



Child Safeguarding Statement and Risk Assessment 2022/2023

Child Safeguarding Statement

Youthreach Arklow is a centre of education providing second chance education to young people from fifteen to twenty-one years of age.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, Addendum to Children First 'Online Safety', the Child Protection Procedures for Primary and Post Primary Centres 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the AEO of Youthreach Arklow has agreed the Child Safeguarding Statement set out in this document.

- 1 The Adult Education Officer (AEO) 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 Sharon Hughes
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Jacqui Penston
- 4 Kildare and Wicklow ETB and the AEO recognises that child protection and welfare considerations permeate all aspects of centre life and must be reflected in all of the centre's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the centre will adhere to the following principles of best practice in child protection and welfare:

The centre 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 centre 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 learner attending the centre, the centre 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 centre 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 centre 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 centre-
 - Has provided each member of staff with a copy of the centre's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the centre's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages AEO to avail of relevant training
 - The AEO maintains records of all staff and AEO training
 - In relation to reporting of learner protection concerns to Tusla, all centre personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Centres 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
 - In this centre the AEO has appointed the above named DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the centre's child safeguarding statement.
 - All registered teachers employed by the centre are mandated persons under the Children First Act 2015.
 - In accordance with the Child First Act 2015 and the Addendum to Children First (2019), the AEO has carried out an assessment of any potential for harm to a learner while attending the centre or participating in centre activities. A written assessment setting out the areas of risk identified and the centre'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 centre's website, the DE website or will be made available on request by the centre.
- 6 This statement has been published on the centre's website and has been provided to all members of centre personnel, 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 KWETB on 17/10/22.

This Child Safeguarding Statement was reviewed by the AEO on 17/10/22.

Signed: [Signature]
AEO/ Director

Signed: [Signature]
Co-ordinator

Date: 17/10/22

Date: 17/10/22

Child Safeguarding Risk Assessment

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 Centres 2017*, the following is the Written Risk Assessment of Youthreach Arklow

1. List of centre activities

<ol style="list-style-type: none"> 1. Daily Arrival and departure of learners 2. Recreation breaks for learners 3. Classroom and small group teaching 4. One-to-one teaching 5. One-to-one counselling 6. One to one learning support 7. One to one advocacy 8. One to one mentoring 9. Movement of learners around the building 10. Centre Online and Distance Learning 11. Outdoor teaching activities including weekly visits to the Leisure Centre 12. Centre outings/trips 13. Use of toilet areas in centre 14. Use of toilet/changing/shower areas in off-site facilities 15. Centre transport arrangements 16. Centre trips including overnight stays. 17. Use of external personnel to supplement curriculum 18. Administration of Medication (Secured in office and learner takes under staff supervision). 19. Administration of First Aid 20. Centre use of external transport facilities 21. Prevention and dealing with bullying 22. Children with special educational needs 23. Curricular provision in respect of SPHE, RSE 24. Prevention and dealing with bullying amongst learners 25. Training of Centre personnel in learner protection matters 26. Care of learners with specific vulnerabilities/ needs such as: <ol style="list-style-type: none"> a. Learners from ethnic minorities/migrants b. Members of the Traveller community c. Lesbian, gay, bisexual, or transgender (LGBT) learners d. Learners perceived to be LGBT e. Learners of minority religious faiths f. Learners in care g. Learners with a disability h. Children with medical needs Centre use of external transport facilities 27. Use of Information and Communication Technology by learners in centre 28. Use of Information and Communication Technology by staff in centre 29. Use of information and Communication Technology by learners on line 30. Use of information and Communication Technology by staff on line 31. Care of vulnerable adults 32. SPHE/ RSE provision of curriculum 33. Learner teachers undertaking training placement in the centre 34. Use of video/photography/other media to record centre events 35. Work Experience placements of learners 36. Documenting and storing of confidential information 	
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37. Use of external personnel to supplement the curriculum	
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2. The centre has identified the following risks of harm in respect of its activities -

