

Dundalk Grammar School

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DUNDALK GRAMMAR SCHOOL

Child Safeguarding Statement

Dundalk Grammar School is a primary/post-primary school providing primary/post-primary education to pupils from Junior Infants to Sixth Class/First Year to Leaving Certificate Year. Dundalk Grammar School operates a boarding facility.

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 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of [insert school name] 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 Ms Elaine Lait (Primary School Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Mr Jonathan Graham (Headmaster)
- 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 new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 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 schools 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 13th March 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on 10th January 2022

DDLDP – Mr Enda Murphy (Deputy Principal) approved by the Board of Management on 13th March 2023

Signed: [Signature]

Mr Charles Treadwell
Chairperson of Board of Management

Date: 13th March 2023

Signed: [Signature]

Mr Jonathan Graham
Headmaster/Secretary to the Board of Management

Date: 13th March 2023



Child Safeguarding Risk Assessment

Written Assessment of Risk of Dundalk Grammar School

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 Dundalk Grammar School.

1. List of school activities

- Classroom Teaching/ Remote On-line Teaching (If required)
- One-to-one Teaching (Resource & Learning Support)
- Care of Pupils with Special Educational Needs (SEN)
- Recreation Breaks for Pupils
- Sporting Activities/ ECA
- Use of Toilets/Changing/Shower facilities
- School events, sports day, musicals, open days, celebration of culture, or any school related activity, school information evenings e.g. evening activities and PTA events
- Provision of Residential Facilities for Boarders
- School Trips involving Overnight Stay/Foreign Travel
- Administration of Medicine for boarders. (parental permission given)
- Curricular Provision in respect of SPHE/RSE
- Recruitment of School Personnel including
 - Teachers/SNA's
 - School Administration/Caretakers
 - Housekeeping/Catering and Cleaning, Boarding Staff, Extracurricular Staff, Music Teachers
- Use of ICT by pupils in the school.
- Application of Sanctions under the School's Code of Behaviour
- Students from the school participating in external Work Experience
- Use of Video/Photography/other Media to record school events
- Training of School Personnel in Child Protection Matters
- Afterschool supervision of boarding/ duties
- Student teacher placements from training colleges/ universities
- Visitors to school- e.g. guest speakers
- Use of premise by other organisations

Boarding activities

- Use of premise by other organisations
- Recreation Breaks for Pupils – afternoon and evening
- Sporting Activities/ ECA
- Use of Toilet/Changing/Shower facilities
- School events, musicals, open days, celebration of culture, or any school related activity, school information evenings e.g. evening activities and PTA events
- Provision of Residential Facilities for Boarders
- Administration of Medicine for boarders. (parental permission given)
- Recruitment of School Personnel including
 - Teachers/SNA's
 - School Administration/Caretakers

- Housekeeping/Catering and Cleaning, Boarding Staff, Extracurricular Staff, Music Teachers

- Use of ICT by pupils in the school.
- Application of Sanctions under the School's Code of Behaviour
- Students from the school participating in external Work Experience
- Use of Video/Photography/other Media to record school events
- Training of School Personnel in Child Protection Matters
- Afterschool supervision of boarding/ duties
- Student teacher placements from training colleges/ universities
- Visitors to school- e.g. guest speakers

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

Risk of harm not being recognised by school personnel

Risk of harm to children with SEN who have particular vulnerabilities

Risk of harm due to accidents or injuries on school site.

Risk of harm from visiting schools (e.g. sports, matches, interschool exchange programmes etc)

Risk of Child being harmed in the school by another child

Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while children participating in out of school activities, e.g. school trip, sport/fitness activity

Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school

Risk of harm due to inappropriate relationship/communications between child and another child or adult.

Risk of harm due to inadequate supervision

Risk associated to students travelling, trains or buses.

Risk of harm associated with distance learning at home due

Risk of harm not being reported properly and promptly by school personnel

Risk of harm due to bullying of child

Risk of harm due to inadequate supervision of children in school

Risk of harm due to inadequate supervision of children while attending out of school activities

Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner

Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner

Boarding Risk

Risk of Child being harmed in the school by another student

Risk of harm due to accidents or injuries on school site.

Risk of harm from visiting schools/ after school re boarding events (e.g. sports, matches interschool exchange programmes etc)

Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while children participating in out of school activities

Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school

Risk of harm due to inadequate supervision (boarding)

Risk of harm not being reported properly and promptly by school personnel

Risk of harm in washrooms, toilets, corridors, common rooms, dining and dormitories

Risk associated with residential staff living on site

Risk of harm due to bullying of child

Risk of harm caused by member(s) of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner

Risk from burglary and intruders entering the boarding facility

Risk when arriving Sunday/ Monday and departing Friday afternoon.

Risk from residential staff (non-teaching) while employed as boarding supervisors

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

The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel

The school

- Has provided each member of school staff with a copy of the school's Child Safeguarding Statement
- Ensure all new staff are provided with a copy of the School's Child Safeguarding Statement (March 2020)
- Encourages staff to avail of relevant training
- Encourages board of management members avail of relevant training
- Maintains records of all staff and board member training
- Ensure that all staff are aware of the reporting procedures and their role as a Mandated Person
- Offers one to one counselling

The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting

The school implements in full the SPHE curriculum

The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures Primary and Post-Primary Schools

The School has a Special Educational Needs Policy

The School has in place an Acceptable Use Policy relating to ICT and Mobile Phones

The School has in place a Health and Safety Policy

The School has in place a Critical Incident Management Plan

The Schools Code of Behaviour Policy

The School has a Distance Learning Policy

The school has a code of conduct for teaching personnel. *Code of Professional Conduct for Teachers*, The Teaching Council

The Schools Boarding Policy (nearing completion)

The school implements in full the Stay Safe Programme (Junior School)

(This list is not exhaustive. Areas identified will be added accordingly)

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 **13th March 2023**. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed P. P. Keegan Date 13th March 2023

Mr Philip Keegan
Chairperson, Board of Management

Signed Mr Jonathan Graham Date 13th March 2023

Mr Jonathan Graham
Headmaster/Secretary to the Board of Management

