Castaheany ETNS
Child Safeguarding Statement

Castaheany Educate Together N.S. is a primary school providing 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 Child Protection Procedures for Primary and Post Primary Schools 2017 and Túsla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Castaheany ETNS 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 CETNS Designated Liaison Person (DLP) is the school principal: **Sheila Gaughan**

3. The CETNS Deputy Designated Liaison Person (Deputy DLP) is the Deputy Principal: **Aoife Mahon**.

4. Our 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:

   Castaheany ETNS 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.

5. The following procedures/measures are in place:
   5.1. 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.

5.2. In relation to the selection or recruitment of CETNS 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.

5.3. In relation to the provision of information and, where necessary, instruction and training to CETNS 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
- makes the CETNS Child Safeguarding Statement, Circular 0081/2017 and the DES Child Protection Procedures for Primary and Post-Primary Schools 2017 available to all school staff in a green booklet, which is prominently displayed in all rooms at CETNS.
- discusses and reviews the Child Safeguarding Statement at the beginning of each school year
- 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

5.4. In relation to reporting of child protection concerns to Túsla, 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.

5.5. 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 this Child Safeguarding Statement. In the event that the DLP is not available then the DDLP should be contacted.

5.6. All registered teachers employed by CETNS are mandated persons under the Children First Act 2015.

5.7. In accordance with the Children First Act 2015, the Board of Management 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 these procedures[1].

6. This statement has been provided to all members of school personnel, the PTA and our patron, Educate Together. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Túsla 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 7.10.19.

Signed: Ann Ryan   **Signed: Sheila Gaughan**

Chairperson of Board of Management   **Principal/Secretary to the Board of Management**

Date: 25/11/2020   **Date: 25/11/2020**

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[1] *See Appendix 1 for more detailed procedures (Risk Assessment)*

Castaheany Educate Together National School

Child Safeguarding Risk Assessment

Written Assessment of Risk of Castaheany Educate Together National 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 Castaheany ETNS.

> **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 Castaheany ETNS 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 5.10.20.It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed   Ann Ryan   Date 25/11/20

Chairperson, Board of Management

Signed   Sheila Gaughan   Date 25/11/20

Principal/Secretary to the Board of Management

List of School Activities:

1. Daily arrival and dismissal of pupils
2. Yard play for pupils
3. Classroom teaching
4. Small group teaching/withdrawal
5. One-to-one teaching
6. One-to-one counselling/ pastoral support
7. Movement of pupils around the building
8. Outdoor teaching activities
9. School tours and trips
10. Lunchtime meetings and activities
11. Annual Sports Day/Active Schools Week activities
12. Use of toilet areas in school
13. Use of toilet/changing/shower areas in off-site facilities
14. School transport arrangements including use of bus escorts
15. Care of children with special educational needs, including intimate care where needed
16. Toileting/Vomiting Accidents
17. Administration of Medication
18. Administration of First Aid
19. Curricular provision in respect of SPHE, RSE, Stay Safe
20. Prevention and dealing with bullying amongst pupils
21. Training of school personnel in child protection matters
22. Use of school personnel for after-school activities and homework clubs
23. Use of external personnel to supplement the curriculum at CETNS
24. Care of pupils with specific vulnerabilities/ needs such as:
    a. *Pupils from ethnic minorities/migrants*
    b. *Members of the Irish Traveller community*
    c. *Lesbian, gay, bisexual or transgender (LGBT) children*
    d. *Pupils perceived to be LGBT*
    e. *Pupils of minority religious faiths*
    f. *Children in care*
    g. *Children in direct provision*
    h. *Children on CPNS (Child Protection Notification System)*
    i. *Children with special educational needs*
25. Recruitment of school personnel including:
    a. *Teachers/SNAs*
    b. *Substitute teachers/SNAs*
    c. *Caretaker/Secretary/Cleaners*
    d. *Sports coaches*
    e. *External Tutors/Guest Speakers*
    f. *Volunteers/Parents in school activities*
    g. *Visitors/contractors present in school during school hours*
    h. *Visitors/contractors present during after school activities*
26. Use of Information and Communication Technology by pupils in school
27. Use of Information and Communication Technology by staff in school
28. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
29. 2nd-Level students participating in work experience at CETNS
30. Student teachers/SNAs undertaking training placement at CETNS
31. Visiting researchers
32. Use of video/photography/other media to record school events
33. After school clubs run by school personnel for CETNS pupils
34. Use of library/computer room
35. HSCL activities

The school has identified the following risks of harm in respect of its activities:

