

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



CHILD SAFEGUARDING STATEMENT

for

KERRY COLLEGE KILLORGLIN CAMPUS

Version 4 – Jan 2022

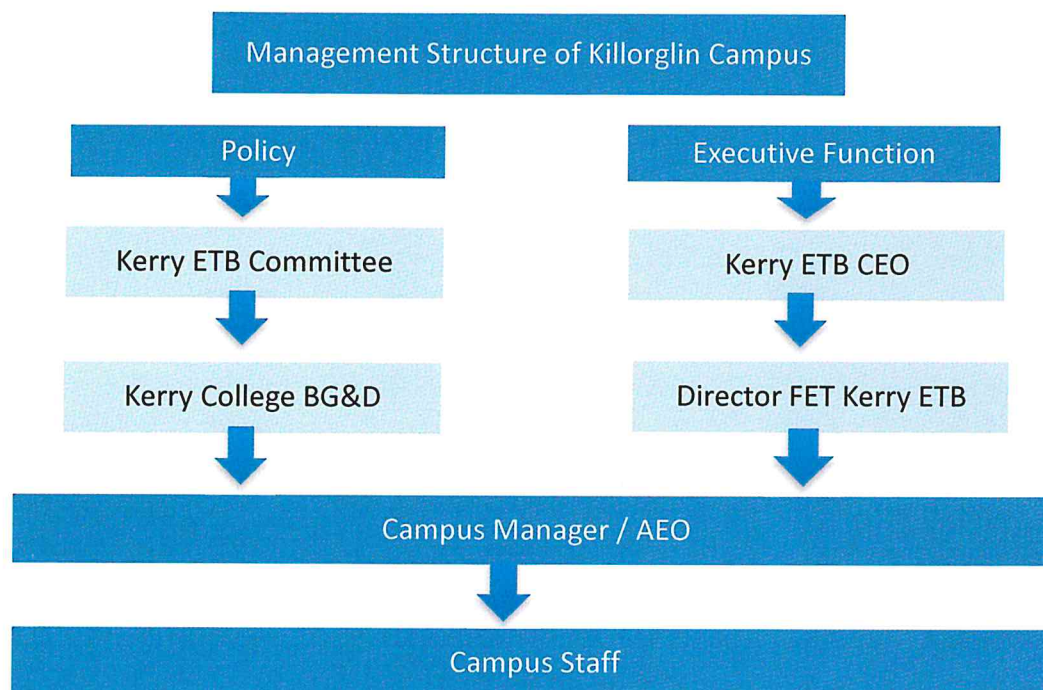
This document has been compiled to ensure compliance with the *Children First Act 2015* and *Children First: National Guidance for the Protection and Welfare of Children, 2017* and is reviewed and updated where necessary.

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

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

Aodhnait Carroll
Campus
 Campus Manager / AEO

Date:

Kerry college Killorglin

Cappanalea
Oulagh West
Caragh Lake
Killorglin
Co. Kerry
066 9769244

For further information on this Statement, contact Relevant Person:

Marianne Fanning

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6. RISK ASSESSMENT

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.

