

## Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

### **Child Safeguarding Statement**

St. Joseph's National School is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post Primary Schools (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St. Joseph's National School has agreed the Child Safeguarding Statement set out in this document.

- 1 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 (revised 2023) as part of this overall Child Safeguarding Statement.
- 2 The Designated Liaison Person (DLP) is: Mary Hayes
- 3 The Deputy Designated Liaison Person (Deputy DLP) is: Stephen Doody
- 4 The Relevant Person is: Mary Hayes
- 5 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.

- 6 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 school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023) and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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 Department of Education and available on the gov.ie 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 (revised 2023), including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First 2019, 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 included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the gov.ie website or will be made available on request by the school.

\*Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 7 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association 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 if requested.

- 8 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 Child Safeguarding Statement was adopted by the Board of Management on 06/02/2024

This Child Safeguarding Statement was reviewed by the Board of Management on 06/02/2024

Signed: Plunkett Hayes

Signed: Mary Hayes

Chairperson of the Board of Management

Principal/Secretary to the Board of Management

Date: 06/02/2024

Date: 06/02/2024

### **Child Safeguarding Risk Assessment - Written Assessment of Risk of St. Joseph's National School**

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools* (revised 2023) the following is the Written Risk Assessment of St. Joseph's National School.

#### **1. List of school activities**

- Daily arrival and dismissal of pupils
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One to one Special Educational Needs support
- One-to-one counselling
- Outdoor teaching activities
- Online teaching and learning remotely
- Sporting Activities
- School outings
- Use of toilet areas in schools
- Fundraising events involving pupils
- Annual Sports Day
- Use of off-site facilities for school activities
- School transport arrangements
- Care of children with special educational needs, including intimate care where needed
- Care of any vulnerable students, including intimate care where needed
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Management of provision of food and drink
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of Social Personal Health Education, Relationship & Sexuality Education, Stay Safe
- Prevention and dealing with bullying amongst pupils
- Training of school personnel in child protection matters
- Use of external personnel to supplement curriculum

- Use of external personnel to support sports and other extra-curricular activities
- Care of pupils, having regards to the nine grounds of discrimination:
  - Gender
  - Marital status
  - Family status
  - Sexual orientation
  - Religion
  - Age
  - Disability
  - Race
  - Membership of the traveller community
- Care of pupils with specific vulnerabilities/ needs such as:
  - Pupils from ethnic minorities/migrants
  - Members of the Traveller community
  - Lesbian, gay, bisexual or transgender (LGBT) children
  - Pupils perceived to be LGBT
  - Pupils of minority religious faiths
  - Children in care
  - Children on Child Protection Notification System (CPNS)
- Recruitment of school personnel including -
  - Teachers/Special Needs Assistants
  - Caretaker/Secretary/Cleaners
  - Sports coaches
  - External Tutors/Guest Speakers
  - Volunteers/Parents in school activities
  - Visitors/contractors present in school during school hours
  - Visitors/contractors present during after school activities
- Participation by pupils in religious ceremonies/religious instruction external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.
- Students participating in work experience in the school
- Student teachers undertaking training placement in school
- Use of video/photography/other media to record school events
- After school use of school premises by other organisations
- Use of school premises by other organisation during school day

**2. The school has identified the following risk of harm in respect of its activities -**

- Risk of harm not being recognised by school personnel
- Risk of harm not being reported properly and promptly by school personnel
- Risk of child being harmed in the school by a member of school personnel
- Risk of child being harmed in the school by another child
- Risk of child being harmed in the school by volunteer or visitor to the school
- Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while child participating in out of school activities e.g. school trip, swimming lessons
- Risk of harm due to inappropriate use of online remote teaching and learning communication platforms such as uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms

- Risk of harm due to bullying of child
- Risk of harm due to racism
- Risk of harm due to inadequate supervision of children in school
- Risk of harm due to inadequate supervision of children while attending out of school activities
- Risk of harm due to inappropriate relationship/communications between child and another child or adult
- Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school
- Risk of harm to children with Special Educational Needs who have particular vulnerabilities, including medical vulnerabilities
- Risk of harm to child while a child is receiving intimate care
- Risk of harm due to inadequate code of behaviour
- Risk of harm in one-to-one teaching, counselling, coaching situation
- Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner
- Risk of harm caused by member of school personnel communicating with pupils in an inappropriate manner via social media, texting, digital device or other manner
- Risk of harm to a child who has a toileting accident
- Risk of unscheduled visitors to the school

