

# Child Safeguarding Statement

Moate Business College is the Further Education & Training section of Moate Community school. Moate Business College has an enrolment of approx. 400 learners. MBC is on a separate site, however this Risk Assessment applies to staff who work in both sections.

The school and college's mission statements upholds the vision of the trustees of the school:

- Carmelite
- Mercy
- VEC

( [www.moatecs.com](http://www.moatecs.com).)

That Mission statement is grounded in an ethos of fairness and respect where each individual is valued for who they are as a person. As a Community School we strive to provide an educational environment which serves the needs and aspirations of the entire local community.

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 Moate Community School & Moate Business College has agreed the Child Safeguarding Statement setout 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 is: Mr. Tom Lowry (Principal)  
The Deputy Designated Liaison Person is Ms. Maura Murray (Deputy Principal), Olive Costello (Deputy Principal), Carmel Mc Cormack (Deputy Principal).
- 3 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;
- ensure that data protection policy is adhered to in the area of child protection in line with GDPR legislation

- 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.*

#### 4 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 each staff member signs a declaration that they have read the policy
  - Ensures all new staff provide a copy of their Child Protection Cert which is kept in a safe and secure location
  - 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 s 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 this 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.

The following steps will apply to visitors to the school eg. Speakers, instructors etc.

- There is no obligation on a school to require vetting on an individual who is giving a talk or demonstration at the school on a once of basis.
- If the school determine that the person coming into the school is conducting activity/work “ a necessary and regular part of the which consists mainly of the person having access to or contact with children..” then vetting is necessary. (Schedule 1 Part 1 section 1 of the Acts) In this instance the following procedures apply:
  1. The Teacher organising the activity will make contact and forward the official letter requesting their Garda Vetting form. (appendix1)
  2. The visitor/instructor will supply the Gardai Vetting form prior to attending the school
  3. The form is collected by the teacher and copy is given to Ms. Murray (Deputy Principal) for secure storage
  4. If the school is participating in a competition/outside event the onus is on the organisation involved to ensure that any their staff is vetting

**Note:** The above is not intended as an exhaustive list.

- 5 This statement has been published on the school’s website and has been provided to all members of school personnel, who will sign a statement to say they have read and that they understand the policy 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.
- 6 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 \_\_\_\_\_[date].

Signed:\_\_\_\_\_

Chairperson of Board of Management

Signed: \_\_\_\_\_

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **Risk Assessment**

## **Risk Identification:**

An Assessment of school life and any areas of possible harm has been carried out and is outlined in the template provided by the DES as part of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

## **List of school activities**

**( this list is not exhaustive and may be added to as needs be)**

- Daily arrival and dismissal of students
- Students arrive by bus/car/walk/cycle each day for class to begin at 8:55am
- Break at 11am and 1:15 pm each day (this may change during the mock examinations)
- Roll is called each day by the tutor/rollcaller and students may then move to their classes
- Lessons begin at 9am and run for one hour each
- Classroom teaching
- SEN setting – smaller groups
- One-to-one teaching
- Guidance and Counselling
- Project work in small groups eg. BTYS, Scifest, Sports etc
- PE- outdoor/indoor and in the local community centre
- School tours – overnight and day, in Ireland and Abroad
- Toilet break from class is allowed when journal signed and key given
- Students should have a note leaving class at all times
- TYs travel to Activities each Wednesday or have guest instructor
- SPHE/RSE talks, workshops, plays
- Canteen available at Lunchtime
- Two computer rooms opened for lunch time access
- Three separate courts open at Lunch allocated to different age groups
- Focus weeks such as Friendship week
- Extra curricular training after school and before
- Homework Club
- Evening Study
- Breakfast Club
- Work experience – TY (3 weeks) 5<sup>th</sup> year (1 week)
- Staff and student fundraising ventures
- Educational plays eg trips to the theatre or visiting theatre groups
- Participation in PISA when requested
- School Photographs
- Interviews eg LCVP/School bank etc
- Mock orals in all languages
- Easter Revision course
- Saturday and Late supervised study
- New JCT – use of video recordings

- School events recorded and documented
- Some medication administered with parents' permission
- Lockers provided for all students except TY to help with load of bags
- Training to support staff in Child protection where appropriate
- Comprehensive Religion programme including participation in religious ceremonies etc.
- Use of toilet/changing/shower areas in schools
- Fundraising events involving pupils
- 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
- Administration of First Aid
- 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
- 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
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- 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

