

## Child Safeguarding Statement and Risk Assessment

### Child Safeguarding Statement

Holy Family NS is a Catholic 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 Holy Family NS 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 Bernadette Ryan (Principal)
- 3 The Deputy Designated Liaison Person (Deputy DLP) is Elaine Gordon (Deputy Principal)
- 4 The Relevant Person is Bernadette Ryan. (The relevant person is one who can provide information in respect of how the Child Safeguarding Statement was developed and will provide a statement on request)
- 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 site.
- 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 \_\_\_\_\_

This Child Safeguarding Statement was reviewed by the Board of Management on \_\_\_\_\_

Signed: Sr Mary Richardson

Chairperson of Board of Management

Signed: Bernadette Ryan

Principal/Secretary to the Board of Management

Signed: Fr Vincent Sherlock

Incoming Chair

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

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

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

## Child Safeguarding Risk Assessment

### Written Assessment of Risk of Holy Family N.S.

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 Holy Family NS.

1. List of school activities	2. The school has identified the following risk of harm in respect of its activities –	3. The school has the following procedures in place to address the risks of harm identified in this assessment -
Employment of staff	All staff should be Garda Vetted	<p>All new staff will have to produce Garda Vetting information prior to employment  Garda Vetting information is kept on file by Principal  A pack is available for all new staff stating requirements – Vetting, Statutory Declaration, Form of Undertaking. These are kept in folders in each classroom. The name of the DLP and Deputy DLP is also provided.  Current staff are obliged to update vetting in lines with Teaching Council requirements.</p>
Training of school personnel in Child Protection matters	Harm not recognised or reported promptly	<p>Child Safeguarding Statement &amp; DES procedures made available to all staff.  DLP&amp; DDLP to attend Oide face to face training, when available.  All Staff to view Túsla training module &amp; any other online training offered by Oide BOM to fund regular Child Protection Training for staff.  BOM records all records of staff and board training</p>

		Copies of certificates, of relevant training, kept in Principal's file
One to one teaching	Harm by school personnel Harmful allegations against staff	School has policy in place for <a href="#">one to one teaching</a> Open doors Table between teacher and pupil Glass in window
One to one support (SNA)	Harm by staff Harmful allegations against staff	Child removed due to behaviour <b>Where possible 2 SNA (Behaviour/violence)</b> Time out in open area – corridor/yard etc
Care of Children with special needs, including intimate care needs	Harm by school personnel	Parent apply in writing to BOM when intimate care needed. <a href="#">Policy on intimate care</a>
<b>List of School Activities</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Toilet areas	Inappropriate behaviour	Usage of toilets Hygiene Children coming to school should be toilet trained – unless medical conditions exist. Procedures – time table to try to ensure children of same age use toilet.
Curricular Provision in respect of SPHE, RSE, Stay safe.	Non-teaching of same Pupils not identifying risk situations	Procedures in place to ensure SPHE/RSE and Stay Safe Taught in all classes. Post Holder appointed to oversee. Yearly calendar in staff room Reporting on RSE and Stay Safe /Internet Safety at BOM meeting

Daily arrival and dismissal of pupils	Harm from older pupils Unknown adults on the playground	<p>School start time is 9.00. All staff should be ready to start by that time. Arrival and departure time notified to parents (texts and website) Children gather at front of school in the morning. They are met by number of staff. Children walk to their class. Aladdin – reporting of persistent lateness/persistent early departure.</p> <p>Visitors on site must report to office. Secretary walks children to classroom. Collection of children by someone other than parent – <b>school must be informed</b> Parents in school – must go to office – secretary collect child from class – <b>There should be no visitors to classes without permission.</b> Each teacher is responsible for their own class. Teachers should be in their room to meet children at 9am and also leave children from site at home time. Teachers see pupils off site by walking to front of school yard and ensure children leave site.</p>
Attendance /Timekeeping	Risk of neglect	<p>Attendance Policy</p> <p><i>Records are kept of attendance – late arrivals and early departures.</i></p>
<b>List of School Activities</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Managing of challenging behaviour amongst pupils, including appropriate use of restraint	Injury to pupils and staff	<p>Restraint Policy*</p> <p>Health &amp; Safety Policy</p> <p>Code of Behaviour</p>

