

CHILD PROTECTION PROCEDURES

Child Safeguarding Statement and Risk Assessment
of Dún Laoghaire Further Education Institute (DFEi)

Dún Laoghaire Further Education Institute (DFEi)

Written Assessment of Risk for Dún Laoghaire Further Education Institute (DFEi)

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 DFEi.

1. List of DFEi Activities

General Activities include:

- Access to building and facilities (to include classroom, toilets and specialist rooms) during building opening and closing hours
- Classroom teaching which is conducted as per agreed maximum class sizes
- Administration of First Aid
- Unsupervised study during Institute's opening hours
- Use of information and communication technology by staff and/or students
- Use of video/photography/other media to record Institute events

Other Activities which are facilitated include:

- Outdoor teaching activities from time to time
- Sports activities
- Fundraising for Charity
- Out of College Activities (OCAs), including overnight stay/s, foreign travel and Erasmus Work Experience
- Guest speakers and external training
- Seminars, exhibitions and conferences
- Open days, registration/induction days and advisory meetings
- Clients for the practice of treatments in the Beauty Department
- Work experience

To support Out of College Activities (OCAs) the following may be used:

- Off-site facilities
- Public or private transport

Support provided to students include:

- Promotion of an environment which upholds the dignity and respect of the student and which supports every individual's right to study and/or work in an environment which is free of any form of harassment, intimidation or bullying.
- Provision of a pastoral care structure
- Implementation of the Code of Conduct
- Provision of guidance and counselling
- Provision of disability support (including making specific arrangements, where necessary, for students with disabilities while participating in an OCA).

Staff Recruitment/Training

- Recruitment of Institute personnel including
 - Teachers/Tutors
 - Educational Support Workers
 - Student Teachers
 - Caretakers/Administrators/Cleaners
 - External Tutors/Guest Speakers/Trainers
 - External Authenticators/Examiners
 - Visitors/Contractors present in Institute during Institute hours
- Training of Institute personnel in child protection matters

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2. Dún Laoghaire Further Education Institute has identified the following risk of harm in respect of its activities:

Activities	Risk of Harm	Low, Medium or High
General Activities include:		
Access to building and facilities (to include classroom, toilets and specialist rooms) during building opening and closing hours.	Risk of student being harmed in the Institute by a member of the Institute personnel and/or another student and/or visitor to the Institute.	Low
Classroom teaching is conducted as per agreed maximum class sizes.	Risk of student being harmed due to inadequate supervision and/or inappropriate relationships between Institute staff/student and/or student/student.	Low
Unsupervised study during Institute opening hours.	Risk of student being harmed in the Institute by a member of the Institute personnel and/or another student and/or visitor to the Institute.	Low
Administration of First Aid.	Risk of incorrect administration of First Aid	Low
Use of information and communication technology by staff and/or students.	Risk of harm caused by a member of the Institute community in accessing/circulating inappropriate material via social media, texting, digital device or other manner.	Medium
Use of video/photography/other media to record Institute events.	Risk of harm due to lack of signed consent granting permission to use photo/video/other media.	Low

Activities	Risk of Harm	Low, Medium or High
Other Activities which are facilitated include:		
<ul style="list-style-type: none"> • Outdoor teaching activities from time to time • Sports activities • Fundraising for Charity • Out of College Activities, including overnight stay/s, foreign travel and Erasmus Work Experience • Guest speakers and external training • Seminars and Conference • Open days, registration/induction and advisory meetings • Clients for the practice of treatments in the Beauty Department • Work experience 	Risk of students being harmed due to inadequate planning, preparation and/or training in advance of the activity.	Low/Medium
	Risk of a student being harmed due to inadequate supervision.	Low/Medium
	Risk of student being harmed by a member of the Institute personnel and/or a member of staff of another organisation and/or another person while a student is participating in an Out of College activity.	Low/Medium
	Risk of student being harmed due to inadequate application of the Code of Conduct.	Low/Medium

