



## Dungarvan CBS

### Child Safeguarding Statement

Christian Brothers' Secondary School,  
Mitchell Street,  
Dungarvan,  
Co. Waterford

Roll Number: 64880T  
Telephone: 058) 41185  
Email: [admin@dungarvancbs.com](mailto:admin@dungarvancbs.com)  
[www.dungarvancbs.com](http://www.dungarvancbs.com)

#### 1. NAME OF SERVICE BEING PROVIDED

Dungarvan CBS is an all-boys, Voluntary Secondary School located in the coastal town of Dungarvan. It was founded in 1807 and is the third oldest Christian Brothers' School in the world. We are governed and supported by the Edmund Rice Trust. At present we have 25 Teachers, 1 Secretary, 1 Caretaker and 1 Canteen Manager working in the school.

#### 2. NATURE OF SERVICE AND PRINCIPLES TO SAFEGUARD CHILDREN FROM HARM

Our school promotes equality of access and participation and recognises the uniqueness of each individual in caring communities where holistic development is nurtured. High educational, developmental and pastoral standards apply in our school.

In addition to the provision of high standards of excellence in teaching and learning, our school upholds a strong sporting tradition, Gaelic culture, and ethos of social justice.

Inspired by the five key elements of the Edmund Rice Schools Trust Charter we are responding to a changing world and supporting the leaders of the future to work in partnership, care for the environment, look after themselves and others equally and be inspirational citizens.

The five key elements of the Edmund Rice Schools Trust Charter are

- Nurturing faith, Christian spirituality and Gospel-based values;
- Promoting partnership;
- Excelling in teaching and learning;
- Creating a caring school community;
- Inspiring transformational leadership.

#### Services provided:

- ❖ We aim to give every student in our care the very best possible education in order to prepare them for life beyond school. We provide the Junior Cycle, Leaving Certificate as well as a Transition Year programme.
- ❖ Learning Support Classes are provided where necessary. These can be on a one to one basis or in small groups.
- ❖ Guidance Counselling: The Guidance and Counselling service provides for the personal, educational and career development of our students.
- ❖ School Activities off campus: Hurling/Football Matches, Athletics, Gallery Visits, School Tours, local swimming pool, Social Studies - Anne Le Roy Centre, PE in the Sports Centre, Theatre visits, TY Work Experience, Carol Singing, etc.
- ❖ We often use external personnel to supplement our curriculum. Visitors to the School include Career Speakers, Squashy Couch, Toastmasters, Wellbeing Speakers, Sports Coaches, Lismore Castle Arts Facilitators, Young Enterprise Judges, Self Defence Coach, etc.

- ❖ School Events: Wellbeing Week, Fundraising Events, Soccer Blitz for incoming First Year students, etc.
- ❖ After-School Events: GAA Training, Drama Club, Music Club, Athletics: Winter League, etc.
- ❖ Canteen supplies fresh, homemade food for the students for the Breakfast Club, small break and lunch time.
- ❖ Evening study: We provide evening study for 2<sup>nd</sup> to 6<sup>th</sup> year students. Monday to Thursday 4-6 and Friday 1:30 – 3:30. Teachers supervise this evening study.
- ❖ Friday Detention takes place when necessary at 1:10 – 1:50.
- ❖ As a school we identify the importance of enabling student teachers to undertake training placement in our school. During the academic year we accept 2-3 trainee teacher placements.

We, in Dungarvan CBS, value and encourage the participation of students in all activities that enhance their spiritual, physical, emotional, intellectual and social development. The school recognises the dignity and rights of all young people and is committed to ensuring their protection and support.

Management and staff accept and recognise our responsibilities to develop awareness of the practices, which cause children harm.

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, practices and activities.

