



## CHILD SAFEGUARDING STATEMENT

### GAELSCOIL AOGÁIN

#### 1. NAME OF SERVICE BEING PROVIDED

Gaelscoil Aogáin is a Primary National School, state funded by the Department of Education and Skills. The School is a co-educational Gaelscoil under the Catholic Patronage defines the ethos of the school. We are based on College Road, Castleisland. Gaelscoil Aogáin provides primary education for children aged 4 to 12 years. We currently employ 14 teachers, 3 SNA's, 1 caretaker and 1 secretary.

#### 2. NATURE OF SERVICE AND PRINCIPALS TO SAFEGUEAR CHILDREN FROM HARM

Gaelscoil Aogáin operates under core principals in that we are equality-based. Co-educational, child-centred and democratically run. The role of the school is to provide an appropriate education for our pupils. A stable, secure learning environment is essential in order to achieve this goal. Here in Gaelscoil Aogáin, we are committed to create a safe and positive learning environment that is respectful, inclusive and caring for all our pupils.

#### Activities and services provided:

- Daily activities to educate the children in line with the National Curriculum. Lessons are conducted through whole-class teaching, team teaching (i.e. 2 or more adult's co-teaching a class), small group and station teaching (i.e. one adult and six children) and withdrawal teaching (i.e. small groups of children or individual children receiving additional instruction with a support teacher outside of the main classroom).
- Visiting teachers to the school, e.g. G.A.A Coach, Athletics Coach, Basketball Coach, Storytellers, writers, science speakers
- School-based activities off campus, e.g. swimming lessons, sports events, school tours.
- After-school clubs run on the school premise with school staff or independent people/business, e.g. music, arts and crafts, draughts.
- Engagement with representatives of local initiatives, e.g. St Marys Basketball Club, Castleisland Soccer Club, Local GAA clubs, An Ríocht Athletic Club.
- School events, e.g. Sport's Day, Seachtain na Gaeilge, Science week, Book week, Cumann na mBunscoil, local basketball blitz.

We believe that children have the right to learn in an environment in which they feel secure and protected from all forms of harm; such as neglect, assault, ill-treatment or sexual abuse. Our staff are vigilant for any signs of distress or harm among our pupils and apply our safeguarding procedures diligently to address and alleviate any such problems.

### 3. RISK ASSESSMENT

We have carried out a risk assessment of any potential for harm to a child while our care. Below is a list to the area of risk identified and the list of procedures for managing these risks.

	Risk Identified	Procedure in place to manage risk identified
1	School based bullying, verbal, physical or psychological	<ul style="list-style-type: none"> <li>• Restorative practices implemented throughout the school to investigate and resolve conflict, e.g. restorative circles, peer mediation.</li> <li>• Anti-bullying procedures displayed in every room to inform adults as to the steps to be followed</li> <li>• • Anti-bullying coordinator identified during school induction and at staff meetings to support staff in the implementation of anti-bullying procedures</li> <li>• • Anti-bullying month every February to promote a culture of respect, friendship and kindness</li> <li>• • Anti-bullying policy on our school website to inform parents</li> <li>• • Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries</li> <li>• Adequate supervision is provided to ensure codes are being followed.</li> </ul>
2	Interaction with visitors to the schools	<ul style="list-style-type: none"> <li>• Visitors to the school must check in at reception at the front entrance and sign in to our Visitors Book (sign placed on front door to advised visitors to ring bell and check into office)</li> <li>• Front entrance to the school has a magnetic lock and so visitors must be provided with access by a staff member</li> <li>• Visitors are accompanied by a staff member at all times during their visit</li> </ul> <p>Any maintenance work to be done to the school, can only be done after school hours.</p> <ul style="list-style-type: none"> <li>• Regular visitors to the school, e.g. external teachers, guest speakers, are Garda Vetted or a copy of their Garda vetting is provided to the school.</li> <li>• Persons administering external programmes (e.g. GAA) through another body will provide the school with a copy of their Garda vetting and any appropriate insurance.</li> <li>• Children are closely supervised by staff members during all school events in which visitors are invited into the school, e.g. Intercultural Day, Science Week, Sport's Day, School Performances)</li> </ul>
3	School events held outside the school grounds, e.g. school tours, swimming lessons, sport's events, concerts, etc.	<ul style="list-style-type: none"> <li>• A risk assessment will be completed before each school tour or trip.</li> <li>• Pupil-teacher ratio is reduced for school tours to maximise the supervision of children. Pupil-teacher ratio for junior Infants to 1st class is 5:1 and for 2nd -6 th class is 10:1. Pupils are closely supervised by staff when transitioning from one area to another (e.g. going to the toilets, going to and from the bus) and when</li> </ul>