Sports Coaches	Harm to pupils	Coaches must provide Garda Vetting Prior to starting Coaches must abide by school rules Class teacher has responsibility for care of class <b>Teacher must remain with coach</b>
Recreation breaks for pupils	Harm to children	Yard Rota in place for staff. Staff are assigned based on greatest need. The staff have continued the Covid 19 breaks where junior classes and senior classes have different breaks. This was to provide more supervision and more play area
Classroom teaching	Harm to children Safety of children and staff	Class teacher responsible for their class and the children in their care Staff must be in class during school time Classes should not be left unsupervised. Messages – <b>two children to bring messages</b> Teachers should walk class off site and ensure they have safely left the school  <b>All meetings with staff are by appointment.</b>
Outdoor teaching activities	Harm to children	The principal should be notified prior to any trip Parents should know when their children leave the school Permission slips for bus trips/activities are stored in the office. Records of trips recorded in Principal's Report to BOM
Sporting Activities	Harm to children	Vetting of coaches Health and Safety Risks at Venues Toilet issues – risk assessment at event

		Children go in pairs to toilet
School outings	Harm to children	<p>Vetting of bus staff/venue: Checked prior to trip</p> <p>At least 2 adults on each trip</p> <p>Staff must be contactable during trip</p> <p>Pink slips brought on trips/or contact details from Aladdin.</p> <p>Toilet/changing issues to be checked prior to trip</p>
<b>List of School Activities</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
School trips involving overnight stay	Harm to children	<p>Overnight trips must be approved by BOM and the school insurers. This should be recorded in the BOM minutes.</p> <p>Children stay in pairs (same gender)</p> <p>If staying with host family vetting must be produced before travel</p> <p>Written permission must be received from parents</p> <p>Staff must stay on site with children</p> <p>In case of illness two staff support child</p> <p>Restricted use of the phone /internet /social media in keeping with the school Code of Behaviour.</p>

School trips involving foreign travel	Harm to children	<p>All trips must have permission from the BOM and the school insurer. This should be recorded in the BOM minute book.</p> <p>Written permission must be received from parents. Permission slips will be kept in the school office.</p> <p>Children stay in pairs (same gender)</p> <p>If staying with host family vetting must be produced before travel</p> <p>Staff must stay in same site as children</p> <p>2 staff deal with any illness/care issue</p> <p>Restricted use of phone /internet /social media</p> <p>All travel must be in keeping with National Travelling Guidelines.</p>
Annual Sports Day	Harm to children	<p>Vetting of sports staff/parents</p> <p>Toilet facilities</p> <p>Public coming in on site – notification to parents re same</p> <p>Children stay in pairs at all times</p> <p>Staff on site to supervise own class</p>
Fundraising events involving pupils	Harm to children	<p>All fundraising must have the permission of the BOM.</p> <p>Members of public shouldn't have access to children's information</p> <p>Restrict access to public and use of photographs</p> <p>List of visitors to show – record who tickets are sold to</p>
Use of off-site facilities for school activities	Harm to children	<p>Members of public – access to children</p> <p>Two adults at any activity</p> <p>Checking for vetting prior to event</p>

List of School Activities	The School has identified the following Risk of Harm	The School has the following Procedures in place to address risk identified in this assessment
Management of challenging behaviour amongst pupils, including appropriate use of restraint where required	Danger to pupils/staff	Behaviour plan Support from NCSE/NEPS Training for staff in Restraint – of necessary Procedures for such incident
Administration of Medicine Administration of First Aid	Risk to child /staff	Policy in place for <a href="#">Administration of Medicine</a> Notification to BOM of any applications Applications for support where necessary First Aid – wipes, plasters, record on Aladdin Annual meeting with families for updates. ( <a href="#">See Health and Safety File</a> )
Prevention and dealing with bullying amongst pupils	Risk to child	<a href="#">Anti-Bullying Policy</a> Staff review at the beginning of each school year. Record sheet for the recording of allegations /follow up Annual Review by the BOM Health Promoting School – Positive activities e.g. Friendship Week. SPHE Curriculum Major bullying incidents reported to TUSLA.
Care of pupils with specific vulnerabilities/ needs such as <ul style="list-style-type: none"> <li>Pupils from ethnic minorities/migrants</li> <li>Members of the Traveller community</li> <li>Lesbian, gay, bisexual or transgender (LGBT) children</li> <li>Pupils perceived to be LGBT</li> <li>Pupils of minority religious faiths</li> </ul>	Risk to Child Inappropriate Behaviour Harm to Child	Policy on Inclusion DEIS Supports Working with Social Workers School Completion Project SPHE Curriculum Assembly Health Promoting Schools

