

# Child Safeguarding Statement and Risk Assessment

## Child Safeguarding Statement

Holy Family National School 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 Holy Family National School 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 **Maria O'Regan (Principal)**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Linda Hanafin (Deputy Principal)**
- 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.

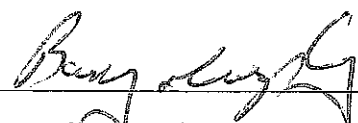
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
  - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
  - 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.

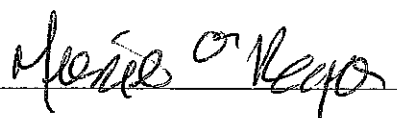
**Note:** The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 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 March 2018.

This Child Safeguarding Statement was reviewed by the Board of Management on 15<sup>th</sup> February 2022.

Signed:   
Chairperson of Board of Management  
Date: 15/2/22

Signed:   
Principal/Secretary to the Board of Management  
Date: 15/02/22

# Child Safeguarding Risk Assessment

## Written Assessment of Risk of Holy Family 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 Holy Family National School.

### 1. List of school activities

1. Daily arrival and dismissal of pupils (High)
2. Recreation breaks for pupils (High)
3. Classroom teaching (Medium)
4. One-to-one teaching (Medium)
5. Addressing pupils on a one-to-one basis (Medium)
6. Outdoor teaching activities (High)
7. Sporting activities (High)
8. School outings (High)
9. Use of toilet/changing/shower areas in schools (High)
10. Dealing with toilet accidents (High)
11. Annual sports day (High)
12. Fundraising events involving pupils (Medium)
13. Use of off-site facilities for school activities (High)
14. School transport arrangements including use of bus escorts (Medium)
15. Care of children with special educational needs, including intimate care where needed (High)
16. Toilet areas (High)
17. Management of challenging behaviour amongst pupils (High)
18. Administration of medicine (High)
19. Administration of First Aid (Medium)
20. Curricular provision in respect of SPHE, RSE, Stay Safe (Low)
21. Prevention and dealing with bullying amongst pupils (High)
22. Use of external personnel to supplement curriculum (Medium)
23. Use of external personnel to support sports and other extra-curricular activities (Medium)
24. Care of pupils with specific vulnerabilities/ needs such as (High)
  - 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
25. Recruitment of school personnel including: (High)
  - Teachers/SNA's
  - 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
26. Participation by pupils in religious ceremonies/religious instruction external to the school (Medium)
27. Use of Information and Communication Technology by pupils in school (High)
28. Application of sanctions under the school's Code of Behaviour including detention of pupils confiscation of phones etc. (Medium)
29. Students participating in work experience in the school (Medium)
30. Student teachers undertaking training placement in school (Low)
31. Use of video/photography/other media to record school events (High)
32. After school use of school premises by other organisations (Medium)

- 33. Use of school premises by other organisation during school day (Low)
- 34. Breakfast club (Medium)
- 35. Homework club/evening study (Medium)
- 36. Training of school personnel in Child Protection matters (Medium)

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

- 1. Risk of harm from older pupils, unknown adults on the school campus.  
Risk of harm due to inadequate supervision.  
Risk of harm due to bullying of child.
- 2. Risk of child being harmed by another child.  
Risk of harm due to inadequate supervision.  
Risk of harm due to bullying of child.
- 3. Risk of child being harmed by a member of school personnel.  
Risk of harm by another child  
Risk of harm due to inadequate supervision.  
Risk of harm due to bullying of child.
- 4. Risk of child being harmed by a member of school personnel.
- 5. Risk of child being harmed by a member of school personnel.
- 6. Risk of child being harmed by another child.  
Risk of harm due to inadequate supervision.  
Risk of child being harmed by a member of school personnel or visiting tutor/coach.
- 7. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person  
Risk of child being harmed by another child.  
Risk of harm due to inadequate supervision.
- 8. Risk of child being harmed by a member of school personnel, a member of staff of another organisation or other person.  
Risk of child being harmed by another child  
Risk of harm not being recognised by school personnel  
Risk of harm due to inadequate supervision.
- 9. Risk of child being harmed by another child.  
Risk of harm due to inadequate supervision.
- 10. Risk of harm not being recognised by school personnel.  
Risk of child being harmed by a member of school personnel.  
Risk of harm due to bullying of child
- 11. Risk of child being harmed in the school by volunteer or visitor to the school.  
Risk of harm due to inadequate supervision.
- 12. Risk of harm due to inadequate supervision.  
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.
- 13. Risk of harm due to inadequate supervision of children while attending out of school activities.  
Risk of harm not being recognised by school personnel.

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.

