



Scoil Mháthair na Trócaire
Convent National School
Doon
Co. Limerick

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Child Protection Policy

Child Protection

The Board of Management of Doon Convent National School has adopted the Children First child protection guidance as school policy.

Child Protection Contacts

Designated Liaison Person: Derek Walsh (Principal) **Phone:** 085 1250099

Deputy DLP: Breda Dervan (Deputy Principal) **Phone:** 086 3919369

Garda Station: Cappamore Garda Station
Phone: 061 381202

Local Contact for the Children and Family Social Services of the HSE
Tusla: 061 482792

Child and Family Agency,

HSE Building ,

Ballycummin Ave, Raheen,, Limerick

Health Board

Phone: 1850 24 1850

Local Doon Medical Centre – Dr. Breda Carroll

Phone: 061 785730



Convent National School Doon

Child Safeguarding Statement

Scoil Mháthair na Trócaire 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 Scoil Mháthair na Trócaire 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 Derek Walsh
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Breda Dervan
- 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 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 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 school'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.

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 31/1/2019 [date].

Signed: Brian Rackwell
Chairperson of Board of Management

Signed: 31/1/2019
Principal/Secretary to the Board of Management

Date: 31/1/2019

Date: 31/1/2019.



Convent National School Doon

Child Safeguarding Risk Assessment

Written Assessment of Risk of Scoil Mháthair na Trócaire, Doon, Co. Limerick

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 Scoil Mháthair na Trócaire.

1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting Activities
- School outings
- Use of toilet/changing areas in schools
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
 - Pupils from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) children
 - Pupils perceived to be LGBT
 - Pupils of minority religious faiths
 - Children in care
 - Children on CPNS

- Recruitment of school personnel including -
 - Teachers/SNA's
 - Caretaker/Secretary/Cleaners
 - Sports coaches
 - External Tutors/Guest Speakers
 - Volunteers/Parents in school activities
 - Visitors/contractors present in school during school hours
 - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school.
- Use of Information and Communication Technology by pupils in School.
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school.
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events

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

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to bullying of child
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

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

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school 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*
- The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place a policy and clear procedures in respect of school outings.
- The school has a Health and safety policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has a codes of conduct for school personnel (teaching and non-teaching staff).
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
 - Has provided each member of school 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
 - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a code of behaviour for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures for the use of external persons

to supplement delivery of the curriculum

- The school has in place a policy and procedures for the use of external sports coaches
- The school has in place a policy and clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place a policy and procedures in respect of students undertaking work experience in the school.

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 31/1/2019.**

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

Signed *Celia Rackwell* Date *31/1/2019*

Chairperson, Board of Management

Signed *Derik Walsh* Date *31/1/2019*

Principal/Secretary to the Board of Management



Convent National School Doon

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?	No
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	No
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

	Yes/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	N/A
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?*	—	N/A
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	—	N/A
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?	—	
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)	—	
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?	—	
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	
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?	No	
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 ?	No	
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?	No	

This Checklist for Review of the Child Safeguarding Statement was adopted
by the Board of Management on 31/1/2019 [date].

Signed Chris Rackwell Date 31/1/2019

Chairperson, Board of Management

Signed Jerrek Wabbe Date 31/1/2019

Principal/Secretary to the Board of Management



Convent National School Doon

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

To: Patron of Archdiocese of Cashel & Emly, the most Rev. Archbishop Kieran O'Reilly,

The Board of Management of Doon Convent N.S. 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 31/1/2019.
- 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 Bob Rackwell Date 31/1/2019

Chairperson, Board of Management

Signed Jerko Walsh Date 31/1/2019

Principal/Secretary to the Board of Management



Convent National School Doon

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

To: Staff, Parents & Community of Doon Convent N.S.

