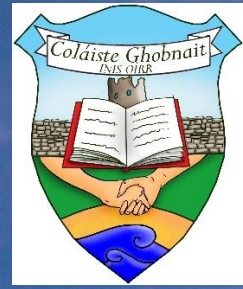


# Coláiste Ghobnait Inis Oírr



## Child Protection Policy 2023/2024

Adopted by the Board of Management on 27/09/2022  
Approved by Galway and Roscommon Education and Training Board (GRETB) on  
??/??/20??

This policy has been prepared in consultation with Parents, Students, Staff, The Board of  
Management and GRETB

## THIS POLICY APPLIES TO:

Pupils, the School Staff, Parents/Guardians, the school's Board of Management as well as the Galway and Roscommon Education and Training Board (GRETB).

## MISSION STATEMENT

Our mission at Coláiste Ghobnait is to encourage the educational, intellectual, physical and cultural development of the school's students in a pleasant and healthy environment that prioritises the self-esteem, independence and development of all members of the school community.

## SCHOOL VISION

"Growing and learning together diligently through the medium of Irish, in which balance, respect for well-being and integrity are given priority, with the spirit of co-operation among the whole school community."

## ETHOS



### Goals:

- Priority must be given to child protection
- Priority must be given to confidentiality in child protection cases
- Co-operation with the relevant authorities is necessary in relation to Child Protection and child welfare matters
- The co-operation and participation of parents in their child's education must be encouraged
- Accept that child protection and child welfare is of paramount importance
- Any risk to children must be minimized and employers safeguarded.

### Training

- The staff have completed the PDST online course
- GRETB have provided training for the Board of Management
- A record of the courses and training undertaken by the staff will be kept in the school's office.

### Procedures

Each staff member in Coláiste Ghobnait (teachers, SNA's, Secretary, Caretaker etc.) will comply with the Children First 2015 guidelines and with the 2017 Child Protection Procedures for Primary and Post Primary Schools when reporting a cause for concern.

A copy of the 2017 Child Protection Procedures for Primary and Post Primary Schools has been made available to each staff member. These are available in the teacher's handbook and will soon be available on OneNote.

A copy of Coláiste Ghobnait's Child Protection Policy will be made available to the Parents Committee and a copy will be forwarded to each Parent/Guardian.

The name of the DLP and Deputy DLP will be hung in each classroom and also outside the office and each student will receive a copy.

**The Designated Liaison Person (DLP) is:**

*Brid Ní Dhonnacha*

**The Deputy Designated Liaison Person (DDL) is:**

*Diane Ní Mhainín*

### Child Safeguarding Statement (see Appendix 1)

#### 1. Child Safeguarding Risk Assessment

The Board of Management has a statutory obligation to complete a risk assessment in relation to any harm that could occur during school time or when participating in school activities.

##### List:

- ✓ all school activities
- ✓ identified risk in relation to these activities
- ✓ the school's procedures for addressing risks of harm.

#### 2. Child Safeguarding Statement

The Board of Management has a statutory obligation to compile a Child Safeguarding Statement.

##### The statement must be:

- ✓ displayed at the front door
- ✓ provided to all staff
- ✓ provided to Parents/Guardians
- ✓ available to the GRETB

- ✓ available to the Parents Committee
  - ✓ available to DES and the community on request.
3. Coláiste Ghobnait has a safe and sustainable reopening response plan in place in the school.

## APPENDIX 1



## Coláiste Ghobnait

## Child Safeguarding Statement



Coláiste Ghobnait is an all Irish post primary school which provides education through the medium of Irish to students from first year through to Leaving Cert.

In accordance with the following requirements:

- Children First Act 2015
- Children First: National Guidance 2017
- Child Protection Procedures for Primary and Post Primary Schools 2017
- Guidance from Tusla on Compiling a Child Safeguarding Statement

The Board of Management has consented to the Child Safeguarding Statement set out in this document.

1. The Board of Management have accepted the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 and these will be fully implemented without changes or amendments as part of the overall Child Safeguarding Statement.

2. **The Designated Liaison Person (DLP) is:** **Brid Ní Dhonnacha**

3. **The Deputy Designated Liaison Person (DDL) is:** **Diane Ní Mhainín**

4. The Board of Management acknowledges that child protection and welfare matters are an integral part of every aspect of school life and that this needs to be demonstrated in each policy, procedure, practice and activity of the school. In relation to their policies, procedures, practices and activities the school will comply with the following best practice principles of child protection and welfare:

The school will:

- recognize that the protection and welfare of children is of paramount importance, regardless of all other considerations
- fully co-operate with the statutory obligations of the Children First Act 2015 and with other child protection and welfare legislation
- fully co-operate with the statutory authorities in relation to child protection and welfare
- adopt safe practices so as to minimize, as far as possible, the possibility of a child having an accident or being harmed, and protect workers from the necessity to take unnecessary risks that would leave them 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 comply with the above principles in relation to any adult student with special vulnerabilities.

