

Child Safeguarding Policy

1. Child Safeguarding Risk Assessment
2. Child Safeguarding Statement
3. Checklist for Review of the Child safeguarding Statement
4. Notification regarding the Board of Management's review of the Child Safeguarding Policy

This document is aimed to provide details of the main policies and procedures of Wexford Educate Together National School in relation to child safeguarding. Included in the policy is the risk assessment, child safeguarding statement, checklist for review of the child safeguarding statement and the notification of the Board of Management's review of the child safeguarding policy. The table below outlines the review dates of each review. A full review of the Child Safeguarding Policy will be carried out annually and more frequently if deemed necessary.

Version	Description	Authors
2019 Review	September 2019 Review – reviewed on 4/9/18 Croke Park Meeting	Board of Management
Updated Review 2019	September 2019 Review – reviewed on 2/10/19 Croke Park Meeting	Board of Management
Review 2020	September 2020 Review - reviewed on 16.9.20 Croke Park Meeting	Board of Management
Review January 2021	January 2021 Review - reviewed on 20.1.21 Croke Park Meeting (remote learning)	Board of Management
Review September 2021	September 2021 Review - reviewed on 31.9.21 in Croke Park Meeting	Board of Management
Review September 2022	September 2022 Review - 30.9.22 in Croke Park Meeting	Board of Management
Review September 2023	Policy Review / Risk Assessment Review carried out with staff in Croke Park Meeting – 29.08.2023	Board of Management

School Contact details

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Child Safeguarding Statement

Wexford Educate Together National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Wexford Educate Together National School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is Tasha Williams
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Selina Carmody
- 4 The Relevant Person is Tasha Williams
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. This person can also be the DLP)
- 5 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.

- 6 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 (revised 2023) and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie website.

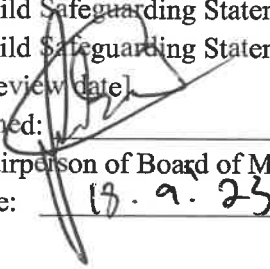
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the gov.ie 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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), 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 included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie 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.

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) 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.
- 8 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 18-09-23 [date].

This Child Safeguarding Statement was reviewed by the Board of Management on 18-09-23 [most recent review date].

Signed: 
Chairperson of Board of Management
Date: 18.9.23

Signed: J. Williams
Principal/Secretary to the Board of Management
Date: 18-09-23

Child Safeguarding Risk Assessment

Written Assessment of Risk of Wexford Educate Together National School

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post Primary Schools (revised 2023)*, the following is the Written Risk Assessment of Wexford Educate Together National School.

1. List of school activities

	School Activity
1.	Daily Arrival and dismissal of pupils
2.	Recreational breaks for pupils
3.	Classroom Teaching
4.	One-to-one teaching
5.	Outdoor Teaching and Learning
6.	Unplanned visitors/ Intruders on school grounds
7.	Sporting Activities
8.	School Outings and Trips
9.	Toileting in School
10.	Annual Sports Day
11.	School Transport / Bus Escorts
12.	Care of children with special educational needs, including intimate care needs
13.	Management of challenging behaviour amongst pupils, including appropriate use of restraint
14.	Management of Medical and Administration of Medicine
15.	Administration of First Aid
16.	Curricular Provision in respect of SPHE, RSE, Stay Safe
17.	Prevention and dealing with bullying amongst pupils.
18.	Training of school personnel in child protection matters
19.	Care of pupils with specific vulnerability / needs such as pupils from ethnic minorities / Migrants, Members of the Traveller community, Lesbian, gay, bisexual or transgender children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care, children on Tusla's Child Protection Notification System (CPNS), children with medical needs.
20.	Recruitment of school personnel including, Teachers, SNA's, Secretary, Cleaners.
21.	Visitors to the school including sports coaches, guest speakers, volunteers including parent volunteers,
22.	Use of Information and Communication Technology by pupils in school, including social media.
23.	Use of video / photography / other media to record school events
24.	Application of sanctions under the school's code of behaviour including detention of pupils and confiscating phones
25.	Breakfast Club / Homework Club After School use of school premises by another organisation
26.	Swimming
27.	Open Morning
28.	Wet mornings
29.	Gap between Junior and Senior pick-up

