

## HEYWOOD COMMUNITY SCHOOL CHILD SAFEGUARDING STATEMENT

Heywood Community School is post-primary school providing post-primary education to pupils from First Year to Leaving Certificate. 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 Heywood Community School has agreed the Child Safeguarding Statement set out in this document.

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.

- The Designated Liaison Person (D.L.P.) is: **Mr. Eamon Jackman**
- The Deputy Designated Liaison Person (Deputy D.L.P. is: **Mr. Peter Malone.**

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.

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 DES 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 (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 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 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 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 attached as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the school’s website, the DES website or will be made available on request by the school.

**Note:** The above is not intended as an exhaustive list.

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.

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 20/08/2024.

Signed: 

Fr. Dan Carroll  
Chairperson

Date: 20/ 08 /2024



Mr. Eamon Jackman  
Secretary Board of Management.

Date: 20/ 08 /2024

## **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'?	Yes
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'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
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?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
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?	Yes
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?	Yes
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?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
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?	Yes
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? *	N/A.
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
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'?	No
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?	N/A

	Yes/No
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe Programme is implemented in full in the school? (applies to primary schools)	N/A
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)	Yes
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
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?*	Yes
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)?*	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
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'	Yes
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
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?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
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?	Yes
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?	Yes

Signed:   
 Fr Dan Carroll  
 Chairperson of Board of Management

Signed:   
 Mr. Eamon Jackman  
 Principal/Secretary of the Board of Management

Date: 20/ 08/2024.

Date: 20/ 08 /2024.

## CHILD SAFEGUARDING RISK ASSESSMENT

## Written Assessment of Risk of Heywood Community 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 Heywood Community School following consultation with stakeholders

### **1. List of school activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Fundraising events involving pupils
- Care of children with SEN, including intimate care where needed
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/needs such as:
  - Pupils from ethnic minorities/migrants
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
- Recruitment of school personnel including:
  - Teachers/SNA's
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/Contractors present in school during school hours
  - Visitors/Contractors present during after school activities
- Use of Information and Communication Technology by pupils in school
- Use of social media communication groups on school trips/tours.
- Application of sanctions under the School's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students from the school participating in Work Experience elsewhere
- Student Teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisations during school day
- Evening study
- Recreation breaks for pupils
- Ring home/sick bay
- Sports/walks in garden
- Dropping off children on way home from trips
- Liturgical services during school year.
- **Rainbows Programme**
- Groups in Parish settings Meitheal/John Paul etc.
- Foreign Exchange
- Remote Teaching and Learning

### **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 not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel

- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- 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 due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while in school
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate Code of Behaviour
- Risk of harm on one-to-one teaching, counselling, coaching situation
- 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/circulation inappropriate material via social media, texting, digital device or other manner
- Risk of harm due to emotional /physical/sexual abuse
- Risk of harm due to neglect
- Risk of harm due to social media relationship
- Risk of harm due to bullying / harm
- Risk of harm due to Code of Behaviour being inadequate
- Risk of harm due while child is in offices/rooms individually
- Risk of harm due to social media contact with children
- **Risk of harm of students misusing the school platform and sharing content inappropriately 2023.**
- Risk of harm by walkers about school grounds
- Risk of harm due to sexual content being used in Social Areas/toilets via social media
- Risk of harm due to teachers escorting students in individual cars
- Risk of harm due to no supervision when 1<sup>st</sup> and 6<sup>th</sup> Years are out early
- Risk of harm while child is in Sick Bay
- Risk of harm if only 1 teacher present for sporting events
- Risk of harm while students are waiting for buses in Social Areas
- Risk of harm when taking students from class on a one-to- one basis – Meitheal
- Risk of harm due to no security at Gym or changing rooms
- Risk of harm due to lack of school boundaries (no clear distinction)
- Risk of harm to other students by other students in dressing rooms (no sign of boys/girls in front dressing rooms)
- Risk of harm at rear dressing room of gym (not boarded up correctly)
- Risk of harm in bathroom/dressing room/out of bounds/secluded areas
- Risk of harm due to lack LGBTQ training for teachers
- Risk of harm due to parents not Garda vetted in other countries (Foreign Exchanges)
- Risk of harm due to no supervision from 8.35am – 8.50 am and **in classrooms during lunchbreaks. 2023.**
- Risk of harm due to lack of security with visiting teams and access points
- Risk of harm due lack of signage needed/college/3<sup>rd</sup> level
- Risk of harm due to Fire doors being too accessible
- Risk of harm due lack of service cameras
- Risk of harm due to fire
- Risk of harm due during exam - students going home with other students who are driving
- Risk of harm due to people signing students who are not parents/guardians
- Risk of harm due to inadequate supervision of children/**after school activities 2023.**
- Risk of harm due to being alone with child in SEN room/**The Ryan Centre (ASD) 2023.**
- Risk of harm when cleaning toilets/classrooms when students are present
- Risk of harm in changing rooms outside canteen
- Risk of harm when delivery personnel coming into canteen (often have to tell students to close doors)
- Risk of harm when deciding if students are sick or not

