**Commencement of all sections of**

**Children First Act 2015**

**11 December 2017**

**What are the implications for schools?**

**Mandated Persons**

All teachers are now ‘mandated persons’. There are two areas of responsibility which will apply to mandated persons in a primary school:

* Where a mandated person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of that a child:
  + has been harmed
  + is being harmed
  + is at risk of being harmed

He or she must report that knowledge, belief or suspicion, to the Child and Family Agency (Tusla) as soon as practicable.

* Where a child believes that he or she:
  + has been harmed
  + is being harmed
  + is at risk of being harmed

and discloses that belief to a mandated person, the mandated person must report that disclosure to Tusla as soon as practicable.

**Child Safeguarding Statement**

The Board of Management (BoM) of each school must produce a Child Safeguarding Statement on or before 11 March 2018.

**Risk Assessment of potential harm to children**

The BoM of each school must produce a *Risk Assessment of all potential harm to children* on or before 11th March 2018, in conjunction with the *Child Safeguarding Statement*.

**Child Protection Oversight Report**

A new child Protection Oversight Report must be provided to the BoM as part of the Principal’s Report at every meeting - to ensure oversight by the BoM of the school’s compliance with child safeguarding requirements.

**Child Safeguarding Statement**

Killoughteen NS 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 Killoughteen NS 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 Willie Curtin
3. The Deputy Designated Liaison Person (Deputy DLP) is: Anita O Doherty

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.

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 BoM members to avail of relevant training
  + The BoM 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 abovenamed 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 BoM 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.
* 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.

This statement has been published on the school’s website and has been provided to all members of school personnel, the Parents’ Association 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.

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 [22/02/2018].

Signed: Sheilagh O Mahony Kennedy Chairperson of BoM [22/02/2018]

Signed: Willie Curtin Principal/Secretary to the BoM [22/02/2018]

**Checklist for Review of the Child Safeguarding**

**Statement**

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management (BoM) to 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 BoM shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, BoM 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 Primary and Post-Primary Schools 2017.*

|  |  |
| --- | --- |
|  | **Yes/No** |
| 1. Has the BoM formally adopted a Child Safeguarding Statement in accordance with the ‘*Child Protection Procedures for Primary and Post Primary Schools 2017*’? |  |
| 1. As part of the school’s Child Safeguarding Statement, has the BoM formally adopted, without modification, the ‘*Child Protection Procedures for Primary and Post Primary Schools 2017*’? |  |
| 1. Does the school’s Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? |  |
| 1. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review? |  |
| 1. Has the DLP attended available child protection training? |  |
| 1. Has the Deputy DLP attended available child protection training? |  |
| 1. Have any members of the BoM attended child protection training? |  |
| 1. Are there both a DLP and a Deputy DLP currently appointed? |  |
| 1. Are the relevant contact details (Tusla and An Garda Síochána) to hand? |  |
| 1. Has the BoM arrangements in place to communicate the school’s Child Safeguarding Statement to new school personnel? |  |
| 1. 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? |  |
| 1. Has the BoM received a Principal’s Child Protection Oversight Report at each Board meeting held since the last review was undertaken? |  |
| 1. Since the Board’s last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures? |  |
| 1. Since the Board’s last review, has the Board been provided with and reviewed all documents relevant to the CPOR? |  |
| 1. Since the Board’s last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report? |  |
| 1. Have the minutes of each Board meeting appropriately recorded the CPOR report? |  |
| 1. 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? |  |
| 1. 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?\* |  |
| 1. Where applicable, were unique identifiers used to record child protection matters in the Board minutes? |  |
| 1. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely? |  |
| 1. 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’? |  |
| 1. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required under section 5.6 of the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ were subsequently issued by the DLP? |  |
| 1. Has the Board ensured that the Parents’ Association (if any), has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the Board ensured that the patron has been provided with the school’s Child Safeguarding Statement? |  |
| 1. Has the Board ensured that the school’s Child Safeguarding Statement is available to parents on request? |  |
| 1. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools) |  |
| 1. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools) |  |
| 1. Has the Board ensured that the SPHE curriculum is implemented in full in the school? |  |
| 1. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? \* |  |
| 1. 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?\* |  |
| 1. 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)?\* |  |
| 1. Has the BoM considered and addressed any complaints or suggestions for improvements regarding the school’s Child Safeguarding Statement? |  |
| 1. Has the BoM 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’ |  |
| 1. Has the BoM sought the feedback of pupils in relation to the school’s child safeguarding arrangements? |  |
| 1. Is the BoM satisfied that the ‘Child Protection Procedures for Primary and Post Primary Schools 2017’ are being fully and adequately implemented by the school? |  |
| 1. Has the BoM identified any aspects of the school’s Child Safeguarding Statement and/or its implementation that require further improvement? |  |
| 1. Has the BoM 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 ? |  |
| 1. Has the BoM 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? |  |

