

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template (Landscape Version)

Child Safeguarding Statement

[Insert school name] is a primary/special/post-primary school providing primary/post-primary education to pupils from Junior Infants to Sixth Class/First Year to Leaving Certificate Year (delete as appropriate).

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 [insert school name] 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 \_\_\_\_\_ Jane O Neill \_\_\_\_\_
- 3 The Deputy Designated Liaison Person (Deputy DLP) is \_\_\_\_\_ Brenda O Connor \_\_\_\_\_
- 4 The Relevant Person is \_\_\_\_\_ Jane O Neill \_\_\_\_\_  
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. This person can also be the DLP)
- 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](http://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](http://gov.ie) 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](http://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](http://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 (if any) 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 26.09.23 (adopting new guidelines 2023)

This Child Safeguarding Statement was reviewed by the Board of Management on 26.09.2023 [most recent review date].

Signed: Arling Heffernan  
Chairperson of Board of Management

Signed: Jane O'Driscoll  
Principal/Secretary to the Board of Management

Date: 26/9/23

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**Child Safeguarding Risk Assessment**

**Written Assessment of Risk of St Francis National School**

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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of St Francis National School.

**Identified Risks:**

<b>1. List of School Activities</b>	<b>2. The school has identified the following risk of harm in respect of its activities –</b>	<b>3. The school has the following procedures in place to address the risks of harm identified in this assessment -</b>
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<p>Child Safeguarding Statement &amp; DES procedures made available to all staff.          DLP&amp; DLP to attend PDST face to face training.          All Staff have viewed the Tusla training module will also avail of the PDST Training.          BOM records all records of staff and board training.          Principal to ensure other staff receive training.</p>	<p>Harm not recognised or reported promptly if training is not completed          Staff who have not completed training joining staff,</p>	<p>Training of school personnel in Child Protection matters</p>
<p>All resources – books, DVD's, CD's, newspapers, websites etc must be checked for their appropriateness with regard to age and suitability.          As a general rule, physical contact between adults and children should not be necessary. However, physical contact may be used to comfort, reassure or assist a child. In these cases, be acceptable to the child and be age appropriate. It should be in response to the needs of the child and not the adult.          Glass in doors (door without window in Special class is being ordered).          All staff Garda Vetted.</p>	<p>Harm by school personnel.          False allegation made against a staff member,</p>	<p>One to one teaching, small group teaching, classroom teaching, outdoor teaching, children contact with non-teaching staff</p>

<p>All staff should never do anything of a personal nature that the child can do themselves.</p> <p>All substitute staff required to produce Garda Vetting, a Statutory Declaration, Form of Undertaking and photo I.D.</p> <p>Induction of new staff: Deputy in-charge of induction of new staff.</p>		
<p>Meeting will take place to organise this and IEP will be created before child starts school. Two staff members will be present where possible.</p>	<p>Harm by school personnel. False allegation made against a staff member</p>	<p>Care of Children with special needs, including intimate care needs</p>
<p>Toilets are located within classrooms except for SET room. In Junior Room, Senior Room and ASD class, children use toilets in their own rooms, only 1 child uses a toilet at a time in Senior Class.</p> <p>Clean underwear and suitable clothing is kept in the school. If a child has an accident they will be given clean clothes to change into. Where possible the child will be assisted by two staff members, and a record is made in the child's diary.</p>	<p>Inappropriate behaviour. Children from SET room use toilet in staff toilet (only 1 child at a time) Card system in place to show when toilet is in use.</p> <p>Inappropriate behaviour. Children use staff toilet during Lunch Time (1 at a time). Card system in place also.</p> <p>Harm by school personnel. False allegation made against a staff member</p>	<p>Toilet during teaching time</p> <p>Toilet during Break time</p> <p>Toileting accidents</p>

<p>School implements SPHE, RSE, Stay Safe in full. This is monitored through Cuntas Miosúil.</p>	<p>Non-teaching of same</p>	<p>Curricular Provision in respect of SPHE, RSE, Stay safe.</p>
<p>See Anti-Bullying Policy. See Code of Behaviour.</p>	<p>Bullying</p>	<p>LGBT Children/Pupils perceived to be LGBT</p>
<p><b>The School has the following Procedures in place to address risk identified in this assessment</b></p>	<p><b>The School has identified the following Risk of Harm</b></p>	<p><b>List of School Activities</b></p>
<p>Supervision in place from 9.10 am. Children are not supervised on school grounds before 9.10 am by staff. Teachers dismiss children each day at 3 pm. See Code of Behaviour.</p>	<p>Unknown adults on the school grounds. Harm to pupils.</p>	<p>Daily arrival and dismissal of pupils</p>
<p>Teachers remain in charge of class and stay with pupils at all times. Joint Agreements made with any sporting organisations which involve presentation of Garda Vetting and Statutory Declaration/ Form of Undertaking.</p>	<p>Harm to pupils.</p>	<p>Sports Coaches</p>
<p>Only children who are Garda vetted can participate in work experience. Joint Agreements made with secondary schools which involve presentation of Garda Vetting and Statutory Declaration/ Form of Undertaking.</p>	<p>Harm to pupils.</p>	<p>Students participating in work experience</p>
<p>Staff ensure they are visible on yard and that all children are visible. There are out-of-bounds areas that children must not go. Supervision Rota in place.</p>	<p>Harm to pupils.</p>	<p>Recreation breaks for pupils</p>