The Board of Management of Doon Convent N.S. 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 31/1/2019.
- 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 Bibi Rackwell Date 31/1/2019

Chairperson, Board of Management

Signed Jackie Walsh Date 31/1/2019

Principal/Secretary to the Board of Management



Convent National School Doon

Child Protection Practices

The staff and Board of Management of this school have identified the following as areas of specific concern in relation to Child Protection. Following discussion and consultation, the staff and Board of Management have agreed that the following practices be adopted as practices within our Child Protection Policy:

Physical contact

Teachers are advised not to make unnecessary physical contact with children. Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness:

- It is acceptable to the child
- It is open and not secretive
- The age and developmental stage of the child

Whenever possible this should be done in the presence of others

School personnel should avoid doing anything of a personal nature for children that they can do for themselves. (See Intimate Care Policy)

School personnel should never engage in or allow:

- The use of inappropriate language or behaviours
- Physical punishment of any kind.
- Physical restraint except for where it is in the interest of safety to other children/staff.
- Sexually provocative games or suggestive comments about or to a child
- CDs, DVDs etc) should be checked for their appropriateness with regard to age and suitability.

First-aid to a pupil should also be administered whenever possible in the presence of others. Following any incident where a Teacher feels that his/her actions may be misconstrued, a written report of the incident should be submitted immediately to the Principal.

Relationships and Attitudes

Teachers should ensure that their relationships with students are appropriate to the age, maturity and sex of the children and that their conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought when dealing with older children.

Supervision of children

School routines and procedures will be followed by all staff to ensure that there is comprehensive supervision of school at all breaks and on all trips and tours. See *Supervision Policy*.

Early withdrawal of pupils

Any child leaving the school before the end of the school day must be signed out by a parent/ guardian in the office. The parent / guardian should enter the school via the door near the office. If they are not known to the Principal / Deputy principal, they should be asked for identification. (If another adult is collecting the child, the school must be informed either by phone or in writing by the parent / guardian, as to the identity of the adult collecting their child.) Parents and children then exit the school again through reception. **See COVID-19 Policy for restricted access to school pandemic.*

Collection of children at home time

Infants are collected at 2pm and are released into the care of parents/guardians or adults identified to the school (by parents/guardians) at the beginning of the school year e.g. child minder etc. If a person outside of these named adults is to collect an infant pupil on a given day, the school must be informed of the identity of this other adult either verbally in person, or by phone, or in writing. Equally if a child is to be collected by a classmate's parent etc., the school should be informed in advance, again either verbally, or by phone, or in writing. If the school has not been informed of a change as above, the school will not release the pupil into the care of another adult. The school will attempt to contact the parents/guardians to confirm the collection details.

Children from 1st to 6th Class are released by their class teacher at said times. Any child remaining at this point/unsure of who is collecting them etc. is brought to the office, where a call is made to their parent/guardian. If there is a change to the collection plans made with the child, parents/guardians should contact the school so that they can update the child.

Changes in Family Circumstances

If there any changes in family circumstances (separation of parents etc.), the school will continue to release the child into the care of either parent (assuming both have guardianship).

In the event of a court order, furnished to the school by a parent, the school will only release the child into the care of the adult/provide access as directed by the court. In such circumstances, the school has internal systems in place to ensure communication with relevant staff members, so that they are aware of these changes.

General Conduct

Children are to be encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our *Code of Behaviour* and *Anti-Bullying Policy*.

If an incident occurs which is considered to be of a sexualised nature, the reporting procedures outlined in Chapter 5 of the *DES Child Protection Procedures* will be followed.

Visibility

Teachers will ensure that children are visible in the school yard. Children will not be allowed to spend time in classrooms where they would not be under adult supervision. They are allowed leave the school yard only to go to the bathroom with the teachers consent.

One-To-Teaching/Activities

It is the policy in this school that one-to-one teaching is provided in the best interest of the child. Every effort will be made to ensure that this teaching takes place in an open environment. Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought. Work being carried out by Special Needs Assistants (if allocated) will be carried out under the direction of the class teacher in an open environment.

