

Employment | Progression | Apprenticeship



# Kerry College of Further Education & Training

## All Campuses

### Child Safeguarding Statement

Chairperson:

Date: 07/03/23

Co Secretary:

\_\_\_\_\_

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

Co Secretary:

Date: 7/3/23

7/3/2023

Date of next review: 7<sup>th</sup> March 2025



## **Kerry College Campuses CHILD Safeguarding Statement**

Kerry College of Further Education and Training comprises a number of Further Education campuses providing PLC education to learners from QQI Levels 3-6. Additional certification in ITEC, CIBTAC, City & Guilds & CIDESCO and multiple vendor/industry certification are provided in Kerry College.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Child Protection Procedures for Primary and Post Primary Colleges 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Governance of Kerry College has agreed the Child Safeguarding Statement set out in this document.

1 The Board of Governance 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 Mr. Stephen Goulding – Clash, Denny Street, Listowel & Killarney Campuses.

The Deputy Designated Liaison Person (Deputy DLP) is Ms Carmel Kelly (Clash Campus) & Mr. John Skinner (Denny Street).

The Designated Liaison Person (DLP) is Mr. Con O Sullivan – Monavalley Campus.

The Deputy Designated Liaison Person (Deputy DLP - Monavalley) is Mr. Joseph Nestor & John Herlihy.

The Designated Liaison Person (DLP) is Ms. Marianne Fanning – Killorglin Campus.

The Deputy Designated Liaison Person (Deputy DLP) is Mr. Lorcan McDonnell.

3 The Board of Governance recognises that Child protection and welfare considerations permeate all aspects of college life and must be reflected in all of the college's policies, procedures, practices and activities in the college will adhere to the following principles of best practice in Child protection and welfare:

The college 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 college will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

4 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 college, the college 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 college staff which are published on the DES website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the college 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 DES and available on the DES 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 college-
  - Has provided each member of staff with a copy of the college's Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the college's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages Board of Governance to avail of relevant training
  - The Board of Governance maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all college personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Colleges 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.



- In this college the Board 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 child safeguarding statement.
- All registered teachers employed by the college are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, the Board has carried out an assessment of any potential for harm to a child while attending the college or participating in college activities. A written assessment setting out the areas of risk identified and the college’s procedures for managing those risks is attached as an appendix to these procedures.
- The various procedures referred to in this Statement can be accessed via the college’s website, the DES website or will be made available on request by the college.

**Note:** The above is not intended as an exhaustive list. Individual Boards of Governance shall also include in this section such other procedures/measures that are of relevance to the college in question.

- 5 This statement will be published on the college’s website and will be provided to all members of college 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.
- 6 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 Governance on March 7<sup>th</sup> 2023.

Signed:   
Chairperson of Board of Governance



Signed: \_\_\_\_\_  
Co-Secretary to the Board of Governance

Signed: S. Goulden  
Co-Secretary to the Board of Governance

Date: 07/03/23

Date: 07/03/23



## Appendix 1 - Child Safeguarding Risk Assessment -

### Kerry College, Clash, Denny Street, Listowel and Killarney Campuses

Employment | Progression | Apprenticeship



#### Written Assessment of Risk of Kerry College, Campuses

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 2017*, the following is the Written Risk Assessment of Kerry College of Further Education campuses.

##### 1. List of College activities

- Daily arrival and dismissal of Learners
- Small break & Lunchbreak for Learners/ Break in the afternoon
- Remote Teaching-risk of access by Non Kerry College Staff
- Classroom teaching including Team teaching
- Online learning due to COVID 19
- One-to-one Resource teaching
- One-to-one counselling
- Outdoor teaching activities where necessary course requirement
- College outings & trips involving overnight stay including abroad
- Use of off-site facilities for College activities
- Care of any vulnerable adult Learners
- Administration of Medicine & First Aid
- Prevention and dealing with bullying amongst Learners
- Training of college personnel in child protection matters
- Use of external personnel to supplement course areas
- Use of external personnel to support FE Programmes
- Care of Learners with specific vulnerabilities/ needs such as
  - Learners from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Learners perceived to be LGBT
  - Learners of minority religious faiths
  - Learners in care
- Recruitment of college personnel including -
  - Teachers/PA's
  - Caretaker/Secretary/Cleaners
  - External Tutors/Guest Speakers
  - Canteen staff





- Visitors/contractors present in college during school hours

#### Use of Information and Communication Technology by Learners

- Application of sanctions under the college's learner contract
- Learners participating in work experience
- Work Experience Students in the college from within Kerry College and outside
- Student teachers undertaking training placement in the college.
- Use of video/photography/other media to record college event
- Use of college premises by other organisation during school
- Use of External Counselling Service