1. Daily arrival and dismissal of pupils:
1.1. Risk of harm not being recognised by school personnel
1.2. Risk of harm due to inadequate supervision of children
1.3. Risk of harm due to bullying of child by a child
1.4. Risk of harm due to bullying of child by an adult
1.5. Risk of harm due to children inappropriately using phones, other devices and social media in the school grounds
1.6. Risk of child being harmed in the school by volunteer or visitor to the school and campus.
1.7. Risk of harm due to inadequate code of behaviour
1.8. Risk of harm due to incidental one-to-one interactions with children (i.e. ancillary staff, student teachers, visitors)

2. Yard play for pupils:
2.1. Risk of harm due to inadequate supervision of children
2.2. Risk of harm due to children / adults communicating with children at the railings
2.3. Risk of harm not being reported properly and promptly by school personnel
2.4. Risk of harm due to bullying of child by a child
2.5. Risk of harm due to bullying of child by an adult
2.6. Risk of harm due to inadequate code of behaviour
2.7. Risk of harm due to incidental one-to-one interactions with children (i.e. ancillary staff, student teachers, visitors)

3. Classroom teaching:
3.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
3.2. Risk of harm due to inadequate supervision of children
3.3. Risk of harm not being reported properly and promptly by school personnel and visitors
3.4. Risk of child being harmed in the school by a member of school personnel and/or visitors
3.5. Risk of child being harmed in the school by another child
3.6. Risk of harm due to bullying of child by another child
3.7. Risk of harm due to bullying of child by an adult
3.8. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in the classroom
3.9. Risk of harm due to inadequate code of behaviour

4. Small group teaching/withdrawal:
4.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
4.2. Risk of harm due to inadequate supervision of children
4.3. Risk of harm not being reported properly and promptly by school personnel and visitors
4.4. Risk of child being harmed in the school by a member of school personnel and visitors
4.5. Risk of child being harmed in the school by another child
4.6. Risk of harm due to bullying of child by another child
4.7. Risk of harm due to bullying of child by an adult
4.8. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in the classroom
4.9. Risk of harm due to inadequate code of behaviour

5. One-to-one teaching:

5.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult

5.2. Risk of harm not being reported properly and promptly by school personnel

5.3. Risk of child being harmed in the school by a member of school personnel or external therapist e.g. SLT, Ed. Psych. etc.

