



# Scoil Naomh Iosaf (13747F) Child Safeguarding Statement

**DLP: Pádraig Ó Breacáin (Principal)**

**DDLp: Catherine Baldwin (Deputy Principal)**

## **Scoil Naomh Iosaf Child Safeguarding Statement**

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

#### **Child Safeguarding Statement**

Scoil Naomh Iosaf, Riverstown NS 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 2017](#) and [Tusla Guidance on the preparation of Child Safeguarding Statements](#), the Board of Management of Scoil Naomh Iosaf, Riverstown 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 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Pádraig Ó Breacáin**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Catherine Baldwin**
- 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.
- 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 school’s 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 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 attached as an appendix (Appendix 1) 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.
- 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.

This Child Safeguarding Statement was first adopted by the Board of Management in February 2018 and is reviewed annually.

Signed: *Ann Walsh*

Signed: *Pádraig Ó Breacáin*

Ann Walsh, Chairperson of BoM

Pádraig Ó Breacáin, Principal/Secretary BoM Date: 15-09-2022

## **Scoil Naomh Iosaf Child Safeguarding Risk Assessment**

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 Scoil Naomh Iosaf.

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

- Daily arrival and dismissal of pupils including specific arrangements for Infants
- Recreation breaks for pupils
- Classroom teaching
- One-to-one teaching
- One-to-one counselling/support
- Outdoor teaching activities
- Sporting Activities
- School outings
- Use of toilet/changing areas/ lift in school
- Annual Sports Day, Open Night, Confirmation and Communion Receptions
- Fundraising events involving pupils
- Use of off-site facilities for school activities
- School transport arrangements including use of bus/taxi escorts
- Care of children with special educational needs, including intimate care where needed,
- Intimate care of all pupils where needed.
- Management of challenging behaviour amongst pupils, including appropriate use of restraint where required
- Administration of Medicine
- Administration of First Aid
- Curricular provision in respect of SPHE, RSE, 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 for sports/extra-curricular activities
- 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 CPNS( Child Protection Notification System)
- Recruitment of school personnel including -
  - Teachers/SNAs
  - 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 outside school
- Use of ICT by pupils in school

- 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
- Breakfast Club/ Homework club- Creative Kids

**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/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 bullying of child
- 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 SEN who have particular 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 communicating with pupils in an inappropriate manner via social media/texting/digital device or other manner
- Risk of harm caused by school personnel accessing/circulating inappropriate material via social media/texting/digital device or other manner

**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 and Children First Guidance Book 2017*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel on internal shared network.

- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- 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 a yard/playground supervision policy to ensure appropriate supervision of children during, assembly, dismissal and breaks and in respect of specific areas such as toilets, changing rooms etc.
- The school has in place procedures in respect of school outings (Appendix 1)
- The school has a Health and Safety policy
- The BoM has installed a CCTV System in the school
- The BoM has installed an Access Control System in the school
- The school boundary is enclosed by means of railings and palisade fencing
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school has a Code of conduct for teachers (ref Teaching Council Code of Professional Conduct) and other school personnel (ref employment contracts)
- The school complies with agreed disciplinary procedures for teaching staff
- The school has a Special Educational Needs policy
- The school has in place an intimate care plan (App1)
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
  - Will provide each member of school staff with a copy of the school's Child Safeguarding Statement and Children First Guidance Book 2017
  - Will ensure all new staff are provided with a copy of the school's Child Safeguarding Statement
  - Encourages staff to avail of relevant training
  - Encourages BoM members to avail of relevant training
  - Will maintain 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 for pupils
- The school has in place an ICT policy in respect of usage of ICT by pupils
- The school has in place a mobile phone policy in respect of usage of mobile phones by pupils
- The school has in place a Critical Incident Management Plan
- The school has in place procedures for the use of external persons to supplement delivery of the curriculum (App1)
- The school has in place procedures for the use of external coaches (App1)
- The school has in place clear procedures for one-to-one teaching activities (App1)
- The school has in place procedures for one-to-one counselling/support (App1)
- The school has in place a policy and procedures in respect of student teacher placements
- The school has in place procedures in respect of students undertaking work experience in the school.(App1)

**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 in February 2018. It was reviewed as part of the school’s annual review of its Child Safeguarding Statement in September 2021.

