



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

NORTH CONNAUGHT COLLEGE

- **CHILD SAFEGUARDING STATEMENT**
- **CHILD SAFEGUARDING RISK ASSESSMENT**

North Connaught College Child Safeguarding Risk Assessment

Written Assessment of Risk of North Connaught College

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 North Connaught College, Tubbercurry.

List of College Activities

1. Daily arrival and dismissal of students
2. Classroom teaching
3. One-to-one teaching
4. One-to-one counselling and/or student support
5. Outdoor teaching activities
6. College outings
7. College trips involving overnight stay
8. College trips involving foreign travel
9. Use of toilet in College
10. Fundraising events involving students
11. Use of off-site facilities for College activities
12. College transport arrangements including use of bus escorts
13. Care of student with special educational needs, including intimate care where needed
14. Care of any vulnerable adult students, including intimate care where needed
15. Management of challenging behaviour amongst students, including appropriate use of restraint where required
16. Administration of Medicine
17. Administration of First Aid
18. Prevention and dealing with bullying amongst students (6, 7, 19)
19. Training of school personnel in child protection matters
20. Use of external personnel to supplement curriculum
21. Care of students with specific vulnerabilities/ needs such as;
 - Students from ethnic minorities/migrants
 - Members of the Traveller community
 - Lesbian, gay, bisexual or transgender (LGBT) students
 - Students perceived to be LGBT
 - Students of minority religious faiths
 - Children in care
 - Children on CPNS
22. Recruitment of school personnel including – New Policy
 - Teachers/SNA's (ETB HR)
 - Caretaker/Secretary/Cleaners (ETB HR)
 - External Tutors/Guest Speakers
 - Volunteers/Parents in College activities

- Visitors/contractors present in College during school hours
 - Visitors/contractors present during after College activities
23. Use of Information and Communication Technology by students in the College
 24. Application of sanctions under the College's Code of Behaviour
 25. Students from the College participating in work experience
 26. Student teachers undertaking training placement in College
 27. Use of video/photography/other media to record College events
 28. After school use of the College premises by other organisations
 29. Use of the College premises by other organisation during College day

1. North Connaught College has identified the following risk of harm in respect of its activities

1. Risk of harm not being recognised by College personnel
2. Risk of harm not being reported properly and promptly by College personnel
3. Risk of student being harmed in the College by a member of College personnel
4. Risk of student being harmed in the College by another student
5. Risk of student being harmed in the College by volunteer or visitor to the College
6. Risk of student being harmed by a member of the College personnel, a member of staff of another organisation or other person while student participating in out of College activities e.g. College trip
7. Risk of harm due to bullying of a student
8. Risk of harm due to inadequate supervision of students in the College
9. Risk of harm due to inadequate supervision of students while attending out of College activities
10. Risk of harm due to inappropriate relationship/communications between student and another student or adult
11. Risk of harm due to student inappropriately accessing/using computers, social media, phones and other devices while at College
12. Risk of harm to student with SEN who have particular vulnerabilities
13. Risk of harm to student while a student is receiving intimate care
14. Risk of harm due to inadequate code of behaviour
15. Risk of harm in one-to-one teaching, counselling, student support
16. Risk of harm caused by member of College personnel communicating with students in appropriate manner via social media, texting, digital device or other manner
17. Risk of harm caused by member of College personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

2. North Connaught College has the following procedures in place to address the risks of harm identified in this assessment

1. All College personnel are provided with a copy of the school's *Child Safeguarding Statement*
2. The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all College personnel
3. College Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
4. The College has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
5. The College has a supervision policy to ensure appropriate supervision of students during the College day
6. The College has in place a policy and clear procedures in respect of College outings
7. The College has a Health and Safety policy
8. The College adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
9. The College has a codes of conduct for College personnel (teaching and non-teaching staff)
10. The College complies with the agreed disciplinary procedures for teaching staff
11. The College has a Special Educational Needs policy
12. The College has an intimate care policy/plan in respect of students who require such care
13. The College has in place a policy and procedures for the administration of medication to pupils
14. The College –
 - Has provided each member of College staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the College's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages board of management members to avail of relevant training
 - Maintains records of all staff and board member training
15. The College has in place a policy and procedures for the administration of First Aid
16. The College has in place a code of behaviour for pupils
17. The College has in place an ICT policy in respect of usage of ICT by pupils
18. The College has in place a mobile phone policy in respect of usage of mobile phones by pupils
19. The College has in place a Critical Incident Management Plan
20. The College has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
21. The College has in place a policy and procedures for one-to-one counselling
22. The College has in place a policy and procedures in respect of student teacher placements
23. The College has in place a policy and procedures in respect of students of the College undertaking work experience in external organisations

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post Primary Schools 2017*

In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on Wednesday 18th April 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed _____Margaret Gormley_____ Date _____18th April 2018_____

Chairperson, Board of Management

Signed _____James Hardiman_____ Date _____18th April 2018_____

Principal/Secretary to the Board of Management

North Connaught College Child Safeguarding Statement (March 2018)

North Connaught College is a college of further education providing post-leaving certification education to pupils from 16 years of age and older.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of North Connaught College 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 _____James Hardiman_____
- 3 The Deputy Designated Liaison Person (Deputy DLP) is _____Deirdre O'Connor_____
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of College life and must be reflected in all of the College's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the College will adhere to the following principles of best practice in child protection and welfare:

The College 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 College 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 College, the College 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 College staff which are published on the DES website.

- In relation to the selection or recruitment of staff and their suitability to work with children, the College adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the DES and available on the DES website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the College-
 - Has provided each member of staff with a copy of the college’s Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the College’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 College 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 College, 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 child safeguarding statement.
- All registered teachers employed by the College 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 College or participating in College activities. A written assessment setting out the areas of risk identified and the College’s procedures for managing those risks is attached as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the College’s website, the DES website or will be made available on request by the College.

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 College's website and has been provided to all members of College 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 Wednesday 18th April 2018.

Signed: ___Margaret Gormley_____

Chairperson of Board of Management

Signed: _____James Hardiman_____

Principal/Secretary to the Board of Management

Date: ___18th April 2018_____

Date: _____18th April 2018_____

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 new 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?	

	Yes/No
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?	
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?	

	Yes/No
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?	

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed _____ Margaret Gormley _____ Date _____ 18th April 2018 _____

Chairperson, Board of Management

Signed _____ James Hardiman _____ Date _____ 18th April 2018 _____

Principal/Secretary to the Board of Management

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

To: Mayo, Sligo & Leitrim ETB

The Board of Management of North Connaught College, Tubbercurry 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 Wednesday 18th April 2018.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed Margaret Gormley Date 18th April 2018

Chairperson, Board of Management

Signed James Hardiman Date 18th April 2018

Principal/Secretary to the Board of Management