

Solas Chríost National School

Child Safeguarding Statement

Solas Chríost National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the 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 Solas Chríost National 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 **Edward Kelly** (School Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Aoife Doran** (School Deputy 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 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 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 (*Appendix A*).
- 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.

Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 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 22nd October 2018

Signed: *Anthony Feeney*

Signed: *Edward Kelly*

Chairperson of Board of Management

Principal/Secretary to the Board of Management

Date: 22nd October 2018

Date: 22nd October 2018

Solas Chríost National School

Child Safeguarding Risk Assessment

Written Assessment of Risk of Solas Chríost National School

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Solas Chríost National School.

The following school policies set out the procedures that the school has in place to address the risks identified in this statement:

- All school personnel (including new personnel) are provided with a copy of the school's **Child Safeguarding Statement**
- The **Child Protection Procedures for Primary and Post-Primary Schools (DES, 2017)** are made available to all school personnel and have been formally adopted by the schools' Board of Management
- The school's Board of Management encourages Board members and staff members to avail of relevant **training**. A record of all staff and board member training is kept by the Board.
- School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools (DES, 2017) and all registered teaching staff are required to adhere to the Children First Act 2015.
- The school implements in full the **Stay Safe Programme**.
- The school implements in full the **SPHE curriculum**.
- The school has an **Anti-Bullying Policy** which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools (DES, 2011).
- The school complies with the agreed **disciplinary procedures for teaching staff**.

Child Safeguarding Statement	Stay Safe Programme	SPHE School Plan	Anti-Bullying Policy
Supervision policy	Safety, Health and Welfare Policy	Vetting Procedures	Code of Behaviour
Code of Professional Conduct (teachers)	Agreed Disciplinary procedures for Staff	Special Educational Needs Policy	Intimate Care Policy
Administration of Medication policy	First Aid Policy	ICT policy	Acceptable Use Policy
Mobile Phone Policy	Critical Incident management Plan	One-to-one teaching policy	Teacher Placement College Guidelines
Attendance Policy & Strategy	Enrolment Policy	Data Protection policy	Induction of Staff
Inclusion policy	Interculturalism Policy	Induction of Staff Policy	Induction of Teachers on Placement 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
Training of school personnel in Child Protection matters	<p>Harm not recognised or reported promptly</p> <p>Lack of familiarity/understanding with school policies and procedures</p>	<ul style="list-style-type: none"> • The Child Protection Procedures for Primary and Post-Primary Schools (DES, 2017) provide to all staff and available on school website • DLP & DDLP to attend PDST face to face training • All Staff to view Tusla training module & any other online training offered by PDST • BOM Records all records of staff and board training
Curricular Provision in respect of SPHE, RSE, Stay safe.	<p>Non-teaching of same</p> <p>Children may be exposed to inappropriate material through class discussions</p>	<ul style="list-style-type: none"> • SPHE School Plan • RSE Policy • Stay-Safe (taught in full annually) • Stay Safe and RSE highlighted in school calendar. • Principal's examination monthly reports to ensure implementation of same
Daily arrival and dismissal of pupils	<p>Harm to pupils</p> <p>Harm by school personnel</p> <p>Harm from visitors</p> <p>Car park safety</p>	<ul style="list-style-type: none"> • Supervision Policy • Speech and Language Class Transport Policy • Safety, Health and Welfare Policy
Volunteers/Parents	<p>Harm to pupils</p> <p>Harm to school personnel</p>	<ul style="list-style-type: none"> • BOM Agreement • Supervision Policy • Vetting Procedures
Breakfast club	<p>Harm to pupils</p> <p>Harm by personnel</p> <p>Harm from physical structures/environment</p>	<ul style="list-style-type: none"> • Supervision Policy • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy • Vetting for external personnel • Parental Permission
One to one teaching	<p>Harm to pupils</p> <p>Harm by school personnel</p>	<ul style="list-style-type: none"> • Supervision Policy
Classroom Teaching	<p>Harm to pupils</p> <p>Harm by school personnel</p>	<ul style="list-style-type: none"> • Supervision Policy • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour

