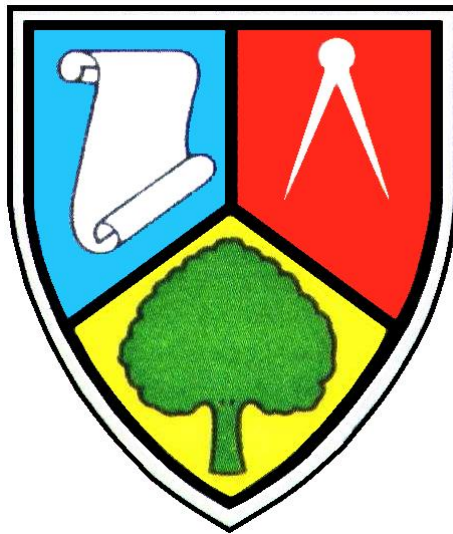


# Greenhills College

## Safeguarding Statement

2018



## Child Safeguarding Risk Assessment:

### Written Assessment of Risk of Greenhills College

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 Greenhills College, Walkinstown

#### 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
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- 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 challenging behaviour amongst pupils, including appropriate use of restraint where required (training required in this area)
- Administration of Medicine
- 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
  - 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
  - Children on CPNS
- 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
- 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
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study
- Art Club
- Summer Camp
- HSCL Personnel attending home residence of students.
- Past pupils soccer match
- Use of mobile phones/Ipads/tablets/ by students in school
- Use of ICT to connect with students outside of the school
- EAL classes for parents

**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 at 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 (work required around reasonable restraint)
- Risk of harm in 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/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 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 and emailed to each member of staff.
- 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 the *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 yard supervision rota to ensure appropriate supervision of students during, 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 requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school will implement a code of conduct for school personnel (teaching and non-teaching staff)
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school will develop an intimate care policy/plan in respect of students who require such care
- 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 will produce a policy and procedures for the administration of First Aid. At present First aid is only administered by trained members of staff
- 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 usage 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 clear procedures for one-to-one teaching activities
- The school has in place a policy and procedures for one-to-one counselling
- The school has in place a policy and procedures in respect of student teacher placements
- The school will develop 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
- For skills encores students, the service provider must accompany the students on outings

**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 28<sup>th</sup> of February 2018. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## Child Safeguarding Statement

Greenhills College is a post-primary school providing post-primary education to pupils from First Year to Leaving Certificate Year and Further Education from QQI Level 3 to QQI level 6.

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 Greenhills 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 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 Ann Bray**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Mr Noel Kelly**
- 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 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 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 s 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 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.

- 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 \_\_\_\_\_ [date].

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

Chairperson of Board of Management

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

Principal/Secretary to the Board of Management

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Template 3: 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'?	
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'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
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?	
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
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?	
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?	
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?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
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/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?*	
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
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'?	
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?	
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
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)	
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
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?*	
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)?*	
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
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'?	
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
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?	
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
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 ?	
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?	

\*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 \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

## Template 4: Notification regarding the Board of Management’s review of the Child Safeguarding Statement

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ 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 \_\_\_\_\_ [date].
- 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 \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Board of Management

**ORGANISATIONAL IMPLICATIONS & CONSIDERATIONS IN  
SUPPORT OF THE**

## **Greenhills College**

### **CHILD SAFEGUARDING STATEMENT:**

In accordance with the Child Safe guarding Statement of Greenhills College, we recognises that the protection and welfare of children is of paramount importance. We are committed to ensuring that the students in our care are kept safe, at all times. Accordingly, in relation to many aspects of school life and activities we have adopted procedures and practices which have due regard to this responsibility

#### **Supervision:**

Every effort will be made to ensure that there is comprehensive supervision of students in the mornings from 8:30am to class at 9:00am, at small break, during lunch time and from 4pm (1:10 on Wednesday and 3:20pm on Friday) until the students vacate the premises.

The roster of staff on duty is displayed in the staff room.

Teachers will ensure that the students are always supervised during outdoor lunch duty

During yard time students do not to leave the school grounds or engage with any other adults at this time (with the exception of 5<sup>th</sup> and 6<sup>th</sup> year, there parents are aware they go out, if students wish to stay in they will be supervised)

Students are not permitted to spend lunch in the classrooms unless there is a teacher supervising them.

#### **Visitors:**

All scheduled and unscheduled visitors to the school are requested to check in at reception and if entering past reception they must sign the visitors book.

Staff on duty outside or inside will be aware of visitors entering the school and will ascertain their intentions immediately.

#### **Bullying:**

In Greenhills College bullying behaviour will be addressed under our Anti-Bullying policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive then the matter will be referred to the DLP.

## **Behaviour:**

Students are to be encouraged to socialise co-operatively and to show respect for themselves and others. At all times we emphasise Respect and Positive Behaviour among our students. The schools Code of Positive Behaviour is referred to on a regular basis. It is available on the college website and in the student journal and teacher registration books.