Signed: *Ann Walsh*      Date 15-09-2022

Ann Walsh, Chairperson, Board of Management

Signed: *Pádraig Ó Breacáin*

Pádraig Ó Breacáin, Principal/Secretary to the Board of Management

## **Appendix 1: SNI Procedures referenced in Risk Assessment and Child Safeguarding Statement**

### **Accidents:**

While every precaution will be taken under our Health and Safety Policy to ensure the safety of children, it is accepted that accidents will happen. At Break Times, children who suffer significant injuries are attended to by the Special Needs Assistants on duty. The nature and extent of the injury and treatment applied is noted in the First Aid Log. If deemed necessary, an Accident Report Note is completed and sent home with the child for the attention of his/her parent(s). If deemed necessary by the relevant adult, direct contact will be made with the child's parents. If warranted, the school may seek and avail of immediate medical assistance for the child.

### **Toileting/ Intimate Care accidents:**

Clean underwear and suitable clothing are kept in First Aid in the school foyer, in Room 3 and in all six Infant classrooms so that if a pupil has an 'accident' of this nature they will in the first instance be offered fresh clothing into which they can change.

If the pupil cannot clean or change themselves when soiled, parents should be contacted. If the parents/guardians cannot be contacted, the child will be assisted by members of staff familiar to the child. In all such situations two members of staff should be present where possible.

A record of all such incidents will be kept in Eachtra a tharla book and parents will be notified.

### **Attendance**

Scoil Naomh Iosaf complies with the Education Welfare Act 2000 by furnishing reports to the Education Welfare Officer regarding non-attendance or poor attendance. The school also monitors any correlation observed between non-attendance and signs of neglect and/or abuse. The school also has An Attendance Strategy Statement in place since June 2017.

### **One to One Teaching or Counselling/Support:**

Every room in our school has a door with a viewing panel. In all rooms the panel is left unobstructed by blinds or any other covering. Though children in general are not withdrawn for 1:1 teaching, there may be times when investigating incidents of poor behaviour/bullying, when a child has requested to have a quiet word with a teacher, when all other children in the group are absent, when a child is being assessed that a child is alone with a teacher/Counsellor/ psychologist. In all cases the teacher in the adjacent room must be informed and if possible leave the door of the room ajar.

### **Photography:**

- Permission is sought from all parents for their child's photograph to be used for school related events i.e. Our Newsletter, our Website and our Twitter Account
- Photographs of pupils taken by teachers on their personal phones will be deleted once they have been sent to the Principal or the teacher with responsibility for photography.
- This post holder will open a password protected folder for the storage of photographs on our internal shared network during each school year At the end of each school year the post holder will archive on external hard drive, label and store in the records room.



- In December and June a School Newsletter will be produced and circulated to the school community. An Annual End of Year Poster and a 6<sup>th</sup> Class Musical Poster will be produced each year and displayed in the school building. Photographs of our Junior Infants, Communion Classes, Confirmation Classes and School Teams are also displayed.

### **Record Keeping**

- Sensitive information regarding children will be shared on a need-to-know basis.
- Official pupils' files are stored securely.
- Pupil records are held in a locked filing cabinet.
- SEN files are stored in locked filing cabinets.
- All files of pupils who no longer attend this school are stored securely in the records room.

Regarding child protection matters, the DLP will maintain proper records which will be kept in a locked filing cabinet and the necessary measures are in place to ensure that the confidentiality of the records is maintained.

### **School Outings**

School outings to the local library, local O'Callaghan Park, local historic, geographical walks, to the GAA pitches, to the church will occur during the school day. School tours are planned in general for the month of June. On all outings, class teachers, SEN teachers and SNAs accompany classes at all time. Permission notes include collection arrangements if the class return after normal school hours. These notes are collected from all pupils prior to the tour/outing.

Other outings such as Quizzes, the Cór Fhéile, Sciath na Scol competitions, Feis Maitiú , the Choral Festival can happen outside of school hours but school staff are in attendance and the children are supervised until handed over to the care of their parents/guardians.

### **Sporting Activities: Games/ PE/ Swimming**

Children will be brought by bus to the swimming pool. Pupils are advised regarding appropriate behaviour in the dressing room areas and in the swimming pool. Teachers/SNAs will be present to exercise supervision of the pupils at/near the dressing rooms. It may be necessary for teachers/SNAs to enter the dressing rooms in order to exercise their supervisory duties.