**The school has identified the following risk of harm in respect of its activities**

- Inappropriate use of IT
- 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 bullying of child
- 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
- 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 appropriate 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

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

- Trained first Aiders
- Data Protection Policy, Privacy Statement and Schedule of retention of records ( under way)
- Defibrillator
- Trained SNA staff in the area of Epilepsy
- SNA support for students in class and at break where appropriate
- The school has a yard/playground 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.  
Approx 11 teachers on duty in different areas of the school at break time
- Each member of school staff has a copy of the school's Child Safeguarding Statement

- All new staff are provided with a copy of the school's Child Safeguarding Statement
- Signed declaration confirming the member of staff has read and understands the policy
- All staff are encouraged to avail of relevant training
- Board of management members are encouraged to avail of relevant training
- Maintains records of all staff and board member training
- 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*
- 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
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a procedures for the use of external persons/coaches to supplement delivery of the curriculum (part of the Data Protection Policy)
- The school has in place a policy and procedures for one-to-one counselling (Members of the referral team follow good practice as laid out by the Guidance Counsellor association). There is a protocol in place for referral and the documenting of meetings
- The school has in place clear procedures for one-to-one teaching activities (under review at present)
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school
- The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations
- SPHE grounded with- in the school with an SPHE team ensuring its implementation
- Wellbeing Programme at Junior Cycle
- 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 has a Health and safety policy
- A wide range of additional policies are in place which endeavour to ensure the safety of staff and students:

<i>SPHE</i>	<i>Code of Behaviour</i>	<i>Healthy eating</i>
<i>Admissions</i>	<i>Educational Tours</i>	<i>Homework</i>
<i>Attendance</i>	<i>Special Ed provision</i>	<i>Communication with parents</i>
<i>Book Policy</i>	<i>Assessment and reporting</i>	<i>IAUP</i>
<i>Anti Bullying Policy</i>	<i>Prefects/Mentors etc</i>	<i>Parent teacher meetings</i>
<i>Career Guidance</i>	<i>Religious education</i>	<i>Substance misuse</i>
<i>Child protection</i>	<i>Subject choice policy</i>	<i>Teacher induction Policy</i>
<i>Dignity in the Work place.</i>	<i>Work experience policy</i>	<i>Health and Safety Policy</i>
<i>Code of practice for persons with disabilities</i>		

This list is not exhaustive and may vary as new policies developed. Relevant policies for parents are available at [www.moatecs.com](http://www.moatecs.com) or on request from the school office

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 on behalf of the Board of Management on by the SDP team, September 2018 and is accepted by the BOM. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_



**Appendix 1: Letter re Vetting ( emailed to all staff with instructions for use)**

<h2 style="margin: 0;">Moate Community School</h2>		
<p>Church Street, Moate, Co. Westmeath Phone: 090 6481350 / 6488604 Fax: 090 6481223 Email: info@moatecommunity.net</p>	<p>Moate Business College Lake Road, Moate, Co. Westmeath Phone: 090 6481178 / 6481063 Fax: 090 6488607 Email: info@moatebusinesscollege.net</p>	
<p>To Whom It May Concern,</p>		
<p>Moate Community School is now legally obliged to fully enact the <i>Children First Act 2015</i> - which outlines the school's responsibility in safeguarding the care of children in the school community. This responsibility now requires that all people - who visit the school or work in the school community - must be Garda vetted, as set out under the legislative framework. Consequently, it is now school procedure/policy to request that all school visitors complete the Garda vetting procedure.</p>		
<p>For the purposes of safeguarding the students entrusted in our care, you are kindly requested to begin the process of seeking Garda vetting. This procedure can be completed by logging on to <a href="http://www.garda.ie/vetting">www.garda.ie/vetting</a> and further information is available at <a href="http://www.citizensinformation.ie/garda/clearance">www.citizensinformation.ie/garda/clearance</a>.</p>		
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>Tom Lowry Principal</p></div><div style="width: 45%; text-align: right;"><hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/><p>Teacher</p></div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><p><small>Principal: Tom Lowry Deputy Principals: Maria Murray, Carmel McCannick, Frances Kelly</small></p></div><div style="width: 35%; text-align: right;"></div></div>		

## Appendix 2: Procedures re one – one teaching (Under review)

### Appendix 2 : 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'?	
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?	

	Yes/No
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 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)? *	
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?	

	Yes/No
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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

### **Appendix 3: Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ 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 \_\_\_\_\_ [date].
- 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](http://www.education.ie)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management



