



Doonbeg N.S.
Child Safeguarding Statement
&
Risk Assessment

November 2022

Child Safeguarding Statement

Doonbeg National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the 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 Doonbeg National School 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 **Mr. Neil Crowley - Principal**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Ms. Elaine O'Mahoney – Deputy Principal**
- 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 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 the **9th November 2022**.

Signed: *Ms. Angela Fitzpatrick*

Chairperson of Board of Management

Signed: *Mr. Neil Crowley*

Principal/Secretary to the Board of Management

Child Safeguarding Risk Assessment

Written Assessment of Risk of Doonbeg 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 Doonbeg National School.

1. List of school activities

1. Training of School Personnel in Child Protection matters.
2. One to One teaching.
3. Care of children with special needs, including intimate care needs.
4. Curricular Provision in respect of SPHE, RSE and Stay Safe.
5. Daily arrival and dismissal of pupils.
6. Managing of challenging behaviour amongst pupils.
7. Interaction with visitors to the school/sports coaches.
8. Student participating in work experience in the school.
9. Recreation breaks for pupils.
10. Classroom teaching.
11. Outdoor teaching activities.
12. Sporting Activities.
13. After School Activities.
14. School Tours.
15. Administration of Medicine and First Aid.
16. Prevention of dealing with bullying amongst pupils.
17. Visitors/contractors, speakers/volunteers, parents present during school hours and during after school activities.

18. Use of Information and Communication Technology by pupils in school.
19. Use of video/photography/other media to record school events.
20. Use of toilet/changing areas in school.
21. Participation by pupils in religious ceremonies/events external to the school.
22. Care of pupils with specific vulnerabilities/needs such as
 - a. Pupils from ethnic minorities/migrants
 - b. Members of the travelling community, lesbian, gay, bisexual or transgender (LGBT) children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care.
23. Data Protection.
24. Storage or publication of photos of children.

2. & 3. The school has identified the following risk of harm in respect of its activities and provided a series of procedures to address the risks of harm identified in this assessment.

	School Activity	Risk of Harm	Risk Level	Procedures in place to address risk
1.	Training of school personnel in child protection matters.	Harm not recognised or reported promptly.	Low	<ul style="list-style-type: none"> • 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. • Staff members will acknowledge receipt of the schools safeguarding statement and risk assessment in writing. • Staff members will acknowledge in writing that they are aware of their responsibility to be familiar with and implement consistently , the contents of the safeguarding and risk assessment.

				<ul style="list-style-type: none"> • 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. • DLP and DDLP to attend PDST face to face training. All staff to view TUSLA training module and any other online training offered by PDST. • BOM records all records of staff and board training.
2.	One to One Teaching.	Harm by school personnel.	Medium	<ul style="list-style-type: none"> • Parents are informed and provide written consent if children are withdrawn from the class on a regular basis. • Glass panels are fitted in the doors of all classrooms in the school. • Glass panels will not be obscured in any way. • Window blinds where fitted will remain open during pupil contact time.
3.	Care of children with Special Needs, including intimate care needs.	Harm by school personnel.	High	<ul style="list-style-type: none"> • Special Needs Policy • Intimate Care and Toileting Policy
4.	Curricular Provision in respect of SPHE, RSE and Stay Safe.	Risk of inappropriate communications between child and another child.	Medium	<ul style="list-style-type: none"> • The school implements in full the SPHE and Stay Safe Programmes. • The RSE programme for senior classes is undertaken by

				an approved RSE facilitator each year.
5.	Daily arrival and dismissal of pupils.	Harm from other pupils, unknown adults on the playground.	Medium	<ul style="list-style-type: none"> • The BOM has a suitable yard/playground supervision rota to ensure appropriate supervision of children during assembly and dismissal and recreation breaks. • All adults are required to report to reception prior to visiting the school classrooms. • The front entrance to the school has a keypad and magnetic lock, so visitors must only gain access through a staff member. • Parents of children from 1st to 6th must ensure that suitable arrangements are in place for the collection of pupils, once they leave the school at the end of the day.
6.	Managing of challenging behaviour amongst pupils.	Injury to pupils and staff.	High	<ul style="list-style-type: none"> • The school has a Health and Safety Policy and a Code of Behaviour. • If situations of challenging behaviour arise, more urgent action may be required. • These issues will be discussed with a NEPS Psychologist and/or the Special Educational Needs Officer (SENO) with the permission of the Parent/Guardian. • A more detailed behavioural management plan will be implemented at home and school or there will be a referral for specialist assessment. • The SEN teacher and SNAs will follow the educational