6. One-to-one counselling/ pastoral support:

6.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult

6.2. Risk of harm not being reported properly and promptly by school personnel or other adult

6.3. Risk of child being harmed in the school by a member of school personnel

7. Movement of pupils around the building:

7.1. Risk of harm due to inadequate supervision of children

7.2. Risk of child being harmed in the school by volunteer or visitor to the school

7.3. Risk of child being harmed in the school by a member of school personnel

7.4. Risk of child being harmed in the school by another child

7.5. Risk of harm due to bullying of child by another child

7.6. Risk of harm due to bullying of child by an adult

7.7. Risk of harm due to inadequate code of behaviour

7.8. Risk of harm due to incidental one-to-one interactions with children (e.g. ancillary staff)

8. Outdoor teaching activities:

8.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult

8.2. Risk of harm due to inadequate supervision of children

8.3. Risk of child being harmed in the school by volunteer or visitor to the school

8.4. Risk of child being harmed in the school by a member of school personnel

8.5. Risk of child being harmed in the school by another child

8.6. Risk of harm due to bullying of child by another child

8.7. Risk of harm due to bullying of child by an adult

8.8. Risk of harm due to inadequate code of behaviour

8.9. Risk of harm not being reported properly and promptly by school personnel

9. School tours and trips:

9.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult

9.2. Risk of harm due to inadequate supervision of children while on school tours/trips

9.3. Risk of child being harmed by a school volunteer

9.4. Risk of child being harmed by a member of staff of another organisation

9.5. Risk of child being harmed by a member of school personnel while on school tours/trips

9.6. Risk of child being harmed by another child while on school tours/trips

9.7. Risk of harm due to bullying of child by another child

9.8. Risk of harm due to bullying of child by an adult

9.9. Risk of harm due to inadequate code of behaviour

9.10. Risk of harm not being reported properly and promptly by school personnel

9.11. Risk of harm due to inappropriate use of mobile phones and SMART devices.

9.12. Risk of harm due to lack of knowledge by the supervising adult of medical issues e.g. allergies

10. Lunchtime Meetings and Activities:

10.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult

10.2. Risk of harm due to inadequate supervision of children

10.3. Risk of harm not being reported properly and promptly by school personnel and visitors

10.4. Risk of child being harmed in the school by a member of school personnel and visitors

10.5. Risk of child being harmed in the school by another child

10.6. Risk of harm due to bullying of child by another child

10.7. Risk of harm due to bullying of child by an adult

10.8. Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in the classroom

10.9. Risk of harm due to inadequate code of behaviour

11. Annual Sports Day/Active School Week activities:

11.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult

11.2. Risk of harm due to inadequate supervision of children

11.3. Risk of child being harmed by a school volunteer or visitor

11.4. Risk of child being harmed by a member of staff of another organisation

11.5. Risk of child being harmed by a member of school personnel

11.6. Risk of child being harmed by another child

11.7. Risk of harm due to bullying of child by another child

11.8. Risk of harm due to bullying of child by an adult

11.9. Risk of harm due to inadequate code of behaviour

11.10. Risk of harm not being reported properly and promptly by school personnel

12. Use of toilet areas in school:

12.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult

12.2. Risk of harm due to inadequate supervision of children

12.3. Risk of child being harmed in the school by a member of school personnel

12.4. Risk of child being harmed in the school by another child

12.5. Risk of harm due to bullying of child by another child

12.6. Risk of harm due to bullying of child by an adult

12.7. Risk of harm due to inadequate code of behaviour

12.8. Risk of harm not being reported properly and promptly by school personnel

13. Use of toilet/changing/shower areas in off-site facilities:

13.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult

13.2. Risk of harm to children with SEN who have particular vulnerabilities

13.3. Risk of harm due to inadequate supervision of children while using off-site facilities

13.4. Risk of child being harmed by a member of staff of another organisation, volunteer or other person while participating in out-of-school activities

13.5. Risk of child being harmed by a member of school personnel while using off-site facilities Risk of child being harmed by another child while participating in out-of-school activities

13.6. Risk of harm due to bullying of child by another child

13.7. Risk of harm due to bullying of child by an adult

13.8. Risk of harm due to inadequate code of behaviour

13.9. Risk of harm not being reported properly and promptly by school personnel

14. School transport arrangements including use of bus escorts:
   14.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
   14.2. Risk of harm to children with SEN who have particular vulnerabilities
   14.3. Risk of harm due to inadequate supervision of children while attending out-of-school activities
   14.4. Risk of child being harmed by a member of staff of another organisation, volunteer or other person while participating in out-of-school activities
   14.5. Risk of child being harmed by a member of school personnel while participating in out of school activities
   14.6. Risk of child being harmed by another child while participating in out-of-school activities
   14.7. Risk of harm due to bullying of child by another child
   14.8. Risk of harm due to bullying of child by an adult
   14.9. Risk of harm due to inadequate code of behaviour
   14.10. Risk of harm not being reported properly and promptly by school personnel

15. Care of children with special educational needs, including intimate care where needed:
   15.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
   15.2. Risk of child being harmed by a member of school personnel and visitors
   15.3. Risk of harm not being reported properly and promptly by school personnel

16. Toileting/vomiting accidents:
   16.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
   16.2. Risk of child being harmed by a member of school personnel
   16.3. Risk of harm not being reported properly and promptly by school personnel

17. Administration of Medication:
   17.1. Risk of child being harmed by a member of school personnel
   17.2. Risk of harm due to inadequate supervision of children
   17.3. Risk of harm not being reported properly and promptly by school personnel

18. Administration of First Aid:
   18.1. Risk of child being harmed by a member of school personnel
   18.2. Risk of harm not being reported properly and promptly by school personnel
   17.3. Risk of harm by a staff member due to lack of First Aid training

19. Curricular provision in respect of SPHE, RSE, Stay Safe:
   19.1. Risk of harm due to incomplete delivery of these programmes
   19.2. Risk of harm due to pupil absence and resulting lack of knowledge and understanding of these programmes

20. Prevention and dealing with bullying amongst pupils:
   20.1. Risk of harm not being reported properly and promptly by school personnel
   20.2. Risk of harm due to inadequate supervision of children
   20.3. Risk of harm due to inadequate implementation of the CETNS Anti-Bullying Policy

21. Training of school personnel in child protection matters
21.1. Risk of harm due to inadequate training in child protection matters
21.2. Risk of harm due to lack of opportunities for child protection training and up-to-date information relating to same

