of all staff and Board member training.
- d. In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015
- e. In this school, the Board has appointed the above named DLP as the 'relevant person' (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's child safeguarding statement.

6 All registered teachers employed by the school are mandated persons under the Children First Act 2015.

7 In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is attached as an appendix to these procedures.

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- 8 The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.
- 9 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 10 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Updated Child Safeguarding Statement was adopted by the Board of Management on 1st December 2021

Signed: _____

Chairperson of B.O.M.

Date: _____

Signed: _____

Principal/Secretary to the B.O.M.

Date: _____

Designated Liaison Person (DLP)

In Cabra Central School the Principal Janine O' Neill is the appointed Designated Liaison Person. Helen Brady is the appointed Deputy Designated Liaison Person. While Helen Brady is on statutory leave Farrah Keith will be Acting Deputy Designated Liaison Person.

The DLP has specific responsibility for Child Protection Procedures and will represent the school in all correspondence with Health Boards, An Garda Síochána and other parties in connection with allegations of abuse. All matters pertaining to child abuse concerns should be processed through the DLP (DES Procedures 3:2)

The DLP acts appropriately where there are reasonable grounds for suspicion or where an allegation has been made.

Confidentiality

All information regarding concerns of possible child abuse should only be shared on a 'need to know' basis in the interests of the child. The giving of information to those who need to have that information is not a breach of confidentiality. This procedure exists for the protection of a child who may have been or has been abused. The DLP who is submitting a report to the Health Board or An Garda Síochána should inform a parent/guardian, unless doing so is likely to endanger the child or place that child at further risk. A decision not to inform a parent/guardian should be briefly recorded together with the reasons for not doing so.

In emergency situations, where the Health Board cannot be contacted, and the child appears to be at immediate and serious risk, An Garda Síochána should be contacted. A child should not be left in a dangerous situation where Health Board intervention is not forthcoming.

Protection for Persons Reporting Child Abuse

The protection for persons reporting Child Abuse Act 1998 provides immunity from civil liability to any person who reports a child protection concern 'reasonably and in good faith' to designated officers of Health Boards or any member of an Garda Síochána (DES Procedures 1:10)

Qualified Privilege

People making a report to the DLP in good faith have 'qualified privilege' under common law. Reports made to Health Boards may be subject to provisions of the Freedom of Information Act, 1997. This act enables members of the public to obtain access to personal

information relating to them which is in the possession of public bodies. However, the act also provides that public bodies may refuse access to information obtained by them in confidence (DES Procedures 1:11)

Definition and Recognition of Child Abuse

Child abuse can be categorised into four different types:

- Neglect
- Emotional abuse
- Physical abuse
- Sexual abuse

Each of these categories is defined in full in 'Children First' (Dept. of Children & Youth Affairs Chapter 2).

Neglect can be defined in terms of an *omission*, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care.

Guidelines for Recognition of Child Abuse

A list of child neglect indicators is contained in Chapter 2:2 of Children First. This policy draws particular attention to 'persistent evidence' of neglect, including indicators such as no lunch, lack of uniform, no homework, poor attendance, persistent health problems, lack of sleep. All signs and symptoms must be examined in the total context of the child's situation and family circumstances.

There are commonly three stages in the identification of child abuse:

1. Considering the possibility
2. Looking out for signs of abuse

3. Recording of information

Each of these stages is developed in 'Children First' (2:2)

Handling Disclosures from Children

(DES Procedures 3:5) gives comprehensive details of how disclosures should be approached. Staff are advised to deal with each situation sensitively, reassure the child but not to make promises that cannot be fulfilled.

The adult should not ask leading questions or make suggestions. They should explain that further help may have to be sought. The discussion should then be recorded accurately.

The record should include reference to what was observed with sketches of physical injury where necessary. It should also record when the alleged incident took place. Records should be kept in a secure place. The information should then be conveyed to the school DLP.

If the reporting person and the DLP are satisfied that there are reasonable grounds for the suspicion/allegation, the procedures outlined in 'Children First' must be adhered to. Standardised reporting forms should be used (DES Procedures Appendix 4). The content of the report should follow the guidelines in 'Children First'.

Allegations or Suspicions in relation to School Employees (DES Procedures Chapter 5)

The Chairperson and the DLP are concerned with the protection of the children in their care in the first instance. However, employees must be protected against false and malicious claims. Due process must be observed in relation to allegations against employees. Legal Advice should be sought by the BoM in relation to an allegation in relation to an employee. If the allegation is against the DLP, the BoM Chairperson will assume the responsibility for reporting the matter to the Health Board.

