

SCOIL MHUIRE HOWTH PRIMARY SCHOOL 18080A

Child Safeguarding Statement and Risk Assessment September 2023

Child Safeguarding Statement

Scoil Mhuire, Howth Primary School 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 (revised 2023) and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of Scoil Mhuire, Howth Primary 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 (revised 2023)* as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Mary Downes**.
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Aisling Heerey**.
- 4 The Relevant Person is **Mary Downes**.
(The relevant person is one who can provide information in respect of how the child safeguarding statement was developed and will be able to provide the statement on request. In a school setting the relevant person shall be the designated liaison person.)
- 5 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.

6 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 (revised 2023)* and to the relevant agreed disciplinary procedures for school staff which are published on the gov.ie 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 gov.ie 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 harassment (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 (revised 2023)*, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- 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 gov.ie 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.

- 7 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.
- 8 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 5th October 2023.

This Child Safeguarding Statement was reviewed by the Board of Management on ____ n/a ____ [most recent review date].

Signed: Sile Ní Mhaoldomhnaigh

Chairperson of Board of Management

Signed: Mary Downer

Principal/Secretary to the Board of Management

Date: 5th October 2023

Date: 5th October 2023

Child Safeguarding Risk Assessment

Written Assessment of Risk of Scoil Mhuire, Howth Primary School

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 PostPrimary Schools (revised 2023)*, the following is the Written Risk Assessment of Scoil Mhuire, Howth Primary School.

| 1. List of school activities | 2. The school has identified the following risk of harm in respect of its activities – | 3. The school has the following procedures in place to address the risks of harm identified in this assessment - |
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| (insert list of school activities in this section) | (insert risks of harm identified in this section) | (insert the procedures in place to address risks of harm in this section) |
| (1) Information and Training | | |
| <i>Training of school personnel in Child Protection matters</i> | <ul style="list-style-type: none"> • Harm not recognised or reported promptly • Procedures not followed correctly | <ul style="list-style-type: none"> • The Child Protection Procedures for Primary and Post Primary School 2017 are made available to all school personnel and discussed • Child Safeguarding Statement & DES Procedures made available to all staff • DLP & DDLP attended C.P. training • All Staff have completed Tusla training module & any online training offered by PDST • New staff are required to complete Tusla online training course as part of the offer of position. • BOM to maintain records of staff and board training • Board of Management members encouraged to avail of relevant training |
| <i>Curricular provision in respect of SPHE, RSE, Stay Safe</i> | <ul style="list-style-type: none"> • Programme(s) not being taught | <ul style="list-style-type: none"> • School implements these programmes • Monitoring of implementation via Cuntas Miosuil & whole school plan. • Staff encouraged to avail of CPD/training in relevant areas |

| (2) Teaching and School Premises | | |
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| <i>Attendance</i> | | <ul style="list-style-type: none"> • Attendance Policy |
| <i>Daily arrival and dismissal of pupils</i> | <ul style="list-style-type: none"> • Harm not being recognised by school personnel • Harm from other pupils, unknown adults in the school entrance, immediate environment/ school grounds area | <ul style="list-style-type: none"> • Reception/Assembly/Dismissal Policy • Supervision policy to ensure appropriate supervision of children on arrival and dismissal • Traffic Management Procedures • Health/Safety Policy • Procedure in place for children who are late to school. • Procedure collecting children during school hours. |
| <i>Recreation breaks for pupils & movement breaks for pupils</i> | <ul style="list-style-type: none"> • Harm in the school by another child • Harm not being reported by school personnel | <ul style="list-style-type: none"> • Health/Safety Policy • Supervision Policy to ensure appropriate supervision of children during breaks • Staggered times for use of playground • Adequate staffing • Code of Behaviour/Conduct/Discipline • Anti-Bullying Policy • Flight Risk Procedure • Yard Supervision Rota |
| <i>Online Teaching and Learning Remotely</i> | <ul style="list-style-type: none"> • Online comments by another child • Online comments by an adult or stranger • Online comments by a staff member • Inappropriate online material accessed by a child | <ul style="list-style-type: none"> • Acceptable Use Policy • Anti-bullying Policy • SPHE Policy • Mobile Phone Policy • Supervision by the parent while the child is online |
| <i>Outdoor Teaching Activities</i> | <ul style="list-style-type: none"> • Harm by a member of staff | <ul style="list-style-type: none"> • Vetting Procedures • Code of Behaviour • Anti-bullying Policy • Flight Risk Procedure • Adequate staffing |

