



Kilkenny Dyslexia Workshop Ltd

Child Safeguarding Statement

Kilkenny Dyslexia Workshop is a company limited by guarantee providing tuition to pupils who have been diagnosed with dyslexia or a specific learning difficulty,

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, Kilkenny Dyslexia Workshop Ltd has agreed the Child Safeguarding Statement set out in this document.

1. As Kilkenny Dyslexia Workshop is conducted in a school setting – educational establishment with pupils, teachers etc the Board of Directors of Kilkenny Dyslexia Workshop Ltd has adopted and will implement fully and without modification the Department of Education’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 Susan Brophy (Workshop Co-ordinator)
3. The Deputy Designated Liaison Person is Denis O’ Reilly (Company Secretary)
4. The Board of Directors recognises that child protection and welfare considerations permeate all aspects of the work of the workshop and must be reflected in all of the workshop’s policies, procedures, practices and activities. In its policies, procedures, practices and activities, the workshop will adhere to the following principles of best practice in child protection and welfare:

The workshop 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 to 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.

5. The following procedures/measures are in place:

- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the workshop, Kilkenny Dyslexia Workshop Ltd 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 workshop 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 Workshop's Child Safeguarding Statement.
 - Ensures all new staff are provided with a copy of the Workshop's Child Safeguarding Statement.
 - Encourages staff to avail of relevant training.
 - Encourages Board members to avail of relevant training.
 - The Workshop maintains records of all staff and Board member training.
- In relation to reporting of child protection concerns to Tusla, all workshop 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 the workshop the Board of Directors 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 workshop are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, the Board of Directors has carried out an assessment of any potential for harm to a child while attending the workshop. A written assessment setting out the areas of risk identified and the

workshop's procedures for managing those risks is attached as an appendix to this statement.

- The various procedures referred to in this statement can be accessed via the workshop's website or will be made available on request to the workshop.
6. This statement has been published on the workshop's website and has been provided to all members of workshop personnel and Board Directors. It is readily accessible to parents and guardians on request. A copy of this statement will be made available to Tusla and other relevant bodies if requested.
 7. This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.

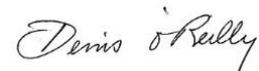
This Safeguarding Statement was formally adopted by the Board of Directors at a meeting held on 14th February 2018

Signed:



Director

Signed:



Company Secretary

Date:

14/02/2018

Child Safeguarding Statement

Appendix 1: Child Safeguarding Risk Assessment

Written Assessment of Risk of Kilkenny Dyslexia Workshop Ltd

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 **Kilkenny Dyslexia Workshop Ltd**

- 1. List of school activities – the workshop is only open on Fridays for 2 hours for a 24 - week period. Apart from the tuition that takes place in the workshop at those times we do not organise any other activities for the pupils. Our only contact with them is for the two hours as outlined above.**

Risk identified	Potential risk of harm	Procedure in place to manage risk identified
Opening/Closing Times and Break Times	Access to pupils by strangers or other adults. Risk of harm from other pupils.	Supervision by Workshop Co-ordinator and assistant Co-ordinators at these times. Adequate supervision at break times by class tutors in the classrooms.
Substitute Tutors	Tutors behaving inappropriately. Tutors lacking awareness of child safety issues.	Tutors will be registered with the Teaching Council and have appropriate vetting for employment in the workshop. Glass panels in doors.

Risk identified	Potential risk of harm	Procedure in place to manage risk identified
Access/Egress	Access to pupils by strangers or other adults. Flight risk for some pupils.	Magnetic locks on doors. Access by Code only Workshop Administrator present on the premises for duration of workshop while tutors are teaching.
One to One Teaching/Psychologists and other Professionals	Inappropriate behaviour towards pupil.	All personnel to be Garda vetted for this employment. Glass panel in door.
Administration of Medicine where requested by parent.	Child being touched inappropriately.	Medicine to be administered by Workshop Administrator who is a qualified nurse. Children to be accompanied at all times. Teacher/administrator not being left alone with child.
Pupils being collected early from the workshop or parents arriving late to collect pupil.	Child not being collected on time or having to leave early.	Parents must collect pupil from the classroom and sign pupil out. If a pupil is not collected at the end of the workshop the Workshop Co-ordinator and Assistant Co-ordinator will wait with the pupil until the parent arrives.