Reporting

When an allegation of abuse is made against a school employee, the DLP should act in accordance with the procedures outlined in Children First. A written statement of the allegation should be sought from the person/agency making the report. A parent/guardian may make a statement on behalf of a child. The DLP should always inform the Chairperson of the BoM and is responsible for liaising with the HSE. The Chairperson assumes responsibility for dealing with the employee.

School employees, other than the DLP, who receive allegations against another school employee, should immediately report the matter to the DLP. School employees who form suspicions regarding conduct of another school employee should consult with the DLP.

The employee should be informed by the Chairperson (Employer) that:

- a. An allegation has been made against him/her
- b. The nature of the allegation
- c. Whether or not the Health Board or Gardaí has been informed.

The employee should be given a copy of the written allegation and any other relevant documentation. The employee should be requested to respond to the allegation in writing to the BoM within a specified period and told that this may be passed to the Gardaí, Health Board and legal advisers.

The Chairperson must take the necessary steps to protect the child and may consult the BoM in this matter. The BoM may direct that the employee take administrative leave with pay and avoid suspension, thus removing any implication of guilt. The DES should be immediately informed.

School Measures Taken to Protect the Children in Our Care

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There are a number of areas where common sense in our school should prevail in order to protect the children in the school and the staff who care for them. In relation to this, certain points should be noted:

Cabra Central School shall fully implement the Stay Safe programme, the Relationships and Sexuality programme and the S.P.H.E programme.

A copy of the school's child protection policy, which includes the names of the Designated Liaison Person (DLP) and Deputy DLP, will be made available to all school personnel and the Parents' Association and is readily accessible to parents on request.

The name of the DLP and other relevant support services are displayed in a prominent position near the main entrance to the school. In addition to informing the school authority of those cases where a report involving a child in the school has been submitted to the HSE, the DLP shall also inform the school authority of cases where the DLP sought advice from the HSE and as a result of this advice, no report was made. At each BoM meeting, the Principal's Report shall include the number of all such cases and this shall be recorded in the minutes of the BOM meeting.

Cabra Central School will undertake an annual review of its Child Protection Policy and its implementation by the school. A checklist will be used in undertaking the review (included at **Appendix 1**). The school has put in place an action plan to address any areas for improvement which might be identified in the annual review. The Board of Management shall make arrangements to inform school personnel that the review has been undertaken. Written notification that the review has been undertaken shall be provided to the Parent Association. A record of the review and its outcome shall be made available, if requested, to the patron and the DES.

- Staff who take classes swimming should make sure that there are two adults in attendance at all times.
- Staff should make every effort not be alone in a classroom with one child or detain a child on their own after school. In the case of special needs pupils where resource hours and assistance are sanctioned on an individual basis, it is school policy that staff in such a situation should work with the classroom door open, thus rendering the occupants visible at all times.
- When possible children should work in groups.
- Children with physical disabilities who may require assistance in toileting will be aided by a Special Needs Assistant and another member of staff who have met the necessary screening requirements when being employed by the school.

It should be noted that children with disabilities may be more at risk of abuse due to a number of reasons (DES Procedures 2:3). Parents, teachers and all staff involved in services for children with disabilities need to be familiar with the indicators of abuse and to be alert for signs of abuse.

Child Protection Practices

The staff and Board of Management of this school have identified the following as areas of specific concern in relation to child protection. It has been agreed that the following practices be adopted:

Physical Contact

- As a general rule there will be no physical contact between staff and pupils unless deemed necessary in the interest of health and safety.

Visitors / Guests

- A member of staff will always be in attendance when visitors or guests are on the school premises. The exception will be the school nurse. In accordance with circular 0031/2016 all visitors, coaches, volunteers etc must be vetted prior to visiting the school.

Children with specific toileting/ intimate care needs

- Before a child enrolls in the school a meeting will be held with the principal, parents, class teacher and SNA (where applicable) to see how the school can best meet the needs of the child. If the child has not access to an SNA the principal, with permission from the child's parents will contact the S.E.N.O and request S.N.A support. The parent/s will sign a contract allowing necessary contact between the S.N.A and the child.

Toileting accidents

- Spare clothing is available and children are expected to change themselves. Parents are contacted if the accident is a serious one. If parents are not available and a child needs assistance 2 members of staff must be present.

One-to-one teaching

- It is the policy in this school that one-to-one teaching can sometimes be in the best interest of the child.
- The school adopts an open door policy for one- to- one teaching.
- Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought.

Changing for swimming

- Where children are unable to change and dress themselves, a parent will be obliged to accompany them swimming.
- 2 members of staff should accompany children to and from the swimming pool.
- If an accident or emergency occurs in the changing room 2 members of staff must enter the communal changing room. No member of staff must ever be alone in a cubicle with a child.