Signed: Sheilagh O’ Mahony Kennedy Chairperson of BoM [02/04/2019]

Signed: Willie Curtin Principal/Secretary to the BoM [02/04/2019]

**Notification regarding the Board of Management’s review of the Child Safeguarding Statement**

Dear Parent(s)/Guardians,

The Board of Management (BoM) of Killoughteen 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 [ ].

• 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of BoM [ ]

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Principal/Secretary to the BoM [ ]

**Child Safeguarding Risk Assessment**

**Written Assessment of Risk of Killoughteen 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 Killoughteen National School.

**Child Safeguarding Risk Assessment**

1. **List of school activities**

|  |
| --- |
| * Daily arrival and dismissal of pupils * Recreation breaks for pupils * Classroom teaching * One-to-one teaching * Outdoor teaching activities * Sporting Activities * School outings * Use of toilet/changing/shower areas in schools * Active School Week * 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. * Management of challenging behaviour amongst pupils, including appropriate use of restraint where required * Administration of Medicine and 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 * Pupils perceived to be LGBT * Pupils of minority religious faiths * Recruitment of school personnel including - * Teachers/SNA’s * Caretaker/Secretary/Cleaners * Sports coaches * External Tutors/Guest Speakers * Volunteers/Parents in school activities * Participation by pupils in religious ceremonies/religious instruction external to thee school * Use of Information and Communication Technology by pupils in school * Application of sanctions under the school’s Code of Behaviour * Students participating in work experience in the school or student teachers on placement * Use of video/photography/other media to record school events * Use of school premises by other organisations during school day |

1. **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, or other person while 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 activity * Risk of harm due to inappropriate relationship/communications between child & 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 in one-to-one teaching, * Risk of harm caused by member of school personnel communicating with pupils in an inappropriate 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 |

1. **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 * 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 Stay Safe Programme * The school implements in full the SPHE curriculum * 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/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks * The school has in place clear procedures in respect of school outings * The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting * The school has a code of conduct for school personnel (teaching and non-teaching staff) * The school has a Special Educational Needs policy * The school has an intimate care policy/plan in respect of students who require such care * The school has in place a policy and procedures for the administration of medication to pupils * 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 * The school has in place procedures for the administration & training in First Aid * 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 policy and procedures for the use of external sports coaches * 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 in respect of student teacher placements * The school has in place a policy and procedures in respect of students undertaking work experience in the school |

**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 *[ 02/04/2019].* It will be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: Sheilagh O’ Mahony Kennedy Chairperson of BoM [ 02/04/2019]

Signed: Willie Curtin Principal/Secretary to the BoM [02/04/2019]

Child Protection

Child Protection Policy

Killoughteen N.S.

Killoughteen,

Newcastle West,

Co. Limerick

Roll No. 18708U

Killoughteen N.S.

Agreed Code of Best Practise

Regarding child protection

Agreed Code of Best Practise regarding child protection

**Recruitment and selection of staff**

The recruitment of staff and volunteers is crucial to ensuring that those working with the children in the school are safe adults insofar as this can be determined. While correct procedures must always be followed in relation to advertising, interviewing and the selection of staff, other practises should also be considered. All applicants should be asked to supply in writing information which includes:

* Appropriate personal details
* A résumé of past and current work/volunteering experience, indicating relevant qualifications or skills acquired
* At least two written references – verification of references should be sought through making verbal contact with the referees

Garda vetting where necessary, will be sought though Garda vetting is not in itself a complete safeguard, as many perpetrators of abuse are not known to the authorities. Background checks will be carried out on anyone being considered to assist in a voluntary capacity or seeking work experience in the school. Many colleges and organizations seeking to place individuals on work experience in the school will supply that information.

