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| **COOLE NATIONAL SCHOOL** | |
|  | **Garadice,  Kilcock,  Co. Meath.  Tel: (046)9557538**  **Email:** [**cooleschool@gmail.com**](mailto:cooleschool@gmail.com) **Website:** [**www.coole**](http://www.coole)**ns.ie** |

**Child Safeguarding Statement**

**Child Safeguarding Statement**

Coole 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](http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf), [Children First: National Guidance for the Protection and Welfare of Children 2017](https://assets.gov.ie/25844/b90aafa55804462f84d05f87f0ca2bf6.pdf), [the Addendum to Children First (2019)](https://assets.gov.ie/25819/c9744b64dfd6447985eeffa5c0d71bbb.pdf), the [Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)](https://www.gov.ie/en/collection/12bee3-child-protection-procedures-in-schools/) and [Tusla Guidance on the preparation of Child Safeguarding Statements](https://www.tusla.ie/uploads/content/4214-TUSLA_Guidance_on_Developing_a_CSS_LR.PDF), the Board of Management of Coole National School 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 Lisa Doyle
3. The Deputy Designated Liaison Person (Deputy DLP) is Louise Cassidy
4. The Relevant Person is Lisa Doyle

*(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. This person can also be the DLP)*

1. 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.

1. 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)](https://revisedacts.lawreform.ie/eli/2012/act/47/revised/en/pdf) 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.

1. 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.
2. 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date].

This Child Safeguarding Statement was reviewed by the Board of Management on\_\_\_[most recent review date].

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of Board of Management Principal/Secretary to the Board of Management

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_

**Child Safeguarding Risk Assessment**

**Written Assessment of Risk of Coole National School**

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 (revised 2023)*, the following is the Written Risk Assessment of Coole National School.