22. Use of school personnel for after-school activities, homework clubs & lunch time activities:
22.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
22.2. Risk of harm due to inadequate supervision of children while attending these after-school activities
22.3. Risk of child being harmed by a member of staff while participating in after-school activities
22.4. Risk of child being harmed by another child while participating in after-school activities
22.5. Risk of harm due to bullying of child by another child
22.6. Risk of harm due to bullying of child by an adult
22.7. Risk of harm due to inadequate code of behaviour
22.8. Risk of harm not being reported properly and promptly by school personnel

23. Use of external personnel to supplement the curriculum at CETNS:
23.1. Risk of harm due to inadequate supervision of children while participating in sports or other activities with external personnel at CETNS
23.2. Risk of child being harmed by external personnel while participating in sports or other activities at CETNS
23.3. Risk of child being harmed by another child while participating in sports or other activities with external personnel at CETNS
23.4. Risk of harm due to bullying of child by another child
23.5. Risk of harm due to bullying of child by an adult
23.6. Risk of harm due to inadequate code of behaviour
23.7. Risk of harm not being reported properly and promptly by external personnel

24. Care of pupils with specific vulnerabilities/ needs such as:
    a. *Pupils from ethnic minorities/migrants*
    b. *Members of the Irish Traveller community*
    c. *Lesbian, gay, bisexual or transgender (LGBT) children*
    d. *Pupils perceived to be LGBT*
    e. *Pupils of minority religious faiths*
    f. *Children in care*
    g. *Children in direct provision*
    h. *Children on CPNS (Child Protection Notification System)*
    i. *Children with special educational needs*
    j. *Children with specific medical needs e.g. allergies*
24.1. Risk of harm due to bullying of child by another child
24.2. Risk of harm due to bullying of child by an adult
24.3. Risk of harm due to inadequate code of behaviour
24.4. Risk of harm not being reported properly and promptly by school personnel

25. Recruitment of school personnel including:
   a.   *Teachers/SNAs*
   b.   *Substitute teachers/SNAs*
   c.   *Caretaker/Secretary/Cleaners*
   d.   *Sports coaches*
   e.   *External Tutors/Guest Speakers*
   f.   *Volunteers/Parents in school activities*
   g.   *Visitors/contractors present in school during school hours*
   h.   *Visitors/contractors present during after school activities*
   24.1   Risk of harm due to inadequate recruitment and vetting procedures

26. Use of Information and Communication Technology by pupils in school:
   26.1.   Risk of harm due to inappropriate communications between child and another child or adult
   26.2.   Risk of harm due to children inappropriately using computers, social media, phones and other devices while at school
   26.3.   Risk of harm due to inadequate supervision of children
   26.4.   Risk of harm due to bullying of child by another child
   26.5.   Risk of harm due to inadequate code of behaviour
   26.6.   Risk of harm not being reported properly and promptly by school personnel

27. Use of Information and Communication Technology by staff in school:
   27.1.   Risk of harm due to school personnel inappropriately using computers, social media, phones and other devices while at school
   27.2.   Risk of harm caused by a member of staff communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
   27.3.   Risk of harm caused by a member of staff accessing/circulating material via social media, texting, digital device or other manner

28. Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc:
   28.1.   Risk of harm due to inadequate Code of Behaviour
   28.2.   Risk of harm due to inadequate implementation of the ICT Acceptable User Policy (AUP)
   28.3.   Risk of harm due to inadequate implementation of the Mobile Phone Policy

29. 2nd-Level Students participating in work experience at CETNS:
   29.1.   Risk of harm due to inadequate supervision of children
   29.2.   Risk of harm due to inadequate supervision of student
   29.3.   Risk of harm due to inadequate code of behaviour
   29.4.   Risk of harm not being reported properly and promptly by school personnel or student
   29.5.   Risk of harm due to inadequate vetting of student prior to placement at CETNS

30. Student teachers/SNAs undertaking training placements at CETNS:
   30.1.   Risk of harm due to inadequate supervision of children
   30.2.   Risk of harm due to inadequate supervision of student teacher/SNA
   30.3.   Risk of harm due to inadequate code of behaviour
   30.4.   Risk of harm not being reported properly and promptly by school personnel or student
   30.5.   Risk of harm due to inadequate vetting of student prior to placement at CETNS

31. Visiting researchers:
  31.1. Risk of harm due to inadequate supervision of children
  31.2. Risk of harm due to inadequate supervision of researcher
  31.3. Risk of harm due to inadequate code of behaviour
  31.4. Risk of harm not being reported properly and promptly by school personnel or student
  31.5. Risk of harm due to inadequate vetting of researcher prior to visits