5. The following procedures 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 complies with the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary Schools and Post Primary Schools 2017 and with the relevant disciplinary procedures for school staff which are published on the Department's website.
- In relation to the selection and recruitment of staff members and their suitability to work with

children the school complies with the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and with the wider duty of care guidance in relation to the responsibility of care 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 members of staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school undertakes the following -
  - Provides each member of staff with a copy of the school's Child Safeguarding Statement
  - Ensures all new staff members receives a copy of the school's Child Safeguarding Statement
  - Encourages staff members to avail of relevant training
  - Encourages Board of Management members to avail of relevant training
  - The Board of Management keeps a record of all staff and Board member training
- In relation to reporting child protection concerns to Tusla all staff members are required to comply with the procedures set out in the *Child Protection Procedures for Primary and Post Primary Schools 2017*, including, in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015
- In this school the Board has appointed the above named DLP as the 'relevant person' (as defined in the Children First Act 2015) to be the first point of contact in respect of the 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 or via the DES website or will be made available by the school on request.

**Note:** The above is not intended to be an exhaustive list. Individual Boards of Management shall also include in this section other procedures of relevance to the school in question.

6. This statement has been provided to all members of school staff, to 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 following a material change occurring in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signed:** \_\_\_\_\_

*Chairperson of the Board of Management*

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signed:** \_\_\_\_\_

*Principal/Secretary of the Board of Management*

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as possible, that any other risks or procedures relevant to its circumstances are identified and identified in the written risk assessment and that adequate procedures are in place to address them. address all specified risks.

It is acknowledged that schools already have a range of policies, practices and procedures in place to mitigate the risk of harm to Children when participating in school activities and that some will have a low or minor risk of injury. of school activities in comparison with other activities. In the context of the risk assessment that schools must complete, the Children First Act 2015 refers to risk as “any potential for harm”. It is important, therefore, that each school lists all its different activities (including those with only a minor risk of injury as well as those with a higher risk of injury), and review them, as part of its risk assessment process. It will be helpful for the school to do so in relation to (1) specifying any potential risks of harm to the school's activities as provided for by the Children First Act (2015), (2) specify and assess the adequacy of the various procedures already in place to manage those risks of injury and (3) specify and put in place any such additional procedures as are considered necessary to reduce any risk of injury specified management.

**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 the general risk to health and safety is at stake. The definition of “harm” is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.



## Coláiste Ghobnait

### Child Safeguarding Risk Assessment



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 Coláiste Ghobnait.

#### 1. List of school activities

1. Students' daily arrival and departure
2. Recreation breaks for students
3. Classroom Teaching
4. One to One Teaching
5. One to One Counselling
6. Outdoor teaching activities
7. Sporting Activities
8. School Outings
9. Out of school events - Opera, Awards Ceremony
10. Sports Activities
11. Use of staff in an out of school setting to supplement the curriculum
12. Students of ethnic minority/migrant origin
13. Teachers/SNA's
14. Caretaker/Secretary/Cleaners
15. The College has a plan for intensive care for students in need of such care
16. The College has policies and procedures in place regarding the placement of student teachers
17. The College has policies and procedures in place for students undertaking work experience at the College
18. The College has a policy and procedures in place for College students undertaking work experience in external organizations
19. School trips involving overnight stay
20. School trips involving foreign travel
21. Use of toilets and changing facilities before school games
22. Annual School Sports Day
23. Fundraising events involving students
24. Use of off-site facilities for school activities
25. Care of children with special educational needs, including intimate care where needed
26. Management of challenging behaviour amongst students, including appropriate use of restraint where needed
27. Administration of Medicine
28. Administration of First Aid
29. Curricular provision in respect of SPHE, RSE and Safe Food
30. Prevention and dealing with bullying amongst students
31. Training of school staff in child protection matters
32. Use of external staff to support sport and other extracurricular activities
33. Care of students with specific vulnerabilities/needs such as
  - a. Lesbian, gay, bisexual or transgender children
  - b. Children perceived to be lesbian, gay, bisexual or transgender



- c. Students of minority religious faiths
  - d. Children in care
  - e. Children on the Child Protection Notification System
34. Recruitment of school staff, including -
- a. Sports Coaches
  - b. External Tutors/Guest Speakers
  - c. Volunteers/Parents undertaking school activities
  - d. Visitors/contractors present in school during school hours
  - e. Visitors/contractors present in school after school activities
35. Participation by students in religious ceremonies/religious instruction outside of school
36. Use of Information and Communication Technology by students in school
37. Applying sanctions under the school's Code of Behaviour, including detention of students, confiscation of phones etc
38. Students undertaking work experience in the school
39. Students from the school undertaking work experience elsewhere
40. Students from the school participating in community networks
41. Student teachers undertaking teaching placements in the school
42. Use of video/photography/other media to record school events
43. After school use of school premises by other organisations
44. Use of school premises by other organisations during school days
45. Homework Club/evening study
46. Student Council Meeting with different representatives.

