

## Child Safeguarding Statement – Scariff Community College

### School Profile

Scariff Community College is a co-educational school providing post-primary education to students from 1<sup>st</sup> Yr to 6<sup>th</sup> Yr, (aged 12-19 approx). The school offers the Junior Cycle, Transition Year, Leaving Certificate Applied, Leaving Certificate Established and Leaving Certificate Vocational Programme. The school enhances the curriculum with a wide variety of curricular, co-curricular and extra-curricular activities both on-campus and off-campus. Some activities involve travel away from school and may also include overnight accommodation.

### Number of staff

- 33 teaching staff
- 2 SNAs
- 3 ancillary staff (two admin staff, one caretaker, two cleaners).
- Catering services are provided by The School Food Company who have two staff on-site each day.

### Number of students

408 students in the school

### Ability

The school has an open enrolment policy accepting students with a wide variety of abilities and challenges. A small number of students have individual care needs and a Personal Pupil Plan (PPP) is in place for each of them.

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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 Name of 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 **Angela McNamara**.
3. The **Deputy Designated Liaison Person (DDL)** is **Angela Russell**.
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.

- 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 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 these procedures.
- The various procedures referred to in this Statement can be accessed via the school’s website, the DES website or will be made available on request by the school.


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 patrons. 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.

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.

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This Child Safeguarding Statement was adopted by the Board of Management on 29/09/21 [date].

Signed:   
Chairperson of Board of Management

Signed:   
Principal/Secretary to the Board of Management

Date: 29-09-21

Date: 29/09/2021

	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?	YES. (N/A)
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
18. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	YES
19. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	YES
20. 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


**Notification regarding the Board of Management's review of the Child Safeguarding Statement – Scariff Community College**

George O'Callaghan CE,  
LCETB,  
Marshal House,  
Dooradoyle Road,  
Co. Limerick.

**The Board of Management of Name of 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 29/09/2021.
- 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:   
Chairperson of Board of Management

Signed:   
Principal/Secretary to the Board

Date: 29-09-21

Date: 29/09/2021

Date of next review: Sept. 2022

## **ASSESSMENT OF RISK**

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;

### **Scariff Community College**

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*.