Recruitment and selection of staff

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.

- It is important that all members of staff understand the confidential nature of their position.

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours
- Physical punishment of any kind
- Sexually provocative games or suggestive comments about or to a child
- The use of sexually explicit or pornographic material

All media products (CDs, DVDs etc.) should be checked for their appropriateness with regard to age and suitability.

Supervision of pupils

- Children are supervised within school hours on the school premises.
- Teachers operate a rota system for supervision at break and lunch times. If a teacher is absent the principal will organise the substitution cover.

Internet use

- The Acceptable Use Policy is available.
- The Facebook Policy is available.
- The Christmas Concert and Other Activities Policy is available.

While every effort will be made to adhere to best practice as agreed and outline above, in the event of an emergency where this is not possible or practicable a full record of the incident should be made and reported to the principal and parents.

Accidents

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our Accident Policy as part of Health and Safety.

Attendance

Our school attendance will be monitored as per our attendance policy. With regards to child protection, we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse.

Behaviour

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature, we will notify the DLP who will record it and respond to it appropriately.

Bullying

Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP.

Children travelling in staff cars

Members of the school staff will not carry children alone in their cars at any time.

Communication

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/RSE and R.E programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are requested to leave the classroom door open or request a colleague to attend.

Induction of Staff

The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Procedures (DES, 2011) and Children First Guidelines (2011), but particularly the recently published Children First – National Guidance for the Protection and Welfare of Children (2011). All new teachers are expected to teach the appropriate SPHE objectives for their class.

Induction of Pupils

All parents and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. All new parents will be given a copy of the school's enrolment policy, which outlines the procedures parents and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter. Parents are encouraged to make an appointment with the class teacher/principal if they wish to discuss their child's progress. All parents will be given a copy of the school's Code of Behaviour and Anti-Bullying policies.

Record Keeping

Records of child reports and individual profiles are kept locked in the filing cabinet in the office. Records of children who have moved onto secondary school are kept in storage boxes beneath the stage in the hall.

Visibility

Teachers will ensure that children are visible in the school playground. Children will not be allowed to spend time in classrooms or toilets (unless absolutely necessary) where they would not be under adult supervision. Children will be advised to use the bathroom before break/lunch time. They are not to leave the school playground or to engage with adults who are outside of the school playground.

Written Assessment of Risks, Activities and Procedures

Child Safeguarding Risk Assessment

Written Assessment of Risk of Cabra Central 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 Cabra Central National 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

List of School Activities	Risk Level	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Daily arrival and dismissal of pupils	High	Danger from cars parking in restricted areas. Inappropriate behaviour by pupils. Harm from older pupils, unknown adults on the playground.	Signage has been erected to remind parents not to park in bus areas during drop off/ pick up times. Children are escorted to the school gates at 2.40pm.
One to one teaching	Med	Harm by school personnel	Open door policy Glass in window for visibility
Care of Children with special needs, including intimate care needs	High	Harm by school personnel	Procedures on intimate care included in Child Protection policy
Toilet areas	High	Inappropriate behaviour Risk of child being harmed in school by another child.	Playground supervision rota.
Curricular Provision in respect of SPHE, RSE, Stay safe.	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full
Training of school personnel in Child Protection matters	High	Harm not recognised or acted on promptly.	BOM records all records of staff and Board training Child Safeguarding Statement & DES procedures made available to all staff DLP& DDLP to attend PDST face to face training

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			All Staff to view Túsla training module and PDST webinars. BOM records all records of staff and Board training
List of School Activities		The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Managing of challenging behaviour amongst pupils	High	Injury to pupils and staff	Health & Safety Policy Code Of Behaviour I.E.Ps in place.
Sports Coaches	Med	Harm to pupils by a member of another organisation.	Garda Vetting in place Teacher observation
Students participating in work experience	Med	Harm by student	Child Safeguarding Statement. Garda Vetting and teacher observation
Recreation breaks for pupils	High	Harm by student	Health & Safety Policy Code Of Behaviour Anti Bullying Policy Teacher supervision
Classroom teaching	Low	Harm to pupils and staff	Health & Safety Policy Code Of Behaviour Anti Bullying Behaviour
Outdoor teaching activities	Low	Harm to pupils	Teacher observation Health and Safety Policy
Sporting Activities	High	Harm to pupils	Child Safeguarding Statement & DES procedures made available to all staff. Health and safety Policy
School outings	High	Harm to pupils Inappropriate behaviour by pupils.	School Tour Policy. Child Safeguarding Statement & DES procedures made available to all staff