- Risk of harm caused by member of centre personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
- Risk of harm caused by member of centre personnel communicating with learners in appropriate manner via social media, texting, digital device or other manner
- Risk of harm due to bullying of learner
- Risk of harm by a member of centre personnel in the administration of first aid.
- Risk of inadequate supervision.
- Risk of harm due to inadequate Code of Behaviour
- Risk of harm due to an inadequate Anti-Bullying policy
- Risk of harm due to inadequate supervision of learners in centre
- Risk of harm due to inadequate supervision of learners while attending out of centre activities
- Risk of harm due to inappropriate relationship/communications between learner and another learner or adult
- Risk of harm not being recognised but other learners on the other programmes in the multiplex
- Risk of harm due to learners inappropriately accessing/using computers, social media, phones and other devices while at centre and during distance learning
- Risk of harm in one-to-one teaching, mentoring, counselling
- Risk of harm not being recognised by centre personnel
- Risk of harm not being reported properly and promptly by centre personnel
- Risk of harm to learners with SEN who have particular vulnerabilities
- Risk of learner being harmed by a member of centre personnel, a member of staff of another organisation or other person while learner participating in out of centre activities e.g. centre trips i.e. Baltinglass Outdoor Education Centre or the Thursday afternoon Sports programme
- Risk of learner being harmed in the centre by a member of centre personnel
- Risk of learner being harmed in the centre by another learner
- Risk of learner being harmed in the centre by volunteer or visitor to the centre
- Risk of harm for children on the Child Protection Notification System
- Risk of harm not being recognised by the work experience or other tutors
- Risks of visitors/ contractors present in the centre during programme times.

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

- All Centre personnel are provided with a copy of the centres Child Safeguarding Statement. The Child Protection Procedures for Primary and Post-Primary Schools 2017 are made available to all centre personnel
- Centre 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
- The centre implements in full the SPHE/RSE curriculum
- The centre promotes the wellbeing of learners throughout centre programmes and activities
- The centre has an Anti-Bullying Policy which fully adheres to the requirements of the Department's Anti-Bullying Procedures for Primary and Post-Primary Schools
- The centre has a Health and safety policy
- The centre adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The centre complies with the agreed disciplinary procedures for teaching staff
- The centre has provided each member of centre staff with a copy of the centre's Child Safeguarding Statement
- The centre ensures all new staff are provided with a copy of the centre's Child Safeguarding Statement
- Youthreach Arklow adopts the Professional Code of conduct for staff members. Staff have discussed the Code of Conduct and hard copies have been provided.
- The centre encourages staff to avail of relevant training.
- The centre has in place a code of behaviour for learners
- The centre has in place an ICT Acceptable Use Policy in respect of usage of ICT by learners including online protocols for remote learning
- Ground rules in relation to acceptable online behaviour have been adapted for online and distance learning
- The centre has in place a mobile phone policy in respect of usage of mobile phones by learners and staff
- The centre has in place a Critical Incident Management Plan
- Supervision by centre personnel from 8.30 Monday to Thursday and 9.00 on Fridays. Parents and guardians are informed of opening and closing times.
- Glass panels are included in doors of classrooms for one to one sessions or meetings
- KWETB have a Wellbeing policy in place which incorporates policy and procedures in relation to counselling.
- All counsellors including the Advocate have undergone child protection training and update on a regular basis.
- Staff update the Children's First online training at the beginning of each academic year
- Learners are supervised adequately with a supervision rota established.
- Staff who perform first aid duties are fully trained and upskill on a regular basis.
- First aid boxes are located throughout the centre.
- The Sports tutor has a mobile first aid kit for Sports sessions outside the centre
- A DLP and DDLP have been trained and appointed by the AEO
- Supervision by Youthreach tutors is always provided for workshops or talks
- KWETB has a Work Experience policy and procedures
- All learners are informed and provided with a copy of the Child Safeguarding Statement and risk assessment during the induction phase. Follow ups are provided for learners in second year and when the policy is updated.
- KWETB Insurance for Work Experience is provided.

- Site visits occur prior to work experience. Spot checks are made throughout the placement period.
- Parents and guardians attend a session on policies in the centre including Child Safeguarding and the associated risk assessment.
- For parents and guardians who are unable to attend the session, a copy of the policy is sent home and a follow up call is made to ensure the parent/ guardian have read, have any questions and sign the policy.
- A copy of the current Child Safeguarding and risk assessment is contained in a glass noticeboard in the front hallway. Hardback copies are available in the General Office.
- The centre has in place secure storage for files and information.
- Secure shredding is available in the centre.
- The centre has procedures in place for the administration of medicine including EpiPen's.

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 Centres 2017*

In undertaking this risk assessment, the AEO has endeavoured to identify as far as possible the risks of harm that are relevant to this centre 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 centre 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 centre co-ordinator and staff. on 06/10/2022. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed: 
AEO

Date: 17/10/22

Signed: 
Co-ordinator

Date: 06/10/2022