

Child Protection Updates S.S.N 2025/2026



Improvements made to date:

Training September 2025/2026:

- DLP & DDLP will attend training in Navan Education on the 30th of September.
- Primary Framework Curriculum Day x2 - 09/02/2026 & 11/05/2026 (Principal)
- Patricia Shanahan - Training for the Leadership Team 18th November 2022
- Reviewed the implementation and planning of SPHE as a Whole School and looked at whole schools plans including the Autism Classes. Long Term Plans match the short term plans. (S.P.H.E Whole School Training provided by the PDST 2020)
- **Stay Safe completion forms** are filled out by each teacher on completing lessons and kept by the teacher and in the office.
- In the Autism Classes Stay Safe will be covered every year as children are more prone to be affected in this area.
- **"Secrets and Telling" and "Touches"** lessons from Stay Safe in 4th and 6th are being revised every year to ensure that all pupils are receiving the key messages yearly(catching new entrants too).
- **Key messages in the Stay Safe program are given to EAL pupils** in their home language and given to the Parents.
- DLP /DDLP liaised with pupils and staff with regard to best practices and procedures on the yard.

Items requiring immediate action

Nurture Teacher - to update the RA with protocols for working with pupils 1:1 (Principal & All)

- Parents sign off on 1 to 1 teaching occurrences for SET classrooms. A general letter to inform Parents there may be a time when their child is in a 1:1 setting to include mainstream, assessment week. - **Has the communication been sent to Parents yet? Principal**
- Good Practice 1 to 1 in Autism Classes - Procedures for the bathroom/sensory room.
- Risk Assessment- **Manpower 2:1 at all times for supervision in the sensory room, the yard and the toilet(Principal)**
- Review Intimate Care Policy (new pupils in Autism Classes) - **the level of needs change year to year (Principal)**
- What serial numbers can be used / update current referrals with relevant codes
- A reminder to all Staff is given re Garda Vetting
- List of appropriate q's for children re **safeguarding - focus groups**
- Assemblies week of 18th-22nd Sept DLP/DDLP discussed with all pupils Health and Safety and Children's Wellbeing.- **Do**

• TUSLA Support Workshop for all staff August 31st • Notified staff on 21st that we will liaise with SET, NQT's , Autism Team and others to discuss our Risk assessment and various procedures and protocols. • Children's First- all certificates and training were updated in September 2023 by all staff including ancillary staff. All certificates can be accessed on a folder in Google Drive. Staff to be reminded to update their certification if necessary and to upload to the Drive(Principal) • Continuous communication with An Garda Siochana Deirdre Semple in supporting the children in identifying ways to ensure their safety - Workshop with Garda Deirdre Semple & Meath Road Traffic Officer Audrey Halligan September 24th (Principal) • Revised Templates for the Child Safeguarding Statement & Risk Assessment are attached in the folder and will be signed off at the BOM meeting at the end of September. • We have identified potential vulnerability on yard, in order to ensure inclusivity and feeling safe and free from harm a safe space has been set up along with buddies to support all vulnerable children. The unsafe feelings can trigger unwanted emotions & deregulation of emotional stability. • Training Patricia Shanahan with Principal and Deputy on 28th September	children feel comfortable walking to their SET room alone, what's our procedures? • Child Protection updates given to Newly Qualified teachers September 2023. • Engagement with relevant webinars: • Getting your Ducks in a row: Duty of Care/Safeguarding (Principal: Sept 25th) • Newsletter to parent re policies updated: AUP/Child Safeguarding/ Mobile phones/ Supervision/Assembly/Breaks - end of September(Principal)
Actions Following	After School Activities Team on 11th September met with the DLP Bláithín to discuss

• Further Training from Patricia Shanahan for New B.O.M • Child Safeguarding Statement • Pupil Leaders: • Following our assemblies (Wellbeing) the pupils will nominate school leaders • Every member of Staff must have a copy and sign that they have read and received it. • Communication to all partners in education - School Website & School Story	after school activities , insurance etc. A follow up meeting is organised to discuss compliance with Children First Act 2015. Risk Assessment Eg- child not collected on time, where they stay and with the adult 1 in 1 in classroom Child who has an accident Child sick and waiting to be collected , friend with them?? Contact Geneive re Child Safeguarding Drama Staff to update presentations for Parent Information evenings re Child Protection (DLP- Information)
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Ch 8 Child Safeguarding Statement pg 57 Procedures Ch 8

As part of our risk assessment DLP and DDLP, in collaboration with the Staff ensured appropriate policies and procedures are in place to safeguard all pupils in our care in S.S.N. This includes one to one care/teaching - Intimate Care policy. Pg 68 Procedures

S.S.N. Child Protection Procedures

1 to 1 teaching

If the glass panel is in the door, the door can be closed over, otherwise the door to be left open when in a 1 to 1 setting or in small groups.

