

Child Safeguarding Statement

Shaheeda Zainab Independent Muslim Primary School caters for 60 students providing an Arabic education as well as the Primary education to students from Junior Infants to Third Class. Currently the school is on one site but there are plans with full permission to build a new school. The school currently has ten teachers, one Resource teacher, two of which have students in the school and one Administrator.

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 Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Shaheeda Zainab Independent Primary School has agreed the Child Safeguarding Statement set out in this document.

- 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 2017 as part of this overall Child Safeguarding Statement.
- The Designated Liaison Person (DLP) is Dr. Muhammad Taufiq A. Sattar
Email: drtaufiqsattar@hotmail.com
Contact No: 0861521260
- The Deputy Designated Liaison Person (Deputy DLP) is Orla Corr
- 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.

The Following Child Protection policy & procedures 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 school, the school 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 school 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 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 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 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 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school 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 school 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 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 attached as an appendix to these procedures. The risk assessment document can be updated as often as necessary and any updates will be available on the school website.

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- The various procedures referred to in this Statement can be accessed via the school's website, the DES website or will be made available on request by the school.
- This statement has been published on the school's website and has been provided to all members of school 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 of Education if requested.
- 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. We anticipate a complete review prior to our amalgamation and move to our new school.

Child Safeguarding Statement

Child Safeguarding Risk Assessment

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 Shaheeda Zainab Independent Primary School.

The school has identified areas of potential risk of harm to students in the school environment. The table below lists potential risks and the procedures and policies in place for managing those risks.

List of school activities	Risk Level	The school has identified the following risk of harm in respect of its activities	The school has the following procedures in place to address the risks of harm identified in this assessment
Daily arrival and dismissal of students	Low	Harm from older pupils, unknown adults on the school premises	Arrival & dismissal supervised by each class teacher and met by each child's parent or guardian.
Recreation breaks for students	Low	Adults entering the school. Bullying	Supervision Policy Entry to the school is by permission only with use of specific gate.
Classroom teaching	Low	Harm by school personnel Harm by other pupils	Other teachers visit or are present Other children present
One-to-one teaching	Low	Harm by school personnel	Open door at all times.
Sports Activity/Swimming Lessons/Sports Events	Medium	Harm by school personnel/Activity Leader. Access to	Children wear tracksuits. Garda Vetting is required by

		<p>pupils by strangers or other adults</p>	<p>all leaders. Class teachers present at all times. Trained lifeguards in pool</p> <p>In-school activities are supervised by each class teacher</p> <p>Transport is arranged by the school</p> <p>Garda Vetting is required by all parents involved</p> <p>Children must return to the school</p> <p>Children must wear the school uniform</p> <p>School Tour policy followed</p>
<p>School outings/trips</p>	<p>High</p>	<p>Harm by pupils including bullying Harm by school personnel. Harm by adults</p>	<p>Supervision Policy Toileting – one child at any time. In the case of children who need extra assistance 2 adults are present.</p> <p>The door must remain unlocked when assisting with changing</p>
<p>Use of toilet/changing areas in schools</p>	<p>High</p>	<p>Inappropriate behaviour Harm from other children. Harm from school personnel</p>	<p>Supervision Policy</p> <p>Code of Behaviour</p> <p>Supervision Policy</p>
<p>Dealing with an emergency sick child/toileting issue</p>	<p>Medium</p>	<p>Harm from school personnel Harm by other children</p>	

Fundraising events involving pupils	Medium	Harm from school personnel Harm from a parent/adult	Supervision Policy Code of Behaviour Anti-Bullying Policy
Care of children with special educational needs	Medium	Harm by school personnel Harm by other pupils	Supervision Policy Anti-Bullying Policy
Management of challenging behaviour amongst pupils including appropriate use of restraint	Medium	Injury/harm to pupils and staff	Code of Behaviour Health & Safety Policy
Administration of Medicine	Medium	Harm to school personnel Harm to pupil/pupils	Administration of Medicines Policy Training arranged as required
Administration of First Aid	High	Harm to pupil Harm by school personnel	Health & Safety Policy Doors must remain open Records kept in office
Curricular provision in respect of SPHE, Stay Safe	Medium	Non-teaching of content	School implements SPHE, Stay Safe in full
Prevention and dealing with bullying amongst pupils	Low	Bullying	Anti-Bullying Policy Code of Behaviour

