

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Scoil Mhuire Child Safeguarding Statement

Scoil Mhuire is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Scoil Mhuire 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 **Seán Óg Flaherty**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Terry Kavanagh**
- 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 DE website.
 - In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant

Garda vetting and recruitment circulars published by the Department of Education and available on the DE 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 abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools 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 included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DE 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 (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.
- 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 adopted by the Board of Management on **1st December 2021**.

This Child Safeguarding Statement was reviewed by the Board of Management on **1st December 2021**.

Signed: Christopher O'Neil

Chairperson of Board of Management

Date: 1/12/2021

Signed: J. K. [Signature]

Principal/Secretary to the Board of Management

Date: 1-12-21

Child Safeguarding Risk Assessment**Written Assessment of Risk of Scoil Mhuire 19529C**

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of Scoil Mhuire 19529C

1. List of school activities

- Morning Reception and Evening Release of Pupils
- Breaktimes: Am Sosa and Am Lóin
- Classroom Teaching
- One-to-One Teaching, i.e. SEN Teacher/Learning Support Teacher
- Code of Behaviour Related Interaction with Children, e.g. interview, detention
- Outdoor Teaching Activities, e.g. Field Trips, Playground, Post Office, Shop
- Online Teaching and Learning, i.e. during Enforced School Closures
- Sporting Activities, i.e. Swimming, Football, Hurling, Rugby, Handball, Athletics
- School Outings, e.g. School Tours, Field Trips
- Use of Toilets
- Fundraising Events Involving Pupils
- Use of Offsite Facilities for School Activities, i.e. Leisureland, Sports Centres, Pitches
- School Transport Arrangements, i.e. Swimming Bus, Coach Hire
- Care of Pupils with Special Educational Needs, including Intimate Care
- Management of Challenging Behaviour by pupils, including appropriate use of restraint where required
- Administration of Medicine, i.e. Emergency Medicine; Anapen, Epipen, Buccolam
- 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, i.e. Maoin Cheoil na Gaillimhe, Colourstrings, Coding etc.
- Use of External Personnel to support Sports and other Extra-Curricular Activities, i.e. Rugby, Scéim Oiliúna Peile,
- Pupils from Ethnic Minorities/Members of the Traveller Community/Pupils perceived to be Lesbian, Gay, Bisexual or Transgender (LGBT)/Pupils of Minority Religious Faiths
- Children with Medical Needs, i.e. Allergies, Medical Care Needs
- Recruitment of school personnel
- External Tutors/Guest Speakers
- Volunteers/Parents in School Activities
- Visitors/Contractors present during School Hours, i.e. IT Consultants, Photocopier/Printer Maintenance, Pest Control, Procon, Contractors working on New School Project, Plumbers, Electricians, Telecommunications Personnel
- Staff of Early Intervention, Enable Ireland, CAMHS
- NEPS/NCSE Staff
- Participation by Pupils in Religious Ceremonies/Religious Instruction External to the School, i.e. Mass, Adoration (Children of the Eucharist Apostolate)

- Use of Information and Communication Technology by Pupils in School, i.e. iPads, Chromebooks
- Application of Sanctions under the school's Code of Behaviour including Detention of Pupils
- Students participating in Work Experience in the School, i.e. TY Students, SNAs
- 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, i.e. Coding Club, CCE Maigh Cuilinn
- Use of School Premises by other Organisation during School Day, i.e. Naíonra

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

Morning Reception and Evening Release of Pupils

- Harm to Pupils by older Pupils in the yard immediately before or after school
- Harm to Pupils by Classmates in the yard immediately before or after school
- Harm to Pupils by School Personnel in the yard immediately before or after school
- Harm to Pupils by Unknown Adults in the yard
- Harm to Pupils by Parents of other Pupils

Breaktimes: Am Sosa and Am Lóin

- Harm to Pupils by older Pupils
- Harm to Pupils by Classmates
- Harm to a Pupil due to bullying by another Pupil/Group of Pupils
- Harm to Pupils by Unknown Adults in the yard

