



CHILD SAFEGUARDING STATEMENT

Policy ratified by Board of Management: 08/03/2018
Updated: 30/09/2019
Updated: 28/05/2020
Updated: 18/05/2021
Updated: 19/10/2021
Updated: 12/09/2022
Next review: 12/09/2023

**School Patron: The Right Rev. Dr. Paul Colton,
Bishop of Cork, Cloyne and Ross**

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Chairperson: Mr Daniel Emerson

Principal: Ms Jill Horan

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

St. Multose NS 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 St. Multose 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 Jill Horan

3 The Deputy Designated Liaison Person (Deputy DLP) is Lorraine Kingston

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 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 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 12th September 2022.

This Child Safeguarding Statement was last reviewed by the Board of Management on 12th September 2022.

Signed: _____

Signed: _____

Chairperson of Board of Management
Management

Principal/Secretary to the Board of

Date: _____

Date: _____

Child Safeguarding Risk Assessment

Written Assessment of Risk of St Multose National School

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 St. Multose National School.

1. List of school activities

- Arrival and dismissal of pupils
- Support teaching
- Classroom teaching
- One-to-one teaching
- iPad and laptop teaching/usage/other media
- Use of external personnel to supplement curriculum
- Use of external personnel to support sports and other extra-curricular activities
- Break time and lunch time
- School trips/tours
- Activities outside school hours: sports, swimming, Cór Fhéile, carol service, concerts, Credit Union quiz, Beginning of Year Service, Graduation, Walking to local amenities etc.
- Sports hall and outdoor education
- Fundraising events involving children
- Remote learning
- Outdoor teaching activities
- Annual Sports Day

- Use of off-site facilities for school activities (parish hall)
- Care of children with special educational needs, including intimate care 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
- 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), Children with medical needs.
- Recruitment of school personnel including - Teachers/SNA's, Caretaker/Secretary/Cleaners, Sports coaches, Guest Speakers/ Specialised teachers
- 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 external to the school
- Use of Information and Communication Technology by pupils in school, including social media
- Application of sanctions under the school's Code of Behaviour including 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
- Homework club
- After School Club

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

(insert risks of harm identified in this section)

- 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 or 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 inappropriate use of online remote teaching and learning communication platform such as an uninvited person accessing the lesson link, students being left unsupervised for long periods of time in breakout rooms.
- Risk of harm due to bullying of child
- Risk of harm due to racism
- 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, including medical 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.
- 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 member of school personnel accessing/circulating inappropriate material via social media, texting, digital device or other manner.
- Risk of harm caused by SNA taking a child on a break.
- Risk of harm to children sent on messages or going to the water fountain.
- Risk of harm caused by turn wheel lock front door allowing unimpeded access to the school when the secretary has left for the day.
- Risk of harm caused by bullying including cyber-bullying.
- Risk of harm caused by individual chastisement of a child in the office, classroom or outside.
- Risk of harm caused by children going inside to the bathroom, to hang up a coat etc. during break time, hockey.
- Risk of harm caused by children preparing for sports: i.e. swimming, hockey etc.
- Risk of harm to children in Sólóga who need to leave the room to go to the toilet in another classroom.
- Risk of harm to children who routinely may not have adequate nutritious lunch.
- Risk of harm to children who may have access to inappropriate content using IT.
- Administration of medication and first aid.
- Risk of harm to children going to the office for photocopying, phone etc. Secretary alone with children.
- Risk of harm caused by teachers and children videoing/ recording information from their homes and sharing it on Seesaw.
- Risk of harm caused by virtual check-in/video conferencing (Zoom).