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

	School Activity	Risk of Harm
1.	Daily Arrival and dismissal of pupils	Harm from other pupils and unknown persons on the playground.
2.	Recreational breaks for pupils	Harm to pupils
3.	Classroom Teaching	Harm to pupils
4.	One-to-one teaching	Harm to pupils by school personnel
5.	Outdoor Teaching and Learning	Harm / Injury to pupils or staff
6.	Unplanned visitors/ Intruders on school grounds	Harm to pupils by visitor or intruder
7.	Sporting Activities	Harm / Injury to pupils or staff
8.	School Outings and Trips	Harm / Injury to pupils or staff
9.	Toileting in School	Harm from another pupil or school personnel
10.	Annual Sports Day	Harm / Injury to pupils or staff
11.	School Transport / Bus Escorts	Harm / Injury to pupils or staff
12.	Care of children with special educational needs, including intimate care needs	Risk of harm to child while a child is receiving intimate care
13.	Management of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff
14.	Management of Medical and Administration of Medicine	Risk of harm due to lack of medical information regarding pupils
15.	Administration of First Aid	Risk of harm to child while receiving first aid
16.	Curricular Provision in respect of SPHE, RSE, Stay Safe	Risk of harm if curricular areas are not covered
17.	Prevention and dealing with bullying amongst pupils.	Risk of harm from bullying
18.	Training of school personnel in child protection matters	Risk of harm to pupils
19.	Care of pupils with specific vulnerability / needs such as pupils from ethnic minorities / Migrants, Members of the Traveller community, Lesbian, gay, bisexual or transgender children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care, children on Tusla's Child Protection Notification System (CPNS), children with medical needs.	Risk of harm by not being recognised or promptly reported Risk of harm from bullying
20.	Recruitment of school personnel including, Teachers, SNA's, Secretary, Cleaners.	Risk of harm to pupils from school personnel
21.	Visitors to the school including sports coaches, guest speakers, volunteers including parent volunteers,	Risk of harm to pupils from visitors

22	Use of Information and Communication Technology by pupils in school, including social media.	Risk of harm to children inappropriately accessing or using computers, social media, phones and other devices while at school.
23	Use of video / photography / other media to record school events	Risk of harm caused by school personnel accessing or circulating inappropriate material online.
24	Application of sanctions under the school's code of behaviour including detention of pupils and confiscating phones	
25	Breakfast / Homework Club. After School use of school premises by another organisation / ECA.	Risk of harm to pupils from school personnel or other adults
26	Swimming	Risk of harm of from other pupils and school personnel
27	Open Morning	Risk of harm from another pupil or parent during the open morning
28	Wet mornings	Risk of harm from another pupil
29	Gap between Junior and Senior pick-up	Risk of harm from adults / children re-entering the school

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

	Risk	Procedure
1.	Daily arrival and dismissal of pupils	<p>Morning Drop Off:</p> <ul style="list-style-type: none"> - Supervision provided on the school yard for the 10 minutes before school. - Children will line up at 8.50am on the yard where their teacher will collect them. - Additional supervision for pupils with special educational needs provided by SNA's. - Wet mornings – children go directly to their classrooms and are supervised inside by staff. - Students to dismount scooters, bicycles etc. outside main gate. <p>Home time</p> <ul style="list-style-type: none"> - Students need to be dismissed in an orderly manner at home time – the parking bays at the gate should be used by class teachers when waiting for parents. - Permission for students in 3rd – 6th classes to leave unattended can be given by parents at the beginning of year. - In the event of class splitting children are brought back to their main stream class at the end of the day before being dismissed by a SET. - All new teachers familiar with pick up plan - duty rota in place - Children availing of homework club / childcare facilities will be supervised inside the gate until collected.
2.	Recreational breaks for pupils	<ul style="list-style-type: none"> - Split breaks for junior and senior phases - Teacher on duty to supervise the yard or field with the support of SNA's