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

- Risk of harm due to inappropriate relationship/communications between learners
- Risk of harm due to inappropriate relationship/communication between adults and Children (Listowel Campus)
- 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
- Risk of harm due to delays in Garda Vetting
- Risk of harm due to the shared campus between Post Primary & PLC/VTOS students at Listowel campus
- Risk of Young Adult learners being harmed in the college by another learner
- Remote Teaching-risk of access by Non Kerry College Staff
- Substance misuse by students on campus
- Cyber Bullying –phone, text, social media

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

- All college personnel are provided with a copy by email of the college's Child Safeguarding Statement
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all college personnel
- College 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*
- Restricted access to the college, visitors must sign in at the office.
- The college 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 college has a supervision policy to ensure appropriate supervision of children.
- The college has a Health and Safety policy in full operation across all campuses
- Toilets have been separated for Post Primary & adult learners since Summer 2016 at Listowel Campus





- Full system of CCTV in place at Listowel Campus. Needs to be updated in Clash
- The college adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting of Adult learners.
- The college has a code of conduct for college personnel (teaching and non-teaching staff)
- The college complies with the agreed disciplinary procedures for teaching staff
- The college has a Learner Support policy and a fully operational learner support unit.
- The college has in place a policy and procedures for the administration of medication to learners where necessary
- The college –
  - Has provided each member of school staff with a copy of the college’s Child Safeguarding Statement
  - Ensures all new staff are provided with a copy of the school’s Child Safeguarding Statement Needs to be given to new staff
  - Encourages staff to avail of relevant training (TUSLA E-learning certificate as a minimum)
  - Encourages board of management members to avail of relevant training. (Planned Kerry ETB training for Board members)
  - Maintains records of all staff and board member training
- The College has in place a policy and procedures for the administration of First Aid.

The college has in place a Learner contract signed on registration

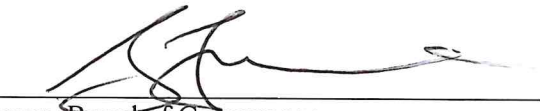
- The college has in place an ICT policy in respect of usage of ICT by learners
- The college has in place a Critical Incident Management Plan
- The College has in place a policy and procedures for whole College Guidance
- The College has in place a policy and procedures in respect of student teacher placements.
- The College has in place a policy and procedures in respect of learners of the college undertaking work experience in external organisations.
- The college has in place an SST & SEN team that meets weekly to respond to student needs.
- The college has a system of Coordinators and attendance system to follow up promptly on student absence.

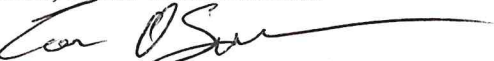

**Important Note:** It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post- Primary 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 College 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 college 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 reviewed by the Board of Governance on March 7<sup>th</sup> 2023. It shall be reviewed as part of the College's annual review of its Child Safeguarding Statement.

Signed  Date 07/03/23  
Chairperson, Board of Governance

Signed   
 Date 07/03/23  
Secretary to the Board of Governance



## Appendix 2 - Child Safeguarding Risk Assessment – Kerry College, Monavalley Campus

Employment | Progression | Apprenticeship



### KCFET Monavalley Campus – Child Safeguarding Risk Assessment

#### Written Assessment of Risk of Kerry College, Campuses

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 2017*, the following is the Written Risk Assessment of Kerry College of Further Education campuses.

#### 4. List of College activities

- Daily arrival and dismissal of Learners
- Small break & Lunchbreak for Learners/ Break in the afternoon
- Remote Instructor-risk of access by Non Kerry College Staff
- Classroom / Workshop instructing
- Online learning due to COVID 19
- One-to-one Resource teaching
- One-to-one counselling
- Outdoor instruction activities where necessary course requirement
- College outings & trips involving overnight stay including abroad
- Use of off-site facilities for College activities
- Care of any vulnerable adult Learners
- Administration of Medicine & First Aid
- Prevention and dealing with bullying amongst Learners
- Training of college personnel in child protection matters
- Use of external personnel to supplement course areas
- Use of external personnel to support FE Programmes
- Care of Learners with specific vulnerabilities/ needs such as
  - Learners from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Learners perceived to be LGBT
  - Learners of minority religious faiths





- Learners in care
- Recruitment of college personnel including -
  - Instructors/PA's
  - Caretaker/Secretary/Cleaners
  - External Instructors/Guest Speakers
  - Canteen staff
  - Visitors/contractors present in college during school hours

Use of Information and Communication Technology by Learners

- Application of sanctions under the college's learner contract
- Learners participating in work experience
- Work Experience Students in the college from with Kerry College and outside
- Student teachers undertaking training placement in the college.
- Use of video/photography/other media to record college event
- Use of college premises by other organisation during Campus
- Use of External Counselling Service

