



CASTLE PARK SCHOOL

CHILD SAFEGUARDING STATEMENT 2023/24

Castle Park School is a primary school providing primary education to pupils from Kindergarten 1 (2 years of age) to Form VI (12+ years of age).

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 Directors of Castle Park School has agreed the Child Safeguarding Statement set out in this document.

The Board of Directors has adopted and will implement fully and without modification the Department of Education's Child Protection Procedures for Primary and Post-Primary Schools 2017 as part of this overall Child Safeguarding Statement.

The Designated Liaison Person (DLP) is Mark Tindale (Deputy Principal Whole School)

The Relevant Person (Point of contact for questions related to the CSS) is Mark Tindale;
Email: mtindale@castleparkschool.ie; Phone: 012803037.

The Deputy Designated Liaison Person (Deputy DLP) is Anna Kennedy (Assistant Principal Early Years).

The Board of Directors recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all 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 and is committed to ensuring that all children will be equally protected from harm regardless of race, ability, ethnicity or sexual orientation.



Definition of Harm

The Children's First Act 2015 defines harm as:

'assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or (b) sexual abuse of the child, whether caused by a single act, omission or circumstance or a series or combination of acts, omissions or circumstances, or otherwise'

The following procedures/measures are in place:

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children (2017)*, and *Tusla's Child Safeguarding: A Guide for Policy, Procedure and Practice*. In addition to the procedures listed in our risk assessment, the following procedures support our intention to safeguard children while they are availing of our service:

- Procedure for the management of allegations of abuse or misconduct against workers/volunteers of a child availing of our service.
- Procedure for the safe recruitment and selection of workers and volunteers to work with children.
- Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm.
- Procedure for the reporting of child protection or welfare concerns to Tusla.
- Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons.
- Procedure for appointing a relevant person.
- 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 in the *Staff Handbook* and comply with the DES.
- 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.
 - Requires staff to avail of relevant training.
 - Encourages Board of Directors members to avail of relevant training.
 - The Board of Directors maintain records of all staff and Board member training.
- In relation to reporting 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 with respect to the child safeguarding statement.
 - All teachers employed by the school are mandated persons under the Children First Act 2015. (A list of all mandated persons is kept up to date by the DLP).
 - 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 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.
 - Physical contact: It is advisable for staff not to make physical contact with children. 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 following should be factors in assessing its appropriateness:
 - Is it acceptable to the child concerned?
 - Is it open and not secretive?
 - Is it appropriate to the age and developmental stage of the child?

It should be noted that as per the Acceptable Use of Force Policy, members of staff authorised by the Principal to have control or charge of pupils, are allowed to use such force as is reasonable in all the circumstances to prevent a pupil from doing, or continuing to commit, a criminal offence, injure themselves or others, or cause damage to property.

- Visitors/Guest Speakers: No child is left alone in the company of any visitor or guest speaker. All speakers and visitors report to the School Office on arrival.
- Toileting Accidents: If a child has a toileting accident, the parents will be informed. In the event of parents being unable to come to the School immediately and the child is unable to clean him/herself, then two members of staff will be present while one tends to the care of the child. Parents will be informed at the soonest possible time of the incident and the steps that were taken to address the situation. A written record will be kept.



- One-to-one teaching: One-to-one teaching is kept to a minimum, but when necessary (peripatetic music lessons/additional needs), the lessons will be conducted in a room with a glass panel or with the door open. Music practice rooms are equipped with CCTV cameras.
- Changing for Games/PE/Swimming: The following practices are in place:
 - Pupils in Early Years and Forms I, II and III are not permitted to enter the changing rooms unsupervised.
 - Pupils in Forms IV, V and VI should only enter the changing rooms when they have been permitted to do so by a member of staff.
 - Pupils are not permitted to shout, run or behave in an unruly fashion in the changing rooms.
 - Pupils should only enter the shower areas if they have been permitted to do so by a member of staff.
 - Where possible, supervision will be from a staff member of the same sex.
 - Supervision entails the staff member being in the vicinity/earshot of the changing room and giving timely notice when intermittently entering the changing room.
 - Pupils will never be left alone to change, or indeed finish changing; other children and a staff member will always be in the vicinity. Staff will ensure that they are never in the company of one pupil in the changing rooms; there will always be a group.
- Supervision of pupils: Supervision is always the priority. Pupils are supervised during school hours. Staff are informed of the supervision rota at the beginning of the year, and any changes will be notified. All significant incidents and accidents are recorded.
- Attendance: With regard to child protection, the School will pay particular attention to trends in non-attendance. Non-attendance in correlation with signs of neglect/ physical/emotional abuse will be monitored.
- Internet Use: All staff and pupils will adhere to the ICT Acceptable Use Policy.
- Educational Outings: A risk assessment, signed off by a member of the Leadership Team, will be carried out prior to embarking on any trip. Staff accompanying pupils on school tours/trips will deliver a level of care commensurate with the trip/venue. The higher the risk factors, the higher the number of teachers. Hired buses/vehicles must provide safe transportation and a functioning seatbelt for every child/adult.