### **Dressing/ Undressing:**

Pupils will be expected to dress and undress themselves for games/PE/ swimming and also when getting dressed in costumes for Dress rehearsals and Musicals/ Dramas /Plays ie the Junior , Senior Infant, 5<sup>th</sup> class Nativity Plays or the 6<sup>th</sup> Class End of Year Musical. Where assistance is needed this will be done in the communal areas and with the consent of parents. Under no circumstances will members of staff/ volunteers be expected to or allowed to dress/undress a child in a cubicle/private area. In such situations where privacy is required the parent/guardian of the child will be asked to assist the child. At all times there will be adequate supervision of pupils.

### **Toilets:**

All classrooms have internal toilets which children use freely during class time. If a child needs to use the toilet during break times or PE or on outings/tours a member of staff accompanies a group of 3/4 children together to the toilet area and maintains a presence adjacent to the toilet area to accompany the children back to the class group.

### **Transportation**

In the normal course of events, members of the school staff will not carry pupils in their cars, and should do so only in cases of emergency. In this event, another staff member should travel in the car also. However we recognise that this is not always practicable in a medical emergency situation.

### **Visitors**

Staff members on playground duty will be aware of visitors entering the school playground and will ascertain their intentions. Staff members will be vigilant of strangers/visitors entering the school grounds/premises. All visitors/parents are required by the Board of Management to report to the Secretary's Office on entering the school. Notices are posted on the building informing visitors/parents of this requirement. All visitors must complete the Visitors Log Book and wear Admission Badges, 'Cuairteoir', for the duration of their visit. Parents calling with school lunches or other requirements for their children will be asked to leave these at the Secretary's Office for collection by their child.

All coaches, visiting teachers and students on work experience will provide Garda clearance to the school and class teachers will be present at all times during these classes, sessions or workshops.

### **Work Experience**

Scoil Naomh Iosaf accommodates our past pupils who wish to spend a week here as part of their TY work experience programme. All students need to be Garda vetted prior to beginning work experience. Students are assigned to a classroom and are under the class teacher's supervision during their time here.

Students on School Placement from the Higher Education Institutions are also accommodated .(See Policy)

**Staff Reminders:** Child Protection and Safeguarding will be on the agenda of every staff meeting.

## Appendix 2: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers. Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015 and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
2. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
3. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015?	
4. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	
5. Has the DLP attended available child protection training?	
6. Has the Deputy DLP attended available child protection training?	
7. Have any members of the Board attended child protection training?	
8. Are there both a DLP and a Deputy DLP currently appointed?	
9. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	
10. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	
11. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017 and the Children First Act 2015'?	
12. Has the Board received a Principal's Child Protection Oversight Report at each Board meeting held since the last review was undertaken?	
13. Since the Board's last review, was the Board informed of any child protection reports made to Tusla/An Garda Síochána by the DLP?	
14. Since the Board's last review, was the Board informed of any cases where the DLP sought advice from Tusla/and as a result of this advice, no report to the HSE was made?	
15. Since the Board's last review, was the Board informed of any cases where an allegation of abuse or neglect was made against any member of school personnel?	
16. Has the Board been provided with and reviewed all documents relevant to the Principal's Child Protection Oversight Report?	
17. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	
18. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	

	Yes/No
19. Were child protection matters reported to the Board appropriately recorded in the Board minutes?	
20. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	
21. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
22. In relation to any cases identified at question 21 above, has the Board ensured that any notifications required section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	
23. Has the Board ensured that the Parents' Association has been provided with the school's Child Safeguarding Statement?	
24. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	
25. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	
26. Has the Board ensured that the Stay Safe programme is implemented in full in the school?	
27. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	
28. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)?	
29. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?	
30. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?	
31. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	
32. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	
33. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	
34. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	
35. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	
36. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	
37. Has the Board ensured that any areas for improvement that that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Ann Walsh, Chairperson, BoM

Pádraig Ó Breacáin/Secretary BoM

Date \_\_\_\_\_

### **Appendix 3: Notification regarding the Board of Management's review of Scoil Naomh Iosaf Child Safeguarding Statement**

To: \_\_\_\_\_

The Board of Management of \_\_\_\_\_ wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of \_\_\_\_\_ [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's 'website [www.education.ie](http://www.education.ie)

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

Ann Walsh, Chairperson, Board of Management

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

Pádraig Ó Breacáin, Principal/Secretary to the Board of Management