32. Use of video/photography/other media to record school events
  32.1. Risk of harm due to staff member/parent/volunteer's inadequate knowledge of school's Acceptable Use Policy (AUP)
  32.2. Risk of harm due to inadequate vetting of parent/volunteer tasked with recording school events
  32.3. Risk of harm due to inadequate training in school's AUP for staff members
  32.4. Third party access to server

33. After school clubs run by school personnel for CETNS pupils:
  33.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
  33.2. Risk of harm due to inadequate supervision of children
  33.3. Risk of child being harmed by a member of school personnel
  33.4. Risk of child being harmed by another child
  33.5. Risk of harm due to bullying of child by another child
  33.6. Risk of harm due to bullying of child by an adult
  33.7. Risk of harm due to inadequate code of behaviour
  33.8. Risk of harm not being reported properly and promptly by school personnel

34. Use of library/computer room:
  34.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
  34.2. Risk of harm due to inadequate supervision of children in the library/computer room
  34.3. Risk of harm not being reported properly and promptly by school personnel
  34.4. Risk of child being harmed by a member of school personnel
  34.5. Risk of child being harmed in the school by another child
  34.6. Risk of harm due to bullying of child by another child
  34.7. Risk of harm due to bullying of child by an adult
  34.8. Risk of harm due to children inappropriately accessing/using computers in the library
  34.9. Risk of harm due to inadequate code of behaviour
  34.10. Risk of pop-ups or third party influence online

35. HSCL activities:
  35.1. Risk of harm due to inappropriate relationship/communications between child and another child or adult
  35.2. Risk of harm due to inadequate supervision of children in the HSCL room
  35.3. Risk of harm not being reported properly and promptly by school personnel
  35.4. Risk of child being harmed by a member of school personnel
  35.5. Risk of child being harmed by another child
  35.6. Risk of harm due to bullying of child by another child
  35.7. Risk of harm due to bullying of child by an adult
  35.8. Risk of harm due to inadequate code of behaviour

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

1. Daily arrival and dismissal of pupils:

35.9. Pupils are not permitted onto school property until 8.20am

35.10. Pupils go straight to class when left off by parents.

35.11. Class teachers are in class waiting for pupils

35.12. Special Education teachers are supervising children getting to class.

35.13. Pupils from Junior and Senior Infants are collected by an adult at 1.00pm, unless signed consent is in place for an alternative arrangement

35.14. Pupils from 1st – 6th are collected by an adult or a sibling (with prior written agreement of parents / guardians)

35.15. If an unexpected person arrives at home time, the class teacher brings the child to the office and a call is made to parents to clarify collection arrangements. A text or email can be used for confirmation also.

35.16. Children from 2nd are permitted to walk home with written permission from parents and guardians, with letters held in child's file

35.17. Pupils are not permitted to use mobile phones or any media with access to the internet while on school property and phones may not be turned on until school property is exited (ref. Mobile Phone Policy)

35.18. CETNS has a Code of Good Behaviour in place for all pupils

2. Yard play for pupils:

2.1. The yard is divided into four distinct areas, one teacher supervising 2 areas.

2.2. SNAs supervise and monitor the safety of our SEN pupils in the yard

2.3. All classes are brought to and from the yard by teachers at both breaks. Teachers wait with the class until yard duty teachers arrive and, at the end of breaks, yard duty teachers wait until class teachers arrive, ensuring safe handovers

2.4. Yard gates remain closed at all times during yard play and 24-hr CCTV cameras are in operation

2.5. Children are accompanied indoors to the toilet by adults, when necessary.

2.6. Children are also accompanied indoors to the First Aid/Reflection Room by an adult, when necessary

2.7. The First Aid/ Reflection Room is supervised by a teacher each break and lunchtime. This is reflected in the supervision rota.

2.8. During wet breaks, all classrooms are supervised by the yard duty teachers. All SNAs remain with the pupil(s) with SEN that they support

2.9. CETNS has a Code of Good Behaviour in place for all pupils

3. Classroom teaching:

3.1. 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*

3.2. All classroom doors have glass panels

3.3. If a class teacher needs to leave the classroom for a short period of time, both their door and that of the classroom next door will be left open. The teacher next door will walk continuously between both rooms and supervise both classes until the teacher returns. Both classes will remain seated for this short time.