While every effort will be made to adhere to best practice as outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the DLP, who will subsequently inform the Principal.

This statement has been published on the School's website and has been provided to all members of school personnel. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.

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 18th September 2023

This Policy will be reviewed in September 2024 at the beginning of the academic year.

Castle Park School, Castle Park Road, Dalkey, Dublin.



CASTLE PARK SCHOOL
RISK ASSESSMENT - 2023

Written Assessment of Risk of Castle Park 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 Castle Park School.

School Activities	Level of Risk	The School has identified the following risk of harm in respect of its activities:	The School has the following procedures in place to address the risks of harm identified in this assessment:	Action to be taken
Daily arrival and dismissal of pupils		Risk of harm due to inadequate supervision of children in school.	The School has procedures to ensure appropriate supervision of children during arrival and dismissal (Staff Handbook). Registration and Sign-Out procedures are in place.	None
Recreation Breaks for pupils		Risk of harm due to inadequate supervision of children in school. Risk of harm due to bullying. Risk of child being harmed in the School by another child	The School has procedures to ensure appropriate supervision of children during breaks for pupils (Staff Handbook). The School has an Anti-Bullying Policy which fully adheres to the DES's Anti-Bullying Procedures for Primary and Post-Primary Schools. The School implements in full the Stay Safe Programme. CCTV is in operation.	None
Classroom teaching		Risk of harm not being recognised by school personnel. Risk of harm due to inadequate supervision of children in school.	All school personnel are provided with a copy of the School's Child Safeguarding Statement (CSS). All school personnel have undertaken appropriate child protection training. The School has procedures to ensure appropriate supervision of children (Staff Handbook) All classrooms are equipped with glass panels in the doors.	None
One-to-one activities		Risk of harm in one-to-one teaching, counselling, coaching situations.	The School has in place procedures for one-to-one teaching/counselling/coaching activities. (see CSS) These activities are kept to a minimum and all classrooms are equipped with glass panels in the doors. CCTV is in operation.	None



Outdoor teaching activities-Forest School		Risk of harm due to inadequate supervision of children.	The School has procedures to ensure appropriate supervision of children (Forest School Policy) There are always two members of school personnel present during Forest School activities. Forest School leaders are fully trained with up-to-date recognised qualifications.	None
Sporting Activities		Risk of harm due to inadequate supervision of children in school.	The School has procedures to ensure appropriate supervision of children (Staff Handbook). All school personnel are provided with a copy of the School's Child Safeguarding Statement. All school personnel have undertaken appropriate child protection training. There is both a male and female teacher present for mixed-gender classes.	None
Educational Outings		Risk of harm due to inadequate supervision of children while attending out of school activities.	The School has in place a policy and clear procedures in respect of school outings. A risk assessment must be drawn up and signed off by a member of the leadership team prior to any trip.	None
Educational Outings involving overnight stays		<p>Risk of harm due to inadequate supervision of children while attending out of school activities.</p> <p>Risk of harm due to inappropriate relationship/communications between child and another child or adult</p>	<p>The School has in place a policy and clear procedures in respect of school outings. A risk assessment must be drawn up and signed off by a member of the leadership team prior to any trip.</p> <p>The School implements in full the Stay Safe Programme. The School has an Anti-Bullying Policy which fully adheres to the DES's Anti-Bullying Procedures for Primary and Post-Primary Schools. Pupils are always in the company of School personnel. Both male and female staff will be in attendance on all residential trips. All accommodation is inspected and staff are Garda vetted.</p>	None



Use of toilet/changing/shower areas in school		<p>Risk of harm due to inadequate supervision of children in school.</p> <p>Risk of harm to a child while a child is receiving intimate care.</p>	<p>All school personnel are provided with a copy of the School's Child Safeguarding Statement. The School has procedures to ensure appropriate supervision of children (Staff Handbook & CSS).</p> <p>The School has intimate care procedures in place in respect of pupils who require such care. (CSS)</p>	None
Annual Sports Day		<p>Risk of harm due to inadequate supervision of children in school.</p>	<p>Whilst pupils are in the care of school personnel, the School has procedures to ensure appropriate supervision of children.</p>	None
School transport arrangements		<p>Risk of harm due to inadequate supervision of children in school.</p>	<p>All school personnel are provided with a copy of the School's Child Safeguarding Statement. The School has procedures to ensure appropriate supervision of children (Staff Handbook & CSS)</p> <p>The School has in place a policy and clear procedures in respect of school outings. A risk assessment must be drawn up and signed off by a member of the leadership team prior to any trip. School personnel are present at all times during transit of pupils.</p>	None
Care of children with special educational needs		<p>Risk of harm to children with SEN who have particular vulnerabilities</p>	<p>The School has a Learning Support Policy.</p>	None
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required.		<p>Risk of harm due to inadequate code of behaviour.</p>	<p>Behaviour Policy in place. Procedures for restraint are outlined in the CSS and there is an Acceptable Use of Force Policy in place.</p>	None
Administration of Medicine		<p>Risk of harm to a child while receiving intimate care.</p>	<p>There is a Chronic Health Conditions Policy. All staff personnel are first aid trained. The First Aid room is open and easily viewed.</p> <p>The School has intimate care procedures in place in respect of pupils who require such care. (CSS)</p>	None



