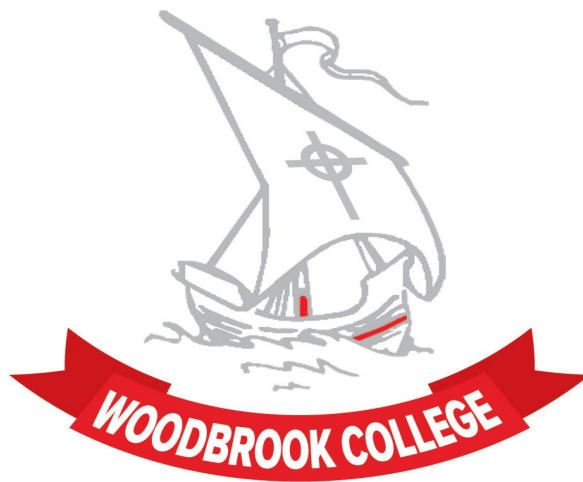


Woodbrook College Bray, Co. Wicklow



Child Safeguarding and Risk Assessment Policy 2023-24

"Learning together for a better future"

1 School Philosophy and Mission Statement

1.1 At Woodbrook College, we are committed to excellence in all that we do. We are a co-education school in which we educate in an atmosphere that promotes respect, inclusion, community and honesty (RICH Culture). We are guided by Gospel-based values and, in keeping with our Catholic ethos and the principles of our founder Blessed Edmund Rice, we work as one inclusive community of Board of Management, staff, parents and students to provide a safe, caring and disciplined environment in which all of our students are challenged to reach their full potential in their academic, artistic, sporting and personal pursuits.

2. Policy Goals

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. Accordingly, in accordance with the requirements of the Department of Education and Skills' Child Protection Procedures for Primary and Post Primary Schools, the Board of Management of Woodbrook College has agreed the following child protection policy:

2.1 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 as part of this overall child protection policy.

2.2 The Designated Liaison Person (DLP) is Mr Henry Hurley, Principal.

2.3 The Deputy Designated Liaison Person (Deputy DLP) is Mr Paul Murphy, Deputy Principal.

2.4 In its policies, practices and activities, Woodbrook College 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 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.

2.5 The following school policies, practices and activities are particularly relevant to child protection in Woodbrook College and for each one, the Board has ensured that the necessary policies (Year last reviewed), protocols or practices as appropriate are in place.

- Relationship and Behaviour Policy 2021
- Anti-Bullying Policy 2021
- Substance Use Policy 2014
- ICT and Phone Acceptable use Policy 2020
- Health and Safety Policy 2021
- Data Protection Policy 2019
- Pastoral Care
- Support for Learning (SfL)
- Student Attendance
- Supervision and Substitution
- School Tours and Outside Trips Policy
- Work Placements
- Extra-curricular Activities

2.6 This policy has been made available to school personnel and the Parents' Association and is readily accessible to parents on request. A copy of this policy will be made available to the Department and the patron if requested.

2.7 This policy will be reviewed by the Board of Management once in every school year.

This policy was adopted by the Board of Management on 18th September 2023.

Signed: 
Chairperson, Board of Management

Signed: 
Principal

Date: 18/09/2023



Woodbrook College
Dublin Road,
Bray, Co. Wicklow
Tel: 01-2822317

Notification regarding the Board of Management's annual review of the child protection Policy

To: Parents Association, Student Council and ERST

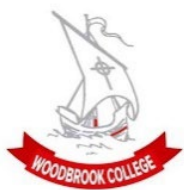
Date: 19th September 2023

The Board of Management of Woodbrook College wishes to inform you that:

- The Board of Management's annual review of the school's child protection policy was completed at the Board meeting of 18/09/2023
- This review was conducted in accordance with the checklist set out in Appendix 2 of the Department's 'Child Protection Procedures for Primary and Post Primary Schools'

Signed  Date 18/09/2023
Chairperson, Board of Management

Signed  Date 18/09/2023
Principal



Woodbrook College Safeguarding Statement and Risk Assessment

Woodbrook College is a post-primary school providing post-primary education to pupils from First Year 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), 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 [insert school name] 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 **Henry Hurley**
3. The Deputy Designated Liaison Person (Deputy DLP) is **Paul Murphy**
4. 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.

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 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 on the DE 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 DE 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 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 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 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 DE 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.