		<ul style="list-style-type: none"> - First Aid to be brought out to the yard / field - Toileting- designated toilet, one at a time, toilet pass. - Line-up -two whistle line-up, third whistle for calm lines. - Gates- SNA checks front gate during yard. All three gates need to be checked prior to yard times. - Clear yard rules and procedures on/ in yard books. - Pictures of flight risk students in yard book and in CT's Health and Safety Folder. - One SNA designated on Junior Phase yard time for toilet duty to use designated toilet(s).
3.	Classroom Teaching	<ul style="list-style-type: none"> - Teacher to remain with class - In portacabin - In event of emergency teacher has 'red card' attached to key fob which child brings to main building Office. - Teacher / SNA may use phone to consult other staff. - SNA's & SET teachers present throughout the day - There is emergency pull cord in bathroom - teacher to make student aware that this is only to be used in an emergency. - If a toileting issue arises that requires the support of a teacher, another staff member should be called.
4.	One-to-one teaching	<ul style="list-style-type: none"> - Door left ajar or learning conducted in public view/ Glass panels on doors. - Parents are informed if children are receiving regular one-to-one supports on a regular basis, e.g movement breaks, sensory breaks etc. It will also be included on their school support plan. - Portacabin 1 and Portacabin 2 – door left ajar or use the main building for one to one activity
5.	Outdoor Teaching	<ul style="list-style-type: none"> - Outdoor learning activities are a regular part of school life. - Teachers will carryout a risk assessment prior to use and as needs arise to ensure the area is safe to use. - Use of outdoor areas is timetabled. - Ensure gate is closed before starting lessons on the yard.
6.	Unplanned visitors/ Intruders on school grounds	<ul style="list-style-type: none"> - We have codes on front door, office and staff room but codes are all the same. Front door is being left open by visitors to the school so additional lock added to the inside. - Lanyards to be worn by visitors to the school. - Visitors must report to the office and sign in. - Teachers who use the zone with the gate in it must check the gate each playtime. - Portacabin keys provided to teachers using the portacabin – spare keys in the office. - If an unplanned individual is seen on the school grounds while the children are outside, children should be brought inside immediately and the garda called. - A notice will be placed inside the main door to prompt parents/visitors to stop and report to the school office.
7.	Sporting Activities in school	<ul style="list-style-type: none"> - Teacher checks the gate before starting activities - Teacher always remains with the class coaches should not be left alone with students.
8.	School Outings and Trips	<ul style="list-style-type: none"> - Risk assessment to be carried out ahead of arrival, taking into account the needs of the pupils.