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
		<ul style="list-style-type: none"> • Anti-Bullying Policy • First Aid Policy • Vetting • Teacher Records
Outdoor Teaching Activities	<p>Harm to pupils</p> <p>Harm by school personnel</p> <p>Inappropriate behaviour</p> <p>Physical Harm</p> <p>Harm from physical structures/environment</p> <p>Naturally occurring incidences</p>	<ul style="list-style-type: none"> • Supervision Policy • Pupil Teacher Ratio • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy • Vetting for external personnel • Teacher Records • Parental Permission • Roll Call • Gates procedures
Use of Information and Communication Technology by pupils in school	<p>Bullying (including cyber bullying)</p> <p>Harm to pupils</p>	<ul style="list-style-type: none"> • ICT Policy (including rules) • Code of Behaviour • Anti-Bullying Policy
Recreation breaks for pupils	<p>Injury to pupils</p> <p>Bullying</p> <p>Inappropriate behaviour</p> <p>Harm not recognised or properly reported</p> <p>Physical Harm</p>	<ul style="list-style-type: none"> • Supervision Policy • Pupil Teacher Ratio • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy • Teacher Records • Parental Permission • Safety, Health and Welfare Policy • Yard records
Cooking	<p>Harm to pupils</p> <p>Harm to personnel</p> <p>Physical Harm</p>	<ul style="list-style-type: none"> • Supervision Policy • Code of Behaviour • Safety, Health and Welfare 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
	Harm from physical structures/environment	
Use of Toilet (Classroom, Yard, Public Toilets, Sports Day)	Harm to pupil Harm by school personnel Inappropriate behaviour Harm by other user	<ul style="list-style-type: none"> Supervision policy
Child runs out of school grounds	Harm to pupil Inappropriate behaviour Physical Harm	<ul style="list-style-type: none"> Supervision Policy School Gates Routine Procedures
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Harm to pupils and personnel Harm by school personnel Inappropriate behaviour Physical Harm Harm from physical structures/environment	<ul style="list-style-type: none"> Safety, Health and Welfare Policy Code Of Behaviour Restraint Policy (including training)
Runs out of bounds on school tour	Harm to pupil Inappropriate behaviour Physical Harm	<ul style="list-style-type: none"> Supervision Policy Risk analysis of children with behavioural needs/special needs/medical needs
Swimming Pool	Harm to pupils Inappropriate behaviour Harm from visitors Physical Harm	<ul style="list-style-type: none"> Supervision Policy Pupil Teacher Ratio Risk analysis of children with behavioural needs/special needs/medical needs Code of Behaviour Anti-Bullying Policy First Aid Policy – First Aid Kits are brought on every trip Vetting for external personnel

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
	Harm from physical structures/environment	<ul style="list-style-type: none"> • Teacher Records • Parental Permission • SPHE School Plan (Water Safety)
Science Week (Exhibition) Maths Week (Exhibition) Seachtain na Gaeilge (Exhibition)	Harm to pupils Inappropriate behaviour Harm from physical structures/environment	<ul style="list-style-type: none"> • Supervision Policy • Pupil Teacher Ratio • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy • Vetting for external personnel • Teacher Records • Parental Permission
Annual Sports Day	Harm to pupils Harm by personnel Harm from visitors Physical Harm Harm from physical structures/environment Pupils who are flight risks	<ul style="list-style-type: none"> • Supervision Policy • Pupil Teacher Ratio • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy – First Aid Kits are brought on every trip • Vetting for external personnel • Teacher Records • Parental Permission • Strangers on school grounds
After School Activities School Choir	Harm to pupils Harm by personnel Inappropriate behaviour Physical Harm Harm from physical structures/environment	<ul style="list-style-type: none"> • Supervision Policy • Pupil/Teacher Ratio • Pupil/Coordinator Ratio • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy • Vetting for external personnel • Attendance Records • Parental Permission