**2. The school has specified the following risks of harm**

- 1. The risk of harm not being recognized by school staff
- 2. The risk of harm not being reported properly and promptly by school staff
- 3. The risk of a child being harmed in the school by a member of the school staff
- 4. The risk of a child being harmed in the school by another child
- 5. The risk of a child being harmed in the school by a volunteer or visitor
- 6. The risk of a child being harmed by a member of the school staff, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- 7. The risk of harm to a child as a result of being bullied
- 8. The risk of harm to a child due to inadequate supervision of children in the school
- 9. The risk of harm to a child due to inadequate supervision of children while attending out of school activities
- 10. The risk of harm to a child due to inappropriate relationship/communications between child and another child or adult
- 11. The risk of harm to a child due to children inappropriately accessing or using computers, social media, phones and other devices while at school
- 12. The risk of harm to a child with SEN who have particular vulnerabilities
- 13. The risk of harm to a child while the child is receiving intimate care
- 14. The risk of harm to a child due to an inadequate code of behaviour
- 15. The risk of harm to a child during one to one teaching, counselling, coaching
- 16. The risk of harm to a child as a result of inappropriate communication by a member of school staff with students via social media, texting, digital device or other manner
- 17. The risk of harm to a child as a result of a school staff member gaining access to or circulating inappropriate material via social media, texting, digital device or other manner.

3.	<p>The school has the following procedures in place to deal with the risks of harm specified in this assessment.</p> <ol style="list-style-type: none"> <li>1. All school staff members have received a copy of the school's <i>Child Safeguarding Statement</i>. It is displayed inside the school's main door. The name of the DLP and Deputy DLP is displayed in each classroom and in the students' diaries</li> <li>2. All school staff members received a copy of the <i>Child Protection Procedures for Primary and Post Primary Schools 2017</i></li> <li>3. School staff are asked to adhere to the <i>Child Protection Procedures for Primary and Post Primary Schools 2017</i> and all registered teaching staff are asked to adhere to the Children First Act 2015</li> <li>4. The school fully implements the SPHE curriculum</li> <li>5. The school implements in full the Wellbeing Programme of the Junior Cycle</li> <li>6. The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i></li> <li>7. The school has a yard/play area 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.</li> <li>8. The school has a policy and clear procedures in place in respect of school outings</li> <li>9. The school has a Health and Safety policy</li> <li>10. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting</li> <li>11. The GRETB has a code of Behaviour for school staff (teaching and non-teaching staff)</li> <li>12. The school complies with the agreed disciplinary procedures for teaching staff</li> <li>13. The school has a Special Educational Needs policy</li> <li>14. The school has in place a policy/procedures for the administration of medication to students</li> <li>15. The school have undertaken the following steps-       <ol style="list-style-type: none"> <li>a. Has provided each member of staff with a copy of the school's Child Safeguarding Statement</li> <li>b. Ensures each new member of staff is provided with a copy of the school's Child Safeguarding Statement</li> <li>c. Encourages staff members to avail of relevant training</li> <li>d. Encourages board of management members to avail of relevant training</li> <li>e. Keeps a record of all staff and Board member training</li> </ol> </li> <li>16. The school has a policy/procedures in place for the administration of First Aid (See Health and Safety Policy)</li> <li>17. The school has a code of behaviour in place for students (See Code of Behaviour)</li> <li>18. The school has in place an ICT policy in respect of usage of ICT by students (See Computing Policy and Acceptable Use Policy) and the School Distance Learning Policy</li> <li>19. The school has in place a mobile phone policy in respect of usage of mobile phones by students (See Mobile Phone Policy)</li> <li>20. The school has in place a Critical Incident Management Plan (See Crisis Manangement Policy)</li> <li>21. The school has a policy and procedures in place for availing of external persons to supplement delivery of the curriculum</li> <li>22. The school has in place a policy and clear procedures for availing of sports coaches</li> <li>23. The school has in place a policy and clear procedures for one to one teaching activities (See Continuum of Support Policy)</li> </ol>
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24. The school has in place a policy and clear procedures for one to one counselling (See Continuum of Support Policy)
25. See the school's daily practices (Appendix 7)

**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 the 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 the procedures listed in this risk assessment in place to manage and reduce risk to the greatest possible extent.



This risk assessment was completed by the Board of Management on \_\_\_/\_\_\_/\_\_\_

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

**Signed:** \_\_\_\_\_  
*Chairperson of the Board of Management*

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signed:** \_\_\_\_\_  
*Principal/Secretary of the Board of Management*

**Date:** \_\_\_/\_\_\_/\_\_\_

## APPENDIX 2



## Checklist for Reviewing the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management to undertake a review of its' Child Safeguarding Statement and in doing so use the following checklist for this purpose. The review must be completed each year or as soon as practicable following a material change in any matter to which the Statement refers. By undertaking an annual review, the school also ensures they meet their 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 for conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management will also include in this checklist other matters that are of relevance to the school in question.