14. Risk of harm not being recognised by school personnel.  
Risk of harm from other adults.
15. Risk of child being harmed in the school by a member of school personnel.  
Risk of harm due to inadequate supervision.
16. Risk of harm due to inappropriate behaviour of other pupils.  
Risk of harm not being recognised by school personnel.  
Risk of harm due to bullying of child.  
Risk of harm due to inadequate supervision.
17. Risk of child being harmed by a member of school personnel.  
Risk of injury to pupils and staff.
18. Risk of child being harmed by a member of school personnel.  
Risk of harm to child due to lack of appropriate training.
19. Risk of child being harmed by a member of school personnel.  
Risk of harm to child due to lack of appropriate training.
20. Non-Teaching of these programmes
21. Risk of harm not being recognised by school personnel.  
Risk of harm due to inadequate supervision.
22. Risk of child being harmed by volunteer or visitor to the school.  
Risk of harm due to inadequate supervision.
23. Risk of child being harmed by volunteer or visitor to the school.  
Risk of harm due to inadequate supervision.
24. Risk of harm due to bullying of child.  
Risk of harm due to inappropriate relationship or communication between child and another child or adult.  
Risk of harm not being recognised by school personnel.
25. Risk of child being harmed by a member of school personnel.  
Risk of harm not being recognised or properly or promptly reported.
26. 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.  
Risk of harm due to inadequate supervision of children while attending out of school activities.  
Risk of harm not being recognised by school personnel.
27. Risk of school personnel communicating with pupils in inappropriate manner via social media, texting, digital device or other manner.  
Risk of member of school personnel or pupils accessing/circulating inappropriate material via social media, texting, digital device or other manner.  
Risk of harm due to bullying of child.  
Risk of harm due to inadequate supervision.  
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.

28. Risk of harm due to inappropriate sanctions being used.  
Risk of harm due to lack of communication with parents.
29. Risk of child being harmed by students on work experience programmes.  
Risk of harm due to lack of appropriate training.  
Risk of harm due to lack of knowledge of school policies.  
Risk of harm due to inadequate supervision.
30. Risk of child being harmed by student teachers on teaching practice programmes.  
Risk of harm due to lack of appropriate training.  
Risk of harm due to lack of knowledge of school policies.  
Risk of harm due to inadequate supervision.
31. Risk of child being harmed by volunteer or visitor to the school.  
Risk of member of school personnel or pupils accessing/circulating school photographs or video material via social media, texting, digital device or other manner.  
Risk of harm due to bullying of child.
32. Risk of child being harmed by volunteer or visitor to the school.  
Risk of harm due to inadequate supervision.
33. Risk of child being harmed by volunteer or visitor to the school.
34. Risk of child being harmed by a member of school personnel.  
Risk of harm due to inadequate supervision  
Risk of child having allergy
35. Risk of child being harmed in the school by a member of school personnel.  
Risk of harm not being recognised by school personnel.  
Risk of harm to pupils during the daily arrival and dismissal of pupils.
36. Risk of harm to child due to lack of appropriate training.  
Risk of harm not being recognised or reported promptly.  
Risk of harm due to lack of awareness of school policies by new staff or substitute staff.

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

1. Child Safeguarding Statement & DES Procedures made available to all staff.  
The school has a Child Protection policy in place to ensure appropriate supervision of children during assembly and dismissal.  
BOM clarification on arrival and dismissal times.  
Code of Behaviour
2. Child Safeguarding Statement & DES Procedures made available to all staff.  
The school has a playground supervision rota in place to ensure appropriate supervision of children in the playground.  
Class teacher remains responsible for his/her class until the teacher on duty arrives on yard.  
Code of Behaviour.  
Anti-Bullying Policy.
3. Child Safeguarding Statement & DES Procedures made available to all staff.  
Code of Behaviour  
Anti-Bullying Policy

Code of Professional Conduct for Teacher 2016.

The school complies with the agreed disciplinary procedures for teaching staff.