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
Use of off-site facilities for school activities Changing for Sports Activities School outings School Tours Educational Trips/Matches	Exposure to inappropriate behaviour in public places Harm to pupils Children who are flight risks Inappropriate behaviour Naturally occurring incidences Stranger danger	<ul style="list-style-type: none"> • Supervision Policy • Pupil Teacher Ration • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy – First Aid Kits are brought on every trip • Vetting for external personnel • Teacher Records • Parental Permission • Teachers staff to investigate areas in advance of trips etc.
Fundraising events involving pupils	Harm to pupils Unknown adults when knocking on doors Stranger danger	<ul style="list-style-type: none"> • Children encouraged to fundraise from family members and if collecting to collect in groups with adult supervision • SPHE School Plan (Road Safety awareness) • Stay Safe Programmer
Use of external personnel to supplement e.g. Sports Coaches	Harm to pupils Harm by personnel Inappropriate behaviour Physical Harm Harm from physical structures/environment	<ul style="list-style-type: none"> • Supervision Policy • Pupil Teacher Ratio • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy • Vetting for external personnel • Teacher Records • Parental Permission
<ul style="list-style-type: none"> • Visitors/contractors present in school during school hours • Visitors/contractors present during after school activities 	Harm to pupils Harm by personnel Inappropriate behaviour Harm from physical structures/environment	<ul style="list-style-type: none"> • Policy on Visiting Contractors • Supervision Policy
Adults/visitors beyond the school reception area	Harm to pupils Harm to personnel	<ul style="list-style-type: none"> • No access signs to parents visitors • Security doors with restricted access codes and fobs • Supervision 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
Adults/visitors going in to school yards	Harm to pupils Harm to personnel	<ul style="list-style-type: none"> • Caretaker gate procedures for locking/bolting gates
School transport arrangements including use of bus escorts	Harm to pupils Harm by personnel Physical Harm	<ul style="list-style-type: none"> • Speech and Language Policy • Speech and Language Class transport Policy
Administration of First Aid	Harm to pupils Harm by personnel Inappropriate behaviour	First Aid Policy
Administration of Medicine	Harm to pupils Harm to personnel Physical Harm	Administration of Medicine Policy Managing Chronic Health Conditions Policy - Anaphylaxis /Asthma/Diabetes/Epilepsy/Cystic Fibrosis
Prevention and dealing with bullying amongst pupils	Harm to pupils Inappropriate behaviour Physical Harm Pupils who are flight risks	<ul style="list-style-type: none"> • Supervision Policy • Pupil Teacher Ratio • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • Stay Safe programme • Internet Safety Week • Anti-bullying week • SPHE School Plan
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 • Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils of minority religious faiths • Children in care • Children on CPNS • Children with intimate care needs • Language Classes 	Harm to pupils Bullying Isolation Self Esteem	<ul style="list-style-type: none"> • Code of Behaviour policy • Anti-Bulling Policy • Inclusion policy • Interculturalism Policy • Intimate Care Needs Policy • LGBT & Catholic Ethos – (Guidance) • Speech and Language Class 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
Recruitment of School Personnel including - <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners • Sports coaches • External Tutors/Guest Speakers • Volunteers/Parents in school activities 	Harm to pupils	<ul style="list-style-type: none"> • Child Safeguarding Statement & DES procedures made available to all staff • Staff to view Tusla training module & any other online training offered by PDST • Vetting Procedures • Policy of Parents / Volunteers • Recruitment Procedures • Induction of Staff Policy
Use of video/photography/other media to record school events	Harm to pupils	<ul style="list-style-type: none"> • Acceptable Use Policy • Data Protection Policy
Use of school premises by other organisation during school day	Harm to pupils Harm by school personnel	<ul style="list-style-type: none"> • BOM Approval • Organisation's Child Protection Policy & Statement • Copy of insurance • Supervision Policy • Pupil Teacher Ratio • Vetting • Risk analysis of children with behavioural needs/special needs/medical needs • Code of Behaviour • Anti-Bullying Policy • First Aid Policy • Vetting for external personnel • Teacher Records • Parental Permission
After school use of school premises by other organisations	Harm to children (if participating)	<ul style="list-style-type: none"> • BOM Approval • Organisation's Child Protection Policy & Statement • Copy of insurance • Vetting procedures
Students participating in work experience in the school	N/A	<ul style="list-style-type: none"> • BOM does not allow work experience other than formal teaching practice in the school
Student teachers undertaking training placement in school	Harm to pupils Harm by personnel Lack of awareness of school policies	<ul style="list-style-type: none"> • Supervision Policy • Induction of Teachers on Placement Policy • Rules for Teaching Practice students from college (if acceptable to school's BOM) • Meeting with school principal • Supervision by class teacher