Children can arrive/return from the SET room alone once comfortable to do so as we try to promote independence in a senior primary school setting, unless medical/other needs. In that case, they will be supervised.

Children using the toilet while out in the S.E.T. room will return to their base class or use the toilet nearest the SET room under SET supervision.

While completing 1 on 1 instruction on corridors/outdoors, teachers/pupils are visible to the general population.

Always call on a second adult with any toileting accidents or incidents within a room.

If an adult is compromised: move to the door, call for help, do not leave the child unsupervised.

In locus parentis, should a child need support, we would keep a child upright or assist them to sit. Always call for a second adult to assist.

Child Protection - risks and mitigating risks to ensure a safe environment for Staff and visitors

Administration of medication - overseeing self medication protocols: Updates to be added - **Principal & SNA Team**

Catherterization procedures: good practice - Additional Staff will be trained this year x2 - Principal

Good Practice 1 to 1 in Autism Classes - Procedures for the bathroom/sensory room refer to the Intimate Care policy/protocols & procedures.

Supervision of teachers on lunch breaks

The teacher going for lunch the day of yard duty will knock on the door diagonal to them at

10:40-10:45

12.35-12.50.

The teacher must stand between the 2 classes to ensure adequate supervision of both classes.

Pupils are not permitted to leave their seat without permission from a Teacher on supervision duty.

Should an incident happen and you need input from another member of staff

Principal/SNA/SET will support where necessary eg. injury/sickness in one room and supervision is needed for the other.

The person supervising will discharge both classes while the teacher on duty makes their way to the yard.

The teacher on duty remains on the yard until all classes are in and then they bring their class in from 5th/6th, while 3rd/4th return to their classrooms accompanied by the teachers on their year. **(Update the Teachers on Staff below)**

Sarah - Shakira

Niamh-Yvonne

Mark-Roisin K

Ewa- Fiona

Hannah - Ben

Aisling - Caoimhe

Ciara - Katie

Amy - Sadhbh

Zoe - Rob

Going to the toilet during a lunch break

One child at a time may use the bathrooms during a lunch break but are asked to return to the teacher once they return from the toilet. They inform the teacher that they have returned from the toilet. Should another pupil want to go to the toilet they must wait until the previous child returns.

SEN Policy

In addition to the school's Code of Behaviour Individual Safeguarding plans /Positive Behaviour Management Strategies are in place for relevant pupils which are reviewed as necessary.

Parents / Guardians of pupils involved are consulted with drawing up such plans and strategies.

Patterns of behaviour and triggers are identified where possible to try to minimise re-occurrence.

When necessary the school will seek appropriate clinical and therapeutic supports for pupils.

Behaviour incident forms are completed for all pupils who are presenting with challenging behaviour. In addition incident forms are completed when staff or pupils suffer injury. These forms are completed by the staff involved and are reviewed and signed by the Principal. In all such cases parents/guardians of all pupils involved will be notified.

Dealing with incidents after break-time.

Before dealing with an incident, settle your class down with some work. Then contact the relevant teacher as listed above to supervise your class.

Swimming - request a copy of Insurance policy & protocols from Aura, also a copy of the contract which can be stored in the admin office (Principal)

Pupils will use individual cubicles when changing.

Teachers will ensure active supervision at all times.

A child who is not swimming for a specific reason but has paid will be brought on the bus to swimming and watch the lesson.

Boys/Girls Toilets

- Pupils sign out in a copy for use of the bathroom.
- A teacher will not enter into the cubicle unless it is deemed medically necessary and the 2nd adult will observe at all times. Eg child vomiting.

Teacher taking a toilet break & using the photocopier. - only in exceptional circumstances - Teachers plan their resources in advance (Principal)

- Once this period should be less than 5 minutes the teacher leaving the room knocks on the classroom next door and asks for supervision for that short period.
- The supervising teacher has responsibility for both classes for this short period.
- No pupil is permitted to leave their seat.

Teacher meeting with Parents

Should a teacher have a meeting with parents it would be important to ensure that meeting is outside teaching hours eg 9.00-9.15am. Otherwise adequate cover is sought prior to the meeting from the S.E.T team.

The office is notified of the meeting in advance (Health & Safety)

Acceptable user policy updated to include:

Smart devices are not permitted with the exception of a request to the BOM for medical purposes only.

Yard Supervision

Intimate Care Policy:

Reviewed & updated September 2023.

Internal Supervision for band/choir - supervision protocols to be updated

Choir-

Choir will take place in the PE hall on Wednesdays at 12.10pm.

At 12.10 on Wednesday, choir members will walk to the PE hall quietly and orderly. All students will walk on the left hand side of the stairs and corridor in single file. When choir is over they will walk in single file on the left side and quietly back to class.