## Scariff Community College, Safeguarding Risk Assessment

Activity	Risk Identified	Level of Risk L/M/H	Procedure in Place to manage the risk
<p><b>1</b></p> <p>Interactions between teachers and students including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Classroom teaching</li> <li>▪ Evening study</li> <li>▪ Outdoor teaching activities</li> <li>▪ Sporting Activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a member of school personnel</li> <li>▪ Risk of harm due to inappropriate relationship/communications between a student and an adult</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>▪ The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>
<p><b>2</b></p> <p>One-to-one meetings with students including but not limited to:</p> <ul style="list-style-type: none"> <li>▪ One-to-one teaching</li> <li>▪ One-to-one counselling</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of harm in one-to-one teacher-student situation</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school will develop a policy for one-to-one meetings with students</li> </ul>
<p><b>3</b></p> <p>Interaction between students including but not limited to:</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school ensures appropriate supervision of students during breaks.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Recreation breaks for students</li> <li>▪ Movement between classes</li> <li>▪ Use of toilets</li> <li>▪ Use of PE changing rooms</li> <li>▪ Outdoor teaching activities</li> <li>▪ Sporting Activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of harm due to bullying of student</li> <li>▪ Risk of student being harmed in the school by another student</li> <li>▪ Risk of harm due to inappropriate relationship/communications between a student and another student</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>▪ The school has in place a code of behaviour for students</li> <li>▪ The school will develop a PE Policy in respect of changing rooms.</li> <li>▪ The school has in place an Educational School Tours/Trips and extra-curricular Activities Policy and clear procedures in respect of same.</li> </ul>
<p><b>4</b></p> <p>Daily arrival and dismissal of students</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate supervision of students entering and leaving school.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school ensures appropriate supervision of students for daily arrival and dismissal as per the allocation provided under the Supervision &amp; Substitution Scheme of the Department of Education and Skills.</li> <li>▪ The school will communicate annually by letter with parents/guardians regarding the school's position outside of the times covered by the allocation provided under the Supervision &amp; Substitution Scheme of the Department of Education and Skills.</li> </ul>
<p><b>5</b></p> <p>School outings including:</p> <ul style="list-style-type: none"> <li>▪ Day trips</li> <li>▪ Activities/matches</li> <li>▪ Annual Sports Day</li> <li>▪ Co-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place an Educational School Tours/Trips and extra-curricular Sporting Activities Policy and clear procedures in respect of same.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ School trips involving overnight stay</li> <li>▪ School trips involving foreign travel</li> </ul>	<ul style="list-style-type: none"> <li>▪ student is participating in out of school activities</li> <li>▪ Risk of harm due to inadequate supervision of students while attending out of school activities</li> </ul>		
6	School transport arrangements	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed while student is travelling to/from a school activity.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Students are supervised on buses travelling to and from school activities.</li> <li>▪ The school has in place a code of behaviour for students</li> </ul>
7	Management of challenging behaviour amongst students, including appropriate use of restraint where required	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a member of school personnel</li> <li>▪ Risk of student being harmed in the school by another student</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a code of behaviour for students</li> <li>▪ The school does not have a restraint policy. <i>(ETBI to advise)</i></li> </ul>
8	Application of sanctions under the school's Code of Behaviour including detention of students, confiscation of phones etc.	<ul style="list-style-type: none"> <li>▪ Risk of harm due to inadequate code of behaviour</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a code of behaviour for students</li> <li>▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> </ul>
9	Care of students with special educational needs, including intimate care where needed.	<ul style="list-style-type: none"> <li>▪ Risk of harm to students with SEN who have particular vulnerabilities</li> <li>▪ Risk of harm to student while a student is receiving intimate care</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has a Special Educational Needs policy.</li> <li>▪ The school does not have an intimate care policy/plan in respect of students who require such care. To be developed.</li> </ul>
10	Care of students with specific vulnerabilities/ needs including: <ul style="list-style-type: none"> <li>▪ Students from ethnic minorities/migrants</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by another student</li> <li>▪ Risk of harm due to bullying of student</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a code of behaviour for students</li> <li>▪ The school has an Anti-Bullying Policy which fully adheres to the requirements of the</li> </ul>



<ul style="list-style-type: none"> <li>▪ Members of the Traveller community</li> <li>▪ Lesbian, gay, bisexual or transgender (LGBT) students and students perceived to be LGBT</li> <li>▪ Students of minority religions</li> <li>▪ Children in care</li> </ul>		<p style="text-align: center;"><i>Department's Anti-Bullying Procedures for Primary and Post-Primary Schools</i></p>
<p><b>11</b> Administration of Medicine</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place procedures for the administration of emergency medication to a small number of students – agreed with parents of individual students.</li> <li>▪ Procedures where agreed are on school admin package which can be accessed by staff.</li> </ul>
<p><b>12</b> Administration of First Aid</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm</li> </ul>	<ul style="list-style-type: none"> <li>▪ A number of staff members are trained in First Aid</li> </ul>
<p><b>13</b> Curricular provision in respect of SPHE, RSE</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school implements in full the SPHE curriculum</li> <li>▪ The school has an RSE Policy</li> <li>▪ The school implements in full the Wellbeing Programme at Junior Cycle</li> </ul>
<p><b>14</b> Use of Information and Communication Technology by students in school</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school</li> </ul>	<ul style="list-style-type: none"> <li>▪ The school has in place an ICT policy in respect of usage of ICT by students</li> <li>▪ The school has in place a mobile phone policy in respect of usage of mobile phones by students</li> </ul>