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary Schools 2017*


In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on 22nd October 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: 

Chairperson of Board of Management

Date: 22nd October 2018

Signed: 

Principal/Secretary to the Board of Management

Date: 22nd October 2018

Child Protection Contacts

Designated Liaison Person (DLP)

Mr Edward Kelly (Principal)
Phone: 01 4517134

Deputy Designated Liaison Person (Deputy DLP)

Mrs Aoife Doran (Deputy Principal)
Phone: 01 4517134

‘The Children and Family Social Services of the HSE’

Duty Social Work Department, Chamber House,
Chamber Square, Tallaght, Dublin 24

Phone: 01 4686289
Fax: 01 4686359

Tallaght Garda Station:
Phone: 01 6666000

Solas Chríost National School

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'?	Yes
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'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
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?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
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
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?	Yes
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?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
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?	Yes

	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?*	Yes
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
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'	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?	N/A
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
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)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?	Yes
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?*	Yes
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)?*	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
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'	Yes
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements? (Yes statement information: <i>Feedback taken from teacher interaction during formal lessons e.g. Stay Safe Programme</i>)	Yes
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?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
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 ?	Yes
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?	Yes

Action Plan Template for Review of Child Safeguarding Statement


Action	Responsibility	Timeframe
Promote further attendance by Board of Management and Staff at child protection training	Principal (DLP)	Ongoing
Review and updated with the Board of Management and Staff	Principal (DLP)	June 2019
Copy of Child Safeguarding Statement to be posted onto the schools' website and a copy forwarded to the school's Patron	Principal (DLP)	October 2018

Review: to 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.

Signed: 

Chairperson of Board of Management

Date: 22nd October 2018

Signed: 

Principal/Secretary to the Board of Management

Date: 22nd October 2018



Solas Chríost National School

Belgard, Tallaght, Dublin 24.

Phone / Fax: 01 451 7134

Email: info@solaschriost.ie

www.solaschriost.ie

Principal: Edward Kelly

Roll No: 19541P

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

Dear Parents / Chairperson Parents Association Solas Chríost National School,

The Board of Management of Solas Chríost National School wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 22nd October 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 Board of Management

Date: 22nd October 2018.

Signed: 

Principal/Secretary to the Board of Management

Date: 22nd October 2018.

Solas Chríost National School

Child Protection Guidelines Checklist for School Employees

Designated Liaison Person: Mr Edward Kelly (Principal)

Deputy Designated Liaison Person: Mrs Aoife Doran (Deputy Principal)

If a child discloses information to you:-

- Listen
- Do not ask leading questions
- Offer reassurance but do not promise not to tell
- Explain that other adults may need to be told - DLP
- Do not stop the child speaking
- Do not over react or comment
- Inform DLP - If you have a reasonable suspicion or reasonable grounds for concern that a child is at risk or has suffered abuse, the DLP should contact the Health Board for advice
- At the earliest opportunity, record accurately what the child has said – Using the child's own words. Record date/time and context of the disclosure. Use child's registration number – Not child's name
- Facts only
- Sketch signs of physical injury if appropriate
- Retain records for a period of 21 years in keeping with the school's Data Protection Policy

The following should also be reported to the DLP:

- An account from a person who saw a child being abused
- Injury consistent with abuse
- Dysfunctional behaviour
- Implausible explanations for injury or behaviour
- Consistent evidence over a period of time that a child is being emotionally or physically neglected

Health Board Response:

- School is asked to monitor the situation
- Formal report is requested , sent by DLP and on receipt case is allocated to Social Worker
- Preliminary enquiry – Screening process
- Initial assessment