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			Child/teacher ratio.
Use of toilet/changing/areas in schools	High	Inappropriate behaviour	Child Safeguarding Statement & DES procedures made available to all staff Supervision rota.
List of School Activities		The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Annual Sports Day	Med	Harm by student to another student. Harm to pupils.	Health & Safety Policy Code Of Behaviour Anti Bullying Policy Teacher supervision.
Fundraising events involving pupils	High	Harm to pupils from members of the outside community.	Teacher observation Child/teacher ratio Health & Safety Policy Code Of Behaviour Anti Bullying Policy Child Safeguarding Statement & DES procedures made available to all staff
Use of off-site facilities for school activities	High	Harm to pupils	Supervision by teachers Child/teacher ratio Health & Safety Policy Code Of Behaviour Anti Bullying Policy Child Safeguarding Statement & DES procedures made available to all staff
School transport arrangements including use of bus escorts	High	Harm to pupils	Teacher supervision Health & Safety Policy Code Of Behaviour Anti Bullying Policy Child Safeguarding Statement & DES procedures made available to all staff

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Administration of Medicine Administration of First Aid	High	Harm to pupils by school personnel	Child Safeguarding Statement & DES procedures made available to all staff Accident report book Two adults present where appropriate Parents contacted where appropriate- especially if it is a head injury. Administration of medicine policy
List of School Activities		The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Curricular provision in respect of SPHE, RSE, Stay Safe	Med	Non-teaching of same	School implements SPHE, RSE, Stay Safe in full
Prevention and dealing with bullying amongst pupils	Med	Harm from pupils to pupils	Health & Safety Policy Code Of Behaviour Supervision rota Anti Bullying Policy Child Safeguarding Statement & DES procedures made available to all staff Stay Safe & Walk Tall RSE Guidelines
Use of external personnel to supplement curriculum	Low	Harm to pupils	Teacher observation Health and Safety Policy Garda Vetting
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none">• Pupils from ethnic minorities/migrants• Members of the Traveller community	Med-High	Harm to pupils	Anti Bullying Child Safeguarding Statement & DES procedures made available to all staff Enrolment policy & school ethos – inclusion Code of Behaviour SPHE, Stay Safe, Walk Tall, RSE

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<ul style="list-style-type: none"> • Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils of minority religious faiths • Children in care • Children on CPNS 			
List of School Activities		The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • 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 	High	Harm not recognised or properly or promptly reported	<p>Child Safeguarding Statement & DES procedures made available to all staff</p> <p>Staff to view Tusla training module & any other online training offered by PDST</p> <p>Vetting Procedures</p> <p>Contractors to visit only after school hours.</p>
Use of Information and Communication Technology by pupils in school	Med	Bullying	<p>ICT policy</p> <p>Anti-Bullying Policy</p> <p>Code of Behaviour</p> <p>Internet filtering system</p> <p>Appropriate list of websites</p> <p>Teacher observation</p>
Students participating in work experience in the school	Med	Harm by student	<p>Child Safeguarding Statement.</p> <p>Garda Vetting and teacher observation</p>

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Student teachers undertaking training placement in school	High	Harm not recognised or reported promptly	<p>Child Safeguarding Statement & DES procedures made available to all staff</p> <p>Staff to view Tusla training module & any other online training offered by PDST</p> <p>Vetting Procedures</p> <p>Master teacher will stay in classroom during lessons.</p>
Use of video/photography/other media to record school events	High	Harm to pupils	<p>Use of video/photography/other media consent forms on enrolment and as/when needed for other organisations.</p> <p>Names excluded from photos</p> <p>Data Protection Policy</p>

The following policies need to be devised and implemented as a result of this review:

- A Whole School Liaison Policy
- A Policy for the Use of External Sports Coaches
- A Policy and Procedures in respect of Student Teacher Placements
- A Policy and Procedures in respect of Students Undertaking Work Experience in the School
- A Policy and Procedures for One-To-One Teaching and One-To-One Counselling.

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

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

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management

CHILD PROTECTION CONTACTS

Designated Liaison Person: Janine O' Neill

Deputy Designated Liaison Person: Helen Brady

Cabra Central School

Bailieborough Garda Station: Telephone: (042) 9694570

Local Contact For “The Children and Family Social Services of the HSE”

TELEPHONE: 049 4377305 049 4377306

Address: Child and Family Agency , Drumalee Cross, Co. Cavan.

Appendix 1

Checklist for Review of the Child Safeguarding Statement

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

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

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

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’?	

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	Yes/No
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?	

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	Yes/No
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	

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	Yes/No
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 pupils 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.

