

SANDFORD PARK SCHOOL

Child Safeguarding Statement

Sandford Park School is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year.

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 Governors of Sandford Park School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Governors 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: Edith Byrne. (School Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: Cyril Hoffman. (School Deputy Principal)
- 4 The Board of Governors 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 adult 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 Governors members to avail of relevant training
 - The Board of Governors 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 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 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.
 - In accordance with the School's Child Protection procedures, there is a designated Child Care Team in the school.
 - 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.
- 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 Sandford Park Holding CLG. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department of Education and Skills 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 Governors on 22-01-2018.

Signed: *Stuart Angleton*
Chairperson of Board of Governors

Signed: *Edith Byrne*
Principal/Secretary to the Board of Governors

Date: 22/1/18

Date: 22/1/2018

Sandford Park School

Child Safeguarding Risk Assessment

Written Assessment of Risk of Sandford Park School: Roll number 60640C

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 Sandford Park School.

1. List of school activities

- Daily arrival and dismissal of students
- Travel on school buses to and from Lansdowne Road Dart station
- Recreation breaks for students
- Classroom teaching
- One to one teaching; for example, teaching of special needs students
- One to one counselling. Working alone with children
- Supervised evening study for students
- Extracurricular activities such as Sports activities (including the use of external Coaches)
- Annual Sports Day
- Co-curricular activities such as Choir, Debating, Drama Club.
- School Tours trips and outings. This includes overnight trips and foreign travel.
- Outside speakers/presenters visiting the school. This includes the use of outside personnel to supplement the curriculum
- School Ancillary staff working in offices, canteens and as caretakers
- Use of toilets/changing/shower rooms
- Intimate care of students with special needs
- Administration of medications
- Administration of First Aid
- School open days for prospective students
- Management of challenging behaviour amongst students
- Prevention and dealing with bullying amongst students
- Training of school personnel in child protection matters
- Care of students with specific vulnerabilities/needs such as migrants, members of ethnic minorities, LGBT Gender fluid etc
- Outside contractors working in the school during the school day and after school hours e.g. Plumber/electrician. Outside contractors who may work on more long term projects during the school day
- Recruitment of school personnel including:
Teachers/SNAs, office staff, canteen staff, caretakers/grounds personnel, volunteer parents in school activities such as school musicals/plays
- Use of ICT by students/teachers and other adults in school
- Use of Video/Photography and other media to record school events
- Application of sanctions under the school's Code of Behaviour including detention, confiscation of mobile phones/ICT equipment
- Students participating in work experience both inside and outside school
- Student teachers undertaking training and placement in the school
- Outside individuals/groups hiring or using school facilities
- Use of offsite facilities for school activities

- Transportation of students in school owned buses and hired commercial buses
- Curricular provision in respect of SPHE, RSE.
- Language exchange trips for students

2. The school has identified the following risk of harm in respect of its activities –

- Low risk of harm to students in the daily arrival and dismissal of students
- Low risk of harm whilst travelling on school buses to and from Lansdowne Road Dart station
- Low risk of harm during recreation breaks for students
- Low risk of harm during classroom teaching.
- Medium risk of harm during one to one teaching; for example, teaching of special needs students
- Medium risk of harm during one to one counselling. Working alone with children
- Low risk of harm during supervised evening study for students
- High risk of harm during extracurricular activities such as Sports activities (including the use of external Coaches)
- Medium risk of harm during Annual Sports Day
- Low risk of harm in Co-curricular activities such as Choir, Debating, Drama Club.
- High risk of harm during School Tours trips and outings. This includes overnight trips and foreign travel.
- Medium risk of harm with outside speakers/presenters visiting the school. This includes the use of outside personnel to supplement the curriculum
- Low risk of harm with School Ancillary staff working in offices, canteens and as caretakers
- Medium risk of harm whilst using toilets/changing/shower rooms
- High risk of harm during intimate care of students with special needs
- Medium risk of harm during administration of medications
- Medium risk of harm during administration of First Aid
- Low risk of harm during school open days for prospective students
- Medium risk of harm during management of challenging behaviour amongst students
- Medium risk of harm during prevention and dealing with bullying amongst students
- Low risk of harm during training of school personnel in child protection matters
- Medium risk of harm during care of students with specific vulnerabilities/needs such as migrants, members of ethnic minorities, LGBT Gender fluid etc.
- High risk of harm with outside contractors working in the school during the school day and after school hours – eg: Plumber/electrician. Outside contractors who may work on more long term projects during the school day
- Low risk of harm during recruitment of school personnel including: Teachers/SNAs, office staff, canteen staff, caretakers/grounds personnel, volunteer Parents in school activities such as school musicals
- Medium risk of harm with use of ICT by students/teachers and other adults in school
- Medium risk of harm with use of Video/Photography and other media to record school events
- Low risk of harm during application of sanctions under the school's Code of Behaviour including detention, confiscation of mobile phones/ICT equipment etc
- Medium risk of harm to students participating in work experience both inside and outside school
- Low risk of harm to students from student teachers undertaking training and placement in the school
- Medium risk of harm from outside individuals/groups hiring or using school facilities
- High risk of harm to students using offsite facilities for school activities

- Low risk of harm during transportation of students in school owned buses and hired commercial buses