Classroom Teaching

- Harm to Pupils by School Personnel
- Harm to Pupils by Classmates

Outdoor Teaching Activities, e.g. Field Trips, Playground, Post Office, Shop

- Neglect of Pupils due to lack of appropriate supervision
- Harm to Pupils by School Personnel
- Harm to Pupils by other Pupils
- Harm to Pupils by Unknown Adults

One-to-One Teaching, i.e. SEN Teacher

- Harm to Pupils by School Personnel

Online Teaching and Learning

- Inappropriate contact/correspondence between Pupils and Staff Members
- Online bullying by another Pupil/Group of Pupils
- Pupils being exposed to inappropriate material via the internet
- Pupils not adequately supervised during online classes
- Links to Zoom lessons compromised or inappropriately shared

Use of ICT by Pupils at school

- Online bullying by another Pupil/Group of Pupils
- Inappropriate contact/correspondence between pupils and Staff Members
- Pupils having unsupervised access to the internet
- Pupils being exposed to inappropriate material via the internet
- Pupils bringing internet capable devices to school
- Pupils' personal details being compromised or inappropriately shared

Code of Behaviour Related Interaction with Children, e.g. interview, detention

- Harm by to Pupils by School Personnel
- Harm to Pupils by other Pupils
- Neglect of Pupils due to lack of appropriate supervision
- Humiliation or degrading treatment of Pupils by School Personnel

Sporting Activities SUSPENDED AT PRESENT

- Neglect of Pupils due to lack of appropriate supervision
- Pupils with Medical Conditions not having access to medication
- Harm to Pupils by School Personnel
- Harm to Pupils by other Pupils
- Harm to Pupils by Unknown Adults
- Pupils' dignity being compromised (seen by others in a state of undress)
- Humiliation or degrading treatment of Pupils by School Personnel

School Outings, e.g. School Tours

- Neglect of Pupils due to lack of appropriate supervision
- Pupils with Medical Conditions not having access to medication
- Harm to Pupils by School Personnel
- Harm to Pupils by other Pupils
- Harm to Pupils by Unknown Adults

Use of Toilets

- Pupils' dignity being compromised (seen by others in a state of undress)
- Humiliation or degrading treatment of Pupils by School Personnel
- Harm to Pupils by School Personnel
- Harm to Pupils by other Pupils
- Harm to Pupils by Contractors/Visitors to the school
- Harm to Pupils by Unknown Adults

Fundraising Events Involving Pupils

- Neglect of Pupils due to lack of appropriate supervision
- Harm to Pupils by School Personnel
- Harm to Pupils by other Pupils
- Harm to Pupils by Unknown Adults

Use of Offsite Facilities for School Activities SUSPENDED AT PRESENT

- Neglect of Pupils due to lack of appropriate supervision
- Pupils' dignity being compromised (seen by others in a state of undress)
- Humiliation or degrading treatment of Pupils by School Personnel
- Harm to Pupils by School Personnel
- Harm to Pupils by other Pupils
- Harm to Pupils by Unknown Adults

School Transport Arrangements SUSPENDED AT PRESENT

- Neglect of Pupils due to lack of appropriate supervision
- Harm to Pupils by School Personnel
- Harm to Pupils by other Pupils
- Harm to Pupils by Unknown Adults
- Harm to Pupils by Bus Driver

Care of Pupils with Special Educational Needs, including Intimate Care

- Injury to Pupils
- Pupils' dignity being compromised (seen by others in a state of undress)
- Humiliation or degrading treatment of Pupils by School Personnel
- Harm to Pupils by School Personnel
- Self-harm by SEN Pupils
- Harm to other Pupils by SEN Pupils

Management of Challenging Behaviour by pupils, including appropriate use of restraint where required

- Injury to Pupils
- Pupils' dignity being compromised
- Humiliation or degrading treatment of Pupils by School Personnel
- Harm to Pupils by School Personnel
- Self-harm by SEN Pupils
- Harm to other Pupils