### 3. RISK ASSESSMENT

We have carried out an assessment of any potential for harm to a child while availing of our services. Below is a list of the areas of risk identified and the list of procedures for managing these risks.

| Risk identified                       | Procedure in place to manage risk identified   |
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| Risk of harm due to bullying of child | <p>We have an anti-bullying policy in place in the school. Dungarvan CBS seeks to provide a caring and supportive environment for all its students and staff free from humiliation, oppression and bullying. This is a responsibility, which it takes seriously and is reflected, in its positive and preventative approach to the issue of bullying.</p> <p>In accordance with the requirement of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of CBS Dungarvan has adopted our anti-bullying policy within the framework of the our code of behaviour. This policy fully complies with the requirements of the <i>Anti-Bullying Procedures for Primary and Post-Primary Schools</i>.</p> <p>We promote a culture of openness and respect in which students can approach staff to discuss issues.</p> <p>Our Anti Bullying Policy sets out the procedures for investigating and dealing with bullying and the school's procedures for the formal noting and recording of bullying behaviour.</p> <p>Where it has been determined by the relevant teacher that bullying behaviour has occurred:</p> |

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|  | <ul style="list-style-type: none"> <li>• The parents of the parties involved should be contacted at an early stage to inform them of the matter and explain the actions being taken.</li> <li>• The relevant teacher must keep appropriate written records which will assist his/her efforts to resolve the issues and restore, as far as is practicable, the relationships of the parties involved.</li> <li>• The relevant teacher must record the bullying behaviour and a copy must be provided to the Principal or Deputy Principal.</li> </ul> <p>Our Anti Bullying Policy is on our school website for parents/ guardians.</p>   |
| <p>Risk of harm in one-to-one teaching, counselling, coaching situation.</p>           | <p>When a student is with a teacher on a one-to-one basis the room has easy visibility from outside with a glass panel in the door or the door is left open.</p> <p>Parents are informed if their son is withdrawn from class on a regular basis for individual learning support.</p>   |
| <p>Risk of child being harmed in the school by volunteer or visitor to the school.</p> | <p>Barriers are in place to restrict access to the school.</p> <p>Visitors to the school must check in with the School Secretary.</p> <p>There is a key pad access to the main school building so visitors are unable to gain entry past this point. They must be let in by the School Secretary.</p> <p>Visitors who come to the school for meetings must check in at the Secretary's Office and they are brought directly to the Meeting Room.</p> <p>Visitors are accompanied by a staff member at all times during their visit.</p> <p>Regular visitors to the school, e.g. external teacher/guest speakers/GAA coaches must supply Garda Vetting to the school.</p> <p>Students are closely supervised by teachers during events where visitors have been invited to the school.</p> <p>All trainee teachers must provide Garda Vetting prior to commencing teaching practice placement.</p> |
| <p>Risk of harm not being recognised by school personnel.</p>                          | <p>Appropriate staff development and training programmes are provided to all staff.</p> <p>All teaching/non-teaching staff have completed the Child Protection &amp; Welfare of Schools 2016/2017.</p> <p>All teachers will complete the following in the academic year 2017/18:</p> <ul style="list-style-type: none"> <li>• Children First eLearning Module TUSLA</li> <li>• PDST on-line resource to guide them through the Child Protection Procedures for Post-Primary Schools 2017.</li> </ul>  |
| <p>Risk of student being harmed in the school by another child.</p>                    | <p>Under section 23 of the Education (Welfare) Act 2000, the Board of Management Dungarvan CBS has a Code of Behaviour in place. Our code of behaviour is prepared in accordance with Guidelines issued by the National Educational Welfare Board (NEWB).</p> <p>Our Code of Behaviour insists that the standards of behaviour in the school are observed by each student attending the school and should a student fail/refuse to observe such standards there are measures in place.</p> <p>Our Code of Behaviour states that fighting or physical bullying is a serious breach of the code.</p>  |