4. Child Safeguarding Statement & DES Procedures made available to all staff.  
Code of Professional Conduct for Teachers 2016  
Child Protection policy in place for one-to-one teaching  
Glass Panel in Doors / Open doors  
Table between teacher and pupil
5. Child Safeguarding Statement & DES Procedures made available to all staff.  
Glass Panel in Doors / Open doors  
Table between teacher/other person and pupil
6. Child Safeguarding Statement & DES Procedures made available to all staff.  
Code of Behaviour.  
Health & Safety Policy.  
The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting.
7. Child Safeguarding Statement & DES Procedures made available to all staff.  
Code of Behaviour  
Code of Ethics in Sport  
The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
8. Child Safeguarding Statement & DES Procedures made available to all staff.  
The school has clear procedures on school outings in place.  
Code of Behaviour.  
Health & Safety Policy.
9. Child Safeguarding Statement & DES Procedures made available to all staff.  
Code of Behaviour  
Anti-Bullying Policy
10. Child Safeguarding Statement & DES Procedures made available to all staff.
11. Child Safeguarding Statement & DES Procedures made available to all staff.  
Code of Behaviour.  
Health & Safety Policy.
12. Child Safeguarding Statement & DES Procedures made available to all staff  
Health & Safety Policy  
Code of Behaviour
13. Child Safeguarding Statement & DES Procedures made available to all staff  
Health & Safety Policy  
Code of Behaviour
14. Child Safeguarding Statement & DES Procedures made available to all staff.  
The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
15. Child Safeguarding Statement & DES Procedures made available to all staff.  
Policy on intimate care.  
Special Educational Needs policy

16. Child Safeguarding Statement & DES Procedures made available to all staff.  
Intimate Care and Toileting Policy  
Code of Behaviour.  
Anti-Bullying Policy.
17. Child Safeguarding Statement & DES Procedures made available to all staff.  
Health & Safety Policy  
Code of Behaviour
18. Child Safeguarding Statement & DES Procedures made available to all staff.  
The school will develop a Policy on Administration of Medication.
19. Child Safeguarding Statement & DES Procedures made available to all staff.  
The school will develop a Policy on Administration of Medication.  
Refreshers First Aid training for staff when restrictions are lifted
20. Child Safeguarding Statement & DES Procedures made available to all staff.  
School implements in full the SPHE curriculum, RSE Programme, Stay Safe Programme.  
Code of Professional Conduct for Teachers 2016
21. Child Safeguarding Statement & DES Procedures made available to all staff.  
Anti-Bullying Policy  
Code of Behaviour  
The school implements in full the Stay Safe Programme.  
Health & Safety Policy.
22. Child Safeguarding Statement & DES Procedures made available to all staff.  
The school has in place procedures for the use of external persons to supplement delivery of the curriculum included in the Visitor Policy  
The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting  
Class teacher will remain with the class at all times whenever there is a visitor/guest speaker/coach present
23. Child Safeguarding Statement & DES Procedures made available to all staff.  
The school has in place procedures for the use of external persons to supplement delivery of the curriculum included in the Visitor Policy  
The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting  
Class teacher will remain with the class at all times whenever there is a visitor/guest speaker/coach
24. Child Safeguarding Statement & DES Procedures made available to all staff.  
Anti-Bullying Policy  
Code of Behaviour
25. Child Safeguarding Statement & DES procedures made available to all staff.  
The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting  
Code of Professional Conduct for Teachers 2016.  
The school complies with the agreed disciplinary procedures for teaching staff
26. Child Safeguarding Statement & DES Procedures made available to all staff.  
Code of Behaviour



27. Child Safeguarding Statement & DES Procedures made available to all staff.  
 ICT policy  
 Anti-Bullying Policy  
 Code of Behaviour  
 Acceptable Use Policy
28. Code of Behaviour  
 Anti-Bullying Policy
29. Child Safeguarding Statement & DES Procedures made available to all staff.  
 The school will develop a policy in respect of students undertaking work experience in the school.
30. Child Safeguarding Statement & DES Procedures made available to all staff.  
 The school has in place a policy and procedures in respect of student teacher placements
31. Child Safeguarding Statement & DES Procedures made available to all staff.  
 The school has in place a parental permission slip on the use of video, photography and other media to record school events.  
 Acceptable Use Policy
32. Child Safeguarding Statement & DES Procedures made available to all staff.  
 The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting  
 Board of Management Form of Agreement
33. Child Safeguarding Statement & DES Procedures made available to all staff.  
 Board of Management Form of Agreement
34. Child Safeguarding Statement & DES Procedures made available to all staff.  
 Code of Behaviour.  
 Correspondence with parents regarding allergies
35. Child Safeguarding Statement & DES Procedures made available to all staff.  
 Code of Behaviour.  
 Parental permission for Homework Club
36. Child Safeguarding Statement & DES Procedures made available to all staff.  
 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 ensures all new staff are provided with a copy of the school's Child Safeguarding Statement.  
 The school encourages staff to avail of relevant training. The school encourages board of management members to avail of relevant training.  
 The school maintains records of all staff and board member training.  
 The school has in place a Critical Incident Management Plan.

**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 Tuesday 15<sup>th</sup> February 2022. It shall be reviewed as part of the school's annual review of its Child Safeguarding Statement.

Signed *[Signature]* Date 15/2/22  
Chairperson, Board of Management

Signed *[Signature]* Date 15/02/22  
Principal/Secretary to the Board of Management