- Risk of harm in laundry room/changing rooms/toilets – might encounter students on their own
- Risk of harm if teachers are in contact with pupils socially
- Risk of harm regarding the use of school toilets by visiting bus driver- Staff.2018/19.
- Students using laundry area adjacent to caretaker’s storeroom and workshop area - Caretakers 2018/19.
- Risk of harm through the inappropriate use of social media communication groups on school trips/tours - Staff 2018/19.
- Risk of harm if no changing rooms are available at games/athletics venue - Bus Driver 2018/19.
- Parents requesting access at reception to son’s/daughters locker to retrieve books.-Secretaries 2018/19.
- Risk of harm due to walkers and visitors to the gardens requesting to use school toilets - Secretaries 2018/19.
- Risk of harm due to main door and security door being left opened by staff. Secretaries 2018/2019.
- Students walking around unsupervised between 4-6pm.-Cleaners 2018/19.
- Risk of harm regarding small room off T.Y. Social area being left unlocked - Cleaners 2018/19.
- Risk of harm regarding students being left unsupervised after school completing projects - Cleaners 2018/19.
- Risk of harm to students waiting for lifts after study /training on their own - Student Council 2018/19.
- Risk of harm due to inappropriate behaviour by students on bus to and from school. - Student Council 2018/19.
- Risk of harm to students who walk through forested area of school after 4 p.m. to go to their parents/guardians cars 2021/2022.
- Risk of harm to students during toilet supervision, teachers walking into toilet blocks holding their phone 2021-2022.
- Risk of harm due to possible inappropriate behaviour by adults / students via remote/blended teaching and learning 2021/2022.


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


- All school personnel are provided with a copy of the School’s Child Safeguarding Statement
- The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel
- School 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 Children First Act 2015
- The school implements in full the SPHE curriculum
- The school implements in full the Wellbeing Programme at Junior Cycle
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department’s Anti-Bullying Procedures for Primary and Post-Primary Schools
- The school has a 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.
- The school has in place a policy and clear procedures in respect of school outings
- The school has a Health and Safety Policy
- The school adheres to the requirement of Garda Vetting Legislation and relevant DES Circulars in relation to recruitment and Garda Vetting
- The school has a Code of Conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedure for teaching staff
- The school has a Special Educational Needs Policy
- The school has in place a Policy and Procedures for the Administration of Medication to pupils
- The school-
  - Has provided each member of school 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
  - Maintains records of all staff and board member training
- The school has in place a Policy and Procedures for the Administration of First Aid
- The school has in place a Code of Behaviour for pupils
- The school has in place an ICT Policy in respect of usage of ICT by pupils
- The school has in place a Mobile Phone Policy in respect of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place a Home School Liaison Policy and Related Procedures
- The school has in place a Policy and Procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a Policy and Procedures for the external sports coaches
- The school has in place a Policy and clear Procedures for one-to-one teaching activities
- The school has in place a Policy and clear Procedures for one-to-one counselling
- The school has in place a Policy and Procedures in respect of student teacher placements
- The school has in place a Policy and Procedures in respect of students undertaking work experience in the school

- The school has in place a Policy and Procedures in respect of pupils of the school undertaking work experience in external organisations
- C.P. windows
- Front door security
- Garda vetting
- Visitors signage
- Students not to be taken out on their own
- Window in place in door to SEN room.
- **Windows to be put into Home Ec., Art Room, 2 Music room doors and Rooms 35-37 2021/2022.**
- Signage re CCTV in place 2018/19 in keeping with GDPR and CCTV policies.
- Use of school grounds by visitors and walkers is prohibited by school signage.
- Use of school toilets by visiting bus drivers is discouraged by signage.
- Students using laundry area adjacent to caretaker's storeroom and work shop area. Caretakers advised to always have two students working in laundry area at any one time.
- Staff and students advised of school policy regarding the inappropriate use of social media communication groups on school trips/tours.
- **Staff are aware of the school's procedure's re: supervision during lunch breaks. Assigned classroom doors should be open and the teachers on supervision should check them regularly. 2023.**
- Lack of availability of changing rooms at games/athletics venue. Bus driver and staff advised that girls change first on bus, then boys and no adult on bus during that time.
- Parents not allowed to access locker areas without being accompanied by a member of staff.
- Walkers and visitors to the gardens only to be allowed use staff toilets.
- Staff reminded to close security door behind them when entering the school.
- Students walking around unsupervised between 4-6pm. Students informed that they should only be attending study, gone home or involved in extra-curricular activities from 4-6pm.
- Small room off T.Y. Social Area to be locked.
- Teachers must supervise students in computer room at all times.
- Caretakers supervise in loco parentis students waiting for lifts after study /training.
- Inappropriate behaviour by students on bus to and from school. Principal to contact bus companies regarding this issue.
- **Staff training to inform teachers to block access to students on the school platform to prevent them creating virtual class groups. 2023.**

**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 20/03/18. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed:   
 Fr. Dan Carroll  
 Chairperson of Board of Management  
 Date: 20/ 08 /2024

Signed:   
 Mr. Eamon Jackman  
 Principal/Secretary of the Board of Management  
 Date: 20/ 08 /2024