



Scoil Náisiúnta San Nioclás  
(St. Nicholas Church of Ireland National School)  
Nicholas Street  
Dundalk  
Co. Louth  
A91 CR24

Principal: Susan Reyburn

Deputy Principal: Louise Gamble

Assistant Principal: Patricia Scanlon Marmion/Alison Johnston

Acting Assistant Principal: Jennifer Gillanders

Registered Charity: 20129026

Telephone: 042-9330860

School Mobile No: 086 0213018

Email: office@sannioclas.ie

Roll Number: 183470

Website: www.sannioclas.ie

\*\*\*\*\*

## Child Safeguarding Statement

St. Nicholas National School C.of.I., 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](#), [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 \(revised 2023\)](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of St. Nicholas N.S. C. of I., 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 Mrs. Susan Reyburn
3. The Deputy Designated Liaison Person (Deputy DLP) is Mrs. Louise Gamble
4. The Relevant Person is Mrs. Susan Reyburn

*(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)*

5. 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.

6. The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (however 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 \(Children and Vulnerable Persons\)](#) 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.

7. 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.
8. 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 \_\_\_\_\_



Scoil Náisiúnta San Nioclás  
(St. Nicholas Church of Ireland National School)  
Nicholas Street  
Dundalk  
Co. Louth  
A91 CR24

Principal: Susan Reyburn  
Acting Deputy Principal: Avril Field  
Assistant Principal: Patricia Scanlon Marmion/Alison Johnston  
Acting Assistant Principal: Louise Gamble  
183470  
Registered Charity: 20129026

Telephone: 042-9330860  
School Mobile No: 086 0213018  
Email: office@sannioclas.ie  
Roll Number:

Website: www.sannioclas.ie

\*\*\*\*\*

## Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Nicholas' National School

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 (revised 2023)*, the following is the Written Risk Assessment of S.N. San Nioclás.

### 1. List of school activities

- Daily arrival and dismissal of pupils from new main school door area
- Sports Day – Field
- Parents Activities - Groups
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching/Diary Time/EAL
- School outings/tours and walks to local area (parks/shops/pet shop etc)
- Use of toilet/changing areas
- School transport
- Intimate care needs/toilet areas
- Managing challenging behaviour
- Administration of First Aid/Medication
- Use of video/photography to record school events
- Crossing roads (e.g.) park trips, town walks etc
- Outside personnel working in the school-maintenance/work men/HSE staff/postal Bible/TY/Carambola/Sub teachers/Student Teachers/Past Pupil visits
- After school clubs/DVD Party/Sacraments Practices
- Internet usage
- Bus Escorts (ASD)
- Sports Activities- FAI/Rugby/Swimming
- Church Services/plays/concerts/fundraising events
- Specific Needs children – Children in receipt of care/foster care
- Sensory Room (ASD) Sensory Activities
- Swimming classes (Aura) changing rooms
- Horse Riding (Oaktree) ASD classes (External

## 2. The school has identified the following risk of harm in respect of its activities-

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 by a member of school personnel (unintentionally/or intentionally) or other pupil (intentionally or unintentionally)  
Risk of child being harmed by visitor to the school  
Risk of child escaping school grounds and wandering onto road if gates left unlocked  
Risk of harm due to bullying of child (eg) Ethnic/SEN/LGBT/Cultural/Religious etc  
Risk of harm due to inadequate supervision in school  
Risk of harm when child is receiving intimate care  
Risk of harm on out of school activities  
Risk of harm when child could inappropriately access/use internet

