

St Mary's NS, Saggart. Child Safeguarding Statement

St Mary's NS 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 Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St Mary's NS, Saggart 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 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is: Suzanne Olwill
3. The Deputy Designated Liaison Person (Deputy DLP) is: Annmarie Lannery

4. 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.

5. 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 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DES 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 DES and available on the DES 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 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board 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 child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015, 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 attached as an appendix to this statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DES 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.

6. 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.

7. 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.

Signed: 

Chairperson of Board of Management

Signed: 

Principal/Secretary to the Board of Management

Date: 10/10/2022

Child Safeguarding Risk Assessment

Written Assessment of Risk of St Mary's NS, Saggart

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 St Mary's NS, Saggart.

<p>1. List of school activities</p> <ul style="list-style-type: none"> Child Protection training of School Personnel 	<p>2. The school has identified the following risk of harm in respect of its activities –</p> <p>Indicators of harm/abuse not being recognised by school personnel. Harm/abuse 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 by a volunteer/ parent/ person while child is participating in school activities</p>	<p>3. The school has the following procedures in place to address the risks of harm identified in this assessment -</p> <p>The school has provided all school personnel with a copy of the school's Child Safeguarding Statement. The school ensures the DES child protection procedures are made available to school personnel. The school encourages staff to avail of relevant training. The school encourages BOM members to avail of relevant training The school maintains records of all staff and BOM member training The DLP and Deputy DLP are required to avail of training provided by a professional organisation (e.g. PDST) on a regular basis – The certificate of attendance should be given to BOM All school personnel are required to do the online Tusla training and provide a copy of the certificate of completion to the DLP All school personnel are required to sign the 'Acceptance of St Mary's NS Child Protection Safeguarding Statement and return a signed copy to the DLP through the use of a Google forms document.</p>
--	---	--

<ul style="list-style-type: none"> • Daily arrival and dismissal of pupils • Recreation breaks for pupils • Classroom teaching 	<p>Risk of harm if child enters classroom unsupervised</p> <p>Risk of harm if child is late to school</p> <p>Risk of harm if bullying is happening on yard while children are waiting to be collected by class teacher</p> <p>Risk of harm if children are collected by someone other than their parents</p> <p>Risk of harm if Crèche/After school group forget to collect the student</p> <p>Risk of bullying by other children</p> <p>Risk of harm caused by lack of supervision</p> <p>SEN Vulnerabilities</p> <p>Risk of harm due to intimate care</p> <p>Risk of harm due to children inappropriately using computers, social media, phones and devices</p> <p>Risk of harm due to inadequate Code of Behaviour</p> <p>Children with SEN have vulnerabilities due to inadequate code of behaviour.</p> <p>Risk of harm caused by member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner</p>	<p>All school personnel, mandated and non-mandated, are required to adhere to the <i>DES Child Protection Procedures for Primary and Post Primary Schools 2017</i></p> <p>All support teachers are on yard/entrances in the morning to help pupils get to school, as children go straight to their classrooms when they arrive between 8:50 and 9:20.</p> <p>Teachers of younger classes don't let children leave the school grounds without seeing the parent/person collecting the child. School must be notified if someone different is collecting a child.</p> <p>Outside of normal dismissal times pupils will only be released to parents or those nominated by the parents to collect the child. Children will have to be signed out in the 'Early Collection' book in the office. When children arrive to school late their names are recorded in the 'Late Arrival' book.</p> <p>Reasonable supervision at all times by class teachers and support teachers</p> <p>School has an Intimate Care Policy</p> <p>School complies with the agreed disciplinary procedures</p> <p>School has in place a policy and procedures for the administration of First Aid</p> <p>School has Health and Safety policy.</p> <p>All school personnel are provided with a copy of the school's Child Safeguarding Statement</p> <p>School has Intimate Care Policy in place for students who require such care</p> <p>School complies with agreed disciplinary procedures for teaching</p>
---	--	--

<ul style="list-style-type: none"> • One to one teaching • School Outings • Sporting Activities • School trips involving overnight stays 	<p>Risk of harm due to inappropriate relationships between child and adult.</p> <p>Risk for children with SEN who have particular vulnerabilities</p> <p>Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person while participating in out of school activities</p> <p>Risk of harm due to inadequate supervision while attending out of school activities.</p> <p>Risk of a child being harmed by a member of school personnel, a member of staff from another organisation or another person while participating in out of school activities.</p> <p>Risk of inappropriate photographs being taken on mobile phones</p> <p>Risk of harm being caused to a child by a member of school personnel and/or a member of the public</p>	<p>Teachers are aware of the Teaching Council's Code of Conduct</p> <p>The school has a Mobile Device Policy</p> <p>One to One teaching: may be provided for any pupil where it is deemed to be in the best interest of the child by the principal and teaching staff. All one to one teaching sessions should be clearly timetables and should only be carried out where there are appropriate agreements in place with regard to the physical environment (doors left open etc.). This is included in our Learning Support Policy.</p> <p>All staff have a copy of our school's Child Safeguarding Statement</p> <p>Glass on classroom doors should never be covered.</p> <p>Children are to be within sight of school staff at all times when on outings from school. Please see the School Tour Policy for detailed procedures to be followed.</p> <p>The school has a Health & Safety Policy.</p> <p>The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars.</p> <p>The school has a policy for school tours/outings.</p> <p>The school has a policy for external coaches. Class teachers never leave their classes with external coaches/visitors to the school.</p> <p>Children to have reasonable supervision at all times by staff members.</p> <p>Use of mobile phones is supervised on overnight trips.</p>
--	--	--