Any activity which involves a child to staff member (teacher or SNA) ratio of 1:1, should take place in a room with a glass panel window on the door for visibility. Otherwise, the door of the room in which they are working should be left open for the duration. Any blinds etc, on the glass panel on the door, should be opened for the duration also. Only staff members (who are all vetted appropriately), should engage in 1:1 activities.

The Principal is responsible for ensuring that any visitors who are to work with children on a 1:1 basis are appropriately vetted (e.g. HSE nurse, Psychologist, Photographer etc.). The procedure outlined above will be followed in these cases also.

Record Keeping

Teachers will keep records on each child's reports. Roll will be updated daily using Aladdin. Sensitive information regarding children will be shared on a need-to know basis. All educational files of pupils are kept in a locked storage cabinet. Further details on record keeping will be found in the school's record keeping platform Aladdin .

Attendance

Our school attendance will be monitored as per our Attendance Policy. With regard to child protection, we will pay particular attention to trends in non-attendance. We

monitor trends in non-attendance in terms of possible neglect, physical or emotional abuse. *See Attendance Policy.*

Swimming

Children travel to the pool in a bus accompanied by two teachers or SNAs. These parents are subject to Garda vetting. It is ensured annually that Garda Vetting for parents have been updated and are in date.

The teacher/adult stands at the door of the changing room which is slightly ajar. The teacher can then keep an eye on the children lining up in the corridor and the children in the changing room. Two parents/SNAs are allowed access to the changing room at a time. The role of the adult is supervisory only, it is not to assist. On no account should a teacher or parent be alone in the changing room with the children.

If the need arises (physical needs etc), a parent may accompany his or her own child (only) to a private cubicle if he/she is having difficulty with changing. The parent should discuss this need with the Principal in advance of lessons, so that supervising teachers/SNAs are aware that the child may be withdrawn to a private changing cubicle by their parent in this instance.

If a child needs to go to the toilet during the pool time, he/she is accompanied from the pool area to the bathroom door by the teacher and escorted back to the pool when finished.

While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the Principal and parents.

Travelling Arrangements

Teachers/staff member will not carry children in their cars. Necessary insurance to transport children in a private vehicle should be in place.

Induction of Teachers and Ancillary Staff

The DLP, **Derek Walsh** will be responsible for informing all new teachers and ancillary staff of this Child Safeguarding Statement, DES Child Protection Procedures and the *Children First Guidelines*.

All new teachers are expected to teach the designated SPHE objectives for their class. A member of staff, once trained, will be responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives. The Deputy Principal is responsible for ensuring that new teachers know how to fill in Alladin.

Induction of Pupils

All parents and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. All new parents will be given a copy of the school's enrolment policy, which outlines the procedures parents and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter. Parents are encouraged to make an appointment with the class teacher/principal if they wish to discuss their child's progress. All parents will be given a copy of the school's Code of Behaviour and Anti- Bullying policies.

In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant (if allocated), Principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs.

The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file.

The staff are aware that all procedures, guidelines and regulatory forms are to be adhered to as set out by the 'Child Protection Procedures for Primary & Post Primary Schools 2017' and in line with 'Children First Act 2015'.

**The policy was ratified by the Board of Management of Doon
Convent National School on 31/1/2019.**

It will be reviewed on a cyclical basic or as the need arises.

Signed: Patricia Mackwell Chairperson of Board of Management

Date: 31/1/2019

Signed: Gerard Walsh Principal/Secretary to the Board of Management

Date: 31/1/2019



Convent National School Doon

Distance Learning Child Safeguarding Statement

Doon Convent National School is committed to a child-centred approach in all our work with children. We undertake to provide a safe environment and experience, where the welfare of the child is paramount.