**5. The Campus has identified the following risk of harm in respect of its activities -**

- Risk of harm due to inappropriate relationship/communications between learners
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while on Campus
- Risk of harm to children with SEN who have particular vulnerabilities
- Risk of harm due to delays in Garda Vetting
- Risk of Young Adult learners being harmed in the college by another learner
- Remote Teaching-risk of access by Non Kerry College Staff
- Substance misuse by students on campus
- Cyber Bullying –phone, text, social media

**6. The College has the following procedures in place to address the risks of harm identified in this assessment -**

- All college personnel are provided with a copy by email of the school's Child Safeguarding Statement
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all college personnel
- College Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered instructing staff are required to adhere to the *Children First Act 2015*
- Restricted access to the college, visitors must sign in at the office.
- The college has an Anti-Bullying Policy
- The college has a Health and safety policy
- Full system of CCTV in place
- The college adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting of Adult learners.
- The college –
  - Has provided each member of campus staff with a copy of the college's Child Safeguarding Statement



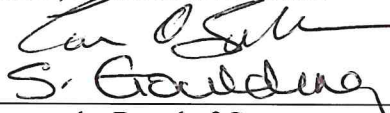
- Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement Needs to be given to new staff
- Encourages staff to avail of relevant training (TUSLA E-learning certificate as a minimum)
- Encourages board of management members to avail of relevant training. (Planned Kerry ETB training for Board members)
- Maintains records of all staff and board member training
- The College has in place a policy and procedures for the administration of First Aid.
- The college has in place a Learner contract signed on registration
- The college has in place an ICT policy in respect of usage of ICT by learners
- The college has in place a Critical Incident Management Plan
- The college has a system of Coordinators and attendance system to follow up promptly on student absence.

**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 Governance has endeavoured to identify as far as possible the risks of harm that are relevant to this College 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 college 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 reviewed by the Board of Governance on March 7<sup>th</sup> 2023. It shall be reviewed as part of the College's annual review of its Child Safeguarding Statement.

Signed  Date 07/03/23  
 Chairperson, Board of Governance

Signed  Date 07/03/23  
 Secretary to the Board of Governance



**Appendix 3 - Child Safeguarding Risk Assessment –  
Kerry College, Killorglin Campus**



# **CHILD SAFEGUARDING STATEMENT**

**for**

## **KERRY COLLEGE KILLORGLIN CAMPUS**

**Version 4 – March 2023**

This document has been compiled to ensure compliance with the *Children First Act 2015* and *Children First: National Guidance for the Protection and Welfare of Children, 2017* and is reviewed and updated where necessary.

### **1. NAME OF SERVICE AND ACTIVITIES PROVIDED**

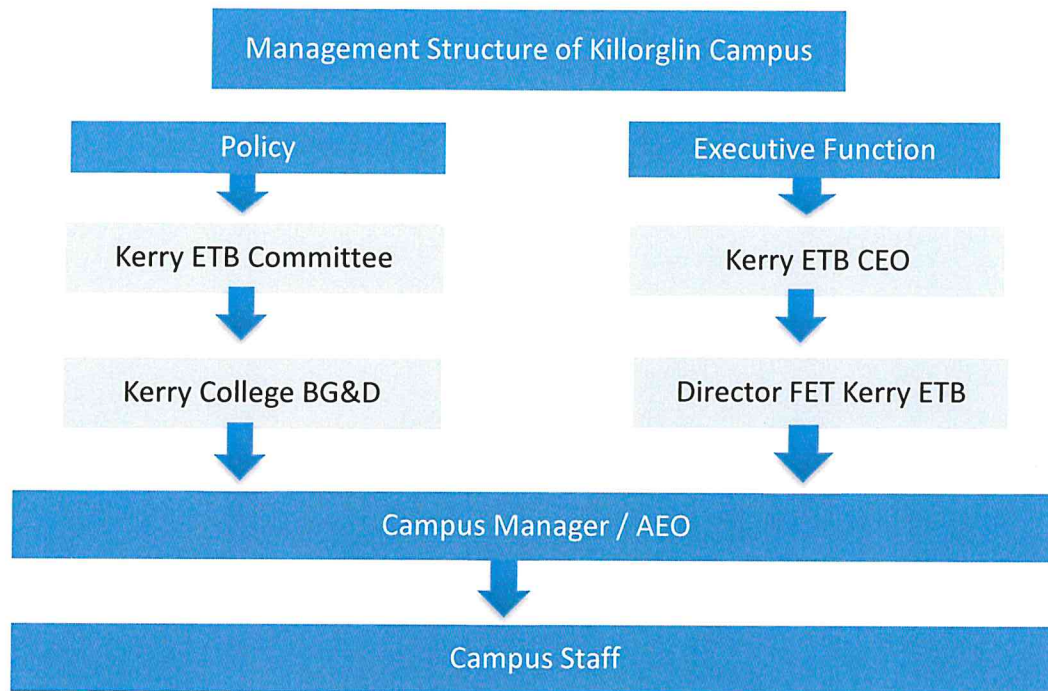
*Cappanalea National Centre for Outdoor Education and Training (NCOET)* and *Killarney National Park Education Centre (KNPEC)* are outdoor education centres known as the *Kerry College Killorglin Campus* that provide outdoor sports and environmental activities to young people from the age of 5 years of age. Students come from education, youth, and sporting sectors. The Kerry OETC's provide outdoor and environmental activities on behalf of *Kerry Education and Training Board (KETB)* and on behalf of several *National Governing Bodies (NGB's)* of outdoor sports.