As part of the overall review process, Boards of Management should assess relevant school policies, procedures, practices and activities to check 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 <i>Child Protection Procedures for Primary and Post Primary Schools 2017</i> ?	
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification or amendment, the <i>Child Protection Procedures for Primary and Post Primary Schools 2017</i> ?	
3. Does the school's Child Safeguarding Statement include a written assessment of risks as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any Board members attended child protection training?	
8. Is there a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the Board's Child Safeguarding Statement to new school personnel?	
11. Is the Board certain that all staff have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post Primary Schools 2017</i> and the Children First Act 2015?	
12. Has the Board received the Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
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?	
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?	
15. Since the Board's last review, was the Board informed of any cases where any member of school staff was accused of abuse or neglect?	

16. Has the Board received and reviewed all documents relevant to the Principal's Child Protection Oversight Report?
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately adhered to in each case reviewed?
18. Is the Board certain that, since the last review, all appropriate actions are being or have been taken in respect of any member of school staff against whom an allegation of abuse or neglect has been made?
19. Are child protection reports which were reported to the Board appropriately recorded in the Board minutes?
20. Is the Board certain that all records relating to child protection are appropriately filed and stored securely?
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*?
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under 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 it exists), has been provided with the school's Child Safeguarding Statement?
24. Has the Board ensured that the Patron has been provided with the school's Child Safeguarding Statement?
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)
27. Has the Board ensured that the Junior Cycle Wellbeing programme 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?
29. Is the Board certain that the statutory requirements for Garda Vetting have been met in respect of all school staff (employees and volunteers)? \*
30. Is the Board certain 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 all persons appointed to teaching and non-teaching positions?\*
31. Is the Board certain that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school staff (employees and volunteers)?\*
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 feedback from parents in relation to the school's compliance with the child safeguarding requirements of the *Child Protection Procedures for Primary and Post Primary Schools 2017*?
34. Has the Board sought feedback from students in relation to the school's child safeguarding arrangements?
35. Is the Board certain that the *Child Protection Procedures for Primary and Post Primary Schools 2017* are being fully and adequately implemented by the school?
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?
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 ?
38. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?

\*In schools where the Education and Training Board is the employer, the responsibility for fulfilling the employer's requirements rests with the Education and Training Board concerned. In these cases, this question should be completed following consultation

with the Education and Training Board.

**Signed:** \_\_\_\_\_  
*Chairperson of the Board of Management*

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signed:** \_\_\_\_\_  
*Principal/Secretary of the Board of Management*

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPENDIX 3



## Notification regarding the Board of Management's Review of the Child Safeguarding Statement

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ 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 \_\_\_\_/\_\_\_\_/\_\_\_\_ [date].
- 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](http://www.education.ie)

Signed: \_\_\_\_\_

*Chairperson of the Board of Management*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_

*Principal/Secretary of the Board of Management*

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPENDIX 4

## IMPORTANT CONTACT DETAILS

<b>Emergency Numbers</b>	112/999
<b>Social Workers Office</b>	(091) 546235
<b>HSE West:</b>	(091) 546366
<b>Inis Mór Gardaí:</b>	(099) 61102
<b>Salthill Gardaí</b>	(091) 521333
<b>Doctor/Health Centre:</b>	(099) 75976 (087) 0989998
<b>Nurse:</b>	(086) 8721924
<b>Galway UCHG:</b>	(091) 580580
<b>Ballard House:</b>	(091) 580100
<b>NEPS Psychologist – Ruaidhrí Ó Béarra:</b>	(091) 864519 (087) 7807286
<b>Galway West CAMHS:</b>	(091) 580100
<b>TUSLA</b>	(091) 546235 (01) 7718500



## APPENDIX 5

**Seicliosta Teimpléid i dtaca le Tuairisc Maoirseacht Cosaint Leanaí an Phríomhoide don Bhord Bainistíochta a ullmhú de réir rannáin 9.4 go 9.8 de na Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna agus Iar-bhunscoileanna 2017**

Is é a dhám an tseicliosta teimpléid seo arna thobú ag an Roinn Cabhrú le príomhoí na scoileanna aitheanta Tuairisc Maoirseacht Cosaint Leanaí an Phríomhoide a ullmhú. D'fhoilsigh an Roinn doiciméad Ceisteanna Coitianta freisin chun a bheith ag gabháil leis an seicliosta teimpléid seo agus chun cabhrú le príomhoí agus iad ag ullmhú Tuairisc Maoirseacht Cosaint Leanaí. Tá an doiciméad sin ar fáil [anseo](#). Ní mór an seicliosta teimpléid seo agus an doiciméad geolmhar Ceisteanna Coitianta a léamh i gcomhar leis na [Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna agus Iar-bhunscoileanna 2017](#) agus go háirithe i gcomhar le rannáin [9.4](#) go [9.8](#), agus an dá rannán sin san áireamh, de chaibidil 9 de na nósanna imeachta.