Possible outcomes:

- Case closed
- Family support
- Child Protection Plan (usually following a case conference)

Principal's Child Protection Oversight Report to Board of Management

This template checklist, published by the Department, is intended to assist principals of recognised schools in preparing for the Principal's Child Protection Oversight Report (CPOR). [The Department has also published a FAQ document to accompany the template checklist as an aid to principals in preparing a CPOR available here](#). This template checklist and the associated FAQ document must be read in conjunction with the [Child Protection Procedures for Primary and Post Primary Schools 2017](#) and in particular [sections 9.4 to 9.8](#) inclusive of chapter 9 of the procedures.

- This template CPOR check list relates to the period since the last board of management meeting.
- Since that meeting state the number of cases/reports under (a) to (e) (as applicable) under each of the 4 headings set out underneath.
- Where there were no such reports/cases state this fact by inputting "Nil".
- The reference to procedures in this template is the Child Protection Procedures for Primary and Post Primary Schools 2017.

Date of board of management meeting:

Date of last board of management meeting:

Allegations of abuse against members of school personnel

Information that shall be provided as set out in section 9.5 of the procedures		Number
(a)	State the number of reports made to Tusla since the last board meeting in respect of an allegation of abuse against a member of school personnel.	
(b)	State the number of cases, since the last board meeting, where the DLP sought advice from Tusla in relation to an allegation of abuse against a member of school personnel and the matter was not reported by the DLP based on the advice of Tusla.	
(c)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP has not sought any advice from Tusla in relation to the matter and has not reported the matter to Tusla, and	
(d)	State the number of cases, since the last board meeting, where an allegation of abuse has been made against a member of school personnel and the DLP did not report the matter to Tusla in circumstances where Tusla advised the DLP that it should be reported	
(e)	Where there were no such cases at (a), (b), (c), or (d) above, state this fact by recording "NIL" →	

Where the answer is 1 or more in sections (a) to (d) above the board of management must be provided with **all** of the documents specified in section [9.5.2](#) of the procedures in respect of each such case at the board meeting.

Where any case at sections 9.5 (c) and (d) arise the DLP must **immediately** inform the chairperson of the board of management in accordance with section [9.5.6](#) of the procedures.

Note – the requirements of [sections 9.5.3 to 9.5.5](#) must be followed where providing documents to the board under this heading

Other child protection concerns in respect of pupils in the school (i.e cases that do not involve any allegation of abuse against a member of school personnel)

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in section 9.6 of the procedures		Number
(a)	Any case where a member of school personnel has submitted a report to Tulsa in respect of a child in the school in circumstances where the DLP has decided that the matter did not warrant reporting	
(b)	Any case where the DLP has sought the advice of Tulsa in respect of a concern about a child in the school and Tulsa has advised that the matter should not be reported	
(c)	Any case where the DLP has sought the advice of Tulsa in respect of a concern about a child in the school and Tulsa advised that the matter should be reported but the DLP has not reported the matter in question.	
(d)	Where there were no such cases at (a), (b), or (c) above, state this fact by recording "NIL" →	
<p>Where the answer is 1 or more in sections (a) to (c) above the board of management must be provided with all of the documents specified in sections 9.6.2 of the procedures in respect of each such case at the board meeting.</p> <p>Note – the requirements of sections 9.6.3 to 9.6.6 must be followed where providing documents to the board under this heading.</p>		

Child protection concerns arising from alleged bullying behaviour amongst pupils

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in section 9.7 of the procedures		Number
(a)	State the number of cases where the DLP has reported a concern about a child arising from alleged bullying behaviour amongst pupils	
(b)	State the number of cases where the DLP has sought Tulsa advice as to whether to report a concern about a child arising from alleged bullying behaviour amongst pupils	
(c)	Where there were no such cases at (a) or (b) above, state this fact by recording "NIL" →	
<p>Where the answer is 1 or more in sections (a) to (b) above the board of management must be provided with all of the documents specified in section 9.7.2 of the procedures in respect of each such case at the board meeting.</p> <p>Note – the requirements of sections 9.7.3 must be followed where providing documents to the board under this heading</p>		