Further information on all activities can be found on the centre website [www.cappanalea.ie](http://www.cappanalea.ie)





The management structure.



This document acknowledges that the core principles on the reporting of child abuse and neglect be detailed as follows.

- The safety and well-being of the child concerned **must** take priority over concerns about adults against whom an allegation may be made.
- Reports of concerns will be made without delay to TUSLA.
- A notification of any Safeguarding concerns shall be made to the Kerry College Board of Governance and Development as per minutes requirements for board meetings. **No** identifying information shall be disclosed, only that advice was sought, or a report made.

## 2. COMMITMENT TO SAFEGUARD CHILDREN FROM HARM

- Our Service is committed to safeguarding the children in our care and to providing a safe environment in which they can play, learn, and develop.
- Our service believes that the welfare of the children attending our service is paramount. We are committed to child-centred practice in all our work with children.
- We are committed to upholding the rights of every child and young person who attends our service, including the rights to be kept safe and protected from harm, listened to, and heard.





- Our policy and procedures to safeguard children and young people reflect national policy and legislation and are underpinned by *Children First: National Guidance for the Protection and Welfare of Children*, DCYA, 2017, *Child Safeguarding: A Guide for Policy, Practice and Procedure*, TUSLA, 2018, and the *Children First Act 2015*.
- Our policy declaration applies to all paid staff, volunteers, committee/ board members and students on work placement within our organisation. All committee board members, staff, volunteers, and students must sign up to and abide by the policies, procedures and guidance encompassed by this policy declaration and our child safeguarding policy and accompanying procedures.
- We will review our child safeguarding statement and accompanying child safeguarding policies and procedures every 2 years or sooner, if necessary, due to service issues or changes in legislation or national policy.
- **Designated Liaison Person (DLP) for Child Protection**

<p><b>DLP:</b></p> <p><i>Marianne Fanning</i></p> <p><a href="mailto:Marianne.Fanning@Kerrycollege.ie">Marianne.Fanning@Kerrycollege.ie</a></p> <p><a href="mailto:marianne.fanning@staff.kerryetb.ie">marianne.fanning@staff.kerryetb.ie</a></p> <p>066 9769244 (w)</p> <p>087 2751690 (out of hours)</p>	<p><b>Deputy:</b></p> <p><i>Lorcan McDonnell</i></p> <p><a href="mailto:Lorcan.McDonnell@Kerrycollege.ie">Lorcan.McDonnell@Kerrycollege.ie</a></p> <p><a href="mailto:lorcan.mcdonnell@staff.kerryetb.ie">lorcan.mcdonnell@staff.kerryetb.ie</a></p> <p>0669769244 (w)</p> <p>087 2727530 (out of hours)</p>
--	--

### 3. RISK ASSESSMENT

In accordance with the *Children First Act 2015*, the Board of Management/Service Provider has carried out an assessment of any potential for harm to a child while attending the service or participating in service activities. A written assessment setting out the areas of risk identified and the service procedures for managing those risks is summarised below:

Risk Identified	Policies and/or Procedures in place to manage Risk
Bullying	Briefings, training to promote staff awareness and on-going monitoring
Emotional Risk	Briefings, training to promote staff awareness and on-going monitoring
Emotional and Physical Harm	Briefings and policies agreed with group before arrival, monitored throughout.



Residential Centre	Briefings and policies agreed with group before arrival, monitored throughout.
Outside visitors	Visitors must report to reception first, escorted after where necessary.
Neglect	Concerns made known to Line manager or DLP or TUSLA if required.
Sexual Abuse	Concerns made known to Line manager or DLP or TUSLA if required.

This risk assessment is continually amended or updated as necessary to provide the young people attending the Kerry OETC's the best and safest outdoor experiences possible.

This document contains summaries of some of the relevant policies, complete texts of all relevant policy documents can be read in full and are in the Killorglin Campus Safety Statement and greater ETB policies are located on the Share Drive of Kerry ETB. Access to all these policy documents can be read upon request.