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Activities	Risk of Harm	Low, Medium or High
To support Out of College Activities (OCAs) the following may be used:		
<ul style="list-style-type: none"> • Off-site facilities • Public or private transport 	Risk of student being harmed by a member of the Institute personnel and/or a member of staff of another organisation and/or another person due to inadequate planning or preparation.	Low/Medium
		Low/Medium

Activities	Risk of Harm	Low, Medium or High
<p>Support provided to students include:</p> <ul style="list-style-type: none"> • Promotion of an environment which upholds the dignity and respect of the student and which supports every individual's right to study and/or work in an environment which is free of any form of harassment, intimidation or bullying. • Provision of a pastoral care structure • Implementation of the Code of Conduct • Provision of guidance and counselling. • Provision of disability support (including making specific arrangements, where necessary, for students with disabilities while participating in an OCA) 	<p>Risk of student being harmed by a member of the Institute community due to inadequate policies and procedures, poor implementation of same and/or insufficient guidance and training.</p>	<p>Medium</p>
<ul style="list-style-type: none"> • Guidance and Counselling 	<p>Risk of student being harmed by a member of the guidance team and/or another student.</p>	<p>Low</p>

Activities	Risk of Harm	Low, Medium or High
Staff Recruitment/Training		
<ul style="list-style-type: none"> • Recruitment of Institute personnel including <ul style="list-style-type: none"> • Teachers/tutors • External Educational Support • Student teacher placement • Caretakers/Administrators/Cleaners • External Tutors/Guest Speakers/Trainers • External Authenticators/Examiners • Visitors/contractors present in Institute during Institute hours • Training of Institute personnel in child protection matters 	Risk of student being harmed by a member of the Institute community due to inadequate policies and procedures, poor implementation of same and/or insufficient guidance and training.	Low

3. The Institute has the following policies and procedures in place to address the risks of harm identified in this risk assessment:

General Activities	
The following policies and procedures are in place to address the risks of harm as identified in section 2.	
Dún Laoghaire Further Education Institute Policies and Procedures	Dublin and Dún Laoghaire Education and Training Board/Department of Education Policies and Procedures
Applications and Admission Policy & Procedures	Code of Professional Conduct for Teachers (Teaching Council of Ireland)
Code of Conduct	CCTV Policy
Health Safety and Welfare Policy	Social Media Policy
Dignity and Respect Policy	Data Protection Policy
Out of College Activities Policy	Procedures for Safe Recruitment of Staff and Volunteers to work with Children
Computer Usage Policy	Procedures for the Management of Allegations or Suspicions of Child Abuse against Teachers and other Employees.
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 <i>Child Protection Procedures for Primary and Post-Primary Institutes 2017</i> .	

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 Institute 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 Institute 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 **11th October 2022**
It shall be reviewed as part of the Institute's annual review of its Child Safeguarding Statement.

Signed Deirdre Hanamy Date 11/10/22

Name Deirdre Hanamy

Chairperson, Board of Management

Signed Eoghan Ó Murchadha Date 11/10/22

Name Eoghan Ó Murchadha

Principal/Secretary to the Board of Management

Child Safeguarding Statement

Dún Laoghaire Further Education Institute (DFEi) provides further education and training to a wide range of students from a diverse range of backgrounds. Further Education Institutes are governed by Primary and Post Primary Schools regulations. DFEi is a constituent College of the Dublin and Dún Laoghaire Education and Training Board (DDLETB).

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 DFEi 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 **Eoghan Ó Murchadha, Principal.**
- 3 The Deputy Designated Liaison Person (DDLDP) is **Susan Henry, Deputy Principal.**
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of Institute life and must be reflected in all of the Institute's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the Institute will adhere to the following principles of best practice in child protection and welfare:
The Institute 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.
 - liaise with parents when relevant in the education of their children.
 - fully respect confidentiality requirements in dealing with child protection matters.
- 5 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 Institute, the Institute adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary

The Institute will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

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Schools 2017 and to the relevant agreed disciplinary procedures for Institute staff which are published on the Department of Education website.