<p>Training of school personnel in child protection matters</p>	<p>Medium</p>	<p>Harm not recognised or reported promptly</p>	<p>Child Safeguarding Statement & DES procedures made available to staff. All staff complete any online training offered by PDST BOM records all records of staff and Board training.</p>
<p>Use of external personnel to supplement curriculum</p>	<p>High</p>	<p>Harm by external personnel</p>	<p>All adults, visitors to the school and volunteers are properly screened and vetted. The Class Teacher must remain with their class when supported by external personnel. All external personnel require Garda Vetting</p>
<p>Recruitment of school personnel</p> <ul style="list-style-type: none"> • Teachers/SNA's • Caretaker/Secretary/Cleaners • Sports coaches • Volunteers/Parents in school activities • Visitors/contractors present in school during school hour 	<p>High</p>	<p>Harm from personnel</p>	<p>Current vetting procedures are carried out when recruiting. All existing school employees are vetted. All adults, visitors to the school and volunteers are properly screened and vetted. Proper records of vetting are stored in the school.</p>
<p>Application of sanctions under the school's Code of Behaviour including detention of pupils</p>	<p>Low</p>	<p>Harm by other pupils</p>	<p>Supervision Policy Code of Behaviour</p>

Students participating in work experience in the school	Low	Harm by student	Student must be supervised by the relevant teacher
Student teachers undertaking training placement in school	Low	Harm by student teacher	Student teacher must be supervised by the relevant teacher Garda Vetting is required for all students
Use of video/photography/other media to record school events	High	Harm by adults Bullying	Parental permission is required Only school camera/equipment is used Anti-Bullying Policy Code of Behaviour

Social Media Policy

Introduction

This Social Media Policy was a collaborative school process, involving teachers, staff, parent representatives and the Board of Management.

Rationale

Shaheeda Zainab School recognises that teachers, students and parents engage with social media applications.

All members of the Shaheeda Zainab School are expected to uphold the values of the school in all Social Media interactions. Staff, students and parents will not act in such a way that the image of Shaheeda Zainab School is brought into disrepute nor in a way that harms members of the school community.

Therefore, it is expected that Shaheeda Zainab staff, students and parents use Social Media in a respectful and responsible manner. Social Media should not be used to insult, present offensive or inappropriate content or to misrepresent Shaheeda Zainab School.

Aims

The aim of the Social Media Policy is to set standards of behaviour for the use of Social Media that are consistent with the values and expectations of Shaheeda Zainab School aims to protect the safety and wellbeing of students, teachers and the school community. If however, there is a breach of Shaheeda Zainab School Social Media Policy the school will undertake disciplinary action and will be dealt with on a case by case basis.

All reports of cyber bullying and other technology misuses will be investigated fully and may result in a notification to Gardaí where the school is required to do so.

Definitions

Social media refers to the means of interactions among people in which they create, share, and exchange information and ideas in virtual communities and networks.

Rights and Responsibilities

Staff, students and parents are expected to show respect to all members of the school.

Staff will: Plan for the inclusion of cyber safety awareness within the curriculum with guidance from relevant education authorities.

Parents will: Be responsible for being aware of and informed about their children's online activity and be proactive in the supervision and guidance of their children taking into account this policy and in particular the school's core values.

STUDENT GUIDELINES

When using Social Media, students are expected to ensure that they:

- Read and agree to the terms and conditions of various Social media sites as many of them have age restrictions for their use.
- Are not permitted to join a staff member's areas on networking sites. If students attempt to do this, the member of staff is to refuse the student access and inform the Principal. The student's parents will be informed if this happens.
- Will not access social networking sites during the school working day.

- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another member of the school.
- Do not bully, intimidate, abuse, harass or threaten other members of the school.
- Do not make defamatory comments towards other members of the school.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the school.
- Do not harm the reputation of Shaheeda Zainab School
- Do not upload video, audio or photographs of any member of the Shaheeda Zainab School (student, parents or staff).
- Do not upload any video or photographs of any student where they can be identified as a Shaheeda Zainab School student by their uniform or any other means.

PARENT GUIDELINES

Classroom blogs and other Social Media tools open up communication between students, parents and teachers. This kind of communication and collaboration can have a large impact on learning at Shaheeda Zainab School. The school encourages parents to participate in such activities when appropriate but requests that parents act responsibly and respectfully at all times, understanding that their conduct not only reflects on the school, but will be a model for our students as well.

Parents should:

- Be aware that many Social Media sites have age restrictions that **DO HAVE** implications for their primary aged children. Parents need to monitor their children's online social media activity, and read the terms and conditions of various Social Media sites and applications their children are interested in using.
- Be aware that they are in breach of terms and conditions if they set up a personal account for their children to use if they knowingly understand that age restrictions apply.
- Before uploading photos, audio or video, parents need to seek appropriate permission from any individual involved. This most particularly applies in relation to the privacy of the staff of Shaheeda Zainab School.
- Online postings and conversations are not private. Do not share confidential information, internal school discussions, or specific information about students, staff or other parents.
- Be conscious of the fact that expert advice given is that all users of Social Media sites should do whatever they can to not identify any child by name or associate them with a particular school.
- Parents should not participate in spreading false or unsubstantiated rumours or false information in regards to the Shaheeda Zainab School and its members.
- Parents assisting with classroom activities should not make use of social media sites while involved in such activities.

STAFF AND TEACHER GUIDELINES

Social Media in relation to staff and teacher relates to blogs, wikis, podcasts, digital images and video, instant messaging and mobile devices.

- Social networking sites such as Facebook or Instagram must not be used by staff as a platform for learning activities with students.
- Staff should not accept students as 'friends' on their own social network sites or interact with students on social networking sites.
- Staff and student online interaction must occur only in an educational context.
- Staff are advised to NOT accept ex-students or parents of current students as friends on personal Social Media sites.
- Staff must not discuss students or colleagues or publicly criticise school policies or personnel on social networking sites.
- While staff have permission to post photographs of students to the school website they do not have permission to post detail that would identify any child.
- Staff are personally responsible for content they publish online. Staff need to be mindful that what they publish will be public for a long time.
- The lines between public and private, personal and professional are blurred in the online world. If staff identify themselves online as affiliated with Shaheeda Zainab School then they need to be aware that they are by definition representing the entire school. Staff should ensure that content associated with them is consistent with their work at the school and the school's values and ethos.
- Staff should not participate in spreading false or unsubstantiated rumours or false information in regards to the Shaheeda Zainab School and its members.
- When contributing online, staff should not post confidential student information.
- Staff should visit their profile's security and privacy settings on social networking sites. At a minimum, staff should have all privacy settings set to 'only friends'.

MANAGING CHANGE AND ISSUES ARISING

- We acknowledge that technology changes rapidly. If any member of the Shaheeda Zainab School has a concern or question pertaining to Social Media or Social Networking sites, this should be directed to the Principal.
- Parents, students or staff who have a complaint or issue arise from Social Media should contact the principal.

Review and Implementation.

The Social Media Policy will be available on the school's website: www.szainabschool.com

The Social Media Policy was formally approved by the Board of Management.

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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 endeavored 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 8th January 2019. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Chairperson: **Dr. Muhammed Taufiq A. Sattar**

Signed



Date: **31 Jan 2019**