Procedures for attending training/games

Two teachers will accompany teams to all training/matches. C.K will be responsible for ensuring the First Aid Bag is brought to matches. All members of sports teams will sign the Sports Code of Conduct. Each child will also have parents sign permission forms to allow children to leave the school grounds either by foot or by bus. An SNA will accompany the team if a medical brief exists within either team.

External Sports Coaches

All external coaches that work with classes will first provide their Garda Vetting to Catherine in the office. The class teacher will remain present for the coaching.

After School club procedures and protocols -arrival and dismissal

- Organisational of pupils to and from the club.
- Arrangements in place if a pupil becomes unwell.
- Access to Parents contact details in the event of an emergency.
- Discharging the pupils in your care after the club is finished.

The Homework/Active Club

Homework club takes place on Mondays, Tuesdays and Thursdays from 3 until 4pm in Ms. Kilcoyne's or Mr.Hayes' classroom. An attendance is taken at the start of each session. At 3.30pm students will pack up and finish the session with a game in the PE hall.

Lining up after school:

All children will line up outside the front door when they are dismissed by class teachers. Once all children have been dismissed they will then be walked to the classroom by the teacher. Children will be walked to the hall by the teacher once homework has been completed.

Arrangements in place if a pupil becomes unwell.

Mr. Hayes or Ms. Kilcoyne will contact parents directly by phone should a pupil become unwell. A record of contact details is kept on the Homework club drive.

Discharging pupils at 4pm:

Mr. Hayes or Ms. Kilcoyne will walk the children from the PE hall to the main entrance and wait with children until they are collected. Children on bikes or scooters will walk out the back exit door and collect it before walking around the front of the school.

Life Skills Club - to be updated by Ms Moore

Ms Commons and Ms Moore will meet all children down at reception and walk the group of students back up to Ms Sheridan's rm 105.

If a pupil was to become unwell during the club, Ms Commons or Ms Sheridan would attend to the child and reassure the child that they are okay. The child would be given whatever care is deemed necessary and a call would be made to their parents if necessary. A written report of the incident would be recorded and kept on file.

Ms Commons and Ms Sheridan have a Google Spreadsheet saved on a Google Drive with a contact number for parents or guardians of each child attending the club. This is also printed and kept in the Life Skills club folder which is brought to every club.

Ms Commons and Ms Sheridan will accompany children to the gate and out of the school .

Should a child not be collected, Ms Commons or Ms Sheridan will make a phone call and both teachers will stay with the child outside or inside (weather depending) until somebody comes to pick them up.

The progress of Life Skills Club is monitored on a weekly basis by Ms Commons and Ms Sheridan, with a weekly agenda for each meeting planned before and uploaded to Google Drive. Conversations are had weekly between the two teachers to discuss what has gone well and what could be improved for the following week.

Organisation of pupils to and from Guitar Club. - new location/ use of Mt Carmel

Lining up Prior to Lessons:

Children will line up outside Mr. Kavanagh's classroom prior to commencement of each session.

Arrangements in place if a pupil becomes unwell.

Mr. Kavanagh will contact parents directly by phone should a pupil become unwell. A record of contact details is kept in the classroom.

Discharging the pupils in your care after the club is finished.

Mr. Kavanagh will walk the children from the guitar club downstairs when lesson is finished and wait with children until they are collected.

Monitoring the progress of the club.

A structured beginner's guitar program will be followed for the duration of the guitar club. More advanced material will be provided for those who excel at the core content and additional in-session time will be afforded to those who are struggling during sessions. Regular communication will be kept with parents regarding material to be practised at home via guitar WhatsApp group. Children will work towards an end-of-year performance to retain focus and direction.

ART CLUB

Art club takes place on Thursdays from 3 until 3.50pm in Mr. Whelehan's classroom. An attendance is taken at the start of each session.

Lining up after school:

At home time all children will leave with their class as usual and line up at reception area to meet Mr. Whelehan. They will then be walked to the classroom by Mr Whelehan.

Arrangements in place if a pupil becomes unwell.

Mr. Whelehan will contact parents directly by phone should a pupil become unwell. ***(A record of contact details is kept on the Homework club drive)***

Discharging pupils at 3.50pm:

Mr. Whelehan will walk the children from his classroom to the main entrance and wait with children until they are collected. Children on bikes or scooters will walk out the back exit door and exit by walking around to the front of the school.

Violin class:

Violin classes takes place on Mondays, Tuesdays and Thursdays from 3:05pm, half an hour time slots in Ms. Pawlak's classroom. An attendance is taken at the start of each session.

Lining up after school:

At home time children

will leave with their class as usual and line up

at reception area to meet Ms. Pawlak. They will then be walked to the classroom by Ms. Pawlak.

Arrangements in place if a pupil becomes unwell.