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| <i>Classroom teaching & supervision</i> | <ul style="list-style-type: none"> • Harm in the school by a member of school personnel | <ul style="list-style-type: none"> • Child Safeguarding Statement and 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 • Flight Risk Procedures. • Adequate staffing • Glass in door of most classrooms to allow other staff to look in and view staff and pupil activities (If a decision has been made by the class teacher to cover the window, this action must be explained/ justified by a separate risk assessment, showing all other strategies that were used first). • For classrooms that do not have a glass panel on door, staff are aware that other staff members can/ will enter the room at any time • Code of Behaviour • Anti-Bullying Policy • Health and Safety Statement and Policy |
| <i>One to one teaching/ one to one activities</i> | <ul style="list-style-type: none"> • Harm in one-to-one teaching/coaching situation | <ul style="list-style-type: none"> • School has procedures in place for one to one teaching • Open structure within the snug area and/or glass in door • Easy access to room by other members of staff • Teacher or other staff member to be informed/ aware that a child is having a 1:1 session |
| <i>Use of toilet/ shower areas in school building</i> | <ul style="list-style-type: none"> • Inappropriate behaviour • Harm to pupil | <ul style="list-style-type: none"> • Code of Behaviour Policy • Supervision Policy • Anti-Bullying Policy • Classroom and Yard Toilet Procedures • See also SEN section • Child Safeguarding Statement and Policy • 2 SNAs to be involved in intimate care of pupils • Students from other colleges/ schools and volunteers not to be involved in showering or toileting programmes, alone. |

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| <i>Use of external personnel to supplement curriculum</i> | <ul style="list-style-type: none"> • Harm in the school by volunteer or visitor to the school | <ul style="list-style-type: none"> • Vetting Procedures • Teacher(s) present with external personnel |
| <i>Participation by pupils in religious ceremonies</i> | <ul style="list-style-type: none"> • Harm in the school or church by volunteer or visitor to the school | <ul style="list-style-type: none"> • Vetting Procedures • Teacher(s) present with external personnel |
| <i>Administration of First Aid/Medicines</i> | <ul style="list-style-type: none"> • Harm in the school by a member of school personnel | <ul style="list-style-type: none"> • First Aid Procedures information pack for visiting teachers • Administration of Medicines Policy • First Aid Training for all SNAs and some teachers • All injuries to the head are reported to parents/ guardians • All to be aware of those students in their care who are allergic to certain preparations and/or types of plaster • Health and Safety Statement • Health and Safety Officer appointed in school • All classroom staff to be aware of medication protocols for the pupils in their classes. |
| <i>Visitors/contractors present in the school during school hours</i> | <ul style="list-style-type: none"> • Harm in the school by the visitor to the school | <ul style="list-style-type: none"> • Vetting Procedures • Teacher[s] present with external personnel |
| <i>Visitors/contractors present during after school activities</i> | <ul style="list-style-type: none"> • Harm in the school by the visitor to the school | <ul style="list-style-type: none"> • Vetting Procedures • Teacher/Staff member present with external visitor/contractor |
| <i>School Outings School Tours involving overnight stays</i> | <ul style="list-style-type: none"> • Harm by a member of school personnel. • Harm by Member of staff of <u>another</u> organisation or other persons while pupil(s) participate in out of school activities | <ul style="list-style-type: none"> • Vetting Procedures • School Tours Policy • First Aid Procedure • Flight Risk Procedure • Administration of Medicines Policy. • Code of Behaviour • Staffing ratio planned in advance to ensure appropriate level of supervision • Parents to sign permission slips for all school outings |

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| <i>Use of external personnel to support sports and other extra-curricular activities</i> | <ul style="list-style-type: none"> • Harm due to inadequate supervision of pupils | <ul style="list-style-type: none"> • Vetting Procedures • Teacher(s) in attendance • Ensuring vetting of coach by relevant centre/affiliate body |
| <i>After school use of school premises by other organisations</i> | <ul style="list-style-type: none"> • Harm due to inadequate supervision of children | <ul style="list-style-type: none"> • Vetting Procedures • Child Safeguarding Statement and DES procedures made available to all staff • Collection and Drop-off Procedures. |
| <i>Use of Off-site facilities for school activities</i> | <ul style="list-style-type: none"> • Harm by a member of school personnel | <ul style="list-style-type: none"> • Vetting Procedures • First Aid Procedure • Flight Risk Procedure • Code of Behaviour Policy • Adequate level of supervision • Administration of Medicines Policy |
| <i>Fundraising events involving pupils</i> | <ul style="list-style-type: none"> • Harm by a member of school personnel or visitor to the fundraising event | <ul style="list-style-type: none"> • Vetting Procedures • Child Safeguarding Statement • Flight Risk Procedure • Code of Behaviour • Adequate supervision by staff |
| <i>School Sports Day</i> | <ul style="list-style-type: none"> • Harm by a member of school personnel | <ul style="list-style-type: none"> • Vetting Procedures • Code of Behaviour • Adequate supervision by staff • First Aid and Administration of Medicines • Flight Risk Procedure |
| <i>Sporting Activities including home and away matches</i> | <ul style="list-style-type: none"> • Harm by a member of school personnel or member of another organisation | <ul style="list-style-type: none"> • Vetting Procedure • Code of Behaviour • Adequate supervision by staff • First Aid and Administration of Medicines • Flight Risk Procedure • Child Safeguarding Statement • Anti-bullying Policy |