- Is leis an tréimhse a chuaigh thart ón gcruinniú deireanach de chuid an bhoird bhainistíochta a bhaineann an seicliosta teimpléid seo don Tuairisc Maoirseacht Cosaint Leanaí.
- Ón gcruinniú sin i leith, luaigh an líon cásanna/tuairiscí faoi phointí (a) go (e) (de réir mar is infheidhme) a tháinig chun cinn faoi gach ceann de na 4 cheannteideal atá leagtha amach thíos.
- I gcás nach raibh aon tuairisc/aon chásanna den sórt sin ann, luaigh an méid sin ach "Nialasach" a chur isteach.
- Is leis na Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna agus Iar-bhunscoileanna 2017 a bhaineann aon tagairt do nósanna imeachta sa teimpléad seo.

Dáta an chruinnithe de chuid an bhoird bhainistíochta: \_\_\_\_\_ Dáta an chruinnithe dheireanaigh de chuid an bhoird bhainistíochta: \_\_\_\_\_

#### Líomhaintí mí-úsáide in aghaidh baill den fhoireann scoile

Faisnéis a chuirfeadh ar fáil mar atá leagtha amach i rannán <a href="#">9.5</a> de na nósanna imeachta		Líon
(a)	Luaigh an líon tuairiscí rinneadh do Túsá ó bhí an cruinniú deireanach boird ann maidir le líomhaint mí-úsáide in aghaidh baill den fhoireann scoile.	
(b)	Luaigh an líon cásanna ó bhí an cruinniú deireanach boird ann, ar ina leith a d'farr an DIA comhairle ó Túsá maidir le líomhaint mí-úsáide in aghaidh baill den fhoireann scoile agus nár thuairiscigh an DIA an ní, bunaithe ar an gcomhairle a fuarthas ó Túsá.	
(c)	Luaigh an líon cásanna ó bhí an cruinniú deireanach boird ann, ar ina leith a rinneadh líomhaint mí-úsáide in aghaidh baill den fhoireann scoile agus nár farr an DIA comhairle ar bith ó Túsá maidir leis an ní agus nár thuairiscigh sé/sí an ní do Túsá.	
(d)	Luaigh an líon cásanna ó bhí an cruinniú deireanach boird ann, ar ina leith a rinneadh líomhaint mí-úsáide in aghaidh baill den fhoireann scoile agus nár thuairiscigh an DIA an ní do Túsá i gcúinsí ina n-áit mhóla Túsá don DIA gur cheart é a thuairiscíú.	
(e)	I gcás nach raibh aon chásanna den chineál atá leagtha amach faoi phointí (a), (b), (c) nó (d) thuas ann, luaigh an méid sin ach "Nialasach" a chur isteach →	
I gcás gurb é 1 nó níos mó an freagra i rannáin (a) go (d) thuas, ní mór <b>gach ceann</b> de na doiciméid atá sonraithe i rannán <a href="#">9.5.2</a> de na nósanna imeachta a chur ar fáil don bhord bainistíochta i leith gach cáis den sórt sin ag an gcruinniú boird.		

**Seiciosta Teimpléid i dtaca le Tuirisc Maoirseacht Cosaint Leanaí an Phríomhoide don Bhord Bainistíochta a ullmhú de réir rannáin 9.4 go 9.8 de na Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna agus Iar-bhunscoileanna 2017**

I gcás go dtiocfaidh aon chás i rannáin 9.5 (c) agus (c) chun cinn, ní mór don DIA cathaoirleach an bhord bhainistíochta a chur ar an eolas faoi sin láithreach de réir rannán [9.5.6](#) de na nósanna imeachta.

*Nóta – ní mór ceanglais rannáin 9.5.3 go 9.5.5 a chomhlíonadh i gcás go mbeifear ag cur doiciméad ar fáil don bhord faoin gceannteideal seo*

**Ábhair imní cosaint leanaí eile faoi dhaltaí sa scoil (i.e. cásanna nach mbaineann le haon líomhain mhí-úsáide in aghaidh ball den fhoireann scoile)**

Sonraigh an líon cásanna a tháinig chun cinn ón gcruinniú deireanach boird i leith faoi gach ceann de na ceannteidil seo a leanas:

Faisnéis a chuirfear ar fáil mar atá leagtha amach i rannán <a href="#">9.6</a> de na nósanna imeachta	Líon
(a) Aon chás inar chuir ball den fhoireann scoile tuairisc faoi bhráid Tusla maidir le leanbh sa scoil i gcúiní inar chinn an DIA nár ghé an ní a thuiriscíú	
(b) Aon chás inar iarr an DIA comhairle ó Tusla maidir le hábhar imní faoi leanbh sa scoil agus inar mhóil Tusla nár cheart an ní a thuiriscíú	
(c) Aon chás inar iarr an DIA comhairle ó Tusla maidir le hábhar imní faoi leanbh sa scoil agus inar mhóil Tusla gur cheart an ní a thuiriscíú, i gcás nár thuiriscigh an DIA an ní atá i gceist.	
(d) I gcás nach raibh aon chásanna den chineál atá leagtha amach faoi phointí (a), (b) nó (c) thuas ann, luaigh an méid sin ach "Nialasach" a chur isteach ->	
<p>I gcás gurb é 1 nó níos mó an freagra i rannáin (a) go (c) thuas, ní mór gach ceann de na doiciméid atá sonraíthe i rannán <a href="#">9.6.2</a> de na nósanna imeachta a chur ar fáil don bhord bainistíochta i leith gach cás den sórt sin ag an gcruinniú boird.</p>	
<p><i>Nóta – ní mór ceanglais rannáin 9.6.3 go 9.6.6 a chomhlíonadh i gcás go mbeifear ag cur doiciméad ar fáil don bhord faoin gceannteideal seo.</i></p>	

**Seicliosta Teimpléid i dtaca le Tuairisc Maoirseacht Cosaint Leanaí an Phríomhoide don Bhord Bainistíochta a ullmhú de réir rannán 9.4 go 9.8 de na Nósanna Imeachta um Chosaint Leanaí do Bhunscoileanna agus Iar-bhunscoileanna 2017**

### Ábhair Imní cosaint leanaí ag éirí as iompraíocht bhulaíochta líomhnaithe i measc daltaí

Sonraigh an líon cásanna a tháinig chun cinn ón gcruinniú deireanach boird i leith faoi gach ceann de na ceannteidil seo a leanas-

Faisnéis a chuirfead ar fáil mar atá leagtha amach i rannán <b>9.7</b> de na nósanna imeachta	Líon
(a) Luaigh an líon cásanna inar thuarisóigh an DIA ábhar imní faoi leanbh mar gheall ar iompraíocht bhulaíochta líomhnaithe i measc daltaí	
(b) Luaigh an líon cásanna inar iarr an DIA comhairle ó Tusla maidir le cé acu ba cheart nó ná cheart ábhar imní faoi leanbh mar gheall ar iompraíocht bhulaíochta líomhnaithe i measc daltaí a thuairiscú	
(c) I gcás nach raibh ach cásanna den chineál atá leagtha amach faoi phoinn (a) nó (b) thuas ann, luaigh an méid sin ach "Nialasach" a dhír isteach ->	

I gcás gurb é 1 nó níos mó an freagra i rannán (a) go (b) thuas, ní mór **gach ceann** c'na deiciméid atá sonraítha i rannán **9.7.2** de na nósanna imeachta a chur ar fáil don bhord bainistíochta i leith gach cás den sórt sin ag an gcruinniú boird.

**Nóta – ní mór ceanglais rannán **9.7.3** a chomhlíonadh i gcás go mbeifear ag cur doiciméad ar fáil don bhord faoin gceannteideal seo**

**Seicliosta Teimpléid i dtaca le Tuairisc Maoirseacht Cosaint Leanáí an Phríomhoide don Bhorad Bainistíochta a ullmhú de réir rannán 9.4 go 9.8 de na Nósanna Imeachta um Chosaint Leanáí do Bhunscoileanna agus Iar-bhunscoileanna 2017**

**Sonraí achoimre maidir le tuairiscíú**

Sonraigh an líon cásanna a tháinig chun cinn ón gcrúinnlú deireanach boird i leith faoi gach ceann de na ceannteidil seo a leanas-

Faisnéis a chuirfeadh ar fáil mar atá leagtha amach i rannán 9.8 de na nósanna imeachta	Líon
(a) Luaigh an líon formlán tuairiscí a rinne an DÍA do Tusla	
Luaigh an líon de na tuairiscí sin a cuirfeadh isteach mar thuiriscí sainordaithe	
Luaigh cé acu a bhain nó nár bhain aon cheann de na tuairiscí sin (tuairiscí sainordaithe nó tuairiscí eile) le ball den fhoireann scoile	
(b) Luaigh an líon formlán cásanna ar ina leith a d'farr an DÍA comhairle ó Tusla agus, mar gheall ar an gcomhairle sin, nach ndearna an DÍA aon tuairisc	
Luaigh cé acu a bhain nó nár bhain aon cheann de na cásanna sin faoi phointe (a) le ball den fhoireann scoile	
(c) Luaigh an líon formlán cásanna ar ina leith a thug ball den fhoireann scoile don DÍA cóip de thuirisc a chuir an dúine sin faoi bhráid Tusla maidir le ní ar mhéas an DÍA nár ghé é a thuiriscíú ar chor ar bith nó nár ghé é a thuiriscíú mar thuirisc shainordaithe	
Luaigh cé acu a bhain nó nár bhain aon chás den sórt sin faoi phointe (c) le ball den fhoireann scoile	
(d) I gcás nach maibh aon chásanna den chineál atá leagtha amach faoi phointe (a), (b) nó (c) thuas ann, luaigh an méid sin ach "Nialasach" a chur isteach >	