<p>Staff (male &amp; female) always remain in charge of their group. When male and female children travel to matches if possible a male and female staff member must accompany them.</p>	<p>Harm to pupils.</p>	<p>Sporting Activities - Matches/ Swimming</p>
<p>Garda Vetted Teachers run these activities and Child Protection Safeguarding Statement applies.</p> <p>Supervision applies to all sporting activities.</p>	<p>Harm to pupils.</p>	<p>After school Activities</p>
<p>Names of children currently enrolled in the school are never published in the church, hall or school corridors.</p>	<p>Children identified by adults.</p>	<p>Display of photographs in school/ church.</p>
<p><b>The School has the following Procedures in place to address risk identified in this assessment</b></p>	<p><b>The School has identified the following Risk of Harm</b></p>	<p><b>List of School Activities</b></p>
<p>Teachers do not bring children anywhere in their cars, except in cases of absolute emergency.</p> <p>Garda Vetted teachers and SNAs travel to sporting events. Strict supervision applies. Parents that are Garda Vetted are only parents that may assist teachers.</p> <p>Teachers stay with pupils at all times on school trips and do not hand supervision over to tour leaders.</p>	<p>Harm to pupils.</p>	<p>School outings</p>

Annual Sports Day	Harm to pupils.	Strict supervision applies
Use of off-site facilities for school activities	Harm to pupils.	Strict supervision applies
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Harm to Pupils. Harm to Staff.	Code of Behaviour. Staff only take actions as per a prudent parent. IEPs are developed for children with special education needs and or behavioural needs.
Administration of Medicine	Harm to pupils.	Parents must give written letter outlining what medication needs to be taken and get indemnity form, and needs to be updated yearly. Short term medication must be taken outside school. Administration of first aid always takes place in view of others. See Admin. Of Medicines Policy.
Administration of First Aid		
Use of external personnel to supplement curriculum	Harm to pupils.	When external personnel are coming as a resource to the teacher e.g. one off talk, teacher stays in charge and in full supervision. All unscheduled visitors to sign a visitor's book if these are interacting with children This book will be located in the

<p>school office. All visits also logged in day book. However this will be difficult to implement with part time office.</p>		
<p><b>The School has the following Procedures in place to address risk identified in this assessment</b></p>	<p><b>The School has identified the following Risk of Harm</b></p>	<p><b>List of School Activities</b></p>
<p>Child Safeguarding Statement &amp; DES procedures made available to all staff and displayed outside staff room in school. DLP mentors all new staff. Principal ensures other staff receive training and relevant documentation. Strict recruitment procedures followed – all staff must be Garda Vetted, complete Statutory Declaration and Form of Undertaking before starting and present photo I.D. Staff to view Tusla training module &amp; any other online training offered by PDST. Secretary has received training. Vetting Procedures</p> <p>School has Garda Vetted a number of parents and only they can assist teachers at events.</p> <p>Visiting contractors to carry out work outside of school hours where possible. Contractors, when working during the day,</p>	<p>Harm not recognised or properly or promptly reported.</p>	<p>Recruitment of school personnel including -</p> <ul style="list-style-type: none"> <li>• Teachers</li> <li>• SNA's</li> <li>• Caretaker/Secretary/Cleaners</li> <li>• Volunteers/Parents in school activities</li> <li>• Visitors/contractors present in school during school hours</li> <li>• Visitors/contractors present during after school activities</li> </ul>

<p>will not have contact with children. All contractors discuss activities with Principal. Principal will alert staff to presence of contractors.</p>		
<p>Use of ICT always under direct teacher supervision.</p> <p>Second Adult SET or SNA in Zoom</p>	<p>Harm to pupils.</p> <p>Harm to Staff</p> <p>Harm to Pupils</p>	<p>Use of Information and Communication Technology by pupils in school</p> <p>Remote Direct Teaching Via Zoom (if needed again for any reason post covid)</p>
<p>Pupil's names are never used.</p> <p>Parents give permission for children to appear in print media or on the school's website or social media platforms.</p> <p>Principal to ask parents taking pictures at school events not to share them on social media.</p>	<p>Harm to pupils.</p>	<p>Use of video/photography/other media to record school events</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 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.