The Board of Management will ensure that all personnel are properly supervised and supported in the work they are doing.

Agreed Code of Best Practise regarding child protection

**General Conduct**

In all the dealings with the children in our care a balance will be struck between the rights of the child and the need for intervention.

As a general rule any *physical contact* between school personnel and the child should be in response to the needs of the child and not the needs of the adult. While physical contact can be used to comfort, reassure or assist a child the adult must make sure that:

* Is acceptable to the child concerned
* It is open and not secretive
* It is appropriate to the age and developmental stage of the child

School personnel should not do things of a personal nature for a child which the child can do for him/herself. Inappropriate physical contact also includes rough physical play and horseplay (tickling, wrestling etc.).

All children will be treated with equal respect- favouritism is not acceptable.

School personnel should never engage in or allow:

* The use of inappropriate language or behaviours, e.g. sarcasm
* Physical punishment of any kind
* Sexually provocative games or sexually suggestive comments about or to a child.
* The use of sexually explicit or pornographic material etc.

*All media products*: CDs, DVDs, computer software etc. – should be checked for appropriateness with regard to age and suitability.

Where a doubt exists with regard to the suitability of material, parents, principal and/or board of management should be consulted as necessary.

All school personnel are familiar with the DES guidelines on child protection and will adhere to them in the event of concerns or disclosures around child protection. The Designated Liaison Person should be notified promptly of any concerns with regard to the behaviour of a staff member or any allegations of abuse made by a child or an adult.

Agreed Code of Best Practice regarding child protection

**Toileting/Intimate Care**

1. **Children with specific toileting/intimate care needs**

Normally a child who has specific toileting needs will have a special needs assistant assigned to him/her. Before the child is enrolled in the school, a meeting will take place to include all school personnel with the child’s care and the child’s parents/guardian. At that meeting the needs of the child will be addressed and agreements reached as to how the school will accommodate those needs. The agreed practises should be recorded in an Intimate Care Policy. Practises agreed should be sufficiently flexible to cover unforeseen situations, e.g. if personnel involved in assisting the child are absent. The Board of Management should be made aware of practises agreed.

1. **‘Accidents’ requiring a change of clothing**

Accidents occasionally occur at school which require the child to change his/her clothes. Examples of such accidents are; falling in a puddle during wet weather, spilling a large quantity of liquid over one’s clothes and toileting accidents. These accidents will be attended to promptly to minimise discomfort to the child. To cope with such incidents, each classroom will carry a supply of clean clothing, underclothing and socks.

If the child does not need assistance in changing, he/she will be given dry clothes and be allowed to change in the toilet area. He/she will be given a bag to hold the wet clothing

If the ‘accident’ is toilet-related, the child’s parent, designated family member or child-minder will be informed of the incident by phone. Such adults will usually attend immediately with fresh clothing. If the adults cannot attend immediately, a sibling will be asked to help out.

If the child needs assistance in changing and if there is no family member present, neither adult nor sibling, assistance will be given by two adult members of school staff (teacher/principal/SNA/secretary). The child’s parents will be informed of such assistance.

The incident will be noted in the incident file.

Agreed Code of Best Practise regarding child protection

**Changing for Swimming, Matches and other Sports activities**

A change of clothing is not required for PE as school uniform is both acceptable and appropriate

Infants don’t normally take part in swimming or other events involving a change of clothing. Older children can usually dress themselves.

Regarding changing before and after matches, the boys use the toilet area attached to the senior classroom while the girls use the staff toilet area. Staff members are advised of this in advance.

Change of clothing for swimming takes place in the changing room/cubicles adjacent to the pool. Two members of school staff and a pool employee supervise this and ensure that all the children vacate the changing rooms safely. Staff will avoid assisting children with anything of a personal nature that the child can do for him/herself. Where children need assistance with changing an agreement will be reached (in advance) between parents and staff as to how best those needs can be met.

Parents will be notified if volunteers are assisting children and clear boundaries will be set down if volunteers are involved in assisting with changing, supervision, etc.

A report of any incident should be made to the principal, parents and Board of Management, as appropriate.

Agreed Code of Best Practise regarding child protection

**Supervision of children**

Pupils are supervised before the commencement of classes and on dismissal by the class teachers. They are supervised during morning break (11:00-11:15 am) and lunch break (12:30 -12:55pm on Thursdays for term 1 for music) and (1:00-1:25 pm) on all other days by two members of school staff, indoors, if raining, otherwise outdoors.