3.4. Use of computers is always under adult supervision.

3.5. The school has an up-to-date Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools* and is

implemented by all teachers in their classrooms. This policy is reviewed annually by the Board of Management

3.6. CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff

3.7. CETNS has a Code of Good Behaviour in place for all pupils

3.8. CETNS adopts the Professional Code of conduct for teachers. Staff have discussed the Code of Conduct and hard copies have been provided

3.9. The school complies with the agreed disciplinary procedures for teaching staff (Circular0049/2018)

4. Small group teaching/withdrawal:

4.1. All rooms have a glass panel in the door. Furniture is positioned so that both pupils and staff are visible at all times.

4.2. 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*

4.3. Personnel will accompany pupils to and from class

4.4. Parents will be advised of withdrawal and written consent will be sought

4.5. CETNS has a Code of Good Behaviour in place for all pupils

4.6. CETNS adopts the Professional Code of conduct for teachers. Staff have discussed the Code of Conduct and hard copies have been provided

4.7. The school complies with the agreed disciplinary procedures for teaching staff (Circular0049/2018)

5. One-to-one teaching:

5.1. All rooms have a glass panel in the door. Furniture is positioned so that both pupils and staff are visible at all times

5.2. 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*

5.3. SET staff will accompany pupils to and from class

5.4. Parents will be advised of one-to-one teaching and written consent will be sought

5.5. CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff

5.6. CETNS has a Code of Good Behaviour in place for all pupils

5.7. CETNS adopts the Professional Code of conduct for teachers. Staff have discussed the Code of Conduct and hard copies have been provided

5.8. The school complies with the agreed disciplinary procedures for teaching staff

6. One-to-one counselling/pastoral support:

6.1. All rooms have a glass panel in the door. Furniture is positioned so that both pupils and staff are visible at all times

6.2. School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all staff are required to adhere to the *Children First Act 2015*

6.3. Counselling personnel will accompany pupils to and from class

6.4. Parents will be consulted regarding one-to-one counselling support and written consent will be sought

6.5. CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff

6.6. CETNS has a Code of Good Behaviour in place for all pupils.

7. Movement of pupils around the building:

7.1. As far as practicable, pupils will be accompanied by an adult at all times

7.2. Pupils should never walk around the building on their own, at a minimum they will always be in pairs.

7.3. Pupils will be given clear instructions regarding the task to be completed

7.4. Children who are unwell will never leave the classroom unaccompanied by an adult

7.5. CETNS has a Code of Good Behaviour in place for all pupils

8. Outdoor teaching activities:

8.1. Pupils are always supervised by a teacher outdoors

8.2. If children have to return to the building, they will be with another child/adult

8.3. CETNS has a Code of Good Behaviour in place for all pupils

8.4. CETNS adopts the Professional Code of conduct for teachers. All staff have discussed the Code of Conduct and hard copies have been provided.

9. School Tours and Trips:

9.1. The school has clear guidelines and procedures in place in respect of school tours/trips

9.2. All volunteers must be Garda vetted

9.3. CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils and staff

9.4. We will endeavour to have a gender balance of adults on school tours to oversee toilet trips

9.5. Children will be taken in groups to the toilet by a member of school personnel

9.6. CETNS has a Code of Good Behaviour in place for all pupils

10. Lunchtime Meetings and Activities:

10.1. All rooms have a glass panel in the door. Furniture is positioned so that both pupils and staff are visible at all times

10.2. School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all staff are required to adhere to the *Children First Act 2015*

10.3. CETNS has a Code of Good Behaviour in place for all pupils

11. Annual Sports Day/Active Schools Week activities:

11.1. All volunteers are Garda vetted

11.2. CETNS has a Code of Good Behaviour in place for all pupils

12. Use of toilet areas in the school:

12.1. There are two toilets in each classroom. The outer door to the toilet/sink area remains open at all times for maximum supervision and safety. Only one child at a time may use the toilet area. If an adult is supervising at the door, more than one child may use the toilet/sink area

12.2. When classes are using the hall, they will use the toilet directly beside the hall doors, near reception. Pupils will also use this toilet when doing PE outdoors

12.3. When using the library, pupils will use toilets in the classrooms directly opposite (9 or 10)

13. Use of toilet/changing/shower areas in off-site facilities:

13.1. We will endeavour to have a gender balance of adults on school outings to oversee toilet trips/changing rooms e.g. swimming. However, this is not always possible. In these circumstances we ensure that there is a minimum of two adults with each group