## 3. The school has the following procedures in place to address the risks of harm identified in this assessment-

- Accident/Incident forms to be filled out as soon as possible after event
- Staff to remain vigilant and note any changes in child's behaviour etc. and report to relevant person concerning behaviours and attitudes
- Children not to be left unattended when non-school personnel present in school
- Main entrance door locked at 9:10a.m. each day, door on night lock during the day
- Intercom in place, secretary at Main Office (entrance door)
- Staff act in loco parentis when walking to and from main school along road particularly (SEN/ASD)
- Staff to remain vigilant particularly at break times when SEN children mixing with mainstream pupil to prevent victimisation/bullying or child being taking advantage of in school
- Where possible two members of staff to be present when supervising children. (teacher and 1 SNA/2 teachers)
- Staff to change/provide intimate care in full knowledge of other staff/ must be in proximity of other staff. Deal with child sensitively and with care and respect. Any difficulties to be reported to class teacher immediately afterwards
- Child Safeguarding Statement and Child Protection procedures readily available. Staff adhere to Child Safeguarding Statement and Child Protection Procedures for primary and Post Primary revised 2023. Complete online 2 year training with Tusla.
- Complete stay safe programme
- Caretaker vetted
- Entrance fobs only available to school personnel- not to be loaned/given to anyone. If lost please report to Principal asap.
- No external personnel allowed on site during school except prior approval has been sought from principal and accompanied by a staff member
- **Policies in force throughout the school. All staff to access copies ie**
- Code of Behaviour
- Anti-Bullying
- Toileting/Intimate Care

- Bus Escort
- School Tours
- Administration of Medication
- ICT Policy
- Restraint Policy

**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 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

## Checklist for Review of the Child Safeguarding Statement

The [Child Protection Procedures for Primary and Post-Primary Schools \(revised 2023\)](#) require that 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 a school 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 school in question.

As part of the overall review process, Boards of Management should also assess relevant school 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 school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	
7. Has the DLP attended available child protection training?	
8. Has the Deputy DLP attended available child protection training?	
9. Have any members of the Board attended child protection training?	
10. Has the school appointed a DLP and a Deputy DLP?	
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> and the Children First Act 2015?	
14. Has the Board received a Principal's Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	
16. Since the Board's last review, has the Board been provided with and reviewed all records relevant to the CPOR?	
17. Is the Board satisfied that the records provided are anonymised and redacted as necessary to ensure that the identities of children and any other parties, including school personnel, to whom the concern or report relates are not disclosed?	

18. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR?	
19. Have the minutes of each Board meeting appropriately recorded the CPOR?	
20. 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?	
21. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	
22. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	
23. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
24. 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 <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
25. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> were subsequently issued by the DLP?	
26. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	
27. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
28. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
29. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	
30. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post-primary schools)	
31. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
32. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	
33. 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?*	
34. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	
35. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
36. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the <i>Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)</i> ?	
37. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
38. Is the Board satisfied that the ' <i>Child Protection Procedures for Primary and Post Primary Schools Post-Primary Schools (revised 2023)</i> ' are being fully and adequately implemented by the school?	
39. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
40. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement?	
41. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

\*In schools 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 \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Board of Management

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

Principal/Secretary to the Board of Management

**Note:** Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.



Scoil Náisiúnta San Nioclás  
 (St. Nicholas Church of Ireland National School)  
 Nicholas Street  
 Dundalk  
 Co. Louth  
 A91 CR24

Principal: Susan Reyburn  
 Acting Deputy Principal: Avril Field  
 Assistant Principal: Patricia Scanlon Marmion/Alison Johnston  
 Acting Assistant Principal: Louise Gamble  
 183470  
 Registered Charity: 20129026

Telephone: 042-9330860  
 School Mobile No: 086 0213018  
 Email: office@sannioclas.ie  
 Roll Number:  
 Website: www.sannioclas.ie

\*\*\*\*\*

## Notification regarding the Board of Management’s review of the Child Safeguarding Statement

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ wishes to inform you that:

- The Board of Management’s annual review of the school’s Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the “Checklist for Review of the Child Safeguarding Statement” (Revised 2023) published on the [gov.ie](http://gov.ie) website

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

Chairperson, Board of Management

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

Principal/Secretary to the Board of Management

**S. N. SAN NIOCLAS, NICHOLAS STREET, DUNDALK, CO. LOUTH 183470**

**Child Protection – Record of how the allegation and/or concern came to be known to the DLP and record of DLP’s phone call seeking advice of Tusla (Sections 5.1.1 and 5.3.3)**

**Part A – Record of how the concern came to be known to the DLP**

Date:		Name of Child	
DLP’s record of how the concern came to be known to the DLP			
Signed by DPL:		Date	

**Part B – Record of DLP’s phone call seeking the advice of Tusla (where relevant)**

Date		Time:	
Name of Social Worker, title and contact details:			
Details of information provided by the DLP to the Tusla Social Worker in respect of the concern (including whether or not any identifying details were provided):			
Advice provided by Tusla in relation to whether or not to report the concern or whether or not to report the concern as a mandated report:			
Any other information or advice provided by Tusla:			