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

- The school authorities have provided all personnel with a copy of 'Children First. National Guidance for the Protection and Welfare of Children 2017'.
The school will ensure that all new members of staff shall also receive a copy.
- The school authorities have provided all personnel with a copy of the school's Child Safeguarding Statement. All new staff will be provided with a copy of the School's Child Safeguarding Statement.
- The school will encourage staff to avail of all relevant training in Child Protection.
- The school will encourage The Board of Governors members to avail of all relevant training in Child Protection.
- All registered teaching staff are required to adhere to the Children First Act 2015 in full.
- The school implements in full the SPHE Curriculum. This includes using external appropriate speakers.
- The school implements in full the Wellbeing Programme at Junior Cycle.
- The school has an Anti-Bullying policy which is reviewed annually. The Policy adheres to the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools.
- The school has a yard supervision and duty schedule to ensure appropriate supervision of students during, assembly, arrival/dismissal and breaks and in respect of specific areas such as school canteen, locker rooms, changing areas and toilets.
- The school has in place a Trips and Tours policy.
- The school has a Health and Safety Statement/Policy.
- The school adheres to and implements fully requirements of the Garda Vetting Legislation (National Vetting Bureau) and relevant DES circulars to recruitment and Garda Vetting.
- The school has a code of conduct for all school personnel (Teaching and Non Teaching staff.)
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has a Special Education Needs Policy.
- The school has in place a policy for the administration of medication to students.
- The school has a policy in place for the administration of First Aid.
- The school has a Code of Behaviour Policy for students.
- The school has an Acceptable Use Policy in respect of ICT usage by students.
- The school has a Mobile Phone Policy in respect of usage by students.
- The school has a Critical Incident Plan.
- The school has a policy in place for the use of external sports coaches.
- The school has in place clear procedures for one to one teaching.
- The school has in place clear procedures for one to one counselling.
- The school has an induction programme in respect of student teachers.
- The school has a policy and procedures in place in respect of students' work experience either within the school or with an external organisation.

The school has implemented the following practical measures to address identified risk of harm opportunities.

- ✓ Duty teachers to supervise arrivals and dismissal of students.
- ✓ Student recreation/lunch breaks are adequately supervised by teachers.
- ✓ All classrooms have large windows plus they also have a viewing panel in the door.
- ✓ One to one teaching is always as part of a scheduled timetable in a room with a glass panel door. Any additional one to one classes must be notified to the Principal in advance.
- ✓ One to one counselling takes place in the Guidance Counsellors office which has a glass wall. Counselling which may be of a more emotional nature is notified in advance to school management.
- ✓ Evening study takes place in a room with large windows and it also has a large glass panel in the door.
- ✓ A minimum of two sports coaches' train a squad together. Outside coaches must have current coaching credentials, relevant references and Garda vetting.
- ✓ School management ensures that a large team of teachers are available to supervise students and monitor any external people in attendance.
- ✓ All co-curricular activities are adequately supervised.
- ✓ The school uses recognised 'School Travel Companies' to organise overnight and foreign trips. The school operates a ratio of 10 students to 1 teacher on overnight trips. Where possible the school operates an 8 to 1 ratio.
- ✓ Outside speakers who are not Garda vetted are always accompanied by a member of the school staff.
- ✓ All ancillary members of staff have been Garda vetted and reference checked before any employment commences in the school.
- ✓ Changing, shower and toilets are well lit and spacious. Teachers who are supervising are nearby but not in the rooms. Teachers will only enter in an emergency situation. Even then the default is to have at least two staff members enter if possible.
- ✓ Staff members responsible for any possible intimate care required by a student must always ensure that a colleague knows where they are providing this service and when they are doing so.
- ✓ Parental/Guardian consent must be given in writing before any medication is given to a student.
- ✓ Where possible the Sports co-ordinator [trained in First Aid] assesses/administers first aid. Parents/Guardians are always contacted. Where necessary students are taken to the local Ranelagh Medical Centre. If necessary due to the nature of the injury an ambulance is called and the student is accompanied to hospital until a parent/guardian is available.
- ✓ Medications/pain relief tablets are only administered by reception staff where parents/guardians have signed and returned the medicines form.
- ✓ During open days, the teaching staff ensure that all external people are welcomed and that their details are recorded as all visitors must register.
- ✓ The school has a detailed Code of Behaviour to apply to ensure any risk to students is at a minimum.
- ✓ The school has a detailed Anti-Bullying policy to apply to ensure any risk to students is at a minimum.
- ✓ Training of school personnel in child protection matters takes place either when students are not in school or else the training takes place offsite.
- ✓ The school follows the SPHE curriculum and also embeds the necessity for inclusiveness and equal treatment of all and that hurtful behaviour

is not acceptable.

- ✓ The school will ensure that all visitors sign in at reception. Workmen such as plumbers etc. are always accompanied by one of the grounds staff. If long term building work is in progress, then the workers must be segregated from the student population.
- ✓ The school will ensure that all employees recruited have the relevant Garda vetting and have impeccable references from previous employers etc.
- ✓ The school will ensure that Parents/Guardians are advised of any sanctions that are to be imposed on their child
- ✓ The school organises a letter re-insurance to be sent to companies where TY students are involved in work experience.
- ✓ Student teachers are vetted by their third level college for work in schools.
- ✓ Outside individuals hiring school facilities will normally do so when the students are not in school. If students are in school then the outside individuals shall not have student contact.
- ✓ The school will provide adequate supervision for students using off site facilities for school activities.

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 Governors 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 Governors on 05-02-18. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed  Date 5/2/18.

Chairperson, Board of Governors

Signed  Date 5/2/2018

Principal/Secretary to the Board of Governors