- In relation to the selection or recruitment of staff and their suitability to work with children, the Institute 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 their 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 Institute -
 - has provided each member of staff with a copy of the Institute's Child Safeguarding Statement
 - ensures all new staff are provided with a copy of the Institute's Child Safeguarding Statement
 - encourages staff to avail of relevant training
 - encourages Board of Management members to avail of relevant training
 - maintains a record of all staff and Board members training
- In relation to reporting of child protection concerns to Tusla, all Institute 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 Institute 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 in respect of the Child Safeguarding Statement.
- All registered teachers employed by the Institute are mandated persons under the Children First Act 2015.
- 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 the Institute or participating in Institute activities. A written assessment setting out the areas of risk identified and the Institute'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 Institute's website, the Department of Education's website or will be made available on request by the Institute.

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 Institute in question.

- 6 This statement has been published on DFEI's website and has been provided to all members of DFEI's personnel and to the Dublin and Dún Laoghaire Education and Training Board (DDLETB). It is readily accessible to parents and guardians on request. A copy of this statement will be made available to Tusla and the Department of Education (and Department of Further and Higher Education, Research Innovation and Science) if requested.
- 7 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 11th October 2022.

Signed Deirdre Hanamy Date 11/10/22 Deirdre Hanamy, Chairperson, Board of Management

Signed Eoghan Ó Murchadha Date 11/10/22 Eoghan Ó Murchadha, Principal DFEI & Secretary to BoM

Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Institutes 2017* require the Board of Management must 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 the Institute 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 Boards of Management shall include other items in the checklist that are of relevance to the Institute in question.

As part of the overall review process, Boards of Management should also assess relevant Institute 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 Institute's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Institutes 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Institutes 2017'?	Yes
2. As part of the Institute's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
3. Does the Institute's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the Institute's Child Safeguarding Statement to new Institute personnel?	Yes
11. Is the Board satisfied that all Institute personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Institutes 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	Yes
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	Yes
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of Institute personnel?	N/A
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
17. 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?	N/A

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	Yes/No
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of Institute personnel against whom an allegation of abuse or neglect has been made?*	N/A
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. 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 Institutes 2017'	No
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Institutes 2017' were subsequently issued by the DLP?	N/A
23. Has the Board ensured that the Parents' Association (if any), has been provided with the Institute's Child Safeguarding Statement?	N/A
24. Has the Board ensured that the patron has been provided with the Institute's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the Institute's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the Institute? (applies to primary Institutes)	N/A
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the Institute? (applies to post- primary Institutes)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the Institute?	N/A
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all Institute personnel (employees and volunteers)? *	Yes
30. 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?*	Yes
31. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the Institute in relation to all Institute personnel (employees and volunteers)?*	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the Institute's Child Safeguarding Statement?	N/A
33. Has the Board sought the feedback of parents in relation to the Institute's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Institutes 2017'	N/A
34. Has the Board sought the feedback of pupils in relation to the Institute's child safeguarding arrangements?	Yes
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Institutes 2017' are being fully and adequately implemented by the Institute?	Yes
36. Has the Board identified any aspects of the Institute's Child Safeguarding Statement and/or its implementation that require further improvement?	No
37. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the Institute's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	N/A
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the Institute's Child Safeguarding Statement have been adequately addressed?	N/A

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*In Institutes where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed Deirdre Hanamy Date 11/10/22

Chairperson, Board of Management

Signed Eoghan Ó Súilleabháin Date 11/10/22

Principal & Secretary to the Board of Management

Dún Laoghaire Further Education Institute (DFEI)

Notification regarding the Board of Management's review of the Child Safeguarding Statement

To: Dublin Dun Laoghaire Education and Training Board

The Board of Management of Dún Laoghaire Further Education Institute (DFEI) wishes to inform you that:

- The Board of Management's annual review of the Institute's Child Safeguarding Statement was completed at the Board meeting of 11th October 2022.
- 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 Deirdre Hanamy Date 11th October 2022

Deirdre Hanamy
Chairperson, Board of Management

Signed Eoghan Ó Murchadha Date 11th October 2022

Eoghan Ó Murchadha
Principal & Secretary to the Board of Management