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| **1. List of school activities** | **2. The school has identified the following risk of harm in respect of its activities –** | **3. The school has the following procedures in place to address the risks of harm identified in this assessment -** |
| Recruitment of school personnel | Risk of child being harmed in the school by a member of school personnel | * The school adheres to the requirements of the Garda Vetting legislation and relevant Department of Education circulars in relation to recruitment and Garda Vetting. * The school complies with the agreed disciplinary procedures for teaching staff. * The school complies with the Department of Education’s requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking by all persons appointed to teaching and non -teaching positions. |
| Child protection Training of School Personnel Induction of New Staff members | • Indicators of harm /abuse not being recognised by school personnel  • Harm / Abuse 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 by a volunteer / parent person while child participating school activities  • Risk of child being harmed by a member of staff of another organisation or other person while child participating in school activities  • Risk of child being harmed in the school by another child | **The Provision of information and training for all school personnel The BOM –**  • Provides all school personnel with a copy of the school’s Child Safeguarding Statement & Risk Assessment.  • Requires that all school personnel sign the ‘Acceptance of Coole N.S Child Protection Safeguarding Statement form and return a signed copy to the DLP  • Ensures the Department of Education child protection procedures are in all classrooms, hallways and are made available to all school personnel  • Requires that all school personnel, mandated and non-mandated, adhere to the Department of Education Child Protection Procedures for Primary and Post-Primary Schools 2017  • Ensures staff avail of relevant training  a) the DLP /DDLP must avail of training on a regular basis  b) All school personnel are required to do the online Tusla training and provide a copy of the certificate of completion to the DLP  c) A Croke Park session will be utilised on an annual basis to address the Department of Education child protection requirements of staff.  • Encourages the board of management members to avail of relevant training  • Maintains records of all staff and board member training  • The DLP is responsible for providing all staff of the schoolwith the child protection policy, its Safeguarding Statement and the Departmental Guidelines. As mandated professionals, teachers are required to be familiar with this documentation. |
| Record Keeping | • Risk of Sensitive Information not being shared with DLP / DDLP as required  • Risk of records of a sensitive nature not being properly secured and treated in confidence  • Risk of loss of records of a sensitive nature | **Record Keeping**  All school personnel are required to ensure that the DLP is aware of any sensitive records e.g. child protection monitoring records they are maintaining and to ensure that all such records are kept in a secure location and are treated with the strictest of confidence. All such records form part of the school record keeping system and must be filed with the child’s individual records. The school maintains its records in full compliance with the GDPR and other data protection requirements, including the requirements specified in the 2023 Procedures for Child Protection in Primary and Post Primary Schools. Class teachers must retain reports on pupils’ progress and overall behaviour.  Teachers will keep each file updated with results of assessment carried out, dates and details of meetings with parents and notes from parents. Roll records will be updated daily. All educational files of pupils who no longer attend this school are kept until the pupil is 21 years old. |
| Recruitment of school personnel and Volunteers / Parents in school activities | • Risk of recruiting unsuitable personnel  • Indicators of harm /abuse not being recognised by school personnel  • Harm / Abuse not being reported properly and promptly by school personnel  • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities | **Garda Vetting and Recruitment of school personnel**  All school personnel are required to be Garda vetted and the relevant Department of Education circulars in relation to recruitment and Garda vetting are adhered to. Best practice procedures with regard to interviewing and checking references are followed All volunteers / parents/students on work placement must be Garda vetted and a copy of certificate in DLP file. All school personnel, volunteers / parents involved in school activities are provided with a copy of the school’s Child Safeguarding and Risk Assessment Statement All school personnel, volunteers / parents involved in school activities are required to sign the ‘Acceptance of Coole N.S Child Protection Safeguarding and Risk Assessment Statement from and return a signed copy to the DLP  Visitors/guest speakers, facilitators via zoom, visiting coaches, etc are never to be left alone with pupils. Staff are required to check out the credentials of such visitors/guest speakers and to ensure that the teaching resources are appropriate. |
| Board of Management | • Risk of Board Members not being aware of their responsibility  • Risk of Board Members not being fully aware of the Guidelines | The Board of Management fully complies with Departmental requirements in relation to placing a bullying report and child protection report on the agenda for each meeting. The Board has, and will continue, to avail of training in the area of child protection and school safeguarding. The Principal gives an oversight report at every Board of Management meeting. |
| Curriculum Implementation of SPHE and the Stay Safe programme | • Risk of inadequate implementation of the SPHE curriculum and the Stay Safe programme • Risk of pupils not learning the skills and strategies necessary to protect themselves | **Planning for and implementation of the SPHE curriculum and the Stay Safe programme:**  The Stay Safe programme is the primary resource used to raise pupils’ awareness of personal safety and is taught as part of the school’s Social Personal and Health Education curriculum. On enrolment of their child, parents will be informed that the Stay Safe programme is in use in the school and their consent sought for child’s participation. Parents receive material on the programme so that they fully understand the content and can discuss the relevant issues at home. They receive a link to the Stay Safe Programme www.staysafe.ie every year prior to the commencement of the programme. The class teachers adapt the programme as appropriate for pupils with special educational needs.  Individual teacher planning documents must indicate when specific objectives of the SPHE curriculum, (including the Stay Safe programme) will be taught (timetabled for) and what specific objectives of SPHE, Stay Safe and RSE will be taught in that period of time. The Cuntas Miosiul of individual teachers will highlight the SPHE content objectives covered and the Stay Safe lessons covered in that month |
| Supervision in school | • Risk of child being harmed by another child | Supervision is a priority area for staff in terms of health and safety and in discharge of the duty to care. A comprehensive supervision rota is in place when pupils are entering and leaving the school premises, during all break times and during the school day if the class teacher is absent. One teacher and an SNA are on duty each time. Staff ensure that pupils are visible in the school playground. Pupils will not be allowed to spend time in classrooms or toilets without appropriate supervision. Pupils are not allowed to leave the school premises or engage with adults outside of the school premises. Pupils who need to use the toilet during break-time must seek permission from the teacher on yard duty. Only one child allowed into the toilet at a time. |