				<p>plan and these plans will be agreed with the parents/guardians.</p> <ul style="list-style-type: none"> • The school will also request the services of the Special Education Support Services (SESS), to support teaching and non teaching staff when required.
7.	Interaction with visitors to the school/Sports coaches.	Harm in a coaching situation.	Medium	<ul style="list-style-type: none"> • The school adheres to the requirement of the Garda Vetting legislation and relevant DES circulars in relation to Garda Vetting. • All teachers must provide a duty of care in line with the Health and Safety policy and supervision duties. • Organisations that provide coaches to the school must provide confirmation in writing that their coaches/instructors have suitable vetting.
8.	Student participating in Work Experience in the school.	<p>Harm by volunteer to the school.</p> <p>Harm by student.</p> <p>Risk of inappropriate communication between child and another child.</p>	Medium	<ul style="list-style-type: none"> • Prior to accepting a student on placement, the student will provide the school with: • A current NVB vetting documentation which needs to be processed prior to the placement start date. • Confirmation that the DES Vetting obligations will be complied with in advance of teaching placement. • Class teachers are to remain with the class at all times.
9.	Recreation Breaks for Pupils.	Harm due to inadequate supervision.	High	<ul style="list-style-type: none"> • The school has a suitable yard/playground supervision rota for both teaching staff and SNAs to ensure appropriate supervision of children during recreation

				<p>breaks.</p> <ul style="list-style-type: none"> • Adults wishing to collect a child during recreation time must report to reception or the teacher on yard duty.
10.	Classroom Teaching.	Harm by school personnel. Inadequate Supervision.	Medium	<ul style="list-style-type: none"> • All staff will be supplied with a copy of the child Safeguarding Statement and Child Safeguarding Risk Assessment. • The school has a procedure in place that teachers are not to be in the classroom, with a child on their own. • There are windows in all the classrooms and glass panels on the classroom doors. • Glass panels and windows will not be obstructed in any way.
11.	Outdoor Teaching Activities.	Harm due to inadequate supervision.	High	<ul style="list-style-type: none"> • In line with the Health and Safety Statement, the teachers will exercise a duty of care to pupils during school activities, whether undertaken on site or off site. • Prior to the use of outdoor facilities, the teachers will satisfy themselves as to how suitable the venue is.
12.	Sporting Activities.	Harm by a member of school personnel, member of staff of another organisation or other	High	<ul style="list-style-type: none"> • The teacher will exercise their duty of care to pupils during sporting activities whether undertaken on site or off site.

		person.		
13.	After School Activities.	Harm by a member of school personnel, member of staff of another organisation or other person.	Medium	<ul style="list-style-type: none"> • The school adheres to the requirements of the Garda Vetting Legislation and relevant DES circulars in relation to Garda vetting. • The responsibility lies solely with the individual or group using the premises for communicating with parents about starting and finishing times, cancellations or rescheduling. • A contact number should be provided to parents. • The individuals or groups using the facilities are required to put procedures in place to ensure all children are properly supervised at all times.
14.	School Tours.	Harm by a member of school personnel, member of staff of another organisation or other person.	High	<ul style="list-style-type: none"> • The school has clear procedures in respect of school outings. • A tour letter with rules set in advance. • School Code of Behaviour
15.	Administration of Medicine and First Aid.	Risk of harm while child is receiving intimate care.	High	<ul style="list-style-type: none"> • The school has a policy for the Administration of Medicine. • Members of staff may administer medication to pupils only in cases where an indemnity form has been signed by the parents and agreed by the Principal/Chairperson of the Board of Management.

16.	Prevention of dealing with bullying amongst pupils.	Risk of harm due to inadequate code of behaviour.	Medium	<ul style="list-style-type: none"> • 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 Anti-Bullying Policy is on our website to inform parents. • Adequate supervision is provided to ensure codes of behaviour are being followed.
17.	Visitors/Contractors, Speakers/Volunteers/Parents present during school hours and during after school activities.	Risk of harm not being recognised or properly reported.	High	<ul style="list-style-type: none"> • They must check in at reception before accessing the classrooms. • Regular visitors to the school e.g. an external teacher, guest speakers are vetted and a copy of the vetting will be provided to the school. • In line with the Health and Safety Statement, children are closely supervised by staff members during all school events, in which visitors are invited to or are present in the school. • Persons administering external programmes through another body will provide the school with confirmation of vetting from their relevant organisation and a copy of any appropriate insurance.
18.	Use of Information and	Risk of harm due to	High	<ul style="list-style-type: none"> • In conjunction with the school's Acceptable Use Policy