13.2. An equal number of staff will be in both male and female changing rooms

13.3. Children will shower, dry and dress themselves

13.4. Special arrangements may be made for SET pupils with parental agreement

13.5. Children will be taken in groups to the toilet by a member of school personnel, if necessary

13.6. CETNS has a Code of Good Behaviour in place for all pupils

14. School transport arrangements including use of bus escorts:
14.1. Children are supervised by school personnel at all times
14.2. Escorts are Garda vetted
14.3. There is a safe handover from home to escort to school each morning, and vice versa in the afternoon
14.4. On school tours/trips, children are encouraged to secure their own seat belts, where possible

15. Care of children with special educational needs, including intimate care where needed:
15.1. CETNS agrees an intimate care plan with parents, in respect of students who require it
15.2. CETNS has a Special Educational Needs policy

16. Toileting/vomiting accidents:
16.1. Parents/guardians will be contacted to come and collect the child or bring fresh clothes. Parent will change the child's clothes. If the parents are unable to come to the school and agree to it over the phone, a teacher/ SNA will help the child to change, with another teacher/SNA present. If a parent/guardian cannot be contacted, the child's clothes will be changed with two adults present. The child will be encouraged to change their own clothes as far as possible and will be assisted, where needed. Parents/guardians will be informed of the incident and a written record will be maintained. (yellow sheet)
16.2. The above will also apply to vomiting incidents or wet clothes (e.g. water play, heavy rain etc) where a parent/guardian cannot be contacted to come and collect their child

17. Administration of Medication:
17.1. CETNS has clear procedures for the administration of medication to pupils. (ref. Health and Safety Policy)
17.2. CETNS has an up-to-date Health and Safety policy

18. Administration of First Aid:
18.1. Minor injuries are treated on yard/in the classroom
18.2. More serious injuries during yard times are brought to first aid room by an SNA during break
18.3. Two adults are present to treat any injuries that involve the removal of clothes

19. Curricular provision in respect of SPHE, RSE, Stay Safe:
19.1. The school implements, in full, the Stay Safe Programme, RSE and SPHE curriculum
19.2. Principal monitors implementation of above in teachers planning documents
19.3. New staff are encouraged and enabled to go to RSE training
19.4. We commit to on-going CPD for teachers in the Stay Safe programme, when available

20. Prevention and dealing with bullying amongst pupils:
20.1. CETNS has an Anti-bullying policy which outlines clearly the procedures we follow when dealing with bullying
20.2. Children are encouraged not to be Bystanders and are taught what to do if they suspect bullying is taking place
20.3. "Bully free starts with me" posters are prominently displayed in all classrooms and in the yard. Positive affirmations are also displayed on the walls in the yard

20.4. We celebrate Friendship Fortnight every year at CETNS
20.5. All classrooms, 1st-6th, have a "What's on Your Mind?" box
20.6. Age-appropriate story books with a bullying theme are available to class teachers to help prevent bullying and reinforce the anti-bullying messages

21. Training of school personnel in child protection matters:

21.1. School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all staff are required to adhere to the *Children First Act 2015*

21.2. All staff completed the online training provided by Túsla and also the training provided by the PDST, in the area of child protection

21.3. All new staff will be required to complete the relevant training that is available

22. Use of school personnel for after-school activities and homework clubs:

22.1. All extra-curricular activities are sanctioned by the Board of Management of CETNS

22.2. All of the procedures outlined in this policy are adhered to during extra-curricular activities

23. Use of external personnel to supplement the curriculum at CETNS:

23.1. All external personnel are Garda vetted

23.2. At all times the class teacher should be present for the duration of the activity

23.3. At CETNS we have a guest speaker policy

24. Care of pupils with specific vulnerabilities/ needs such as:

a. *Pupils from ethnic minorities/migrants*
b. *Members of the Irish Traveller community*
c. *Lesbian, gay, bisexual or transgender (LGBT) children*
d. *Pupils perceived to be LGBT*
e. *Pupils of minority religious faiths*
f. *Children in care*
g. *Children in direct provision*
h. *Children on CPNS (Child Protection Notification System)*
i. *Children with special educational needs*

24.1. At Castaheany ETNS, we endeavour to create a happy and safe environment in which children learn and play inclusively

24.2. We want everyone in our school community to feel comfortable and secure, to be themselves

24.3. Just like Educate Together's motto, "No Child is an Outsider", we embrace and welcome the diversity of our school community

24.4. CETNS has an Anti-bullying policy which outlines clearly the procedures we follow when dealing with bullying

24.5. Children are encouraged not to be Bystanders and are taught what to do if they suspect bullying is taking place

24.6. We have an Ethical Education plan which is widely promoted throughout the school

24.7. We have assembly themes, which focus on teaching the children about respect for all and diversity

25. Recruitment of school personnel including:

a. *Teachers/SNAs*

b.   Caretaker/Secretary/Cleaner
c.   Sports coaches
d.   External Tutors/Guest Speakers
e.   Volunteers/Parents in school activities
f.   Visitors/contractors present in school during school hours
g.   Visitors/contractors present during after school activities