Administration of Medicine

- Pupils' dignity being compromised
- Harm to Pupils by School Personnel

Administration of First Aid

- Injury to Pupils
- Pupils' dignity being compromised
- Harm to Pupils by School Personnel
- Pupils having adverse reaction to treatment

Curricular provision in respect of SPHE, RSE, Stay Safe

- Content not taught or not properly taught by teachers
- Revelations by Pupils arising from lessons not properly recorded and reported

Prevention and Dealing with Bullying amongst Pupils

- Pupils not taught or properly taught how to recognise and deal with bullying
- Harm to a Pupil due to bullying by another Pupil/Group of Pupils
- Allegations of bullying not properly investigated and reported
- DLP not made aware of serious instances of bullying
- Board of Management not aware of serious instances of bullying constituting a Child Protection Concern

Training of School Personnel in Child Protection Matters

- Staff Members unaware of identity of DLP/DDLP
- Staff members unaware of school's Child Protection Procedures
- Teachers unaware of their responsibilities as Mandated Persons
- New Staff Members not adequately trained in Child Protection Matters

Use of External Personnel to Supplement Curriculum

Harm to Pupils by External Personnel

Neglect of Pupils due to lack of appropriate supervision

Use of External Personnel to support Sports and other Extra-Curricular Activities

- Harm to Pupils by External Personnel
- Neglect of Pupils due to lack of appropriate supervision

External Tutors/Guest Speakers

- Harm to Pupils by Tutors/Guests

Volunteers/Parents in School Activities SUSPENDED AT PRESENT

- Harm to Pupils by Volunteers/Parents

Visitors/Contractors present in School during School Hours

- Harm to Pupils by Visitors/Contractors

Staff of Early Intervention, Enable Ireland, CAMHS

- Harm to Pupils by Staff

NEPS/NCSE Staff

- Harm to Pupils by Staff

Pupils from Ethnic Minorities/Members of the Traveller Community/Pupils perceived to be Lesbian, Gay, Bisexual or Transgender (LGBT)/Pupils of Minority Religious Faiths

- Harm to a Pupil due to bullying by another Pupil/Group of Pupils
- Discrimination against Pupils by Staff Members

Children with Medical Care Needs

- Lack of appropriate attention to needs/medication by Staff Members
- Staff Members unaware of Pupil's medical needs
- Staff members unaware of how to administer emergency medication or of steps to follow in an emergency

Recruitment of School Personnel

- Harm to Pupils by School Personnel

Participation by Pupils in Religious Ceremonies/Religious Instruction External to the School

- Harm to Pupils by Celebrants
- Harm to Pupils by Persons delivering Religious Instruction
- Harm to Pupils by Unknown Adults

Students participating in Work Experience in the School

- Harm to Pupils by Students

Student Teachers undertaking Training Placement in School

- Harm to Pupils by Student Teachers
- Harm to Pupils from Supervisors/Staff of Training Colleges
- Neglect of Pupils (lack of appropriate supervision)

Use of Video/Photography/other media to record School Events

- Improper recording and use of photographs/videos of Pupils
- Unauthorised recording and use of photographs/videos of Pupils by Other Pupils

After-School use of School Premises by other Organisations, i.e. Coding Club, CCE Maigh Cuilinn SUSPENDED AT PRESENT

- Harm to Pupils by Organisation's Personnel
- Harm to Pupils by Unknown Adults

Use of School Premises by other Organisation during School Day, i.e. Naíonra

- Harm to Pupils by Organisation's Personnel, e.g. Staff of Naíonra

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

The school has Morning Reception and Evening Release Procedures in place. Morning Reception is supervised by the Morning Duty Team, consisting of 4 Teachers. Evening Release is supervised by the Principal/Deputy Principal or Assistant Principal in charge.

The school has Breaktime Supervision Procedures in Place. A Supervision Duty Team of 4 Teachers (plus SNAs) supervises Pupils as breaktimes. Class teachers collect their classes from the yard after breaks.

A minimum of 2 Teachers (plus SNAs) accompany groups/classes on Field Trips, visits to the Playground.

The school has a Policy on SEN in place.

SEN rooms are fitted with clear glass viewing panels.