Scoil Náisiúnta San Nioclás  
(St. Nicholas Church of Ireland National School)  
Nicholas Street  
Dundalk  
Co. Louth  
A91 CR24

Principal: Susan Reyburn  
Acting Deputy Principal: Avril Field  
Assistant Principal: Patricia Scanlon Marmion/Alison Johnston  
Acting Assistant Principal: Louise Gamble  
183470  
Registered Charity: 20129026

Telephone: 042-9330860  
School Mobile No: 086 0213018  
Email: office@sannioclas.ie  
Roll Number:  
Website: www.sannioclas.ie

\*\*\*\*\*

## Appendix A Child Protection Practices

### Appendix A

**Following discussion and consultation, the staff and BOM have agreed that the following practices be adopted.**

- Physical contact between school personnel and the child should always be in response to the needs of the child not the needs of the adult

**While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness.**

- If is acceptable to the child
- If is open and not secretive
- The age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do for themselves

**School personnel should never engage in or allow.**

- The use of inappropriate language or behaviours
- Physical punishment of any kind
- Sexually provocative games or suggestive comments about or to a child
- The use of sexually explicit or pornographic material

**All media products (CDs, DVDs etc.) should be checked for their appropriateness with regard to age and suitability.**

Mobile phone: It is inappropriate for Staff to use their mobile phones in the classroom. While the Board recognise the need to check your phone for an urgent or pressing reason. Staff should not have phones out in front of children in class or be checking social media sites. If contact is necessary, a text can be sent.

### **Visitors/Guest Speakers/External coaches**

Appropriately appointed and screened visiting teachers of varying disciplines, engaged by the BOM of St. Nicholas' National School, to perform specific duties, will be left work with a class alone at the Principal's discretion.

Visitors/Guest speakers should never be left alone with pupils. The school (Principal/teachers) has a responsibility to check out the credentials of the visitor/guest speaker and to ensure that the material in use is appropriate.

### **Children with specific toileting/intimate care needs**

- In all situations where a pupil needs assistance with toileting/intimate care, a meeting will be convened, after enrolment and before the child starts school, between parents/guardians, class teacher, special needs assistant, Principal and if appropriate the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs.
- The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. A written copy of what has been agreed will be made and kept in the child's file. Please also consult with the school's intimate care policy.

Two members of staff (Teacher/SNA) will be present when dealing with intimate care/toileting needs. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

### **Toileting accidents**

Clean underwear and suitable clothing will be kept in the school so that if a pupil has an 'accident' of this nature, they will in the first instance be offered fresh clothing into which they can change.

If the pupil for whatever reason cannot clean or change themselves and the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations, two members of staff will always be present. A record of all such incidents will be kept and Principal and parents will be notified.

## **Accidents**

While every precaution will be taken under our Health and Safety Statement to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our incident sheets, held by the class teacher and submitted to the Principal at the end of each month.

## **One-to-one teaching.**

- It is the policy in this school that one-to-one teaching can sometimes be in the best interest of the child.
- Every effort will be made to ensure that this teaching takes place in an open environment.
- Parents of children who are to be involved in one-to-one teaching will be informed and their agreement sought.
- Work being carried out by Special Needs Assistants will be carried out under the direction of the class teacher in an open environment.

## **Changing for games/PE/Swimming**

Pupils will be expected to dress and undress themselves for Games/PE/Swimming. Where assistance is needed, this will be done in the communal area and with consent of parents. Under no circumstances will members of staff/volunteers be expected to or allowed to dress/undress a child unsupervised in a cubicle/private area. In such situations where privacy is required, the parents/guardians of the child will be asked to assist the Child. At all times 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.

## **Attendance**

Our school attendance will be monitored as per our attendance policy/statement. With regards to child protection, we will pay particular attention to trends in non-attendance. We will also monitor non-attendance in correlation with signs of neglect/physical/emotional abuse.

## **Behaviour**

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour.

## **Bullying**

Bullying behaviour will be addressed under our Bí Cinéalta policy and the introduction of the KIVA Programme 2023. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive, then the matter will be referred to the DLP.

## **Children travelling in staff cars**

Members of the school staff will not carry children alone in their cars at any time.