**Nóta Tábhachtach maidir leis na sonraí achoimre thuas:** Ba cheart a thabhairt faoi deara go mbaineann na sonraí achoimre faoin gceannteideal seo leis an líon foriomlán cásanna/tuiriscí a tháinig chun cinn ón gcrúinnlú deireanach de chuid an bhoird i leith. Dá bhrí sin, ní achoimre í ar an líon cásanna/tuiriscí a tairfeadh faoi na chéad 3 ceannteideal i dTuairisc Maoirseacht Cosaint Leanáí an Phríomhoide.

Sínithe: \_\_\_\_\_

Dáta: \_\_\_\_\_

Príomhoide Scoile

## APPENDIX 6 – DAILY PRACTICES

### Reporting

- Procedures for Protecting Primary and Post-Primary Schools are complied with.
- Out of school events - Opera, Awards Ceremony
- Sports Activities
- Use of staff in an out of school setting to supplement the curriculum
- Students of ethnic minority/migrant origin
- Members of the travelling community
- Teachers/SNA's
- Caretaker/Secreary/Cleaners
- The College has a plan for intensive care for students in need of such care
- The College has policies and procedures in place regarding the placement of student teachers
- The College has policies and procedures in place for students undertaking work experience at the College
- The College has a policy and procedures in place for College students undertaking work experience in external organizations
- All concerns/briefings on the protection and welfare of Children will be reported to the Designated Liaison Person in the College. The College Designated Liaison Person is required to act in accordance with Child Protection procedures in this case.
- All reports will be dated and signed by the College Designated Liaison Person.

### For after school activities

- The Tutor and the child or group may not be left alone in the College building at any time - another responsible or nominated adult must be present.
- It is essential that the tutor and the child / group are visible wherever or where they are.
- To ensure that the child/group gets the most out of the tutoring session, it is important that the place/center/room in which they work is appropriate.
- If the Tutor is of the opinion that the venue is not suitable or does not comply with the rules, he/she may refuse to proceed with the session and inform the Principal of the problem.
- If students are detained for extra classes after school, permission must be obtained from the management of the College and additional permission must be obtained from home.

### Supervision

Every effort will be made to undertake high level supervision of students during the school day. A supervision rota is in place, (copy available). All students remain with the teacher be it outside or inside. There is a teacher on duty in the morning from 08.40. Supervisors are advised to be in the yard during break time, during short break.

- Superintendents are instructed to keep moving around the school. The care of students with special needs will be of particular importance and effective communication between carers will be ensured.
- The school doesn't open for students in the morning until 8.40 a.m. Supervision will be provided from 08.40 a.m. onwards. The school will accept no responsibility for students dropped off at the school in the morning before 8.40 a.m.

### After School Study

- After school study is provided two evenings a week, Monday 4.15–5.45 & Wednesday from 3:35 to 5:05
- Permission letter has been received from all parents. A roll call takes place at the beginning of study time and a text is sent if a student is absent
- Teachers undertake the supervision and a supervision rota is in place.



### Behaviour

Students are always advised to show respect for themselves and others. The school's Code of Behaviour contains clarification on this matter.

### Cars belonging to the school's teaching staff

On the rare occasions that a teacher's car needs to be used a student will not be taken in the car on their own.

### One to One Teaching

These procedures will apply when a teacher is in class teaching an individual student:

- A desk will be stationed between the teacher and student
- The door will have a glass panel
- A teacher might at times need to direct and help the student's learning in conjunction with their year-group depending on the learning needs of the student and to benefit classroom inclusion.

### School Trips/Overnight trip

Every effort will be made to provide a satisfactory level of supervision when students are away taking part in school trips/games. The number of supervisors/responsible adults will increase if the level of danger associated with the event increases.

The parent's/guardian's permission will be required if the school is to take an overnight trip. Included in this permission will be an acceptance, by both student and parent/guardian, of the school's code of behaviour and the school will be informed of any health needs to do with the student. The student and parent/guardian will sign the permission form.

### Health/medical matters

- Teachers have to complete an Accident Form (ETB Accident Report Form, Appendix 1) whenever an accident happens in the school environment or during any school activity, irrespective of whether the accident is big or small - see Appendix 1. This form must be completed immediately after any accident and forwarded to the principal by e-mail
- A student's pain or pains shall not be lessened with medicine. No teacher will administer any medicine to any student
- If a student is sick and the school team cannot get in touch with the parents/guardians it is the policy of the Board of Management that the school's teaching staff make whatever arrangement they think essential to protect the student's health, for example, bring the student to the doctor or hospital or whatever other arrangement the staff feel is essential. All teachers have access to a telephone number for each Parent/Guardian on the VS Ware system (See student's name, household to the left)
- In the case of students with allergies or other health problems, the Parents/Guardians should provide the school authorities with the appropriate information on same
- If a student is on medication the teachers must be made aware of this
- No teacher is allowed to administer any medicine to any student unless permission and guidance has been given by the parent to the school management and teachers will be made aware of this.