The school has a Policy on Remote Teaching and Learning in place.

The school has an Acceptable Use Policy in place.

The school has an ICT Policy in place.

The school has a Mobile Phones Policy in place.

The school has a Code of Positive Behaviour in Place

The school has an Anti-Bullying Policy in place.

The school has a School Tours Policy in place.

The school maintains a list of Pupils with Medical/Health Issues which is shared with all School Personnel.

The school holds Emergency Medicine, e.g. anapen, epipen, buccolam in respect of pupils whose parents have supplied them to the school. Teachers are aware of procedures relating to children with Medical/Health Issues in their classes.

Staff have received training in Basic First Aid and in Administration of Emergency Medicine.
THIS NEEDS TO BE UPDATED.

2 qualified nurses are members of School Personnel.

The external doors of Toilets/Toilet Blocks remain open throughout the day.

Use of toilets by Pupils is monitored by Class Teachers.

Parental permission is sought for participation of Pupils in Fundraising Events. Pupils are accompanied and supervised by School Personnel.

Parental permission is sought for participation of Pupils in Offsite Activities. Pupils participating in Offsite Activities are accompanied and supervised by School Personnel.

Parental permission is sought in respect of Pupils travelling on Coaches, Buses, etc. Pupils are accompanied and supervised by School Personnel.

The school has a SEN Policy in place.

The school has an Intimate Care Policy in place.

THE SCHOOL NEEDS TO PUT IN PLACE A POLICY ON FIRST AID AND THE ADMINISTRATION OF MEDICINE.

The school has a SPHE Policy

The school has a RSE Policy.

There is a coordinated, whole-school approach to the teaching of RSE. Parents are contacted to inform them that the Stay Safe Programme is being taught at a particular time each year.

There is a coordinated, whole-school approach to the teaching of the Stay Safe Programme. The school teaches the Stay Safe Programme on a Biennial basis in during the months of January and February. It is discussed at Staff Meetings prior to the commencement of teaching. Parents are contacted to inform them that the Stay Safe Programme is being taught over the next 8 weeks.

The school has an Anti-Bullying policy in place.

The school has a Critical Incident Plan in place.

The school has a Health and Safety Statement/Policy in place.

The school maintains a record of Staff Training in Child Protection.

Members of the Board of Management have participated in CPSMA online training in Child Protection. The Chairperson of the Board of Management is a former Principal and served as DLP. The Principal/Secretary to the Board is DDLP in Scoil Mhuire. The Patron's Nominee, Dean Michael McLoughlin is a member of the Boards of Management of all 4 schools in Moycullen Parish. He is also trained in Child Protection Matters through the Diocese. The Board will undergo formal online Training in Child Protection for Boards of Management on Monday 6th December with STAYSAFE.IE.

The school encourages Staff Personnel and Board of Management Members to avail of relevant training in Child Protection Matters.

External Personnel supporting the curriculum, Tutors and Guests are never left unsupervised in the company of children. A Member of Staff is present with them at all times.

Contractors are required to sign in at reception and to fill out and sign the COVID-19 Contact Tracing Record. They are never left unsupervised in the company of children. A Member of Staff (usually Caretaker Pat Walsh) supervises their work while onsite. THE SCHOOL NEEDS TO DEVELOP FORMAL PROCEDURES FOR CONTRACTORS VISITING THE SCHOOL AND COMMUNICATE SAME TO THEM, IN WRITING.

NCSE/NEPS Staff, as employees of the Department of Education and Skills (DES) are subject to DES Vetting Procedures and Child Protection Procedures.

Staff of Early Intervention, Enable Ireland, CAHMS are required to sign in at reception and to fill out and sign the COVID-19 Contact Tracing Record. They are never left unsupervised in the company of children. A Member of Staff is present with them at all times.

When appointing School Teaching Personnel to positions OF ANY DURATION, the Board of Management secures a Garda Vetting Disclosure, a copy of the Teacher's Statutory Declaration in Respect of Child Protection and a Copy of Teaching Council Registration.