<ul style="list-style-type: none"> • Use of bus escort • Use of off-site facilities for school activities • Fundraising events involving pupils • Annual Sport's Day • Use of toilet/changing/shower areas in school 	<p>Risk of harm by bus escorts</p> <p>Risk of harm by external personnel</p> <p>Risk of inadequate supervision of children</p> <p>Risk of harm by external personnel and parents who are volunteering.</p> <p>Risk of harm by external personnel and parents</p> <p>Risk of child being harmed in the school by a member of school personnel, another student or themselves.</p>	<p>Overnight trip guidelines are detailed in the School Tour Policy</p> <p>All bus escorts are Garda vetted. All bus escorts are given a copy of the Child Safeguarding Statement. The school has a Bus Escort Policy</p> <p>Children will travel to off-site facilities with teachers and SNAs only. External facilities will have their own Safeguarding Statements Children will be supervised by a teacher at all times</p> <p>Children are supervised by a teacher at all times Volunteers/ external personnel will receive a copy of the school's Child Safeguarding Statement</p> <p>Children will have reasonable supervision by a teacher at all times All external coaches/visitors will have up to date Garda vetting All external coaches/visitors will be given a copy of the school's Child Safeguarding Statement The school has a policy for External Agencies for Sports and the Arts</p> <p>School has an Intimate Care Policy, which can be found on the staff share. In case of toileting accidents in class the child is given clothes (from the spare clothes box in the office). Children should change themselves. Parents will be informed when the child is being collected. Where this is not possible and the child cannot change themselves parents will be called and the</p>
---	--	---

<ul style="list-style-type: none"> • Participation by pupils in religious ceremonies/religious instruction external to the school • Administration of First Aid • SPHE, Stay Safe, RSE provisions • Prevention and dealing with bullying 	<p>Risk of harm by religious personnel & members of the public at mass / during retreats.</p> <p>Risk of being harmed by school personnel.</p> <p>Risk of being in a one to one environment</p> <p>Risk of harm to children with SEN who have particular vulnerabilities</p> <p>Risk of being exposed to inappropriate content by staff (e.g. pop ups on YouTube)</p> <p>Risk of being bullied</p>	<p>principal is contacted. Parents will change the children where possible but when not possible staff will attend to the child. They will do so in as 'open' an environment as possible with due regard to the privacy of the child. Children will be supervised by teachers at all times.</p> <p>The school has a School trips policy.</p> <p>Parents are called and no first aid is administered by school personnel</p> <p>If children are injured on yard they are brought into Sick Bay by school personnel. Sick Bay is supervised by teaching staff.</p> <p>Parents have the option to opt out of the RSE programme.</p> <p>Teachers will preview content prior to showing class. The school implements in full the SPHE curriculum over a two year cycle as outlined in the school plan which can be found on the staff share.</p> <p>The Stay Safe programme will be taught in every class as outlined in the school's SPHE plan.</p> <p>Individual teachers planning documents indicate when specific objectives of the SPHE curriculum are taught.</p> <p>Staff must sign off that they have taught the Stay Safe programme. These records are collected, checked and kept by the Board of Management.</p> <p>Stay Safe Programme</p>
--	--	---

<ul style="list-style-type: none"> • Use of external personnel to supplement the curriculum (e.g. violin, swimming, GAA, rugby, golf etc.) • Use of external personnel to support sports and other extra-curricular activities (e.g. cycling) 	<p>Risk of being wrongly accused or of the matter being mishandled</p>	<p>The school has an Anti-Bullying Policy DFL Programme is used to sanction children for misconduct. Formal records are kept of serious incidents of misconduct. Bullying is formally recorded.</p>
<ul style="list-style-type: none"> • Care of pupils with specific vulnerabilities 	<p>Risk of harm from staff, external coach or member of the public</p>	<p>A member of staff is present for the duration of the coaching session. All external coaches/visitors will have up to date Garda vetting All external coaches/visitors will be given a copy of the school's Child Safeguarding Statement The school has a policy for External Agencies for Sports and the Arts Swimming: Boys use cubicles for changing. Girls use 'Schools Changing Area'. Two members of staff supervise the girls. Parents may not enter the 'Schools Changing Area. They will be asked to take their child to a cubicle if they need to help them change. Two members of staff must be poolside at all times during lessons and should be at hand for discipline issues and toileting trips. Teachers should be aware that other users will be present at the pool during lesson times, including those with additional needs. Teachers should be vigilant that no member of the public should enter the 'Schools Changing Area'</p>
<ul style="list-style-type: none"> • Risk of bullying/ verbal abuse. Possible communication barrier 		<p>School holds an International Day to celebrate uniqueness The school has an Anti-Bullying Policy. This is available on the staff share. Substitute teachers will have access to a Policy Folder which will be stored in the office.</p>

