



Citywest & Saggart CNS

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Dublin 24

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### **Child Safeguarding Statement**

Happy Campers is a multi-activity camp providing an opportunity for creativity and recreation for pupils from Junior Infants to Sixth Class. The Camp runs twice a year, for a week at a time. The first camp session runs over the Easter holidays. The second session runs at the beginning of the summer holidays.

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 Camps 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the coordinators of Happy Campers has agreed the Child Safeguarding Statement set out in this document.

1. The coordinators have 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 David Kinsella**
3. The **Deputy Designated Liaison Person (Deputy DLP) is TBC**
4. The coordinators recognise that child protection and welfare considerations permeate all aspects of camp life and must be reflected in the camp's procedures, practices and activities. The camp will adhere to the following principles of best practice in child protection and welfare. The camp will:
  - a. recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations,
  - b. fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children,
  - c. fully cooperate with the relevant statutory authorities in relation to child protection and welfare matters,
  - d. 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,
  - e. develop a practice of openness with parents and encourage parental involvement in the education of their children; and

f. Fully respect confidentiality requirements in dealing with child protection matters.

5. The following procedures/measures are in place:

- a. In relation to any coordinator who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the camp, the camp adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Camps 2017 and to the relevant agreed disciplinary procedures for camp staff which are published on the DES website,
- b. In relation to the selection or recruitment of staff and their suitability to work with children, the camp 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,
- c. In relation to the provision of information and, where necessary instruction and training to coordinators/facilitators in respect of the identification of the occurrence of harm (as defined in the 2015 Act), the camp:
  - i. Has provided each coordinator/facilitator with a copy of the camp's Child Safeguarding Statement
  - ii. Ensures all new coordinators/facilitators are provided with a copy of the camp's Child Safeguarding Statement
  - iii. Encourages coordinators to avail of additional relevant training
- d. In relation to reporting of child protection concerns to Tusla, all camp personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Camps 2017, including in the case of registered coordinators, those in relation to mandated reporting under the Children First Act 2015,
- e. In this camp, the coordinator 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 camp's child safeguarding statement.

6. All registered coordinators employed by the camp are mandated persons under the Children First Act 2015.

7. In accordance with the Children First Act 2015, the coordinators have carried out an assessment of any potential for harm to a child while attending the camp or participating in camp activities. A written assessment setting out the areas of risk identified and the camp's procedures for managing those risks is attached as an appendix to these procedures. The following Happy Campers documents are particularly relevant to this Child Safeguarding Statement and the associated risk assessment.

8. The various procedures referred to in this Statement can be accessed via the camp's website, the DES website or will be made available on request by the camp.

9. This statement has been published on the camp's website and has been provided to all camp coordinators, Citywest and Saggart Community National School and Dublin and Dun Laoghaire Education and Training Board (DDLETB), the patron of Citywest and Saggart Community National School in which the camp is taking place. 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.

10. 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. A checklist to be used in undertaking the review is included at Appendix B. The camp will put in place an action plan to address any areas for improvement which might be identified in the annual review. The coordinators shall make arrangements to inform camp personnel that the review has been undertaken. Written notification that the review has been undertaken shall be provided to the

Citywest and Saggart CNS and DDLETB. A record of the review and its outcomes shall be made available, if requested, to DDLETB and the DES.

This Child Safeguarding Statement was adopted by the Happy Campers Coordinators on \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Camp Coordinator

Camp Coordinator

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

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

## Appendix A: Risk Assessment for Happy Campers

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 Camps 2017*, the following is the Written Risk Assessment of Happy Campers.

The aim of this risk assessment is to identify the risks posed to children within the camp environment. All areas outlined in this assessment are considered to be high risk. However, the camp aims to reduce the likelihood and severity of these risks through the procedures outlined within it. The camp has adopted these procedures as they are considered best practice within their particular camp context, but it also acknowledges that there may be instances when said procedures cannot be applied exactly as they are described. A common sense approach will be utilised to ensure that procedures are followed as closely to best practice as possible.