| Prevention and dealing with bullying amongst pupils | • Risk of harm due to bullying of child  • Risk of serious incidents of bullying not being recognised as being a child protection concern  • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour | All school personnel are required to act in accordance with the school’s Anti-Bullying Policy which fully adheres to the requirements of the Department of Education’s AntiBullying Procedures for Primary and Post-Primary Schools.  Pupils will receive teaching on the prevention of and dealing with bullying as part of the SPHE programme.  Child protection concerns that arise from serious instances of bullying amongst children must be reported to the DLP in accordance with Department of Education Child Protection Procedures 2017 |
| Visibility | • Risk of allegations being made against another child member of staff | All class-room doors and learning support rooms are fitted with glass panels for easy visibility during one to one teaching or counselling.  Pupils who are sick or injured are supervised by members of staff, while waiting on parents to collect them (including SNA and School Secretary). |
| Online Safety | • Risk of harm to pupils by school personnel, other adults and children  • Risk of pupils accessing inappropriate online material  • Risk of Pupils not having the strategies/skills to report bullying / inappropriate behaviour | The School has in place an Acceptable Use Policy for school personnel and pupils As part of the SPHE curriculum targeted age- appropriate lessons addressing online safety are provided for all pupils. Pupils learn appropriate strategies and skills for dealing with situations where they feel unsafe in the online community  Internet Safety week is an annual event and the lessons from the HTML heroes are completed with Junior classes  The Fuse programme from DCU is completed with senior classes. |
| Online teaching and learning remotely | • 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 caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner | 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. |
| Arrival/Dismissal and Recreation breaks for pupils | • Risk of harm to pupils by another child or an adult | Teachers on supervision duty during the arrival, dismissal and recreation breaks. Pupils arrive from 9.10-9.20am and assemble in the yard where they are supervised by a member of the teaching staff. The school has a yard/playground supervision policy to ensure appropriate supervision of children during, arrival, dismissal and breaks |
| One to one teaching and Sensory Room | • Risk of child being harmed by a member of school personnel • Risk of allegations being made against a member of staff | One-to-one teaching and other modes of support  In certain circumstances pupils may be given extra support by our Special Education teachers or SNA. This may be done individually or in small groups. In so far as is possible, this takes place in a room which is accessible by and observable to other staff. Parents of pupils who are to be involved in this support will be informed and their agreement sought. Special Needs Assistants will work under the direction of the class teacher in an open environment where possible. However due consideration must always be given to the child’s privacy. |
| Administration of First Aid | • Risk of child being harmed by a member of school personnel • Risk of allegations being made against a member of staff | Teachers will attend to the injured child at the first aid station in the corridor. Teachers do First Aid training courses.  Parents will be notified immediately if deemed necessary. Parents are notified if the child sustains a head injury |
| Toileting Issues | • Risk of pupil being harmed by a member of school personnel or another child/ren  • Risk of an allegation being made against a another child/ren or a member of school personnel | Pupils with Specific Toileting Needs:  SNAs assisting pupils with toileting / changing must act in accordance with that child’s plan as agreed with parents/carers and school personnel  Dealing with Toileting Accidents:  The school has a supply of clean clothing and toilet wipes available for use in such situations. If the child can tend to themselves they will be offered wipes and clean clothing. The parent or carer will be informed by the teacher of the incident on collection of the pupil. Teachers must also note the incident in the child’s file. In any situation where the child cannot attend to themselves the parents/ carers will be notified by phone of the incident. Parents / carers will be asked if they wish to come to the school to attend to the child or if they would like staff to attend to the child. Where a parent/ carer cannot be contacted staff will attend to the child unless the school has been specifically notified by a parent/ carer that staff in the school do not have permission to assist the child. Two members of staff or a staff member with an older sibling will attend to the child in as ‘open’ an environment as possible with due regard to the privacy of the child. A note should be kept of such incidents in the child’s file. It is important for staff to be aware that a parent/carer may not be in a position to come to the school immediately should their child have a toileting accident and consideration has to be given to the implications of leaving a child unattended to in this situation. |
| School Gate | • Risk of pupils being harmed if they leave the school premises | The school gate is closed at 9:25 when arrivals has finished  The school gate is on an automatic locking system operated by a code.  Visitors must ring the bell to gain entry. |
| Changing for Games / PE/ Swimming | • Risk of pupil being harmed by a member of school personnel or another child/ren  • Risk of an allegation being made against a another child/ren or a member of school personnel | In all activities that require children to change clothing staff must ensure that a balance is struck between the child’s right to privacy and adequate supervision. Pupils will be expected to dress / undress themselves. Teachers will always be present in a supervisory capacity. School staff will not take any responsibility for the dressing / undressing of pupils – except where that child’s intimate care policy requires staff assistance. Staff should never do for anything of a personal nature for a child that the child can do themselves Changing for activities will not be permitted in areas where personnel other than school personnel are present.  Pupils attending swimming lessons will be expected to undress/dress themselves. Accordingly, swimming will only take place in 3rd and 4th class. Only teachers/SNAs will supervise the changing rooms. Individual arrangements will be agreed between the school and those parents whose child has a special educational need and therefore requires assistance. |
| Collection of Pupils | • Risk of pupil being harmed being allowed to leave school with an unsuitable adult or child. • Risk of harm to a child by an adult or child  • Risk of an allegation being made against a another child/ren or a member of school personnel | At the normal dismissal time of Infants one of the persons nominated by the parent/ carer must collect the pupil from the school gate. The school must be notified in advance if someone other than the ‘nominated’ adult will be collecting a pupil. Court order document evidence must be provided in the case of barring orders. |
