

CHILD SAFEGUARDING STATEMENT – SCOIL EOIN – Updated and ratified by the Board of Management October 23rd, 2023

NAME AND NATURE OF SERVICE PROVIDED:

Scoil Eoin is a primary school providing primary education to pupils from Junior Infants to Sixth Class. Scoil Eoin is committed to ensuring the welfare and safety of all our children in school. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the/our safeguarding processes to avert and alleviate any such problems. Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.

If you are ever concerned about the safety or well-being of someone at our school please talk to the school's Designated Liaison Person or Deputy Designated Liaison Person.

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 2017, revised Child Protection Procedures for Primary and Post Primary Schools 2023, General Data Protection Regulation (GDPR), the Teaching Council Regulations 2023 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Scoil Eoin has agreed the Child Safeguarding Statement set out in this document.

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
2. The Designated Liaison Person (DLP) is Kieran O'Toole Principal
3. The Deputy Designated Liaison Person (Deputy DLP) is Joe Mc Mahon Deputy Principal
4. The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

5. The following procedures/measures are in place:
 - In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE 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 DE 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 staff are provided with a copy of the school's Child Safeguarding Statement
- Encourages staff to avail of relevant training
- Encourages Board of Management members to avail of relevant training
- The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the school's child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 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 DE website or will be made available on request by the school.

Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

6. This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (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.
7. This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

This Child Safeguarding Statement was adopted by the Board of Management on March 12th, 2018.

This Child Safeguarding Statement was updated and ratified by the Board of Management on October 23rd, 2023.

This Child Safeguarding Statement was reviewed by the Board of Management in June 2025.

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal/Secretary to the Board of Management

Date: _____

Date: _____

Activities and services provided:

Daily activities to educate the children in line with the National Curriculum. Lessons are conducted through whole class teaching, team teaching (i.e. 2 or more adults co-teaching a class), small group and station teaching (i.e. one adult and six children) and withdrawal teaching (i.e. small groups of children or individual children receiving additional instruction with a support teacher outside of the main classroom).

Visiting teachers to the school, e.g. G.A.A/Rugby/Soccer/Hurling coaches, storytellers, writers, guest speakers etc

School-based activities off campus, e.g. swimming lessons in the local swimming pool, sport' events, school tours

After-school clubs run on the school premises with school staff e.g. drama, music, sport, arts and crafts, etc

Engagement with representatives of local initiatives, e.g. Young Entrepreneurs, Institute of Technology Tralee etc

School Events, e.g. Sport's Day, Science Day, Maths Week, Book Fair, Active Week, Arts Week, Seachtain na Gaeilge. etc

Parental involvement in the classroom, e.g. Grandparent's Day, Masses, speakers, junior entrepreneur mentoring et

RISK ASSESSMENT

We have carried out a risk assessment of any potential for harm to a child while under our care. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

	Risk Identified	Procedure in place to manage risk identified
1.	School-based bullying, verbal, physical or psychological	- Restorative practices implemented throughout the school to investigate and resolve conflict, e.g. restorative circles, peer mediation - Anti-bullying procedures displayed in every room to inform adults as to the steps to be followed - Anti-bullying coordinator identified during school induction and at staff meetings to support staff in the implementation of anti-bullying procedures - Friendship week promoted every December to promote a culture of respect, friendship and kindness - Anti-bullying policy on our school website to inform parents - Promotion of a culture of openness and respect in which students can approach staff to discuss concerns and worries - Adequate supervision is provided to ensure codes are being followed.
2.	Interaction with visitors to the school	- Visitors to the school must check in at reception at the front entrance and sign in - Front entrance to the school has a magnetic lock and so visitors must be provided with access by a receptionist - Visitors are accompanied by a staff member at all times during their visit - Regular visitors to the school, e.g. external teachers, guest speakers, are Garda Vetted or a copy of their Garda vetting is provided to the school. - Persons administering external programmes (e.g. GAA) through another body will provide the school with a copy of their Garda vetting and any appropriate insurance. - Children are closely supervised by staff members during all school events in which visitors are invited into the school, e.g. Science Day, Sport's Day, School Performances etc) - Parents utilising the Parent's room must sign in and out of the school at reception and limit their use of the school to the parent's room.
3.	School events held outside the school grounds, e.g. school tours, swimming lessons, sport's events, concerts, etc.	- Pupil-teacher ratio is reduced for school tours to maximise the supervision of children. - Pupils are closely supervised by staff when transitioning from one area to another (e.g. going to the toilets, going to and from the bus) and when interacting with staff and/or volunteers from the establishment they are visiting.

