

Child Safeguarding Practices & Procedures



Scoil Náisiunta Cill Richill
Kilrickle N.S.
Roll No: 16293H

Introductory Statement

The Board of Management (BoM) recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in each school policy, school practices and activities. Accordingly, in accordance with the requirements of the Department of Education and Skills, Child Protection Procedures for Primary and Post Primary Schools, the BoM of Kilrickle N.S. has approved these Child Protection Practices & Procedures.

The following key personnel have been identified and ratified by the BoM:

- The Designated Liaison Person (DLP) is Seán Kelly.
- The Deputy Designated Liaison Person (Deputy DLP) is Gwyneth Lusted.

In its policies, practices and activities, Kilrickle N.S. will adhere to the following principles of best practice in Child Protection and Welfare. Our school recognises that the protection and welfare of children is of paramount importance, regardless of all other considerations and will therefore;

- 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
- Fully respect confidentiality requirements in dealing with child protection matters.
- Adhere to the above principles in relation to any adult pupil with a special vulnerability.

Specific policies named here under are the areas of concern highlight by the **Child Safeguarding Risk Assessment** carried out by the school's board of management

These procedure and practices will also be considered with reference to the participation by pupils in sporting activities, other extra-curricular activities and school outings. Other practices and activities, where child protection might have particular relevance, will consider the procedures outlined here within. The Board has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the below listed items.

1. Vetting Procedures

The staff and Board of Kilrickle National School endeavour to keep potential unsupervised access to children to a minimum. This is as much for the safety of the children as for the adults who may find themselves on their own with a child or children. The Board and staff fully recognise the limitations of Garda Vetting and realise that it does not provide clearance for any individual. As it is now compulsory for all persons who are in contact with children in a school to be garda vetted – DES Circular 63/2010 - it is the

policy of Kilrickle National School to Garda Vet any individual who may find themselves in a position on their own with a child or children. This includes:

- Members of the Board of Management
- Teachers
- SNA's (when applicable)
- Caretaker/Secretary/Cleaners
- Sports coaches
- External Tutors/Guest Speakers
- Volunteers/Parents assisting in school activities
- Visitors/contractors present in school during school hours
- Visitors/contractors present during after school activities

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.

2. Recruitment & Induction of Staff

All offers of employment teaching and non-teaching staff are 'subject to satisfactory vetting by the Garda vetting Unit'. Teaching staff are vetted separately by the Teaching Council.

Failure to complete the Garda Vetting form will automatically disqualify the candidate. The provision of inaccurate information on the Garda Vetting form, such as inaccurate date of birth or address, may also disqualify.

In all decisions, it is recognised that the school will take as its first priority its responsibility to the protection of children attending school activities.

The DLP will be responsible for informing all new teachers, ancillary staff, etc ... of this policy and the Children First Guidelines

- 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
- School personnel should avoid doing anything of a personal nature for children that they can do for themselves.
- School personnel should never engage in or allow:
 - The use of inappropriate language or behaviours
 - Physical punishment of any kind
 - Sexually provocative games or suggestive comments about or to a child
 - The use of sexually explicit or pornographic material

3. External Tutors / Guest Speakers / Visitors

The BoM must ensure that all adults and visitors to the school who have access to children are properly screened and vetted.

Appropriately appointed external teachers / coaches / visitors / guest speakers should never be left alone with pupils. The school principal and/or teachers have a responsibility to check out the credentials of the above to ensure that the material being taught is appropriate and to provide adequate supervision.

4. Parents & Volunteers

The school, families and our community strive to be mutually supportive and respectful of each other so that the child's education can be effective. All of the stakeholders in Kilrickle National School aim to work for the benefit of the child and their learning.

Kilrickle National School encourages parents and community volunteers to:

- Develop close links with the school
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of seeing that the school remains true to its ethos values and distinctive character (See school Ethos and Mission Statement)
- Become actively involved in the school/parent association
- Participate in policy and decision-making processes affecting them
- Participate in meetings in a positive and respectful manner, affirming the professional role of the staff and all staff members in the school.

The BoM must ensure that all adult volunteers who have access to children are properly screened and vetted.

5. School Transportation

In situations where contracting a bus company for school transportation would make a school trip cost ineffective, car transportation may be the only viable option for the school and parents. In such situations where parents volunteer to transport children to and from a school event they must be made aware that such is:

- Subject to Garda Vetting clearance.
- Liability for children in a car in any capacity is a matter solely for the individual's own motor insurance.
- Adults will not be permitted to carry children alone in their cars. At least two children must travel with a vetted adult in the car or another adult and child.

6. Children with Specific Toileting / Intimate Care Needs

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, 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.

Two members of staff will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

7. Toileting accidents

Clean underwear and suitable clothing will be kept in the school so that if a pupil has an 'accident' of this nature, they will in the first instance be offered fresh clothing into which they can change.

If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations, two members of staff should be present. A record of all such incidents will be kept and Principal and parents will be notified.

8. Accidents

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our Accident Policy as part of Health and Safety.

9. On-To-One teaching

It is the policy in this school that one-to-one teaching can sometimes be in the best interest of the child.

Every effort will be made to ensure that this teaching takes place in an open environment.

- Open Doors
- Table between teacher and pupils
- Glass in windows of rooms

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 will be carried out under the direction of the class teacher in an open environment (if applicable).

10. Changing for Games/PE/Swimming

Pupils will be expected to dress and undress themselves for Games/PE/Swimming

Under no circumstances will members of staff/volunteers be expected or allowed to dress/undress a child unsupervised in a cubicle/private area.

In such situations where privacy is required, the parents/guardians of the child will be asked to assist the child.

All adults assisting with supervision in the changing area will act in 'loco parentis' and as such will act as prudent parents helping children to return to school as dry as possible. Parent helpers will be briefed around our swimming procedures.

11. Attendance

Our school attendance will be monitored as per our attendance policy. With regards to child protection, we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect, emotional, physical and sexual abuse.

12. Behaviour

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature, we will notify the DLP who will record it and respond to it appropriately.

13. Bullying

Bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP.

14. Pupil Communication

Every effort will be made to enhance pupil - teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/RE programmes allow for open pupil - teacher communication, which hopes to aid the pupil - teacher relationship. Likewise, if teachers have to communicate with pupils on a one – to - one basis, teachers are instructed to leave the classroom door open and/or request a colleague to attend or supervise the class. Such meetings take place in an open area visible to others in the school. Further details on communications are found in the school's Communication Policy.

15. Internet Safety (Use of Information and Communication Technology by pupils)

It is the intention of the Principal and Staff at Kilrickle N.S. to ensure that child safeguarding concerns will be addressed in the school's **Acceptable Use Policy** as part of its Information and Communication Technology Policy.

Stay Safe lessons in each classroom may be supplemented with appropriate resources.

All media products (CDs, DVDs etc.) should be checked for their appropriateness with regard to age and suitability.

16. Supervision

School supervision policy and routines will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks.

- **Visibility:** Teachers will ensure that children are visible in the school playground. Children will not be allowed to spend time in classrooms, toilets or sheds where they would not be under adult supervision. They are not to leave the school playground or to engage with adults who are outside of the school playground.
- **School Activities:** The school will not enter/participate in activities that compromise the comprehensive supervision of pupils on child safeguarding or health and safety grounds.

17. School Trips Involving Overnight Stays

The Confirmation Classes (i.e. 5th & 6th class) go on a trip to Delphi Adventure Resort biannually involving an overnight stay. Any relevant child safeguarding procedures as outlined above e.g. Garda Vetting and School Transportation are applicable.

Ratification of Policy

This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on _____ (Date)

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: _____