		<p>interacting with staff and/or volunteers from the establishment they are visiting.</p> <ul style="list-style-type: none"> <li>• Changing rooms are closely supervised by staff when in use by children e.g. at swimming lessons and sport's events</li> <li>• Up to 4 parents to supervise the swimming bus, two in the changing area and two in the swimming area.</li> <li>• All Parents to be Garda vetting before helping out with any school events, e.g. swimming, Basketball, football etc.</li> <li>• Parent/guardian helpers on trips will be informed that pictures may only be taken by staff members.</li> <li>• Football-At least two adults present at all times, first aid box to be carried to all events.</li> <li>• Parental consent is provided before children leave the school to attend any events. On all trips (swimming, school tours etc.) mobile phone numbers for every parent shall be in the book with child's name.</li> </ul>
4	After-school clubs, drop off, staff, collection	<p>Drop off and Collection—Parents should be advised that dropping off children very early and collecting late that for health and safety reasons, the school is only supervised from 9am-3pm. Every parent to be given a note on this matter.</p>
5	Hand-over of children to responsible adult at collection time	<ul style="list-style-type: none"> <li>• Names and contact numbers of adults who have permission to collect each child are provided by parents at the beginning of each year and stored on our school online data-base</li> <li>• It is a requirement of the parents to inform the teacher/office of any changes in collection-times/people of their child/children</li> <li>• If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, they are not released by the class teacher. This would then be reported to the DLP or DDLP immediately.</li> <li>• Children from 3rd -6th class can walk home from school only if their parents have given the school written permission in advance. Children from Junior Infants – 2nd class must be collected from school by a responsible adult. Younger children do not have permission to walk home with older siblings, unless permission is given in writing to the teacher.</li> </ul>
6	Storage or publication of photos of children	<ul style="list-style-type: none"> <li>• Written parental permission to take photos of children is obtained by the school at the beginning of the school year</li> <li>• Class teachers are made aware of any children in his or her class who do not have permission to be in school photos</li> <li>• Photos taken by staff are removed from personal devices at the end of each school day. Photos are stored securely on the school online storage space.</li> <li>• Children names are not published with photos uploaded to the school website or class blogs.</li> <li>• Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult. Children are not permitted to use camera phones during the school day or at school events.</li> </ul>
7	Withdrawal of children from class/yard	<ul style="list-style-type: none"> <li>• Parents are informed and provide written consent if children are withdrawn from class on a regular basis, e.g. for learning support, English language support, resource or movement breaks</li> </ul>