## **Communication**

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The SPHE/Oral Language/RE programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate

with pupils on a one-to-one basis, they are requested to leave the classroom door open or request a colleague to attend.

### **Induction of Staff**

The DLP will be responsible for informing all new teachers and ancillary staff of the Child Protection Procedures (DES, 2011) and subsequent publications in 2017, 2019 & revised procedures in 2023. All new teachers are expected to teach the appropriate SPHE objectives for their class. A member of staff, once trained, will be responsible for the mentoring of new teachers and will be responsible for supporting new teachers as they implement the SPHE objectives.

### **Induction of Pupil**

All parents and children will be made aware of attendance rules and their implications as laid down in the Education Welfare Act (2000). All parents will be informed of the programmes in place in the school that deal with personal development e.g. RSE, Walk Tall, Stay Safe and SPHE. All new parents will be given a copy of the school's enrolment policy, which outlines the procedures parents and children should use when contacting the school if there are absences or concerns of an educational/personal/family matter.

### **Internet Safety**

It is the intention of the Principal and Staff at St. Nicholas' National School to ensure that child protection concerns will be addressed in the school's Acceptable Use Policy as part of its Information and Communication Technology Policy. The Stay Safe lessons in each classroom may be supplemented with appropriate resources. There will also be annual meetings during which parents will be invited to attend a session with an invited speaker to stay abreast of the ever-changing situation regarding internet access.

### **Record Keeping**

Aladdin will be updated daily. Sensitive information regarding children will be shared on a need-to-know basis. All educational files of pupils who no longer attend this school are kept in the filing cabinet in the office. All SEN documentation must be filed in the appropriate filing cabinet in the school office before school closes in June each year.

### **Supervision**

The school's supervision policy will be followed by all staff to ensure that there is comprehensive supervision of children at all breaks. A rota will be displayed to cover morning and lunchtime breaks. In the interest of health and safety three breaks and three lunch times will be in force. Children will be admitted to the school from 8:40a.m. (10 minutes prior to the official opening time) to alleviate traffic /accident concerns as agreed by the Board of Management, with a rota for front door supervision available.

### **Visibility**

Teachers will ensure that children are visible in the school playground as part of the KIVA Programme, supervisors will wear Hi Vis jackets on duty. Children will not be allowed to spend time in classrooms, toilets or sheds where they would not be under adult supervision. They are not to leave the school playground or to engage with adults who are outside of the school playground.



Scoil Náisiúnta San Nioclás  
(St. Nicholas Church of Ireland National School)  
Nicholas Street  
Dundalk  
Co. Louth  
A91 CR24

Principal: Susan Reyburn  
Acting Deputy Principal: Avril Field  
Assistant Principal: Patricia Scanlon Marmion/Alison Johnston  
Acting Assistant Principal: Louise Gamble  
183470  
Registered Charity: 20129026

Telephone: 042-9330860  
School Mobile No: 086 0213018  
Email: office@sannioclas.ie  
Roll Number:  
Website: www.sannioclas.ie

\*\*\*\*\*

### Appendix C

Dear parents/guardians,

In recent years, as a society, we have become very aware of the problem of child abuse through neglect, emotional, physical or sexual abuse.

Each one of us has a duty to protect children and Children First, the National Guidelines, for the Protection and Welfare of Children noted that teachers, who are the main care givers to children outside the family, are particularly well placed to observe and monitor children for signs of abuse.

In response to this, the Department of Education and Skills published revise procedures 2023 for all schools in relation to child protection and welfare. These guidelines promote the safety and welfare of all children and are to be welcomed.

The Board of Management of St. Nicholas' National School has adopted these guidelines revised 2023 as school policy. Consequently, if school staff suspect or are alerted to possible child abuse, they are obliged to refer this matter to the Health Service Executive (HSE). The HSE will then assess the situation and provide support for the child concerned.

Children First, the National Guidelines for the Protection of Children (revised2023) may be assessed on the website of the Department of Children and Youth Affairs. ([www.dcy.a.ie](http://www.dcy.a.ie)) and the Department of Education and Skills Child Protection Procedures can be read on the Department's website ([www.education.ie](http://www.education.ie)). Parents/Guardians are also welcome to look through the guidelines here at the school.

Yours sincerely

---

Susan Reyburn  
Principal