**3. The school has the following procedures in place to address the risks of harm identified in this assessment -**

- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools (revised 2023)* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- A copy of the school's Child Safeguarding Statement, which includes the names of the Designated Liaison Person (DLP) and Deputy DLP, will be made available to all school personnel and the Parents' Association and is readily accessible to parents on request
- The name of the DLP and the names of other relevant support services are displayed in a prominent position near the main entrance to the school
- The Principal's report to the Board of Management will include a 'Child Protection Oversight Report'.
- St. Joseph's National School will undertake an annual review of its Child Safeguarding Statement and its implementation by the school. A checklist is to be used in undertaking the review. The school will put in place an action plan to address any areas for improvement which might be identified in the annual review. The Board of Management shall make arrangements to inform school personnel that the review has been undertaken. Written notification that the review has been undertaken shall be provided to the Parents' Association.
- The school implements in full the Stay Safe and Relationship and Sexuality Education Programmes
- The school implements in full the Social Personal Health Education curriculum
- All Staff viewed the online TUSLA training module & any other online training offered by PDST
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*

- The school has an Arrival and Dismissal Policy
- The school has a Health and Safety Statement
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school complies with the agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has an intimate care policy/plan in respect of students who require such care
- The school has in a policy and procedures for the Administration of Medication to pupils
- The school –
  - Has provided each member of school 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
  - Maintains records of all staff and board member training
- The school has in place a policy and procedures for the Administration of First Aid
- The school has in place a Code of Behaviour including Anti-Bullying Policy for pupils
- The school has in place an ICT (Acceptable Use) policy in respect of usage of ICT by pupils
- The school has in place a Remote Learning Policy and has communicated this policy to parents
- The school has in place a Critical Incident Management Plan
- The blinds are rolled up in rooms where children attend one-to-one teaching
- A supervision rota is in place for breaks times
- The school records incidents which occur at break time in the incident book and the accident reporting form
- The school adheres to Garda vetting requirements in respect to teaching and non-teaching members of staff, volunteers, tutors, coaches and student teachers
- Teachers remain in the room when guest speakers/visitors are in the classroom
- Students on work experience from secondary school and student teachers/Special Needs Assistants operate under the guidance of the Principal/class teacher
- All school visitors are expected to report to the school principal/school secretary
- Children are not allowed back into the school during break or lunch time or leave the school premises unless accompanied by an adult or to engage with adults who are outside of the school yard.
- Children with physical disabilities who may require assistance in toileting will be aided by a Special Needs Assistant who has met the necessary screening requirements when being employed by the school - procedures outlined in Personal Pupil Plan/Intimate Care Needs Plan.
- Clean underwear and replacement clothing [t-shirts, trousers] will be kept at the school. Where a toileting accident occurs with a pupil who does not have a Pupil Personal Plan/Intimate Care Needs Plan, the student(s) will be offered a replacement pair of trousers and clean underwear. In circumstances where a student is unable to 'clean' and/or 'change' themselves, the school will contact his/her parent/guardian. In the event that contact cannot be made with a parent/guardian, an older sibling or SNA or two members of staff familiar with the student will facilitate. A written record of all such incidents will be maintained by the class teacher. Parents of children who have had a toileting accident will be informed as soon after the incident as possible and given the opportunity to call to the school should they wish to.
- The school has installed an alarm and a security system on all of the three main doors whereby once the doors are closed they can only be opened from the outside by a key.

Doorbells alert staff to visitors.

- Members of school staff will not carry children alone in their cars at any time.
- For out of school activities (tours, matches etc) the Board of Management will engage independent contractors to provide transport for all such activities that require same. Supervision will be provided for students attending such activities.
- Permission is sought from parents to allow their children to be photographed and photographs placed in newspapers and on St. Joseph's National School (Granagh school) website.
- Permission is sought from parents for videographers to video the children at celebrations i.e Confirmation, Communion, Nativity Play etc.
- Staff will always ensure that any DVD shown to the children is age appropriate. St. Joseph's National School is a primary school and as such the following are the only DVDs that should be shown to children:
  - Universal (U)
  - -General Viewing (G)
  - -Parental Guidance (PG)
  - -12 A (for children who are twelve years old with adult supervision)

**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 (revised 2023)*

In undertaking this risk assessment, the Board of Management has endeavoured 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.