

CHILD SAFEGUARDING

STATEMENT & RISK ASSESSMENT PART-TIME SCHOOL



Child Safeguarding Statement

The Institute of Education is a post-primary school providing post-primary education to students from Junior Cycle to Leaving Certificate Year.

In accordance with the requirements of the *Children First Act 2015*, *Children First: National Guidance for the Protection and Welfare of Children 2017*, the *Addendum to Children First (2019)* and *Tusla Guidance on the preparation of Child Safeguarding Statements*, the Academic Council has agreed the Child Safeguarding Statement set out in this document.

1. The Designated Liaison Person (DLP) is **David Ball**
2. The Deputy Designated Liaison Person (Deputy DLP) is **Sarah Farrell**
3. The Managing Director (Colleges) and the Compliance Director (Colleges) represent the proprietor of the school, Dukes Education, on the school's Academic Council.
4. Dukes Education supports the school in its safeguarding duties by monitoring the effectiveness of safeguarding through a range of processes including an annual safeguarding audit.
5. Dukes Education and the Academic Council 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 students; 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 student.

6. The following procedures/measures are in place:
 - The Academic Council will seek legal advice in instances where such advice is deemed as necessary.
 - 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*.

- In relation to the provision of information and, where necessary, instruction to staff in respect of the identification of the occurrence of harm (as defined in the *2015 Act*)
- The school:
 1. Has provided each member of staff with a copy of the school's Child Safeguarding Statement.
 2. Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement.
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the *Children First Act 2015*.
- In this school the Academic Council 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 school's child safeguarding statement.
- All staff employed by the school are mandated persons under the *Children First Act 2015*.
- In accordance with the *Children First Act 2015* and the *Addendum to Children First (2019)*, the Academic Council 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 included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement 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. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla 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 Dukes Education & the Academic Council on 29th September 2023

This Child Safeguarding Statement was reviewed by Dukes Education & the Academic Council on 29th September 2023

Signed: Yvonne O'Toole

School Principal

Date: 29.09.2023

Signed: [Signature]

School Deputy Principal

Date: 29.09.2023

Child Safeguarding Risk Assessment Written Assessment of Risk of The Institute of Education

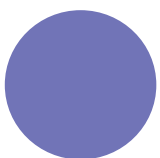
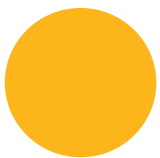
In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of *the Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of The Institute of Education.

1. List of school activities -

- Daily arrival and dismissal of students
- Recreation breaks for students
- Classroom teaching
- One-to-one teaching
- One-to-one counselling
- Outdoor teaching activities
- Sporting activities
- School outings
- Use of toilet/changing areas in schools
- Fundraising events involving students
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Administration of First Aid
- Prevention and dealing with bullying amongst students
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of students with specific vulnerabilities/ needs
- Students from ethnic minorities
- Students of minority religious faiths
- Recruitment of school personnel including: Teachers, Caretakers, Cleaners, Security, Sports Coaches, Guest Speakers, Visitors/Contractors present in school during school hours, Visitors/contractors present during after school activities
- Use of Information and Communication Technology by students and staff in school
- Students from the school participating in work experience elsewhere
- Use of video/photography/other media to record school events
- Use of the study hall for study during the day and for evening study

2. The school has identified the following risk of harm in respect of its activities -

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of student being harmed in the school by a member of school personnel
- Risk of student being harmed in the school by another student
- Risk of student being harmed in the school by a visitor to the school
- Risk of student being harmed by a member of school personnel, a member of staff of another organisation or other person while student participating in out of school activities e.g. school trips
- Risk of harm due to bullying of student
- Risk of harm due to inadequate supervision of students in school and or during breaks
- Risk of harm due to inadequate supervision of students while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between student and another student or adult
- Risk of harm due to students inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm due to inadequate application of the **Code of Behaviour**



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

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The School adheres to its Traffic Management time-table
- All staff are required to adhere to the Children First Act 2015
- The school has an Anti-Bullying Policy
- The school has in place a policy and clear procedures in respect of School Outings
- The school has a Health and Safety policy
- The school adheres to the requirements of the Garda vetting legislation in relation to recruitment and Garda vetting
- The school has a **Code of Conduct** for school personnel (teaching and non-teaching staff)
- The school complies with the disciplinary procedures for school staff
- 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
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a **Code of Behaviour** for students
- The school has in place an ICT policy in respect of usage of ICT by staff and students
- The school has in place a Critical Incident Management Plan



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.

In undertaking this risk assessment, the Academic Council 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.

The Institute of Education reserves the right to update or amend this policy at any time.

Date of Policy: September 2023





The Institute of Education
79 / 85 Lower Leeson Street, Dublin 2.

 /ioedublin  theinstituteofeducationdublin

www.instituteofeducation.ie | e: info@instituteofeducation.ie | t: 01 6613511