<ul style="list-style-type: none"> • Recruitment of school personnel • Application of sanctions under the school's Code of Behaviour including detention, confiscation of phones etc. • Use of video, photography and other media to record school events 	<p>Risk of harm from school personnel</p> <p>Risk of inappropriate photographs or videos being shared.</p>	<p>Lighthouse integration DFL system used by all staff in a fair and unbiased way.</p> <p>All school personnel are required to be Garda vetted and the relevant DES circulars in relation to recruitment and Garda vetting are adhered to. Best practice procedures with regard to interviewing and checking references are followed. All volunteers/ parents involved regularly involved in school activities are Garda vetted All volunteers/ parents involved regularly involved in school activities are given a copy of the school's Child Safeguarding Statement.</p> <p>The school has a Code of Behaviour and a Behaviour Policy. These can be found on the staff share. Glass on classroom doors always remains uncovered. Devices: If a child is found to have a mobile device in school they turn phone off and give it to the teacher. It is given back at the end of the day. If this occurs three times parents come in to school to collect the device.</p> <p>Mobile phones are allowed in school but should be turned off at all times. Smart watches are banned in the school. This is included in the Mobile Device Policy. School also has a Policy for the use of photos, Use of Information and Communication Technology in School and a Social Media Policy. These are available on the staff share</p>
--	--	--

<ul style="list-style-type: none"> • Use of ICT in school 	<p>Risk of photographs being taken by staff members using personal mobile phones. Risk of children accessing inappropriate content using search engines on school computers and ipads. Risk of children using their own devices to take and share inappropriate photographs and videos. Risk of parents sharing photos of children from school events</p>	<p>Each class group has a digital camera that can be used for recording any school events. I pads can also be used for this purpose. Children are encouraged to use child friendly search engines e.g. Kiddle and Kidflex The school has a Mobile Devices Policy. This is available on the staff share. Parents are asked to refrain from taking photographs at all school events, and are made aware that photographs cannot be shared under any circumstances. Parents are asked to give permission (via Aladdin) to allow children's photographs to go on website and on school newsletter.</p>
<ul style="list-style-type: none"> • Use of school premises by other organisations during the school day 	<p>Risk of harm to children by a member of an outside organisation when walking to and from activities, and during activities with outside organisation.</p>	<p>The class teacher stays with their class at all times and accompanies them to and from the activities. Class teacher should stop the activity if they have any concerns. DLP should be informed. All external coaches/visitors will have up to date Garda vetting All external coaches/visitors will be given a copy of the school's Child Safeguarding Statement The school has a policy for External Agencies for Sports and the Arts.</p>
<ul style="list-style-type: none"> • Afterschool use of premises by other organisations 	<p>Risk of outside organisations accessing confidential files and documents in the office or in rooms used by the organisation.</p>	<p>All confidential files will be kept in a locked file which can only be accessed by the DLP and the Deputy DLP. Organisations using our premises should have their own Child Safeguarding Statement.</p>

<ul style="list-style-type: none"> • Students participating in work experience in the school. • Use of Aladdin. • Accessing personal e-mails on school computers • Children attending assembly in hall (with parents present). • Use of online service/platform for distance learning 	<p>Risk of harm from the person on work experience.</p> <p>Risk of information about children being accessed by non-school personnel.</p> <p>Risk of viruses being downloaded and allowing computers to be hacked. Risk of information about children being accessed by non-school personnel.</p> <p>Risk of child going into bathroom and a member of non-school personnel being present.</p> <p>Risk of harm (as defined in the Children First Act 2015) of a child by a member of staff/volunteer through an online service/platform</p>	<p>They will be given a copy of our school's Child Safeguarding Statement.</p> <p>All personnel entering the school should be Garda vetted. The school has a Work Experience Policy. All personnel entering the school will be given a copy of our school's Child Safeguarding Statement.</p> <p>Staff must always ensure to sign out of Aladdin when using a personal device</p> <p>Teachers should not access personal e-mail while using school computers. External links should not be downloaded on school computers.</p> <p>Children should not use the toilets during assembly.</p> <p>Children will be supported and encouraged to develop safe and responsible online behaviours.</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 2017*

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.

This risk assessment has been completed by the Board of Management on 21/10/19. It was amended to update the DLP and DDLP on 21/09/2020.

It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed  Date 10/10/22

Chairperson, Board of Management

Signed  Date 10/10/22

Principal/Secretary to the Board of Management