		<ul style="list-style-type: none"> - Ratio of 10:1 where possible especially in younger classes. Older classes may have a larger ratio depending on the age and maturity of the pupils but no more than 15:1. - Adults to be visible/identifiable to children at all times and may wear a high visibility jacket. <p>Toileting on Outings</p> <ul style="list-style-type: none"> - Take children in small groups. - Teachers/SNA ensures they have a mobile phone with them when taking children to the toilet in case of emergency/incident. - Teachers/SNA's to have appropriate contact numbers for accompanying staff. - No staff member should be alone with child/children in toileting area.
9.	Toileting in School	<ul style="list-style-type: none"> - Designated toilets for break times for both junior and senior breaks. - Children requiring regular support for toileting will have a toileting plan as per the school's intimate care policy. - Two members of staff should be present when carrying out intimate care needs of pupils. - Toileting- designated toilet, one at a time, toilet pass. - Pictures of flight risk students in yard folders of the phase that student is in - One SNA designated on Junior Phase yard time for toilet duty to use designated toilet(s).
10.	Annual Sports Day	<ul style="list-style-type: none"> - Plan for the day with extra supervision for pupils with additional needs - Pupils will remain with their teacher for all activities. If parents wish to take their child early they must inform the teacher. - Toileting plan for the day – no parent should be involved in toileting. - Additional Supervision at the school gate
11.	School Transport and Bus Escort	<ul style="list-style-type: none"> - Escort to remain with children at all times - Department of Education provide school bus through Bus Éireann for specialised classes and for some children in mainstream with special needs. - Bus Éireann ensures all bus drivers are vetted and inform Department of Education of same. School request Garda Vetting confirmation annually. - All bus escorts are vetted through the school. School provides support and training for bus escorts. - A bus escort accompanies children on the bus with pupils at all times. - Bus Driver and escort ensure children are released to a known adult at all times. - If a concern arises on the bus, the bus escort and/or bus driver reports concern to DLP / DDLP.
12.	Care of Children with special educational needs, including intimate care needs.	<ul style="list-style-type: none"> - The school has an intimate care policy. All intimate care needs should be carried out by two staff members. - Children who require assistance with toileting will have a toileting plan drawn up with staff and parents. - Additional supervision for pupils with additional needs - Staff made aware of pupils identified as a flight risk, photos in yard book and blue folders. - Stay Safe programme adapted for children with additional needs as per the Stay Safe Website.
13.	Management of	<ul style="list-style-type: none"> - Pupils with challenging behaviour will have a behaviour support plan

	challenging behaviour amongst pupils, including appropriate use of restraint	<ul style="list-style-type: none"> - Additional supervision where necessary will be provided by staff - Risk assessment to be carried out for individual children in school and for any trips outside the school - De-escalation strategies to support pupils.
14.	Management of Medical and Administration of Medicine	<ul style="list-style-type: none"> - School has a Medical / Administration of Medicine Policy
15.	Administration of First Aid	<ul style="list-style-type: none"> - Medical / Administration of Medicine Policy - Health and Safety Policy
16.	Curricular Provision in respect of SPHE, RSE, Stay Safe	<ul style="list-style-type: none"> - School implements Social, Personal, Health Education (SPHE) curriculum in full. Stay Safe Programme, RSE and other safety programmes are in place. - Whole school curriculum plan to ensure programmes are being taught in classrooms. - Parents are asked to confirm in writing if they wish to withdraw pupils from any/all of these programmes.
17.	Prevention and dealing with bullying amongst pupils	<ul style="list-style-type: none"> - Schools Anti-bullying Policy - Anti-bullying Reps on staff - School ethos and Learn Together curriculum supports
18	Training of school personnel in child protection matters.	<ul style="list-style-type: none"> - Child safeguarding training for staff during induction - Children first training completed by all staff members - Regular reference to Child Safeguarding on the week ahead. - Health and Safety Folders in every classroom containing all relevant policies - Shared drive – all staff have access to relevant policies at all times. - Policies shared with new staff / subs using blue folders in each room.
19.	Care of pupils with specific vulnerability	<ul style="list-style-type: none"> - Schools Antibullying Policy - School is a nurturing school, staff are nurture trained - School ethos and Learn Together Curriculum
20.	Recruitment of school personnel	<ul style="list-style-type: none"> - Child Safeguarding Training Certificate, Vetting and Statutory Declaration are required by all new staff prior to commencement of work in the school. Copy is kept on file in the Office. - New staff members advised via email to submit certificate and to complete online training and submit certificate by end of September. - All staff members have completed Child Safeguarding training and submitted certificates in September each year. Any staff joining school at any point during the year must complete <p>Substitute Techers</p> <ul style="list-style-type: none"> - All subs to report to Secretary's office at 8:30 to allow ample time to review sub folder. Sub folder needs to be in the same designated area in each classroom or altogether in the secretary's office. Secretary to brief subs. - Clear note on front of subfolder stating that the safety of children in sub's care is paramount. - Sub takes roll at 9am and sends to Secretary by 9.30am to input onto Aladdin. Latecomers report to Secretary's office. - In the event of split class each host class teacher to record names of students they are hosting on their paper register. The SET splitting the class takes a