## **Going to the Toilet**

The student toilets are open daily as follows:

- 8:30 to 9:00am
- 11:10am to 11:20am (11:00am to 11:10am Wednesday)
- 1:20pm to 2pm
- 4pm to 5pm

It is school policy that only one student is permitted to enter a toilet cubicle area at a time. Students who need to use the toilet (outside of the listed times) must have a note in their journal in the relevant section.

During break and lunch time the teacher on duty will be nearby to supervise that there is no inappropriate behaviour in the toilets.

(A) If a child wets themselves during the day the Principal/Deputy Principal/Year Head will allow the student to change into dry clothes if they have them with them. Otherwise the student will have to wait in the sick bay until collected by a parent. In either situation the parent/guardian will be contacted.

(B) If a child soils themselves in school and requires assistance. In the unlikely event of failing to make contact staff will follow the procedures as for (A) above. All accidents of this nature will be reported to parents/guardians.

Greenhills College, recognises that the supervision of students in changing rooms and shower areas requires a special sensitivity.

In general, staff will remain outside changing area, while maintaining a supervisory presence.

Staff will only enter changing area for emergency or disciplinary reasons. The staff member will announce loudly that they are about to enter the room. As far as reasonably possible, the member of staff will only enter if the room with another member of staff.

## **PE and Changing Rooms**

Students are required to hand up their journals at the start of the class and collect them at the end of class.

In general, staff will remain outside changing area, while maintaining a supervisory presence.

Staff will only enter changing area for emergency or disciplinary reasons. The staff member will announce loudly that they are about to enter the room. As far as reasonably possible, the member of staff will only enter if the room with another member of staff

Students are taught that changing rooms and toilets are safe places and the use of recording or mobile devices is strictly forbidden eg phone, iPad, tablet.

Valuables locked away safely.

Students are taught to respect all students and members of staff.

Students are required to report any incidents, issues, injuries or illness immediately to teacher or SNA.

P. E. gear and suitable footwear essential.

Students are required to follow teacher and SNA instructions at all times.

Students must have permission to go upstairs in the sports hall

Students are advised to eat adequate food before class & stay hydrated during class.

### **Staff Cars:**

As far as reasonably possible, students will not be transported in staff cars.

In particular circumstances when it is necessary to transport a student in a staff car, a student will never be alone with a teacher.

A teacher will always be accompanied by another staff member (eg, teacher, secretary, SNA, care taker).

One of the staff members should be of the same gender as the student- where possible.

In the event of an adult being unavailable, two other students will accompany the teacher, in addition to the student necessitating transport.

### **Induction of Teachers, PME teachers and Ancillary Staff:**

It is the responsibility of the Principal to inform all new teachers and ancillary staff of the new Child protection procedures and provide them with a copy of our Safeguarding Statement.

### **Attendance:**

School attendance is monitored carefully through VShare. When a teacher is concerned about attendance the parents will be notified or called into the school. Parents are notified by text any time their son is absent.

We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse. The NEWB will be informed of any concerns relating to a child's attendance. Children who miss 20 days or more will be reported to the NEWB in accordance with legislation.

### **One-to One Teaching:**

Parent(s) and guardian(s) will be notified in writing of the fact that it is proposed to offer a student one-to-one teaching on a regular basis and parental consent will be obtained in writing before the commencement of such teaching

In circumstances where a student is taught in a one-to-one situation, it will be the policy of Greenhills College, that the student will be visible to others at all times.

Students will be taught in rooms where the staff member and pupil will be visible through a glass panelled door and the door will remain open & unobstructed.

Privacy can be provided but the adult should be visible always

Glass panels should never be covered

Doors should never be locked

Parent(s) and guardian(s) will be informed of the school's procedures in relation to child protection as it applies to one-to-one teaching.

A copy of the timetable of 1:1 teaching will be given to the Principal/Deputy Principal and Year Head.

Work being carried out by SNA's for a subject teacher in support of a student will be carried out under the direction of the class teacher and in an open environment if they are to leave the classroom e.g. for students who may experience severe anxiety.

Never detain a student alone in an isolated part of the school; if there is a discipline issue bring him to the Deputy Principals/Year Heads office.

### **One-to-One Meetings**

One-to-one meetings of a routine nature will take place in public areas (eg, corridors, leisure area, GPA), where the student will be visible to others, at all times.

Should a one-to-one meeting require privacy, such a meeting will take place in a room where the window is unobstructed. The student's exit route from the room will never be obstructed and the door will never be locked.



## **Guest Speakers**

All guest speakers will report to the school office and will be met by the teacher/students who has extended the invitation.

A guest speaker will never be left alone with a group of students. For all presentations, talks, workshops the timetabled teacher or assigned supervising teacher will remain present and will not leave the room until the next timetabled teacher presents or supervising teacher arrives.