List of camp activities	The camp has identified the following risk of harm	The camp has the following procedures in place to address risk identified in this assessment
Daily arrival and dismissal of campers	<p><b>Arrival</b> Harm from unknown persons during daily arrival of pupils.</p> <p>Harm from parents or other care providers during late arrival.</p> <p>Harm from other campers during daily arrival.</p> <p>Harm caused by inadequate supervision.</p>	<p>The camp coordinators supervise the children at all times during daily arrival, and ensure that all children are within their sight.</p> <p>Parents are informed of their responsibility to ensure their children make it to the care of the camp in the Happy Campers Parent Guide.</p>

	<p><b>Dismissal</b></p> <p>Harm from unknown persons, particularly for younger children, during collection time.</p> <p>Harm from other campers during daily dismissal.</p> <p>Harm caused by inadequate supervision.</p> <p>Harm caused by members of staff as a result of late collection.</p>	<p>The camp coordinators supervise the children of the at all times during daily dismissal, and ensure that all children are within their sight.</p> <p>All children are dismissed from room 1 on the ground floor, straight into the care of their parent or another care provider identified by the child's parents.</p> <p>Both camp coordinators will remain with the children until all children have been collected,</p>
<p>Recreation breaks for pupils including but not limited to breaks in the yard and base room (lunch)</p>	<p>Risk of harm not being recognised due to inadequate supervision</p> <p>Harm from other campers including, but not limited to, bullying</p> <p>Harm from coordinators during recreation breaks</p> <p>Risk of harm not being reported by the child or another bystander</p>	<p>All campers are supervised by camp coordinators during recreation breaks, lunch and yard.</p> <p>When one camp coordinator is having their break, the other camp coordinator will remain with the group to supervise them.</p> <p>Children are continuously reminded of the importance of telling a camp coordinator on yard or in the base room if there is an issue with themselves or another child.</p> <p>All behaviour incidents on yard are recorded in camp incident books and if deemed necessary, are reported to the child's parents/care provider at collection time.</p> <p>Camp coordinators monitor reports to spot trends in bullying.</p> <p>During recreation breaks camp coordinators ensure that all children are within their view. During these times in particular, a camp coordinator will ensure that they are not in an out-of-sight area of the group room with an individual child.</p> <p>When it's raining during yard times, the camp coordinator will instruct all children to remain sitting at all times.</p>
<p>Daily Activities; including but not limited to; art, outdoor activities,</p>	<p>Harm from inadequate supervision</p> <p>Harm from other campers</p>	<p>Both coordinators of Happy Campers have been garda vetted</p>

<p>music, cooking and games</p>	<p>Harm stemming from particular vulnerabilities of children with special educational needs (SEN) and/or other needs in the whole Group setting</p> <p>Harm from camp coordinators</p>	<p>Coordinators remain in the room/location where the activity is taking place at all times. On rare occasions where a coordinator must leave a group, the second coordinator is informed and supervises the group, along with their own, until the other coordinator returns.</p> <p>Coordinators ensure that the entire group is always within their view.</p> <p>Coordinators ensure that they interact professionally with children at all times and that they only develop relationships with children with the intent of improving children's level of comfort within the group and engagement with activities as a result.</p> <p>Camp coordinators work collaboratively to ensure that provisions are put in place to ensure the social security and safety of children with special educational and other needs in the room.</p>
<p>Outdoor teaching activities</p>	<p>Harm due to inadequate supervision</p> <p>Harm from unknown person who is in the outdoor activity space at the same time as the children completing an activity in said space</p> <p>Harm from another camper whilst completing the outdoor activity</p> <p>Harm to children with SEN or other vulnerabilities in an outdoor setting</p> <p>Harm from a coordinator whilst completing the outdoor activity</p>	<p>Coordinator remains with entire group at all times and that all campers are in sight.</p> <p>Where necessary, additional supervision is provided for through the use of additional coordinators. There is not an official ratio for supervision. Such supervision is allocated based on the needs of the group, with some groups needing more supervision than others. The camp coordinators have decided that as a general rule of thumb, a ratio of 1 adult for every 10 campers is deemed appropriate for outdoor activities off camp premises.</p> <p>Coordinators survey the outdoor space in advance of an activity to ensure that it is secure.</p> <p>Coordinators ensure that children are put in pairs before leaving the camp premises to complete the outdoor activity. These pairs are utilised to shorten the length of the line in which the children are walking and for bathroom use.</p>
<p>Moving around the building including, toilet use and messages</p>	<p>Harm from another camper whose is accompanying or meeting a child as they make their way around the building</p> <p>Harm from a visitor or unknown person who encounters a child making their way around the building</p>	<p>Children sent to the toilet and on messages in pairs</p> <p>Children move to different rooms under the supervision of a coordinator.</p> <p>Toilet procedure established and practised at the beginning of the camp within camp groups</p> <p>Timers or another in group procedure set to ensure timely return of the children to the group.</p>