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|  | <ul style="list-style-type: none"> <li>• Each reported incident will be investigated by the Year Head/Principal/Deputy Principal.</li> <li>• Parents/guardians will be informed.</li> <li>• Appropriate written records in relation to the incident(s) are kept by the relevant teacher/Year Head/Principal /Deputy Principal.</li> <li>• Sanctions will be imposed where necessary.</li> </ul>  |
| <p>Risk of harm not being reported properly and promptly by school personnel.</p>  | <p>The Principal is our Designated Liaison Person (DLP) who deals with child protection concerns. The name of the Principal (DLP) &amp; Deputy Principal (DDL) is displayed as you enter the main entrance of the school.</p> <p>The Principal has responsibility for ensuring that the standard reporting procedure is followed, so that suspected child protection concerns are referred promptly to the designated person in TUSLA the Child and Family Agency or in the event of an emergency and the unavailability of TUSLA, to An Garda Síochána.</p> <ul style="list-style-type: none"> <li>• If a member of staff receives an allegation or has a suspicion that a child may have been abused or neglected, or is being abused or neglected, or is at risk of abuse or neglect he/she shall, without delay, report the matter to the Designated Liaison Person in that school.</li> <li>• A written record of the report shall be made and placed in a secure location by the DLP.</li> <li>• The DLP in your school and that person will be responsible for making the report.</li> <li>• Where the allegation or concern relates to the DLP, the staff member shall, without delay, report the matter to the Chairperson of the Board of Management.</li> </ul> <p>Staff are made aware of the reporting procedures. Appropriate staff development and training programmes are provided to all staff.</p> <p>All teaching/non-teaching staff have completed the Child Protection &amp; Welfare of Schools 2016/2017.</p> <p>All teachers will complete the following in the academic year 2017/18:</p> <ul style="list-style-type: none"> <li>• Children First eLearning Module TUSLA</li> <li>• PDST on-line resource to guide them through the Child Protection Procedures for Post-Primary Schools 2017</li> </ul> |
| <p>Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons.</p> | <p>Students are closely monitored when participating in outside activities, in particular their whereabouts and their interaction with those that are not part of the school community.</p> <p>Appropriate and adequate supervision is in place for all outside school activities.</p> <p>Changing rooms are closely supervised by the teacher when in use by the students, e.g. swimming, matches, etc.</p> <p><b>Foreign School Tours</b></p> <p>The School Tour Leader must ensure that:</p> <ul style="list-style-type: none"> <li>• Every reasonable step be taken to ensure the safety of all tour members. Students must not be placed in situations which expose them to an unacceptable level of risk.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• There should be appropriate and adequate supervision for each activity undertaken on the tour, supervision is at the discretion of the Tour Leader.</li> <li>• The ratio of adults to students - 1 teacher for every 8 students travelling. (e.g. 32 students = 4 teachers; 40 students = 5 teachers.)</li> <li>• Child protection procedures are in place in line with the DES guidelines and the relevant child protection procedures put in place by Dungarvan CBS.</li> <li>• Parental consent forms are issued and returned signed.</li> </ul>   |
| Risk of harm due to inadequate supervision of children in school.  | <p>There is a Supervision &amp; Substitution Scheme in place in the school. Students are supervised in the morning 8:25 – 8:55, small break 10:55 – 11:10 and lunch break 1:10 – 1:50.</p> <p>Teachers are allocated to specific areas that they monitor and should they witness any abuse or neglect he/she shall, without delay, report the matter to the DLP or DDLP.</p>   |
| Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school.                              | <p>The school's Code of Behaviour requires that all mobile phones be turned off while in class and in the school building.</p> <p>Should there be a breach of this rule:</p> <ul style="list-style-type: none"> <li>• The student's phone shall be confiscated for three days by the teacher and handed into the office.</li> <li>• The phone shall only be returned after 3 days have elapsed.</li> </ul> <p>Any inappropriate use of a mobile phone will be considered a serious breach of the code of behaviour.</p> <p>We have an ICT Policy in place and an Acceptable Use Agreement.</p> <ul style="list-style-type: none"> <li>• First Year students 2018/19 must sign this agreement as well as their parents/guardians.</li> <li>• Students are always supervised in the Computer Room.</li> <li>• Using the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive is not permitted.</li> <li>• All measures have been put in place to protect vulnerable children from inappropriate approaches and from making inappropriate personal disclosures over the school network.</li> <li>• "Chat" activities are banned.</li> <li>• School internet is provided by PDST Technology in Education which is monitored for inappropriate content and unsuitable websites blocked.</li> </ul> |
| Risk of harm due to inadequate code of behaviour.  | <p>Our Code of Behaviour insists that the standards of behaviour in the school are observed by each student attending the school and should a student fail/refuse to observe such standards there are measures in place.</p>   |
| Risk of harm caused by member of school personnel communicating with pupils in appropriate manner via social media, texting, digital device or other manner. | <p>All school personnel have been Garda Vetted.</p> <p>Students are not allowed to have their mobiles on in school.</p> <p>Adequate supervision in the school.</p> <p>Under section 23 of the Education (Welfare) Act 2000, the Board of Management Dungarvan CBS has a Code of Behaviour in place. Our Code of Behaviour is prepared in accordance with Guidelines issued by</p>  |