		<p>paper register and sends this to Secretary for recording on Aladdin. Any latecomers report to Secretary's office and class attendance is updated on Aladdin by Secretary.</p> <ul style="list-style-type: none"> - Upon fire evacuation students from split class remain with their host class to exit and at fire assembly point. Host teacher must include these students on their register taken at assembly point.
21.	Visitors to the school including sports coaches, guest speakers, volunteers and students	<ul style="list-style-type: none"> - Coaches and visitors must work under the direction of the class teacher. The class teacher/ teacher must always be present. - Vetting procedures must be fulfilled before beginning - A copy of the school's safety policies (Child Safeguarding, Antibullying, Health and Safety and Positive Language should be given by the organiser.
22.	Online Safety Safe Use of information and Communication Technology by pupils in school, including social media.	<ul style="list-style-type: none"> - Acceptable use policy – online safety or pupils in line with Addendum to Children First: National Guidance for the Protection and Welfare of Children - Use of school ICT equipment and online learning is supervised by staff. - Rules around remote teaching to protect children when engaging in online learning.
23.	GDPR Use of video / photography/ other media to record school events	<ul style="list-style-type: none"> - GDPR Policy in school - Consent sought from parents regarding photographing pupils - Reminders to parents at school events regarding the use of sharing photographs online.
24.	Application of sanctions under the school's code of behaviour including detention of pupils and confiscating phones	<ul style="list-style-type: none"> - The school has a Code of Behaviour Policy in school - All parents are asked to sign and adopt the schools COB when enrolling their child - The schools uses restorative approaches when managing conflict in school - Parents are informed if a pupil is using a mobile phone in school
25.	Breakfast Club / Homework Club After School use of school premises by another organisation	<ul style="list-style-type: none"> - Wexford ETNS Child safeguarding statement to be shared with teachers or ECA leader- External ECA's must have their own statement and DLP/DDLP and to inform parents of same. - Ensure teacher has their own child protection procedures in place. - Meeting to be held with Principal/ECA Co-ordinator prior to ECA starting to go through various procedures. - ECA Teacher has completed online training and certification of same provided to the school. - Homework Club – Appointed teachers know and understand their roles and responsibilities in relation to Child Safeguarding. - Currently ECAs have a list of parents who are collecting children from ECA. - ECAs need to have emergency contact info - this is not the school's responsibility. - ECA Co-Ordinator may be appointed as part of In-School Management Team.
26.	Swimming	<ul style="list-style-type: none"> - Swimming policy - Adequate supervision from staff, risk assessment and intimate care policy for pupils with additional needs.

27.	Open Morning	<ul style="list-style-type: none"> - Students can be accompanied by parents to classrooms from 8.40 -8.50am. - Staff will supervise inside - Bell sounds to indicate end of open morning and parents to exit. - Students to remain in their own classrooms not visiting siblings' classrooms. - Open mornings - last Friday of each month.
28.	Wet Mornings	<ul style="list-style-type: none"> • Children supervised in their classrooms by teacher(s) on duty with the assistance of SNA's
29.	Gap between Junior and Senior pick-up	<ul style="list-style-type: none"> - Children / parents returning to the school to use the toilet or facilities. - Parents/children should not re-enter the school after the school day. Parents have been asked not to send pupils back in for toileting if waiting in the carpark for the hour between collection times. - Gate to be locked once pupils have left at 1.30pm

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 (revised 2023)*

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 18.09.23.

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

Signed  Date 18.09.23
Chairperson, Board of Management

Signed J. Williams Date 18-09-23.
Principal/Secretary to the Board of Management