



Headfort School
Kells
Co. Meath
A82 H7P2

www.headfortschool.com

046-9271116

+353 (0)76 602 6866

Child Safeguarding Statement 2022/23

Headfort School is a school providing pre-primary and primary education to pupils from age 4 to 13 years of age.

In accordance with the requirements of the Children's 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 Headfort School has agreed the Child Safeguarding Statement set out in this document.

1. 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 : Mr Philip McCormick – Headmaster;
3. The Deputy Designated Liaison Persons (DLP) is Mrs Denise Svensson;
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:
5. 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;
- 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 (however 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 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 concern 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 available 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. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

7. This statement has been published on the school's website and has been provided to all members of school personnel. 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:

12th October 2021

Signed: _____

Chairperson of Board of Management

Date: _____

Signed: _____

Mr Philip McCormick Headmaster

Date: _____

Risk Assessment

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 any potential harm to a child while availing of our services at Headfort School, Kells, Co. Meath as carried out by school personnel on the 21st October 2021.

Below is a list of the areas of risk identified and the list of procedures for managing these risks.

RISK IDENTIFIED	PROCEDURES IN PLACE TO MANAGE RISK
<p><i>The school has identified the following risk of harm in respect of its activities</i></p>	<p><i>The school has the following procedures in place to address the risks of harm identified in this assessment</i></p>
<p>Daily arrival and departure of pupils</p>	<ul style="list-style-type: none"> · Child Registration and Consolidation Forms · Collections and Arrivals supervised by staff
<p>Age-Appropriate Curriculum and Activities</p>	<ul style="list-style-type: none"> · Curriculum and Assessment set up and reviewed including teaching of SPHE, RSE and Stay Safe, outdoor teaching activities, school events, pupils participating in religious ceremonies within and external to the school · Risk Assessments for Weekend Day Trips for Boarders

<p>Child Abuse</p>	<ul style="list-style-type: none"> · Child Protection and Safeguarding Policy · All staff are Garda Vetted · All staff are required to complete the online TUSLA Children First e-learning programme · Child Protection and Safeguarding refresher course provided to all Staff during a scheduled Training Day - 03 September 2021. · Appointed DLP and DDLP · Clear reporting policies · Clear policies regarding boarding and access to the building and dormitories
<p>Recruitment</p> <p>Recruitment of school personnel including teachers, matrons, caretaker, secretary, cleaners, kitchen staff, contractors, pest control, sports coaches, external tutors and guest speakers, volunteers, parents in school activities, visitors</p>	<ul style="list-style-type: none"> · Recruitment and selection checks · Garda Vetting Policy · Relevant References · Child Protection and Safeguarding Policy · Gap Student, Houseparent's and Work Experience job descriptions

<p>Infection Illness</p>	<ul style="list-style-type: none"> · COVID Policy and Response Plan · Boarders, pupils and all staff who travel abroad to produce a negative PCR result on return · Cleanliness and Hygiene strictly followed · Infection and Pest Control · Exclusions for Illness ·
<p>Lost Child</p>	<p>Measures in place to identify missing children and find them.</p>
<p>Accidents and Incidents</p>	<ul style="list-style-type: none"> · Safety Statement · Risk Assessments · Accident and Incident Policy and Reporting Form · Health and Safety Policy
<p>Outings</p>	<ul style="list-style-type: none"> · Risk Assessment and SOP

Administration of Medication and First Aid	<ul style="list-style-type: none"> · First Aid trained personnel on-site · Administration of Medicines Policy · Parental Consent Forms · Individual Child Care/Emergency Plans · Matrons on duty, houseparent's and staff members on call
Child Behaviour Management	<ul style="list-style-type: none"> · Pupil Behaviour and Discipline Policy · Bullying Policy
Indoor and Outdoor Activities	<ul style="list-style-type: none"> · including sporting activities, riding lessons, school transport arrangements for away sporting fixtures and weekend day trips · Outing Risk Assessments
Volunteers, Students, Visitors and Contractors	<ul style="list-style-type: none"> · Garda Vetting Policy · Sign In Sheet at office
Internet, Photographic and Recording Devices	<p>Parental Consent Forms</p> <p>Child Protection and Safeguarding Policy</p>
Boarding Children	<ul style="list-style-type: none"> · Child Protection and Safeguarding Policy <p>24 hour supervision by Matrons and Houseparents and teachers</p>

Care of Pupils with specific vulnerabilities	· Equality and diversity and child protection policy
Site management- access points	all strangers on site challenged. doors locked at night. CCTV in operation

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*