This policy extends the Child Protection Policy of Doon Convent National School. A copy of the school's Child Protection Policy and Statement is available:

To download at: www.doonconventns.ie

On request: By emailing conventns@gmail.com

By writing to: Doon Convent N.S., Main St., Soon, Co. Limerick. V94 CV48

Distance Learning

In facilitating access to safe communication between Doon Convent National School staff and pupils, Doon Convent National School extends the opportunity to learn via SeeSaw. In providing these opportunities, we commit to adhering to the following best practices in the interest of safeguarding both students and staff.

Child Protection Concerns Related to Distance Learning

Communicating with students over the internet raises the following concerns in relation to child protection:

- The situation introduces the student to the idea of communicating with an adult that is not part of their family group over the internet. This is not a practice that should come to be considered normal by the student and it should be emphasised by parents that communicating in this manner is something that requires permission and supervision;
- This method of communication invites the teacher/SNA into the student's home, and vice versa, without being physically present and, therefore, possibly unknown to other members of either household. There should be an awareness on behalf of all involved that there is someone virtually present in their home and that everyone's actions need to be reflected in this.
- Doon Convent National School staff undertake as part of our Child Protection Policy to report any concerns over child welfare to Derek Walsh (Principal), who is the Designated Liaison Person or in his absence to Breda Dervan (Deputy Principal and Deputy Designated Liaison Person).

Parental Consent

Written parental consent shall be sought for the purposes of:

- Engaging with the pupil in their home via live video calls (Google Meet/Zoom)
- Parental consent will be sought using consent forms.

Location and Supervision of Lessons

- All calls should be held in an area of the home that is open and accessible to the parents of the student. Lessons should not, for instance, take place in a room with a closed door without parental/guardian's supervision.
- Teachers/SNA should hold the video call in a location that respects the privacy of the pupils learning.
- Lessons will, however, need to be held in an area where student and staff members can concentrate on the call and not be unnecessarily interrupted. This may be hard to balance with younger children in the house and may take a few sessions to establish a good routine. All concerned need to show some patience in forming a routine and be willing to discuss ways to improve concentration during
- All one-to-one calls require a parent/guardian to be present during the video.
- For all one-to-one calls there will be two staff members on the video call.
- Parents are responsible for the supervision of their child during the video call.
- No lessons are permitted to be recorded by any pupils
- If a class teacher wishes to record a lesson online prior consent will be sought from parents.

Time Keeping

- All parties will login on time for a video call.
- If any party is delayed or unable to attend video-call they should make prior contact to discuss with other party where possible.
- Staff will end non-attended calls 10 minutes after start time.

Alternative Contact Methods

- All arrangements / re-arrangements to lessons must be made through a parent and teacher using email or phone call.
- Students and staff members are only allowed to communicate using SeeSaw or e- mail.

Seesaw Communication

- Seesaw may be used for all other classes to engage in school activities.
- Teachers/SNAs will respond to messages during school hours. Any messages received after these hours will be responded to the following school day.
- Pupils may request help or clarifications using this method of communication.
- Pupils may submit schoolwork via Seesaw.
- Teachers will provide feedback to pupil via Seesaw.
- If parents wish to raise any concerns or discuss anything with teacher/SNA they must use the school email or request that the teacher phone them to discuss the issues.

Boundaries Professional Distance

While encouraging and fostering a positive relationship with learners, all Doon Convent National School staff must retain a sense of themselves as ‘professionals’ and, thus, maintain a professional distance with learners and parents in both the workplace and while working with pupils on Zoom or Seesaw. Staff members should ensure that they do not place themselves in situations where learners have undue expectations of a staff member’s ability to resolve conflicts or personal issues. Pupils and parents themselves have a responsibility to recognise the ‘professional’ nature of their relationship with a staff member and hence not hold undue expectations of how staff should relate to them in the workplace or online.

Grounds for Concern

The grounds for concern laid out in the Doon Convent National School Child Protection Policy shall apply in all lessons given over the internet and shall apply to all children in the student’s home. If a staff member witnesses any concerning issues during the videocall they must report these to Designated Liaison Person in accordance with the Child Protection Guidelines. This includes things that happen in the background or off-camera.