When appointing School SNA Personnel to positions OF ANY DURATION, the Board of Management applies for and secures a Garda Vetting Disclosure via the Western Province Diocesan Vetting Service, as well as securing a copy of the person's Statutory Declaration in Respect of Child Protection.

When appointing Ancillary Staff to positions OF ANY DURATION, the Board of Management secures a Garda Vetting Disclosure via the Western Province Diocesan Vetting Service, as well as securing a copy of the person's Statutory Declaration in Respect of Child Protection.

The school has a Complaints and Grievances Policy and Procedures in place.

The school aligns with Revised Procedures for Suspension and Dismissal of Teachers and Principals Outlined in DES Circular 0049/2018.

The school adopts The Code of Professional Conduct for Teachers published by the Teaching Council in accordance with section 7(2)(b) of the Teaching Council Acts, 2001-2015.

THE SCHOOL NEEDS TO INTRODUCE A CODE OF PROFESSIONAL CONDUCT FOR SPECIAL NEEDS ASSISTANTS.

In terms of Participation in Religious Ceremonies/Instruction offsite, Celebrants/Instructors They are never left unsupervised in the company of children. A Member of Staff is present with them at all times. Priests and Instructors are vetted by the Diocese; a copy of the latter's Vetting Disclosure is held by the school.

In facilitating Student Teachers on Teaching Practice Placements, the Board of Management secures a copy of the Student Teacher's Garda Vetting Disclosure and a copy of the Student Teacher's Statutory Declaration in Respect of Child Protection. The school also enters into a Joint-Vetting Agreement with the College or Institution in question. The Principal and the Student Teacher sign a Memorandum of Understanding regarding the Student Teacher's conduct throughout the placement. Student Teachers are never left unsupervised in the company of children. A Member of Staff, usually the Class Teacher, is present with them at all times.

Supervisors of Student Teachers on Teaching Practice Placements are never left unsupervised in the company of children.

In facilitating Student Students on Work Experience Placements, the Board of Management secures a copy of the Student's Garda Vetting Disclosure and a copy of the Student Teacher's Statutory Declaration in Respect of Child Protection. The Principal and the Student Teacher sign a Memorandum of Understanding regarding the Student's conduct throughout the placement.

Sports Coaches visiting the school are Garda Vetted by the school via the Western Province Diocesan Vetting Service. Since the start of the 2021/22 School Year, the school will require Sports Coaches to submit a Statutory Declaration in Respect of Child Protection. Sports Coaches are never left unsupervised in the company of children. A Member of Staff, usually the Class Teacher, is present with them at all times.

Swimming Coaches are never left alone in the company of Pupils. Staff Personnel supervise swimming lessons from the viewing gallery and supervise the changing areas while Pupils are changing for and after swimming.

Volunteer Parents are never left unsupervised in the company of children. A Member of Staff, is present with them at all times.

The school has a Photographs Policy in place. THIS POLICY NEEDS TO BE REVIEWED AND UPDATED.

The school enters into a written Licence Agreement with Organisations using the school outside of school hours. Organisations are required to declare in writing that they comply with all relevant legislative and other requirements including Health and Safety, Child Protection and Garda Vetting.

In terms of Organisations using the school premises during school hours, i.e. The Naíonra's use of the school playground, Naíonra Staff have no access to Pupils of Scoil Mhuire for the duration of their stay onsite.

The school communicates the Child Safeguarding Statement and Child Protection Risk Assessment to all School Personnel, to the School Community and to the Patron. The Board of Management notifies the School Community and the Patron when the Annual Review has taken place. Copies of the Child Safeguarding Statement and Child Protection Risk Assessment are available on the school website.

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*. Harm in relation to a child is defined as:

- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- (b) sexual abuse of the child

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. Where it is determined that the policies and/or procedures necessary to manage/mitigate identified risks are either not already in place, or are inadequate, the Board of Management will outline the steps necessary to address this in its Action Plan arising from the Review of the Child Safeguarding Statement and Risk Assessment 2021 and take immediate action regarding same.

Scoil Mhuire 19529C December 2021