6. This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) 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.
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 13th September 2022

This Child Safeguarding Statement was reviewed by the Board of Management on 13th September 2022

Signed: 

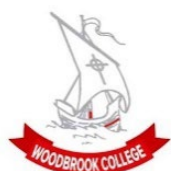
Chairperson of Board of Management

Date: 18/09/2023

Signed: 

Principal/Secretary to the Board of Management

Date: 18/09/2023



Woodbrook College Safeguarding Risk Assessment

Written Assessment of Risk of Woodbrook College

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 Woodbrook College.

List of school activities

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one learning support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting Activities
- School outings
- School trips involving overnight stay
- School trips involving foreign travel
- Use of toilet/changing/shower areas in schools
- Annual Sports Day
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus escorts
- Care of children with special educational needs, including intimate care where needed,
- Care of any vulnerable adult students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils with specific vulnerabilities/ needs such as
 - 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
 - Children with medical needs
- Recruitment of school personnel including -
 - Teachers/SNA's
 - Caretaker/Secretary/Cleaners
 - Sports coaches
 - External Tutors/Guest Speakers
 - Volunteers/Parents in school activities
 - Visitors/contractors present in school during school hours
 - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media

- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Students from the school participating in work experience elsewhere
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day
- Breakfast club
- Homework club/evening study

Identified examples of Risks of Harm

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- 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
- Risk of harm due to inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms
- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones, and other devices while at school
- Risk of harm to children with SEN who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate Relationships and Behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via 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

Procedures to address risks of harm	Compliant	Due
<ul style="list-style-type: none"> • All school personnel are provided with a copy of the school's Child Safeguarding Statement 	Yes	
<ul style="list-style-type: none"> • The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all school personnel 	Yes	
<ul style="list-style-type: none"> • School Personnel are required to adhere to the Child Protection Procedures for Primary and Post-Primary Schools 2017 and all registered teaching staff are required to adhere to the Children First Act 2015 and its Addendum (2019) 	Yes	
<ul style="list-style-type: none"> • The school implements in full the SPHE curriculum 	Yes	
<ul style="list-style-type: none"> • The school implements in full the Wellbeing Programme at Junior Cycle 	Yes	
<ul style="list-style-type: none"> • 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 	Yes	
<ul style="list-style-type: none"> • The school undertakes anti-racism awareness initiatives 	No	
<ul style="list-style-type: none"> • The school has a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and 		N/A


breaks and in respect of specific areas such as toilets, changing rooms etc.		
• The school has in place a policy and clear procedures in respect of school outings	Yes	
• The school has a Health and safety policy	Yes	
• The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting	Yes	
• The school has a code of conduct for school personnel (teaching and non-teaching staff)	Yes	
• The school complies with the agreed disciplinary procedures for teaching staff	Yes	
• The school has a Special Educational Needs policy	Yes	
• The school has an intimate care policy/plan in respect of students who require such care	No	N/A
• The school has in place a policy and procedures for the administration of medication to pupils	Yes	
• The school –	Yes	
○ Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement	Yes	
○ Ensures staff have availed of relevant training	Yes	
○ Encourages board of management members to avail of relevant training	Yes	
○ Maintains records of all staff and board member training	Yes	
○ Has provided each member of school staff with a copy of the school's Child Safeguarding Statement	Yes	
• The school has in place a policy and procedures for the administration of First Aid	Yes	
• The school has in place a code of behaviour for pupils	Yes	
• The school has an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents	Yes	
• The school has in place a policy governing the use of smart phones and tablet devices in the school by pupils as per circular 38/2018	Yes	
• The school has in place a Critical Incident Management Plan	Yes	
• The school has in place a Home School Liaison policy and related procedures	Yes	
• The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum	No	N/A
• The school has in place a policy and procedures for the use of external sports coaches	No	N/A
• The school has in place a policy and clear procedures for one-to-one teaching activities	Yes	
• The school has in place a policy and procedures for one-to-one counselling	Yes	
• The school has in place a policy and procedures in respect of student teacher placements	Yes	
• The school has in place a policy and procedures in respect of students undertaking work experience in the school	No	N/A
• The school has in place a policy and procedures in respect of pupils of the school undertaking work experience in external organisations	Yes	

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 Protection Procedures for Primary and Post- Primary Schools 2017

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.

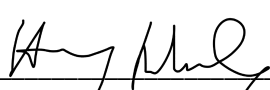
This Child Safeguarding Risk Assessment was adopted by the Board of Management on 18th September 2023

This Child Safeguarding Risk Assessment was reviewed by the Board of Management on 18th September 2023

Signed: 

Chairperson of Board of Management

Date: 18/09/2023

Signed: 

Principal/Secretary to the Board of Management

Date: 18/09/2023