

In School Management
In-Service
28/11/2019

PRINCIPALS/DEPUTIES

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Pobalscoil Na Tríonóide Youghal

Bernie Heffernan – Deputy Principal

Annelee Casey – Deputy Principal

Pre Inspection

- Revised Procedures introduced 2017
- Required all schools to develop
 - Safeguarding Statement
 - Risk Assessment
- Gathered a Child Protection Committee comprising personnel from, Management, Guidance, SEN, PE, Class teachers.
- ACCS produced template documents which were of great assistance.

Risk Assessment

- Decided to categorise the school activities under the following headings:
 - 1. **General Daily Activities**
 - 2. **Teaching and Learning Activities**
 - 3. **Pastoral Care**
 - 4. **Recruitment**
 - 5. **Sporting Activities**
- Identified the potential risks associated with each activity
- Ensured we had relevant policies/procedures in place to reduce or eliminate the risk.

Risk Assessment

List of School Activities	The school has identified the following risk of harm in respect of its activities.	The School has the following procedures in place to address the risks identified in this assessment.
<p>General Daily Activities</p> <ul style="list-style-type: none"> • Early Arrival • General Arrival • Departure • Mid-morning Break • Lunchtime for students who remain on the premises • Use of Toilet facilities • School Transport • Use of Technology in areas other than the classroom • Congregation in locker areas <p>• Supervised after school study</p> <p>An 'empty' school at the beginning or end of the school day</p>	<ul style="list-style-type: none"> ➤ Risk of harm not being recognised by school personnel ➤ Risk of harm not being reported properly and promptly by school personnel ➤ Risk of student being harmed by a member of school personnel ➤ Risk of student being harmed in the school by another child ➤ Risk of harm due to bullying of student ➤ Risk of harm due to inadequate supervision of student in school ➤ Risk of harm where student finds him/herself last/first in the school building 	<ul style="list-style-type: none"> ✓ The school has a corridor/grounds supervision protocol to ensure appropriate supervision of students during arrival, dismissal and break times. ✓ The school has a Health and Safety policy ✓ The School has in place a Critical Incident Management Plan. ✓ The school has in place a Code of Behaviour for students. ✓ All staff are Garda Vetted ✓ All staff have been provided with the Child Safeguarding Statement and have had appropriate training. ✓ The school has an Anti-bullying policy and procedures in place.

Policies/ Procedures

- We decided to produce a timeline for all relevant policies/procedures
 - On- going process of Consultation/Drafting/Ratifying/Reviewing

Staff Training

-C.P. Procedures was on the agenda of every staff meeting and every effort was made to prioritise its importance.

- All teachers were informed of their legal responsibilities as mandated people.

- All personnel completed the TUSLA E- learning training programme and their certificate of completion was filed.

-All teachers completed the PDST E- Learning training programme.

Safeguarding statements and Risk Assessments were handed to all new teachers as part of their induction 2018-2019

- Included both in the Staff Handbook 2019-2020.

Child Protection School Inspection

5th March – (48 hours) telephone call....

Dates/Inspection 7th/8th March

6th March

Complete and sign a Vetting Self-Report.

Distribute online Questionnaire details to all parents.

Prepare Student lists

Prepare Staff lists (6 Teachers + 4 Ancillary)

Chair B.O.M. / Time

S.P.H.E / R.S.E Co-ordinators / Time

7th March (Inspectors)

Met with Management.

Met with D.L.P.

Checked Child Safeguarding Statement and risk assessment...position and accessibility (copy on website), review including notification to various stakeholders.

(See **Mandatory Template 3** in Section B- Checklist for review)

Outline 'PLAN' for 2 days

Meeting with D.L.P.

Are you familiar with CP procedures?

Have you completed relevant training ?

B.O.M./D.L.P. relationship

How many cases have you reported to TUSLA since Dec 2017 ?

How many times did you seek advice ?

How many complaints were related to staff ?

Who reported ? Did you joint report?

Records when you didn't report ?

CPOR to B.O.M. Reporting/Not Reporting

WRITTEN records of all conversations ?

Storage of Files

Day 1 continued.....

-Senior and Junior students were selected randomly for group meetings and consent forms distributed by staff.

12 junior students

12 senior students – (to include 2 members of the student council)

-Met with D.D.L.P.

-Thorough review of Case Files

-This is what they expect to see**See Section C**

Day 2

Met with students to discuss Wellbeing/S.P.H.E./R.S.E. Programmes.

Met with S.P.H.E./R.S.E. co-ordinators.

Review/Survey/improve

Met with school personnel to include Teachers/SNA/Office/Caretaker

10 in total/6 teachers & 4 ancillary staff.

Meeting with staff – Typical questions posed

Who is D.L.P. ?

How does the school make you familiar with policy and training?

Aware of Child Safety Guarding Statement ? Where can you find it?

As a mandated person what do you do if you have a concern ?

Have you reported since 2011? Was it a joint report? Were you happy with the procedures?

Who do you report to ?

If you have a concern about 'D.L.P.' what do you do?

If you have a concern about B.O.M. what do you do?

Between Inspections

Double – checked and updated all files using DES Templates.

Briefed Parents Association

Began review of R.S.E./S.P.H.E.

Following 1st inspection

Easter break

Week one !!!

Arrival of C.P.I. report for factual verification

(Reply by May 5th)

Monday 29th April

D.E.S. inspectorate

“We will be there tomorrow morning !!!!!

(C.P. Inspection number 2) April 30th + MAY DAY/MAY DAY

2nd Inspection

2nd Inspectionsame except Meet officers of Parents Association
(No Survey)

Report 1 (As Anticipated)

Full compliance in all except
Records/Procedures for recording

Report 2 (As Anticipated 😊)

Full compliance in all 10 checks.

Míle Buíochas