#### **4. CHILD SAFEGUARDING POLICIES AND PROCEDURES**

As required by the *Children First Act 2015* and *Children First National Guidance for Protection and Welfare of Children, 2017* the following safeguarding policies/procedures/measures are in place

- Procedure to maintain a list of mandated persons under the Children First Act, 2015.
- A Relevant Person has been appointed.
- A Designated Liaison Person and Deputy have been appointed.
- Child Protection and Welfare Reporting Procedures.
- Confidentiality Policy.
- Policy for Dealing with Allegations of Abuse or Neglect against Employees.
- Procedure for Managing Child Protection Records.
- Recruitment Policy.
- Garda Vetting Policy.
- Code of Behaviour for Working with Children.



- Induction Policy (which includes procedures to inform new staff about the Child Safeguarding Statement and accompanying safeguarding policies and procedures)
- All staff have completed the TUSLA eLearning module – *Introduction to Children First* and relevant staff have attended Always Children First Child Protection Training and also Safeguarding 1 training by the LSP.
- Staff have access to regular Supervision and Support in line with the service policy.
- Complaints Policy.
- Policy for Managing Outings and emergency response procedure.
- Policy for Managing Accidents and Incidents.
- Social Media Management Policy and Cyber bullying policy.

## 5. IMPLEMENTATION AND REVIEW

- We recognise that implementation is an on-going process. Our service is committed to the implementation of this Child Safeguarding Statement and the accompanying child safeguarding policies and procedures that support our intention to keep children safe from harm while availing of our service. This document will be implemented from the date signed below.
- This Statement will be reviewed every 2 years or as soon as practicable after there has been a material change in any matter to which the statement refers.
- This statement has been published on the centre's website and is displayed in the service. It has been provided to all staff, volunteers and any other persons involved with the service. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to TUSLA if requested.

Signed:

*Aodhnaí Carroll*

**Aodhnaí Carroll**  
**Campus**  
 Campus Manager / AEO

Date: 07/03/23

**Kerry college Killorglin**

**Cappanalea**  
**Oulagh West**  
**Caragh Lake**  
**Killorglin**  
**Co. Kerry**  
**066 9769244**





For further information on this Statement, contact Relevant Person:

**Marianne Fanning**  
 Cappanalea NCOET  
 Oulagh West  
 Caragh Lake  
 Killorglin  
 Co. Kerry  
 V93 EY00

**Lorcan McDonnell**  
 Cappanalea NCOET  
 Oulagh West  
 Caragh Lake  
 Killorglin  
 Co. Kerry  
 V93 EY00

066 9769244  
[Marianne.Fanning@Kerrycollege.ie](mailto:Marianne.Fanning@Kerrycollege.ie)  
[marianne.fanning@staff.kerryetb.ie](mailto:marianne.fanning@staff.kerryetb.ie)

066 9769244  
[Lorcan.McDonnell@Kerrycollege.ie](mailto:Lorcan.McDonnell@Kerrycollege.ie)  
[lorcan.mcdonnell@staff.kerryetb.ie](mailto:lorcan.mcdonnell@staff.kerryetb.ie)

<b>6. RISK ASSESSMENT</b>
---------------------------

**Person(s) carrying out Risk Assessment:** Marianne Fanning & Lorcan McDonnell

**Date:** Dec 2021

Risk Identified.	Who is responsible?	What is currently in place to manage the risk?	What future actions are needed?
Bullying	Campus staff, teachers, group leaders, group members.	Awareness at briefing, protocols, and routine. Policy available with safety statement. ETB Dignity charter.	Monitoring during visit. Procedures changed if necessary. Training for greater staff awareness.
Emotional Risk	Campus staff, teachers, group leaders, group members.	Challenge by choice ethos, not made or forced but encouraged.	Monitoring during visit. Procedures changed if necessary. Training for greater staff awareness.
Emotional, Physical and Harm	Campus staff, teachers, group leaders, group members.	All staff are vetted by the Garda National Vetting bureau. Regular training.	Monitoring during visit. Procedures changed if necessary. Training for greater staff awareness.
Residential Centre	Campus staff, teachers, and group leaders.	Accommodation areas are sorted into areas of same gender and	Continued awareness and supervision.



		age group where applicable. Duty Instructor, teacher / leader supervision.	
Outside visitors	Campus staff.	Visitors must report to reception and escorted wherever needed if possible.	Signage to indicate same. Policy changes may be needed to update.
Neglect	Campus staff, teachers, and group leaders.	Concerns made known to Line manager or DLP or TUSLA if required.	Further training to promote staff awareness
Sexual Abuse	Campus staff, teachers, and group leaders.	Concerns made known to Line manager or DLP or TUSLA if required.	Further training to promote staff awareness

## 7. STAFF TRAINING

The staff of the Killorglin Campus are required undertake training in many areas. All staff are required to hold up to date first aid qualifications are required to always carry their first aid kits with them when out on activity sessions and are supervising young people around the centre. First aid kits are also located in various locations around the centres themselves.