If a parent has any concerns about the process or relationship between student and staff member, they should contact Derek Walsh, the Designated Liaison Person to discuss the situation. Doon Convent National School undertakes to investigate all complaints or concerns regarding its teaching staff in line with our Child Protection Policy.

Raising Concerns

Concerns for the welfare of students will be dealt with in line with the Doon Convent National School Child Protection Policy.

Recording of Lessons

- No recordings are to be made of lessons, without the explicit consent of both teacher and parent/guardian.

Record Keeping

Teacher will share an agenda with pupils prior to the Zoom call. Teacher will make a record of each call.

Details:

Time & Date Consent received Location Attendees Duration
Topics discussed Any concerns

General Code of Conduct

All participants in Distance Learning must agree to:

- Treat all users, educators and colleagues fairly and equally. Stimulate conversation, be respectful of others' views, and refrain from personal
- Respect the legitimate intellectual property rights, do not plagiarise work, and give credit to the originators of ideas.
- Not share the posts of others

The staff are aware that all procedures, guidelines and regulatory forms are to be adhered to as set out by the 'Child Protection Procedures for Primary & Post Primary Schools 2017' and in line with 'Children First Act 2015'.

**The policy was ratified by the Board of Management of Doon
Convent National School on 29/09/2020.**

It will be reviewed on a cyclical basis or as the need arises.

Signed: Eibh Blackwell Chairperson of Board of Management

Date: 29/09/2020

Signed: Jerck Wabhr Principal/Secretary to the Board of Management

Date: 29/09/2020



Convent National School Doon

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?	No
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	No
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

	Yes/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?	—
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	—
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	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?	—
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)	—
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
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?	No
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 ?	No
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?	No

This Checklist for Review of the Child Safeguarding Statement was adopted
by the Board of Management on 28/5/2020 [date].

Signed Col Blackwell Date 28/5/2020

Chairperson, Board of Management

Signed Joseph Walsh Date 28/5/2020

Principal/Secretary to the Board of Management



Convent National School Doon

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

To: *Patron of Archdiocese of Cashel & Emly, the most Rev. Archbishop Kieran O'Reilly.*

The Board of Management of Doon Convent N.S. 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 27/5/2020.
- 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 Bob Becknell Date 27/5/2020

Chairperson, Board of Management

Signed Jonck Walsh Date 28/5/2020

Principal/Secretary to the Board of Management



Convent National School Doon

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

To: *Staff, Parents & Community of Doon Convent N.S.,*

The Board of Management of Doon Convent N.S. 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 24/5/2020.
- 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 *Eibhlin Blackwell* Date *24/5/2020*

Chairperson, Board of Management

Signed *Genek Walsh* Date *23/5/2020*

Principal/Secretary to the Board of Management



Checklist for Review of the Child Safeguarding Statement

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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*.

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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?	No
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

This Checklist for Review of the Child Safeguarding Statement was adopted
by the Board of Management on 28/8/2021 [date].

Signed Gib Blackwell Date 28/8/2021

Chairperson, Board of Management

Signed Jeret Walsh Date 28/8/2021

Principal/Secretary to the Board of Management



Convent National School Doon

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

To: Patron of Archdiocese of Cashel & Emly, the most Rev. Archbishop Kieran O'Reilly,

The Board of Management of Doon Convent N.S. 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 28/8/2021.
- 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

Signed Eita Blackwell Date 28/8/2021

Chairperson, Board of Management

Signed Gerak Walsh Date 28/8/2021

Principal/Secretary to the Board of Management

Dún Bleisce



Convent National School Doon

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

To: *Staff, Parents & Community of Doon Convent N.S.,*

The Board of Management of Doon Convent N.S. wishes to inform you that:

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- 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 *Eileen Blackwell* Date *28/8/2021*

Chairperson, Board of Management

Signed *Jereth Walsh* Date *28/8/2021*

Principal/Secretary to the Board of Management