		<p>Teaching on a one to one basis-every door to have a glass window.</p> <ul style="list-style-type: none"> <li>• Children who need assistance with toileting during the school day are accompanied/assisted by two adults. Adults are not permitted to go into a toilet with a child alone.</li> </ul>
8	Lack of healthy lunch or insufficient lunch	<ul style="list-style-type: none"> <li>• Teacher monitor children's lunches and ensure that all children are provided with a sufficient quantity of healthy food each day.</li> <li>• If a child is not provided with any lunch in school, the school phones the parents and asks them to bring the lunch to school. If a lunch is not provided the DLP-Tomás Ó Conchúir or DDLP-Eibhlín Uí Churtáin will be informed immediately and best efforts made to ensure the child is adequately fed throughout the day.</li> <li>• If a child is regularly provided with insufficient lunch the class teacher discusses it with the parents in the first instance.</li> <li>• If a child regularly has no lunch or insufficient lunch and the situation did not improve after speaking with the parents, the class teacher informs the DLP-Tomás Ó Conchúir or DDLP-Eibhlín Uí Churtáin</li> </ul>
9	Data Protection	<ul style="list-style-type: none"> <li>• Confidential documents relating to children in the school are stored securely in the school: <ul style="list-style-type: none"> <li>o Hard copies are stored in locked filing cabinets in the principal's office and in support teachers' classrooms</li> <li>o Soft copies are stored in a secure online database. A password is required to access the documents and a log is kept of who has accessed the documents.</li> <li>o Word documents are password protected.</li> </ul> </li> <li>• Documents are shared with staff on a need to know basis. —</li> <li>• Parental permission for transfer of information (i.e. between school staff, between the school and previous/prospective schools, between the school and other professionals) is obtained at the beginning of the school year.</li> </ul>
10	Children presenting with social, Emotional, behavioural or medical needs in the school	<ul style="list-style-type: none"> <li>• Concerns relating to social, emotional, behavioural or medical needs are communicated to parents by phone, at collection time or through formal meetings.</li> <li>• Children are provided with additional support in school through the model of the Continuum of Support. This may be in the form of inclass support or withdrawal from class. Staff discuss concerns and learning targets with parents and formulate a written plan, signed by the parents. Learning targets are regularly monitored to track progress.</li> <li>• An individual care plan will be completed for children with additional vulnerabilities to ensure extra supports are in place within the school environment as required. The specific strategies outlined in this care plan will be monitored and reviewed on a regular basis to ensure the needs and supports identified are current and appropriate.</li> <li>• The school may recommend onward referral (e.g. to the Primary Care Team, the School Age Disability Team, NEPS, GP or CAMHS) for children presenting with significant difficulties.</li> <li>• Significant concerns are raised with the DLP-Tomás Ó Conchúir or DDLP-Eibhlín Uí Churtáin</li> </ul>

		<ul style="list-style-type: none"> <li>• The Administration of Medication Policy will be implemented in the event that a child requires medication throughout the school day. Parent/Guardians must complete the relevant forms and put a request in writing to the board.</li> </ul>
11	Late drop offs, early collection, late pick up, attendance	<ul style="list-style-type: none"> <li>• Significant concerns in relation to timekeeping are reported to the Education Welfare Officer.</li> <li>• Children's attendance at school will be monitored with absence notes required for any missed days. Contact will be made with parents in instances of regular absences, with a record of any discussion stored securely on the school system.</li> <li>• Significant attendance concerns are reported to the Education Welfare Officer.</li> <li>• Teachers must be informed in advance if children are to be collected early from school. Children must be signed out by an parent-approved adults in the Early Collections Book</li> </ul>
12	Exposure to inappropriate online content	<ul style="list-style-type: none"> <li>• Use of electronic devices in school in guided by the school Acceptable Usage Policy.</li> <li>• Use of electronic devices, e.g. iPads, Chrome Books, laptops, cameras, is monitored and supervised by adults.</li> <li>• School internet is provided by PDST Technology in Education which is monitored for inappropriate content and unsuitable websites blocked.</li> <li>• Inappropriate content which appears through the school internet is logged and reported to our internet provider.</li> </ul>
13	The school site is utilised by other services with the approval of the Board of Management	<ul style="list-style-type: none"> <li>• Kerry School of Music, Community Games and any other service utilising the school premises shall be responsible for the review and implementation of their own Child Protection Policy and supporting documents and provide the school with a copy of same.</li> <li>• Any concerns relating to these services shall be raised immediately with the DLP-Tomás Ó Conchúir or DDLP-Eibhlín Uí Chúrtáin</li> </ul>
14	Accidents and injuries on site	<ul style="list-style-type: none"> <li>• Accidents and injuries that occur on the premises shall be managed in accordance with the Accident and Injury Policy.</li> <li>• This policy will be discussed with all staff at induction day and at any other point required.</li> </ul>

#### 4.PROCEDURES

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, and Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service

- Procedure for the management of allegations of abuse or misconduct against workers / volunteers of a child availing of our service
  - Minor complaints about staff are managed in line with the complaint's procedure, as outlined in our Parent Teacher Communication Policy.
  - Allegations against staff of abuse or misconduct are managed according to the school Child Protection Policy.