Administration of First Aid		Risk of harm to a child while receiving intimate care.	<p>All staff personnel are first aid trained. The First Aid area is open and easily viewed. Records of all first aid administered are kept. The School has a Health and Safety Policy.</p> <p>The School has intimate care procedures in place in respect of pupils who require such care. (CSS)</p>	None
Curricular provision in respect of SPHE, RSE, Stay Safe		<p>Risk of harm due to bullying of a child.</p> <p>Risk of harm due to inappropriate relationship/communications between child and another child or adult.</p> <p>Risk of child being harmed in the School by another child.</p>	<p>The School implements in full the SPHE curriculum through our SEAL curriculum.</p> <p>With the help of a female staff member, the Deputy Principal (M. Tindale) implements and oversees the RSE teaching for Years 4,5, and 6.</p> <p>The School implements in full the Stay Safe Programme. Training for all staff regarding the updated Stay Safe Programme was carried out in August 2017.</p>	None
Prevention and dealing with bullying amongst pupils.		Risk of harm due to bullying of a child.	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.	None
Training of school personnel in child protection matters.		<p>Risk of harm not being recognised by school personnel.</p> <p>Risk of harm not being reported properly and promptly by school personnel.</p>	<p>The School:</p> <ul style="list-style-type: none"> ▪ Has provided each member of staff with a copy of the School's 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. ▪ Maintains records of all staff and board member training. 	None



Use of external personnel to supplement curriculum		Risk of a child being harmed in the School by a volunteer or visitor to the School	The School adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. School personnel are always present when visitors are with pupils.	None
Use of external personnel to support sports and extra-curricular activities.		Risk of a child being harmed in the School by a volunteer or visitor to the School	The School adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. School personnel are always present when visitors are with pupils	None
Care of pupils with specific vulnerabilities/ Needs such as pupils from ethnic minorities, members of the Travelling Community, LGBT children, pupils of minority faiths or children in care		Risk of harm to children who have particular vulnerabilities	There are presently no such children in the School. The SLT have already dealt with parents of some children in these categories who were seeking to enrol children in the School. Advised by school solicitor that it is still pre-mature for a policy at primary level for LGBT. Race and religion are addressed in Staff as well as the Parent Handbook	LGBT policy to be written when further information is available from advisers
Recruitment of school personnel		Risk of a child being harmed in the School by a member of the school personnel	The School adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. References are always sought and verified.	None
Participation by pupils in religious ceremonies external to the school.		Risk of a child being harmed by a member of staff of another organisation.	School personnel are always present when staff from another organisation are with pupils.	None
Use of ICT by pupils in school		Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices in school. Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via	The School has in place an ICT-Acceptable Use Policy in respect of usage of ICT. Sophos is in place to ensure no use of social media and the filtering of inappropriate text and images is perpetually updated.	None



		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.		
Students participating in work experience in the school		Risk of a child being harmed by a person other than school personnel.	School personnel are always present when students from outside the School are with pupils. Students are advised to use separate toilets (disabled).	None
Student teachers undertaking training placement in school		Risk of a child being harmed by a member of staff of another organisation.	The School adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting. School personnel are always present when staff from another organisation are with pupils.	None
Use of video/ photography/ other media to record school events.		Risk of harm caused by member of school personnel accessing/circulating inappropriate material via digital device.	The School has in place an ICT-Acceptable Use Policy in respect of usage of ICT. Both the Staff handbook and Parent Handbook address these issues.	None
After school use of the School premises by other organisations.		Risk of a child being harmed by a member of staff of another organisation.	Facilities utilised by outside groups/organisations are separate.	None
Use of school premises by other organisations during the school day.		Risk of a child being harmed by a member of staff of another organisation.	The School has procedures to ensure appropriate supervision of children. All activities are supervised by Castle Park Academy staff.	None
Day Care/Prep		Risk of harm due to inadequate supervision of children in school.	The School has procedures to ensure appropriate supervision of children. There are at least two members of staff present during Day Care hours. All rooms utilised having viewing panels	None



In undertaking this risk assessment, the Board of Directors 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 Directors on _____. It shall be reviewed as part of the School's annual review of its Child Safeguarding Statement.

Signed _____ Date _____
Chairperson, Board of Directors

Signed _____ Date _____
Headmaster

The Child Safety Statement is reviewed annually. It was last reviewed in September 2023 and will be reviewed again in September 2024.

Contact information for the Designated Liaison Person:

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