

Child Safeguarding Statement

Melview 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 Addendum to Children First \(2019\)](#), the [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Melview 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 (revised 2023)* as part of this overall Child Safeguarding Statement

2 **The Designated Liaison Person (DLP) is Bryan Kennedy**

3 **The Deputy Designated Liaison Person (Deputy DLP) is Elizabeth Brady**

4 **The Relevant Person is Bryan Kennedy.**

5 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.

6 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 (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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 Department of Education and available on the gov.ie 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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.

- All registered teachers 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 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 included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie 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.

7 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.

8 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 3/3/2025

Signed

Fr James McKiernan

Bryan Kennedy

Fr. James McKiernan-Chairperson BOM

Bryan Kennedy-Principal/Secretary BOM

Child Safeguarding Risk Assessment

Written Assessment of Risk of Melview 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 [name of school].

Melview N.S. Child Safeguarding Risk Assessment

<i>List of School Activities</i>	<i>The School has identified the following risk of harm in respect of these activities</i>	<i>The School has put the following procedures in place to address the risk of harm identified in this assessment</i>
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	Child Safeguarding Statement & DES procedures made available to all staff DLP & DDLP to attend PDST face to face training All staff completed Túsla training module & any other online training offered by PDST, INTO BOM to keep all records of staff and board training
One to one teaching	Harm by school personnel	School has policy in place for one to one teaching

		Open doors or glass in door and window a requirement. Table in room.
Care of Children with special needs, including intimate care needs	Harm by school personnel	Policy on intimate care.
Toilet areas	Inappropriate behaviour	Usage and supervision procedures in place -permission from teacher on yard to avoid overcrowding. Children go one at a time.
Curricular Provision in respect of SPHE, RSE, Stay Safe	Non - teaching of same	School implements SPHE, RSE, Stay Safe in all classes; Fun friends (1 st); records are kept in teachers monthly records stored in principal's office
Daily arrival and dismissal of pupils	Harm from older pupils, unknown adults on the playground	Teachers accompany pupils to front gate after school; collect from yard after break times/in morning.
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	Restraint Policy - Health & Safety Policy; Code of Behaviour
Sports coaches	Harm to pupils	Good practice & procedure in place.

		All external coaches must provide evidence of NVB vetting in advance
Students participating in work experience in the school	Harm to pupils	Work experience students will not be left on own with children at any time. All activities under supervision of class teacher.
		Child Safeguarding Statement in place
Recreation breaks for pupils including wet break times	Bullying, harm to pupils	Code of Behaviour, Anti-bullying policies in place; issue of toilet needs during break being addressed;
Classroom teaching	Harm to pupils	Teaching council Code of Professional conduct; the school complies with the agreed disciplinary procedures for teaching staff; code of behaviour anti-bullying policies in place
Outdoor teaching activities	Harm to pupils	Teaching council Code of Professional conduct; the school complies with the agreed disciplinary procedures for

		teaching staff; code of behaviour anti-bullying policies in place; Teacher/SNA supervises activities;
Sporting activities/School Teams/Sports Days	Inappropriate behaviour, Bullying Harm to pupils	Code of Behaviour, anti-bullying policies in place Signed Permission letters sought prior to every activity – through Aladdin
Hot Lunches	Harm to pupils	NVB vetting of all providers who serve in school
School outings	Inappropriate behaviour Harm to pupils	Children supervised at all times by vetted school personnel; permission via Aladdin Connect App. Age appropriate venues. Garda vetting checks.
Use of Information and Communication Technology by pupils in school	Bullying, harm to pupils as a result of inappropriately accessing/ using computers, social media, phones, other devices while at school	ICT Policy in place- Webwise programme 3 rd -6 th Classes. Good practice guidelines/safe use, Anti-Bullying Policy, Code of Behaviour policies in place