Training in Children First Child Protection & Welfare is completed by all staff and the outdoor staff have also completed a Safeguarding 1 course with the local sports partnership LSP.

Further training is provided for the DLP and deputy DLP to Safeguarding 3. Other sections of the staff team have undertaken mental health awareness workshops with Jigsaw and Headstrong.

All staff, part-time staff must undergo a Garda Vetting request on behalf of Kerry ETB. All outdoor staff must also undergo the same process for each NGB that they provide activities on their behalf. Any work placement students (over 18) must show evidence having undertaken a Garda vetting request and have written proof of clearance.

All training records are kept on file and any relevant renewals and revalidations are addressed.

The model below identifies the network of training supports that are accessed by the staff of the Killorglin campus.



In-house supports and networks

Formal TUSLA and LSP training programmes, Garda Vetting

Killorglin Campus Staff Training model

Guidance and training on policy changes or statutory obligation from Kerry ETB

Sport Ireland and NGB supports





## 8. APPENDICES

### Confidentiality Statement

As an organisation and staff, we commit ourselves to abide by the following confidentiality policy in relation to our obligations in accordance with the *Children First Act 2015* and any subsequent guidance.

- All information regarding a concern or assessment of child abuse or neglect should be shared on a 'need to know' basis in the interests of the child within the organisation and with the relevant statutory authorities.
- No undertakings regarding secrecy can be given. This will be made clear to all parties concerned, although they can be assured that all information will be handled taking full account of the legal requirements.
- Any information gathered for one purpose will not be used for another with prior consultation and consent of the person who provided the information.
- Ethical and statutory codes concerned with confidentiality and data protection provide general guidance. They are not intended to limit or prevent exchange of information between different professional staff with a responsibility for ensuring the protection and welfare of children. **The provision of information to the statutory agencies for the protection of a child is not a breach of confidentiality or data protection.**

### Cyberbullying and Social Media

#### **Definition of Cyberbullying:**

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as mobile phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include mean text messages or emails, rumours sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Bullying, including cyber bullying of a student, employee, volunteer, or others, is unacceptable behaviour and will not be tolerated.

#### **Responding to Cyberbullying**

As an instructor or staff member, there are things you can do in the battle against online bullying.

- **Support:** Provide the person being bullied with support and reassurance. Tell them that they did the right thing by telling. Encourage the child/adult to get help from parents, the school counsellor, principal, teachers, and employers. Ensure they know that there is support there for them
- **Evidence:** Help the victim to keep relevant evidence for investigations. This can be done by taking screenshots or printing web pages. Do not allow the deletion of phone messages
- **Inform:** Give the victim advice for making sure it does not happen again. This can include changing passwords, contact details, blocking profiles on social networking sites or reporting abuse online





- **No Retaliation:** Ensure that the victim does not retaliate or reply to the messages
- **Privacy:** Encourage the victim to keep personal information private on the internet
- **Investigation:** The cyberbullying claim needs to be investigated fully. If the perpetrator is known, ask them to remove offending remarks or posts. All records should be kept as part of the investigation.
- **Report:** Abuse on social networking sites or through text messaging needs to be reported to the websites and mobile phone service providers

The centres do not openly give access to the Wi-Fi networks located around the premises. Access to Wi-Fi and computers is restricted, requiring sign-in and only available upon special request by teachers, leaders, or parents and learners. The complete policy and associated procedures are kept with the centre's safety statement, which is available to be read at any time upon request.

### **Social Media**

The Kerry OETC's engage in social media on several platforms such as Facebook, Twitter, Instagram and WordPress. The purpose of this is to market the centre and provide information about upcoming events and record achievements of groups that have visited the centre.

The access to these platforms is controlled and can only be accessed by a few members of the staff. Guidelines for the types of photos that can be posted are outlined to those with this responsibility. Close ups, faces and pictures that can clearly identify identities of the young people are not permitted.

**Lorcan McDonnell (Acting Director)** has been appointed as the Social Media Administrator for the centres and is responsible for the implementation of and adherence of the social media policy. This policy is to be reviewed every two years to make sure that it complies with any changes to statutory obligations.