| Morning Drop Offs | • Risk of harm to pupils during drop off  • Risk of harm to pupils by an adult or child when being collected.  • Risk of an allegation being made against another child/ren or a member of school personnel.  • Risk of harm to younger siblings during 2pm/3pm pick up.  • Risk of harm to pupils by other motorists  • Risk of harm to pupils who walk/cycle home from school.  • Risk of harm to pupils by strangers.  • Risk of harm due to inappropriate relationship/communications between pupil and another pupil or adult. | The School has implemented a Stop and Drop system for motorists for dropping off their children in the mornings. The rules are given to parents at the beginning of the school year. Inspections of compliance to the Stop and Drop rules are carried out by the Principal. Feedback on these inspections are sent home in our Newsletter.  Collection Times  1. Parents are expected to collect their children on time. Parents are asked to contact the school if they are going to be late. Children must wait inside the gate if parents are late to collection.  2. Parents must supervise their younger children while waiting outside the main gate at collection times.  3. When parents collect their children, they are asked to return to their cars immediately and drive away safely. Children should not be allowed to play freely around the perimeter of the school. |
| Attendance | • Risk of pupil being harmed in the school by another pupil  • Risk of harm due to bullying of pupil. | In line with the school attendance policy, trends in nonattendance will be closely monitored  Absences should be explained by Parents via the Aladdin app |
| Behaviour | • Risk of harm due to inconsistent implementation of code of behaviour and antibullying policy.  • Risk of harm due to inadequate supervision • Risk of harm due to inappropriate behaviour between pupils | The code of behaviour identifies inappropriate physical contact as an area of concern. |
| Bullying | • Risk of harm due to bullying of pupil  • Risk of harm due to inadequate supervision • Risk of harm due to inappropriate communications between pupils | Bullying behaviour is addressed under the anti-bullying policy, the focus of which is on prevention. |
| Critical Incident Management Plan | • Risk of harm caused by member of staff communicating with pupils/parents’ contrary to C.I.M.P  • Risk of harm due to inconsistent implementation of C.I.M.P | The School has in place a Critical Incident Management Plan |
| Sporting Activities Use of external personnel to support sports and other extra curricula activities. | • Risk of harm to a child by an adult or child  • Risk of harm not being recognised and/or reported correctly and appropriately  • Risk of an allegation being made against another child/ren or a member of school personnel | External personnel / coaches working with pupils In accordance with Circular No. 0042/2018 ‘Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education’ Wellbeing Policy Statement and Framework for Practice’ a member of the teaching staff will always be present when external personnel are working with students. |
| Use of video/photography/other media to record school events | • Risk of pupils identity being inappropriately shared  • Risk of harm to a child through inappropriately sharing of information | Pupil names are never used with pupil photos. Parents give written permission for children to appear in print or online media  In the event that staff use personal devices to photograph, record or video pupils and school events the data must be deleted from the personal devise after material has been uploaded, printed or uploaded to the appropriate platform |
| School tours / trips | • Indicators of harm /abuse not being recognised by school personnel  • Harm / Abuse not being reported properly and promptly by school personnel  • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities | All school trips, outings and tours will be sanctioned by the principal. Written parental consent must be given for all outings and tours. Teaching staff must ensure that activity centres / adventure centres where pupils are being brought to have in place their own CSS and that all supervising staff in activity centres / adventure centres have been Garda vetted. |
| Student teachers undertaking training placement | • Indicators of harm /abuse not being recognised by school personnel  • Harm / Abuse not being reported properly and promptly by school personnel  • Risk of child being harmed in the school by a member of school personnel, by a volunteer / parent while child participating school activities, by a member of staff of another organisation or other person while child participating in school activities | Only students that are over 16 years of age and garda vetted, by the organisation placing them on work experience, will be accepted by the school on work experience. All students will be given a copy of the school’s CSS and asked to sign an Acceptance of the Coole N.S CSS including the Risk Assessment’. In the event that students have a child protection concern or that a child makes a disclosure to them the student must report the matter to the DLP. |
| Care of children with special educational needs, including intimate care where needed  Physical Contact with pupils | • Risk of harm to a child by an adult or child  • Risk of school personnel not acting in accordance with agreed school protocols and procedures  • Risk of allegation being made against school personnel | After enrolment, an agreed statement of care needs involving parents and the Principal will provide for pupils requiring assistance with toileting. Relevant staff will be identified in this statement in so far as possible, two members of staff will be present when dealing with toileting needs. Physical contact between staff and the child should always be in response to the needs of the pupil. While physical contact may be used to comfort, reassure or assist a pupil, the following factors are taken into consideration: the contact is acceptable to the child, it is open and not secretive; it is age appropriate. Staff will avoid doing anything of a personal nature that the pupil can do for him/herself. |
| Related policies and procedures | • Risk of harm to a child by an adult or child  • Risk of school personnel not acting in accordance with agreed school protocols and procedures  • Risk of allegation being made against school personnel | All school policies are available to access on the school website.  • Child Protection Procedures for Primary and Post Primary Schools 2017  • Health and safety policy.  • Agreed disciplinary procedures for teaching staff  • Special Educational Needs policy.  • Administration of medication to pupils  • Administration of First Aid.  • A code of behaviour for pupils  • An acceptable use policy  • A mobile phone policy in respect of usage of mobile phones by pupils and school personnel  • Critical Incident Management Plan  • After school use of school premises by other organisations Use of school premises by other organisation during school day |

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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 Protection Procedures for Primary and Post-Primary*  *Schools (revised 2023)* |

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. In addition, while every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the principal and parents.

This risk assessment has been completed by the Board of Management on ......... [date].

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

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson, Board of Management

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal/Secretary to the Board of Management