<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> • Teachers • SNA's • Caretaker/Secretary/Cleaners • Sport Coaches • Hot Lunch provider • External Tutors/Guest Speakers • Volunteers/Parents in school activities • Visitors/contractors present in school during school hours • Visitors/contractors presents during after school activities 	Harm not recognised or properly or promptly reported	<p>Child Safeguarding Statement & DES procedures made available to all staff</p> <p>Staff to view Túsla training module & any other online training offered by PDST, INTO (during Croke Park hours, staff training half days)</p> <p>NVB Vetting Procedures in place for all.</p>
<p>Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.</p>	<p>Bullying</p> <p>Harm to pupils</p>	<p>Code of Behaviour, anti- bullying policy</p>
<p>Student teachers undertaking training placement in school</p>	Harm to pupils	<p>BOM/School must be in possession of</p> <p>Vetting provided by colleges of education; provided with a copy school safeguarding statement and made aware of relevant policies before commencement of teaching practice</p>
<p>Use of video/photography/other media to record school events</p>	<p>Bullying</p> <p>Harm to pupils</p>	<p>AUP policy</p> <p>New Data Protection regulations- GDPR</p>

After school use of school premises by other organisations	N/A at the moment	
Prevention and dealing with bullying amongst pupils	Harm to pupils	Code of Behaviour Anti-Bullying Policies in place; lessons on ways to prevent all types of bullying facilitated through SPHE lessons
Use of external personnel to supplement curriculum	Harm to pupils	NVB Vetting procedures will apply
Care of pupils with specific vulnerabilities/needs such as <ul style="list-style-type: none"> • Pupils from ethnic minorities/migrants • Members of the Traveller Community • Lesbian, gay, bisexual or transgender (LGBT) children • Pupils perceived to be LGBT • Pupils of minority religious faiths • Children in care • Children on CPNS 		Code of behaviour, anti-bullying policies in place; SPHE lessons on inclusion, wellbeing in place
Annual Sports Day -Garda sports day	Harm to pupils	Activities supervised by staff members

Fundraising events involving pupils	Harm to pupils collecting sponsorship money	Involvement of parents, permission and control of fundraising
Use of off-site facilities for school activities	Harm to pupils	Supervision by school staff
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm to pupils	SET Policy in place Awaiting further guidelines from Deon use of restraint.
Administration of Medicine	Storage of medicines Harm to pupils	Permission given by doctor / parent
Administration of First Aid		First Aid refresher course completed by all staff in October 2023. Continuous CPD provided by BOM.
Swimming Lessons	Harm to pupils	Coaches have completed Garda vetting. Teachers enter changing rooms to supervise only as necessary. Staff do not assist with drying/dressing with the exception of children with special needs who are assisted by an SNA, in view of the accompanying teacher. No child to be

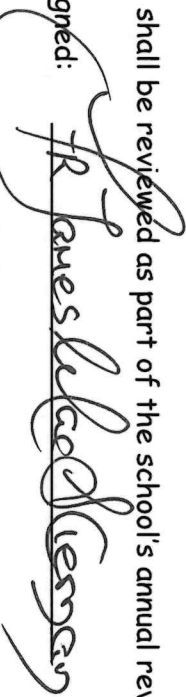
		alone with a staff member or coach at anytime.
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Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Procedures for Primary and Post-Primary Schools 2017*

In undertaking this risk assessment and the staff and Board of Management of Melview N.S. has endeavoured to identify as far as possible the risk of harm that are relevant to this school 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 the risk assessment to manage and reduce risk to the greatest possible extent.

The risk assessment has been reviewed/completed by the Board of Management on 3rd March 2025

It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed:  Date: 3rd March 2025
Chairperson, Board of Management

Signed:  Date: 3rd March 2025

Principal/Secretary to the Board of Management

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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.



Melview National School

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Principal: Bryan Kennedy Acting Deputy Principal: Elizabeth Brady

Notification Regarding the Board of Management's Review of the Child Safeguarding Statement

To: Parents and Guardians of Melview National School

The Board of Management of Melview National 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 3rd March 2025.
- 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: 
Chairperson, Board of Management

Date: 03/3/25

Signed: Bryan Kennedy

Date: 3/3/25

Principal/ Secretary to the Board of Management