### New teaching staff/new workers

The Designated Liaison Person is responsible for informing new teaching staff/new workers of the school's Child Protection Policy and the Procedures relating to the protection of children.

### Photos of Students

Taking photographs of students working on some aspect of their work, or participating in some school event, is an important part of school life. These photos are used for the school's newsletter or the school's website for example. A permission form for this is to be found in the student's diary.

### School Attendance

- A text is sent home on VS Ware if a student is absent.
- Text is sent home in the morning and after lunch on the VS Ware system. All parents also send an offline explanatory note to the VS Ware system.
- Teachers should keep an exact roll call of every class on VS Ware and accept responsibility for student non-attendance in their classes. Students arriving late and leaving early should also be recorded on VS Ware.
- To award students who didn't miss any day of the school year with a certificate.
- Parents have access to their son/daughter's attendance on the VS Ware system.
- Pupils' attendance at school will be carefully monitored.
- The National Educational Welfare Board will be notified if a pupil misses 20 days from school. See Attendance Strategy Statement.

### Students on work experience

A copy of the school insurance will be available to the employer from the GRETB. The relevant arrangements for Work Experience are undertaken in the career guidance class. See the Wholeschool Guidance Policy (Career Enquiry Template, Employer's Report, Work Experience Diary).

- Parents/guardians will be informed of 'Work Experience' at a meeting at the beginning of the year. For the employer's information, a copy of the school's insurance will be provided along with a copy of the school's child protection policy.
- The Board will ensure that the policies, protocols or practices, as appropriate, have been applied in relation to each of the above.

### Games (Double Class)

The school's toilets and hall toilets are used. Arrangements apply as directed by the teacher.



## APPENDIX 7

# ETB Accident Report Form

ETB/2016/0110



**Important note:** This form should be completed by a teacher/administrator in the ETB and not the injured person. If the accident was caused by a piece of equipment, please retain for inspection should the need arise.

Please make sure that the information you give is as clear and complete as possible.  
Please complete in BLOCK CAPITALS or on-line save and print.

## 1. Policyholder Details

Name of L.I.B.:  Telephone No.   
Policy No:

## 2. Accident Details

Location:   
GPS Co-ordinates:  Latitude  Longitude (decimal degrees)   
Date:  Time:

## 3. Injured Person Details

Name:   
Address:   
Date of birth:   
Nature of injury:

Did injured person require medical treatment: Yes  No

Are injuries ongoing: Yes  No

If 'Yes', please give further details:

If 'Yes', state the name and address of the doctor/hospital:

## 4. Details of Teacher in charge of Injured Person

Name:   
Address:   
Position:

## 5. Accident Details

This should include the nature of the activity in which the injured person was engaged when the accident occurred and whether the teacher was present.

Names and Addresses of any witness(es).

	Witness 1	Witness 1	Witness 1
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of the person to whom the accident was first reported:

Date:  By whom:

Has any claim been made against the ETB? Yes  No  Date:

If 'Yes', please give details:

## 6. Data Protection Notice

IPB Insurance (IPB) is committed to protecting your personal information. IPB Insurance is a data controller and is required to comply with the Data Protection Acts 1988 & 2018 and the General Data Protection Regulation. The information that you provide ('data') will be used for the administration of your policy and/or any claims made on the policy. Data is at all times treated as confidential, and the appropriate measures are taken to ensure it is secure. A copy of our Data Protection Notice can be found on our website ([www.ipb.ie](http://www.ipb.ie)). The notice explains why we collect and use your data, who we share your data with, your data protection rights, how long we retain your data for, where your data is located and what to do if you have any data protection complaints. If you would like to receive a copy of the Data Protection Notice you can email [datapb@ipb.ie](mailto:datapb@ipb.ie) or write to IPB Insurance, 1 Grand Canal Square, Grand Canal Harbour, Dublin D02 P820.

## 7. Declaration

I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief.

Signature of Teacher/Administrator:  Date:

Signature of Principal/Vice Principal:  Date:

Please return completed form to:

### The Claims Department

IPB Insurance

1 Grand Canal Square, Grand Canal Harbour, Dublin D02 P820, Ireland.

Tel: +353 1 639 5500 Fax: +353 1 639 5540 Email: [claims@ipb.ie](mailto:claims@ipb.ie) Web: [www.ipb.ie](http://www.ipb.ie)

Reg. No. 2552 Republic of Ireland.

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