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|   | the National Educational Welfare Board (NEWB).   |
| Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner. | Procedures outlines in the Child Protection Procedures for Primary & Post Primary 2107, Chapter 5 Reporting a Concern. |
| Risk of harm due to inappropriate relationship/communications between child and another child or adult.   | Procedures outlines in the Child Protection Procedures for Primary & Post Primary 2107, Chapter 5 Reporting a Concern. |

### Procedures

Our Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015, the Children First: National Guidance, 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**
  - Allegations against staff of abuse or misconduct are managed according to the school Child Protection Policy.
- ⇒ **Procedure for the safe recruitment and selection of workers and volunteers to work with children**
  - Only teachers who are Garda Vetted are employed. All temporary and permanent teachers are registered with the Teaching Council.
  - Parents and volunteers who work with the children on a regular basis are Garda Vetted. 2018
  - References from previous employers are obtained before employment in the school.
- ⇒ **Procedure for provision of and access to child safeguarding training and information, including the identification of the occurrence of harm**
  - Staff are aware of school child-protection and anti-bullying procedures.
  - All staff will be trained in the recognition of signs of abuse and reasonable grounds for concern.  
All teaching/non-teaching staff have completed the Child Protection & Welfare of Schools 2016/2017.  
All teachers will complete the following in the academic year 2017/18:
    - Children First eLearning Module TUSLA &
    - PDST on-line resource to guide them through the Child Protection Procedures for Post-Primary Schools 2017
  - Staff are informed of reporting procedures and provided with a copy of the Child Safeguarding Statement.
  - The school Child Protection Policy and Anti-Bullying Procedures under Code of Behaviour are available to download on our school website.
  - The names of the DLP and DDLP are displayed as you enter the school building.

- The DLP/DDLP/Board of Management engage with Child Protection training.
- School management stays updated on current Child Protection guidelines and circulars. School management will update staff and BOM and provide any training required where appropriate.

⇒ **Procedure 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 or DDLP shall act as a resource to the mandated person to ensure that reporting procedures are followed correctly and promptly.
- On completion, 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 and any copies provided to be stored securely in a locked filing cabinet in the DLP's office.

⇒ **Procedure for maintaining a list of the persons (if any) in the relevant service who are mandated persons**

All teachers in the school are mandated persons. Mandated persons, as defined in the Children First Act 2015, have two main legal obligations:

- to report concerns which reach a particular threshold to Tusla and
- to assist Tusla in the assessing a concern which has been subject of a mandated reports.

⇒ **Procedure for appointing a relevant person**

- The school principal, the DLP, is the relevant person in accordance with the Children First Act 2015.
- The deputy principal, the DDLP, deputises for the DLP in their absence.
- The name and contact details of the current DLP and DDLP is displayed at the school entrance.

All procedures listed are available upon request.

## **Implementation**

We recognise that implementation is an ongoing process. Our service is committed to the implementation of this Child Safeguarding Statement and the procedures that support our intention to keep children safe from harm while availing of our service. This Child Safeguarding Statement will be reviewed in 2020 or as soon as practicable after there has been a material change in any matter to which the statement refers.

Relevant Person(s) under the Children First Act 2015.

### **DPL**

Paul Sheehan, Principal, CBS Secondary School, Mitchell Street, Dungarvan, Co. Waterford.

### **DDPL**

Brenda Kirwan, Deputy Principal, CBS Secondary School, Mitchell Street, Dungarvan, Co. Waterford.