- Procedure for the recruitment and selection of workers and volunteers to work with children
  - Only teachers who are Garda vetted are employed. All temporary and permanent teachers are registered with the Teaching Council.
  - All SNAs who are employed in the school in a temporary or permanent capacity are Garda vetted by Educate Together. Substitute SNAs will present with Garda vetting.
  - Parents and volunteers who work with the children on a long-term and/or consistent basis are Garda vetted by Kerry Diocesan.
  - References from previous employers are obtained before employment in the school.
  - Form of Undertaking and Statutory Declaration completed before commencing in the school.
  
- Procedure for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm
  - Staff are informed of school child-protection and anti-bullying procedures during staff induction at the beginning of each school year.
  - School policies are provided to all staff and discussed. Staff are informed of the relevant person to direct queries to for each policy.
  - All staff will be trained in the recognition of signs of abuse and reasonable grounds for concern and provided with a copy of the relevant sections of Children First during staff induction each October. All new members of staff hired after this induction day will receive training as soon as possible from an appropriate member of staff.
  - Staff are informed of reporting procedures and provided with a copy of the Child Safeguarding Statement.
  - The school Child Protection Policy and Anti-Bullying Procedures are available to download on our school intranet and on our school website. Child Protection and Anti-Bullying documents, e.g. reference sheets, reporting templates, are available for staff on the school intranet also.
  - Child Protection Guidelines, including names of the DLP-Tomás Ó Conchúir and DDLP-Eibhlín Uí Chúrtáin and reporting procedures, are displayed in every room.
  - The DLP-Tomás Ó Conchúir/DDLP-Eibhlín Uí Chúrtáin/Board of Management engage with Child Protection training through local education centres.
  - School management stay updated on current Child Protection guidelines and circulars. School management will update staff and BoM and provide any training required where appropriate.
  
- Procedure for the reporting of child protection or welfare concerns to Tusla
  - All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
  - The DLP-Tomás Ó Conchúir or DDLP-Eibhlín Uí Chúrtáin shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
  - On completion, a report shall be forwarded to the relevant Duty Social Worker by the DLP-Tomás Ó Conchúir, DDLP-Eibhlín Uí Chúrtáin or Mandated Person.

- In the event the report is forwarded by the DLP-Tomás Ó Conchúir or DDLP-Eibhlín Uí Chúrtáin, the Mandated Person shall be informed in writing that the report has been forwarded.
  - In the event that the report is forwarded by a mandated person without the assistance of the DLP-Tomás Ó Conchúir/DDLP-Eibhlín Uí Chúrtáin, the DLP-Tomás Ó Conchúir or DDLP-Eibhlín Uí Chúrtáin shall be informed and any copies provided to be stored securely in a locked filing cabinet in the DLP's-Tomás Ó Conchúir's office.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons
- All teachers in the school are mandated persons. Mandated persons, as defined in the Children First Act 2015, have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.
- Procedure for appointing a relevant person
- The school principal/DLP, is the relevant person in accordance with the Children First Act 2015.
  - The deputy principal-Pádraigín Uí Chonaill and DDLP-Eibhlín Uí Chúrtáin, will deputise for the DLP-Tomás Ó Conchúir in his absence.
  - The name and contact details of the current DLP-Tomás Ó Conchúir and DDLP-Eibhlín Uí Chúrtáin will be displayed at the school entrance, in every classroom and on the school website.

## 5. IMPLEMENTATION

We recognise that implementation is an ongoing process The Board of Management has adopted and will implement in full without modification the DES's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding statement. This document will be published on our school website and will be circulated to all members of our school community including parents and staff. A hard copy of the policy can be available on request.

## 6. REVIEW

This Child Safeguarding Statement will be reviewed annually with the Child Protection Policy, or as soon as practicable after there has been a material change in any matter to which the statement refers.

Chairperson name and contact details:

Eliza Shanahan - Cathairleach.  
Goelscoil Aogáin Bóthar an Choláiste  
Dileán Charráil, Co. Chiarraí - 067112002

Signed: Eliza Shanahan

Principal name and contact details:

Tomás Ó Conchúir  
0876736777

Signed: Tomás Ó Conchúir 9/3/18

For queries, please contact Tomás Ó Conchúir, Príomh Oide. Relevant Person under the Children First Act 2015. Ratified by the Board of Management of Gaelscoil Aogáin, March 5<sup>th</sup> 2018.