<p><b>15</b> Use of Information and Communication Technology by staff</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm caused by member of school personnel communicating with students in an inappropriate manner via social media, texting, digital device or other manner</li> <li>▪ Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel</li> <li>▪ School Personnel are required to adhere to the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> <li>▪ School personnel are expected to adhere to the Teaching Council's Code of Conduct.</li> <li>▪ The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>
<p><b>16</b> Students from the school participating in work experience elsewhere</p>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed by a member of staff of another organisation or other person while student participating in work experience</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school will develop a policy in respect of students of the school undertaking work experience in external organisations.</li> </ul>
<p><b>17</b> Third level student teachers / students undertaking training placement in school</p>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a 3<sup>rd</sup> level work placement student/ student teacher.</li> </ul>		<ul style="list-style-type: none"> <li>▪ All 3<sup>rd</sup> level student work placement students are Garda vetted through LCETB prior to commencing their placement.</li> <li>▪ The school will provide work placement students/student teachers with a copy of the school's Student Safeguarding Statement</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> will be made</li> </ul>

			available to all work placement students/student teachers.
<b>18</b>	Use of video/photography/other media to record / at school events		<ul style="list-style-type: none"> <li>▪ Procedures agreed by PR team. Central email address.</li> <li>▪ In compliance with Data Protection and Child Protection legislation.</li> </ul>
<b>19</b>	Use of student images for PR purposes		<ul style="list-style-type: none"> <li>▪ As part of enrolment pack, information letter re Data Protection supplied and Opt-in / out option to be completed by parents/guardians to indicate preferences re student images.</li> </ul>
<b>20</b>	Recruitment of school personnel including - <ul style="list-style-type: none"> <li>▪ Teachers</li> <li>▪ SNAs</li> <li>▪ Admin staff</li> <li>▪ Caretaker</li> <li>▪ Cleaners</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a member of school personnel who has not been Garda Vetted</li> </ul>	<ul style="list-style-type: none"> <li>▪ LCETB adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel.</li> <li>▪ All new staff are provided with a copy of the school's Student Safeguarding Statement</li> <li>▪ The school encourages staff to avail of relevant training</li> </ul>

<p><b>21</b> Use of external personnel to supplement curriculum and / or support sports and other extra-curricular activities;</p> <ul style="list-style-type: none"> <li>▪ Sports coaches</li> <li>▪ External Tutors/Guest Speakers</li> <li>▪ Volunteers/Parents in school activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by volunteer or visitor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has in place a External Visiting Speakers Policy for the use of external persons to supplement delivery of the curriculum</li> <li>▪ Parents/Guardians who volunteer are required to undergo Garda Vetting through LCETB.</li> <li>▪ The school does not have in place a policy for the use of external sports coaches. Procedure that staff member has to be present. Policy/procedures to be further developed.</li> </ul>
<p><b>22</b> After school use of school premises by other organisations</p>	<ul style="list-style-type: none"> <li>▪</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has a document regarding terms and conditions of the use of the school's Sports Hall and requires copy of insurance.</li> </ul>
<p><b>23</b> Non-curricular related visitors / contractors present in school during school hours</p>	<ul style="list-style-type: none"> <li>▪ Risk of student being harmed in the school by a visitor/contractor to the school</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has a Health and Safety policy.</li> <li>▪ All visitors must sign in at reception and wear visitors badge.</li> <li>▪ Signage directs visitors to sign in at reception.</li> </ul>
<p><b>24</b> Reporting</p>	<ul style="list-style-type: none"> <li>▪ Risk of harm not being recognised by school personnel</li> <li>▪ Risk of harm not being reported properly and promptly by school personnel</li> </ul>		<ul style="list-style-type: none"> <li>▪ The school has provided each member of school staff with a copy of the school's Student Safeguarding Statement and</li> <li>▪ The <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i> are made available to all school personnel. All school personnel are required to adhere to these procedures and all registered teaching staff are required to adhere to the <i>Children First Act 2015</i>.</li> </ul>

		<p>The school encourages staff to avail of relevant training.</p> <ul style="list-style-type: none"> <li>▪ The school complies with the agreed disciplinary procedures for teaching staff.</li> </ul>
25	<p>Provision of schooling online</p>	<ul style="list-style-type: none"> <li>• Risk of student being harmed by communication</li> <li>• Risk of staff member being harmed by communication</li> <li>• Risk of inappropriate use of the technology</li> <li>• Risk of non-authorised access to school platform</li> </ul>

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 policies and 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 29/09/21.

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

Signed: Paul Hayes  
Chairperson of Board of Management

Signed: Shirley McNamee  
Principal

Date: 29/09/2021