25.1. The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting

26. Use of Information and Communication Technology by pupils in school:

26.1. The school has an Acceptable Use Policy (AUP)
26.2. Children should not have unsupervised access to computers
26.3. All pupil PCs are filtered by the NCTE school broadband service
26.4. Children should not be allowed access other modes of ICT without correct supervision
26.5. Children have restricted access (password protected) to information stored on the school server
26.6. Children may take part in lessons about safer use when using ICT
26.7. CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils
26.8. CETNS has in place a Code of Good Behaviour for pupils

27. Use of Information and Communication Technology by staff in school:

27.1. CETNS has an Acceptable Use Policy (AUP)
27.2. CETNS adopts the Professional Code of conduct for teachers. All staff have discussed the Code of Conduct and hard copies have been provided.
27.3. The school complies with the agreed disciplinary procedures for teaching staff

28. Application of sanctions under the school's Code of Behaviour, including detention of pupils, confiscation of phones etc:

28.1. Confiscation of phones-CETNS has in place a mobile phone policy in respect of usage of mobile phones by pupils. If a pupil is using their mobile phone during the school day the phone is confiscated. Parents must collect the phone from the office
28.2. CETNS has in place a Code of Good Behaviour for pupils
28.3. Detention-The First Aid/Detention Room is supervised by a teacher each break and lunchtime. This is reflected in the supervision rota. The door of the detention room is left open

29. 2nd-Level Students participating in work experience at CETNS:

29.1. 2nd level students will never have unsupervised access to the children
29.2. All students prior to commencing work experience will be Garda vetted

30. Student teachers/SNAs undertaking training placement in school:

30.1. All student teachers/SNAs will be Garda vetted
30.2. Student teachers/SNAs work under the supervision/guidance of the class teacher
30.3. As far as possible, the class teacher should be present with the student teacher
30.4. The school's Child Safeguarding Statement, *Circular 0081/2017* and the DES *Child Protection Procedures for Primary and Post-Primary Schools 2017* are in a green booklet which is prominently displayed in all rooms in CETNS. This policy will be brought to the attention of student teachers/SNAs
30.5. The school mobile phone usage policy, anti-bullying policy and code of good behaviour will also be brought to their attention
30.6. Student teachers will not teach lessons of a more sensitive nature such as Stay Safe, RSE

31. Visiting researchers:

31.1. The BOM of CETNS will only grant consent to carry out research when they are satisfied that the research/researcher will not pose any risk/threat to the safety of the children at CETNS

31.2. The researcher in question will be bound by their own ethical procedures and practices

31.3. Visiting researchers will have no unsupervised access to children

31.4. Clear guidelines/ procedures will be agreed with the relevant staff

31.5. Where applicable the researcher(s) will be Garda vetted

32. Use of video/photography/other media to record school events:

32.1. CETNS has in place a mobile phone policy in respect of usage of mobiles by pupils and staff

32.2. In advance of each school event, families are reminded to keep images for private use only and not to upload to any social media.

32.3. CETNS has a Data Protection policy and CCTV policy

33. After school clubs run by school personnel for CETNS pupils:

33.1. All after-school activities are approved by the Board of Management

33.2. Personnel keep attendance records

33.3. Personnel keep maintain contact lists for parents/guardians and ensure safe handovers, to a known adult, where children are being collected

33.4. Permission to walk home alone records are also kept by the relevant personnel

33.5. Our Code of Good Behaviour extends to all school-related activities

34. Use of library/computer room:

34.1. As outlined in the school's Acceptable Use Policy (AUP), children should not have unsupervised access to computers

34.2. Children should not be in the library/computer room unless supervised by an adult

34.3. When using the library, pupils will use toilets in the classrooms directly opposite (9 or 10)

34.4. When one pupil/small group of pupils and one adult are using the library/computer room, they should remain visible through the glass panel

35. HSCL activities:

35.1. All HSCL (Home School) activities will be carried out with Garda vetted personnel

35.2. Parents/Guardians or other visitors will not have unsupervised access to children

35.3. All activities will be supervised by a staff member

35.4. The school's Child Protection documents (green booklet) will be displayed in the HSCL Room and brought to the attention of all involved in the activities