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

(insert the procedures in place to address risks of harm in this section)

- School has a policy for school outings: Insurance, adequate supervision, assessment of the destination and its staff and facilities.
- Parents must give written permission and training should care needs apply to any child in the school.
- All staff, all visiting teachers/speakers and all volunteers who will have contact with the children are Garda vetted.
- Visitor lanyards will be provided to all visitors coming into the school between 8.30 a.m. and 2.30 p.m.
- Contractors must go to the office to sign in and out.
- All classroom doors have glass panels.
- Additionally, support teachers and SNAs keep classroom doors ajar for one-to-one teaching and teachers/SNAs sit across from children rather than beside them.
- S.P.H.E. lessons: Stay Safe programme is fully implemented.
- Toilets are within classrooms, apart from Síológa, so no more than one child has access at a time.
- Infants must inform the teacher when they are leaving Síológa for the toilet (or any other reason). Only one boy and one girl may go across the corridor to the bathroom where the class teacher present can supervise them.
- Children must ask the supervising teacher's permission to go inside at break time. Only one child is allowed inside at a time to use the toilet, get a coat or lunch etc.
- Discretion is used when sending children to the water fountain.
- School Acceptable Usage Policy and high security filters on the school's internet system.
- Consent forms for Internet use, posting of photos of children online and school trips signed by parents are kept in pupil files.
- Pupils are admitted to school by a teacher. Infants are escorted to the main gate by the class teacher and released only to the assigned parent/child minder etc. Full day children are escorted to the main gate by their class teacher and supervised until they are either on the school bus, collected by the relevant person or have been given permission to walk/cycle home.
- Parents must fill in the permission slip for children to walk/cycle home.
- If someone other than the designated person will be collecting a child from school, parents are required to inform the school in advance.
- Parents give written permission for support teaching withdrawal.
- The school has a DLP and a DDLP.
- School Attendance Policy
- Child Protection Policy and Child First
- Data Protection Policy
- Yard is adequately supervised during lunch breaks and outdoor activities.
- Special Educational Needs policy and SNA policy
- Secretary keeps her door open while in school. Children are sent in pairs to the office.
- On Seesaw, two teachers have access to every virtual classroom and the content. Children cannot share their Seesaw content with their peers.

Teachers need to approve each child's work before it is loaded to their journal.

- On Zoom, two members of staff will attend every meeting. A parent will also need to check in with the teacher at the beginning of the Zoom meeting.
- The Zoom Invitation link will be sent from the school email address (stmultose@gmail.com).
- All school personnel are provided with a copy of the school's *Child Safeguarding Statement*
- The *Child Protection Procedures for Primary and Post-Primary Schools 2017* are made available to all school personnel
- 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* and its Addendum (2019)
- 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 undertakes anti-racism awareness initiatives
- 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 toilet, etc.
- The school has in place a policy and clear procedures in respect of school outings.
- The school has a Health and Safety policy.
- The school adheres to the requirements of the Garda vetting legislation and relevant DE circulars in relation to recruitment and Garda vetting.
- The school has a codes of conduct for school personnel (teaching and non-teaching staff – SNA Policy).
- The school complies with the agreed disciplinary procedures for teaching staff.
- The school has a Special Educational Needs policy
- The school has in place a policy and procedures for the administration of medication to pupils
- The school –
 - Has provided each member of school 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
 - Maintains 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 an Acceptable Use Policy in place, to include provision for online teaching and learning remotely, and has communicated this policy to parents.
- The school has in place a policy governing the use of smart phones and devices in the school by pupils (see Acceptable Usage Policy) as per circular 38/2018
- The school has in place a Critical Incident Management Plan
- The school has in place a policy and procedures for the use of external persons to supplement delivery of the curriculum
- The school has in place a policy and clear procedures for one-to-one teaching activities – See Special Educational Needs Policy

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.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

UPDATE, November 2021:

An addendum has been added to Children First which outlines an Action Plan for Online Safety. In light of this, changes have been made to our **Checklist for Review of the Child Safeguarding Statement**. In addition, the four original Mandatory Templates are now three Mandatory Templates. **From 31st January, 2022, our** school will use the new mandatory templates from 12/09/2022:

- Mandatory Template 1: Child Safeguarding Statement and Risk Assessment
- Mandatory Template 2 - Checklist for Review of the Child Safeguarding Statement
- Mandatory Template 3: Notification regarding the Board of Management's review of the Child Safeguarding Statement

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.

Signed _____ Date _____

Chairperson, Board of Management

Signed _____ Date _____

Principal/Secretary to the Board of Management