	Harm from a coordinator who encounters a child making their way around the building	Visitors are not permitted to enter via the camp door during camp time. All doors to the building are secured while camp is in session.
Care of children with special education needs, including intimate care where needed	Harm from another camper Harm from a coordinator meeting intimate care needs of a child with special educational needs	Camp coordinators do not provide intimate care to children attending the camp.
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm from another camper Harm due to inadequate supervision of child with challenging behaviour Harm due to inadequate application of the camp's code of behaviour by a member of staff Harm from a member of staff	A camp coordinator will make every attempt possible to avoid using physical restraint. A common sense approach will be used to resolve the issue. A camp coordinator will only use physical restraint if a child's behaviour poses a potential physical risk to themselves or another child. If a child needs to be physically restrained during camp time, their parent/care provider will be contacted to come and collect the child from camp. The camp coordinator will send two children to inform the other coordinator if a child poses particularly challenging behaviour. As much as possible, the restraining of a child by a camp coordinator is avoided except where injury could occur to the child or another If a child is restrained by a member of staff, that child's parent are informed of the intervention as soon as possible.
Administration of Medication  Administration of First Aid	Harm by a member of staff while first aid/medication is being administered	As much as possible, medication/first aid will be administered in the whole group setting and by the child themselves  When first aid needs to be administered by a member of staff, that member of staff will ensure that first aid is administered in a public space, and in the presence of another child or member of staff.  Happy Campers coordinators do not administer medication to children during camp times, except in the case where an emergency form of medication is required for an allergy. In this case, the parent would need to provide written permission and instructions of how to administer medication to the camp coordinators.

		In the case of an emergency, medication will be administered without delay. The child's parents will be informed of any action taken as soon as possible and relevant emergency services will be contacted
Prevention and dealing with bullying amongst campers; including but not limited to cyber, racist, homophobic, physical and verbal bullying	Child/children not reporting bullying	<p>Camp rules introduced at the beginning of the camp year, and reviewed/ discussed and drawn upon daily.</p> <p>Camp coordinators keep a record of incidents to notice developing patterns.</p>
Recruitment of camp personnel	Harm from camp coordinators	All camp coordinators are Garda vetted by the DDLETB
Training of camp personnel in dealing in child protection matters	Camp coordinators not implementing the procedures outlined in the child safeguarding statement, such as monitoring and reporting.	<p>DLP/DDLP is responsible for ensuring the Child Safeguarding Statement (CSS) is reviewed at the beginning of each year.</p> <p>The Child Protection Procedures for Primary and Post-Primary Camps 2017 are made available to all camp coordinators</p> <p>The DLP/DDLP will complete joint reports with mandated persons to support them with the monitoring and reporting processes.</p>
Care of pupils with other specific vulnerabilities/needs;	Harm by a camp coordinator	Staff review the camps CSS every year before camp.



<p>Ethnic minority/migrant pupils Members of the travelling community Lesbian, gay, bisexual or transgender children Pupils perceived to be LGBT Pupils of minority religious faiths Child in care Homeless children Children on CPNS</p>		
<p>Application of sanctions under the camp's Code of Behaviour including detention of pupils, confiscation of phones</p>	<p>Risk of harm from a member of staff  Risk of harm from another child</p>	<p>Time out is given within the mainstream grouproom/yard, and is within the view of all members of the Group.  A member of staff never remains with a child on their own for time out.  When a child loses more than 15 minutes of Golden Time, the child completes time out in the principal's office. If that child is the only camper on such time-out that particular week, the principal will ensure that their office door remains open for the duration of the time out.</p>
<p>Use of video, photography/other media to record camp events</p>	<p>Risk of harm from an a camp coordinator  Risk of harm from an unknown person  Risk of harm from another camper</p>	<p>Photographs and videos are used only for learning purposes or recording events during the camp.  Photographs of children will not be taken during camp. Photographs of their work will be taken.  Parents are only permitted to take photographs or videos of their child and their Group during the events during the camp calendar; Welcoming Ceremony, Winter Concert, Lá Glas. Any parent attempting to take photographs of their own or any other child at any other point in the year will be stopped and asked to delete any photos already on their device.</p>
<p>Data gathering and protection</p>	<p>Harm caused by members of staff/other pupils/parents/unknown persons obtaining/using personal information and/or making contact with children using said information</p>	<p>All sensitive data is stored in a locked cabinet unless being accessed by the camp coordinators.  All personal data will be shredded once camp ends.</p>