	Communication Technology by pupils in the school.	children inappropriately accessing/using computers, social media, phones and other devices while at school.		<p>(AUP):</p> <ul style="list-style-type: none"> • Access to the internet will be supervised by a teacher. If there is no teacher in the room, access to the internet will be prohibited. • Pupils are not permitted to use personal devices in the school, unless they are requested to bring them to school by a member of the teaching staff for use during educational purposes. • The PDST Technology in Education allows access to the internet and is filtered accordingly. • All filtering levels are designed to block content of an illegal or pornographic nature. The school is in the process of changing its filtering levels. The filtering level of 4, will allow access to Youtube, but will block websites that are classified as personal , e.g. blogs and social networking such as Facebook.
19.	Use of Video/photography/other media to record school events.	Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other.	High	<ul style="list-style-type: none"> • The school has an Electronic Devices and Mobile Phone Policy in place. • Parents will be informed that any photographs or digital recordings of school events or school related events, taken by parents or other individuals are for private, personnel use only. • Photographs or digital recordings of school events or

		manner.		school related events taken by parents or other individuals, must not be uploaded to any website to be viewed by others (e.g. Facebook).
20.	Use of Toilet/Changing areas in the school.	Risk of harm due to inappropriate behaviour.	High	<ul style="list-style-type: none"> • The school has clear procedures in relation to toileting and changing in the school. • Only one child at a time is permitted in the class toilets. • Class teachers will supervise pupil's use of toilet facilities. • During break times: Children must get permission from the Teacher on supervision duty, to be allowed access to the building to use the toilets.
21.	Participation by pupils in religious ceremonies/events external to the school.	Harm from other pupils. Harm from other adults.	High High	<ul style="list-style-type: none"> • Children will not be allowed to make their way to the church unaccompanied. • Teachers will ensure there is effective supervision at all times, both en route to and within the church. • Where ceremonies are conducted outside of school time, it is the parent's responsibility to ensure suitable arrangements are in place for getting children to and from the event location.
22.	Care of pupils with specific vulnerabilities/needs such as pupils from ethnic minorities/migrants.	Risk of harm due to bullying of the child. Harm by school personnel.	Low Low	The school has the following procedures in place: Anti-Bullying Policy Anti-Cyber Bullying Policy

	Members of the travelling community, lesbian, gay, bisexual or transgender (LGBT children, pupils perceived to be LGBT, pupils of minority religious faiths, children in care.			Code of Behaviour S.P.H.E. Policy Acceptable Use Policy Electronic Devices and Mobile Phone Policy
23.	Data Protection.	Risk of personal information regarding pupils being accessed and used inappropriately.	Low	<ul style="list-style-type: none"> • In line with the school's Data Protection Policy: • Confidential documents relating to children in the school are stored securely in the school. • Hard copies are stored in the locked filing cabinet in the Principal's Office. • Children's information can be stored in the Aladdin software system. This is an online database. A password is required to access this information. • Documents will only be discussed with staff on a need to know basis.
24.	Storage or publication of photos of children.	Risk of pupil images being accessed and used inappropriately.	Medium	<ul style="list-style-type: none"> • Parental consent to take photos of children will be obtained on enrolment. • Class teachers are made aware of any children in their class who do not have permission to be in school photos. • Photos taken by staff are removed from personal devices at the end of each school day.

				<ul style="list-style-type: none"> • Photos are stored securely in the school portable USB drive. • The names of children are not published with photos on the website or on class blogs. • Children are not allowed to use digital devices during school time, unless under the supervision of a teacher and for educational purposes only.
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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 the **9th November 2022**. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: **Ms. Angela Fitzpatrick**

Date: **9th November 2022**

Chairperson, Board of Management

Signed: **Mr. Neil Crowley**

Date: **9th November 2022**

Principal/Secretary to the Board of Management

Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

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

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school’s Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’?	Yes
2. As part of the school’s Child Safeguarding Statement, has the Board formally adopted, without modification, the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’?	Yes
3. Does the school’s Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes

	Yes/No
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	No
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	No
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	N/A
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?*	Yes
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes

	Yes/No
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	No
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	No
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
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)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
30. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Yes
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Yes