Summary data in respect of reporting

Specify the number of cases that have arisen since the last board meeting under each of the following headings-

Information that shall be provided as set out in section 9.8 of the procedures		Number
(a)	State the total number of reports made to Tusla by the DLP	
	State the number of those reports which were submitted as mandated reports	
	State whether or not any of those reports (mandated or otherwise) concerned a member of school personnel	
(b)	State the total number of cases where the DLP sought advice from Tusla and as a result of this advice, no report was made by the DLP	
	State whether or not any of those cases at (b) concerned a member of school personnel	
(c)	State the total number of cases where a member of school personnel provided the DLP with a copy of a report submitted by that person to Tusla in relation to a matter that the DLP had considered did not require reporting or did not require reporting as a mandated report	
	State whether or not any such cases at (c) concerned a member of school personnel	
(d)	Where there were no such cases at (a) (b) or (c) above state this fact by recording "NIL" →	

Important Note regarding above summary data: It should be noted that the summary data under this heading relates to the overall number of cases/reports arising since the last board meeting and is therefore not a summary of the number of cases/reports recorded under the first 3 headings in the Principal's Child Protection Oversight Report (CPOR).

Signed: _____

Date: _____

School Principal

Summary of record keeping requirements (Appendix 4, DES, 2017)

- This appendix contains a summary of the main record-keeping requirements set out in these procedures as follows-
- Section 3.4 sets out requirements on individual members of school personnel to record child protection concerns that they may have, including disclosures from children and any actions taken in respect of same.
- Section 5.1.1 requires that the DLP shall make a written record of any concern brought to his or her attention by a member of school personnel and shall place this record in a secure location.
- Section 5.3.3 requires that in all cases where the DLP has sought the advice of Tusla the DLP shall retain a record of the consultation which will note the date, the name of the Tusla official and the advice given.
- Section 3.4.4 requires that the DLP shall retain a copy of every report submitted by him or her to Tusla and shall keep a record of any further actions taken by the DLP and of any further communications with Tusla, An Garda Síochána or other parties in relation to that report.
- Section 3.4.5 requires that all records created shall be regarded as highly confidential and placed in a secure location.
- Section 3.4.6 requires that to allow for the effective recording and tracking of relevant records and actions, child protection case files and any parties referenced in such files shall be assigned a unique code or serial number by the DLP. In this context “parties” means any party whose identity, if disclosed, might lead to the identification of a child or a person against whom an allegation has been made.
- Section 9.4 requires that a Child Protection Oversight Report must be provided to the board of management, as part of the principal’s report to the board, at every board of management meeting. The information that shall be provided in this report is set out at sections 9.5 to 9.8 of these procedures.
- Sections 9.5, 9.6 and 9.7 provide that the minutes of board of management meetings shall record child protection matters by reference to the unique code or serial number assigned to the case/parties concerned.
- Section 5.3.6 requires that where the DLP informs a parent/carer that a report concerning his or her child is being made, a record shall be made of the information communicated by the DLP to the parent/carer. It also requires that a decision by the DLP not to inform a parent/carer shall be recorded together with the reasons for not doing so.
- Section 5.3.8 requires that if the DLP decides that the concern of the member of school personnel, including that of a registered teacher, should not be reported to Tusla the DLP shall give the member of school personnel a clear statement, in writing, as to the reasons why action is not being taken. A copy of this statement shall be retained by the DLP. Where that member of school personnel decides to make a report to Tusla, he or she must provide the DLP with a copy of that report.
- Section 5.6. requires that where the DLP issues a notification to a parent in accordance with that section, a copy of that notification shall be retained by the DLP.
- Section 3.5.4 requires the board of management to ensure that arrangements are in place to ensure that the deputy DLP can access relevant records when required.
- Section 8.13.6 requires that records of the annual review of the school’s Child Safeguarding Statement and its outcome shall be retained and made available, if requested, to the patron and/or the Department.
- The above is not intended to be an exhaustive list of the record keeping requirements in these procedures and school personnel should ensure that records are maintained in line with the requirements set out in these procedures.