**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 Camps 2017*

In undertaking this risk assessment, the Happy Campers coordinators have endeavoured to identify as far as possible the risks of harm that are relevant to this camp 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 camp 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 Happy Campers coordinators on 21/03/18. It shall be reviewed as part of the camp’s annual review of its Child Safeguarding Statement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Designated Liaison Person

Signed \_\_\_\_\_ Date \_\_\_\_\_

Deputy Designated Liaison Person

## Appendix B: Checklist for Review of the Child Safeguarding Statement

	Yes/No
1. Has the Camp formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Camps 2017'?	
2. As part of the camp's Child Safeguarding Statement, has the Camp formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Camps 2017'?	
3. Does the camp's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Camp reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any other Camp coordinators attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Camp arrangements in place to communicate the camp's Child Safeguarding Statement to new camp personnel?	
11. Is the Camp satisfied that all camp personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Camps 2017' and the Children First Act 2015?	
12. Has the Camp received a Child Protection Oversight Report at each Camp meeting held since the last review was undertaken?	
13. Since the Camp's last review, was the Camp informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Camp's last review, was the Camp 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?	
15. Since the Camp's last review, was the Camp informed of any cases where an allegation of abuse or neglect was made against any member of camp personnel?	
16. Has the Camp been provided with and reviewed all documents relevant to the Child Protection Oversight Report?	
17. Is the Camp 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?	
18. Is the Camp satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of camp personnel against whom an allegation of abuse or neglect has been made?*	
19. Were child protection matters reported to the Camp appropriately recorded in the Camp minutes?	
20. Is the Camp satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Camp 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 Camps 2017'?	
22. In relation to any cases identified at question 21 above, has the Camp ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Camps 2017' were subsequently issued by the DLP?	
23. Has the Camp ensured that parents have been provided with the camp's Child Safeguarding Statement?	
24. Has the Camp ensured that Citywest and Saggart CNS has been provided with the camp's Child Safeguarding Statement?	
25. Has the Camp ensured that the camp's Child Safeguarding Statement is available to parents on request?	

	Yes/No
26. Is the Camp satisfied that the statutory requirements for Garda Vetting have been met in respect of all camp personnel (employees and volunteers)? *	
27. Is the Camp 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?*	
28. Is the Camp satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the camp in relation to all camp personnel (employees and volunteers)?*	
29. Has the Camp considered and addressed any complaints or suggestions for improvements regarding the camp's Child Safeguarding Statement?	
30. Has the Camp sought the feedback of parents in relation to the camp's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Camps 2017'	
31. Has the Camp sought the feedback of pupils in relation to the camp's child safeguarding arrangements?	
32. Is the Camp satisfied that the 'Child Protection Procedures for Primary and Post Primary Camps 2017' are being fully and adequately implemented by the camp?	
33. Has the Camp identified any aspects of the camp's Child Safeguarding Statement and/or its implementation that require further improvement?	
34. Has the Camp put in place an action plan containing appropriate timelines to address those aspects of the camp's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	
35. Has the Camp ensured that any areas for improvement that that were identified in any previous review of the camp's Child Safeguarding Statement have been adequately addressed?	

Signed \_\_\_\_\_ Date \_\_\_\_\_

Designated Liaison Person

Signed \_\_\_\_\_ Date \_\_\_\_\_

Deputy Designate Liaison Person

**Appendix C: Notification regarding the Camp of Management’s review of the Child Safeguarding Statement**

To: \_\_\_\_\_

The Camp of Management of \_\_\_\_\_ wishes to inform you that:

- The Camp of Management’s annual review of the camp’s Child Safeguarding Statement was completed at the Camp meeting of \_\_\_\_\_ (date)
- 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 \_\_\_\_\_

Chairperson, Camp of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Principal/Secretary to the Camp of Management