Ms.Pawlak will contact parents directly by phone should a pupil become unwell.(A record of contact details is kept on the Homework club drive)

Discharging pupils

Ms. Pawlak will walk the children from her classroom to the main entrance and wait with children until they are collected. Children on bikes or scooters will walk out the back exit door and exit by walking around to the front of the school.

Protocol for EAL students

Children are collected from their class by either their teacher, Mrs. Elena Zaleshchuk or Mrs. Karrie O'Donnell, their SNA.

The children are with us in a group or individually for their lesson for 30 minutes approximately.

The children return to their respective classes by themselves. They have been informed to return to us if there is any problem or if they are not sure where they are going.

When the children are in the EAL class with both adults present, the classroom door remains closed.

When only one adult is present in class, we leave the classroom door open.

In certain circumstances we do close the door due to outside noise but we are still visible to the SNA team as there is glass in the door.

Protocol for Students on Placements:

- Principal & Deputy Principal meet the Students at the beginning of their placement.
- Compliance with all statutory policies in the school. (Child Protection, Health & Safety, Code of Behaviour, Anti Bullying, Communication policy, Special Education)
- Compliance with sign in/out sheet.
- Compliance with classroom management & instructions/guidance from the class teacher.
- Adherence to use of facilities in the school (lunchtime breaks, photocopiers, ICT)
- Full compliance with phone policy
- Attendance at debriefings with Principal & Deputy Principal.

Transition year students on work experience

- An agreed timeframe between the primary & post primary schools
- Insurance and Garda Vetting requirements are covered by the post primary school
- Email to the Principal's office with an expression of interest to include a copy of the CV
- Presentation at the office on the morning of placement at a designated prearranged time
- Compliance with the sign in / out timesheet

- General information details are shared in the interest of the well being of the Student
- Dress code, Attendance and punctuality addressed with the Students by the Principal
- Dress code is paramount
- Familiarity with the School's Child Protection policy
- Compliance with all Health & Safety procedures in the school
- In the event of a Fire Alarm sounding, immediate evacuation using the nearest fire exit door and report to the Fire Officer at the designated Fire Assembly location
- Compliance with the Code of Behaviour and phone policy for Staff
- Expectations in relation to a positive mindset and a courteous attitude
- All interactions with Pupils are supervised
- Full compliance with instructions from the Staff
- A clear knowledge and understanding of the role, to learn new skills and complete all tasks assigned
- If the Student becomes unwell, contact is made with the office

Daily Arrival and Dismissal of pupils

- The school gate is opened at 9:05am by the Principal & Deputy Principal to greet and meet the pupils.
- All bikes and scooters are parked in a designated area first.
- Lining up protocols in place for pupils who travel by bus.
- The Buses park at the designated drop off point and pupils are safely discharged off the buses under the supervision of SNAs and teachers.
- The pupils are escorted into the building as close to 9:10am as possible.
- Single file on the stairs, walking on the right side of stairs.
- Teachers in the classroom to greet their class.
- Teachers and SNAs assist with supervision at pivotal areas during this settling in period.

Administering First Aid/Application of plasters

On yard an ice pack

- In locus parentis, should a child need support, we would keep a child upright or assist them to sit.
- Parents complete Health Care plans at the beginning of the school year.
- Medical files are noted in red on Databiz administration.
- Knowledge of pupils with medical briefs is paramount.

- We will administer first aid in the form of plasters for example and where a child can apply their own, this is the preferred option. Otherwise a teacher will do this in an open space.
- A second adult is always called for in an emergency situation.
- With regard to medication, no medication is administered unless permission and procedures are discussed and agreed with the Board of Management.
- Where permission of administration has been approved by the B.O.M 2 adults will supervise.

How we code our referrals?

B.O.M Training November date

Show Patricia our Intimate care policy.

Reporting/Codes

Bláithin agrees with the Board prior to any Child Protection reports/information that she will only print one copy of the Child Protection details which can be shared amongst the Board Members to save - if came about from Bullying, an allegation against the teacher , something wasn't reported

- 1) Staff Member records concern**
- 2) DLP records concern - eg 3rd class teacher Orla Garry came to me with a concern about Bláithin Maguire**
- 3) DLP give advice and if they say it doesn't warrant support or reporting.**
- 4) DLP goes back to 3rd class teacher Orla Garry to say I'm not recording that because**
- 5) Child Protection Oversight report- Principal must report to the BOM regarding this above information. A copy of this must be given to the Board. A copy of all of this must be given to the board. Before doing this under the CPO report the principal recorded there were a number of cases. All documents were brought to attention. A unique must be given to that now.**

Case 1 Sept 2023 Adult A; Orla Garry 3rd class teacher

Minuting of the Board Meeting - Principal did bring it to the attention of the board - Case 1 2023 and all documents relating to the child,

How many did you report?