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| (3) Special Educational Needs | | |
| <i>Care of children with special educational needs, including intimate care needs</i> | <ul style="list-style-type: none"> • Harm to child by school personnel | <ul style="list-style-type: none"> • SEN Policy • Intimate Care Procedures • Flight Risk Procedure • Anti-bullying Policy • Other staff to be made aware that the staff member is toileting a pupil • 2 SNAs required when intimate care is involved during toileting process • All understand that another staff member may discreetly check on staff and pupil for child protection/ safety reasons |
| <i>Care of pupils with specific vulnerabilities/ needs such as pupils from ethnic minorities/migrants, members of the Travelling Community, LGBTQ children, pupils perceived to be LGBTQ, pupils of minority religious faiths, children in care, children with medical needs</i> | <ul style="list-style-type: none"> • Harm to child by school personnel | <ul style="list-style-type: none"> • Anti-bullying Policy • Code of Behaviour • Services of NEPS where appropriate |
| (4) Behaviour Management | | |
| <i>Management of challenging behaviour amongst pupils</i> | <ul style="list-style-type: none"> • Harm due to non conformity of the schools code of behaviour. | <ul style="list-style-type: none"> • Code of Behaviour • Supervision Policy • Flight Risk Procedure • Anti- Bullying Policy • Child Safeguarding Statement • Health & Safety Statement and Policy |

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| | | <ul style="list-style-type: none"> • School can refer pupils to NEPS regarding cause and management of behaviours that challenge • School can avail of supports from NCSE re challenging behaviour of pupils |
| <i>Prevention of and dealing with bullying amongst pupils</i> | <ul style="list-style-type: none"> • Harm in the school by another child • Harm in the school to another child | <ul style="list-style-type: none"> • Anti-Bullying Policy • SPHE Policy • Child Safeguarding Statement and Risk Assessment • Code of Behaviour • Wellbeing Procedure |
| <i>Application of sanctions under the school's Code of Behaviour, Conduct and Discipline</i> | <ul style="list-style-type: none"> • Harm due to non conformity to Code of Behaviour, Conduct & Discipline | <ul style="list-style-type: none"> • Code of Behaviour, Conduct and Discipline • Anti-Bullying Policy |
| (5) Information and Communications Technology (ICT) | | |
| <i>Use of ICT by pupils in school</i> | <ul style="list-style-type: none"> • Harm caused by children inappropriately accessing/using computers, social media, phones and other devices while at school • Harm caused by members of school personnel communicating with pupil(s) in an inappropriate manner via social media/texting, digital devices, etc. | <ul style="list-style-type: none"> • Internet Acceptable Use Policy (ICT) • Mobile phone Policy • Anti-Bullying Policy • Code of Behaviour, Conduct, Discipline • Pupils always supervised while on computer/tablet and never left alone while engaging in online school-work |
| <i>Use of video/photography/other media to record school events</i> | <ul style="list-style-type: none"> • Harm to pupil by posting images on-line | <ul style="list-style-type: none"> • Parent Guidelines • Parent permission sought for the use of images of child |
| (6) Recruitment of school personnel and Other personnel | | |
| <i>Recruitment of :</i> <ul style="list-style-type: none"> • <i>Teachers</i> | <ul style="list-style-type: none"> • Harm not recognised or reported | <ul style="list-style-type: none"> • Vetting Procedures • DES circulars relating to recruitment/vetting |

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| <ul style="list-style-type: none"> • <i>Special Needs Assistants</i> • <i>Ancillary Staff</i> • <i>Outside coaches</i> | <ul style="list-style-type: none"> • Harm due to inappropriate relationship and/or communications between pupil(s) and another child or adult | <ul style="list-style-type: none"> • Child Safeguarding Statement plus DES procedures made available to all staff • New staff will be provided with copy of school's Child Safeguarding Statement • All volunteers must be vetted • No child is ever left unsupervised by school staff, in areas where visitors or contractors may be working |
| <i>External speakers</i> | <ul style="list-style-type: none"> • Harm to pupil(s) | <ul style="list-style-type: none"> • Teacher(s) in attendance |
| <i>Volunteers/parents in school activities</i> | <ul style="list-style-type: none"> • Harm not recognised or reported | <ul style="list-style-type: none"> • Teacher(s) in attendance • Vetting procedures as required |
| <i>Student participation in work experience in the school</i> | <ul style="list-style-type: none"> • Harm by student | <ul style="list-style-type: none"> • Teacher(s) in attendance • Students over 16 years old must be garda vetted by the college/ school |
| <i>Student teachers undertaking teacher training placement in the school</i> | <ul style="list-style-type: none"> • Harm by student | <ul style="list-style-type: none"> • Teacher(s) in attendance • Child Safeguarding Statement • College of Education vetting |

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 (revised 2023)*

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.