

# MIDLETON COLLEGE



## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Middleton College is a post-primary co-educational boarding school providing post-primary education to pupils from First Year to Leaving Certificate Year.

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 Middleton 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
- 2 Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 3 The Designated Liaison Person (DLP) is **Dr Edward Gash**
- 4 The Deputy Designated Liaison Person (DDL) is **Mr Kevin Stanley**
- 5 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.

6 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 (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garcia 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 -
    - o Has provided each member of staff with a copy of the school's Child Safeguarding Statement
    - o Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
    - o Encourages staff to avail of relevant training
    - o Encourages Board of Management members to avail of relevant training
    - o 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, 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 to this statement. *(See Appendix 1)*
  - 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.
- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Student Council and the PTA. 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.
- 8 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 19<sup>th</sup> October 2020.

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

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

Date: \_\_\_\_\_ 19<sup>th</sup> October 2020 \_\_\_\_\_

Date: \_\_\_\_\_ 19<sup>th</sup> October 2020 \_\_\_\_\_



## Appendix 1: Written Assessment of Risk of Midleton College (623701)

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 Midleton College.

### 1. List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- Assembly
- Form Assembly
- One-to-one teaching
- One-to-one counselling
- Small group teaching
- External speakers
- Outdoor teaching activities
- Lunch-time clubs
- PE lessons
- Supervised study
- Extracurricular activities
- Sports fixtures
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Provision of residential facilities for boarders
- Dining facilities
- Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- Use of on-site facilities by external groups
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed
- Care of any vulnerable adult students, including intimate care where needed
- Management of students with mental health/emotional health issues
- Management of ill students
- Management of challenging behaviour amongst pupils
- Administration of Medicine

- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Guidance
- 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
- Use of contract cleaning company
- Care of pupils with specific vulnerabilities/ needs such as
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
  - Children in care
- 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
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- 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
- Management of students with host families

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

1. Risk of harm not being recognised by school personnel
2. Risk of harm not being reported properly and promptly by school personnel
3. Risk of child being harmed in the school by a member of school personnel
4. Risk of child being harmed in the school by another child
5. Risk of child being harmed in the school by volunteer or visitor to the school
6. 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
7. Risk of child being harmed while in the care of a host family

8. Risk of harm due to bullying of child
9. Risk of harm due to inadequate supervision of children in school
10. Risk of harm due to inadequate supervision of children while attending out of school activities
11. Risk of harm due to inappropriate relationship/communications between child and another child
12. Risk of harm due to inappropriate relationship/communications between child and another adult
13. Risk of harm due to inappropriate communications to the school community regarding child
14. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
15. Risk of harm to children with SEN who have particular vulnerabilities
16. Risk of harm to child while a child is receiving intimate care
17. Risk of harm to child due to inappropriate medicinal care or self-care
18. Risk of harm to child due to indigestion of inappropriate foods
19. Risk of harm due to inadequate code of behaviour
20. Risk of harm in one-to-one teaching, counselling, coaching situation
21. Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner
22. Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
23. Risk of harm caused by member of school community accessing/circulating inappropriate material via social media, texting, digital device or other manner

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

- All school personnel (teaching & non-teaching) undertake training in Child Protection - non-teaching staff get a briefing on first day of school year from Principal.
- All school personnel are aware of the reporting structures as part of CP training. All school personnel are vetted.
- Anti-bullying policy is in place and utilised; a full-time career guidance teacher is employed.
- All visitors must sign-in and have appropriate insurances.
- Trips are staffed according to the Trips & Tours policy.
- Host families are vetted by Karen Allister.
- Students are always supervised in class and appropriately at break-times.
- Students are given training on appropriate communication in SPHE and by Form teachers.
- Appropriate Use Policy for ICT is in place.
- Nurse has all medical details for student and this is updated yearly or as necessary.
- Kitchen clearly identifies allergens in the food and knows the students' allergies.
- 1-1 sessions are always in an appropriate room - care is taken to avoid same unless required.
- Internet access is filtered using the PDST firewall.

**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 19<sup>th</sup> October 2020. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed  \_\_\_\_\_ Date 19<sup>th</sup> October 2020

Chairperson, Board of Management

Signed  \_\_\_\_\_ Date 19<sup>th</sup> October 2020

Principal/Secretary to the Board of Management

## Appendix 2: 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.

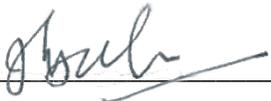
The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

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?	No
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

	Yes/No
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 section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	n/a
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?	n/a
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 that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

\*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  Date 19<sup>th</sup> October 2020

Chairperson, Board of Management

Signed  Date 19<sup>th</sup> October 2020

Principal/Secretary to the Board of Management