## **Practice and Procedures Relating to Overnight Trips**

The permission of the Principal will be obtained before the organisation of any overnight trip.

Guidelines provided by DDLETB will be followed at all times.

Written permission of parent(s) and guardian(s) will be obtained, in advance, by the organising teacher for all overnight trips.

Parent(s) and guardian(s) will be requested to furnish any relevant information relating to a student's medical condition in advance of a proposed overnight trip.

Emergency contact details of parent(s) and guardian(s) will be provided by parent(s) and guardian(s) to the organising teacher in advance of the overnight trip.

A copy of such details and particulars of the trip will be given to the Principal by the organising teacher.

In respect of overnight accommodation, adults will not share rooms with students.

If exceptional or emergency circumstances require the presence of an adult in a bed room occupied by students, there must be more than one student in the room at all times.

## **Intimate Care:**

If any child in our school requires intimate care the procedures involved in such care will be agreed in consultation with the pupil, their parents/guardians and any other personnel involved in the care of the pupil, in keeping with best practice and keeping the best interests of the child to the fore and with due consideration to maintaining the child's personal dignity.

Such procedures, when agreed will be communicated to all parties involved and recorded.

## **Greenhills School Completion Programme: Child Safeguarding Procedures**

The Management Committee of the Greenhills School Completion Programme (Greenhills SCP) recognises that child protection and welfare considerations permeate all aspects of SCP and must be reflected in all of its policies, practices and activities.

With child safeguarding in mind, the following considerations and procedures have been put in place with regard to the interventions and activities that Greenhills SCP delivers in Greenhills College.

The Designated Liaison Person (DLP) of Greenhills SCP is the local Principal within each of the three schools involved in Greenhills School Completion Programme:- Greenhills College, Holy Spirit Senior and Holy Spirit Primary schools. However, in situations where the Principal as DLP or the Deputy DLP are not on the premises or contactable when an incident occurs, a concern is raised or a disclosure is made, the SCP Co-ordinator will act as Designated Liaison Person and report immediately to the DLP or the Deputy DLP of that school. Clare Mercier is the Local SCP Co-ordinator and will act accordingly as documented above regarding child protection concerns.

The Designated Liaison Person in Greenhills College is Ann Bray.

The Deputy Designated Liaison Person in Greenhills College is Noel Kelly.

At each Local Management Committee meeting the DLP of Greenhills School Completion Programme shall state the number of reports made to TUSLA by the DLP since the last Management Committee meeting. The DLP of Greenhills College will also state the number of cases, since the last management committee meeting, where the DLP sought advice from TUSLA and as a result of this advice, no report was made.

### **SCP Interventions and Activities in Greenhills College**

- Greenhills School Completion Programme will ensure that staff employed by Greenhills SCP are Garda vetted before taking up employment. Volunteer staff will also be Garda vetted.
- Students participating in Breakfast Club and Lunchtime Clubs etc. will be supervised by 2 staff, at all times.
- There will be a ratio of 1 adult to 8 students for Summer Camp and SCP field trips.
- Where swimming activities take place, all staff involved will ensure that students are appropriately supervised while in the changing area and in the pool/swimming area.
- With regard to Breakfast and Cookery clubs, staff must ensure that all food products are stored safely and handled hygienically. Students must be supervised when using sharp utensils, e.g. knives, scissors etc. All equipment must be cleaned and stored safely at the end of each cookery session.
- All students participating in SCP interventions will only do so following the receipt of signed permission slips by parents / guardians.
- An attendance register will be kept in relation to all SCP interventions.
- SCP staff will avoid being alone with a student where possible, and where this is unavoidable, doors should be left open or there should be a clear glass panel in the door.

- Students attending therapeutic interventions will have had prior written consent from a parent or guardian. Therapeutic interventions will take place in a designated room within Greenhills College. While confidentiality needs to be maintained during these sessions, all efforts to ensure easy visibility from outside the room should be put in place, particularly during one to one sessions.
- If a member of staff needs to talk separately to a student during an intervention, this should be done in an open environment, in view of others.
- The unauthorised use of mobile phones and cameras, including camera phones is prohibited during SCP activities.
- Parental permission will be sought before taking any photos of students participating in SCP interventions and activities.
- Staff will have access to contact numbers for parents/guardians of the children attending the SCP activity they are supervising.
- Audio or video recordings are not permitted during SCP activities.
- Staff involved in SCP interventions and activities will not use their cars to transport students.

### **Dissemination of the Child Protection policy**

The Management Committee of Greenhills School Completion Programme will provide a copy of the Child Safeguarding Statement to:

- All SCP project personnel.
- All school boards of management where Greenhills School Completion Programme staff are working
- Member of Greenhills SCP Local Management Committee

A copy of the policy will be made available to the DCYA and TUSLA if requested.

The Child Safeguarding Statement for Greenhills SCP will be reviewed annually by the Local Management Committee of Greenhills School Completion Programme.