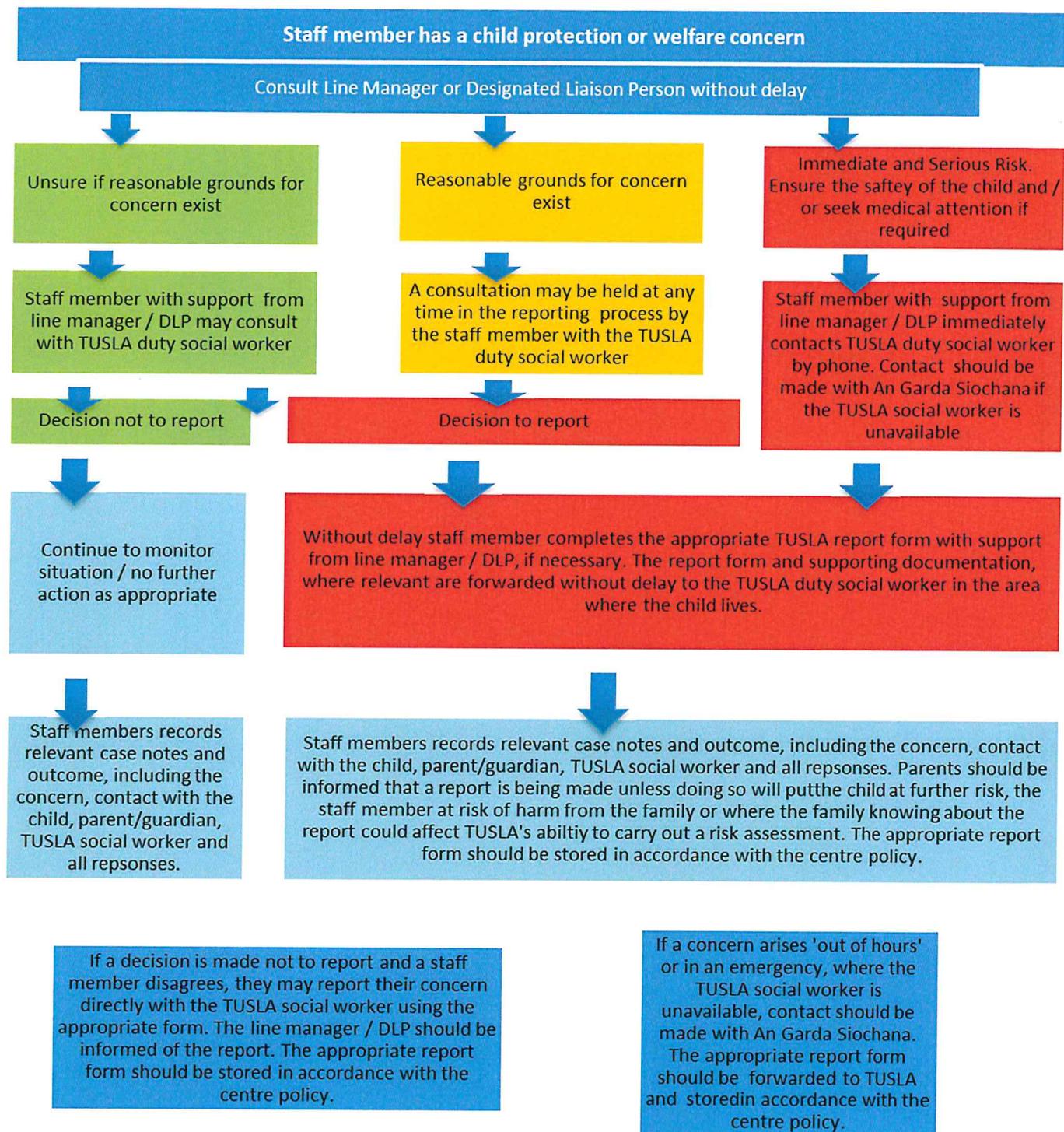
### **Staff Recruitment, Induction and Training**

The Killorglin campus has procedures in the recruitment of staff members, provide a complete induction programme to all new employees and to provide further and on-going training where policy and statutory obligations have changed. For this reason, the centre carries out the following.

- All staff must interview for posts
- Comply with the Kerry ETB Garda vetting procedures and policies
- Induct new staff into accepted work practices.
- Issue new staff members with a Staff Handbook
- Address the safety training and child protection training needs of all staff to meet the requirements of the centre's
- Update all staff on changes that are relevant to the operations of the centres.



## Reporting procedure for concerns of child welfare and protection



The infographic above outlines the process for reporting a concern of child welfare or protection when notified to a staff member. The process follows the protocols in the National Guidance for the protection and welfare of Children, 2017. In the case of retrospective abuse, such as a disclosure by an adult or if there are reasonable grounds for concern that a child may have been abused. The appropriate forms should be sought and sent to TUSLA.





## **Process for allegations of abuse or neglect against staff members**

Staff as outlined in this document includes all staff, ancillary staff, students, and volunteers.

The following should also be considered when an allegation is made against a staff member.