<ul style="list-style-type: none"> <li>Children in care</li> <li>Children on CPNS</li> </ul>		
Use of school premises by other organisation during school day	Risk to children	<p>Priority is given to the education of children enrolled in our school at the time.</p> <p>All use of school outside of teaching should be requested of the BOM. The decision will be recorded in BOM meetings.</p> <p>Allianz should be informed of use of the school by other agencies.</p> <p>Organisations have to demonstrate that the Child safeguarding procedures are in order and their policy should be on display while on site.</p> <p>Any other organisation using the school must show they are compliant with current Child Protection Procedures</p>
<b>List of School Activities</b>	<b>The School has identified the following Risk of Harm</b>	<b>The School has the following Procedures in place to address risk identified in this assessment</b>
Use of Information and Communication Technology by pupils in school	Bullying Risk to pupils	<p><a href="#">ICT Statement</a></p> <p><a href="#">Anti-Bullying Policy</a></p> <p><a href="#">Code of Behaviour</a></p> <p>NCTE – restricted use of Social Media available for use in the school.</p> <p>The use of the school ICT equipment should be supervised by staff.</p>
Online Teaching and Learning	Safety to children and staff GDPR	<p>Google Classroom and SeeSaw are in use in the school.</p> <p>Communication and permission from parents about usage.</p>

		<p>Statement on use of online learning communicated to all parents and on our website.</p> <p>Procedures in place for the safe use of zoom – invitation only, teacher allows access, access denied/cancelled if anyone that isn't a student in the class</p>
Application of sanctions under the school's Code of Behaviour including detention of pupils, confiscation of phones etc.	<p>Bullying</p> <p>Risk to pupils</p>	<p>Children shouldn't have mobile phones on site. This is part of the Code of Behaviour and Admission form.</p> <p>Removal of phones – handed back to parent at end of the day.</p> <p>Recording of staff/pupils (GPDR Policy)</p> <p>Suspension/Expulsion as per Code of Behaviour</p>
Students participating in work experience in the school	<p>Risk to Pupils</p> <p>GDPR</p>	<p>Application for work experience to the Principal.</p> <p>Students should be past pupils and be vetted through their school. Priority given to past pupils whose behaviour in our school would ensure Child Safeguarding procedures will be upheld.</p> <p>Students work under supervision only.</p> <p>The policy and information is on display for all</p>
Student teachers undertaking training placement in school	Vetting	<p>Vetting requested prior to start</p> <p>Statutory Declaration and Form of Undertaking as for staff</p> <p>Child Safeguarding Statement provided</p> <p>Application to the principal. Priority given to past pupils of our school.</p>
Use of video/photography/other media to record school events	Risk to pupils	<p>Permission at enrolment for use of images on social media</p> <p>Contact parents if images are to be used by other agency</p> <p>Use of cameras at plays etc</p>

After school use of school premises by other organisations	Access to information/photographs Risk to pupils	Form of indemnification for the BOM to be signed – with guarantee that the organisation has Child Safeguarding statement in place. Garda Vetting Information Record of those on site Compliance with GDPR
Meetings with children, on site, by social workers/care workers	One to one setting Permission Risk to pupils	Written request to the school asking for permission and stating reason for visit. Record kept of visit Permission from parents
Leaving school for funerals etc	Risk to pupils – safety and CP Access by other adults in the church Money	Child Safeguarding information to be provided to the school. Written permission from parents (including indemnification of the BOM for actions outside of school) School Insurers informed
Visits during Covid	Health Risk to staff and pupils	Visitors must write to the principal to seek permission for a visit A "Return to Work" form must be completed and given to the principal prior to the visit – stating that the person is clear from Covid 19

**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*