		Changing rooms are closely supervised by staff when in use by children e.g. at swimming lessons and sports events.
4.	After-school clubs: drop-off, staff, collection	- Collection Junior/Senior Infants: Children are lined up by their class teacher and handed over directly to the after-school club representative, parent/guardian or escorted by member of staff to school bus. - Scoil Eoin After School activities: staff compile a list of children's names in their activity and contact numbers for parents/guardians. Parents are notified of class finishing times and collection points.
5.	Hand-over of children to responsible adult at collection time	- Names and contact numbers of adults who have permission to collect each child are provided by parents on enrolment and stored on our school online data-base. - If an unknown adult comes to collect a child (e.g. a family friend, an aunt/uncle, a cousin, etc.) and the school has not been informed beforehand by parents, the class teacher/receptionist calls the parents to confirm the child has permission to go with that adult - Children are lined up and released to their parents one by one (Junior Infant building) - If an adult appears to be under the influence of drugs or alcohol when they come to collect a child from school, the child is not released by the class teacher. This would then be reported to the DLP or DDLP immediately. The Principal (DLP) will meet the parent/parents in his office while class teacher looks after the child. In the first instance the Principal will try to get an alternative family member/friend to collect and look after the child. If this isn't possible Gardai and/or Social Worker will be contacted.
6.	Storage or publication of photos of children	- Written parental permission to take photos of children is obtained by the school on enrolment. - Class teachers are made aware of any children in his or her class who do not have permission to be in school photos - Children surnames are not published with photos uploaded to the school website or facebook. - Children are not permitted to use electronic devices (e.g. iPads, cameras, personal devices) unless under the supervision of an adult. - Children are not permitted to use camera phones during the school day or at school events.
7.	Withdrawal of children from class / yard	- Glass panels are installed in the doors of all classrooms in the school - Parents are informed and provide written consent if children are withdrawn from class on a regular basis, e.g. for learning support, English language support, resource or movement breaks. - Children who need assistance with toileting during the school day - wherever possible the assistant does not go into the toilet with the child but rather assists before and after. An Intimate Care Policy is in place and adopted where children need more intimate care.
8.	Lack of healthy lunch or insufficient lunch	- Teachers monitor children's lunches and ensure that all children are provided with a sufficient quantity of healthy food each day. - If there is a pattern of the child not being provided with lunch in school, the teacher phones the parents to discuss it - If a child regularly has no lunch or insufficient lunch and the situation did not improve after speaking with the parents, the class teacher informs the DLP or DDLP.
9.	Data protection	- Confidential documents relating to children in the school are stored securely in the school: Hard copies are stored in locked filing cabinets in the principal's office and deputy principal's office. - Soft copies are stored in a secure online database. A password is required to access the documents - Documents are shared with staff on a need to know basis. - Parental permission for transfer of information (i.e. between school staff, between the school and previous/prospective schools, between the school and

		other professionals) is obtained before making any transfer of information.
10.	Children presenting with social, emotional, behavioural or medical needs in school	- Concerns relating to social, emotional, behavioural or medical needs are communicated to parents by phone, at collection time or through formal meetings. - Children are provided with additional support in school through the model of the Continuum of Support. This may be in the form of in class support or withdrawal from class. Staff discusses concerns and learning targets with parents and formulate a written plan, signed by the parents. Learning targets are regularly monitored to track progress. - An individual care plan will be completed for children with additional vulnerabilities to ensure extra supports are in place within the school environment as required. The specific strategies outlined in this plan will be monitored and reviewed on a regular basis to ensure the needs and supports identified are current and appropriate. - The school may recommend onward referral (e.g. to the Primary Care Team, the School Age Disability Team, NEPS, GP or CAMHS) for children presenting with significant difficulties. - Significant concerns are raised with the DLP or DDLP. - The Administration of Medication Policy will be implemented in the event that a child requires medication throughout the school day. Parent/Guardians must complete the relevant forms and put a request in writing to the board. A copy of this policy can be downloaded from the school website.
11.	Late drop-offs, early collection, late pick up, attendance	- Children who are dropped to or collected from school more than 10 minutes late are recorded under late attendance on Aladdin roll by the class teacher. The school discusses punctuality with parents if children are regularly late. - Significant concerns in relation to timekeeping are reported to the Education Welfare Officer. - Children's attendance at school will be monitored with absence notes required for any missed days. Contact will be made with parents in instances of regular absences, with a record of any discussion stored securely on the school system. - Significant attendance concerns are reported to the Education Welfare Officer. - Teachers must be informed in advance if children are to be collected early from school. Children must be signed out by a parent-approved adult at reception.
12.	Exposure to inappropriate online content	- Use of electronic devices in school is guided by the school Acceptable Usage Policy. - Use of electronic devices, e.g. iPads, Chrome Books, laptops, cameras, is monitored and supervised by adults. - School internet is provided by PDST Technology in Education which is monitored for inappropriate content and unsuitable websites blocked. - Inappropriate content which appears through the school internet is logged and reported to our internet provider.
14.	Accidents and injuries on site	- Accidents and injuries that occur on the premises shall be managed in accordance with the Accident and Injury Policy. - This policy will be discussed with all staff at induction and at any other point required. - A copy of this policy will be placed on the school website.

Template 3: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an

annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk 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 members of the Board attended child protection training?	
8. Are there both 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 school's Child Safeguarding Statement to school personnel?	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	
12. Has the Board received a 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 an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with 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 followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied 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 section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	

	Yes/No
23. Has the Board ensured that the Parents' Association (if any), 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 Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	
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 that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management