- It is the DLP who is responsible for reporting the matter to TUSLA whilst the employer is responsible for addressing the employment issues. This process will be managed by two people to manage the procedure.
- If the concern meets reasonable grounds for reporting, then it should be referred without delay to TUSLA.
- To be reported to TUSLA, the allegation must meet the reasonable grounds for reporting a concern. Informal consultation with TUSLA may be used to determine if reasonable grounds are present.
- All staff and volunteers in the service should be made aware of who to contact should they become aware of an allegation against any employee in the service.
- Written records should be kept. If a disclosure is made by a child, a written disclosure should be made as soon as possible by the person receiving it. Where an allegation is being made by an adult, a written record should be made, and a written statement sought from this person.

If the Killorglin Campus becomes aware of an allegation against a staff whilst executing their duties, the following will apply privately.

- The fact that an allegation has been made against him / her
- The nature of the allegation

The employee concerned will be given the opportunity to respond. This response will be recorded and passed onto TUSLA with the formal report.

- All stages of the process will be recorded.
- Should an investigation be required, it will be carried out by the DLP, deputy, line manager and/ or a suitably person higher up the management structure.
- The employer will always be informed on the matter whether the allegation is being reported to TUSLA.
- The confidentiality policy will be adhered to, and the identity of the employee will not be disclosed, other than as required in the reporting and investigating processes.
- Contact with TUSLA and An Garda Siochana will be maintained to ensure that no actions that may undermine any investigation take place.
- Legal advice may be sought as required in dealing with allegations against an employee.
- Any further actions will be guided by employment legislation, contract of employment, conduct policies and procedures of KETB.
- Parents of the child will be informed immediately and kept informed of any actions planned or taken.





### **Record keeping and Data protection**

In respect of report forms of allegations of neglect and abuse, any report forms and associated information will be confidential, and access will be restricted to a case specific 'need to know' basis. Redacted 'need to know' reports are submitted to the Kerry College BG&D meeting as per the requirement in agenda items, no identifying information is used in this reporting.

Paper records will have digital copies made and stored on an encrypted flash drive and all stored in the safe located at the centre. This policy is in line with KETB Data Protection policy and complies with the Data Protection Acts 1998 & 2003.

Any changes to policy will have the date of implementation and be recorded as known by all staff concerned. This will be recorded and kept on file.

Blank copies of the Child Protection and Welfare form are in the filing cabinet in the equipment store and any completed copies will be kept in the safe located in the office.

### **List of Mandated Persons**

Aodhnait Carroll	Campus Manager / AEO (Line Manager)
Marianne Fanning	Designated Liaison Person (DLP)
Lorcan McDonnell	Deputy Designated Liaison Person (DDLDP)
Liam Calnan	Senior Instructor

### **Documents used in the development of this statement:**

Children First Act 2015

Children First, National Guidelines for the Protection and Welfare of Children 1999

Children First, National Guidance for the Protection and Welfare of Children 2017

Guidance on developing a Child Safeguarding Statement, TUSLA 2017

A guide for the reporting of Child Protection and Welfare Concerns, TUSLA 2017

Developing a Child Protection & Welfare Policy, National Early Years Child Protection Programme 2016

Data Protection Policy, Kerry ETB 2017

Information and Communication usage policy, Kerry ETB 2017

Kerry ETB Records Retention Schedule 2018

Code of Conduct for ETB staff, Kerry ETB 2017

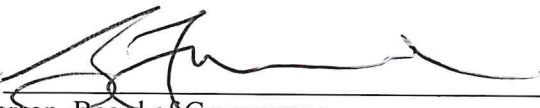
Charter of Dignity in the Workplace, Kerry ETB 2017

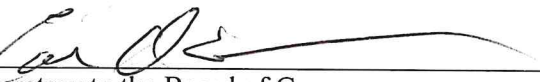



Disciplinary Procedures for staff employed by ETB's, 2013

HSE Procedure for Reporting Child Protection and welfare Concerns, HSE 2017

Code of Ethics & Good Practice for Children's Sport, Sport Ireland 2000 & 2005

Signed  Date 07/03/23  
Chairperson, Board of Governance

Signed  Date 7/3/2023  
Co - Secretary to the Board of Governance

Signed  Date 07/03/23  
Co - Secretary to the Board of Governance



**Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement**

To: KERRY ETB

The Board of Governance of Kerry college wishes to inform you that:

- The Board of Governance's annual review of the College's Child Safeguarding Statement was completed at the Board meeting of ~~28/02/23~~  
07/03/23
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website [www.education.ie](http://www.education.ie)

Signed  Date 07/03/23

Chairperson, Board of Management

Signed  Date 7/3/2023

/Secretary to the Board of Management

Signed S. Goulden Date 07/03/23

/Secretary to the Board of Management