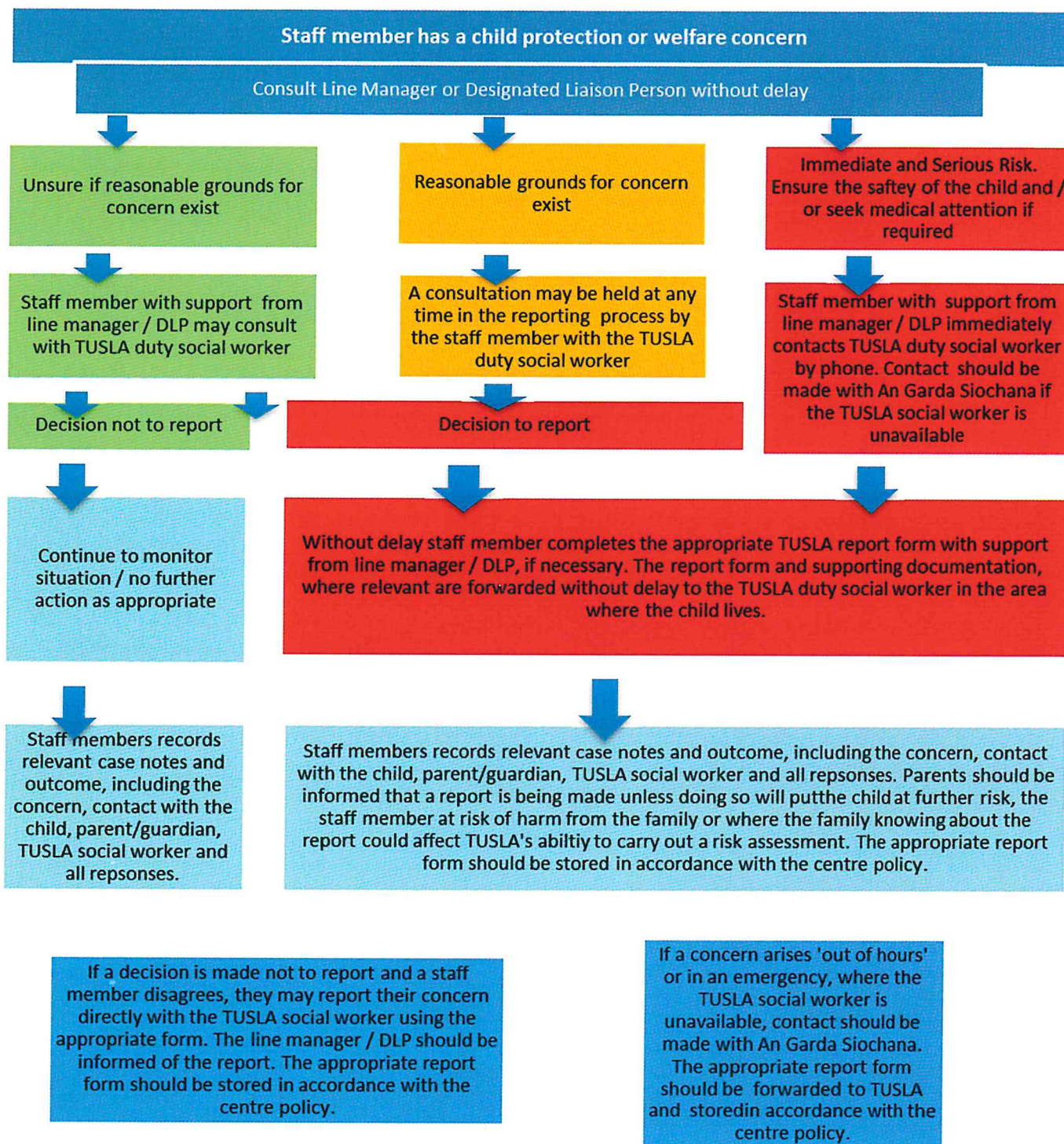
Lorcan McDonnell (Acting Director) has been appointed as the Social Media Administrator for the centres and is responsible for the implementation of and adherence of the social media policy. This policy is to be reviewed every two years to make sure that it complies with any changes to statutory obligations.

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: 
Chairperson of the Board of Governance

Signed: 
Co-Secretary to the Board of Governance

Signed: _____
Co-Secretary to the Board of Governance

Date: 

Date: _____

Checklist for Review of the Child Safeguarding Statement Kerry College Campuses February 15th 2022

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Governance 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 College 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. Boards of Governance Management shall include other items in the checklist that are of relevance to the college in question.

As part of the overall review process, Boards of Governance should also assess relevant college 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 colleges Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	Yes
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
5. Has the DLP attended available child protection training?	Yes
6. Has the Deputy DLP attended available child protection training?	Yes
7. Have any members of the Board attended child protection training?	Yes
8. Are there both a DLP and a Deputy DLP currently appointed?	Yes
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	Yes
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	No
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	No
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of college personnel?	No
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	Yes
17. 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?	N/A

	Yes/No
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of college personnel against whom an allegation of abuse or neglect has been made?*	N/A
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	Yes
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
21. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	N/A
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	N/A
23. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	N/A
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	N/A
27. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	N/A
28. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	N/A
29. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all college personnel (employees and volunteers)? *	Yes
30. 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?*	Yes
31. 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)?*	Yes
32. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	Yes
33. 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 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	N/A
34. Has the Board sought the feedback of Learners in relation to the school's child safeguarding arrangements?	No
35. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
36. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	N/A
37. 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 ?	N/A
38. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

*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 Sam Gunn Date _____

Chairperson, Board of Governance

Signed [Signature] Date 15/2/22

Co-Secretary to the Board of Governance

Signed S. Goulding Date 15/2/22

Co-Secretary to the Board of Governance

