



## ST. OLAF'S NATIONAL SCHOOL PARENTS' ASSOCIATION SAFEGUARDING POLICY

### Introduction

This policy sets out the principles for safeguarding within St. Olaf's National School Parents' Association (St Olaf's PA).

It is relevant to all within St Olaf's PA and is endorsed by the committee of St Olaf's PA.

It will be reviewed prior to every AGM to ensure that it remains appropriate to St Olaf's PA and its' volunteers' needs.

### Responsibility

Parent Associations have a duty of care to consider the safety of children and vulnerable adults. This should be taken into consideration when risk assessing a St Olaf's PA event and the duration of such events. It is best practice for St Olaf's PA to have a set of procedures in place and guidelines for volunteers to follow at events and this may be developed with guidance from the school.

All St Olaf's PA members should be aware of the person responsible for safeguarding within the school.

This safeguarding team in St. Olaf's Primary School consists of: Mr J. Murtagh (Designated Liaison Person) and Mr B. Kavanagh (Deputy Designated Liaison Person)

The school may provide training for St Olaf's PA members on safeguarding and the procedures to follow or St Olaf's PA may arrange their own training for its' volunteers.

### What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard or a child may choose to disclose something to you.

If a child discloses information to you, you should:

- Listen to the child without displaying shock or disbelief.
- Accept what is said and reassure the child, do not make promises that you may not be able to keep, e.g. 'Everything will be alright now'.
- Do not ask leading questions and do not interrogate the child – this is not your responsibility to investigate.
- Explain to the child what you have to do next and who you have to talk to.
- Take notes, if possible, or write up the conversation as soon as possible afterwards.
- Contact the school safeguarding officer or a member of the school leadership team as soon as possible.

### Guidance for Events:

- All events should be risk assessed and an appropriate number of parent volunteers must be available in order for the event to proceed.
- Events where children are dropped off and collected – a register should be available and children should be checked in and out of the event. St Olaf's PA should have a list of any child

being collected by another parent/carer.

- Contact details for the child's parent/carer may be collated by St Olaf's PA for the event.
- Exits should be monitored to ensure children cannot leave an event unattended.

#### **Incident/Accident at a St Olaf's PA event**

- In the event that there is an incident involving one or more children at an event, St Olaf's PA will contact parents of these children at collection or after via phonecall to inform them that an incident has occurred.
- St Olaf's PA will keep a record of any incident using an Incident/Accident report form.
- If a parent hears of an incident which occurred at a St Olaf's PA event, they should endeavour to contact the chairpersons of St Olaf's PA as soon as possible to inform them of the alleged incident.
- St Olaf's PA will attempt to investigate any incident/accident, if required, and bring it to a resolution at the earliest possible opportunity.
- If any relevant party is unhappy with the outcome of St Olaf's PA's investigation, they may contact St Olaf's Board of Management to discuss the issue further.

APPROVED BY St Olaf's PA Committee: Rachel Brien Date: 12/3/24

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