



# Child Safeguarding Statement

Navan Educate Together N.S. is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

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 Navan Educate Together N.S. 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 Eleanor Barker
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Patricia Carolan  
(Acting DDLP:Helen Sparkes)
- 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 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 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.

- 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 5<sup>th</sup> October 2022

This Child Safeguarding Statement was reviewed by the Board of Management on 5<sup>th</sup> October 2022

Signed: Anthony Mackey  
Chairperson of Board of Management  
Date: 05.10.2022

Signed: Eleanor Barker  
Principal/Secretary to the Board of Management  
Date: 05.10.2022



## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Navan Educate Together N.S.

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the Child Protection Procedures for Primary and Post-Primary Schools 2017, the following is the Written Risk Assessment of Navan Educate Together N.S.

#### 1. List of school activities

Arrival and Dismissal of pupils  
Recreation breaks for pupils  
Classroom Teaching/One to one teaching  
Outdoor teaching activities  
Sporting activities  
School outings  
Annual sports day  
Fundraising events involving pupils  
Use of off-site facilities for school activities  
Care of children with special educational needs, including intimate care where needed  
Management of challenging behaviour amongst pupils  
Administration of First Aid  
Curricular provision in respect of SPHE, RSE, Stay Safe  
Training of school personnel in child protection matters  
Use of external personnel to support sports and other extra-curricular activities  
Use of Information and Communication Technology by pupils in school  
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  
Breakfast Club/After School Club  
Recruitment of staff and volunteers  
Online teaching and learning remotely

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

- A Risk of harm not being recognised by school personnel
- B Risk of harm not being reported properly and promptly by school personnel
- C Risk of child being harmed in the school by another child
- D Risk of child being harmed in the school by volunteer, visitor to the school or school personnel
- E Risk of harm due to bullying of a child
- F Risk of harm due to inadequate supervision of children in school
- G Risk of harm to staff or child due to challenging behaviour
- H Risk of harm due to COVID-19
- I Risk of harm due to inappropriate use of online remote teaching and learning communication platform

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

- A. CPD all staff.
- B. CPD all staff.
- C. Adequate supervision and current staff training to protect children from harm and/or allegations.
- D. G.V. of all volunteers and supervision of those without GV on the premises.  
Robust checks when engaging staff and volunteers.  
Adequate supervision to protect both child and staff from allegations.
- E. Implementation of the Anti-Bullying policy and use of Anti-Bullying folders.
- F. Ensuring adequate supervision of children
- G. Positive Handling training for staff
- H. COVID-19 Response Plan and Risk Assessment in place
- I. Remote Teaching and Learning Policy in place and Consent from parents

**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 risks 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 of Navan Educate Together N.S. on 05.10.2022. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: Anthony Mackey Date: 05.10.2022 Signed: Eleanor Barker Date: 05.10.2022

Chairperson, Board of Management

Principal/Secretary to the Board of Management



## Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools 2017](#) require that 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](#), the [Addendum to Children First \(2019\)](#) 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'?	Y
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Y
3. 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'?	Y
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Y
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Y
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Y
7. Has the DLP attended available child protection training?	Y
8. Has the Deputy DLP attended available child protection training?	Y
9. Have any members of the Board attended child protection training?	Y

10. Are there both a DLP and a Deputy DLP currently appointed?	Y
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Y
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Y
13. 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?	Y
14. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Y
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Y
16. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Y
17. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Y
18. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Y
19. 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?	Y
20. 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?*	Y
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	Y
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Y
23. 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'?	Y
24. 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?	Y
25. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Y
26. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Y
27. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Y
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Y
29. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	N/A
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Y
31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Y
32. 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?*	Y

33. 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)?*	Y
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Y
35. 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'?	Y
36. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Y
37. 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?	Y
38. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N
39. 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?	N
40. 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?	Y

\*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: Anthony Mackey

Date: 5<sup>th</sup> October 2022

Chairperson, Board of Management

Signed: Eleanor Barker

Date: 5<sup>th</sup> October 2022

Principal/Secretary to the Board of Management



### **Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement**

To: **Educate Together**

The Board of Management of **Navan Educate Together NS** 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 **5<sup>th</sup> October 2022**.
- 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](http://www.education.ie)

Signed **Anthony Mackey**

Date **05/10/2022**

Chairperson, Board of Management

Signed **Eleanor Barker**

Date **05/10/2022**

Principal/Secretary to the Board of Management

### **Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement**

To: **Parent Teacher Association**

The Board of Management of **Navan Educate Together NS** 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 **5<sup>th</sup> October 2022**.
- 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](http://www.education.ie)

Signed **Anthony Mackey**

Date **05/10/2022**

Chairperson, Board of Management

Signed **Eleanor Barker**

Date **05/10/2022**

Principal/Secretary to the Board of Management