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 Directors has endeavoured to identify as far as possible the risks of harm that are relevant to this workshop 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 workshop 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 Directors on 7th February 2018. It shall be reviewed as part of the workshop's annual review of its Child Safeguarding Statement.

RISK ASSESSMENT PLAN – KEY POINTS

Vetting and Child Protection

- All teachers and employees are Garda Vetted through IRISH VETTING SERVICES , Irish Vetting Services, 39 Milltown Manor, Monaleen, Limerick, V94 P6CC
- Susan Brophy, who is the Workshop Co-ordinator is the DLP for Child Protection and Denis O' Reilly is the deputy DLP.
- Teachers have received training in Child Protection in their base schools and have a copy of the Child Protection Policy WHICH COMPLIES WITH CHILDREN FIRST.

Health and Safety

- Denis O' Reilly, who is company secretary and a tutor in the workshop has responsibility for health and safety issues. He opens the building each week, checks for any risks (mainly wet floors) and takes appropriate steps to minimise any risk to people on the premises.
- Any areas of concern are reported to the school (CBS Primary School) who has ultimate responsibility for any repair or remedial work as Kilkenny Dyslexia Workshop rent the premises on a weekly basis.
- Pupils who attend the workshop have to be signed in/out by a parent. No pupil is allowed to leave without a parent.
- A register of attendance is kept by the Workshop Co-ordinator.
- During the 2 hours of the workshop the pupils are not allowed to leave the building. They have a short snack break during the 2 hours but remain in their classroom supervised by their teacher.

- An accident report book is maintained by the Workshop Co-ordinator and parents are immediately contacted if deemed necessary. Parents are always informed of accidents.
- A first-aid kit is fully maintained and where basic first aid is required it is administered by Pauline Murphy, Workshop Organiser, who is a qualified nurse.
- Susan Brophy, Workshop Co-ordinator, liaises with the teachers and regularly visits the pupils in their classes to monitor progress etc.
- Parents are asked to promptly collect their children at the end of the workshop. Where a parent is late in collecting their child, 2 adults (mainly workshop co-ordinator and a teacher) will remain with the child until a parent arrives.
- Pauline Murphy (Workshop Organiser) and Susan Brophy (Workshop Coordinator) remain in the building for the 2 hours to supervise and meet parents who might visit during the 2 hours.
- Access to the building is by code so strangers cannot wander in.
- The building has a fire alarm and we follow the evacuation procedures established by the school. A copy of the procedures is on display in all the classrooms. Teachers have received instruction on the procedures and fire drills are held each term. The designated assembly points are indicated.
- In case of a fire the exit doors will automatically open.
- We maintain a comprehensive insurance policy that includes public liability.

Administration of Medicines, Medical issues

- The Workshop Organiser maintains a record of important pupil medical information and this is shared with tutors on a need to know basis.
- No medication is administered by Workshop Staff. If administration of medicine is requested by a parent then this will be done by the Workshop Administrator, Pauline Murphy, who is a qualified nurse.
- Teachers are informed if a pupil has emotional and other issues that might affect the harmony of the classroom and strategies to avert or deal with disruptive situations are shared with the tutors.
- Students are not allowed to use any equipment that might cause injury or be of risk.
- Regular safety checks are undertaken by Susan Brophy, the Workshop Co-ordinator and Denis O' Reilly (Safety Officer). Any hazards such as wet floors, loose cables etc are rectified immediately. Where a risk that cannot be rectified immediately (like light sensors not working) is identified then this will be reported to the management of the CBS Primary School for repair.