Children are not allowed to remain unsupervised indoors or in the toilets during break times. They are not allowed to leave the school playground or to engage with adults who are outside of the school playground.

Children awaiting collection by school bus (3:00-3:20 pm approx.) sit in the corridor if raining or line up outside in a line by the wall when dry and are supervised by the Principal. At all times supervising staff will be vigilant regarding evidence of peer abuse, bullying, fighting, teasing, etc. will be recorded in the incident book.

Re administrating First Aid in emergency situations, staff will do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. At least two members of staff must be in attendance if clothing has to be loosened or removed. In emergencies qualified medical treatment should be summoned immediately. Parents should be contacted and informed of any First Aid measures carried out by staff. The incident will be recorded in the incident file.

A member of school staff will not take a child or children alone on a car journey. An adult who collects a child during school hours must sign a ‘Collection Book’ in the school office’. The infants will only be released to an adult who is known to staff and the child.

If school staff are aware of a court order being in place which prevents someone from having access to a child, a copy of that order will be requested by the school. All staff who supervise/teach the child will be informed of the order.

In the event of the parent/guardian’s non-compliance with the court order the Gardaí should be summoned to the school to enforce it.

Agreed Code of Best Practise regarding child protection

**One-to-one teaching**

In certain cases one-to-one teaching is necessary and of benefit to the child. Child protection issues are a priority and every effort will be made to ensure the protection of children and staff.

If a child needs learning support or one-to-one teaching his/her parents will be advised of this and will give written consent.

Regarding visibility from outside, each of the three Learning Support rooms has a vision panel in the door and at least one window. The glass panels and windows are sufficiently low to allow clear visibility in and out.

Clear boundaries will be put in place regarding the physical environment of the Learning Support rooms. Seating arrangements: a clearly defined area for the pupils (their table) and a clearly defined area for the teacher; i.e. teacher’s desk. Teachers and pupils will not sit side by side or close together.

The Learning Support /Resource Teachers will wave ‘hello/goodbye’, ‘call in’ and communicate with one another so that the pupil who is alone will be aware of the others close by. Also Miss Ryan will do all one-to-one teaching in the prefab as her room is the only classroom in the old school building.

The class teacher will have a copy of the learning support timetable. Pupils will be escorted to and from their classrooms to the Learning Support rooms.

While pupils may use the toilets located in the Learning support area, the teacher will not enter the toilet. If a toilet-related ‘accident’ occurs the pupil the pupil will be escorted to his/her classroom for attention.

Class teachers who need to speak to a child on a one-to-one basis will do so in the corridor.

The Learning Support Resource Teacher will be aware that the nature of the one-to-one teaching may lead to a disclosure by the pupil of unsavoury or unwelcome activity which she/he has experienced. Such disclosures will be immediately reported to the Designated Liaison Person, the Principal, in accordance with DES Guidelines.

Agreed Code of Best Practice regarding child protection

**Visitors and Guest Speakers**

During break times the staff on supervision duty will be aware of visitors entering the school playground and will approach them to ‘meet and greet’ i.e., to determine the reason for their visit. They will direct the visitor and discretely monitor his/her whereabouts until departure.

In accordance with Health and Safety Guidelines workmen carrying out work in the school will cordon off the work area and discontinue work while the children are at play.

Visitors and guest speakers will not be left alone with children. The Board of Management/Principals/Class teacher must check out the credentials of such guests and must ensure that the content or material presented is age appropriate.

**Technology**

The children will be allowed access to the internet only with teacher supervision. The internet will be filtered by a web guard to prevent access to unsuitable sites. Mobile phones are not allowed. If a child brings a phone to school, in error the phone will be kept in the office until 3:00pm.

**School Outings**

At least three adults will accompany the children on school outings. They will supervise the children at all times and monitor their behaviour, on transport and off. Mobile phones are not allowed on school outings, similar to a normal school day.

**General Note**

This code of best practice has been agreed to by all staff members and while every effort will be made to adhere to the agreed code, this may not be possible or practicable in the event of an emergency or unforeseen occurrence. In such instances, a full record of the incident will be made and reported to the principal, parents of the children involved and Board of Management, as appropriate.

Agreed Code of Best Practice regarding child protection