	Yes/No
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	No
33. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'	Yes
34. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	Yes
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	No
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 ?	No
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed: **Ms. Angela Fitzpatrick**
Chairperson, Board of Management

Date: **9th November 2022**

Signed: **Mr. Neil Crowley**
Principal/Secretary to the Board of Management

Date: **9th November 2022**

Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Whom It May Concern

The Board of Management of **Doonbeg National School** 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 on the **9th November 2022**.
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website www.education.ie

Signed: ***Ms. Angela Fitzpatrick***

Date: **9th November 2022**

Chairperson, Board of Management

Signed: ***Mr. Neil Crowley***

Date: **9th November 2022**

Principal/Secretary to the Board of Management

Additional Procedures:

Procedures for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service

Minor complaints about staff are managed in line with the complaint's procedure, as outlined in the Parental Complaints Policy which is available from the school office.

Allegations against staff or abuse or misconduct are managed in line with the provisions of section 5.6 of the DES Child Protection Procedures for Primary and Post Primary Schools 2017.

Procedures for the recruitment and selection of workers and volunteers to work with children

- Only teachers who can provide up to date vetting by the National Vetting Bureau are employed in Doonbeg National School. All temporary and permanent teachers are registered with the Teaching Council.
- All Special Needs Assistants and ancillary staff employed by the Board of Management must undergo and successfully complete vetting by the National Vetting Bureau in advance of commencing employment. This vetting will be processed through Killaloe Diocesan Office.
- References from previous employers are obtained before employment commences in the school.
- A Form of Undertaking and Statutory Declaration must be completed before commencing in the school.
- Parents and volunteers who attend the school on a regular basis to assist in school related activities will be vetted by the BOM through Killaloe Diocesan Office.

Procedures for the provision of and access to child safeguarding training and information, including the identification of the occurrence of harm

- School staff members are given a hard copy of Doonbeg National School's Child Safeguarding Statement along with a hard copy of Doonbeg National School's Child Safeguarding Risk Assessment.

The following documents are readily available to school staff on the school website and a hard copy will be placed each teachers planning folder.

- Doonbeg National School's Child Safeguarding Statement
- Doonbeg National School's Child Safeguarding Risk Assessment

Teachers must also download the pdf version of the following documents to a Child Protection Folder on the Desktop on their teaching computer.

- DES Child Protection Procedures for Primary and Post Primary Schools 2017
 - Primary Circular 0081/2017
 - Children First: National Guidance for the Protection and Welfare of Children 2017
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- School staff members are informed of school child-protection and anti-bullying procedures during staff induction and at the beginning of each school year.
 - Other relevant school policies are available to all school staff from the School Office or on request.
 - School staff will avail of online training made available by TUSLA and the PDST.
 - The DLP/DDLP will engage with face to face Child Protection training with the PDST or any other bodies when required.
 - School management will keep updated on current Child Protection guidelines and circulars.

Procedures for the reporting of child protection or welfare concerns to Tusla

- All mandated persons shall report a mandated concern to Tusla as soon as practicable in accordance with the Children First Act.
- The DLP, Mr. Neil Crowley, or in his absence/unavailability, DDLP, Ms. Elaine O'Mahoney, shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
- On completion by the mandated person, a report shall be forwarded to the relevant Duty Social Worker by the DLP, DDLP or Mandated Person.
- In the event the report is forwarded by the DLP or DDLP, the Mandated Person shall be informed in writing that the report has been forwarded.
- In the event that the report is forwarded by a mandated person without the assistance of the DLP/DDLP, the DLP or DDLP shall be informed in writing and copies provided will be stored securely in a locked filing case in the strong room.

Procedure for maintaining a list of the persons in the relevant service who are mandated persons

All Members of the teaching staff of Doonbeg National School are mandated persons. Mandated persons, as defined in the Children First Act 2015, have a statutory obligation to report concerns which reach a particular threshold to Tusla and to cooperate with Tusla in the assessment of mandated reports.

Procedure for appointing a relevant person

The Board of Management of Doonbeg National School, appoints the school principal as the DLP and the deputy principal as the DDLP. The School Principal Mr. Neil Crowley, is the DLP, the relevant person in accordance with the Children First Act 2015. The Acting Deputy Principal Ms. Elaine O'Mahoney is the DDLP. The DDLP will deputise for the DLP in his absence.

The names of the current DLP and DDLP will be displayed in the school reception area and are included on the Child Safeguarding Statement available on the school website.